

## EMPLOYEE HOURLY WAGE/JOB DESCRIPTION

JOB TITLE	EMPLOYEE NUMBER	2018	2019	2020
MANAGER	#001	26.00	27.30	29.30
CERTIFIED WATER OPERATOR	#002	18.48	19.41	19.81
AMR SPECIALIST/OPERATOR	#003	15.79	16.58	16.98
LABOR	#004	20.14	20.58	20.80
OFFICE MANAGER	#005	18.18	19.09	19.49
BILLING CLERK	#006	15.66	16.45	16.85
AMR SPECIALIST	#007	14.88	15.78	16.13

## EMPLOYEE JOB DESCRIPTIONS

MANAGER = Management duties include all daily operations, supervise all employees. Reports to district board, work with government agencies to secure funding and coordinates all projects.

CERTIFIED WATER OPERATOR = Daily sampling, daily and monthly MORs and other regulations to meet. Helping with all repairs and maintenance, reading meters, and inspections.

AMR SPECIALIST/OPERATOR = Reads meters, change out program. Maintenance, sampling, equipment operator, and MORs.

LABOR = Assist with, meter change out, maintenance, mowing, inspections of equipment, valve exercise, and cleaning.

OFFICE MANAGER = Supervises office personnel, bookkeeping, works with auditors, coordinated meetings, attends board meetings, training, and personnel.

BILLING CLERK = Customer relations, daily bills, calculates water adjustments, accounts receivable, and work orders.

AMR SPECIALIST = Stocking meters, reading meters, change out program, maintains reading system, MORs, daily sampling, maintenance, and office work.