



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	March 31, 2025
Agenda Title:	Authorization to convert part-time WTP operator position to full-time
Requested Action:	Approval
Department / Agency Lead:	Department of Finance and Procurement
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Minimum staffing levels for the Water Treatment Plant are prescribed by the Virginia Administrative Code. The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (WWWOSSP Board) licenses individuals who operate water and wastewater treatment facilities. These facilities must be staffed by properly licensed employees depending on the size and classification of the facility. The Virginia Department of Health monitors compliance with licensure requirements and staffing levels through reporting and periodic site visits.

BACKGROUND

To meet the required staffing, staff have requested the upgrade of a part-time operator position to full-time status. The Town Manager discussed this request with the Town Council during the March 2025 meeting. Hearing no objections to this request, staff have prepared a resolution to memorialize this approval. This will ensure that the plant has the proper staffing across all shifts.

As noted above, there is no budgetary impact at this time due to vacancies. There is adequate funding in the current budget to cover this upgrade. The upgraded position will be reflected in the FY 2026 Proposed Budget.

STAFF RECOMMENDATION

Staff recommend approval of the attached resolution to memorialize the increase of a part-time operator to full-time status.

Service Level/Collaborative Impact

This action will ensure adequate and properly licensed staffing coverage for the Town's water treatment plant.

Policy Direction/Warrenton Plan 2040

Maintain a sufficient quantity and quality of public water supply.

Fiscal Impact

There is no requirement for additional funds at this time, as this upgrade may be handled within the current budget allocation. The upgraded position will be reflected in the FY 2026 Proposed Budget.

Legal Impact

n/a

ATTACHMENTS

1. A Resolution to Upgrade a Part-time Water Treatment Plant Operator Position to Full-time