



**City of Franklin**  
**June 25, 2024 5:00 PM City Hall**

1. Call Meeting to Order Roll Call
2. Verification of Open Meetings Notice
3. **Discussion and Action Items**
  - 3.a. Discussion and action on accepting the resignation of the water/sewer operator/flood plain administrator effective June 28, 2024
  - 3.b. Discussion and action on the job opening of the water/sewer operator and floodplain administrator position and/or restructuring with current employees
  - 3.c. **Public Comments**
4. Adjourn

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The City of Franklin follows the Nebraska Open Meetings Act. A copy is displayed in this room as required by state law. The Mayor and City Council may enter an Executive Session anytime during the meeting, even if not listed on the agenda. The Mayor and City Council intend to follow the agenda order but may rearrange items to suit schedules. Individuals who wish to address the council may be allotted a speaking time of three minutes per person, per topic. Speakers are kindly requested to approach the podium and articulate their topic with clarity and professionalism.



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Drew Boston  
1710 Q Street  
Franklin, NE 68939

06/14/24

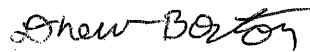
City of Franklin  
619 15<sup>th</sup> Ave  
Franklin, NE 68939

Dear City Council,

Please accept this letter as my formal resignation from my position as the Water/Sewer Operator at the City of Franklin, effective two weeks from today's date. My final working day will be 06/28/24.

I appreciate the opportunities you have provided me during my time here at the City of Franklin. Thank you for your support.

Sincerely,

A handwritten signature in black ink that reads "Drew Boston". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Drew Boston

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**City of Franklin, Nebraska**  
**Position Description**

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<b>Class Title:</b>	<b>Water &amp; Sewer Superintendent/Floodplain Administrator</b>
<b>Department:</b>	<b>Water/Sewer//Floodplain Administrator</b>
<b>Age Requirement:</b>	<b>Minimum - 21 Years / Maximum - none</b>
<b>Salary Range:</b>	<b>\$10.00- \$25.00 per hour</b>
<b>Date Adopted:</b>	<b>September 19, 2023; revised 10/10/2023</b>

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**GENERAL PURPOSE**

Performs a variety of activities required for the new construction, operation, and maintenance of the water distribution system and water wells. Does all related work as required involving sanitary sewer systems, including sewer lagoons. Does all the related maintenance work to get the swimming pool open and closed for the season.

**SUPERVISION RECEIVED:** Receives direction from the Mayor and City Council.

**WATER ESSENTIAL DUTIES & RESPONSIBILITIES:** – Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; assist in establishing schedules and methods for water distribution line maintenance and construction; implement policies and procedures.
- Plan, prioritize, assign, and review the work involved in water distribution; ensure that job assignments are performed in a satisfactory manner.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; keep records of job costs; assist in preparing estimates regarding materials and equipment for various jobs.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Assist other departments as required
- Lay and replace water lines; pull stand-by personnel as necessary; operate a variety of machinery and equipment necessary to complete a job assignment; remain available, as assigned, for on-call duty.
- Consult with plumbers and contractors for information pertaining to line and service installation and maintenance; engage plumbing and contracting services as necessary.
- Prepare a variety of reports concerning operations in the assigned area of responsibility; process all work orders relating to water distribution lines and related services; adjust records, as necessary for new and replaced water services.
- Locate water lines and services for other utilities; review all water maps for accuracy and make necessary changes to keep maps up-to-date.
- Supervise and oversee all work involving main repairs, water main taps and repair and installation of valves and hydrants; inspect water services.
- Follow safety procedures as outlined in the safety policy
- Submit a monthly report to the City Clerk to be forwarded to Mayor/Council.

- Perform other duties as assigned.
- Assist other departments as required.

**SEWER ESSENTIAL DUTIES & RESPONSIBILITIES:** - Duties may include, but are not limited to, the following:

**Lagoon**

- Keep dikes and pond edges mowed.
- Maintain perimeter fence.
- Maintain lift station pumps and buildings.
- Keep daily pumping records.
- Monitor the color of lagoon water to ensure the enzymes are working properly.
- Clean the diffuser pit on a monthly basis.
- Monitor erosion along lagoon dikes.
- Prepare the division budget; supervise budget implementation; participate in the forecast of additional funds needed for equipment, materials, and supplies.
- Prepare various reports; prepare and submit compliance reports to regulatory agencies; present reports to City Council and other groups as necessary.

**SWIMMING POOL ESSENTIAL DUTIES & RESPONSIBILITIES:** - Duties may include, but are not limited to, the following:

- Pump out winter water and remove debris from the pool.
- Power wash pool.
- Paint pool, if needed.
- Reconnect all the water lines.
- Order needed chemicals for the season.
- Fill the pool and add the needed chemicals for startup.
- Install diving boards, ladders, lifeguard stations and handicap chairs at the beginning of the season and remove them at the end of the season.
- Work with the pool manager to maintain the operations of the pool.
- Winterize the pool: drain the pool, as well as drain the water heaters and lines.

**FLOODPLAIN ADMINISTRATOR**

- Direct to enforce all the provisions of the article and all other ordinances of the city in for hereafter adopted, related to zoning, subdivision or building codes.
- Revisions thereto, as the official map to be used in determining those areas of the special flood hazard.

**SPECIAL REQUIREMENTS**

- Must possess a valid Nebraska Driver's License
- Obtain a CDL endorsement within six months of hire.
- Obtain a Nebraska State of Nebraska Grade IV water operator license within six months of employment.
- Completes on-call duties as required during the on-call period. If you are out of town for any reason, find a replacement. Must be available within 30 minute response time.

## **License or Certificate - State Requirements as a Grade IV Water Operator:**

- Possession of, or ability to obtain, a valid Grade IV Water Operator's License.
- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of, or ability to obtain, an appropriate, valid commercial driver's license.
- Complete application.
- Documentation of a high school diploma or equivalent.
- Successful completion of a validated Grade IV Water Operator examination following:
  - Six (6) months experience as a water operator, or
  - A basic training course for water system operators recommended by the Council and approved by the Director, or
  - A correspondence course recommended by the Council and approved by the Director.

**Continuing Education:** Ten (10) hours of approved continuing education are required for renewal of the license. These credits must have been earned between the effective date of the license and 12/31 of the year of expiration. Hours completed prior to this time will not be accepted as meeting the required continuing education hours. Hours earned in excess of the requirement may not be carried over to the next renewal period.

## **WORK ENVIRONMENT**

- Work is performed almost entirely in an outdoor setting.
- The employee must frequently lift and/or move up to 75 pounds, and occasionally even greater weight.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

## **JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the job description for my position with the Water/Sewer Superintendent/Flood Administrator Revision Date of October 10, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

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Signature of employee

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Print Employee Name

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Date