

Caldwell County Water District – Employees on December 31, 2020

<u>Employee Name</u>	<u>Job Title</u>	<u>Pay Rate</u>
Jimmy Littlefield	CEO	\$80,000/year
Jillian Slaton	Office Manager	\$18.45/hour
LaDonna Vinson	Customer Service Representative	\$16.00/hour
James Pool	Distribution Operator	\$17.00/hour

Caldwell County Water District – Current Employees

<u>Employee Name</u>	<u>Job Title</u>	<u>Pay Rate</u>
Jimmy Littlefield	CEO	\$80,000/year
Jillian Slaton	Office Manager	\$18.45/hour
LaDonna Vinson	Customer Service Representative	\$16.00/hour
Daniel Goodaker	Maintenance Supervisor	\$24.00/hour
Dillon Goodaker	Distribution Operator	\$18.00/hour
Trevor Baker	Distribution Operator	\$17.00/hour

Job Descriptions

CEO: Management duties include all daily operations, supervise all employees. Reports to district chairperson, works with government agencies to secure funding and coordinates all projects.

Office Manager: Supervises office personnel, bookkeeping, works with auditors, coordinated meetings, training and personnel. Reports to CEO.

Customer Service Representative: Customer Relations, daily bills, calculates water adjustments, accounts receivable and work orders.

Maintenance Supervisor: Daily sampling, monthly MORs and other requirements to meet EPA Standards. Helping with all repairs and maintenance, reading meters and inspections of equipment. Reports to Manager.

Distribution Operator: Assist with meter change out, maintenance, mowing, valve exercise and cleaning, leak detection, and leak repairs.