

Department	Total Minimum Staffing Level	Min. # needed	Position Roles & Responsibilities
Administration / Accounting			Executive Director
			Business Manager (or Accounting Clerk)
			Water Quality/Notifications/Media
			Engineer / Asst. Exec. Dir.
Treatment Plant Operations			Superintendant
			Assistant Foreman
			Water Operators
			Water Quality Specialist / Laboratory Director
Distribution			Foreman
			Crew
Engineering/Planning			Capital Works Manager
			GIS Technician
			Project Manager / Engineer
Customer Care			Customer Service Manager
			Customer Care Representative
IT			Manager
			GIS / IT Tech
Meter			Meter Readers

{Sample Chart – Expand as Needed}