



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Inga Cushman, Administrative Services Director
Date: January 21, 2020
Subject: Discussion and Possible Action Regarding Utility Division Job Descriptions Updates

Summary

The City of Milton reviews job descriptions on a cyclical basis to ensure they reflect current job duties and responsibilities. The job descriptions are then brought to the Common Council for review.

The latest group of job descriptions to be reviewed were the utility job descriptions – Waterworks Operator, Assistant Waterworks Operator, Wastewater Operator, Assistant Wastewater Operator, and Assistant Utility Operator.

The Assistant Utility Operator position was a new position in 2019. This position replaced a General Laborer position that was vacant in the Public Works Department. The other job descriptions were last updated around 2010. Moving forward, the goal will be review 25% of existing job descriptions every year and / or when a position is vacated or when a recruitment occurs.

Recommendation

To approve the job descriptions for the Waterworks Operator, Assistant Waterworks Operator, Wastewater Operator, Assistant Wastewater Operator, and Assistant Utility Operator as presented.

Attachments

- Waterworks Operator Job Description
- Assistant Waterworks Operator Job Description
- Wastewater Operator Job Description
- Assistant Wastewater Operator Job Description
- Assistant Utility Operator Job Description