ORDINANCE NO. 2026-09-1337

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

AN ORDINANCE ESTABLISHING THE POSITION OF WATER AND SEWER DIRECTOR WITHIN CITY GOVERNMENT; ADOPTING A JOB DESCRIPTION FOR THE POSITION, ATTACHED AS EXHIBIT A; AND FOR OTHER PURPOSES

WHEREAS, the City of Tontitown owns and operates a municipal water distribution system and wastewater collection system that must be maintained safely, reliably, and in compliance with applicable federal, state, and local regulatory requirements; and

WHEREAS, these functions have been administered without a single department head position responsible for their unified administration, operation, and regulatory compliance; and

WHEREAS, the City Council finds that establishing the position of Water and Sewer Director, as a department head reporting directly to the Mayor, will provide unified direction of utility operations, personnel, capital improvements, and regulatory compliance for the City's water and sewer utility; and

WHEREAS, the City Council desires to adopt a written job description setting forth the purpose, essential functions, minimum and preferred qualifications, and limitations of authority of the position, attached hereto as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Tontitown, Arkansas:

Section 1. <u>Establishment of Position</u>.

(A) There is hereby established within City government the position of Water and Sewer Director ("Director"). The Director shall be a department head of the City, appointed by and serving at the pleasure of the Mayor, subject to any applicable provisions of the Tontitown Municipal Code and Arkansas law governing the appointment and removal of department heads.

(B) The Director shall report directly to the Mayor and shall exercise only the authority established by ordinance, the adopted budget, City policy, and applicable law. The Director shall implement ordinances, budgets, and policies adopted by the City Council and shall not independently establish municipal policy. All personnel, purchasing, and contracting actions taken by the Director shall remain within the authority granted by state law, City ordinance, the adopted budget, and City policy.

Section 2. <u>Adoption of Job Description</u>.

The job description for the Water and Sewer Director, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted and shall govern the position's purpose, essential functions, minimum and preferred qualifications, knowledge, skills, abilities, and limitations of authority. The Mayor may revise nonmaterial administrative details of Exhibit A consistent with this Ordinance; provided, that any material change to the Director's authority, reporting relationship, or essential functions shall require approval through the process required by applicable law and City ordinance.

Section 3. Codification.

Upon adoption, the provisions of this Ordinance establishing the position of Water and Sewer Director shall be incorporated into the Tontitown Municipal Code, and the codifier is authorized to assign an appropriate chapter and section number, renumber or redesignate sections, and make such non-substantive formatting changes as are necessary to accomplish codification.

Section 4. Repealer.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date.

This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law.

PASSED AND APPROVED on this 1 day of Sept, 2026.

APPROVED:

_____

Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni

Rhonda Ardemagni, City Clerk-Treasurer

(SEAL)

SPONSORSHIP AND LEGISLATIVE HISTORY

Sponsor (Initiated By): Mick Wagner

Motion to Introduce Made By: Mick Wagner

Seconded By: Tim Burress

Adopted / Passed: _____

Vote: Ayes 6 Nays ____ Abstain ____ Absent ____

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.

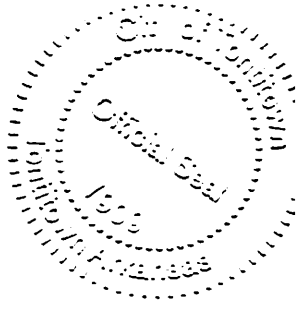

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EXHIBIT A

CITY OF TONTITOWN, ARKANSAS

JOB DESCRIPTION

WATER AND SEWER DIRECTOR

Department	Water and Sewer Department
Reports To	Mayor
Supervises	Water and Sewer Department employees
FLSA Status	Exempt
Employment Status	Full-time; subject to City personnel policies and applicable law
Classification	Department Head

DEPARTMENT MISSION AND PHILOSOPHY

The Water and Sewer Department exists to provide safe, reliable, efficient, and regulatorily compliant water distribution and wastewater collection services. The Department protects public health, safeguards public infrastructure, and plans for future utility capacity while operating within adopted budgets and applicable federal, state, and local regulations.

POSITION PURPOSE

The Water and Sewer Director serves as the administrative head of the Department and reports directly to the Mayor. The Director directs utility operations, supervises personnel, oversees maintenance of the municipal water distribution and wastewater collection systems, coordinates capital improvements, administers utility budgets, and serves as the City's primary operational liaison with regulatory agencies, engineers, contractors, and utility customers.

ORGANIZATIONAL AUTHORITY

The Director is a department head within the City's mayor-council form of government. Administrative supervision is exercised by the Mayor. Legislative authority remains with the City Council. The Director implements ordinances, budgets, and policies adopted by the Council and does not independently establish municipal policy. Personnel, purchasing, and contracting actions must remain within authority granted by state law, City ordinance, the adopted budget, and City policy.

ESSENTIAL FUNCTIONS AND DUTIES

- Direct daily operation of the water distribution and wastewater collection systems.
- Supervise utility personnel, work scheduling, emergency response, and preventive maintenance.
- Coordinate repairs to mains, valves, hydrants, lift stations, meters, and related infrastructure.
- Monitor regulatory compliance with the Arkansas Department of Health, the Arkansas Department of Energy and Environment, and other agencies.

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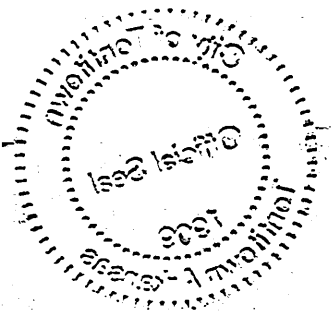
City of Lathrop
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Lathrop, California

ESSENTIAL FUNCTIONS AND DUTIES

- Direct daily operation of the water distribution and wastewater collection systems.
- Supervise utility personnel, work scheduling, emergency response, and preventive maintenance.
- Coordinate repairs to mains, valves, hydrants, lift stations, meters, and related infrastructure.
- Monitor regulatory compliance with the Arkansas Department of Health, the Arkansas Department of Energy and Environment, and other agencies.
- Coordinate utility extensions and development reviews with the Planning Director and City Engineer.
- Maintain utility asset inventories and replacement schedules.
- Oversee contractor work and utility inspections.
- Prepare reports required by regulatory agencies and City administration.
- Coordinate emergency utility outages and restoration.

BUDGET ADMINISTRATION

Prepare the annual operating and capital utility budgets; develop equipment replacement plans; monitor expenditures against appropriations; present utility needs during annual budget deliberations; and recommend user-fee, capital, and infrastructure funding needs for consideration when requested by the Mayor or City Council.

PERSONNEL ADMINISTRATION

Participate in recruiting and selection; train, supervise, evaluate, and develop Department employees. Promote workplace safety, continuing education, licensing, succession planning, and professional customer service.

INTERDEPARTMENTAL RELATIONSHIPS

Coordinate with:

- Public Works Director regarding street cuts, pavement restoration, drainage conflicts, and capital projects.
- Planning Director regarding development review and utility availability.
- City Engineer regarding design standards, capital improvements, and technical reviews.
- Human Resources Director on personnel administration.
- Information Technology Coordinator regarding SCADA, communications, GIS, cybersecurity, and utility software.

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- Director of Parks, Museum, and Grants when utility work affects parks or grant-funded projects.

RELATIONSHIP TO GOVERNING BODIES

The Director reports administratively to the Mayor, provides technical information and budget recommendations to the City Council, and implements adopted ordinances and utility policies.

SPECIFIC LIMITATIONS OF AUTHORITY

The Director shall not:

- Exercise legislative authority.
- Execute or amend contracts, change orders, or other instruments that bind the City except within expressly delegated authority.
- Commit City funds beyond adopted purchasing authority.
- Supervise unrelated departments unless authorized by ordinance.
- Perform professional engineering services unless separately licensed.
- Waive regulatory requirements imposed by law.

MINIMUM QUALIFICATIONS

- Bachelor's degree in engineering technology, public administration, utility management, construction management, or related field preferred.
- Progressively responsible municipal utility experience.
- Supervisory experience preferred.
- Appropriate Arkansas operator licenses or ability to obtain as required.
- Valid Arkansas driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal utility operations, distribution systems, wastewater collection systems, budgeting, regulatory compliance, emergency response, personnel supervision, public purchasing, and customer service. Ability to lead employees, coordinate projects, communicate effectively, and make sound operational decisions.

MEASURES OF SUCCESS / KEY PERFORMANCE INDICATORS (KPIS)

- Regulatory compliance record.
- Water loss reduction.

- Utility outage response time.
- Preventive maintenance completion.
- Budget performance.
- Customer service response time.
- Capital project completion.
- Employee safety performance.
- Asset management and replacement planning.

PERFORMANCE EXPECTATIONS

Demonstrate integrity, professionalism, fiscal responsibility, operational excellence, regulatory compliance, responsive customer service, and effective coordination with other City departments while protecting public health and utility infrastructure.

DISCLAIMER

This position description describes the general nature and level of work expected of the Water and Sewer Director. It is not intended to list every duty and may be revised by the City consistent with applicable law and City ordinance. The City may assign other duties and may revise this description consistent with applicable law, City ordinance, and City policy. This description does not create a contract of employment or alter the employment relationship established by law.

_____
Employee Signature

_____
Date

_____
Mayor or Authorized Representative

_____
Date

_____
City Council Approval / Ordinance No.

_____
Effective Date

Exhibit A – Water and Sewer Director Job Description

CITY OF TONTITOWN
STANDARD JOB DESCRIPTION

Job Title:	Water & Sewer Director	**Department:**	Water & Sewer Utility
Division:	N/A	**Reports To:**	Mayor
Supervises:	Water Supervisor; Wastewater Operator(s); Water Clerk; Water & Sewer Laborers	**Employment Status:**	Full-time
FLSA Status:	Exempt	**Pay Grade/Class:**	To be assigned per City classification/compensation plan
Safety Sensitive:	Yes	**Weather Essential:**	Yes
Effective Date:		**Revision Date:**	09/14/2026

POSITION SUMMARY

Directs the City's water and wastewater utility operations, ensuring regulatory compliance, infrastructure reliability, and the financial sustainability of the utility. Oversees treatment, distribution, and collection operations and supervises utility staff and emergency response.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

List the essential functions in order of importance. Use action verbs and distinguish essential duties from incidental duties.

1. Directs water treatment/distribution and wastewater collection/treatment operations citywide.
2. Ensures utility compliance with Arkansas Department of Energy and Environment (ADEQ) and Arkansas Department of Health (ADH) regulations and permits.
3. Prepares and manages the utility's operating and capital budgets, and develops rate and capital improvement recommendations.
4. Supervises the Water Manager, Wastewater Operator(s), Water Clerk, and Water & Sewer Laborers.
5. Oversees infrastructure maintenance, replacement, and expansion projects in coordination with the City Engineer.
6. Directs emergency response to line breaks, treatment failures, and other utility emergencies.
7. Reports utility performance and financial status to the Water & Sewer Commission and City Council.
8. Oversees utility billing policy in coordination with the Water Clerk.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Water Manager, Wastewater Operator(s), Water Clerk, and Water & Sewer Laborers.

MINIMUM QUALIFICATIONS

Education	Bachelor's degree in engineering, environmental science, public administration, or a related field preferred; equivalent combination of experience and licensure considered.
Experience	Minimum of five years of utility management experience, including two years of supervisory experience.
Licenses/Certifications	Appropriate Arkansas water and/or wastewater operator license required.
Driver Requirements	Valid Arkansas driver's license required.

KNOWLEDGE, SKILLS, AND ABILITIES

(1) Thorough knowledge of water and wastewater treatment processes and applicable ADEQ/ADH regulations. (2) Utility budgeting, rate-setting, and capital planning skills. (3) Personnel management and emergency response coordination skills. (4) Ability to communicate technical utility matters to elected officials and the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Requires office work combined with regular visits to treatment plants and field sites, including exposure to treatment facility conditions. Mix of office and field settings; subject to on-call status for utility emergencies.

OTHER CONDITIONS OF EMPLOYMENT

Background check and pre-employment drug screening required; on-call for utility emergencies.

JOB DESCRIPTION STATEMENT

This job description identifies the essential functions and general responsibilities of the position and is not intended to constitute an exhaustive list of every duty that may be assigned. Duties assigned should remain consistent with the lawful authority, classification, and organizational structure of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, consistent with applicable law.

REVIEW AND APPROVAL

Prepared/Reviewed by HR:	Luann Jenison	**Date:09/14/2026**	
Department Head Review:	Mayor	**Date:09/14/2026**	
Approving Authority:		**Date:**	
Employee Acknowledgment:		**Date:**	

Template note: The department head should provide substantive job-duty input; Human Resources should maintain the official format, classification terminology, revision control, and master copy.