

OCTOBER 26, 2018

BOARD OF MAYOR AND ALDERMEN

CALLED MEETING

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The Board of Mayor and Aldermen (BMA) met in a Called Meeting on Friday, October 26, 2018, at 8:00 a.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Mayor Vest led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam Dickson. Alderman David Sell was absent. Also, present were: Town Administrator Bob Browning, Operations Manager Craig Ford, and Executive Assistant Donna Freeman (due to absence of Town Recorder Abbey Miller who was on vacation). Town Attorney Jim Wheeler was absent.

The first item for discussion was the approval of the sprinkler system bid for the Jackson Theatre project. Mayor Vest said he has a problem with only one bid coming in and asked Bob Browning to give an update on the bid process. Mr. Browning said there are three vendors in our area that install sprinkler systems: East Tennessee Sprinkler, Moody Sprinkler and SimplexGrinnell; all three companies were contacted. Mr. Browning said all three expressed interest in bidding and were sent a Request for Proposal, plans and specifications. He said Ken Ross Architects scheduled a pre-bid walk-through with all three vendors to go over the scope of the project and answer any questions. Mr. Browning said East Tennessee Sprinkler and Moody Sprinkler participated in the walk-through but SimplexGrinnell did not. He said when the bids were received and opened, only East Tennessee Sprinkler submitted a bid. Mr. Browning said staff and the architects feel the bid price is really good and East Tennessee Sprinkler is an excellent contractor; in addition, East Tennessee Sprinkler does not have a problem in doing the work in three separate phases. He said the sprinkler system has to be put in while the ceiling is open, but will not be operable until the Jackson Theatre is in operation. Mr. Browning said that ECD has given approval to bid the structural work and the marquee/signage façade work; those bids are due on November 7, 2018. Alderman Countermine made the motion to approve the low bid of \$76,981 from East Tennessee Sprinkler to install sprinkler systems in the three buildings involved in the Jackson Theatre complex project, to be paid out of project funding and authorize the Mayor to sign all documents related to the East Tennessee Sprinkler bid including the Notice of Award, Contract, and Notice to Proceed. The motion was seconded by Alderman Dickson and duly passed.

The second item for discussion was approval of recommendations for Water Distribution Department positions including the job description for the Construction Supervisor position. Mayor Vest asked the Aldermen if they had any questions. Alderman Causey asked Craig Ford if Kevin Brobeck could operate all equipment that is used in Water Distribution. Mr. Ford replied that he could. Alderman Causey asked about copies of Mr. Brobeck's certifications. Mr. Ford said he would get the copies of Mr. Brobeck's certifications before he started working. Mayor Vest asked Mike McCracken, Water Distribution Superintendent, how he feels about Mr. Brobeck. Mr. McCracken said his references were very good, and he feels good about hiring him. Mr. McCracken said he has talked with Jimmy Green, and he feels Mr. Green and Mr. Brobeck will work well together. He said his only concern is Mr. Brobeck learning our water system because we operate so differently than Johnson City. Mr. Browning said after meeting Mr. Brobeck, he has a good feeling about him working for Jonesborough. Mr. Ford said Mr. Brobeck is very knowledgeable and has his sewer certification as well as his water distribution certification. There being no further discussion, Alderman Dickson made the motion to approve the following: (1) appoint Kevin Brobeck as Assistant Water Distribution Superintendent at Grade 14 Step 4 (\$43,920), subject to all pre-employment conditions including WorkSteps; (2) approve the re-establishment of the Water Distribution Construction Supervisor in Grade 10 and the position description; (3) promote Jimmy Green to the Construction Supervisor position at Grade 10 Step 6 (\$38,333), retroactive to October 1, 2018; and (4) appoint Cody Hartley as a Water Worker I at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions including WorkSteps. The motion was seconded by Alderman Countermine and duly passed.

Water Distribution Construction Supervisor

GENERAL DESCRIPTION: Performs difficult skilled and technical work supervising water workers and equipment operators engaged in the provision of new services; installation of water taps and repairs to service lines. This work which involves coordinating and inspecting the work of Water Distribution employees in the performance of a wide variety of job which require technical knowledge or skill. Areas of work and standards to be met are developed by the employee, and work performed is checked in process and upon completion. This employee is under the direct supervision of the Assistant Water Distribution Superintendent and the general supervisor of the Water Distribution Director. This position operates as third in command of the department and assist both the Director and Assistant Director in either's absence. This employee also functions as a senior crew leader.

Performs intermediate skilled work operating dump trucks, medium construction equipment, backhoes, knuckle booms, sanitation trucks or equivalent equipment. This is skilled work in the operation of moderately complex specialized maintenance and construction automotive equipment. The work involves responsibility for the safe and efficient operation of assigned equipment. Employees in this class must have manipulative skill of higher degree than employees of a lower class, and work in this class differs from that of the lower class of operator in that incumbents must operate heavier, more complex and specialized equipment, and several types of equipment within this category interchangeably. Supervision may be exercised over one or many laborers assigned to Water Distribution.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists in checking and making water tap locations;
- Assists with one-call marking;
- Ensures staff is trained in all safety procedures and the on-going compliance with these procedures;
- Assists in maintaining compliance with OSHA standards with the department;
- Assists in employee accountability and disciplinary measures when needed;
- Assists with the coordination of tap locations with customer or developer;
- Assists with coordinating the activities of distribution crews;
- Assists when requests in reviewing plans for adequacy and future development;
- Assists in reviewing line extension requests and assists with cost estimation;
- Inspects work in progress to ensure conformance with instructions and quality;
- Performs or assists in performing more difficult or skilled tasks;
- Trains and instructs subordinates;
- Evaluates works and performance of subordinates;
- Periodically inspects vehicles and equipment to ensure proper care, maintenance, security, and Town policies are followed;
- Is knowledgeable in the proper use of equipment utilized in the activities and operation of the department;
- Assists in the coordination of duties and supervision of the Water Quality Specialist and the Distribution System Coordinator;
- Assists in short and long range planning related to the water system;
- Operates a rubber tire backhoe to trench, load and backfill in construction and maintenance activities;
- Operates trackhoe to load trucks with materials, or for excavation, or other heavy equipment as needed;
- Instructs lower level operators in the finer points of operation and servicing of assigned equipment;
- Participates in work related maintenance and construction activities; when the nature of the work does not require constant operation of assigned equipment, employees in this class participate in general laboring tasks incidental to the job;
- Reports need for maintenance or repair of equipment;
- Must adhere to all State and Federal guidelines and permit requirements;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Through knowledge of methods, materials and techniques used in municipal public work construction projects; thorough knowledge of the water system for the Town, including location and size of mains, hydrants and valves; thorough knowledge of other special areas assigned; thorough knowledge of the occupational hazards and safety precautions of the work; ability to read and interpret blue prints; ability to assign and supervise the work of others; thorough knowledge of operating instructions and proper maintenance of equipment and vehicles used in the department; general knowledge of traffic laws and other regulations governing automotive equipment operation; general knowledge of computer operation to include Microsoft office; dependable.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED. Possession of an Associate's Degree from an accredited community college or technical school and considerable experience in the water/sewer construction and maintenance area; or any equivalent combination of experience and training which provide the required knowledge, skills and abilities. Employees in this class must possess Water Distribution II and Cross-Connection Certification issued by the State of Tennessee. Employees in this class must possess a valid Tennessee Commercial Drivers License.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This position description should not be construed as an all-inclusive statement of every task required of this position but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at time sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

Environmental Requirements: Task may require frequent exposure to adverse environmental conditions. Task may involve exposure to noise, hazards, chemicals and inclement weather.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s), if needed, will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 10, Non-Exempt, October 26, 2018

There being no further business, Mayor Vest adjourned the meeting.