

RESPONSIVE TO STAFF 3-7

JOB DESCRIPTION

Position: UTILITY FIELD WORKER WATER

**Reports To: Water Crew Leader
Non-Supervisory**

**Pay Grade: 15
Non-Exempt**

Job Summary: Under the direction of the Water Crew Leader, monitors, adjust and maintains the water distribution system. Performs manual labor and semi-skilled tasks in public works projects, including municipal public works and utilities projects, parks, and ground maintenance. Applies knowledge of water systems, equipment and facilities to operate equipment and perform regular, recurring and non-routine tasks for maintenance, repair and installation for the water distribution maintenance section.

Minimum Requirements:

- High School Graduation or Its Equivalent
- Current Groundwater Class C Certification, or ability to obtain per TCEQ requirements
- 3 Years Field or Related Experience
- Or Any Equivalent Combination of Education and
- Experience that Provides the Required Knowledge, Skills, and Abilities
- Valid Texas Motor Vehicle Commercial Driver's License (CDL) or the ability to obtain CDL within 6 months

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Monitor the operation of water distribution and treatment systems including pumps, motors, and other equipment; read gauges, dials and other instrumentation; maintain and update accurate logs of water treatment activities
- Inspect deep-well water pumps, standby engines, chlorine equipment and related pump station facilities for proper operation; perform general maintenance and routine repairs as needed
- Check alarms, tank and reservoir water levels, pump operations, and other information using a computer terminal
- Inspect chlorine equipment for proper operation; check for proper dosage rates and adjust in accordance with appropriate procedures; change chlorine cylinders as required
- Collect water samples for chlorine; conduct routine laboratory tests; record results
- Inspect water reservoirs and monitor water system pressure; maintain and adjust control valves
- Operates and maintains various equipment, including backhoe, dump truck, jet trailer, and skid loader
- Locates water mains
- Read, record and input water meters to determine consumption.
- Walk or drive a vehicle to various meter locations; lift meter covers; remove grass, leaves and other obstructions as necessary
- Maintains grounds surrounding water plant
- Respond to citizen complaints of poor water quality; investigate and determine cause for complaint; resolve complaint in accordance with appropriate procedures
- Maintains written records of inspection, maintenance, and work orders
- Maintains grounds surrounding water and wastewater facilities, including mowing grass and weed eating
- Enforces and follows safety procedures
- Other duties as assigned

Work Environment: Reading meters requires considerable physical activity and outdoor work, in inclement weather and varying temperatures with regular hours including some evenings, weekends, and on-call schedules. Gaining access to meters requires frequent walking, bending, stooping, squatting and kneeling; occasional crawling; opening and lifting meter covers weighing up to 10 lb.; and frequent lifting of meters up to 20 lb. There is occasional to frequent exposure (varying by season) to yard and garden environments beyond the employer's ability to control, including potential toxic and/or irritant exposures by inhalation (breathing) or skin contact, to pesticides, fertilizers and pollens. Duties require significant walking, inspecting in confined areas, sitting, standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling and pushing up to 100 pounds. Must be able to operate assigned vehicle and adhere to all safety guidelines and wear safety equipment where required. Need manual dexterity and visual acuity. Exposure to harsh chemicals and noise from equipment operation.

THE MUNICIPALITY RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.



Employee Signature

08.07.08
Date

JOB DESCRIPTION

Position: CREW LEADER COLLECTIONS

**Reports To: Assistant Collection Superintendent
Non-Supervisory**

**Pay Grade: 18
Non-Exempt**

Job Summary: Under the direction of the Assistant Collections Superintendent, performs a variety of semi-skilled and skilled maintenance procedures on the Town's storm and sanitary sewer system. Maintain wastewater flow in collection service lines to assure public protection and conformance to environmental guidelines for wastewater management.

Minimum Requirements:

- High School Graduation or Its Equivalent
- Current Collections Class II Certification
- 3 Years Field or Related Experience
- Or Any Equivalent Combination of Education and
- Experience that Provides the Required Knowledge, Skills, and Abilities
- Valid Texas Motor Vehicle Commercial Driver's License (CDL)

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Maintain all sewer lines, man holes, collection system
- Determining cleaning process
- Operate hydraulic jet to remove foreign material
- Operate hydraulic root saw to remove roots from main line
- Perform rodding by mechanically pushing hook or blade through line to remove roots or foreign material blocking water flow
- Flush foreign materials from the main line
- Inspect flows of lines indicated on trouble list; clean as needed
- Utilize TV to detect infiltration, locate taps, and inspect condition of lines
- Main Line Installation
- Develops leadership and technical guidance skills
- Performs other related duties as assigned

Work Environment: While performing the duties of this job, the employee regularly works in outside weather conditions with regular hours including some evenings, weekends, and on-call schedules. The employee frequently works near moving mechanical parts and is frequently exposed to wet and /or humid conditions, bloodborne pathogens, fumes or airborne particles, pathogenic substances, and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to extreme heat, risk of electrical shock, and vibration. The employee may work in confined spaces. The employee must regularly lift and/or move up to 100 pounds, and occasionally lift and/or move up to 100 pounds. The noise level in the work environment is usually very loud.

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WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Dwayne T. Roberts
Employee Signature

8-6-08
Date

JOB DESCRIPTION

Position: UTILITY BILLING/ADMINISTRATIVE ASSISTANT

**Reports To: Wastewater/Water Superintendent
Non-Supervisory**

**Pay Grade: 17
Non-Exempt**

Job Summary: This position has extensive contact with the public and handles customer inquiries and complaints regarding water consumption, water pressure, meter readings, and/or water leak problems and makes independent interpretations of MUD policies to determine appropriate adjustments.

Minimum Requirements:

- High School Graduation
- 3 Years Accounting Experience/Experience as a utility billing clerk preferred
- Or Any Equivalent Combination of Education and Experience that Provides the Required Knowledge, Skills, and Abilities
- Clerical Experience (Computer, Microsoft Word/Excel Software, typing, phones, filing)
- Customer Service Experience
- Knowledge of Open Records Act and Records Retention Schedules
- Valid Texas Motor Vehicle Class C Operator's License

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Assists in utility billing functions for the Municipal Utility District
- Assists in establishing new accounts, disconnecting and reconnecting customer utility access.
- Provides telephone and in person customer service and problem solving regarding billing issues and other customer related issues
- Performs various accounting functions including collection and posting utility payments, credit card transactions, bank draft transactions, collection of delinquent payments, customer deposits, balancing totals against weekly deposits, and preparing related reports
- Generates and processes utility work orders for field staff
- Assists in proofing meter sheets for incorrect readings and generate's re-read list as necessary including adjusting meter readings on customer accounts
- Assists in responding to and resolving customer inquiries and problems regarding billing, high water consumption, water pressure, meter readings, and/or water leaks.
- Assists Water Superintendent in administrative duties
- Other duties as assigned.

Work Environment: Office and travel environment with regular hours from 8:00 a.m. to 5:00 p.m. with overtime including evenings and weekends. Exposure to computer screens. Duties require sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 35 pounds. Need manual dexterity and visual acuity. Must be able to operate assigned equipment and vehicle and adhere to safety guidelines. Work is performed in an office and requires periods of intense concentration over extended period of time with frequent interruptions for questions and advice. Stress associated with competing priorities and time deadlines is occasionally an element of the position and must be recognized and successfully managed.

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Employee Signature

4/29/08

Date

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1

WASTEWATER SHIFT SUPERVISOR

JOB DESCRIPTION

JOB TITLE: WASTEWATER SHIFT SUPERVISOR

REPORTS TO: WASTEWATER SUPERINTENDENT

POSITION SUMMARY

Under the direction of the Wastewater Superintendent, operates and maintains the facilities of the municipal wastewater treatment plant. Plans, coordinates, supervises and trains the operations staff. Participates in the operation of the wastewater treatment, disposal and reclamation facility. Keeps various records pertaining to wastewater treatment plant system.

TYPICAL DUTIES AND RESPONSIBILITIES

- Plant operations - Monitors and records plant operations involving wastewater flows, chemical additives, preventive and repair maintenance, instrumentation operation, operation and adjustment of pump, operates belt press, wastewater analysis, and facility record keeping.
- Conducts laboratory analysis – analyses, monitors, collects, calculates, and records wastewater samples during treatment and makes biological modifications through treatment process.
- Conducts preventive equipment maintenance activities - grease, repair, adjust, clean, paint, calibrate, lubricate, etc. plant equipment and instrumentation.
- Facility maintenance and cleaning - includes sweeping and cleaning inside work areas and mowing/weed eating, etc. outside facility grounds.
- Plant records – maintains written records of inspections, maintenance performed, instrument and equipment readings, making necessary calculations. Records results and reports abnormal situations to supervisor and files records:
- May operate Supervisory Control and Data Accession (SCADA) computer system.
- Accurately reads gauges, dials and other instruments that depict and/or record data.
- Assists in the supervision and training of other wastewater department personnel.
- Assists in preparation of regulatory reports and routine management operational reports.
- Operates a front-end loader, other heavy equipment, and vehicles.
- Cross-trained to work in water distribution and collection systems.
- Performs other related duties as assigned.
- Participates in rotating on-call shift to cover weekends and after hours.

ESSENTIAL FUNCTIONS

Ability to lift items of up to 75 pounds to level of waist; small motor skills; sense of touch and smell; ability to hear and give oral instructions; walking on hard and uneven surfaces; working on ladders and scaffolding; climbing ladder of up to 150 feet in height; frequent bending, squatting and kneeling; ability to read instructions and write information on reports.

MATERIALS, EQUIPMENT AND TOOLS

Electrical testing equipment, grinders, torches, hammers, pneumatic chipping tools, motor vehicles, face shields, gloves, goggles, laboratory meters and equipment, shovels, rakes, wrenches, chain saw, calculator, electric meters.

SPECIAL REQUIREMENTS

Wastewater Shift Supervisor – Possession of a valid Class A Commercial Driver's License issued by the State of Texas. Persons employed in this classification are required to possess a Class B Wastewater Treatment Operator Certificate issued by the Texas Commission on Environmental Quality and have a minimum of five (5) years' experience in wastewater treatment plant operations. Preference will be given to applicants with experience in the operation of membrane bioreactor systems but not required.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of wastewater treatment plant operations as would be acquired through certification as a Wastewater Treatment Operator.
- Operating principles of valves, pumps, motors, and various types of electrical and electronic equipment.
- Safe work practices.
- The appropriate use of hand and power tools used in the maintenance and repair of plant equipment.

Ability to:

- Operate, repair and maintain wastewater treatment plant facilities and equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations.
- Perform various laboratory tests and document the results of same.
- Diagnose operating problems and take effective course of action.
- Perform difficult physical labor in inclement weather to repair and maintain wastewater treatment plant system.
- Supervise and train others in the procedures of wastewater treatment plant operations.

- Work weekends and holidays, and to respond to emergency calls during off-duty hours.
- Maintain a courteous and professional demeanor in difficult and stressful situations.
- Strong ability to communicate both verbally and through written correspondence.
- Ability to complete complex reports related to wastewater treatment operations.
- Proficient in the use of personal computer and software including Microsoft Word, Excel, and PowerPoint.

Wastewater Shift Supervisor: Excellent skills and abilities to perform complex functions and duties in a responsible manner in the absence of supervision.

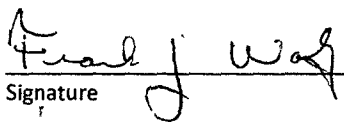
DESIRABLE EXPERIENCE/EDUCATION

Any combination of training and experience which would likely provide the required knowledge, abilities and certification is qualifying.

PHYSICAL REQUIREMENTS

Constant exposure to sun, working in low temperatures and high humidity environment, exposure to loud noise and vibration, walking on slippery and hard surfaces, exposure to airborne dust, bending, kneeling, squatting; frequent walking on uneven surfaces, uses sense of vision, hearing and smell to diagnose problems, work on ladders and structures up to 150 feet in height, work in confined space or cramped body position; lifting of items weighing up to 75 pounds.

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Signature

11-16-2015
Date

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO.1

JOB DESCRIPTION

Position: UTILITY FIELD WORKER WATER

**Reports To: Water Crew Leader
Non-Supervisory**

Non-Exempt

Job Summary: Under the direction of the Water Crew Leader, monitors, adjusts and maintains the water distribution system. Performs manual labor and semi-skilled tasks in public works projects, including municipal public works and utilities projects. Applies knowledge of water systems, equipment and facilities to operate equipment and perform regular, recurring and non-routine tasks for maintenance, repair and installation for the water distribution maintenance section.

Minimum Requirements:

- High school graduation or its equivalent
- Current groundwater class C certification, or ability to obtain within two (2) years of employment
- Three (3) years related experience or experience in construction and/or plumbing or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities
- Valid Texas Motor Vehicle Commercial Driver's License (CDL) or the ability to obtain CDL within one (1) year and acceptable driving record

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Monitor the operation of water distribution and treatment systems including pumps, motors, and other equipment; read gauges, dials and other instrumentation; maintain and update accurate logs of water treatment activities
- Inspect deep-well water pumps, standby engines, chlorine equipment and related pump station facilities for proper operation; perform general maintenance and routine repairs as needed
- Check alarms, tank and reservoir water levels, pump operations, and other information using a computer terminal
- Inspect chlorine equipment for proper operation; check for proper dosage rates and adjust in accordance with appropriate procedures; change chlorine cylinders as required
- Collect water samples for chlorine; conduct routine laboratory tests; record results
- Inspect water reservoirs and monitor water system pressure; maintain and adjust control valves
- Operates and maintains various equipment, including backhoe, dump truck, jet trailer, and skid loader
- Locates water mains
- Read, record and input water meters to determine consumption.
- Walk or drive a vehicle to various meter locations; lift meter covers; remove grass, leaves and other obstructions as necessary
- Maintains grounds surrounding water plant
- Respond to citizen complaints of poor water quality; investigate and determine cause for complaint; resolve complaint in accordance with appropriate procedures
- Maintains written records of inspection, maintenance, and work orders
- Maintains grounds surrounding water and wastewater facilities, including mowing grass and weed eating

- Enforces and follows safety procedures
- Other duties as assigned

Work Environment: Reading meters requires considerable physical activity and outdoor work, in inclement weather and varying temperatures with regular hours including some evenings, weekends, and on-call schedules. Gaining access to meters requires frequent walking, bending, stooping, squatting and kneeling; occasional crawling; opening and lifting meter covers weighing up to 10 lb.; and frequent lifting of meters up to 20 lb. There is occasional to frequent exposure (varying by season) to yard and garden environments beyond the employer's ability to control, including potential toxic and/or irritant exposures, by inhalation (breathing) or skin contact, to pesticides, fertilizers and pollens. Duties require significant walking, inspecting in confined areas, sitting, standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling and pushing up to 100 pounds. Must be able to operate assigned vehicle and adhere to all safety guidelines and wear safety equipment where required. Need manual dexterity and visual acuity. Exposure to harsh chemicals and noise from equipment operation.

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Employee Signature

6-10-13
Date

JOB DESCRIPTION

Position: Trophy Club Municipal Utility District No. 1 - General Manager

Reports To: District Board of Directors
Supervisory

Pay: Negotiated Contract
Exempt

Job Summary: The General Manager is the chief administrative officer for the District and is responsible to the Board of Directors and the public for the proper administration of all District affairs by law, rule or direction of the Board. The person in this full time position provides leadership, planning, organization and direction in the operation, maintenance, personnel management, and capital improvement of water distribution, waste water collection and Fire Department facilities and infrastructures. The General Manager works closely with the District Board of Directors, staff, District legal counsel, consultants, Town of Trophy Club staff, state and local governing bodies, special committees, public officials and general public to meet District goals and objectives.

Minimum Requirements:

- Bachelor's degree in engineering, business management, accounting, public administration, water utility management or related field, advanced degree a plus; equivalent work experience and or work history will be considered
- Minimum of 8 years of increasingly responsible experience in an administrative or managerial capacity involving the responsibility for planning, organizing, creating and managing annual budgets, review and approval of District expenses/payroll, implementing and supervising various work programs with at least 5 years in a upper management position;
- Any equivalent combination of education, experience or training which provides the required knowledge, skills and abilities;
- Possession of a valid Texas Driver's license and a driving record which meets current auto liability insurance requirements, Valid Texas Motor Vehicle Commercial Driver's License preferred
- Possession of a minimum of a valid Class "B" Certificate of Competency in Surface Water and Wastewater from the Texas Commission on Environmental Quality preferred;
- Experience using SCADA system to monitor and make necessary changes to avoid/reduce peak charges preferred;
- Creative, diplomatic, cool under pressure and fantastic interpersonal skills
- Perform work on and maintain sensitive and confidential information
- Manage multiple tasks with minimal supervision
- Communicate clearly and concisely, both orally and in writing

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

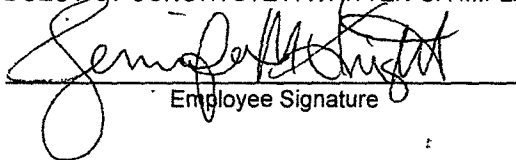
- Develops and implements goals, objectives, policies and priorities for the District's operations as supported by and in accordance with the Board of Directors;
- Identifies and initiates strategic planning for and continuous evaluation of improvements in the District's operations, programs, budgets, policies, rules and regulations to improve the District's

quality of services. Ensures advance planning is conducted for management of the District's future growth and development;

- Oversees development and management of facilities and programming in District owned and Fire Department facilities. Oversees the construction and ensures quality maintenance of the District's water and wastewater distribution system, all residential and commercial connections;
- Prepares and presents the annual budget to the Board of Directors for approval. Provides the Board of Directors an ongoing and accurate report on the finances for water, wastewater, fire operations, administrative activities of the District and services to the public;
- Attends all meetings of the Board of Directors, including any committee meetings, public gathering or "other" meeting as required by the Board of Directors. Represents the District in conducting business with other local, state and federal officials;
- Manages the public relations needs for the District including media requests;
- Ensures efficient and economical purchasing of equipment, supplies, materials, property and facilities for the District;
- Directs and supervises all District employees. Provides for annual performance evaluations for District employees ensuring compliance with state and federal laws, rules and regulations. Ensures adequate staff support and development for all District employees. Leads employees in providing exemplary service to the District;
- Enforces personnel policies. Advises the District Board of Directors on personnel matters and system improvements as may be appropriate;
- Maintains integrity and effective working relationships with the Board of Directors, staff, Town of Trophy Club staff, business leaders, media, committees, general public and all other stakeholders of the District.
- Other duties as assigned

Work Environment: The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job is primarily performed in an office setting. Some exposure to outside elements during emergency operations. While performing the duties of this job, the employee constantly is required to listen, see, sit, stand, walk, talk, use hands to operate objects. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Attendance at night meetings is required. Some travel to offsite locations may be required. This position also requires good listening skills and occasional lifting of 50 pounds. The position of General Manager subjects the incumbent to the continual stress of accommodating competing demands and meeting deadlines.

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Employee Signature


Date

JOB DESCRIPTION

Position: UTILITY FIELD WORKER COLLECTIONS

**Reports To: Collections Crew Leader Water
Non-Supervisory**

**Pay Grade: 15
Non-Exempt**

Job Summary: Under the direction of the Collections Crew Leader, performs a variety of semi-skilled and skilled maintenance procedures on the Town's storm and sanitary sewer system. Maintain wastewater flow in collection service lines to assure public protection and conformance to environmental guidelines for wastewater management.

Minimum Requirements:

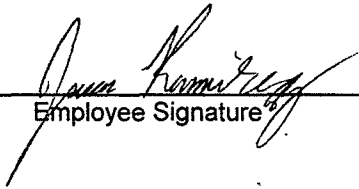
- High School Graduation or Its Equivalent
- Current Collections Class II Certification
- 3 Years Field or Related Experience
- Or Any Equivalent Combination of Education and
- Experience that Provides the Required Knowledge, Skills, and Abilities
- Valid Texas Motor Vehicle Commercial Driver's License (CDL) or the ability to obtain CDL within 6 months

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Maintain all sewer lines, man holes, collection system
- Determining cleaning process
- Operate hydraulic jet to remove foreign material
- Operate hydraulic root saw to remove roots from main line
- Perform rodding by mechanically pushing hook or blade through line to remove roots or foreign material blocking water flow
- Flush foreign materials from the main line
- Inspect flows of lines indicated on trouble list; clean as needed
- Utilize TV to detect infiltration, locate taps, and inspect condition of lines
- Main Line Installation
- Develops leadership and technical guidance skills
- Performs other related duties as assigned
- Enforces and follows safety procedures
- Other duties as assigned

Work Environment: While performing the duties of this job, the employee regularly works in outside weather conditions with regular hours including some evenings, weekends, and on-call schedules. The employee frequently works near moving mechanical parts and is frequently exposed to wet and /or humid conditions, blood borne pathogens, fumes or airborne particles, pathogenic substances, and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to extreme heat, risk of electrical shock, and vibration. The employee may work in confined spaces. The employee must regularly lift and/or move up to 100 pounds. The noise level in the work environment is usually very loud.

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Employee Signature

8-6-08
Date

JOB DESCRIPTION

Position: CREW LEADER WASTEWATER

**Reports To: Assistant Wastewater Treatment Plant Superintendent
Non-Supervisory**

**Pay Grade: 18
Non-Exempt**

Job Summary: Leads and participates in the works of crew performing manual labor and semi-skilled tasks in public works projects, including municipal public works and utilities projects, parks, and ground maintenance. Under the direction of the Assistant Wastewater Superintendent, monitor, adjust and maintain the wastewater treatment plant in working order.

Minimum Requirements:

- High School Graduation or Its Equivalent
- Current Wastewater Treatment Plant Class C Certification
- 3 Years Field or Related Experience
- Or Any Equivalent Combination of Education and
- Experience that Provides the Required Knowledge, Skills, and Abilities
- Valid Texas Motor Vehicle Commercial Driver's License

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Monitors operations of wastewater treatment plant facility, including performing daily and weekly plant field checks and regularly inspecting all wastewater system components
- Runs process control tests to ensure that plant meets standards established by the Texas Commission On Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA)
- Oversees crew functions, including assigning and reviewing work
- Operates and maintains various equipment, including backhoe, dump truck, jet trailer, and skid loader
- Repairs manholes and lift stations
- Installs and repairs water and sewer mains, meters, and valves
- Cleans wastewater treatment equipment, including raking bar screens, raking and steam cleaning microscreens, and washing sand filters, aeration troughs, contact basins, and clarifiers
- Locates water and sewer mains after reviewing maps
- Pours, cleans, and maintains drying beds
- Changes CL2 and SO2 cylinders
- Maintains written records of inspection, maintenance, and work orders
- Maintains grounds surrounding water and wastewater facilities, including mowing grass and weed eating
- Enforces and follows safety procedures
- Develops leadership and technical guidance skills
- Other duties as assigned

Work Environment: Outdoor work environment; seasonal heat and cold or adverse weather conditions, with regular hours including some evenings, weekends, and on-call schedules. Exposure to chlorine and methane gas, sewage; sewage vapors and odors and herbicide sprays; working around and with machinery having moving parts; working at heights on ladders and structures. Frequent personal contact. Duties require significant walking, inspecting in confined areas, sitting, standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling and pushing up to 100 pounds. Must be able to operate

assigned vehicle and adhere to all safety guidelines and wear safety equipment where required. Need manual dexterity and visual acuity. Exposure to harsh chemicals and noise from equipment operation.

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Jeff Richey
Employee Signature

8-27-08
Date

JOB DESCRIPTION

Position: RECEPTIONIST / UTILITY BILLING CLERK

Reports To: Administration Manager

Non-Supervisory

Non-Exempt

Job Summary: Greets and assists visitors; Operates multi line telephone system; Handles Utility Billing payments and customer inquiries.

Minimum Requirements:

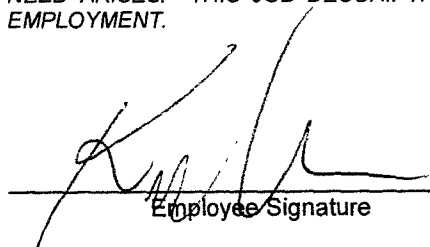
- High School diploma or its equivalent.
- Experience as a utility billing clerk/customer service representative
- Experience answering multiple line phone systems
- Clerical experience (computer, Microsoft Word/Excel software, typing, phones, filing)
- Ability to maintain composure in stressful situations
- Ability to provide excellent customer service
- Ability to provide self motivation
- Attention to detail
- Valid Texas Motor Vehicle Class C Operator's License

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

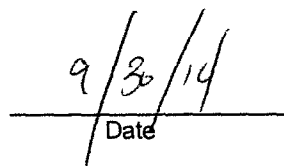
- Greets visitors, answers questions, and directs to appropriate personnel
- Operates switchboard and routes calls
- Receives utility billing payments and answers utility billing questions
- Aids in establishing new accounts, disconnecting and reconnecting customer utility access.
- Assists in other utility billing functions as required
- Accepts and returns packages and distributes mail
- Opens and closes building on a daily basis
- Maintains lobby and breakroom
- Assists in performing various accounting functions including collecting and posting utility payments, credit card transactions, bank draft transactions, collection of delinquent payments, customer deposits, and preparing related reports
- Assists in generating and processing utility work orders for field staff
- Assists in responding to and resolving customer inquiries and problems regarding billing, high water consumption, water pressure, meter readings, and/or water leaks.
- Other duties as assigned.

Work Environment: Office is in a climate controlled environment with minimal exposure to inclement weather. Exposure to computer screens, sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 35 pounds. Manual dexterity and visual acuity are required. Must be able to operate assigned equipment and vehicle and adhere to safety guidelines.

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Employee Signature



Date

TCMUD001967

JOB DESCRIPTION

Position: WASTEWATER SUPERINTENDENT

Reports To: Utilities Operation Manager

Pay Grade: 29

Exempt

Job Summary: Under the direction of the Utilities Operation Manager, plan, organize and direct the Wastewater treatment facilities, programs and activities; monitors and maintains compliance with federal and state regulations for wastewater treatment plant operations and discharge.

Minimum Requirements:

- High School Graduation or its equivalent
- Current Wastewater Class A Certification
- 5 Years Field or Related Experience of increasingly responsible waste water treatment experience, including at least one year in a supervisor or manager capacity
- Or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities
- Valid Texas Motor Vehicle Commercial Driver's License (CDL)

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Supervises plant personnel, including assigning and reviewing work, conducting performance reviews, training employees, and making recommendations on hiring, promoting, disciplining, and/or dismissing employees
- Monitors wastewater collection and treatment systems, including taking daily and weekly meter readings and water samples, runs process control tests to ensure that plant meets standards established by the Texas Commission On Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA)
- Maintains daily records of lab test results and plant data, including calculating quantities of plant products
- Observes plant operations to ensure quality control
- Operates, maintains, repairs and orders supplies for wastewater equipment, including motors, pumps, basins, clarifiers, and contact chambers
- Maintains and operates lift stations
- Cleans, pours and maintains beds
- Performs repairs and maintenance on pumps, motors, components of three-phase electrical system, including welding, cutting, and fabricating
- Locates and repairs collection system piping breaks
- Maintains current knowledge of federal and state requirements related to wastewater
- Trains, enforces, and follows safety procedures
- Develops leadership and technical guidance skills
- Assists Wastewater Plant Superintendent in coordinating maintenance activities with other departments and outside agencies and contractors
- Other duties as assigned

Work Environment: Outdoor work environment; seasonal heat and cold or adverse weather conditions, with regular hours including some evenings, weekends, and on-call schedules. Frequent personal contact. Duties require significant walking, inspecting in confined areas, sitting, standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling and pushing up to 100 pounds. Must be able to operate assigned vehicle and adhere to all safety guidelines and wear safety equipment where required.

Need manual dexterity and visual acuity. Exposure to harsh chemicals and noise from equipment operation.

THE MUNICIPALITY RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

K. Schlisli
Employee Signature

6/14/12
Date

JOB DESCRIPTION

Position: RECEPTIONIST/UTILITY BILLING ASSISTANT

Reports To: MUD Secretary

Non-Supervisory

Job Summary:

Under the direction of the MUD 1 Secretary, performs reception duties; assists utility billing, provides and assists with general office support functions.

Minimum Requirements:

- High School graduation or its equivalent
- 3-5 years secretarial/clerical experience
- Customer service experience
- Computer/Microsoft Word/Excel Software
- Or any equivalent combination of education and
- Experience that provides the required knowledge, skills, and abilities
- Valid Texas motor vehicle Class C operator's license

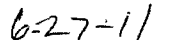
Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Operates switchboard, including handling multiple phone lines and postage equipment.
- Takes and delivers messages
- Greets visitors, including answering questions and directing them to appropriate offices or personnel
- Performs various secretarial functions including typing letters and documents, copying and faxing documents, and filing
- Sends faxes and distributes all mail and faxes
- Signs and returns registered mail and packages
- Sells, manages, and maintains records for Trophy Club Women's Club Directories
- Opens and closes building each day
- Runs errands as needed
- Maintains break room including making coffee and popcorn
- Support the Utility Billing Department
- Answering customer questions, take in customer payments
- Create work orders
- Set up new accounts using STW software
- Orders and maintains all office and kitchen supplies

Work Environment: Office is in a climate controlled environment with minimal exposure to inclement weather. Part time work is between or during the hours of 8:00 a.m. to 5:00 p.m. including some evenings and weekends. Exposure to computer screens, sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 35 pounds. Need manual dexterity and visual acuity. Must be able to operate assigned equipment and vehicle and to adhere to all safety guidelines. Possible exposure to irate citizens.

THE DISTRICT RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.


Employee Signature


Date

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO.1

JOB DESCRIPTION

Position: Wastewater Plant Operator

Reports To: Wastewater Shift Supervisor

Non-Supervisory

Non-Exempt

Job Summary: Cost effectively operates and maintains TCMUD wastewater treatment plant facilities meeting or exceeding the Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA) standards.

Knowledge, Skills and Abilities:

- High school graduation or its equivalent
- A valid Texas driver's license is required
- Minimum of a valid state issued Class C Wastewater Treatment license or ability to obtain Class C Wastewater Treatment license issued by the Texas Commission on Environmental Quality (TCEQ) within 6 months of hire
- Two years experience at a wastewater treatment plant using aerobic treatment methods. May substitute one-year experience for 100 hours of training classes in wastewater treatment provided by the Texas Engineering Extension Service (TEEX) or TCEQ accredited schools
- Knowledge and understanding of standard wastewater treatment plant equipment (pumps, motors, valves, ultraviolet light disinfection, belt press, safety etc.).
- Good reading, writing and math skills sufficient to work with complicated formulas, equipment, chemicals, instruments, wastewater laboratory related equipment, and computers

Major Duties and Responsibilities:

- Performs various plant operating duties associated with the efficient operation and maintenance of the wastewater treatment facility from guidelines and standards provided by the Wastewater Shift Supervisor. Daily contacts include: peers, and other local municipal wastewater quality plant personnel.
- Conducts laboratory analysis – analyses, monitors, collects, calculates, and records wastewater samples during treatment and makes biological modifications through treatment process.
- Plant operations - monitors and records plant operations involving wastewater flows, chemical additives, preventive and repair maintenance, instrumentation operation, operation and adjustment of pump, operates belt press, wastewater analysis, and facility record keeping
- Conducts preventive equipment maintenance activities - grease, repair, adjust, clean, paint, calibrate, lubricate, etc. plant equipment and instrumentation.
- Facility maintenance and cleaning - includes sweeping and cleaning inside work areas and mowing/weed eating, etc. outside facility grounds.
- Plant records – maintains written records of inspections, maintenance performed, instrument and equipment readings, making necessary calculations. Records results and reports abnormal situations to supervisor and files records.
- May operate Supervisory Control and Data Accession (SCADA) computer system.
- Installs and repairs collection/distribution system, meters and valves.
- Conducts repairs on lift stations and manholes

- Enforces and follows safety procedures.
- Other duties as assigned.

Work Environment:

Outdoor work environment; seasonal heat & cold or adverse weather conditions, with regular hours including some evenings, weekends, and on-call schedules. Significant walking, inspecting plant equipment in confined areas, sitting, standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling, and pushing up to 100 pounds. Must be able to operate assigned vehicle & adhere to all safety guidelines & wear safety equipment where required. Need manual dexterity and visual acuity. Exposure to harsh chemicals and equipment noise.

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO.1 (TCMUD) RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Lance R Holt
Employee Signature

6-7-13
Date

JOB DESCRIPTION

Position: MUD SECRETARY

**Reports To: MUD Manager
Non-Supervisory**

**Pay Grade: 31
Non-Exempt**

Job Summary: Performs independently a wide variety of secretarial and technical support duties to the Municipal Utility District Manager's office. This position requires regular contact with the public, must possess the ability to exercise professional judgment, initiative and conflict resolution using considerable judgment and tact.

Minimum Requirements:

- High School Graduation
- Two (2) Years of College or Business School Preferred
- Two (2) to five (5) years progressively responsible administrative experience
- Or any equivalent combination of education
- Experience that provides the required knowledge, skills and abilities
- Computer/Microsoft Word/Excel Software Experience
- Customer service experience
- Knowledge of the Open Records Act and records retention schedules
- Valid Texas Motor Vehicle Class C Operator's License

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job:

- Prepares, posts, and mails agendas MUD; prepares packets, attends meetings and prepares minutes
- Supports MUD
- Project management through interdepartmental coordination, and/or community coordination, at the direction of the MUD Manager
- Conducts special project studies and reports to MUD Director as requested
- Produce and submit for MUD Director review, status reports on special projects, department operations, goals and objectives achieved
- Prepares specialized reports and responds to citizen, corporate, and intergovernmental inquiries, complaints, and public information request(s).
- Participates in the preparation and monitoring of diverse budget and financial management plans; assist in the development of long-range MUD District goals and objectives; and the development and implementation of MUD District operating policies and procedures
- Manages and disseminates public information. Also prepares memos, letters, announcements, etc. on behalf of the MUD Manager's Office on specialized subjects and topics
- Conducts legislative research and monitors legislative action and proposes recommendation for MUD consideration
- Attends all MUD Board meetings and assists MUD Manager in executing MUD Directors policies
- Complies, coordinates and oversees annual production of Consumer Confidence Report
- Supports Municipal Utility District regarding water tap and impact fees; meter releases; service calls, work orders, dispatching field staff; a tracking system for data and reports
- Prepare and submit payroll timesheets for MUD employees
- Maintains vehicle maintenance records and performs complaint tracking for MUD
- Acts as "Safety Coordinator" by developing, organizing, and directing safety meetings; maintaining manuals and documents

MUD SECRETARY (11-2009)

TCMUD001973

- Administer and maintain the property, casualty and liability insurance for Trophy Club Municipal Utility Districts
- Performs Records Management and Open Records Request duties, as needed
- Provide notary services, as needed
- Other duties as assigned

Work Environment: Climate controlled office with minimal exposure to inclement weather. Regular work hours including evenings and weekends. Exposure to computer screens, sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 35 pounds. Need manual dexterity and visual acuity. Must be able to operate assigned equipment and to adhere to all safety guidelines.

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Employee Signature


Date

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1

SYSTEM OPERATOR TRAINEE

JOB DESCRIPTION

JOB TITLE: SYSTEM OPERATOR TRAINEE

REPORTS TO: WATER AND/OR WASTEWATER SUPERINTENDENT

POSITION SUMMARY

The System Operator Trainee is an entry-level position in the operation and maintenance functions of water supply, water treatment, water distribution, sewage treatment and/or sewer collection facilities. An employee in this position is involved in the performance of diverse duties and job functions related to water supply, water treatment and/or sewage collection and treatment. The position entails assistance in general mechanical and maintenance operation of the water and/or sewer facilities. A person in this position will be expected to obtain and maintain a valid certification as a Water Plant Operator (minimum Class D) and/or Sewage Plant Operator (minimum Class D) as issued by the Texas Commission on Environmental Quality within the first six months of employment and to obtain a minimum Class C license issued by the Texas Commission on Environmental Quality in the area assigned by the District within the first two years of employment.

SUPERVISION RECEIVED

Some independence in judgment is required. However, overall instructions are given by the Water and/or Wastewater Superintendent or a higher-class operator. Work is reviewed through conferences and reports on inspections.

ESSENTIAL FUNCTIONS (include but not limited to listed tasks)

- Participates in all phases of water supply, treatment, distribution, filter operation such as operation of filters, pumps, controls, valves, addition of chemicals, inspection of water surface elevation; determination of loss of head, meter and gauge readings; repairing feed equipment and valves;
- Participates in all phases of sewer treatment and operation such as operation of pumps, controls, valves, addition of chemicals, meter and gauge readings and the repair of water, air, sludge and grit piping systems and in the routine maintenance on the wastewater treatment plant;
- Assists in maintenance and repairs to the water distribution lines;
- Assists in maintenance and repairs to the sewer collection lines;
- Assists Class I, Class II and Class III operators in guaranteeing the adequate production, treatment and delivery to the water distribution system a potable water in substantial quantities and high quality;
- Assists Class I, Class II and Class III operators in the operation and major repair work and overhaul of machinery and equipment, feed equipment and valves in treatment systems;

- Assists with establishing maintenance schedules, routine daily lubrication of equipment, observation of water level and/or sewer treatment equipment and the periodic removal of pumping equipment for inspection and replacement of worn parts;
- Assists Class I, Class II and Class III operators in normal and emergency service situations;
- Performs manual labor including excavation, painting, carpentry, plumbing, general building maintenance, and property maintenance.
- Makes laboratory tests required to assure efficient operation of the water supply and treatment facilities and/or makes laboratory tests required to assure efficient operation of the sewer treatment facilities;
- Inspects and tests operating equipment in the water supply and treatment facilities and/or inspects and tests operating equipment in the sewer treatment facilities;
- Keeps logs and other records of operation;
- Assists in preparation of reports for State and Federal agencies as necessary;
- Assists other personnel as necessary under the direction of the Water and/or Wastewater Superintendent;
- Performs other related work as required;
- Climbs stairs and ladders;
- Works nonstandard shifts, rotating shifts, weekends and holidays; serves in standby status for breakdowns;
- Enters and works in a confined space;
- Cleans out settling basins and tanks.
- Performs routine plant maintenance work, such as sweeping, cleaning, sanding, painting, weed control and general plant housekeeping duties;
- Demonstrates the ability and willingness to work in a team environment in the course of daily activities.

KNOWLEDGE OF:

Methods and practices used in the operational and maintenance functions of water supply, water and sewage treatment and distribution facilities; methods and practices used in repairing and maintaining water supply and water and sewage treatment machinery and equipment; backhoe and other equipment operations; various practices and procedures involved in laboratory analysis required in water and sewage treatment; and computers and software for use in process control.

ABILITY TO:

Read, record and interpret readings of meters and gauges accurately; test and repair meters used in the water and sewage treatment facilities; maintain records; establish and maintain effective working relationships with associates and develop and maintain positive public relations with an emphasis on customer service.

EDUCATION AND EXPERIENCE:

Must possess a high school diploma or equivalent and a minimum valid Class C Texas Motor Vehicle Operator's license. Failure to obtain and maintain proper licensure/certification is subject to disciplinary action up to and including termination of employment.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures.


PHYSICAL DEMANDS

The employee is occasionally required to climb stairs and ladders, be able to work in variable temperatures and weather conditions and tolerate unpleasant odors and objectionable substances.

WORKING ENVIRONMENT

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration; and the noise level in the work environment is usually loud.

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1 RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.



Signature

Date 5-11-15

JOB DESCRIPTION

Position: WATER SUPERINTENDENT

Reports To: GENERAL MANAGER

Supervisory

Exempt

Job Summary: Manages, supervises and coordinates the operation and maintenance of the pumping, distribution and storage of the District's water supply. Ensures that the District's water distribution system functions safely and properly while meeting all required standards and regulations.

Required Knowledge, Skills and Abilities:

- Four year college degree or any equivalent combination of education and experience that provides the required knowledge, skills and abilities
- 7 years related water distribution system experience with at least 2 years in a supervisory/management capacity
- Minimum valid TCEQ Water Class B certification. Additionally, valid TCEQ Wastewater license preferred but not required
- Extensive knowledge of principles and practices for water distribution, pumping systems and controls
- Ability to use Microsoft Word and Excel and knowledgeable of SCADA systems
- Ability to analyze water system to identify problems and determine optimum solutions.
- Ability to make accurate decisions in emergency situations where consequences of error could be costly
- Ability to supervise staff and maintain positive results through proper motivation and training
- Current Texas motor vehicle commercial driver's license or ability to obtain one within ninety (90) days of employment

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

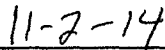
- Plans and directs inspection, monitoring, construction, and maintenance and repair of District water lines and facilities.
- Plans for future short term and long term water system needs
- Develops policies, procedures and methods to improve efficiency and effectiveness of water system
- Assures compliance of water quality standards and coordinates appropriate water treatment
- Maintains all records related to water system in accordance with state laws
- Monitors and manages SCADA and security systems to insure uninterrupted water service
- Supervises department personnel by assigning and reviewing work, conducting performance reviews, training employees, and making recommendations on hiring, promoting, disciplining, and/or dismissing employees
- Coordinates construction and maintenance activities with other departments and entities
- Prepares and administers water department annual budget
- Supervises performance of various tests as required for water operations, including taking bacteriological water samples and delivering samples to the lab for analysis
- Monitors water distribution inventory, and orders parts as necessary
- Prepares monthly, quarterly and annual required water reports and data
- Manages & maintains backflow prevention program
- Maintains current knowledge of federal and state requirements related to public water suppliers
- Reviews plans and drawings related to water system and works with District engineers and other staff to ensure District standards are met in new developments and capital upgrades
- Trains, enforces, and follows safety procedures and practices
- Complies with District purchasing procedures and processes
- Attends monthly meetings of the Board of Directors and provides reports/ updates regarding water system operations and capital needs
- Works closely with Wastewater Superintendent and coordinates personnel and resource needs between the two departments
- Other Duties as assigned

Work Environment: Indoor and outdoor work environment; seasonal heat and cold or adverse weather conditions, with regular hours including some evenings, and weekends. Duties may require significant walking, inspecting in confined areas, sitting, standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling and pushing up to 50 pounds. Must be able to operate assigned vehicle and adhere to all safety guidelines and wear safety equipment where required. Need manual dexterity and visual acuity. Exposure to harsh chemicals and noise from equipment operation. Walking for extended periods of time; dexterity of hands and fingers to operate a hand-held portable computer; bending at the waist and kneeling or crouching to read and remove debris from meters; standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling and pushing up to 100 pounds.

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Employee Signature



Date

JOB DESCRIPTION

Position: COMMUNICATIONS SPECIALIST

Reports To: Administration Manager

Non-Supervisory

Non-Exempt

Job Summary: Oversee and develop customer communications including newsletter, maintaining the websites, and weekly news blasts. Video record meetings. Coordinate public education events. Prepare reports and presentations.

Required Knowledge, Skills and Abilities:

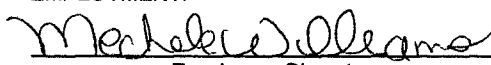
- Four year college degree or any equivalent combination of education and experience that provides the required knowledge, skills and abilities
- Experience with social media including website maintenance
- Experience with video recording meetings
- Experience with coordinating special events
- Experience with writing documents and presentations
- Clerical Experience (computer, Microsoft Word/Excel software, typing, phones, filing)
- Ability to provide excellent customer service
- Ability to maintain composure in stressful situations
- Ability to multi task and complete projects timely
- Ability to effectively communicate verbally and in writing
- Valid Texas Motor Vehicle Class C Operator's License
- Knowledge of water conservation desired but not required

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Plan, compose, verify, edit and distribute appropriate informational materials, press releases, speeches, presentations, articles, bulletins, newsletters, brochures, graphic and photographic illustrations, web content, and other items concerning the District's programs and activities
- Monitor news publications and social media for news related to the District, and recommend proactive strategies for responding to inquiries and/or preparing draft responses to news stories
- Maintain District websites and send E Blasts
- Coordinate public education events and employee events
- Create and maintain documents, forms and reports
- Compile data and prepare presentations
- Run errands and order supplies
- Complete routine clerical tasks
- Maintain community relations by responding to customer inquiries
- Provide backup for Utility Billing as needed
- Assist District Secretary with records retention system
- Assist General Manager with special projects as requested
- Other duties as assigned

Work Environment: Office is in a climate controlled environment with minimal exposure to inclement weather. Exposure to computer screens, sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 35 pounds. Manual dexterity and visual acuity are required. Must be able to operate assigned equipment and vehicle and adhere to safety guidelines.

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Employee Signature


Date

COMMUNICATIONS SPECIALIST (07-16)

1

TCMUD001980

TCMUD001981

Last Name	First Name	Job Title	Hourly or Salary	A. Original Date of Hire	A. Termination Date	B. Number of hours worked per week for water	C. Number of hours worked for water, and number of hours worked for other departments	D. Annual Salary	D. Hourly Salary
Chitty	Matthew	System Operator Trainee	Hourly	5/11/2015		Unallocated	Unallocated		\$13.500
Clinton	Joshua	Utility Field Worker	Hourly	6/10/2013		Unallocated	Unallocated		\$18.640
Cooper	Bert	Crew Leader-Water	Hourly	10/29/2001		Unallocated	Unallocated		\$23.969
D'Andria	Ellen "Nicole"	Utility Billing Clerk	Hourly	4/28/2008		Unallocated	Unallocated		\$22.023
Gonzales	Renee	Finance Manager	Salary	10/6/1991		Unallocated	Unallocated	\$ 90,009.14	
Holt	Lance	Utility Field Worker	Hourly	3/3/2008		Unallocated	Unallocated		\$20.030
McIntire	Kristin	Receptionist/Utility Billing Clerk	Hourly	9/30/2014		Unallocated	Unallocated		\$14.071
McKnight	Jennifer	General Manager	Salary	3/19/2012		Unallocated	Unallocated	\$ 118,480.70	
McMahon	Mike	Water Superintendent	Salary	7/8/1998		Unallocated	Unallocated	\$ 74,274.98	
Ramirez	Jason	Utility Field Worker	Hourly	10/16/2006		Unallocated	Unallocated		\$19.414
Richey	Jeff	Crew Leader-Waste	Hourly	2/17/1998		Unallocated	Unallocated		\$27.639
Roberts	DeWayne	Crew Leader-Collections	Hourly	3/24/1997		Unallocated	Unallocated		\$26.804
Sayre	Paul	System Operator Trainee	Hourly	11/03/2015		Unallocated	Unallocated		\$13.500
Schlielg	Karl	Wastewater Superintendent	Salary	6/4/2012		Unallocated	Unallocated	\$ 72,300.02	
Schultz	Kari	Communications Specialist	Hourly	7/5/2011	7/29/16	Unallocated	Unallocated		\$21.370
Sisk	Terri	Administration Manager	Salary	10/1/2012		Unallocated	Unallocated	\$ 85,662.72	
Slaght	Laurie	District Secretary	Salary	9/20/2010		Unallocated	Unallocated	\$ 77,975.30	
Valadez	Orlando	Utility Field Worker	Hourly	7/8/2002		Unallocated	Unallocated		\$24.700
Wolf	Frank	Wastewater Shift Supervisor	Hourly	11/16/2015		Unallocated	Unallocated		\$26.924
Williams	Mechele	Communications Specialist	Hourly	8/8/2016		Unallocated	Unallocated		\$24.040

TCMUD001982

JOB DESCRIPTION

Position: UTILITY FIELD WORKER WASTEWATER

Reports To: Wastewater Crew Leader
Non-Supervisory

Pay Grade: 15
Non-Exempt

Job Summary: Under the direction of the Wastewater Crew Leader, monitor, adjust and maintain the wastewater treatment plant in working order.

Minimum Requirements:

- High School Graduation or Its Equivalent
- Current Wastewater Treatment Plant Class C Certification or ability to obtain per TCEQ requirements
- 3 Years Field or Related Experience
- Or Any Equivalent Combination of Education and
- Experience that Provides the Required Knowledge, Skills, and Abilities
- Valid Texas Motor Vehicle Commercial Driver's License (CDL) or the ability to obtain CDL within 6 months

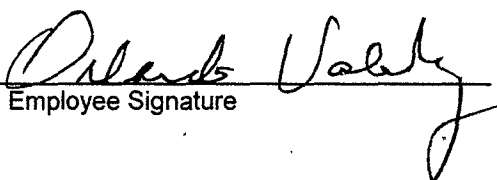
Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Monitors operations of wastewater treatment plant facility, including performing daily and weekly plant field checks and regularly inspecting all wastewater system components
- Runs process control tests to ensure that plant meets standards established by the Texas Commission On Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA)
- Oversees crew functions, including assigning and reviewing work
- Operates and maintains various equipment, including backhoe, dump truck, jet trailer, and skid loader
- Repairs manholes and lift stations
- Installs and repairs water and sewer mains, meters, and valves
- Cleans wastewater treatment equipment, including raking bar screens, raking and steam cleaning microscreens, and washing sand filters, aeration troughs, contact basins, and clarifiers
- Locates water and sewer mains after reviewing maps
- Pours, cleans, and maintains drying beds
- Changes CL2 and SO2 cylinders
- Maintains written records of inspection, maintenance, and work orders
- Maintains grounds surrounding water and wastewater facilities, including mowing grass and weed eating
- Enforces and follows safety procedures
- Develops leadership and technical guidance skills
- Other duties as assigned

Work Environment: Outdoor work environment; seasonal heat and cold or adverse weather conditions, with regular hours including some evenings, weekends, and on-call schedules. Exposure to chlorine and methane gas, sewage; sewage vapors and odors and herbicide sprays; working around and with machinery having moving parts; working at heights on ladders and structures. Frequent personal contact. Duties require significant walking, inspecting in confined areas, sitting, standing, climbing, kneeling, stooping, bending, crawling, lifting, pulling and pushing up to 100 pounds. Must be able to operate

assigned vehicle and adhere to all safety guidelines and wear safety equipment where required. Need manual dexterity and visual acuity. Exposure to harsh chemicals and noise from equipment operation.

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Employee Signature

8/27/2008
Date

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1

SYSTEM OPERATOR TRAINEE

JOB DESCRIPTION

JOB TITLE: SYSTEM OPERATOR TRAINEE

REPORTS TO: WATER AND/OR WASTEWATER SUPERINTENDENT

POSITION SUMMARY

The System Operator Trainee is an entry-level position in the operation and maintenance functions of water supply, water treatment, water distribution, sewage treatment and/or sewer collection facilities. An employee in this position is involved in the performance of diverse duties and job functions related to water supply, water treatment and/or sewer collection and treatment. The position entails assistance in general mechanical and maintenance operation of the water and/or sewer facilities. A person in this position will be expected to obtain and maintain a valid certification as a Water Plant Operator (minimum Class D) and/or Sewage Plant Operator (minimum Class D) as issued by the Texas Commission on Environmental Quality within the first six months of employment and to obtain a minimum Class C license issued by the Texas Commission on Environmental Quality in the area assigned by the District within the first two years of employment.

SUPERVISION RECEIVED

Some independence in judgment is required. However, overall instructions are given by the Water and/or Wastewater Superintendent or a higher-class operator. Work is reviewed through conferences and reports on inspections.

ESSENTIAL FUNCTIONS (include but not limited to listed tasks)

- Participates in all phases of water supply, treatment, distribution, filter operation such as operation of filters, pumps, controls, valves, addition of chemicals, inspection of water surface elevation; determination of loss of head, meter and gauge readings; repairing feed equipment and valves;
- Participates in all phases of sewer treatment and operation such as operation of pumps, controls, valves, addition of chemicals, meter and gauge readings and the repair of water, air, sludge and grit piping systems and in the routine maintenance on the wastewater treatment plant;
- Assists in maintenance and repairs to the water distribution lines;
- Assists in maintenance and repairs to the sewer collection lines;
- Assists Class I, Class II and Class III operators in guaranteeing the adequate production, treatment and delivery to the water distribution system a potable water in substantial quantities and high quality;
- Assists Class I, Class II and Class III operators in the operation and major repair work and overhaul of machinery and equipment, feed equipment and valves in treatment systems;

- Assists with establishing maintenance schedules, routine daily lubrication of equipment, observation of water level and/or sewer treatment equipment and the periodic removal of pumping equipment for inspection and replacement of worn parts;
- Assists Class I, Class II and Class III operators in normal and emergency service situations;
- Performs manual labor including excavation, painting, carpentry, plumbing, general building maintenance, and property maintenance.
- Makes laboratory tests required to assure efficient operation of the water supply and treatment facilities and/or makes laboratory tests required to assure efficient operation of the sewer treatment facilities;
- Inspects and tests operating equipment in the water supply and treatment facilities and/or inspects and tests operating equipment in the sewer treatment facilities;
- Keeps logs and other records of operation;
- Assists in preparation of reports for State and Federal agencies as necessary;
- Assists other personnel as necessary under the direction of the Water and/or Wastewater Superintendent;
- Performs other related work as required;
- Climbs stairs and ladders;
- Works nonstandard shifts, rotating shifts, weekends and holidays; serves in standby status for breakdowns;
- Enters and works in a confined space;
- Cleans out settling basins and tanks.
- Performs routine plant maintenance work, such as sweeping, cleaning, sanding, painting, weed control and general plant housekeeping duties;
- Demonstrates the ability and willingness to work in a team environment in the course of daily activities.

KNOWLEDGE OF:

Methods and practices used in the operational and maintenance functions of water supply, water and sewage treatment and distribution facilities; methods and practices used in repairing and maintaining water supply and water and sewage treatment machinery and equipment; backhoe and other equipment operations; various practices and procedures involved in laboratory analysis required in water and sewage treatment; and computers and software for use in process control.

ABILITY TO:

Read, record and interpret readings of meters and gauges accurately; test and repair meters used in the water and sewage treatment facilities; maintain records; establish and maintain effective working relationships with associates and develop and maintain positive public relations with an emphasis on customer service.

EDUCATION AND EXPERIENCE:

Must possess a high school diploma or equivalent and a minimum valid Class C Texas Motor Vehicle Operator's license. Failure to obtain and maintain proper licensure/certification is subject to disciplinary action up to and including termination of employment.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures.

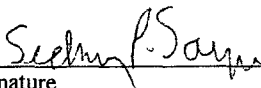
PHYSICAL DEMANDS

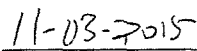
The employee is occasionally required to climb stairs and ladders, be able to work in variable temperatures and weather conditions and tolerate unpleasant odors and objectionable substances.

WORKING ENVIRONMENT

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration; and the noise level in the work environment is usually loud.

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1 RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.


Signature


Date

JOB DESCRIPTION

Position: SENIOR ACCOUNTANT

**Reports To: Director of Finance
Non-Supervisory**

**Pay Grade: 27 Entry \$44,001 Midpoint \$53,902 Maximum \$63,802
Non-Exempt**

Job Summary: Performs general accounting functions and applies principles of accounting in support of accounting systems for assigned funds. Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accurate recording, balancing and classification of all income and expenditures to proper accounts in accordance with Town procedures. Prepare and post journal entries. Review grant requirements with project directors to ensure their understanding of required forms, accountability of costs, and Town's obligations to grantor. The responsibilities involve independent judgment in the application of accounting techniques. Performs a variety of accounting administrative tasks to support the finance department and Town/MUD management.

Minimum Requirements:

- 2 Years College Accounting Preferred
- 3-5 Years Accounting Experience
- Or Any Equivalent Combination of Education and Experience that Provides the Required Knowledge, Skills, And Abilities
- Clerical Experience (Computer, Microsoft Word/Excel Software, typing, phones, filing)
- Customer Service Experience
- Awareness of Open Records Act and Records Retention Schedules
- Valid Texas Motor Vehicle Class C Operator's License

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

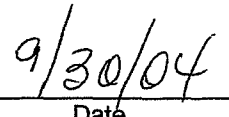
- Performs accounts payable and accounts receivable functions including preparing and reviewing check requisitions and recording invoices and payments in ledger books
- Assist in Annual Audit including preparation, working with auditors and posting of audit journal entries, including all year end close out
- Post property taxes received from Denton County Tax office and balance accounts receivable to Denton County monthly reports
- Complete and file monthly sales tax report to State Controller
- Process and email monthly financial statement and schedules for all entities and elected officials
- Prepare Annual 1099 tax forms and filings to IRS/Social Security
- Ensures bond payments are made in a timely manner
- Maintains, monitors and reconciles all Town/MUD accounts, including bank statements, checkbooks and general ledger
- Handle all Texpool transfers, posting of entries, reconciling balances and coordination with destination banks
- Prepare bank deposits and reconciles cash
- Assist SW Securities in Bond sales/refinance
- Issue and close out Purchase orders in General ledger system
- Monitors funds due between M.U.D , Town and individual departments
- Processes cash disbursements and receipts, cafeteria plan payments, and miscellaneous billings
- Draw down grant funds (Cops, Dare, Bulletproof vest, equipment) maintain and file all necessary quarterly reports to Office of the Justice and CJD

- Prepare financial reports and statements as directed
- Reconciles customer water deposits, court bond payments and other breakout accounts
- Payroll support and backup
- Provides telephone and in person customer service; answers questions; receives and responds to citizen and client complaints and provides resolutions
- Performs Records Management and Open Records Request Duties as needed
- Other duties as assigned

Work Environment: Office and travel environment with regular hours from 8:00 a.m. to 5:00 p.m. with overtime including evenings and weekends. Exposure to computer screens. Duties require sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 35 pounds. Need manual dexterity and visual acuity. Must be able to operate assigned equipment and vehicle and adhere to safety guidelines. Work is performed in an office and requires periods of intense concentration over extended period of time with frequent interruptions for questions and advice. Stress associated with competing priorities and time deadlines is occasionally an element of the position and must be recognized and successfully managed.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.


Employee Signature


Date

TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO.1

Job Description

Position: Administration Manager

Reports To: District Manager

Supervisory

Exempt

Job Summary: The Administration Manager has overall responsibility for ensuring the efficient operation of the Administrative, Utility Billing, Finance and Human Resources functions of the District. Provides support and executes various projects as required for the District Manager.

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Oversee and manage all of the District's financial matters including investments and bank accounts.
- Oversee the District's accounting functions including associated personnel and underlying systems including billing software, general ledger software, and other enabling technology.
- Manage the District's accounts at risk and bad debt accounts within guidelines established by the District Manager.
- Review account reconciliations for all District funds on a monthly basis and ensures all financial reporting is available at monthly Board meetings.
- Plans, organizes, directs, supervises, and evaluates the work of a staff responsible for a variety of functions, including accounting, administrative support, budgeting, information systems, payroll and utility billing;
- Develops and recommends fiscal policies and implements approved policies;
- Responsible for the preparation and administration of the District's annual budget;
- Responsible for monthly financial statements in accordance with generally accepted accounting principles and reporting standards;
- Responsible for the investment of District funds within established policies;
- Directs and participates in specialized financial analyses and water rate studies;
- Participates in the preparation of documentation needed for bond issues and other financing methods;
- Directs and maintains an efficient customer service function, including utility billing, collection, and servicing of accounts;
- Manages a centralized function for the purchasing, warehousing, and inventory control of materials and supplies;
- Coordinates annual audit by an independent accounting firm of the District's financial records;
- Attends Board meetings and makes oral and written presentations;
- Provide regular monthly, quarterly, and annual ad hoc reporting to the District Manager, Board, and the District's auditor on the above accounts and in compliance with all applicable regulatory requirements
- Works with auditors to ensure annual monitoring is carried out.
- Perform high level strategic financial planning including rate development.
- Develop, implement and maintain a contract management system designed to identify, track, and report District expenditures and commitments; identify goods and services cost reduction opportunities
- Plan, direct, and coordinate human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.
- Completes weekly, monthly, and quarterly reports and ensures proper payments for employment taxes and other benefits.
- Performs end-of-year tax reports.
- Prepares annual budgets with input from District Manager and Management staff.
- Performs special projects and other duties as assigned for District Manager as needed.
- Works cooperatively and effectively with the public and other employees.

Knowledge and Abilities:**Knowledge of:**

- Utility billing procedures and utility billing software.
- Personal computers and software including Microsoft Office Products.
- State and Federal regulations regarding office and billing procedures, open meetings, open records and records retention.
- Governmental accounting principles and basic mathematics.
- Industry accepted office procedures and standards.
- Human resource laws.

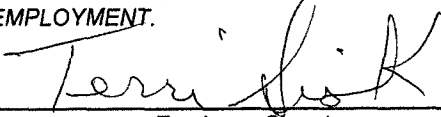
Ability to:

- Communicate effectively orally and in writing.
- Plan, organize and direct the work of staff.
- Prepare complex budgets and financial records and reports.
- Develop and implement new methods and procedures.
- Interpret, explain and apply applicable laws, rules and regulations.
- Prepare clear, concise, complete and accurate special reports.
- Serve as a technical advisor to the District Manager, Board of Directors, and Management staff.
- Establish and maintain cooperative working relationships with other District personnel and representatives of public and private agencies, as well as members of the general public

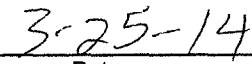
Education and Experience

- Bachelor's degree in Business Administration, Accounting, or related field, and preferably a Master's degree; five years of increasingly responsible experience in administering the business operations of a public or private utility, including managing and administering a professional and technical staff. Possession of an active CPA certificate is preferred.

TROPHY CLUB MUD 1 RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.



Employee Signature



Date

RESPONSIVE TO STAFF 3-8

**TROPHY CLUB MUD 1
EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 16th day of July, 2013, by and between the Trophy Club Municipal District No. 1, (hereinafter "the MUD") and Jennifer McKnight, an individual, (hereinafter "the District Manager").

WITNESSETH:

WHEREAS, the MUD desires to continue with the employment of Jennifer McKnight as the District Manager for the Trophy Club Municipal District No. 1; and

WHEREAS, it is the desire of the Trophy Club Municipal Utility District No. 1 Board of Directors (hereinafter "Board") to provide certain benefits, establish certain conditions of employment, and to set certain working conditions for the District Manager; and

WHEREAS, Jennifer McKnight desires to continue her employment as the District Manager for the MUD on the terms and conditions outlined below.

NOW THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, and herein stated, the parties agree as follows:

**SECTION 1.
POWERS AND DUTIES OF
THE DISTRICT MANAGER**

- 1.01 **Generally.** The MUD Board hereby retains Jennifer McKnight as District Manager for the MUD effective since the 19th day of March, 2012, to perform the functions and duties specified by the MUD Board and to perform such other duties and functions as the MUD Board shall from time to time assign, which are not inconsistent with Federal, State and local laws, MUD Orders, or this Agreement.
- 1.02 **Changes.** The MUD Board shall fix any other reasonable terms and conditions of service, as it determines from time to time, relating to the performance of District Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement.

SECTION 2.
TERM AND CONDITIONS

- 2.01 **Tenure.** The District Manager shall serve at the pleasure of the MUD Board and nothing herein shall be taken to imply or suggest a guaranteed tenure. Upon the MUD Board's approval, this Agreement shall become effective on the 16th day of July, 2013. The contract shall remain in full force for a period of five years and shall terminate on the 16th day of July, 2018 unless terminated earlier or extended by the Board as otherwise provided herein.
- 2.02 **Resignation or Retirement.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the District Manager to resign or retire at any time from his/her position with the MUD. The District Manager agrees to provide a thirty (30) day written notice of such resignation or retirement. The District Manager shall receive all accrued and unused holiday and vacation pay and all longevity pay accrued as of the effective date of such notice of termination.
- 2.03 **Termination by MUD Board.** Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the MUD Board to terminate the services of District Manager at any time consistent with and subject only to the provisions of this Agreement.
- 2.04 **Exclusive Employee.** District Manager agrees to remain in the exclusive employ of MUD as its District Manager while employed by the MUD.
- 2.05 **Limitations and Indemnification.** The District Manager shall serve in accordance with the limitations specified by the MUD Board and receive the indemnification benefits equal to other MUD employees and officers.

SECTION 3.
SALARY

- 3.01 MUD agrees to budget and pay the District Manager for his/her services rendered pursuant to this Agreement an annual base salary as agreed upon annually, payable in installments at the same time as other employees of the MUD are paid. Such annual salary may be modified from time to time by a vote of the Board in a meeting open to the public in accordance with the Open Meetings Act.
- 3.02 For the purpose of annual budgeting, the District Manager shall be evaluated on or before the regularly scheduled meeting of the Board during September of each year for performance and salary/merit increases to be effective during the following fiscal year. The MUD Board may conduct such other performance reviews at intervals determined appropriate by the MUD Board without having such reviews tied to the District Manager's compensation.

- 3.03 The District Manager recognizes that this Agreement shall commence upon the date first written above and continue in full force and effect until termination in accordance with its provisions.

SECTION 4. **BENEFITS**

- 4.01 **Retirement System and Social Security.** The District Manager shall be covered and governed by the same Retirement System provisions and applicable Social Security provisions as all regular MUD employees.
- 4.02 **Leave.** The District Manager shall initially be entitled to receive four weeks of paid vacation leave. Thereafter vacation shall accrue annually at a rate of four weeks per year. District Manager shall be entitled to personal, holiday, and sick leave on the same basis as all regular MUD employees in accordance with District personnel policies.
- 4.03 **Insurance Coverage.** The District Manager shall be covered by all the same medical, dental and other insurance plans as all regular MUD employees. The District Manager shall pay all premiums for dependants in accordance with the MUD policies applicable to all regular MUD employees.
- 4.04 **Fringe Benefits.** All provisions relating to fringe benefits and working conditions shall apply to the District Manager as they would to all regular MUD employees. District Manager shall be provided a District vehicle or vehicle allowance in an amount set by the Board.
- 4.05 **Cellular Phone.** The MUD shall provide a cellular phone allowance of \$75 per month for use by the District Manager in accordance with policies applicable to all regular MUD employees.
- 4.06 **Expenses, Memberships and Training.** The MUD shall pay for all reasonable and budgeted MUD business expenses justified by itemized receipts. Additionally, through the budgeting process, the MUD Board has the discretion to pay for training for the District Manager and for District Manager's membership in such professional associations or organizations as the MUD Board determines appropriate and beneficial to the District Manager in the performance of his/her job duties.
- 4.07 **Computer Equipment.** The MUD shall budget for and provide a laptop computer and related equipment for District Manager's use. Such use by the District Manager shall be subject to the rules and regulations applicable to all regular MUD employees.
- 4.08 **Applicability of MUD Regulations.** All provisions of the Orders, regulations and rules of the MUD relating to vacation, sick leave, retirement, pension system contributions, holidays, or other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to the District Manager

as they would to all regular employees of MUD in addition to the other benefits enumerated specifically for the benefit of the District Manager in this Agreement.

SECTION 5.

TERMINATION AND SEVERANCE PAY

- 5.01 **Termination.** For the purpose of this Agreement, termination shall occur when one or more of the following occur:
- a. If the majority of the Board of Directors votes to terminate the District Manager or offers the District Manager to resign in lieu of termination and such termination or resignation is not based upon "just cause" as defined herein.
 - b. If District, citizens, or legislature acts to amend or substantially change the form of government or governance (i.e: change of management structure or managing entity) of the District, the District Manager shall have the right to declare that such change constitutes termination.
 - c. If District reduces the base salary or compensation of the District Manager, unless it is applied in no greater percentage than the average reduction of all District employees, such action shall constitute a breach of this agreement and will be regarded as a termination.
- 5.02 **Severance - Compensation.** Provided the District Manager is physically able to perform the functions of District Manager, and if termination occurs as set forth in Section 5.01 of this Agreement, District shall provide severance of the full amount of salary due for the remainder of the then unexpired term of this Agreement, whether the initial term or a renewal term. Such payment shall be due within five (5) business days after the last day of employment. All insurance and retirement benefits will remain in effect for 90 days after termination.
- 5.03 **Extension.** Employment hereunder may continue for successive terms as agreed upon by the MUD and the District Manager, unless MUD Board gives District Manager written notice that employment will not be continued by May 1, 2018 for the initial term of the Agreement or by May 1st of any successive year. On July 16, 2018, this Agreement will automatically extend for 1 year if it has not been previously extended by the Board of Directors or terminated by either party. Such one-year automatic extension(s) shall occur each year after the initial term of the Agreement if no action is taken by the Board of Directors in the preceding year to extend or terminate the contract. In the event the District Manager's employment is continued beyond the expiration of the initial term hereof, such employment will be subject to the terms and conditions contained in this Agreement.
- 5.04 **Resignation or Retirement.** If the District Manager resigns or retires her position in accordance with the provisions of Section 2.02, the MUD agrees to pay the District Manager a lump sum cash payment for salary, accrued holiday, and vacation pay and all longevity pay due up to the last day of employment. Such pay shall be due within five (5) business days after the final day of employment.