(TENTATIVE) BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

Effingham County Georgia
Board of Commissioners

November 17, 2026 – 5:00 PM

Effingham County Administrative Complex
Meeting Chambers
804 South Laurel Street, Springfield GA 31329

The Georgia Conflict of Interest in Zoning Action Statue (O.C.G.A. §§ 36-67A-1 et seq.) requires disclosure of certain campaign contributions made by applicants for rezoning actions and by opponents of rezoning application. A rezoning applicant or opponent of a rezoning application must disclose contributions or gifts which in aggregate total $250.00 or more if made within the last two years to a current member of Effingham County Planning Board, Board of Commissioners, or other Effingham County official who will consider the application. The campaign contribution disclosure requirement applies to an opponent of a rezoning application who publishes his or her opposition by appearance before the Planning Board or Board of Commissioners or by any other oral or written communication to a member or members of the Planning Board or Board of Commissioners. Disclosure must be reported to the Board of Commissioners by applicants within ten (10) days after the rezoning application is filed and by opponents at least five (5) days prior to the first hearing by the Planning Board. Any person knowing failing to comply with these requirements shall be guilty of a misdemeanor.

"Individuals with disabilities who require special needs to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities should contact the County Clerk at 912-754-2123 promptly to afford the County time to create reasonable accommodations for those persons."

****PLEASE TURN OFF YOUR CELL PHONE**

Agenda

Watch us live on our YouTube page:

https://www.youtube.com/channel/UC9wRzS6f2pHHZG3IgRk3OUQ

I. **Call to Order**

II. **Roll Call**

III. **Invocation**

IV. **Pledge to the American Flag**

V. **Agenda Approval** - Consideration of a resolution to approve the agenda.

VI. **Minutes**

1. Consideration to approve the November 3, 2026 regular commission meeting minutes

VII. **Public Comments** - Comments shall pertain to the agenda items only. Should you wish to make remarks, clearly state your full name into the microphone before commencing to speak.

VIII. **Correspondence** - The agenda packet for this meeting is posted on the county's . Any additional documentation presented at the meeting shall be submitted to the Clerk for receipt, recording and distribution to the Board

IX. **Presentation**

1. **5:05 pm** - Honor Award Presentation to Mrs. Susie Hobbs

X. **Consent Agenda** - This section shall include all routine items for which there will be no discussion. Should a need arise for a debate, the item can be moved to the appropriate area of the agenda.

1. **[2026-512 Agreement]**

   Consideration to approve an Underground Power Easement with Georgia Power Company at Marlow Public Safety Building #2

2. **[2026-513 Agreement]**

   Consideration to approve an Easement with Georgia Power Company for electrical distribution facilities on County-owned property along Progress Drive in Rincon

3. **[2026-514 Agreement]**

   Consideration to approve the Infrastructure Relocation Agreement from Georgia Power Company for Pineora Park

4. **[2026-515 Grant]**

   Consideration for the Effingham County Board of Commissioners to accept a Grant Award from ACCG-Group Self-Insurance Workers' Compensation Fund- Employee Safety Grant

5. **[2026-516 Appointment]**

   Consideration to approve the appointment of Pauline Shaw as District 2 representative for the Department of Family and Children Services (DFCS) board

XI. Unfinished Business - Contains items held from a previous agenda.

1. **[2026-468 Public Hearing]** *Kimberly Barlett*

   Consideration to approve an application by **C.W. Matthews Contracting Co. Inc. as agent for River Road Partners I, LLC** for a **variance** from Section 3.4, located at 1085 Old River Road to allow for a decrease in the required buffers in I-1 **Map # 304 Parcel # 15 & 15A** in the **First District** *(Postponed, 10/06/2026 by the BOC)*

2. **[2026-469 Second Reading]**

   Consideration to approve the Second Reading for an application by **C.W. Matthews Contracting Co., Inc. as agent for River Road Partners I, LLC** for a **variance** from Section 3.4, located at 1085 Old River Road to allow for a decrease in required buffers in I-1 **Map # 304 Parcel # 15 & 15A** in the **First District** *(Postponed, 10/06/2026 by the BOC)*

XII. New Business

1. **[2026-517 Change Order]** *Kortneigh Perkins*

   Consideration to approve Change Order #18 for removed fencing and painting of lead paint abated exterior steel (resulting in a net credit)

2. **[2026-518 Purchase Order]** *Danielle Carver*

   Consideration to approve the Purchase of firefighter personal protective equipment (PPE) from Ten-8 Fire & Safety, LLC through the NPPGov cooperative purchasing contract

3. **[2026-519 Resolution]** *Danielle Carver*

   Consideration to approve Resolution# 026-036 authorizing the surplus of 31 vehicles from various County departments

4. **[2026-520 Quote]** *Danielle Carver*

   Consideration to approve Quotes for the acquisition of 13 vehicles for the Effingham County Sheriff's Office through Enterprise Fleet Management *(including 10 vehicles for new hires and three replacements for totaled vehicles)*

5. **[2026-521 Resolution]** *Mark Barnes*

   Consideration to approve Resolution# 026-037 to amend the Fiscal Year 2027 Budget

6. **[2026-522 Policy]** *Sarah Mausolf*

   Consideration to approve the Local Longevity Stipend Policy for eligible County elected officials

7. **[2026-523 Job Descriptions]** *Sarah Mausolf*

   Consideration to approve the standardized countywide job descriptions format and Job Descriptions

8. **[2026-524 Change Order]** *Tre Wilkins*

   Consideration to approve Change Order #3 for the Hodgeville Sanitary Sewer Force Main Construction Project with Legacy Water Group, LLC

9. **[2026-525 Change Order]** *Tre Wilkins*

   Consideration to approve Change Order #1 Blue Jay Road Sewer Extension Project with Southeast Connections

10. **[2026-526 Quote]** *Tre Wilkins*

    Consideration to approve a Guaranteed Maximum Price for Marlow Water & Sewer Project with Reeves Young

XIII. Reports from Commissioners & Administrative Staff

XIV. Executive Session - Discussion of Personnel, Property and Pending Litigation

XV. Executive Session Minutes - Consideration to approve the November 3, 2026 executive session minutes

XVI. Planning Board Unfinished Business - 6:00 pm

1. **[2026-511 Site Plan]** *Akela Wright*

   Consideration to approve an application by Octans GA LLC for a Site Plan for "Project Camellia," a proposed data center development located along Effingham Parkway and Gateway Parkway, zoned I-1, **Map # 433 Parcel # 1E and Map # 433 Parcel # 1**, in the Second District *(Postponed, 11/03/2026)*

XVII. Planning Board - 6:00 pm

1. **[2026-527 Public Hearing]** *Tianchi Xu*

   Consideration to approve an application by **Veronica Shears** for a **variance** from *Section 3.41.3*, located 175 Saddleclub Way, to reduce the required separation between the proposed swimming pool and the existing covered patio from 10 feet to 6 feet in Planned Development **Map # 416A Parcel # 121** in the **Second District**

2. **[2026-528 Second Reading]**

Consideration to approve an application by **Veronica Shears** for a **variance** from *Section 3.41.3*, located 175 Saddleclub Way, to reduce the required separation between the proposed swimming pool and the existing covered patio from 10 feet to 6 feet in Planned Development **Map # 416A Parcel # 121** in the **Second District**

3. **[2026-529 Public Hearing]** *Tianchi Xu*

   Consideration to approve an application by **Alexandria Enmund** for a **conditional use** to allow for a residential business consisting of a Hair salon operating in AR-2 located at 769 Keith Road **Map # 270** Parcel **# 28A** in the **Third District**

4. **[2026-530 Second Reading]**

   Consideration to approve the Second Reading of an application by **Alexandria Enmund** for a **conditional use** to allow for a residential business consisting of a Hair salon operating in AR-2 located at 769 Keith Road **Map # 270 Parcel # 28A** in the **Third District**

5. **[2026-531 Public Hearing]** *Tianchi Xu*

   Consideration to approve an application by **Tiffany Rowell** for a **conditional use** to allow for a **Residential Business** in R-1 located at **167 Blackwater Way Map # 428C** Parcel **# 255** in the **Fourth District**

6. **[2026-532 Second Reading]**

   Consideration to approve the Second Reading of an application by **Tiffany Rowell** for a **Conditional Use** to allow for a **Residential Business** in R-1 located at **167 Blackwater Way Map # 428C** Parcel **# 255** in the **Fourth District**

7. **[2026-533 Public Hearing]** *Pamela Melser*

   Consideration to approve the First Reading to amend **Part II, Appendix C** - *Zoning Ordinance*, **Article IV** - *Establishments of Districts*, **Section 4.1A** - *Permitted Use Table* of the Effingham County Code of Ordinances

8. **[2026-534 Public Hearing/Resolution]** *Pamela Melser*

   Consideration to approve Resolution# 026-038 enacting a moratorium on future land use amendments, rezoning or special and conditional use permit applications, and all public hearings for data center development

XVIII. Adjournment

Effingham County Georgia
Board of Commissioners

Damon M. Rahn, Chairman at Large
Forrest F. Floyd, District 1
Roger Burdette, District 2
Jamie Deloach, District 3
Elizabeth Helmly, District 4
Phil Kieffer, District 5

REGULAR SESSION MEETING MINUTES
NOVEMBER 03, 2026

The Board of Commissioners of Effingham County, Georgia, Mr. Damon Rahn, Mr. Forrest Floyd, Mr. Roger Burdette, Mr. Jamie Deloach, Ms. Elizabeth Helmly, and Mr. Phil Kieffer met in regular session at 5:00 pm on Tuesday, November 3, 2026 in the Commissioners Meeting Chambers at the Effingham County Administrative Complex located at 804 South Laurel Street Springfield, Georgia 31329.

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STAFF PARTICIPATION

Mr. Tim Callanan – County Manager, Mr. Edward Newberry – County Attorney, Ms. Stephanie Johnson – County Clerk, Ms. Tasheena Shiggs – Deputy Clerk, Mr. Clint Hodges – Fire Chief & EMA Director, Ms. Marie Todd – Executive Assistant, Mr. Michael King – Assistant County Manager, Ms. Maraya Durham – IT Specialist, Mr. Mark Barnes – Finance Director, Ms. Pamela Melser – Director of Development Services, Ms. Akela Wright – Planning Manager, Ms. Kimberly Barlett – Senior Planner, Ms. Lauren Shuman – Engineer Project Coordinator, Mr. Tre Wilkins – Project Manager, Ms. Brook Sutherland – Engineering Project Coordinator, Mr. Ted Goudeau – Facilities Maintenance Director, and Mr. Mark Lastinger – Public Information Coordinator.

CITIZEN PARTICIPATION

Karen McDonald, Kenny Lak, Randy Sapp, Pam Anderegg, Jerri Howell, Elizabeth Fisher, Patsy Zeigler, Michelle Johns, Matt Saxon, Andrew Nestor, John Smith, Sharee McKenzie, James Hall, Trivinia Barber, Chris Barber, Jalea Davis, Alexis Lane, Manjusha Sheobaran, David Dillie, Raymond Carver, Evan Karp.

I- CALL TO ORDER

Chairman Rahn called the meeting to order at 5:01pm

II- ROLL CALL

Damon Rahn, Chairman
Forrest Floyd
Roger Burdette
Jamie Deloach
Beth Helmly
Phil Kieffer, Vice Chairman

III – INVOCATION

Commissioner Helmly offered the invocation.

IV– PLEDGE TO THE AMERICAN FLAG

The pledge was led by Commissioner Helmly.

V – AGENDA APPROVAL

There were no changes to announce.

Commissioner Floyd made a motion to approve the agenda as read. Commissioner Deloach seconded the motion. The motion carried unanimously.

VI – MINUTES

CONSIDERATION TO APPROVE THE OCTOBER 20, 2026 WORK SESSION AND REGULAR MEETING MINUTES (1):

Commissioner Deloach made a motion to approve the meeting minutes as presented. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

VII – PUBLIC COMMENTS

Chairman Rahn stated comments shall pertain to the agenda items only. Should you wish to make remarks, clearly state your full name into the microphone before commencing to speak.

VIII – CORRESPONDENCE

Chairman Rahn stated documents from this meeting are located in the Clerk's office and on the Board of Commissioner's website.

IX – CONSENT AGENDA

Commissioner Floyd made a motion to approve the following Consent Agenda items: **(2026-489)** Consideration to approve the appointment of Melinda Hawkins to the Department of Family and Children Services (DFCS) Board as representative for the fourth district. Commissioner Helmly seconded the motion. The motion carried unanimously.

X – SPECIAL RECOGNITION – Acknowledgement of Effingham Retired Educators

County Clerk Johnson noted that the Board had previously approved a proclamation honoring retired educators, highlighting that the Governor also designated November 1 as Retired Educators Day in Georgia. Members of the Effingham Retired Educators Association who missed the earlier meeting were brought forward for recognition. Pam Anderegg, past president of the organization, expressed gratitude to the Board and outlined the group's focus on fellowship, community service, and advocacy for retired educators' benefits.

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XI – NEW BUSINESS

CONSIDERATION TO APPROVE THE ANNUAL CONTRACT RENEWAL AGREEMENT WITH GENESYS HEALTH ALLIANCE, LLC FOR INMATE HEALTH CARE SERVICES AT THE EFFINGHAM COUNTY PRISON AND JAIL (1):

Procurement and Contracts Manager Carver explained a one-year renewal of the agreement with Genesys Health Alliance for medical services at the Effingham County Prison and Jail through June 30, 2027. The renewal includes a 4 percent increase, which falls within the original contract's renewal provisions.

Commissioner Deloach made a motion to approve the proposed one-year renewal and 4% price increase. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE RESOLUTION# 026-035 TO AMEND THE FISCAL YEAR 2027 BUDGET (2):

Finance Director Barnes explained the amendment covers three items: budgeting the previously accepted Sheriff's Office HEAT grant award; utilizing library system funds to update the Springfield library building, following earlier Rincon building upgrades from the same source; and using animal protection donation funds to purchase emergency kennels.

Vice Chair Kieffer made a motion to approve the resolution to amend the budget for FY27. Commissioner Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AMENDMENT NO. 1 TO THE AGREEMENT WITH GOODWYN MILLS CAWOOD, LLC FOR THE SCOPE OF WORK FOR THE HIGHWAY 119 RECREATIONAL COMPLEX MASTER PLAN TO INCLUDE A SITEWIDE GPRS SURVEY AND WATER LEAK DETECTION (3):

Capital Projects Project Manager Wilkins explained Amendment No. 1 with Goodwyn Mills Cawood, LLC. adds a site-wide GPRS survey and water leak detection to the Highway 119 Recreational Complex Master Plan scope.

Commissioner Deloach made a motion to approve of Amendment No. 1 with Goodwyn Mills Cawood, LLC. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE THE SUBMISSION OF THE GOSP (GEORGIA OUTDOOR STEWARDSHIP PROGRAM) GRANT APPLICATION FOR IMPROVEMENTS AT ABERCORN LANDING (4):

Capital Projects Project Manager Wilkins explained the renewed Georgia Outdoor Stewardship Program (GOSP) grant application for Phase 1 improvements at Abercorn Landing, budgeted under $2,000,000 with permitting nearly complete. Staff confirmed the grant offers up to $1,000,000 in funding (75%) requiring a 25% local match.

Commissioner Burdette made a motion to approve the submission of the GOSP (Georgia Outdoor Stewardship Program) grant application for Abercorn Landing.

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Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AMENDMENT NO. 3 TO THE RIGHT-OF-WAY SERVICES CONTRACT WITH JMT FOR ADDITIONAL RIGHT-OF-WAY ACQUISITION SERVICES ASSOCIATED WITH THE LOW GROUND ROAD IMPROVEMENT PROJECT (5):

Engineering Project Coordinator Sutherland explained Amendment No. 3 to the right-of-way services contract with JMT for the Low Ground Road Improvement Project, in the amount of $101,375. The additional services are 25 appraisals, 20 updated acquisition offers, 3 septic cost-to-cure evaluations, 5 cost estimate updates and 1 additional parcel negotiation.

Commissioner Helmly made a motion to approve Amendment No. 3 to the Right-of-Way Services Contract with JMT. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A PROPOSAL WITH GOODWYN MILLS CAWOOD, LLC. FOR CONSTRUCTION MATERIALS TESTING SERVICES FOR THE EFFINGHAM COUNTY REGIONAL WATER SUPPLY PROJECT (6):

Capital Projects Project Manager Wilkins presented a proposal from Goodwyn Mills Cawood, LLC for construction materials testing services for the Effingham County Regional Water Supply Project. Approval had been held back until final design was known. Plans are now 100 percent complete and the contractor has mobilized, with pipe visible along Blue Jay Road.

Commissioner Floyd made a motion to approve the proposal for Construction Materials Testing Services. Commissioner Deloach seconded the motion. The motion carried unanimously.

XII – REPORTS FROM COMMISSIONERS & ADMINISTRATIVE STAFF

County Manager Callanan
Parks & Recreation

- Clyo Park: Grand opening held successfully.
- Pineora Park: Opening expected by Q2 2027.
- Atlas Park (Phase 1): Bidding planned for January 2027.
- Clarence Morgan Park (Phase 2): Pending GMP to select CMAR or competitive bid.

Roads & Transportation

- Goshen / Hodgeville Roundabout: Delayed for utility cable relocation; resolution expected next week.
- Hodgeville / Blue Jay Roundabout: On track for late 2026/early 2027 completion.
- Blue Jay / Sand Hill Roundabout: Bidding anticipated by late 2026.
- Abercorn Landing Project: Permitting for the ADA-accessible paddle boat dock, fishing pier, restrooms, and expanded parking is nearing completion, after which it will proceed to bid with an estimated eight-month construction timeline.

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Effingham Parkway

- Goshen to Blue Jay: Takeover inspection set for Nov 16, 2026; GDOT opening expected same afternoon.
- Southern Segment: GDOT change order pending; completion targeted for Summer 2027.

Vice Chair Kieffer

- Thanked staff for the Clyo event

Commissioner Helmly

- Noted that a data center moratorium and related conditional-use discussions are expected on November 17.

Commissioner Deloach

- Thanked staff for the Clyo park.

Commissioner Burdette

- Reminded attendees of the Back the Badge rally on Sunday at 7:00 p.m. at Freedom Park.

XIII – EXECUTIVE SESSION

At 5:24 p.m., Commissioner Deloach made a motion to go into an executive session for discussion of personnel, property, and pending litigation. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

At 6:00p.m., Commissioner Deloach made a motion to reconvene. Commissioner Floyd seconded the motion. The motion carried unanimously.

XIV – EXECUTIVE SESSION MINUTES

Commissioner Deloach made a motion to approve the October 20, 2026 executive session meeting minutes. Commissioner Floyd seconded the motion. The motion carried unanimously.

XV – PLANNING BOARD UNFINISHED BUSINESS – 6:00 pm

BOLTIN TEETER as agent for **MARK COOPER – SECOND READING (1):** Consideration to approve the Second Reading of an application submitted by Boltin Teeter as agent for Mark Cooper to rezone +/- 99 acres located at 1180 Old River Road from AR-1 to LI to allow for permitted uses in LI. Map # 304 Parcel # 10 in the First District

Commissioner Floyd made a motion to approve the 2nd Reading. Commissioner Deloach seconded the motion. Commissioner Helmly opposed. The motion carried 4 to 1.

CONSIDERATION TO APPROVE THE SECOND READING OF THE ADOPTION OF THE ZONING ORDINANCE OF EFFINGHAM COUNTY, GEORGIA, AND THE ADOPTION OF THE OFFICIAL ZONING MAP OF EFFINGHAM COUNTY (*Postponed, 10/20/2026 by the BOC at agenda approval*) (2):

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County Manager Callanan explained that the item is a readoption of the entire Zoning Ordinance and Official Zoning Map. Earlier text amendments had been taken up at two separate meetings, so the board asked that the full readoption be placed on this agenda.

Speaking in objection: John Smith, Manjusha Sheobaran, Jeff Beauvais, Raymond Carver, Michelle Johns, Jacob Carroll, Christina Williams expressed concerns with process transparency, improper public notice, and the potential placement of data centers.

Commissioner Deloach made a motion to adopt the Zoning Ordinance in its entirety and the Official Zoning Map as supplied. Commissioner Floyd seconded the motion. The motion carried unanimously.

XVI – PLANNING BOARD – 6:00 pm

WILLIAM BELL – PUBLIC HEARING (1): Planning Board recommends approving an application submitted by William Bell to rezone +/- 0.881 acres located on US Hwy 80 from AR-1 to B-3 to allow for permitted uses in B-3 Map # 355A Parcel # 8A in the First District

Senior Planner Barlett explained the purpose is outdoor display and sale of portable storage buildings and sheds. The request is associated with a code enforcement case, and adjoining properties were rezoned B-3 in 2018. The request is inconsistent with the agricultural residential future land use designation but lies within the commercial corridor overlay.

Commissioner Floyd made a motion to approve the application. Commissioner Burdette seconded the motion. The motion carried unanimously.

WILLIAM BELL – SECOND READING (2): Consideration to approve the Second Reading of an application submitted by William Bell to rezone +/- 0.881 acres located on US Hwy 80 from AR-1 to B-3 to allow for permitted uses in B-3. Map # 355A Parcel # 8A in the First District

Commissioner Floyd made a motion to approve the 2nd Reading. Commissioner Burdette seconded the motion. The motion carried unanimously.

CHRISTOPHER LEWIS – PUBLIC HEARING (3): Consideration to approve an application by Christopher Lewis for a variance from Section 5.8.15, located at 130 Burke Drive, to allow for a decrease in the minimum acreage required for an RV parkin R-4 Map # 366 Parcel # 51 in the Third District

Planner I Xu explained the variance would reduce the minimum acreage for an RV park in R-4 from 10 acres to 8.86 acres. The site is currently a mobile home park, which the applicant proposes to convert to an RV park. Staff noted possible effects on traffic, internal circulation, emergency access and utilities, and that approval would not waive other development requirements.

Speaking for: Christopher Lewis stated that the conversion has been planned for about

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four years and noted that some existing homes on-site are in poor condition.

Commissioner Deloach made a motion to approve the application. Commissioner Floyd seconded the motion. The motion carried unanimously.

CHRISTOPHER LEWIS – SECOND READING (4): Consideration to approve an application by Christopher Lewis for a variance from Section 5.8.15, located at 130 Burke Drive, to allow for a decrease in the minimum acreage required for an RV parkin R-4 Map # 366 Parcel # 51 in the Third District

Commissioner Deloach made a motion to approve the 2nd Reading. Commissioner Burdette seconded the motion. The motion carried unanimously.

KERN & CO. LLC- CHAD ZITTROUER as agent for **JOSEPH MANN – PUBLIC HEARING (5):** Planning Board recommends approving an application submitted by Kern & Co. LLC- Chad Zittrouer as agent for Joseph Mann to rezone +/- 98.92 acres located on Springfield Tusculum Road from AR-1 to AR-3 to allow for permitted uses in AR-3 Map # 318 Parcel # 18, 20, & 20A in the Third District

Senior Planner Barlett stated that the plan envisions 21 stick-built single-family lots, each of at least 2.5 acres, with paved internal roads and individual wells and septic systems. The property contains wetlands but no flood hazard areas. The Planning Board recommended approval with two stipulations: only stick-built homes, and a 50-foot buffer along the rear of the northwestern lots.

Speaking for: Chad Zittrouer agreed to the stipulations.

Commissioner Deloach made a motion to approve the application with the following conditions:

1. Only stick-built homes may be placed on the property.
2. A 50 ft buffer must be implemented along the backside of the northwest lots.

Vice Chair Kieffer seconded the motion. The motion carried unanimously.

KERN & CO. LLC- CHAD ZITTROUER as agent for **JOSEPH MANN– SECOND READING (6):** Consideration to approve the Second Reading of an application submitted by Kern & Co.- Chad Zittrouer as agent for Joseph Mann to rezone +/- 98.92 acres located on Springfield Tusculum Road from AR-1 to AR-3 to allow for permitted uses in AR-3. Map # 318 Parcel # 18, 20, & 20A in the Third District

Commissioner Deloach made a motion to approve the 2nd Reading. Commissioner Floyd seconded the motion. The motion carried unanimously.

JOSHUA MAYNARD – PUBLIC HEARING (7): Planning Board recommends approving an application submitted by Joshua Maynard to rezone +/- 2.43 acres located on Clark Road from AR-1 to AR-2 to allow for permitted uses in AR-2 Map # 235A Parcel # 6C in the Third District

Senior Planner Barlett explained the purpose is to create two lots of about 1.217 acres each, served by well and septic, with a soil study provided and no wetlands or flood

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hazard areas.

Commissioner Deloach made a motion to approve the application. Commissioner Burdette seconded the motion. The motion carried unanimously.

JOSHUA MAYNARD – SECOND READING (8): Consideration to approve the Second Reading of an application submitted by Joshua Maynard to rezone +/- 2.43 acres located on Clark Road from AR-1 to AR-2 to allow for permitted uses in AR-2. Map # 235A Parcel # 6C in the Third District

Commissioner Deloach made a motion to approve the 2nd Reading. Vice Chair Kieffer seconded the motion. The motion carried unanimously.

DEATIA MCFARLIN – PUBLIC HEARING (9): Planning Board recommends approving an application submitted by Deatia McFarlin to rezone +/- 5.684 acres located at 352 Lower Ferry Road from AR-1 to AR-2 to allow for permitted uses in AR-2 Map # 424 Parcel # 15 in the Third District

Senior Planner Barlett explained the property would be divided into four parcels, creating two additional home sites, with about 5.10 acres remaining AR-1. Wetlands exist on portions of the property, and a soil study was provided.

Commissioner Deloach made a motion to approve the application. Commissioner Floyd seconded the motion. The motion carried unanimously.

DEATIA MCFARLIN – SECOND READING (10): Consideration to approve the Second Reading of an application submitted by Deatia McFarlin to rezone +/- 5.684 acres located at 352 Lower Ferry Road from AR-1 to AR 2 to allow for permitted uses in AR-2. Map # 424 Parcel # 15 in the Third District

Commissioner Deloach made a motion to approve the 2nd Reading. Commissioner Floyd seconded the motion. The motion carried unanimously.

JOYCE SOWERS – PUBLIC HEARING (11): Planning Board recommends approving an application submitted by Joyce Sowers to rezone +/- 0.60 acres out of 1.60 acres located at 2393 Rincon-Stillwell Road from AR 2 to AR-1 to allow for permitted uses in AR-1 Map # 461 Parcel # 66 in the Fifth District

Vice Chair Kieffer made a motion to approve the application. Commissioner Deloach seconded the motion. The motion carried unanimously.

JOYCE SOWERS – SECOND READING (12): Consideration to approve the Second Reading of an application submitted by Joyce Sowers to rezone +/- 0.60 acres out of 1.60 acres located at 2393 Rincon-Stillwell Road from AR-2 to AR-1 to allow for permitted uses in AR-1. Map # 461 Parcel # 66 in the Fifth District

Vice Chair Kieffer made a motion to approve the 2nd Reading. Commissioner Deloach seconded the motion. The motion carried unanimously.

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BOLTIN TEETER as agent for **MARK COOPER – PUBLIC HEARING (13):** Consideration to approve an application by Boltin Teeter as agent for Mark Cooper for a variance from Section 3.4, located at 1180 Old River Road, to allow for a decrease in the required minimum buffers in LI Map # 304 Parcel # 10 in the First District

Senior Planner Barlett explained the variance would reduce the required 150-foot internal buffer between the proposed LI area and the remaining AR-1 acreage to zero feet. The remaining acreage, which includes substantial wetlands, is proposed for donation to Effingham County.

Speaking for: Robert McCorkle addressed concerns with buffer variance request along the river and impacts on adjacent properties.

Speaking in objection: Paul Clark expressed neighborhood traffic impacts, operational nuisance, and inadequate public notice

The Board discussed securing public river access while maintaining an adequate buffer between land uses.

Commissioner Floyd made a motion to approve the application. Commissioner Deloach seconded the motion. The motion carried unanimously.

BOLTIN TEETER as agent for **MARK COOPER – SECOND READING (14):** Consideration to approve the Second Reading for an application by Boltin Teeter as agent for Mark Cooper for a variance from Section 3.4, located at 1180 Old River Road to allow for a decrease in the required minimum buffers in LI Map # 304 Parcel # 10 in the First District

Commissioner Floyd made a motion to approve the 2nd Reading. Commissioner Deloach seconded the motion. The motion carried unanimously.

BOLTIN TEETER as agent for **MARK COOPER – SITE PLAN (15):** Consideration to approve an application by Boltin Teeter as agent for Mark Cooper for a Site Plan for "Old River Road Logistics" located at 1180 Old River Road Map # 304 Parcel # 10 in the First District

Senior Planner Barlett stated that the proposed development includes a 1,000,000-square-foot warehouse with a maximum height of 48 feet, 280 trailer spaces, 248 employee parking spaces, and two driveways on Old River Road. The plan features vegetated buffers and berms. The Coastal Regional Commission’s regional impact review recommended a focus on stormwater management, drainage, flood risk, and water conservation. Staff concluded that the plan generally complies with LI zoning and site development requirements.

Commissioner Floyd made a motion to approve the site plan. Commissioner Burdette seconded the motion. The motion carried unanimously.

OCTANS GA LLC – SITE PLAN (16): Consideration to approve an application by Octans GA LLC for a Site Plan for "Project Camellia," a proposed data center

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development located along Effingham Parkway and Gateway Parkway, zoned I-1, Map # 433 Parcel # 1E and Map # 433 Parcel # 1, in the 2nd District.

Chairman Rahn turned the meeting over to Vice Chair Kieffer and removed himself from the dais for this item.

Planning Manager Wright presented Octans GA LLC's site plan for "Project Camellia," a data center campus spanning about 1,347 acres across two I-1 parcels along Effingham Parkway and Gateway Parkway. Wright noted that data centers are permitted by right under I-1 zoning and that the Board's action addresses only the site plan, not the property's zoning or land use. The plan includes six data center buildings about 42 feet tall (well under the 55-foot maximum), a 100,000-square-foot warehouse, 75,000-square-foot operations building, electrical substations, equipment yards, and chiller facilities. The project provides 1,608 parking spaces, exceeding ordinance requirements based on the largest shift, and has access from both parkways, plus a secondary emergency access point pending engineering and fire department review. Required site buffers are 300 feet adjacent to AR-1, 150 feet adjacent to B-3, and 25 feet adjacent to I-1.

Speaking for: Rich Moduleski, development consultant with Dermody representing the applicant, stated key details regarding the project's reduced scope and overall impact. He noted that while the site was originally zoned I-1 under a 2016 Industrial Development Authority (IDA) partnership, with a prior master plan contemplating approximately 15,000,000 square feet across roughly 30 buildings, the current proposal significantly scales back development to about 3 to 4 million square feet across six buildings. This modification reduces estimated domestic water demand to 30,000 gallons per day, down from the 100,000 gallons per day anticipated under the previous industrial concept, while also decreasing traffic by approximately 1,500 trips during each peak period. Additionally, Mr. Moduleski highlighted that a natural wooded buffer of about 3,000 feet will remain preserved on the north side and clarified that on-site generators will serve strictly life safety and security systems, with battery systems providing back-up power for the servers.

The Board engaged in conversation with Stuart Sligh and Kevin Ford regarding technical evaluation, environmental impact, and conditional requirements for the "Project Camellia" site plan.

Commissioner Burdette made a motion to postpone to 11/17/2026 due to lack of a firm sight and sound berm. Commissioner Helmly seconded the motion. The motion carried unanimously.

XVII – ADJOURNMENT

At 7:55pm, there being no further business, Commissioner Deloach made a motion to adjourn the meeting. Commissioner Burdette seconded the motion. The motion carried unanimously.

Damon Rahn, Chairman

Stephanie D. Johnson, County Clerk

APPROVED BY THE BOARD OF COMMISSIONERS
NOVEMBER 17, 2026

Draft Copy

HONOR AWARD PRESENTATION

To: **Susan Hobbs**

Commissioner Roger Burdette would like to recognize Susan Hobbs for her heart to serve.

In grateful recognition of your unwavering dedication to Effingham County. Through your leadership with Effingham Heroes, advocacy for vulnerable children through Aunt Dot's House, and support of our first responders, you have made a lasting difference.
Your commitment to conservative values, community celebrations, charitable fundraising, and selfless service exemplifies the very best of Effingham County. This award is extended with sincere appreciation and gratitude to Mrs. Susan Hobbs for – **Service**.

Staff Report

Subject: Approval of Georgia Power easement at 4342 S Highway 17 (Marlow Public Safety Building #2)

Author: Alex Perkins, Engineering Project Coordinator

Department: Engineering

Meeting Date: 11/17/2026

Item Description: Consideration to approve an underground easement to Georgia Power Company on County property at 4342 S Highway 17, Guyton, Tax Parcel 03260016, for distribution line project 2026100088, Parcel 001.

Summary Recommendation: Staff recommends approval of the easement.

Executive Summary / Background:

Georgia Power has provided an underground easement and Exhibit A for electrical distribution facilities on the County property at 4342 GA Highway 17 S, Guyton GA, for the Marlow Public Safety Building #2 that is currently under construction. Exhibit A identifies a proposed pole and overhead transformer, underground distribution line, and service pedestal. The exhibit shows approximate locations and is not drawn to scale.

The easement extends 10 feet on each side of the underground distribution line centerline and 10 feet from each side of related above-ground equipment, as installed in the approximate locations shown on Exhibit A. It grants rights to construct, operate, maintain, repair, renew, and rebuild facilities, with access across the property and clearing of interfering trees and obstructions. It also permits communications lines and assignment of the easement. Ownership of the land remains with the County.

Alternatives for Commission to Consider:

1. Approve the easement.
2. Do not approve the easement.
3. Provide staff with direction.

Recommended Alternative: 1

Other Alternatives: 2, 3

Department Review: Engineering

Funding Source: N/A

Attachments: 2. 2026100088-001 ESMT.pdf;

3. 2026100088-001 EXHIBIT A.pdf;

4. Corporation.pdf (Georgia Power execution instructions)

After recording, return to:
Georgia Power Company
Attn: Land Acquisition (Recording)
241 Ralph McGill Blvd NE
Bin 10151
Atlanta, GA 30308-3374

TAX ID: 03260016

PROJECT **2026100088** LETTER FILE DEED FILE MAP FILE

ACCOUNT NUMBER **11112430-GPC9596-VBS-GP531E06226**

NAME OF LINE/PROJECT: **4342 HWY 17 (EFFINGHAM COUNTY) DISTRIBUTION LINE**

PARCEL NUMBER **001**

STATE OF GEORGIA
EFFINGHAM COUNTY

U N D E R G R O U N D E A S E M E N T

For and in consideration of the sum of Ten and No/100 Dollars ($10.00) and other good and valuable consideration, in hand paid by GEORGIA POWER COMPANY, a Georgia corporation (the "Company"), the receipt and sufficiency of which are hereby acknowledged, **BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY OF EFFINGHAM COUNTY, GEORGIA** (the "Undersigned", which term shall include heirs, successors and/or assigns), whose mailing Address is **804 S Laurel St, Springfield, GA 31329-9235**, does hereby grant and convey to the Company, its successors and assigns, the right, privilege and easement to go in, upon, along, across, under and through the Property (as defined below) for the purposes described herein.

The "Property" is defined as that certain tract of land owned by the Undersigned at 4342 S HWY 17, GUYTON, GA 31312 (Tax Parcel ID No. 03260016) in the 1559 GMD (Georgia Militia District) of **Effingham** County, Georgia.

The "Easement Area" is defined as any portion of the Property located (a) within ten (10) feet of the centerline of the underground distribution line(s) as installed in the approximate location(s)shown on "Exhibit A" attached hereto and made a part hereof, and (b) within ten (10) feet from each side of any related above-ground equipment and facilities, including without limitations cubicles, transformers and service pedestals, as installed in the approximate location(s) shown in "Exhibit A".

The rights granted herein include and embrace the right of the Company to construct, operate, maintain, repair, renew and rebuild continuously upon and under the Easement Area its lines for transmitting electric current with wires, transformers, service pedestals, manholes, conduits, cables and other necessary

apparatus, fixtures and appliances; the right to stretch communication or other lines of any other company or person under the Easement Area; the right to assign this Underground Easement in whole or in part; the right at all times to enter upon the Easement Area for the purpose of inspecting said lines and/or making repairs, renewals, alterations and extensions thereon, thereunder, thereto or therefrom; the right to cut, trim, remove, clear and keep clear of said underground lines, transformers, fixtures, and appliances all trees and other obstructions that may in the opinion of the Company now or hereafter in any way interfere or be likely to interfere with the proper maintenance and operation of said underground lines, transformers, fixtures, and appliances; the right of ingress and egress over the Property to and from the Easement Area; and the right to install and maintain electrical and communication lines and facilities to existing and future structure(s) within the Easement Area under the easement terms provided herein. Any timber cut on the Easement Area by or for the Company shall remain the property of the owner of said timber.

The Undersigned does not convey any land, but merely grants the rights, privileges and easements hereinbefore set out.

The Company shall not be liable for or bound by any statement, agreement or understanding not herein expressed.

[Signature(s) on Following Page(s)]

PARCEL **001** NAME OF LINE/PROJECT: **4342 HWY 17 (EFFINGHAM COUNTY) DISTRIBUTION LINE**

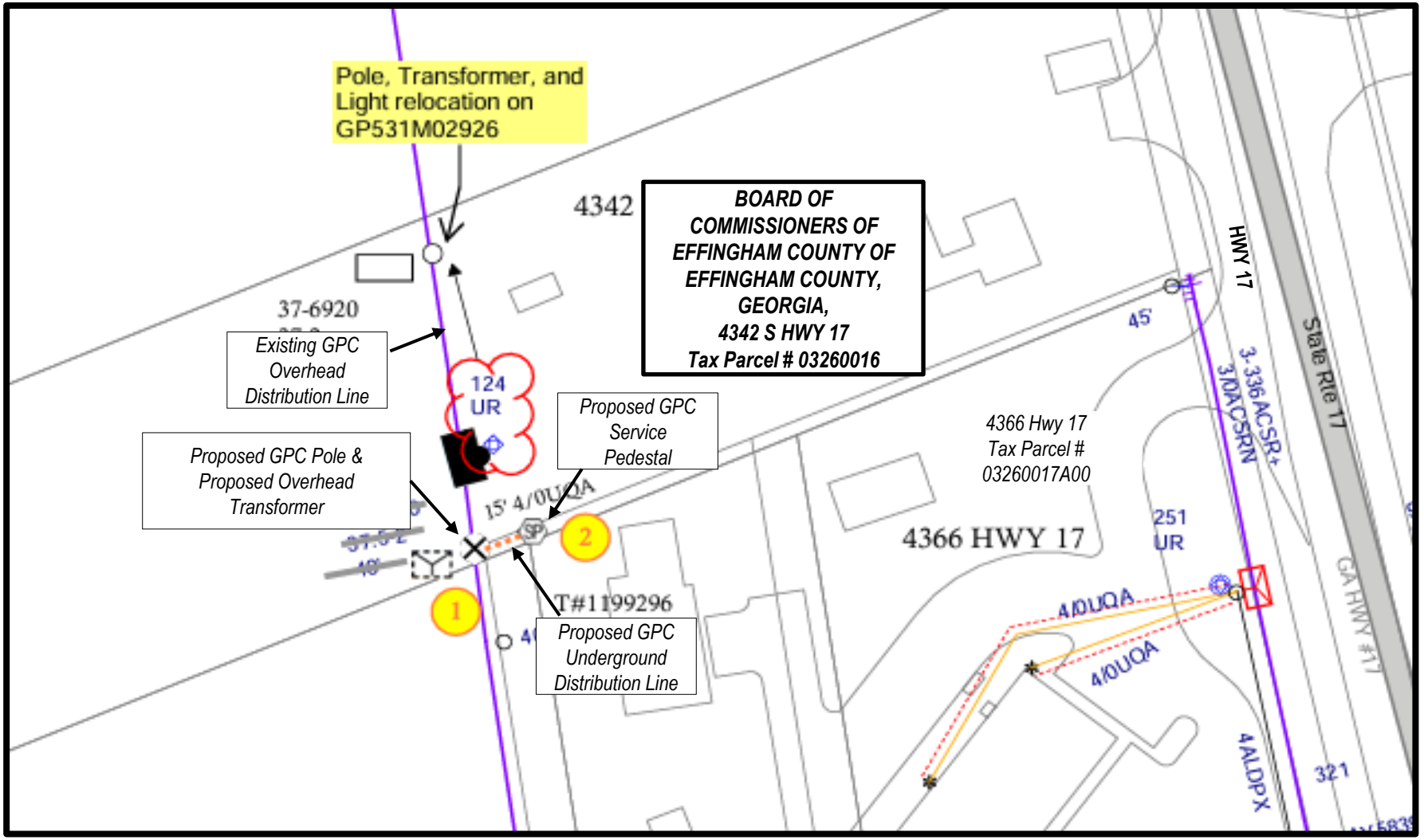
IN WITNESS WHEREOF, the Undersigned has/have hereunto set his/her/their hand(s) and seal(s), this _____ day of _____, _____.

Signed, sealed and delivered in the presence of:	BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY OF EFFINGHAM COUNTY, GEORGIA
_____ Witness	By: _____ (SEAL) Name: Title:
_____ Notary Public	Attest: _____ (SEAL) Name: Title:

[CORPORATE SEAL]

Acknowledge Receipt:

Exhibit A



Georgia Power
Land Department

Parcel 001

DRAWING NOT TO SCALE

4342 HWY 17, GUYTON (EFFINGHAM COUNTY) DISTRIBUTION LINE
LIMS # 2026100088

Georgia Power

To Whom It May Concern:

Attached is an easement for your review. To ensure accuracy as to Georgia Power's requirements, I have checked the appropriate signature type which states the required signature(s) and title:

		Who Can Sign AND Their Title
☐	**Individual:**	Name **EXACTLY** as it appears on deed (i.e. Name on Deed: Jane Ann Doe Signed: Jane Ann Doe NOT Jane A. Doe)
☒	**Corporation (Inc.)**	(1) Corporate officer AND Corporate Seal; *or* (2) Corporate officers & No Corporate Seal; *or* (2) Corporate officers AND Corporate Seal
☐	**Limited Liability Company (LLC)**	Managing Member, Member and/or Manager **(Please choose appropriate Title)**
☐	**Limited Partnership (LP)** **Limited Liability Partnership (LLP)** **Limited Liability Limited Partnership (LLLP):**	General Partner and/or Partner **(Please choose appropriate Title)**
☐	**Sole Proprietorship**	Individual and d/b/the name of business
☐	**Churches (as Corporations):**	(1) Corporate officer AND Corporate Seal; *or* (2) Corporate officers & No Corporate Seal; *or* (2) Corporate officers AND Corporate Seal
☐	**Churches (as Other):**	Refer to bylaws, governing body such as Trustees or Deacons or Pastor
☐	**Subdivision/Condo Association:**	Developer or President or CEO of Developer's Name of Company
☐	**Subdivision/Condo Association:**	Association's Corporate Name and Officers (refer to Restrictive Covenants for officers)
☐	**Schools:**	(2) Board Members/Chairs *or* (1) Board Member/Chair AND Corporate Seal

****ADDITIONAL SIGNATURES & SEALS REQUIRED**:

☒	**Witness by 3rd Party**	*Please note this cannot be an "Unofficial" witness and MUST be signed at the same time as the notary and owner
☒	**Notary Public** **Signature AND Seal/Stamp**	

Once the easement has been fully executed with the required signatures, including the witness and notary signature with the seal, if necessary, please contact me using the phone number or email listed below for additional instructions.

Best,
Logan Moncrief
912-326-0855
X2lmoncr@southernco.com
107 Sunset Drive
Vidalia, GA 30474

Staff Report

Subject: Approval of Georgia Power Easement – Progress Drive
Author: Brooke Sutherland, Engineering Project Coordinator
Department: Procurement, Engineering
Meeting Date: November 17th, 2026
Item Description: Consideration to approve an Easement with Georgia Power Company for electrical distribution facilities on County-owned property along Progress Drive in Rincon.

Summary Recommendation: Staff recommends approval of the Easement with Georgia Power Company for the construction, operation, maintenance, repair, renewal, and rebuilding of electrical distribution facilities on County-owned property along Progress Drive in Rincon.

Executive Summary / Background:
Georgia Power Company has requested an easement across County-owned property located along Progress Drive in Rincon, identified as Tax Parcel ID 0429A100B00. The easement is associated with electrical distribution improvements identified by Georgia Power as the Georgia Transformer Conversion, Rincon (Effingham County) Distribution Line.

The proposed improvements include the installation of overhead and underground distribution lines, poles, and related equipment, along with the removal or replacement of existing facilities. The easement grants Georgia Power the right to construct, operate, maintain, repair, renew, and rebuild electrical distribution facilities within the easement area.

The easement area generally extends fifteen (15) feet on either side of overhead distribution lines, ten (10) feet on either side of underground distribution lines, and ten (10) feet from related above-ground equipment. The agreement also provides Georgia Power with access and maintenance rights but does not convey ownership of the underlying County property.

Alternatives for Commission to Consider:

1. Approve the Easement with Georgia Power Company.
2. Do not approve
3. Provide staff with direction

Recommended Alternative: 1
Other Alternatives: 2, 3
Department Review: Procurement, Engineering
Funding Source: N/A
Attachments: Georgia Power Easement – Progress Drive, Rincon (Parcel 004); Exhibit A – Georgia Power Distribution Line Improvements

After recording, return to:
Georgia Power Company
Attn: Land Acquisition (Recording)
241 Ralph McGill Blvd NE
Bin 10151
Atlanta, GA 30308-3374

TAX ID: 0429A100B00

PROJECT **2026100267** LETTER FILE DEED FILE MAP FILE

ACCOUNT NUMBER **11112430-GPC9596-VBS-GP531E01026**

NAME OF LINE/PROJECT: **GEORGIA TRANSFORMER CONVERSION, RINCON (EFFINGHAM COUNTY) DISTRIBUTION LINE**

PARCEL NUMBER **004**

STATE OF GEORGIA
EFFINGHAM COUNTY

EASEMENT

For and in consideration of the sum of Ten and No/100 Dollars ($10.00) and other good and valuable consideration, in hand paid by GEORGIA POWER COMPANY, a Georgia corporation (the "Company"), the receipt and sufficiency of which are hereby acknowledged, **BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA** (the "Undersigned", which term shall include heirs, successors and/or assigns), whose mailing Address is **804 SOUTH LAUREL STREET, SPRINGFIELD, GA 31329-6816**, does hereby grant and convey to the Company, its successors and assigns, the right, privilege and easement to go in, upon, along, across, under and through the Property (as defined below) for the purposes described herein.

The "Property" is defined as that certain tract of land owned by the Undersigned at PROGRESS DR, RINCON, GA 31326 (Tax Parcel ID No. 0429A100B00) in the 9 GMD (Georgia Militia District) of **Effingham** County, Georgia.

The "Easement Area" is defined as any portion of the Property located (a) within fifteen (15) feet of the centerline of the overhead distribution line(s) as installed in the approximate location(s) shown on "Exhibit A" attached hereto and made a part hereof, (b) within ten (10) feet of the centerline of the underground distribution line(s) as installed in the approximate location(s) shown on "Exhibit A," and (c) within ten (10) feet from each side of any related above-ground equipment and facilities, including without limitation cubicles, transformers and service pedestals, as installed in the approximate location(s) shown in "Exhibit A."

The rights granted herein include and embrace the right of the Company to construct, operate, maintain, repair, renew and rebuild continuously upon and under the Easement Area its lines for transmitting electric current with poles, wires, transformers, service pedestals, anchors, guy wires and other necessary apparatus, fixtures, and appliances; the right to attach communication

PARCEL **004** NAME OF LINE/PROJECT: **GEORGIA TRANSFORMER CONVERSION, RINCON (EFFINGHAM COUNTY) DISTRIBUTION LINE**

facilities and related apparatus, fixtures, and appliances to said poles; the right to stretch communication or other lines within the Easement Area; the right to permit the attachment of the cables, lines, wires, apparatus, fixtures, and appliances of any other company or person to said poles for electrical, communication or other purposes; the right to assign this Easement in whole or in part; the right at all times to enter upon the Easement Area for the purpose of inspecting said lines and/or making repairs, renewals, alterations and extensions thereon, thereunder, thereto or therefrom; the right to cut, trim, remove, clear and keep clear of said overhead or underground lines, transformers, fixtures, and appliances all trees and other obstructions that may in the opinion of the Company now or hereafter in any way interfere or be likely to interfere with the proper maintenance and operation of said overhead or underground lines, transformers, fixtures, and appliances; the right of ingress and egress over the Property to and from the Easement Area; and the right to install and maintain electrical and communication lines and facilities to existing and future structure(s) within the Easement Area under the easement terms provided herein. Any timber cut on the Easement Area by or for the Company shall remain the property of the owner of said timber.

The Undersigned does not convey any land, but merely grants the rights, privileges and easements hereinbefore set out.

The Company shall not be liable for or bound by any statement, agreement or understanding not herein expressed.

[Signature(s) on Following Page(s)]

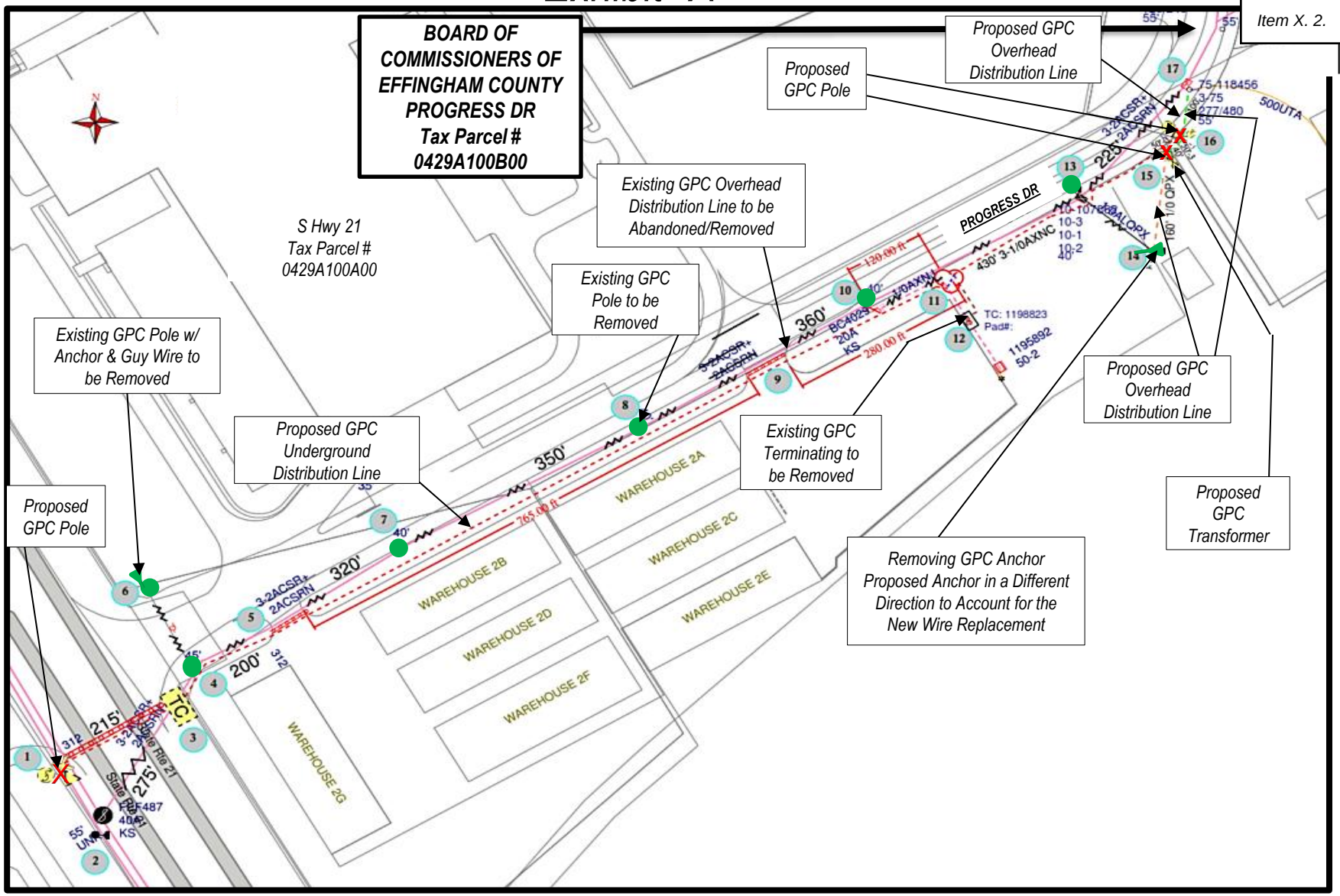
PARCEL **004** NAME OF LINE/PROJECT: **GEORGIA TRANSFORMER CONVERSION, RINCON (EFFINGHAM COUNTY) DISTRIBUTION LINE**

IN WITNESS WHEREOF, the Undersigned has/have hereunto set his/her/their hand(s) and seal(s), this _____ day of _____, _____.

Signed, sealed and delivered in the presence of:	BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA
_____	By: _____ (SEAL)
Witness	Name:
	Title:
_____	Attest: _____ (SEAL)
Notary Public	Name:
	Title:

[CORPORATE SEAL]

Exhibit "A"



Georgia Power
Land Department

Parcel 004

DRAWING NOT TO SCALE

GEORGIA TRANSFORMER CONVERSION, RINCON
(EFFINGHAM COUNTY) DISTRIBUTION LINE
LIMS # 2026100267

Georgia Power

To Whom It May Concern:

Attached is an easement for your review. To ensure accuracy as to Georgia Power's requirements, I have checked the appropriate signature type which states the required signature(s) and title:

		Who Can Sign AND Their Title
☐	**Individual:**	Name **EXACTLY** as it appears on deed (i.e. Name on Deed: Jane Ann Doe Signed: Jane Ann Doe NOT Jane A. Doe)
☒	**Corporation (Inc.)**	(1) Corporate officer AND Corporate Seal; *or* (2) Corporate officers & No Corporate Seal; *or* (2) Corporate officers AND Corporate Seal
☐	**Limited Liability Company (LLC)**	Managing Member, Member and/or Manager **(Please choose appropriate Title)**
☐	**Limited Partnership (LP) Limited Liability Partnership (LLP) Limited Liability Limited Partnership (LLLP):**	General Partner and/or Partner **(Please choose appropriate Title)**
☐	**Sole Proprietorship**	Individual and d/b/the name of business
☐	**Churches (as Corporations):**	(1) Corporate officer AND Corporate Seal; *or* (2) Corporate officers & No Corporate Seal; *or* (2) Corporate officers AND Corporate Seal
☐	**Churches (as Other):**	Refer to bylaws, governing body such as Trustees or Deacons or Pastor
☐	**Subdivision/Condo Association:**	Developer or President or CEO of Developer's Name of Company
☐	**Subdivision/Condo Association:**	Association's Corporate Name and Officers (refer to Restrictive Covenants for officers)
☐	**Schools:**	(2) Board Members/Chairs *or* (1) Board Member/Chair AND Corporate Seal

****ADDITIONAL SIGNATURES & SEALS REQUIRED**:

☒	**Witness by 3rd Party**	*Please note this cannot be an "Unofficial" witness and MUST be signed at the same time as the notary and owner
☒	**Notary Public Signature AND Seal/Stamp**	

Kindest regards,
Salena Bussie
912-703-1574
sbussie@southernco.com
601 Quacco Road, Unit 1405
Savannah, GA 31419

Staff Report

Subject: Approval of Georgia Power infrastructure relocation agreement for Pineora Ball Park

Author: Alex Perkins, Engineering Project Coordinator

Department: Engineering

Meeting Date: 11/17/2026

Item Description: Consideration to approve the Georgia Power Company Utility Relocation Agreement for Pineora Ball Park, PI L14535, with an estimated relocation cost of $117,047.00. Payment will be due when work is complete by Georgia Power Company.

Summary Recommendation: Staff recommends approval and authorization for the Chairman to execute the agreement.

Executive Summary / Background:

The Pineora Ball Park project requires Georgia Power to relocate existing overhead power lines that are in conflict with construction. The proposed Agreement would provide for the line to be relocated underground, and all associated relocation scope and costs.

The agreement estimates all relocation costs at $117,047.00. This fee will not be due at the time that this agreement is signed by the Commissioner; it will be due when work is complete. Staff recommends approval of this Agreement.

Alternatives for Commission to Consider:

1. Approve the agreement via Chairman signature.
2. Do not approve the agreement.
3. Provide staff with direction.

Recommended Alternative: 1

Other Alternatives: 2, 3

Department Review: Engineering

Funding Source: None required for execution of Agreement.

Attachments: Pineora Underground Relocation Agreement - PI L14535 - GPC.pdf, including cover correspondence, utility relocation agreement, prior-rights research, easement records, and relocation drawings.

Georgia Power

November 4, 2026

Tim Callanan
County Manager
County Board of Commissioners
601 N. Laurel Street
Springfield, Georgia 31329

RE: **PI# L14535**
Pineora Ball Park relocation

Mr. Callanan**,**

Attached is a copy of the New Relocation Agreement between Georgia Power Company and Effingham County for the above referenced project.

Please sign and return the copy to the email address below:

Georgia Power Company
Attn: Jalexis Susana
jsusana@southernco.com

After they have been executed by Georgia Power Company we will email you a copy.

Both the total estimated cost for relocation and the Payment Amount are valid only for a period of one (1) year following the date set forth on the enclosed estimate. Further, Georgia Power will not commence any work unless, the County executes and returns the enclosed Relocation Agreement and authorizes commencement of the work. Work must commence within 6 months of the executed relocation agreement.

If you have any questions, please contact Timothy Nipper at 478-451-7044.

Sincerely,

Jalexis Susana

Jalexis Susana
jsusana@southernco.com

Attachments

Please sign the agreement, and send the electronic copy of the executed agreement to the email address below for our records:

Jalexis Susana (jsusana@southernco.com)

For United States Postal System (USPS):

Georgia Power Company

(Attn: Salanda Westry)

96 Annex

Atlanta, GA 30396

For FedEx, UPS, etc.:

Georgia Power Company

(Attn: Salanda Westry)

241 Ralph McGill Blvd NE (FedEx, UPS, etc.)

Atlanta, GA 30396

You MUST reference the invoice and or PI# number on the check. There may be only one check per invoice. We are unable to process a check written for multiple invoices or PI.

UTILITY RELOCATION AGREEMENT

PROJECT NAME: **Pineora Ball Park Relocation**
PROJECT NUMBER: **L4535**
GDOT PROJECT NUMBER: _____

THIS AGREEMENT is made and entered into as of the ____day of _____, 20__, by and between **EFFINGHAM COUNTY**, State of Georgia (hereinafter referred to as the "County"), and **GEORGIA POWER COMPANY (**hereinafter referred to as the "Company"). This Agreement may refer to either County or Company, or both, as a "Party" or "Parties."

W I T N E S S E T H :

WHEREAS, the County proposes under the above written Project to construct Pineora Ball Park relocation (hereinafter referred to as the "Project"); and

WHEREAS, due to the construction of the Project, it will become necessary for the Company to remove, relocate or make certain adjustments to the Company's existing facilities (such facilities, including but not limited to overhead and underground electric transmission, distribution and communication lines, towers, frames, poles, facilities, wires, transformers, service pedestals, apparatus, manholes, conduits, fixtures, appliances, cables, protective wires and devices all being hereinafter referred to collectively as the "Facilities" or individually as the "Facility"); and

WHEREAS, the Company, as hereinafter provided, may assert that it has certain property interests and rights and utilized such property interests and rights for the placement of its Facilities prior in time to County's acquisition of the road right(s)-of-way, all as involved in said Project; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the Parties hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

Section 1 THE WORK

1.1 Company Facilities

Company, with its regular construction or maintenance crews and personnel, at its standard schedule of wages and working hours (as may be applicable from time to time during the term of this Agreement), and working in accordance with the terms of its agreements with such employees, will remove, relocate or make adjustments to its Facilities in accordance with the scope of work and Estimate (defined below) attached hereto as Exhibit "A" and incorporated herein by reference (the "Work"). Company shall make all technical decisions concerning the Work and may elect to contract any portion of the Work.

1.2 **Road Right-of-Way**

Prior to Company commencing the Work, County will provide written assurances to Company that it has acquired the necessary new road right-of-way (including information on the property rights acquired).

1.3 **Traffic Control**

Company shall make a reasonable effort to provide signing and other traffic control measures during the Work, in accordance with PART VI of the U. S. Department of Transportation Manual on Uniform Traffic Control Devices, current edition, all at the expense of the County.

Section 2 COSTS AND PAYMENT

2.1 **Compensable Property Interests**.

Company shall perform the Work in accordance with the estimate attached hereto as Exhibit "A" and incorporated herein by reference (the "Total Estimate"). The total amount of the Total Estimate is ONE HUNDRED SEVENTEEN THOUSAND AND FORTY-SEVEN Dollars ($117,047.00). The amount of the Total Estimate that corresponds to Company's claim that it has compensable property interests with respect to the Project (the "Reimbursement Claim") is ONE HUNDRED SEVENTEEN THOUSAND AND FORTY-SEVEN Dollars ($117,047.00) Dollars, otherwise reflected as **ONE HUNDRED percent (100%)** of the Total Estimate. The Reimbursement Claim is limited to: (a) the costs of removing, relocating or adjusting those Facilities which are physically in place and in conflict with the proposed construction and/or maintenance; (b) where replacement is necessary, the costs of replacement in kind, and any improvements or betterments made necessary by the proposed construction and/or maintenance; and (c) the costs incurred in acquiring additional easements or private rights-of-way, including without limitation easements for lines, access, tree trimming, guy wires, anchors and other devices, appliances and other equipment, and any and all other such easements and property rights as may be reasonably necessary for the Company's installation, operation and maintenance of its Facilities (collectively, the "Relocation Costs").

The cost of any improvements or betterments that are not made necessary by the proposed construction or maintenance shall not be subject to the percentage split contemplated above. Such costs shall be paid as follows: (a) the costs of any improvements or betterments of a Facility being made solely at Company's option (and not being made necessary by the proposed construction and/or maintenance) shall be fully paid by Company; and (b) the costs of any improvements or betterments of a Facility being made solely at County's request (and not being made necessary by the proposed construction and/or maintenance) shall be fully paid by County.

Upon completion by Company of the Work and subject to determination of Company's Prior Rights Claim in accordance with Sections 3 and 4 below, County will pay Company a sum equal to the lesser of (a) ONE HUNDRED SEVENTEEN THOUSAND AND FORTY-SEVEN Dollars ($117,047.00) Dollars otherwise reflected as **ONE HUNDRED percent (100%)** of the Total Estimate and representing the aforementioned Reimbursement Claim, or (b) the corresponding percentage of actual Relocation Costs representing Company's compensable property interests with respect to the Project. County will also pay Company for the costs of any

improvements or betterments of a Facility being made solely at County's request and not being made necessary by the proposed construction and/or maintenance.

2.2 **Progress Payments**

If Company chooses to submit invoices for progress payments, County will pay same within thirty (30) days from receipt of the invoice, subject to Verification (as defined below) thereof by the County. Upon completion of the Work, Company shall submit a final bill to County and County shall make a final payment within thirty (30) days from receipt of the final bill, subject to Verification thereof by the County.

2.3 **Change in Scope**

In the event there is a change in the Project, including without limitation a change in scope, design, plans, service, property interests to be acquired, engineering or costs, due to either (a) events or circumstances beyond Company's reasonable control, or (b) County's request, the Parties will negotiate in good faith a mutually acceptable agreement or amendment to this Agreement, in writing, to address such change and any increase in costs above those set forth in the Estimate.

Section 3 DETERMINATION OF COMPENSABLE PROPERTY INTEREST

3.1 If Company determines it has compensable property interests with respect to the Project, Company will submit a Reimbursement Claim. The Parties agree that they will in good faith share non-privileged information with each other related to the issue of prior rights for the Project. If County determines that Company's evidence is insufficient to make a determination as to Company's compensable property interests and the percentage of the Relocation Costs to be paid by Company based upon such compensable property interests, County will provide Company with a written basis for such insufficiency and request that Company provide additional information. County will make a determination as to any asserted Reimbursement Claim before the earlier of: (a) the date that is thirty (30) days after receipt of the Reimbursement Claim; and (b) the date on which Company needs to commence the Work in order to prevent a Project delay (the "Commencement Date").

3.2 In the event that a determination cannot reasonably be made prior to the Commencement Date, provided that County certifies in writing to Company that the Project is time-sensitive due to construction scheduling with the possibility of damages for delay, safety concerns, or critical funding deadlines, Company will commence the Work without a written determination having been made. In such case, the Party's rights, claims and defenses with regard to the issue of compensable property interests and prior rights will not be waived or affected in any manner. If County does not thereafter make a determination regarding the Reimbursement Claim within six (6) months from the date of County's receipt of same, the Reimbursement Claim will be deemed approved by County.

Section 4 DISPUTE RESOLUTION

4.1 Disagreement

If Company disagrees with County's determination with regard to the Reimbursement Claim and the Parties are unable to settle the issue through informal negotiations, then, at the request of either Party, the Parties agree to escalate the matter pursuant to Section 4.2 below.

4.2 Dispute Notice

Except as otherwise set forth in this Agreement, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, will be settled: (a) first, by good faith efforts to reach mutual agreement of the Parties; and (b) second, if mutual agreement is not reached within thirty (30) calendar days of a written request by a Party to resolve the controversy or claim (the "Dispute Notice"), each of the Parties will appoint a designated representative who has authority to settle the dispute (or who has authority to recommend to the governing body of such Party a settlement of the dispute) and who is at a higher level of management than the persons with direct responsibility for administration of this Agreement. The designated representatives will meet as often as they reasonably deem necessary in order to discuss the dispute and negotiate in good faith in an effort to resolve such dispute. The specific format for such discussions will be left to the discretion of the designated representatives, provided, however, that all reasonable requests for relevant information made by one Party to the other Party will be honored if such information is reasonably available. If within sixty (60) days after issuance of a Dispute Notice (a) the Parties are unable to resolve issues related to the dispute, or (b) County fails to approve any tentative agreement reached, the Parties agree to participate in confidential, non-binding mediation pursuant to Section 4.3 below, it being understood, however, that nothing herein will diminish or relieve either Party of its rights or obligations under this Section 4.

4.3 Mediation

If the Parties are unable to resolve a dispute through informal negotiations or pursuant to Section 4.2, the Parties agree to participate in confidential, non-binding mediation by an impartial, third party mediator mutually agreed upon by the Parties, at a mutually convenient location. The Parties agree that a potential mediator's experience in prior rights and real estate law will be relevant factors in selecting a mediator. In the event the Parties are unable to agree on a third party mediator within ninety (90) days of issuance of the Dispute Notice, each Party shall designate a mediation representative, and the two mediator representatives shall in good faith select a third party mediator. Each Party shall be responsible for its own attorneys' fees and expenses and for providing its own information and documentation applicable to the dispute to the mediator. All other agreed upon costs of the mediation will be apportioned equally to each Party. Any dispute not resolved by negotiation, escalation or mediation may then be submitted to a court of competent jurisdiction, and either Party may invoke any remedies at law or in equity. Nothing contained herein, however, will preclude the Parties from first seeking temporary injunctive or other equitable relief. The Parties agree that any statute of limitations, equity or other time-based periods shall be tolled as of and from the date of the Dispute Notice until a complaint, if any, is filed.

Section 5 VERIFICATION

5.1 Material Discrepancy

For purposes of this Section 5, "Verification" means that County has reasonably determined that there is a material discrepancy between Company's invoiced charges and County's calculation of charges owed, which invoiced charges are subject to a bona fide dispute; provided, however, County agrees to provide the Company with written notice, including supporting documentation, illustrating the basis for such bona fide dispute, within sixty (60) days of receipt of the invoice in dispute. Should County fail to provide such documentation within the specified time period, County must pay the disputed amount. County must pay any undisputed portion of the invoice total within thirty (30) days after its receipt of the invoice. County must pay any disputed portion of the invoice total within thirty (30) days of the date the dispute is resolved, to the extent the dispute is resolved in favor of Company.

5.2 Audit

At any time within thirty-six (36) months after the date of final payment, County, at its sole expense, may audit the non-privileged cost records, support documentation and accounts of Company pertaining to this Project to solely assess the accuracy of the invoices submitted by Company and notify Company of any amount of any unallowable expenditure made in the final payment under this Agreement, or, if no unallowable expenditure is found, notify Company of that fact in writing. Any such audit will be conducted by representatives of County or, if applicable, the Georgia Department of Transportation or the Federal Highway Administration, after reasonable advance written notice to Company and during regular business hours at the offices of Company in a manner that does not unreasonably interfere with Company's business activities and subject to Company's reasonable security requirements. As a prerequisite to conducting such audit, County or, if applicable, the Georgia Department of Transportation or the Federal Highway Administration, will sign Company's Nondisclosure Agreement. Company may redact from its records provided to County information that is confidential and irrelevant to the purposes of the audit. Company will reasonably cooperate in any such audit, providing access to Company records that are reasonably necessary to enable County to test the accuracy of the invoices to which the audit pertains, provided that County or, if applicable, the Georgia Department of Transportation or the Federal Highway Administration, may only review, but not copy, such records. If Company agrees with the audit results and does not pay any such bill within ninety (90) days of receipt of the bill from County (based on the mutually agreed upon audit results), County may set off the amount of such bill against the amounts owed Company on any then-current contract between Company and County. If, following the audit, the Parties are unable to resolve any dispute concerning the results of the audit through informal negotiation, the provisions of Sections 4.2 and 4.3 will govern the resolution of the dispute. County may not perform an audit pursuant to this Agreement more frequently than once per calendar year and may not conduct audits twice within any six (6) months.

Section 6 COUNTY AS PARTY

County acknowledges that this Agreement is "proprietary" in nature under applicable Georgia law, as permitted by O.C.G.A. § 36-60-13(j), and not "governmental" or "legislative," as prohibited by O.C.G.A. § 36-30-3(a). County further represents and warrants that this Agreement will comply with all applicable laws concerning County actions and approvals and execution of binding agreements. County covenants to undertake all actions necessary to bind County.

Section 7 COMMENCEMENT AND TERMINATION CONDITIONS

Company is not obligated to commence the Work until Parties agree on the removal, relocation and/or adjustment to Company's facilities required by the Project. If County fails to authorize commencement of the Work by November 4, 2027, Company will have no obligation to begin the Work and may terminate this Agreement without penalty by providing County with notice in writing. If County fails to sign and return this Agreement to Company November 4, 2027, any offer made by Company pursuant to the Agreement is automatically revoked and the agreement is void and of no effect.

Section 8 MISCELLANEOUS PROVISIONS

Duplicate originals of this Agreement will be executed, each of which will be deemed an original but both of which together will constitute one and the same instrument. This Agreement may be modified only by an amendment executed in writing by a duly authorized representative for each Party. This Agreement contains the entire agreement of the Parties, and all prior oral agreements are superseded and integrated into this Agreement. This Agreement will be governed by and construed in accordance with the laws of the State of Georgia. This Agreement shall accrue to the benefit of and be binding upon the successors and assigns of the Parties. The Parties agree that this Agreement shall be deemed to have been executed in Georgia.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Contract in four (4) counterparts, each of which shall be deemed an original in the year and day first above mentioned.

ATTEST:

By: _____

Title: _____

Witness: _____

Notary: _____(SEAL)

EFFINGHAM County, GEORGIA

By: _____
Chairman, Board of Commissioners

(SEAL)

Approved as to Form by:

_____
Effingham County Department of Transportation

Recorded on the Minutes of the County Commission at Minute Book ____, Page_____.

ATTEST:

By: _____

Title: _____

Witness: _____

Notary: _____
(SEAL)

GEORGIA POWER COMPANY

By: _____

Date: _____

[Give proper title of each person executing Agreement. Attach seal as required.]

Georgia Power

DOT Prior Rights Research PI# L14535
Pineora Ball Park Relocation –
Effingham County

Prepared By: Braden Beaudreau
Date: September 17, 2026

Prior rights research for the above project in Effingham County is complete. A thorough search has been performed in the Georgia Power Company LIMS database by Georgia Militia District (G.M.D.), Savannah Map Section, property owners, and address. The project is in the EFF-112 and EFF-113 Savannah Map Sections and 10th G.M.D. of Effingham County. The conflict locations are within the Pineora Ball Park, beginning at Honey Ridge Road (formerly called First Street North) to the south then running north along unopened McLaws Road and west along unopened Second Street North.

Distribution:

Distribution Base Map Numbers: 1305-0748, 1305-0750

Preliminary title research indicates that until 2004, Pineora Ball Park was property of the D. B. Warnell Estate and was eventually sold to Effingham County in 2007. The park contains several roads that appear to be either unopened or not dedicated as public right-of-way, including McLaws Road north from Honey Ridge Road and the entirety of Second Street North. Savannah Electric and Power Company, a Georgia Power Company predecessor, acquired several easements in the 1930s to establish an electric distribution system over and across the lands of D. B. Warnell, including the land that is the current site of the Pineora Ball Park (PSN 532964, 1937).

A plat was prepared for the sale of the Warnell Estate property in 2004 (Effingham County Plat Book C45, Page B1) showing the existing power lines running along McLaws Road and Second Street North.

Conclusion:

Georgia Power Company originally established easement rights to the work locations in conflict in the 1930s and has maintained its rights to the present. It appears that the bulk of work locations in conflict existed on private property before county ownership and outside county road right-of-way. The work locations in conflict would be compensable to Georgia Power Company unless Effingham County can provide prior evidence of rights.

EFFINGHAM COUNTY

Pineora Ball Park Relocation

PI # L14535

September 17, 2026

Work Loc. #	Compensable	Non-Compensable	Comments
No plans available at time report was written			
1	X		Mrs. J. E. Southwell (PSN 532581, 1937); D. B. Warnell (PSN 532964, 1937)
2	X		Off existing road right-of-way; Mrs. J. E. Southwell (PSN 532581, 1937); D. B. Warnell (PSN 532964, 1937); reference Effingham County Plat Book C45, Page B1 for existing power lines on private property prior to county park ownership
3	X		Off existing road right-of-way; D. B. Warnell (PSN 532964, 1937); reference Effingham County Plat Book C45, Page B1 for existing power lines on private property prior to county park ownership
4	X		Off existing road right-of-way; D. B. Warnell (PSN 532964, 1937); reference Effingham County Plat Book C45, Page B1 for existing power lines on private property prior to county park ownership
5	X		Off existing road right-of-way; D. B. Warnell (PSN 532964, 1937); reference Effingham County Plat Book C45, Page B1 for existing power lines on private property prior to county park ownership
6	X		Off existing road right-of-way; D. B. Warnell (PSN 532964, 1937); reference Effingham County Plat Book C45, Page B1 for existing power lines on private property prior to county park ownership

PSN 532581

Item X. 3.

STATE OF GEORGIA

COUNTY OF EFFINGHAM

For and in consideration of the sum of One Dollar, receipt of which is hereby acknowledged, the undersigned hereby grant to the SAVANNAH ELECTRIC AND POWER COMPANY, its successors and assigns, the rights to construct and maintain a n Electric transmission & distribution system over and across land, or upon and along the road adjoining said lands in the County of Effingham State of Georgia, described as follows:

Those two certain lots of land in the town of Pineora, 10th. G. M. District, Effingham County, Georgia, known and designated upon the map or plan of said town of Pineora as lots numbered 11 and 12 in Block No. 41.

It is especially understood that this easement shall cover a strip of land Fifteen (15) feet wide over and across said lots parallell with and adjacent to the western boundary line of McLaws Avenue in said town, and it is further agreed by and between the parties hereto that the grantee shall not erect poles in front of the residence of the grantor but any poles erected in the course of said right of way shall not be more than Ten (10) feet from the intersection of said McLaws Avenue with First Street North on the Western side of said McLaws Avenue, excepting however such poles that might be necessary for effecting service to the residence of said grantor which said poles shall not be located in a manner that will affect the building requirements of said grantor.

Said electric transmission & distribution system with accompanying poles, wires, crossarms, guys and other equipment is to be constructed in such manner as the Grantee may deem necessary, and permission is hereby given to patrol, repair and renew the same from time to time, and to cut or trim at any time trees which in the judgment of the Grantee will interfere with the construction, operation or maintenance of said electric transmission and distribution system.

IN WITNESS WHEREOF, the Grantor has hereunto set her hand and seal, this 14th day of January 1927.

Signed, sealed and delivered in the presence of:

Geo. N. Fetzer

W. Brown

Notary Public, State of Georgia. at Large

County of -

Mrs. J. E. Southwell (L. S.)

(L. S.)

DOCUMENT FILE

Effingham 113

EFF. 113.

F 61 1000 3-31
(S486)

I-9x

EASEMENT

From

Mrs. J. E. Southwell

To

Savannah Electric and Power Company

STATE OF GEORGIA, EFFINGHAM COUNTY.
I hereby certify this instrument was filed for Record in the Clerk's Office Superior Court, said County on the 24 day of Feby 193.7. 10 o'clock 4 M, and Recorded in Book No. 84, page 418-419 this 25th day of Feby 193.7.

J. H. Sherman
Clerk Superior Court Effingham County.

Received for record _____ day of _____

19____, _____ o'clock _____ M.

Clerk, Superior Court.

02171

STATE OF GEORGIA)
)
COUNTY OF)

PSN 532964

KNOW ALL MEN BY THESE PRESENTS, that

WHEREAS, on the fifth day of November, 1936, D. B. Warnell granted to the Savannah Electric and Power Company, its successors and assigns, an easement for the construction and maintenance of an electric transmission and distribution system over and across certain lands in Effingham County, Georgia, which said agreement appears recorded in Book 84, Page 220-221 of the records of deeds of Effingham County, Georgia, reference to which is hereby specifically had and made, and

WHEREAS, Carson Naval Stores Company executed simultaneously therewith a ratification of said agreement, which ratification appears recorded therewith as a part thereof, and

WHEREAS, the said parties to said agreement and ratification desire to amend the same by changing the description of that certain tract of land therein referred to as tract numbered four (4) by changing the word Easterly to Westerly, so that when the same is so amended said description will read as follows, to wit:

> "Tract No. 4 - All that certain tract or parcel of land in the Town of Pineora, Tenth (10th) G.M. District, Effingham County, Georgia, on the Westerly side of McLaws Avenue between First Street North on the South and the lands of now or formerly Estate of A. C. Wright on the North."

NOW, THEREFORE, for and in consideration of the sum of One Dollar ($1.00) and the premises, the receipt of which is hereby acknowledged, the undersigned hereby grant unto said Savannah Electric and Power Company the right to change the location of said electric transmission and distribution system as hereinbefore set forth.

IN WITNESS WHEREOF, D. B. Warnell and Carson Naval Stores Company have executed and delivered these presents this 27th day of January 1937.

D B Warnell (L.S.)
D. B. Warnell

Signed, sealed and delivered by D. B. Warnell in the presence of

Geo. N. Fisher

Notary Public, State of Georgia
County of Effingham

Signed, sealed and delivered by Carson Naval Stores Company in the presence of

Carrie Jenkins

Notary Public, State of Georgia
County of Chatham

CARSON NAVAL STORES COMPANY (L.S.)

By: [illegible] (L.S.)
Vice President

ATTEST: W A Chance (L.S.)
Secretary

DOCUMENT FILE

Effingham 113

EFF 113. I-92

D.B. Warnell

STATE OF GEORGIA, EFFINGHAM COUNTY.

I hereby certify this instrument was filed for Record in the Clerk's Office Superior Court, said County on the

24 day of May 1937. at 10 o'clock W M, and Recorded in Book No. 64 page 416-417 this 25th day of February 1938.

J. H. Shuman

Clerk Superior Court Effingham County.

PSN 532965
Reference Only

Effingham Map Section 74, 75, 113

D. B. Warnell

TRACT #1:

All that certain tract of land situate, lying and being in the Fifteen Hundred and Fifty-Ninth (1559th) G.M. District between the sixteen (16) and twenty (20) mile posts on the Louisville plublic road between Savannah and Guyton, said road and mile posts being shown and designated upon a map made by D.M. Weitman, Surveyor, December, 1920, recorded in the office of the Clerk of the Superior Court of Effingham County in Book of Deeds 64, Folio 534.

TRACT #2:

All that certain tract or lot of land in the Town of Pineora, Tenth (10th) G.M. District, Effingham County, Georgia on the Western side of and fronting upon McLaws Avenue, South of First Street North in said Town of Pineora.

TRACT #3:

All those two certain tracts or lots of land in the Town of Pineora, Tenth (10th) G.M. District, Effingham County, Georgia on the Eastern side of andfacing Westwardly on McLaws Ave. South of First Street North in said Town of Pineora.

TRACT #4:

All that certain tract or parcel of land in the Town of Pineora, Tenth (10th) G.M. District, Effingham County, Georgia, on the Easterly side of McLaws Ave. between First Street North on the South and the lands of now or formerly Estate of A.C. Wirght on the North.

DOCUMENT FILE

MATCH LINE - 105

MATCH LINE - 102

10-107928
10-2
35'
NSA
5

FLOYD AVE (60' R/W)

4ACSR+
4ACSRN

***
4

FLOYD AVENUE

EX. FIBER OPTIC BOX

AY6720
20A
KS
45'
1

3-2ACSR+
2ACSRN

OVERHEAD POWER LINE

321

HONEY RIDGE ROAD
(60' R/W)

FWB709
50A
KS
40'
2

AX4834
50A
KS
40'
NSA
3

321

ATLANTIC AVE

2ACSR+
2ACSRN

HONEY RIDGE ROAD

321

EX. TELEPHONE PEDESTAL

30" WATER OAK

24" LIVE OAK

TOE OF DITCH

TOP OF DITCH

18" PECAN

15" PECAN

26" PECAN

EX. LIGHT POLE (TYP.)

SI 4.4

LOD TPE

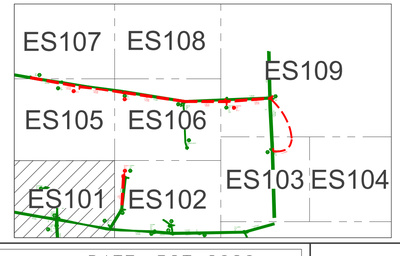
FIBER

UGP

PP

NO CONFLICT

KEY MAP



N

SCALE IN FEET
0 30 60 120

ELECTRONIC FILE DATE	CONSTRUCTION REVISION DATE
PLANS DATE: 09/02/2026	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:

ENGINEERED BY: TIM NIPPER
DATE: OCT 2026
PROJECT TITLE: Pineora Ball Park relocation
PROJECT #:
WORK ORDER #: GP892H15426
PI: L14535
REGION: COASTAL
HQ: SPRINGFIELD
COUNTY: EFFINGHAM
MAP REFERENCE: 1305-0750
DWG #: 101

Georgia Power

MATCH LINE - 106

MATCH LINE - 101

MATCH LINE - 103

WARNEL TRACT D
636163 SQ FT
14.60 ACRES

EX. FENCE GATE
EX. CHAIN LINK FENCE
BASEBALL HOMEPLATE
PITCHERS MOUND
EX. FENCE GATE
EX. UNDERGROUND POWER LINE (TYP.)
EX. CHAIN LINK FENCE
SCOREBOARD
EX. BUILDING
BOTTOM OF SWALE
TOP OF DITCH
TOE OF DITCH
BRICK SIGN
HONEY RIDGE ROAD
OVERHE

26" WATER OAK
30" WATER OAK
18" WATER OAK
28" WATER OAK

GI 4.3
GI 5.2
GI 5.1
GI 9.1
GI 4.4

10-9533
10-1
35'-5
10.01
18" RCP

10-9533
10-1
35'
10
18" RCP

15" RCP
INV: 78.85

2ACSR+
2ACSRN
223'

35'
9

3-2ACSR+
2ACSRN

1/0ALTPX
45'
6

10-4464
10-1
40'
NSA
18" x 12" ELLIPTICAL FES 4.2

2" ELLIPTICAL FES 1.1
15" RCP
INV: 77.79
15" RCP
INV: 77.71
18" x 12" CONCRETE HORIZONTAL ELLIPTICAL CULVERT
15" RCP
INV: 77.61

2ALTPX
11
40'
15" RCP
INV: 78.13
18" x 12" ELLIPTICAL FES 2.1
17
215.86
N89°57'21"W
7
18" x 12" CONCRETE HORIZONTAL ELLIPTICAL CULVERT
15" RCP
INV: 78.05

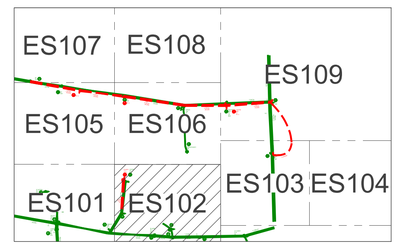
MDP 7,9,11
MDP 8,10,12
#10's
A3
A5
A6
A7
B3
B6
B8
P2
P3
P4
P5
P6

NI 3.4
12" HDPE
NI 3.3
12" HDPE
NI 3.2

15" RCP
INV: 78.40
344.57'
S88°33'21"W

3-2ACSR+
2ACSRN
321
1/0ALTPX
45'
8

KEY MAP



N

SCALE IN FEET
0 30 60 120

ELECTRONIC FILE DATE	CONSTRUCTION REVISION DATE
PLANS DATE: 09/02/2026	REVISION DATE:
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HQ: SPRINGFIELD
COUNTY: EFFINGHAM
MAP REFERENCE: 1305-0750
DWG #: 102

Georgia Power

MATCH LINE - 109

MATCH LINE - 102

MATCH LINE - 104

EX. FENCE GATE

EX. CHAIN LINK FENCE

EX. CHAIN LINK FENCE

EX. IRRIGATION CONTROL VALVE (TYP.)

EX. UNDERGROUND POWER LINE (TYP.)

CONC. BASED PATIO

CHAIN LINK FENCE

CONC. SIDEWALK

REMOVE

AX4955
65A
KS
40'

470'
3-1/0AXNJ

S1°30'41"E
410.53'

12" HDPE

24" RCP

NI 7.2

NI 8.1

NI 6.2

FES 7.1

FES 6.1

FES 3.1

#8's MMP 13.15.17

12

A8

A9

B2

B7

B10

R 25'-0"

R 115'-0"

R 121'-0"

R 144'-0"

6'-0"

6'

RBF 4
N: 835476.7670
E: 894903.8000

RBF 4
N: 835471.0040
E: 894694.0580

209.82'
S88°25'34"W

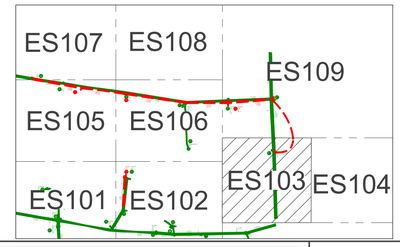
S1°38'01"E
350.89'

LOT 11-15
N/F SHARON E. STRICKLIN
PARCEL #02960073

PORTION OF MCLAWS AVE
(60' R/W) (NOT OPEN)

N/F HUNCKE DENNIS
PARCEL #02960072

KEY MAP



N

SCALE IN FEET
0 30 60 120

ELECTRONIC FILE DATE	CONSTRUCTION REVISION DATE
PLANS DATE: 09/02/2026	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
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COUNTY: EFFINGHAM
MAP REFERENCE: 1305-0750 DWG #: 103

Georgia Power

MATCH LINE - 109

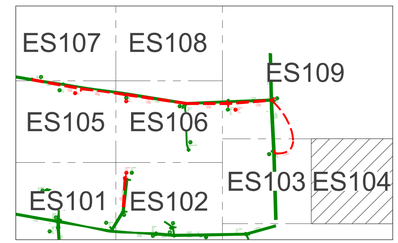
NO ELECTRICAL WORK. SHEET SHOWN FOR CLARITY.

LOD

MATCH LINE - 103

NO CONFLICT

KEY MAP



N

SCALE IN FEET
0 30 60 120

ELECTRONIC FILE DATE	CONSTRUCTION REVISION DATE
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COUNTY: EFFINGHAM
MAP REFERENCE: 1305-0750 DWG #: 104

Georgia Power

MATCH LINE - 107

3-2ACSR+
2ACSRN

318'
3-2ACSR+
2ACSRN

13
35'
NSA

13.01
45'-3

PORTION OF 2ND STREET
(60' R/W) (NOT OPEN)

301'
3-2ACSR+
2ACSRN

RBS

EX. MONITORING
WELL

USGS MONUMENT BRASS DISK
ELV: 78.95
N: 835914.19
E: 893856.17

MATCH LINE - 106

EX.
PAVILLION

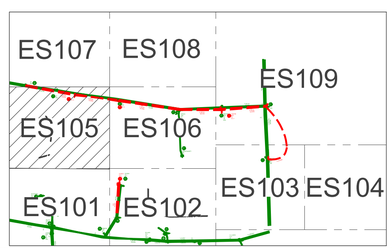
EX. UNDERGROUND
FIBER LINE

N/F EFFINGHAM COUNTY BOC
PARCEL #02960075

NC. SIDEWALK

MATCH LINE - 101

KEY MAP



N

SCALE IN FEET
0 30 60 120

ELECTRONIC FILE DATE	CONSTRUCTION REVISION DATE
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MAP REFERENCE: 1305-0750
DWG #: 105

Georgia Power

MATCH LINE - 108

MATCH LINE - 105

MATCH LINE - 109

MATCH LINE - 102

14
45'
NSA

14.01
45'-3

408'
3-2ACSR+
2ACSRN

3-2ACSR+
2ACSRN

15

276'
3-2ACSR+
2ACSRN

FEF529
30A
KS
40'

16

150ABCP110077
NSA

PORTION OF 2ND STREET
(60' R/W) (NOT OPEN)

PORTION OF OAK STREET
(60' R/W) (NOT OPEN)

S78°16'19"E
439.37'

N88°19'18"E
597.55'

N15°12'31"W
873.95'

TOE OF DITCH

TOP OF DITCH

USGS BRASS DISC MONUMENT

USGS SURVEY MARKER

EX. MONITORING WELL

RBS

SCOREBOARD

PP

EX. FENCE GATE

EX. IRRIGATION CONTROL VALVE (TYP.)

EX. UNDERGROUND POWER LINE (TYP.)

EX. CHAIN LINK FENCE

EX. LIGHT POLE (TYP.)

WI 4.1

EX. POWER PANEL

#10's

MDP-14,16,18

MDP-2,4,6

MDP-1,3,5

EX. METAL SHED

A1
ES401

EX. DUMPSTER

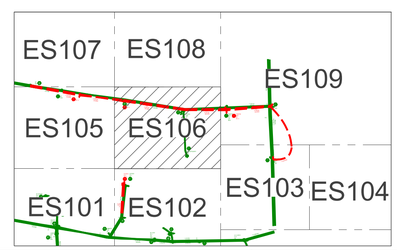
BASEBALL HOMEPLATE

TOP OF PITCHERS MOUND

BOTTOM OF PITCHERS MOUND

SAND BASED PATIO

KEY MAP



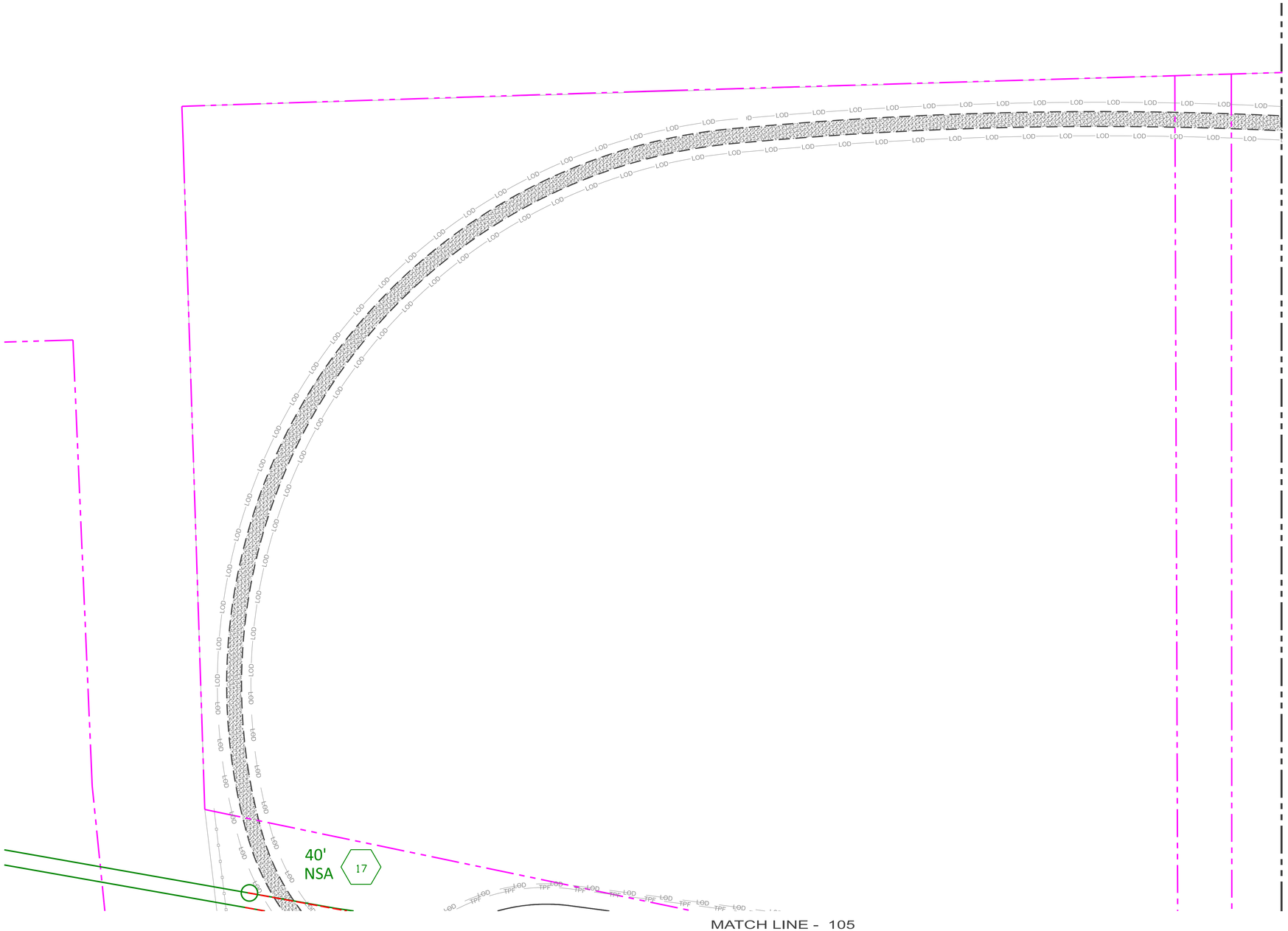
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PLANS DATE: 09/02/2026	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:
PLANS DATE:	REVISION DATE:

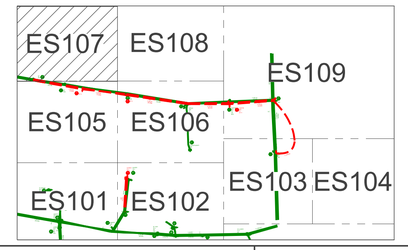
ENGINEERED BY: TIM NIPPER
PROJECT TITLE: Pineora Ball Park relocation
PROJECT #:
WORK ORDER #: GP892H15426
REGION: COASTAL
COUNTY: EFFINGHAM
MAP REFERENCE: 1305-0750

DATE: OCT 2026
PI: L14535
HQ: SPRINGFIELD
DWG #: 106

Georgia Power



KEY MAP



SCALE IN FEET
0 30 60 120

ELECTRONIC FILE DATE	CONSTRUCTION REVISION DATE
PLANS DATE: 09/02/2026	REVISION DATE:
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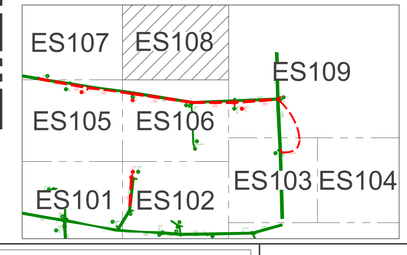
MATCH LINE - 107

MATCH LINE - 109

MATCH LINE - 106

NO CONFLICT

KEY MAP



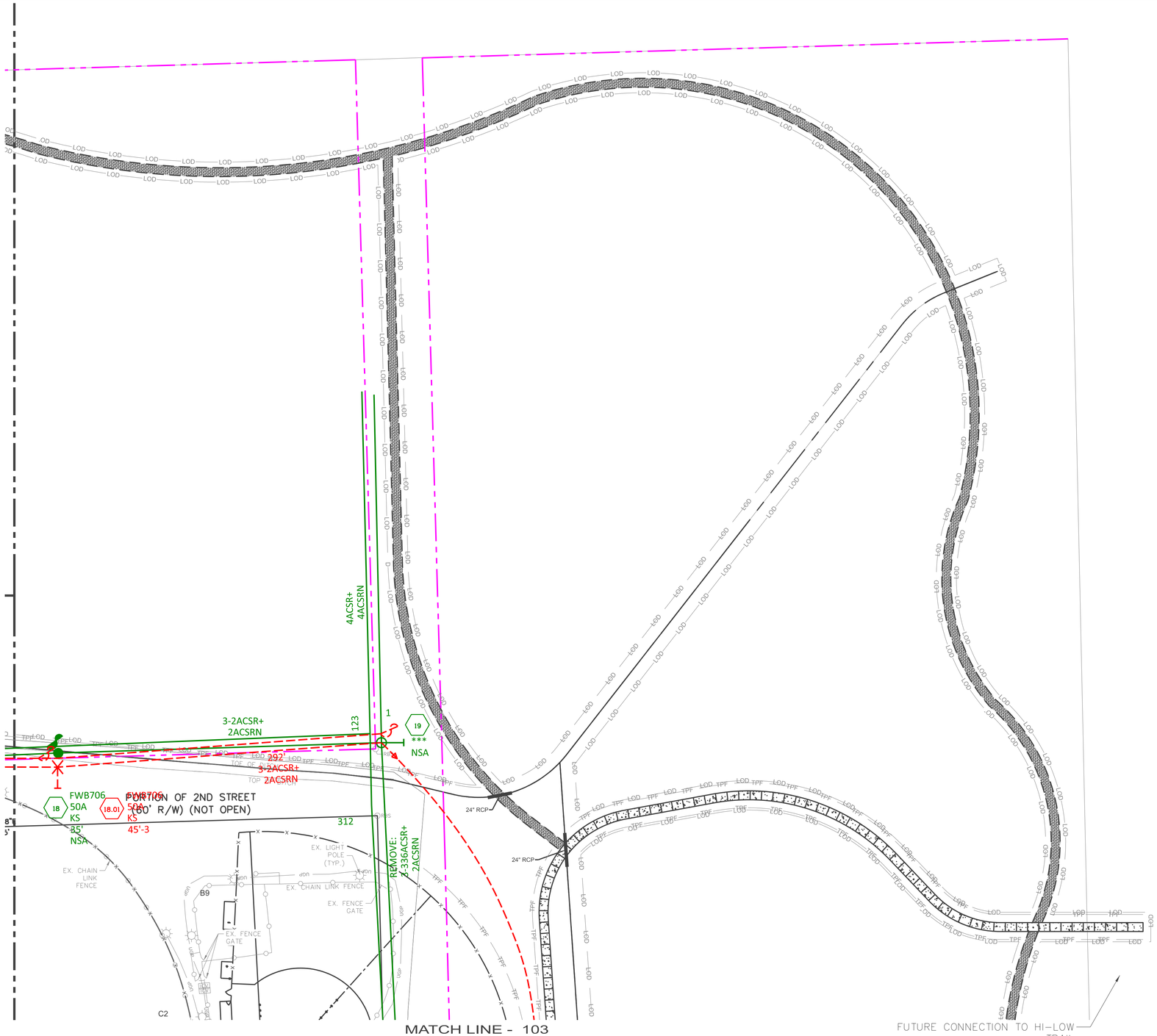
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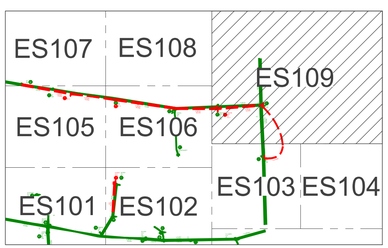
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PLANS DATE: 09/02/2026	REVISION DATE:
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KEY MAP



SCALE IN FEET
0 30 60 120

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Georgia Power

Staff Report

Subject: Approval to Accept ACCG- Group Self-Insurance Workers' Compensation Fund- Employee Safety Grant
Author: Sarah Mausolf, Director
Department: Human Resource Services
Meeting Date: November 17, 2026
Item Description: Consideration for the Effingham County Board of Commissioners to accept a grant from ACCG-Group Self-Insurance Workers' Compensation Fund- Employee Safety Grant

Summary Recommendation
Staff requests that the Effingham County Board of Commissioners approve accepting a grant from the ACCG-Group Self-Insurance Workers' Compensation Fund- Employee Safety Grant. Grant money must be used on items that will promote the safety and health of our employees. We have previously purchased sanitizing and defogging machines, fire protection equipment, spill/first aid kits, slip and fall prevention equipment, flagger equipment, and PPE for multiple departments. In prior years, we provided AED devices requested at the Admin Building, CEM Sports Complex, Sandhill Sports Complex, and the Historic Courthouse. Last year, we ensured that our Stop the Bleed kits were well-stocked with current supplies. We provided first aid kits in county vehicles, at the gyms, the Admin Building, and the Courthouses. We also added three additional AED devices, including the MACC. Some of the departments we are looking to help with this year's grant are the Animal Shelter, Parks and Landscape, Fire, Sheriff's Office, Human Resource Services, and Facility Maintenance.

Executive Summary
ACCG awards grants each year to recognize Counties participating in Safety programs that positively impact safety expenses and employee productivity.

Background
- Reimbursement of up to $10,000

Alternatives for Commission to Consider
1. Approve accepting the grant to ACCG-Group Self-Insurance Workers' Compensation Fund- Employee Safety Grant.
2. Do not approve the grant acceptance to ACCG- Group Self-Insurance Workers' Compensation Fund- Employee Safety Grant.
3. Provide Staff with direction.

Recommended Alternative: Staff recommend Alternative 1.

Other Alternatives:
None

Department Review: County Manager and Human Resource Services.

Funding Source: Reimbursement Grant up to $10,000.

Attachments:

1) Safety Grant Spending Tracker

2026 ACCG/LGRMS Safety Grant

Department	Item	Cost Per Item	#	Total	Purchased?	Received?	Picked Up?
31- Engineering	Vehicle Safety Strobes (2)	$47.49	2	$94.98	FALSE	TRUE	FALSE
	Vehicle Emergency Kits (2)	$69.99	2	$139.98	FALSE	TRUE	FALSE
	Safety Vest (Sm)	10.99	1	$10.99	FALSE	TRUE	FALSE
	Safety Vest (M)	9.45	1	$9.45	FALSE	TRUE	FALSE
	Safety Vest (L)	6.99	1	$6.99	FALSE	TRUE	FALSE
	Safety Vest (XXXL)	$10.04	1	$10.04	FALSE	TRUE	FALSE
*CINTAS	Vehicle First Aid Kits (3)	$47.50	3	$142.50	FALSE	FALSE	FALSE
	Hard hats (10 pack) - only need 3	115.99	1	$115.99	FALSE	TRUE	FALSE
	Vehicle phone mount	24.68	4	$98.72	FALSE	TRUE	FALSE
111 - County Manager	Hand Truck	$135.92	1	$135.92	FALSE	TRUE	FALSE
	Vehicle Emergency Kits (4)	$69.99	4	$279.96	FALSE	TRUE	FALSE
*CINTAS	Small First Aid Kits (4)	$47.50	4	$190.00	FALSE	FALSE	FALSE
22- Animal Shelter	Pole Syringe (1)	$232.07	1	$232.07	FALSE	FALSE	FALSE
	EZ nabber (1)	$204.87	1	$204.87	FALSE	TRUE	TRUE
27 - Public Engagement	Circulation Fan	$56.99	1	$56.99	FALSE	TRUE	FALSE
	Traffic Cones Delineator Posts (Set of 6)	$102.50	2	$205.00	FALSE	TRUE	FALSE
	Utility Rope	$80.92	2	$161.84	FALSE	FALSE	FALSE
	Traffic Cones (set of 8)	$102.00	2	$204.00	FALSE	TRUE	FALSE
	Traffic Drums	$80.99	4	$323.96	FALSE	TRUE	FALSE
	Barricades (2)	$183.00	2	$366.00	FALSE	TRUE	FALSE
	Do not enter 6 pack	$23.27	2	$46.54	FALSE	TRUE	FALSE
	Side Walk closed 12 pack	35.99	1	$35.99	FALSE	TRUE	FALSE
	no parking 6 pack	$21.02	2	$42.04	FALSE	TRUE	FALSE

Department	Item	Cost Per Item	#	Total	Purchased?	Received?	Picked Up?
	Blank Sleeves for Traffic cones 12 pack	34.99	1	$34.99	FALSE	TRUE	FALSE
	Verticle Light Tower (2)	$151.00	2	$302.00	FALSE	TRUE	FALSE
Prison	Safety Vest (L)	6.99	25	$174.75	FALSE	TRUE	FALSE
	Safety Vest (XL)	6.15	25	$153.75	FALSE	TRUE	FALSE
	Safety Vest (2XL)	7.56	25	$189.00	FALSE	TRUE	FALSE
272- Development Svcs	XL Visibility Vests	$6.15	4	$24.60	FALSE	TRUE	TRUE
	XL Visibility Jackets	39.99	4	$159.96	FALSE	TRUE	TRUE
	Collapsing Traffic Cones (4 pack)	$38.61	4	$154.44	FALSE	TRUE	TRUE
	Emergency strobe lights	$47.49	4	$189.96	FALSE	TRUE	TRUE
13 - Tax Commissioner	Fully Stocked First Aid Cabinet *CINTAS	$386.10	1	$386.10	FALSE	FALSE	FALSE
12 - Tax Assessor	First Aid Kit *CINTAS	47.5	1	$47.50	FALSE	FALSE	FALSE
35 - E911	Rubber Gloves (Large)	$66.49	2	$132.98	FALSE	TRUE	TRUE
	Rubber Gloves (X-large)	$68.39	2	$136.78	FALSE	TRUE	TRUE
21- Facilities Maintenance	Lights for back of truck	$45.99	4	$183.96	FALSE	TRUE	TRUE
	Wet floor signs (5 pack)	$41.46	2	$82.92	FALSE	TRUE	TRUE
30 - Parks and Landscapes	Chainsaw helmet	57.58	4	$230.32	FALSE	TRUE	FALSE
	Chainsaw chaps	52.99	4	$211.96	FALSE	TRUE	FALSE
	Vehicle Safety Strobes	47.49	4	$189.96	FALSE	TRUE	FALSE
	Fall protection harness 4 pack	191.45	2	$382.90	FALSE	TRUE	FALSE
	Wet floor signs (5 pack)	$41.46	2	$82.92	FALSE	TRUE	FALSE
	Spill kits (12 pack)	$414.49	2	$828.98	FALSE	TRUE	FALSE
29 - Recreation	Spill kits (12 pack)	$414.49	1	$414.49	FALSE	TRUE	FALSE
	Wet floor signs (5 pack)	$41.46	2	$82.92	FALSE	TRUE	FALSE
14 - Human Resources	Cabinet Door Bumpers	7.95	1	$7.95	FALSE	TRUE	TRUE
	Reusable Gel Packs	61.99	1	$61.99	FALSE	TRUE	TRUE

Department	Item	Cost Per Item	#	Total	Purchased?	Received?	Picked Up?
	Lysol Disinfectant Spry To go (8 pack)	$23.52	10	$235.20	FALSE	TRUE	TRUE
	Hand Warmers (200 pack)	55.09	1	$55.09	FALSE	TRUE	TRUE
	Spray handsantizer	39.75	3	$119.25	FALSE	TRUE	TRUE
	Heavy Duty Service Cart	78.39	1	$78.39	FALSE	TRUE	TRUE
	Lysol 2 pack	$14.14	1	$14.14	FALSE	TRUE	TRUE
	Lysol 2 pack	13.47	1	$13.47	FALSE	FALSE	FALSE
	Disinfecting Wipes bulk	42.99	2	$85.98	FALSE	TRUE	TRUE
	First Aid Travel Bandage 12 Pack	20.5	10	$205.00	FALSE	TRUE	TRUE
	10 pack Aluminum Water bottle	37.23	15	$558.45	FALSE	TRUE	TRUE
	Corner Guards for desk 12 pack	5.99	1	$5.99	FALSE	TRUE	TRUE
	Travel handsantizer 36 pack	36.74	4	$146.96	FALSE	TRUE	TRUE
	Lysol 2 pack	$11.98	1	$11.98	FALSE	TRUE	TRUE
	8 pack large corner protector	4.95	1	$4.95	FALSE	TRUE	TRUE
	Disinfecting Wipes to go 24 pack	21.38	3	$64.14	FALSE	TRUE	TRUE
	McKesson Cold/Hot Compress Pack	$34.72	2	$69.44	FALSE	TRUE	TRUE
	Led flash lights 36 pack	39.45	3	$118.35	FALSE	TRUE	TRUE
*CINTAS	First Aid Kit	47.5	2	$95.00	FALSE	FALSE	FALSE
	Blank Sleeves for Traffic cones 12 pack	34.99	1	$34.99	TRUE	TRUE	TRUE
				$9,879.67			

TOTAL **$9,879.67**

ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA GROUP SELF INSURANCE WORKERS' COMPENSATION FUND-OPERATING

EFFINGHAM	EFFINGHAM COUNTY	00000000000005831	10/12/2026	9288

Our Voucher Number	Date	Amount	Amount Paid	Discount	Net Amount Paid
10052026	10/5/2026	$9,833.39	$9,833.39	$0.00	$9,833.39

OCT 26 PM 03:02

$9,833.39	$9,833.39	$0.00	$9,833.39

THIS DOCUMENT HAS A COLORED SECURITY BACKGROUND, DO NOT CASH IF THE WORD "VOID". THIS PAPER HAS AN ARTIFICIAL WATERMARK ON REVERSE SIDE AND IS ALTERATION PROTECTED.

ACCG

ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA
GROUP SELF INSURANCE WORKERS' COMPENSATION FUND-OPERATING
191 PEACHTREE STREET NE, SUITE 700
ATLANTA, GEORGIA 30303

TRUIST

9288

66-171/531

DATE
10/12/2026

AMOUNT
$9,833.39

PAY
Nine Thousand Eight Hundred Thirty Three Dollars and 39 Cents

TO THE ORDER OF
EFFINGHAM COUNTY
601 NORTH LAUREL STREET
SPRINGFIELD GA 31329

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈009288⑈ ⑆061113415⑆0005245637723⑈

ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA GROUP SELF INSURANCE WORKERS' COMPENSATION FUND-OPERATING

Vendor ID	Name	Payment Number	Check Date	Document Number
EFFINGHAM	EFFINGHAM COUNTY	00000000000005831	10/12/2026	9288

Our Voucher Number	Date	Amount	Amount Paid	Discount	Net Amount Paid
10052026	10/5/2026	$9,833.39	$9,833.39	$0.00	$9,833.39

$9,833.39	$9,833.39	$0.00	$9,833.39

Ref No: G95820036

ACCG Insurance Programs

191 Peachtree Street NE
Suite 700
Atlanta, Georgia 30303
p 800.858.2224
f 404.522.1897
accg.org

October 5, 2026

Ms. Stephanie Johnson, Clerk
Effingham County
804 S Laurel St
Springfield, GA 31329

Re: ACCG-GSIWCF 2026 Employee Safety Grant Program

Dear Stephanie:

Congratulations!

ACCG, Georgia's County Association, is pleased to announce that Effingham County has been awarded an *Employee Safety Grant* in the amount of **$9,833.39** from the ACCG – Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF). These funds have been provided to your organization for the purchase of specific safety equipment and/or safety training noted on your application.

Funding for the *Employee Safety Grant Program* is made possible by the ACCG-GSIWCF Board of Trustees. The intent of the *Employee Safety Grant* is to reward and aid the members of ACCG-GSIWCF that are willing to make significant efforts to provide a safe workplace for their elected officials, employees and volunteers. Effingham County's commitment to a safe work environment is appreciated, since everyone benefits when on-the-job injuries are reduced. Leadership's support and the Safety Coordinator's efforts are key to having a healthy safety culture.

A press release has been enclosed that can be used to notify your local media. If you have any questions or comments regarding the *Employee Safety Grant* or any of the ACCG Insurance Programs, please feel free to contact me at (404) 589-7828.

Sincerely,

Ashley H. Abercrombie

Ashley H. Abercrombie, CPCU
Director of Property & Casualty Programs

cc: Mr. Damon Rahn, Chairman
Ms. Megan Estes, Training and Engagement Manager

For more information, contact:

Schuyler Harding

Director of Communications & External Affairs

Cell: (404) 780-1954

Email: sharding@accg.org

NEWS RELEASE

FOR IMMEDIATE RELEASE

EFFINGHAM COUNTY RECEIVES EMPLOYEE SAFETY GRANT FROM ACCG INSURANCE PROGRAMS

Effingham County, GA. (October 5, 2026) - Effingham County was recently awarded an *Employee Safety Grant* from the ACCG - Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF). The Employee Safety Grants are available to Fund members that are fostering a culture of workplace safety through additional training, equipment, or services.

The ACCG-GSIWCF Board of Trustees allotted $1.5 million in grant funds over a three-year period, with $500,000 available to eligible members in 2026. "We are pleased to offer this grant program to assist members in their safety efforts," said ACCG-GSIWCF Board of Trustees Chairman and McDuffie County Commissioner Frederick Favors. "The opportunity to receive the *Employee Safety Grant* is one of the many benefits of participation in this member-owned workers' compensation program."

Loss control services are provided to all members of the workers' compensation program as a value added service. Each member appoints a Safety Coordinator to work with ACCG to create and maintain safe working environments for government officials, employees and volunteers.

The ACCG-GSIWCF provides workers' compensation insurance to more Georgia county governments than all other insurers combined and has assets of approximately $326 million. Since 1985, the program has returned $134 million in dividends and grants to the membership.

ACCG is Georgia's county association and works on behalf of county officials and their communities by providing public policy and legislative advocacy, leadership development, civic and community engagement initiatives, insurance and retirement programs that specialize in local government needs and other cost-saving programs. Formed in 1914 when county officials came together to help fund the state's first highway department, ACCG today serves as a catalyst for advancing Georgia's counties. For more information, go to www.accg.org.

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Division of Family & Children Services

DFCS Local County Advisory Board Charter

PURPOSE

The purpose of the local county Department of Family and Children Services (DFCS) board shall be to support the staff who protect the well-being of this state's children while preserving family integrity. The Local County Advisory Boards may review the administration of all welfare and public assistance functions for the county, including such programs as temporary assistance for needy families (TANF), supplemental nutrition assistance program (SNAP), employment services, child protective services, foster care, and adoptions. County Advisory Boards will assess the county's effectiveness in providing services to the community.

ROLES

The roles and responsibilities of local county board members shall be:

- Serve as an active liaison and a link between the county department and the local community.
- Advocate on behalf of the local county office concerning DFCS' legislative priorities and appropriations, and unmet needs in the community.
- Support the overall mission of the Division of Family and Children Services.
- Advocate for additional county funding for specific needs beyond state appropriations, and set standards for expenditures of county funds.
- Acquire knowledge of Division programs and services offered.
- Assess the county department's provision of services in relation to the needs of the community.
- Assist the County Director in building staff morale and motivating employees.
- Provide recommendations for improving local county operations via annual report.
- Submit Annual Report to the Division Director each year by December 15th.
- Assist the Regional Director in the selection process for the County Director should the position become vacant.

MEMBERSHIP

Per O.C.G.A. § 49-3-2 (amended via SB 138) the governing authority (Local County Board of Commissioners) shall ensure that all appointments made on or after July 1, 2015, are made from the following categories:

(1) Pediatric health care providers;
(2) Appropriate school personnel;
(3) Emergency responders;
(4) Law enforcement personnel;
(5) Private child welfare service providers;
(6) Alumni of the child welfare system;
(7) Mental health care providers;
(8) Former foster parents; and
(9) Leaders within the faith-based community.

- Each board will have five to seven members.

- Terms of County Board Members are for five years, beginning on July 1st, and are staggered so that one term expires each year. A Board Member whose term has expired may continue to serve until a successor is appointed.
- Appointments to fill vacancies on County Boards caused by death, resignation, or disqualification before the expiration of a term are made for the remainder of the term.
- Board vacancies which occur for any reason, including but not limited to expiration of the term of office, shall be filled by new criteria within 90 days.
- No elected officer of the state or any subdivision thereof shall be eligible for appointment to the county board.
- Public Assistance recipients may not be appointed to the board since the appointment would create an illegal conflict of interest.
- As a matter of policy, the Division does not support the appointment of anyone who has immediate family members on the staff of the local office. The County Board Chair and/or the County Director shall make the Chairman of the County Commission aware of this policy.
- Any board member in one of the situations defined above is automatically and immediately disqualified for continued membership on the board. The County Director must advise the County Commission and request another appointment to fill the vacancy.
- All appointments should be reflective of gender, race, ethnic, and age characteristics of the county population.
- County Directors are responsible for timely notification to the Division Director and Regional Director of any changes to the membership of the county boards.

PROCEDURAL RULES

Meetings:

- Each DFCS Local County Advisory Board shall meet no less than once each quarter. The frequency will be determined by each local county board.
- Members of the county board shall serve without compensation, except that they shall be paid a per diem of not less than $15.00 per month and shall be reimbursed for traveling and other expenses actually incurred in the performance of their official duties.
- The Chairperson and Vice-Chairperson are elected by the Board Members at the regular meeting each July. In case of an officer vacancy before that date, a new officer may be elected at any regular or called meeting.
- The County Director acts as Secretary to the Board.
- The Chairperson presides at Board Meetings and signs all official documents that require action of the Board.
- All County Board Meetings are open to the public. Any business shall be void if conducted during a closed meeting unless the Board is considering matters which are exempt from the open meeting requirement. Visual and sound recordings must be permitted during open meetings. Portions of the meeting may be closed; guidelines can be found in the *Official Code of Georgia Annotated* (50-14-1).
- ***Robert's Rules of Order***, may be referenced for additional parliamentary procedures.

Minutes:

- The County Director, as Secretary to the Board, is responsible for the preparation and custody of the minutes and for writing letters as directed by the Board.
- Minutes of all Board Meetings must be recorded and are legal and public records of the Board's decisions. An agenda and official reports are to be presented to the Board in written form.
- At the following Board Meeting, the minutes of the previous meeting are to be read and approved by the Board. Any necessary corrections to the minutes should be made by recording the changes in the minutes of the current meeting. After the minutes of the previous meeting are approved, the Chairperson of the Board will sign the minutes to indicate approval.

- A copy of the minutes will be made available in the county office for public inspection. Copies of the approved minutes are no longer required to be sent to the State Office, however they may need to be attached to expenditures that are being sent to Regional Accounting, depending upon your initial county funds approval. If you have questions about this, please seek assistance from your Regional Accounting Office.

Reports:

Each Local County Advisory Board is required to submit an annual report no later than December 15th each year. This report shall be submitted to the Director of the Division of Family and Children Services regarding the effectiveness of the local county department's provision of services, the needs of the community, and its recommendations for improved operations of the county department. These reports can be mailed to:

Bobby Cagle, Director
Georgia Division of Family and Children Services
2 Peachtree Street | Suite 19.472
Atlanta, Georgia 30303

Financial Responsibilities:

The County Director, in collaboration with the Local County Advisory Board proactively seeks out additional funding each year from local entities to supplement their budgets in meeting specific needs. These local funds are subject to the same internal control policy and procedures governing state and federal funds. A sample funding letter can be found on the Field Fiscal Services Website at http://ffs.dhs.ga.gov/ffs/index.php. Using this letter for County Funding approval will help eliminate unnecessary audit findings around county funds.

Local entity funds can be used for specific needs when state funds are not allowed, or there is a need to supplement state funds. Expenditures must be specified and be approved in the county's budget and Board Members approval must be documented in the board minutes.

Examples of these expenditures are:

- Travel
- Regular Operating Cost
- Equipment
- Foster Care Expenses (including haircuts, allowances, musical instruments/lessons, diapers, school activity fees, camps, photo packages, etc.)
- General Assistance to Clients (Indigent Care)
- Training/Staff Appreciation/DFCS related meeting expenses (including training material, meals/refreshments with an agenda.)
- Certificates or plaques of merit, achievement or retirement, etc. following Policy 803 of the DHR Personnel Policies titled Incentive Pay and Meritorious Awards
- Plaques to a retiring employee (Retirement Reception must be funded from outside of state or county funds.)
- Funds received from Interest on local County CD's and Savings accounts should remain on the DFCS' books, and can be used for Staff Appreciation Day/Luncheons where a meeting and luncheon occurs. An agenda for the meeting should be attached to the payment as supporting documentation.

County funds may also be used to provide additional compensation for agency staff. When approving funds for the purpose of compensating employees within the county DFCS office, use of these county

funds must comply with state policy as well as IRS guidelines for appropriate compensation of state employees. There is no authority, regardless of the funding source, for awarding across the board bonuses to state employees. Providing a bonus or other form of lump sum payment without specific authority to do so would violate the gratuities provision of the state constitution.

Examples of appropriate compensation expenditures include:

- Salary and fringe benefits
- Temporary or conditional salary supplements
- Ongoing salary supplements
- Lump sum incentive based payments

Payment of salary and fringe benefits may be used to augment local operations.
Temporary or conditional salary supplements may be used in the same manner as state funded supplemental pay when state funds are not available.

Ongoing local funded salary supplements may be used to support retention efforts by the agency. A plan for providing monthly supplements must be submitted for review to state personnel by the Division before payments may be scheduled to begin. The plan must be funded for a minimum of one year, include all job titles to receive the supplement, and give any specific inclusion criteria such as tenure. All incumbents in a job title must be included when they meet other inclusion criteria.

Local funds may be used for one-time lump sum payments for incentive or meritorious awards. Incentive pay is a one-time lump sum payment and must be based on achievement of a pre-determined goal which does not become part of an employee's based salary. Meritorious award payments are a one-time lump sum payment based on extraordinary achievement which does not become part of base salary. Plans for lump sum payments to state employees must meet the provisions of DHR Personnel Policy #803, Incentive Pay and Meritorious Awards.

Local entity funds that are on the local DFCS' books cannot be used for state employee gratuities in the form of lump sum cash payments or gifts. A gift is defined in the Governor's Executive Order as anything of value exceeding $25.00. This covers gifts from any funding source.

Examples of prohibited items include but not limited to:

- Gift cards of any amount
- Holiday hams or turkeys
- Replacement salary for furlough days
- Spa Retreats
- Out of pocket cost incurred by an employee while on the job, such as insurance deductibles if in an accident, towing, etc.
- Retirement reception or a Faithful Service Cash Award in lieu of a retirement reception

Dismissal from Board:

Please refer to the local Board of Commissioners for their specific policy regarding meeting attendance and dismissals from boards.

Liability Insurance:

County Boards are covered by general liability insurance for "errors, omissions or negligence" in job duties under the Tort Claims Liability Act. The Self Insurance Trust Fund provides for a maximum of

$1,000,000 per person or $3,000,000 for each occurrence. DFCS Board Members are included un the State of Georgia Fidelity Bond Insurance.

Public Announcements:

The time, place, and dates of regular meetings must be prescribed and made available to the public with a notice posted which gives this information. Whenever a meeting is to be held at a time or place other than the regular time or place, notice must be given to the public. This is done by:

1. Posting the changed date, time, or location for at least 24 hours at the regular meeting place
2. Giving at least a 24 hour notice in advance of the meeting to the legal organ, in which legal notices are published, in the county where the regular meetings are held.

Policy Statement of the Division of Family and Children Services

It is the policy of the Division of Family and Children Services that no applicant for or recipient of services of this agency shall, on the grounds of race, color, sex, age, religion, national origin, political affiliation or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted or supported by the Division. This policy also applies to individuals, childcare facilities, and other agencies/organizations to whom the Division makes referrals or from whom it purchases services.

Legal authority assuring equitable participation in federally funded programs is provided in part from Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. The Division, however, is conscious of a moral obligation to deliver all services, whether federally financed or not, in a non- discriminatory manner.

It is also the policy of the Division that applicants/recipients of services, who feel that they have been discriminated against, have the right to a fair and prompt investigation of their complaint. Each county office must have written procedures for the handling of customer complaints and concerns.

Application Form

Profile

Pauline
First Name

Middle Initial

Shaw
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

County Voting District/Municipality

☑ District 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Department of Family and Children Services Board: Submitted

Employment/Business History

Effingham County Navigator Team
Employer

President
Job Title

Number of Years

16

Employer Address

5342 McCall Rd Rincon, Ga. 31326

Responsibilities

Plan, organize and implement programming for individuals with Intellectual/Developmental Disabilities within the community.

Civic/Volunteer Experiences

Why are you interested in serving on a board or commission?

Individuals with Intellectual/Developmental Disabilities/Autism are my passion. That population whether in foster care or residing in Effingham need representation because they utilize the services and programs within DFACS. These individuals need a positive voice to represent them.

Please provide information about your previous civic/volunteer experiences, including organization(s), years of association, position(s) of leadership, and responsibilities.

2010 - Present Founder/President Effingham County Navigator Team 2021- Present Ga. Association of Community Care Providers 2020 - Present DBHDD Statewide DD Advisory Council 2024 - Present DBHDD IDD Workgroup 2025 - Present Effingham County Dept of Health Board 2015 - 2025 DBHDD Family Support Program @ non-profit 2014-2016 Autism Speaks Southeast Ga Grassroots Advocacy Co-Chair 2013 graduate of Partners in Policy Making Volunteer: Best Buddies, Growing Well Conference Planning Committee, Matthew Reardon Autism Center Conference Planning Committee, Effingham County Dept Literacy Council, educational advocate, IDD advocate at County, State and Federal level.

Upload a Resume

Education History

High School

Tompkins High School

Trade/Vocational

College

Graduate/Post-Graduate

Professional Affiliations/Certifications

Partners in Policymaking Certified Aging in Place Specialists DBHDD DD Advisory Council DBHDD IDD Workgroup EC DPH Board

What are your areas of expertise you feel would be beneficial to this organization?

Individuals with IDD/Autism diagnosis need someone who understands their diagnosis and how that diagnosis affects them and their family, especially those within the foster care system. They need someone who can represent them, be a positive voice for them, educate and advocate with local and state agencies to better serve them and meet their needs.

Do you have skills in any of these areas?

- [x] Advocacy

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

- [x] American Indian/Alaskan native Aleutian

Gender

- [x] Female

Date of Birth _____

Staff Report

Subject: **DFCS Board Appointment**
Author: Stephanie Johnson, County Clerk
Department: Administration
Meeting Date: November 17, 2026
Item Description: Consideration to approve the appointment of Pauline Shaw as District 2 representative for the Department of Family and Children Services (DFCS) board

Summary Recommendation:
Mr. William Carter was the previously long-time appointment for this district. Mr. Carter resigned his seat in June 2025.

Executive Summary:
The Department of Family & Children Services is comprised of a five (5) member Board which consists of a representative from each of the Commissioner districts. The term for each appointment is five years.

Ms. Shaw's term will expire June 30, 2031.

Background:
Ms. Shaw serves as Founder and President of the Effingham County Navigator Team (2010–Present) and holds leadership and advisory roles across state and local organizations, including the Georgia Association of Community Care Providers, DBHDD Statewide DD Advisory Council, IDD Workgroup, and the Effingham County Department of Health Board.

Her past and ongoing advocacy includes positions with the DBHDD Family Support Program, Autism Speaks, and Partners in Policy Making, alongside volunteer work with Best Buddies, conference planning committees, local literacy initiatives, and IDD advocacy at all levels of government.

Alternatives for Commission to Consider:
1. To approve to appoint Pauline Shaw to the Department of Family and Children Services (DFCS) Board as representative for the Second District.

2. To not approve the appointment.

Other Alternatives: N/A **Department Review:** County Clerk's Office

Funding Source: N/A

Attachments:
1. Board Member Application
2. DFCS Local county Advisory Board Charter

Effingham County Georgia
Planning and Zoning Services

Staff Report

Author: Kimberly Barlett, Senior Planner
Department: Development Services
Subject: Variance
Meeting Date: November 17,2026
Application: VAR-26-29

Existing Zoning: I-1 (Industrial)

Map & Parcel: 304-15 & 304-15A

Parcel Size: ±40.75 acres

Applicant: C.W. Matthews Contracting Co., Inc.

Owner: River Road Partners I, LLC

Commissioner District: First District

Location: 1085 Old River Road
Bloomingdale, GA 31302

Existing Land Use and Zoning:

The applicant is requesting a variance from the applicable buffering requirements for an existing **I-1 (Industrial)** zoned property. The subject property consists of two parcels with a combined acreage of approximately **±40.75 acres**.

According to Effingham County Tax Assessor records, both parcels are currently classified as vacant land. The properties are undeveloped, with portions of the site cleared and the remaining areas wooded.

Proposed Request:

This **variance request** seeks relief from the vegetated buffer requirements applicable to the existing **I-1 (Industrial)** zoning district for a proposed **asphalt plant** on the subject property. The asphalt operations will be relocating from an existing Heavy Industrial parcel at 304-5.

A previous buffer variance was approved for the property in May 2020 in association with a proposed warehousing development. Because the currently proposed asphalt plant represents a more intensive industrial use than the warehousing use contemplated under the prior approval, the applicability of the

previously approved buffer reductions must be reevaluated based on the potential impacts of the proposed use.

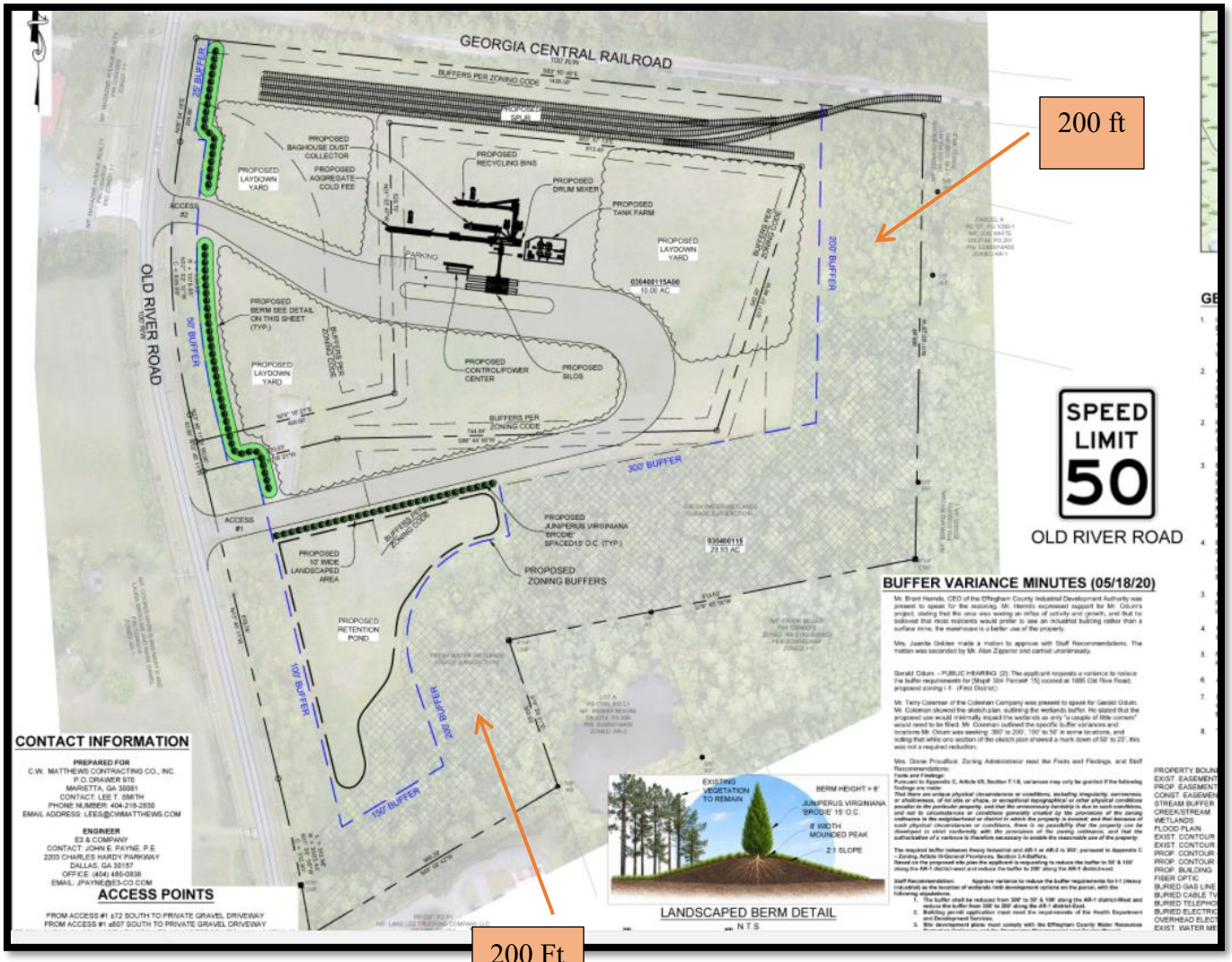
Proposed Buffers:

Location	Zoning relationship	Current required buffer	Proposed buffer and landscaping
Northern boundary of Old River Road	**I-1 to LI**	**25 ft**	**50 ft, with a proposed 6-foot berm along the northern boundary and planted trees along the access road**
Southern boundary of Old River Road	**I-1 to LI**	**25 ft**	**100 ft**
Rear of property	**I-1 to AR-1 & AR-2**	**300 ft**	**200 ft**
Southern Boundary	**I-1 to AR-2**	**300 ft**	**200 ft**

Operations:

To minimize impacts on neighbors, C.W. Matthews proposes using current emissions-control, dust-control, and operational technologies intended to reduce external impacts. These measures include closed-loop baghouse systems, carbon filtration systems, warm-mix systems, dust silos and collection systems, Variable Frequency Drives (VFDs) on electrical motors, and site-wide irrigation, which enhance safety and minimize noise, dust, heat, and fumes generated by site activities.

The applicant states that the site's proximity to Old River Road and I-16 provides convenient access to projects within the I-16 corridor. Several similar uses line Old River Road and I-16, and demand for local asphalt products will only increase as this area continues to grow.


GEORGIA CENTRAL RAILROAD
100' ROW
BUFFERS PER ZONING CODE
25' BUFFER
PROPOSED BAGHOUSE DUST COLLECTOR
PROPOSED AGGREGATE COLD FEE
PROPOSED LAYDOWN YARD
PROPOSED RECYCLING BINS
PROPOSED DRUM MIXER
PROPOSED TANK FARM
PROPOSED LAYDOWN YARD
PARKING
ACCESS #2
OLD RIVER ROAD
100' R/W
90' BUFFER
PROPOSED BERM SEE DETAIL ON THIS SHEET (TYP.)
PROPOSED LAYDOWN YARD
PROPOSED CONTROL/POWER CENTER
PROPOSED SILOS
BUFFERS PER ZONING CODE
300' BUFFER
200' BUFFER
ACCESS #1
PROPOSED JUNIPERUS VIRGINIANA 'BRODIE' SPACED15' O.C. (TYP.)
PROPOSED 10' WIDE LANDSCAPED AREA
PROPOSED ZONING BUFFERS
PROPOSED RETENTION POND
100' BUFFER
150' BUFFER
200 Ft
200 ft
SPEED LIMIT 50
OLD RIVER ROAD
BUFFER VARIANCE MINUTES (05/18/20)
CONTACT INFORMATION
PREPARED FOR
C.W. MATTHEWS CONTRACTING CO., INC.
P.O. DRAWER 970
MARIETTA, GA 30061
CONTACT: LEE T. SMITH
PHONE NUMBER: 404-218-2830
EMAIL ADDRESS: LEES@CWMATTHEWS.COM
ENGINEER
E3 & COMPANY
CONTACT: JOHN E. PAYNE, P.E.
2203 CHARLES HARDY PARKWAY
DALLAS, GA 30157
OFFICE: (404) 480-0838
EMAIL: JPAYNE@E3-CO.COM
ACCESS POINTS
FROM ACCESS #1 ±72 SOUTH TO PRIVATE GRAVEL DRIVEWAY
FROM ACCESS #1 ±607 SOUTH TO PRIVATE GRAVEL DRIVEWAY
EXISTING VEGETATION TO REMAIN
BERM HEIGHT = 6'
JUNIPERUS VIRGINIANA 'BRODIE' 15' O.C.
8' WIDTH MOUNDED PEAK
2:1 SLOPE
LANDSCAPED BERM DETAIL
N.T.S.

Surrounding Neighborhood
North: **I-1 (Industrial)**
South: **AR-2 (Agricultural – Residential, 1 acre or more) & B-2 (General Commercial)**
East: **AR-2 (Agricultural – Residential, 1 acre or more) & AR-1 Agricultural- Residential, 5 acres or more) & R-1 (Single-Family Residential)**
West: **I-1 (Industrial) & LI (Light Industrial)**





Facts and Findings:

Site Characteristics

The subject parcel is combined and contains **±40.75** acres; the site is currently undeveloped.

The parcel contains **wetlands** and is not in a known **flood zone**, as per the **Effingham County GIS Map**.

Environmental Analysis

Reducing the required buffer between an asphalt plant and nearby residential uses may increase the potential for land-use conflicts and environmental impacts. Key environmental concerns include:

- **Air emissions:** hazardous air pollutants from production, loading, storage tanks, truck traffic, and fugitive dust.
- **Odors:** Asphalt fumes can create persistent nuisance odors even when emissions comply with permit limits.
- **Noise and vibration:** Equipment and heavy trucks
- **Dust:** Aggregate handling, stockpiles, unpaved surfaces, and truck movements can deposit dust on neighboring homes and yards.
- **Truck impacts:** More diesel exhaust, roadway dust, noise, and pavement deterioration along residential routes.
- **Stormwater and water quality:** Runoff may carry sediment

Surrounding Development Pattern

The surrounding area is a mix of industrial and residential uses. The area has experienced increased industrial development in recent years.

North/ Northwest

- Industrial (I-1)
- Agricultural Residential homesteads (AR-1 & AR-2)
- Pecan Grove Subdivision (AR-1)
- Asphalt production (HI)
- Industrial (I-1)

East

- Agricultural Residential homesteads (AR-1 & AR-2 & R-1)

South

- Dump Truck Company (B-2)
- Agricultural Residential homesteads (AR-1 & AR-2 & R-1)

West

- Agricultural-Residential homesteads (AR-1)
- Industrial (I-1)

*** DRI Report:

2.1 Consistency with the Comprehensive Plan

According to the Future Land Use Map, the site is within the Industrial land use area. Based upon the adopted Comprehensive Plan, the proposed Asphalt Plant Development is compatible as most adjacent parcels are zoned Industrial, Transitional, and Commercial, while the area to the east is zoned Residential. The plan identifies the Industrial areas dedicated to manufacturing facilities, processing plants, factories, warehousing and wholesale trade facilities, mining or mineral extraction activities, or other similar uses. Light and Heavy industrial uses are permitted in these areas. Heavy industrial is generally defined as manufacturing uses, large-scale warehouses, concrete facilities, or any other process that could produce high levels of noise, dust, smoke, odors, or other emissions. Light industrial includes, but is not limited to, warehousing and distribution, trucking, and small-scale assembly and manufacturing. Development in this category requires supportive infrastructure and access to major transportation thoroughfares. It is important for industrial areas to comply with environmental regulations, implement sustainable practices, and mitigate their environmental footprint to minimize the adverse effects of commercial and industrial land uses on surrounding property and public thoroughfares; to act as a filtration zone for stormwater; to make the environment more visually attractive, and to preserve the undisturbed vegetative buffers in the county.

3.1 Regional Commission Recommendations and Environmental Considerations

The following comments from the CRC are recommendations. The CRC is not the approving body for new developments in Effingham County; that authority rests with locally elected representatives. The CRC is tasked with providing public notice, an opportunity for comments from affected parties, and recommendations based on existing comprehensive plans and best planning practices.
Water conservation is a key planning priority in coastal Georgia, particularly in support of long-term resource stewardship. The CRC strongly encourages the use of native or drought-tolerant landscaping and recommends that the applicant review the Coastal Georgia Regional Water Plan to ensure that the best practices for water efficiency and stormwater management are incorporated into site design.
The CRC strongly advises the applicant to evaluate the potential impacts on the overall drainage system and flood risks associated with the proposed development, taking into account FEMA flood zone designation.
The Georgia Department of Transportation submitted comments stating that if any construction equipment or construction exceeds 20' AGL, an FAA form must be submitted to the Federal Aviation Administration. Submissions for any associated cranes may be made online, and the FAA must be in receipt of the notifications no later than 120 days

prior to construction. The FAA then evaluates the potential impacts of the project on protected airspace associated with the airports and will advise the proponent if any further actions are necessary.
Ogeechee Riverkeeper submitted comments addressing the wetlands that are present on the site that raise concerns for flooding and stormwater management. In addition, wastewater management should be considered based on the proposed use. Ogeechee Riverkeeper urges the City of Bloomingdale to carefully consider proposed site designs and layout plans in order to reduce flooding, fugitive pollution, and wastewater concerns.
As with all proposed development submissions, we encourage the county to review and consider the comments and concerns of both residents and potentially affected local governments and public agencies.

Zoning Context

The property was previously zoned to I-1 at the August 1, 2006, and May 19, 2020, Board of Commissioners meetings. Then, on May 19, 2020, 2014, at the Board of Commissioners meeting, a variance was approved with the following stipulations:

1. The buffer shall be reduced from 300' to 50' & 100' along the AR-1 district-West and reduce the buffer from 300' to 200' along the AR-1 district-East.
2. Building permit application must meet the requirements of the Health Department and Development Services.
3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
4. All wetland impacts be approved and permitted by USACE and a copy be submitted to Development Services.

5.15 Heavy Industrial districts.
5.15.1 Intent. The Heavy Industrial designation is intended to support and enhance employment opportunities by establishing areas specifically designated for a diverse range of industrial activities. These areas accommodate businesses that require extensive infrastructure, large-scale facilities, and access to key transportation networks, ensuring efficient operations and logistical support. The designation encourages the retention and expansion of existing industries while also attracting new businesses that contribute to economic growth. Additionally, it allows for complementary uses—such as logistics hubs, research and development facilities, and limited commercial services—that support industrial functions and workforce needs, fostering a dynamic and sustainable industrial environment.

Infrastructure and Services

The property is served by a **private well and septic system,** consistent with surrounding development.

Roadway Classification: Old River Road is classified as a Major Collector within Effingham County.

APPLICABLE ORDINANCE SECTIONS

Section 3.4.2 – Adjacent Public Street Buffers:

*"**C.** Street buffers for industrial property shall equal the required buffer for the use on the other side of the street in the above chart."*

Variance Criteria- Article IX- 9.1: *The board of commissioners shall not grant such variances unless it finds based on the evidence presented to it in each specific case that:*

a. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property, and;

b. The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to other property, and;

c. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out, and;

d. The relief sought will not in any manner vary the provisions of the zoning ordinance or comprehensive plan, except that those documents may be amended in the manner prescribed by law.

Staff Analysis of Variance Criteria

(a) Public Safety and Welfare

Staff reviewed the variance request to reduce the required buffers associated with a proposed asphalt plant, with particular consideration of potential impacts on public safety and general welfare. Because an asphalt plant is an industrial use that may generate noise, dust, odors, lighting, truck traffic, and other operational impacts, adequate separation from surrounding properties—particularly residential uses—is an important consideration.

Reducing the required buffers may decrease the physical separation intended to mitigate potential impacts associated with the proposed use. The effectiveness of the reduced buffers will therefore depend on the proposed screening, existing vegetation, site design, operational practices, and compliance with applicable environmental and development regulations.

(b) Unique Conditions

The proposed asphalt plant represents a more intensive industrial use, and portions of the surrounding area include residential properties; any reduction in the required buffers should be evaluated carefully. Site constraints alone do not eliminate the need to provide adequate separation and screening from adjoining residential uses. Supplemental landscaping, fencing, preservation of existing vegetation, or other mitigation measures may be appropriate where the full required buffer cannot be provided.

(c) Hardship

The hardship created by existing site conditions should be balanced against the purpose of the buffer requirements, particularly where the property adjoins or is near residential uses. Any relief granted should be limited to the minimum necessary and should incorporate appropriate screening and mitigation measures to reduce potential impacts on neighboring properties.

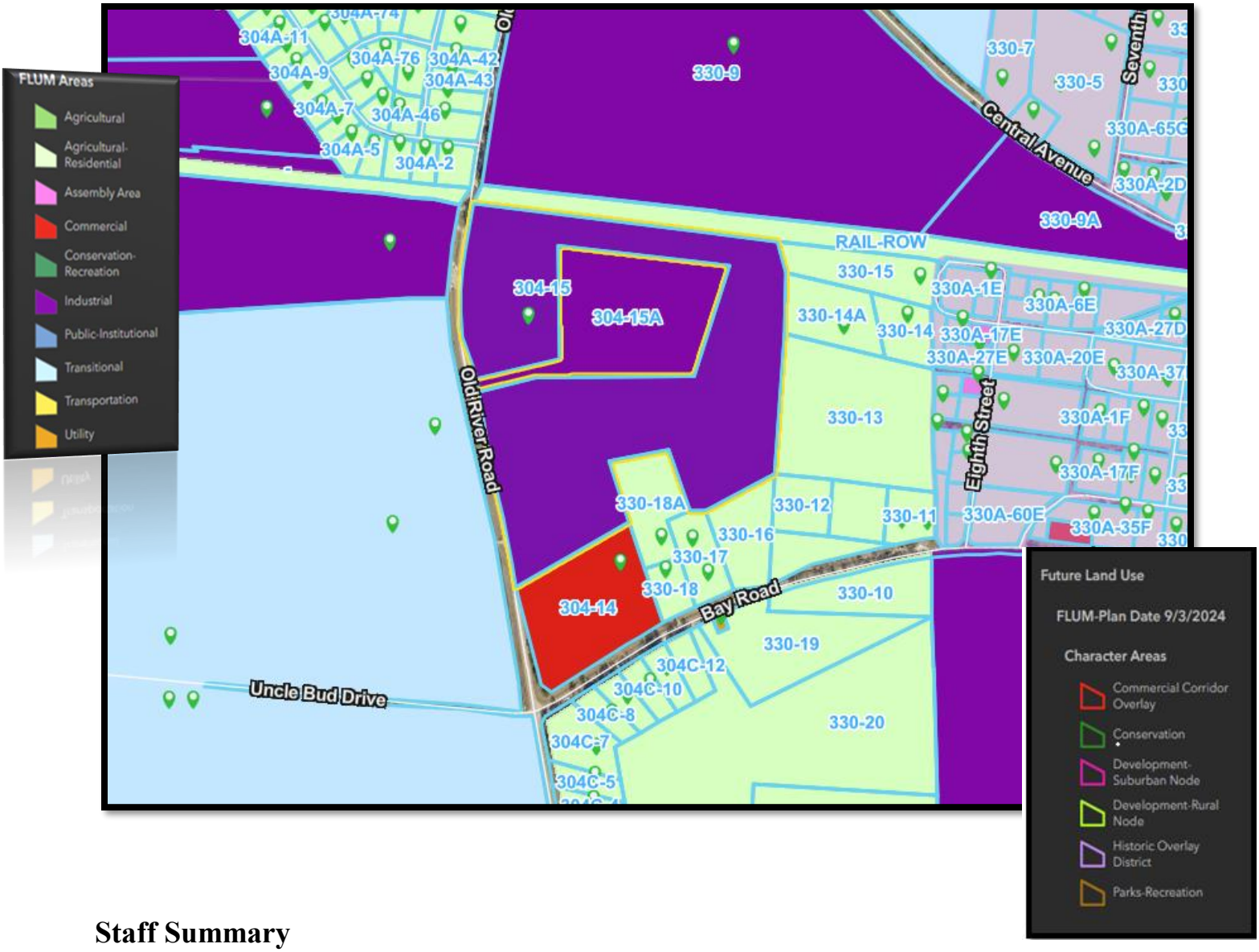
(d) Consistency with the Ordinance and Comprehensive Plan

The subject property is located within an area designated **Industrial** on the Future Land Use Map. The proposed asphalt plant is generally consistent with the industrial character contemplated by this future land use designation, which is intended to accommodate industrial activities and associated development.

The requested variance, however, seeks relief from the buffering standards established by the zoning ordinance. These requirements are intended to separate industrial operations from surrounding properties and reduce potential impacts such as noise, dust, odors, lighting, and visual intrusion. Therefore, while the proposed industrial use is consistent with the Future Land Use Map designation, the reduction of the required buffers must be considered separately in relation to the purpose and intent of the zoning ordinance.

Comprehensive Plan:

*These parcels are designated **Industrial** on the **Future Land Use Map (FLUM).** This category is for land dedicated to manufacturing facilities, processing plants, factories, warehousing and wholesale trade facilities, mining or mineral extraction activities, or other similar uses. Light and Heavy industrial uses are permitted in these areas. Light industrial includes, but is not limited to, warehousing and distribution, trucking, and small-scale assembly and manufacturing. Development in this category requires supportive infrastructure and access to major transportation thoroughfares. It is important for industrial areas to comply with environmental regulations, implement sustainable practices, and mitigate their environmental footprint to minimize the adverse effects of commercial and industrial land uses on surrounding property and public thoroughfares; to act as a filtration zone for stormwater; to make the environment more visually attractive; and to preserve the undisturbed vegetative buffers in the county.*



Staff Summary

The Future Land Use Map designates the property as Industrial, making the proposed use consistent with the Future Land Use Map designation and Industrial zoning district.

County of Effingham, GA

September 4, 2026

Record No: VAR-26-29

Variance Application

Status: Active

Submitted On: 8/3/2026

Primary Location

1085 Old River Road
Bloomingdale, GA 31302

Owner

RIVER ROAD PARTNERS I LLC
260 S OCEOLA 1406
ORLANDO, FL 32801

Applicant

Chris Gohagan
[redacted]
12 Siebald Street
Statesboro, GA 30458

Staff Review

Board of Commissioner Meeting Date*

10/06/2026

Notification Letter Description*

to allow for a decrease in required buffers for I-1.

Public Notification Letters Mailed*

09/14/2026

Location Information*

1085 Old River Road

Staff Description

Stipulations

Board of Commissioner Ads

09/16/2026

Commissioner District*

1st

Request Approved or Denied

–

Letter & ZMA Mailed

–

Map#*

304

Parcel#*

15 & 15A

Applicant Name*

C.W. Matthews Contracting Co., Inc.

Applicant Information

Applicant Name*

C.W. Matthews Contracting Co., Inc.

Applicant Phone Number*

[redacted]

Applicant Email*

[redacted]

Applicant Address*

[redacted]

City*

[redacted]

State*

GA

Zip Code*

30458

General Information

Zoning District*

I-1

Map/Parcel Number*

03040015 and 03040015A00

Is this concurrent with a Rezoning? *

No

Describe why the variance is needed*

Applicant seeks variances from the buffer requirements for operation of an asphalt plant on this site. The current owner obtained buffer variances for warehousing operations in May of 2020. Applicant's activities will not exceed the limits of those prior variances. Applicant's proposal also complies with all buffer requirements established by the U.S. Army Corp of Engineers.

Water Connection*

Private Well

Sewer Connection*

Private Septic System

Who is applying for variance request?*

Agent

Owner of Record

Owner Name*

River Road Partners I, LLC

Owner Phone Number*

[redacted]

Owner Email Address*

r[redacted]

Owner Address*

[redacted]

City*

Orlando

State*

FL

Zip Code*

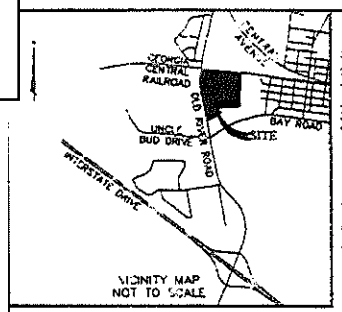
32801

Signature

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge,

Digital Signature*

Christopher Ryan Gohagan
Jul 28, 2026

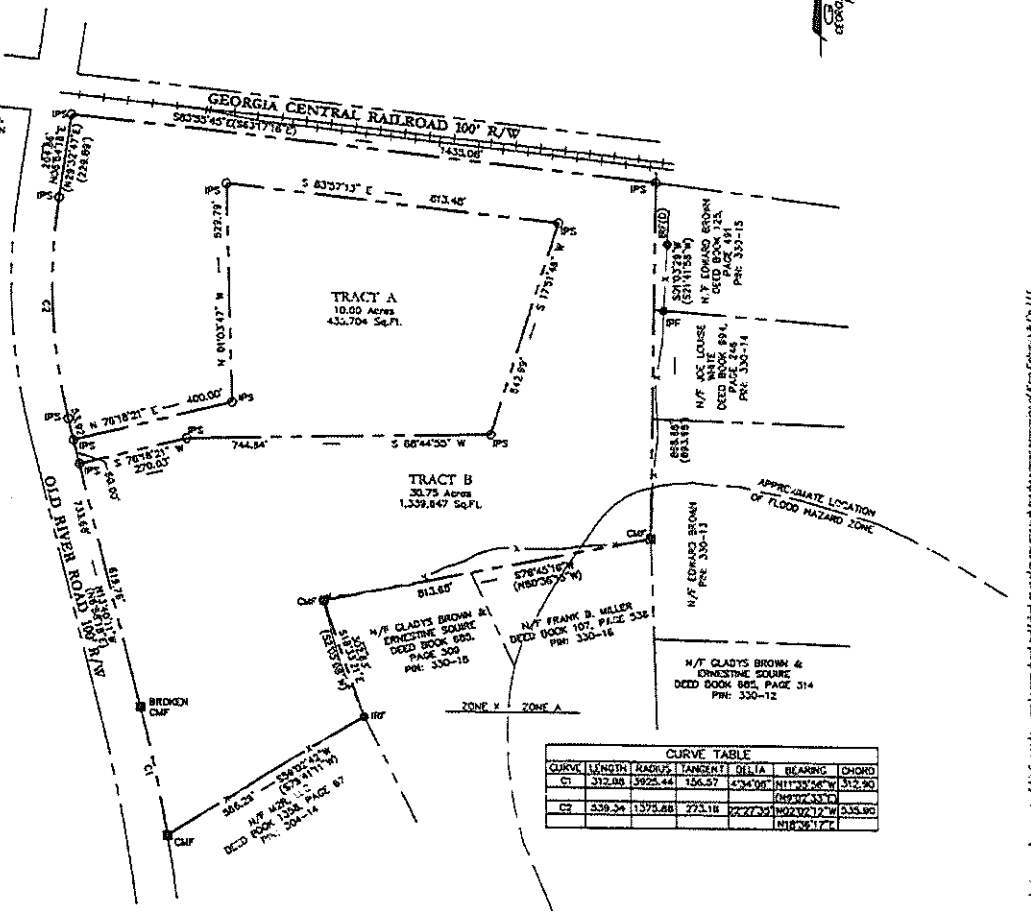


NOTES

1. THIS PLAT CONTAINS 2 LOTS.
2. TOTAL AREA: 40.75 ACRES (1,773,351 Sq.Ft.).
3. PROPERTY ADDRESS: 1085 OLD RIVER ROAD EFFINGHAM COUNTY, GEORGIA.
4. PARCEL IDENTIFICATION NUMBER: 304-15.
5. THIS PROPERTY IS CURRENTLY ZONED: AR-1.
6. BASED ON MY OBSERVATION THIS PROPERTY ACCORDING TO THE FLOOD INSURANCE RATE MAPS, AS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY DOES NOT LIE IN A 100 YEAR FLOOD HAZARD AREA, COMMUNITY PANEL NUMBER 130076 0155 C, DATED: 9/3/1992, ZONE: X & A, BASE FLOOD ELEVATION: N/A & UNDETERMINED M.S.L.
7. THE HORIZONTAL DATUM OF THIS SURVEY IS BASED ON GRID NORTH, GEORGIA EAST ZONE, NAD 83.
8. ALL BUILDING SETBACKS ARE TO CONFORM TO LOCAL ZONING ORDINANCES.
9. THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, COVENANTS, OR RESTRICTIONS EITHER RECORDED OR UNRECORDED.
10. PLAT BEARINGS AND DISTANCES TAKEN FROM PLAT ENTITLED "CLIFFORD HAYES TRACT", DATED 8/19/1995, REVISED 2/26/1996, PREPARE BY HAROLD R. JOHNSON R.L.S No. 1137

LEGEND

◆		BENCH MARK
○	IPS	IRON PIPE SET
■	CMF	CONCRETE MONUMENT FOUND
●	IRF	IRON RE-BAR FOUND
●	IPF	IRON PIPE FOUND
	(D)	DISTURBED CORNER
	(S63°17'16"E)	PLAT BEARINGS & DISTANCE
	R/R	RAILROAD
	R/W	RIGHT-OF-WAY
	PIN	PARCEL IDENTIFICATION NUMBER
	BFE	BASE FLOOD ELEVATION
	MSL	MEAN SEA LEVEL



CURVE TABLE						
CURVE	LENGTH	RADIUS	TANGENT	DELTA	BEARING	CHORD
C1	312.08	3925.44	156.17	4°34'08"	N11°39'56"W	312.90
					CH=N13°57'33"E	
C2	539.34	1375.88	273.18	22°27'35"	N02°02'12"W	535.90
					N18°26'17"E	

THIS RECOMBINATION PLAT KNOWN AS "40.75 ACRE TRACT ON OLD RIVER ROAD" HAS BEEN FOUND TO COMPLY WITH THE EFFINGHAM COUNTY SUBDIVISION REGULATIONS AND WAS APPROVED BY THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS FOR RECORDING IN THE OFFICE OF THE CLERK OF SUPERIOR COURT OF EFFINGHAM COUNTY, GEORGIA.

Wayne W. Hanna (DATE)
CHAIRMAN OF EFFINGHAM COUNTY BOARD OF COMMISSIONERS

WITNESS: Patricia Morgan
CLERK OF EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Aug 1, 2006

I HEREBY CERTIFY THAT THIS PLAT IS A TRUE, CORRECT AND ACCURATE SURVEY AS REQUIRED BY EFFINGHAM COUNTY SUBDIVISION REGULATIONS; AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION, AND THAT MONUMENTS SHOWN HAVE BEEN LOCATED AND PLACED TO THE SPECIFICATIONS SET FORTH IN SAID REGULATIONS.

BY _____ 5/21/08
TERRY MACK COLEMAN, GEORGIA R.L.S. 2486 (REGISTERED) SURVEYOR — DATE

APPROVED BY THE EFFINGHAM COUNTY DEPARTMENT OF PUBLIC HEALTH DIVISION OF ENGINEERING AND SANITATION

_____ 6-19-08
DIRECTOR — DATE

CERTIFICATE OF OWNERSHIP AND DEDICATION

IT IS HEREBY CERTIFY THAT I AM(WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I(WE) HEREBY DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

_____ 6-2-08
OWNER — DATE

SURVEY DATE: 12/2/2005
EQUIPMENT USED: ELECTRONIC TOTAL STATION
ANGULAR ERROR PER "Δ" = 03"
ADJUSTED BY COMPASS RULE
PLAT ERROR OF CLOSURE: 1/582,408
FIELD ERROR OF CLOSURE: 1/91,000+

REFERENCE:
1. PLAT OF THE CLIFFORD HAYES TRACT BY HAROLD R. JOHNSON, R.L.S. No. 1137, DATED 8/19/1995, REVISED 2/26/1996.
2. DEED BOOK 1448, PAGE 265.
3. DEED BOOK 1330, PAGE 203.
4. PLAT CABINET B-90K B, PAGE 113E
5. PLAT BOOK 26, PAGE 139
6. CENTRAL OF GEORGIA RAILROAD RESURVEY

I CERTIFY THAT IN MY OPINION THIS IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW AND IS SUITABLE FOR RECORDING.

_____
TERRY MACK COLEMAN
GA. REGISTERED SURVEYOR NO. 2486

GEORGIA REGISTERED 5/21/08 No. 2486 LAND SURVEYOR TERRY MACK COLEMAN

GEORGIA REGISTERED No. 11281 PROFESSIONAL ENGINEER JOHN S. KERN

200' 100' 0' 200'
GRAPHIC SCALE: 1" = 200'

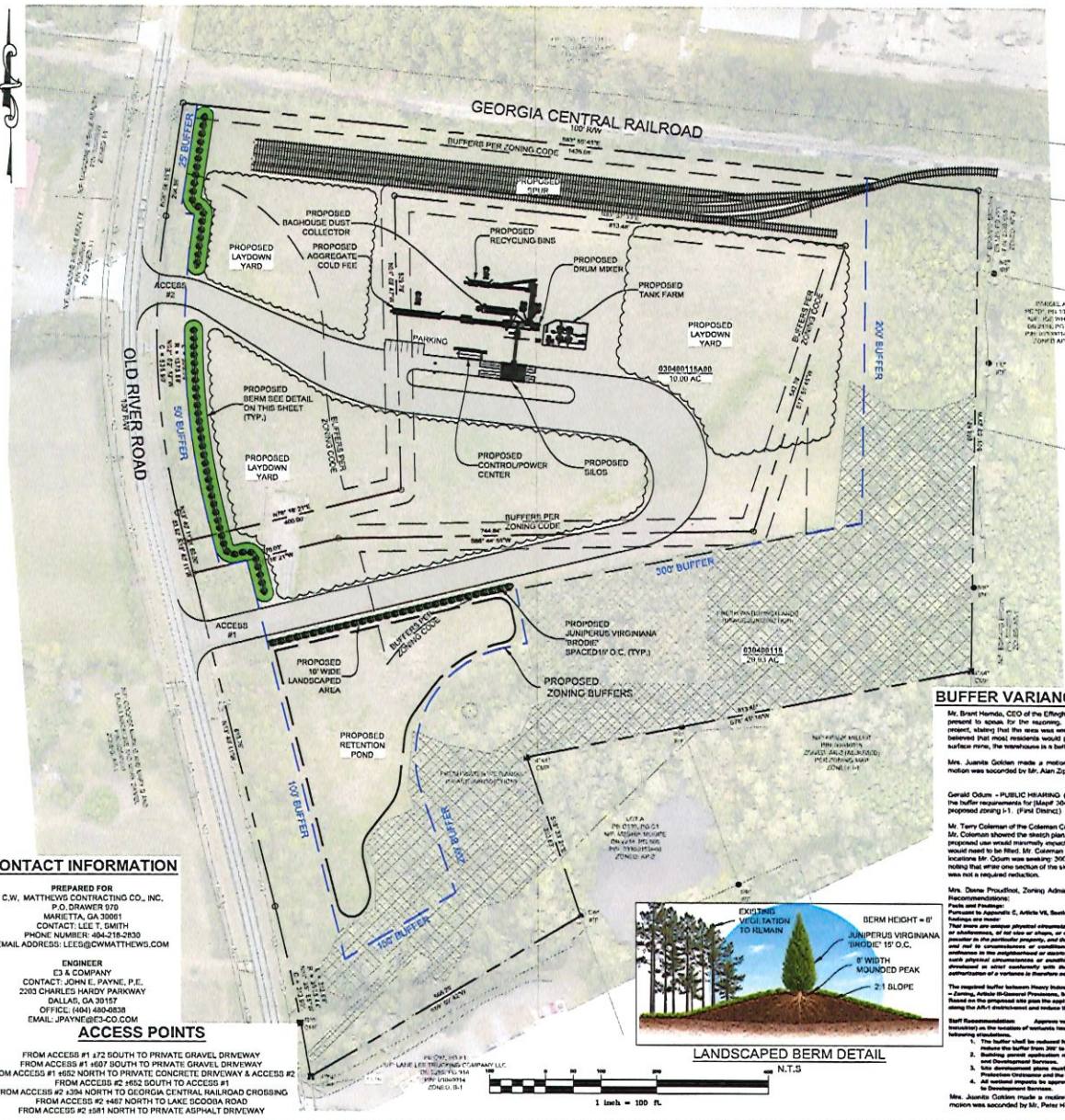
Kern-Coleman & Co., LLC.
Consulting Engineers • Land Surveyors • Land Planners
Architects • Landscape Architects • Environmental Scientist
1 Hart Court (Suite 101 B, 31313), Savannah, Georgia
Telephone (912) 354-1111 Fax (912) 354-1113 E-mail: info@kernco.com

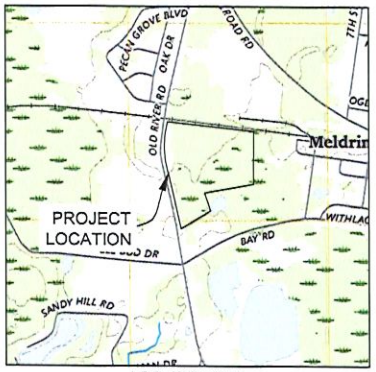
A MINOR SUBDIVISION OF
40.75 ACRE TRACT ON OLD RIVER ROAD
ALSO KNOWN AS THE "CLIFFORD HAYES TRACT"
1559th G.M. DISTRICT, EFFINGHAM COUNTY, GEORGIA
PREPARED FOR: COASTAL GRADING

DRAWING TITLE:
MINOR SUBDIVISION

SCALE:	1" = 200'
PROJECT NO:	04100A
DATE:	[illegible]
DRAWN BY:	DJP
CHECKED BY:	JAH, JR
SHEET NO:	1/1

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LOCATION MAP
SCALE: 1" = 1000'

SPEED LIMIT 50
OLD RIVER ROAD

GENERAL NOTES

1. INFORMATION REGARDING UNDERGROUND UTILITIES ON THESE PLANS ARE BASED UPON ABOVE-GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED TO THE SURVEYOR. LOCATIONS OF UNDERGROUND UTILITIES/STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES/STRUCTURES MAY BE ENCOUNTERED.
2. OWNER/APPLICANT: C.W. MATTHEWS CONTRACTING CO., INC.
   ADDRESS: P.O. DRAWER 970, MARIETTA, GA 30061
   CONTACT: LEE T. SMITH
   PHONE NUMBER: 404-218-2830
   EMAIL ADDRESS: LEES@CWMATTHEWS.COM
2. PROPERTY ACREAGE: 40.12 AC
   PARCEL ID: 03040015 & 030400115A06
   SITE ADDRESS: 1085 OLD RIVER ROAD, MELDRIM, GA 31302
   LOCATED IN 1559TH G.M. DISTRICT, EFFINGHAM COUNTY, GEORGIA
3. EXISTING ZONING DISTRICTS: I-1; INDUSTRIAL; REZONED 5/19/2020
   BUILDING FRONT SETBACK: 100'
   BUILDING SIDE SETBACK: 300'
   BUILDING REAR SETBACK: 200'
   MIN. LOT SIZE: N/A
   MIN. PUBLIC ROAD FRONTAGE: N/A
   MIN. LOT WIDTH AT BUILDING LINE: N/A
   MAX. HEIGHT: N/A
4. BOUNDARY INFORMATION SHOWN IS BASED ON A SURVEY FOR CAPITAL DEVELOPMENT PARTNERS BY COLEMAN COMPANY INC. ADDITIONAL EASEMENTS AND RIGHTS-OF-WAY EXIST THAT ARE NOT SHOWN. TOPOGRAPHIC INFORMATION SHOWN WAS ESTABLISHED BY REMOTE MAPPING GROUP. ALL ELEVATIONS REFER TO MEAN SEA LEVEL.
3. WATER SERVICE TO BE PROVIDED BY ON SITE WELL. SEWER SERVICE TO BE PROVIDED BY ON SITE SEPTIC SYSTEMS. STORMWATER MANAGEMENT TO BE HANDLED WITH ON SITE PONDS.
4. WETLANDS SHOWN ARE BASED OFF OF A WETLAND IMPACT EXHIBIT BY COLEMAN COMPANY INC. FOR CAPITAL DEVELOPMENT PARTNERS.
5. NO KNOWN CEMETERIES, ARCHEOLOGICAL OR ARCHITECTURAL SITES ARE KNOWN TO EXIST ON THIS SITE. NO KNOWN LANDFILLS EXIST ON THIS SITE.
6. ADDITIONAL IMPROVEMENTS MAY EXIST THAT ARE NOT SHOWN.
7. SUBJECT PROPERTY LIES WITHIN AREAS OF DESIGNATED AS ZONE "X" ON COMMUNITY PANELS 13103C0344E OF THE FLOOD INSURANCE RATE MAPS FOR EFFINGHAM COUNTY PREPARED BY F.E.M.A. DATED 3/16/2015.
8. THE PROPOSED USE FOR THIS PROPERTY IS AN ASPHALT PLANT.

BUFFER VARIANCE MINUTES (05/18/20)

Mr. Brant Herndo, CEO of the Effingham County Industrial Development Authority was present to speak for the rezoning. Mr. Herndo expressed support for Mr. Odum's project, stating that the area was among an influx of activity and growth, and that he believes that most residents would prefer to see an industrial building rather than a surface mine, the warehouse is a better use of the property

Mrs. Juanita Golden made a motion to approve with Staff Recommendations. The motion was seconded by Mr. Alan Zipperer and carried unanimously.

Gerald Odum – PUBLIC HEARING: (2): The applicant requests a variance to reduce the buffer requirements for [Map# 304 Parcel# 15] located at 1065 Old River Road, proposed zoning I-1. (First District)

Mr. Terry Coleman of the Coleman Company was present to speak for Gerald Odum. Mr. Coleman showed the sketch plan, outlining the wetlands buffer. He stated that the proposed use would maximally impact the wetlands as only "a couple of little corners" would need to be filled. Mr. Coleman outlined the specific buffer variances and locations Mr. Odum was seeking: 200' to 200', 100' to 50' in some locations, and noting that while one section of the sketch plan showed a mark down of 50' to 25', this was not a required reduction.

Mrs. Diane Proudfoot, Zoning Administrator read the Facts and Findings, and Staff Recommendations:

Facts and Findings:

Pursuant to Appendix C, Article VII, Section 7.1.8, variances may only be granted if the following findings are made:

That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and that because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

The required buffer between Heavy Industrial and AR-1 or AR-2 is 200', pursuant to Appendix C – Zoning, Article III-General Provisions, Section 3.4-Buffers.

Based on the proposed site plan the applicant is requesting to reduce the buffer to 50' & 100' along the AR-1 district-west and reduce the buffer to 200' along the AR-1 district-east.

Staff Recommendation: Approve variance to reduce the buffer requirements for I-1 (Heavy Industrial) on the location of wetlands limit development options on the parcel, with the following stipulations.

1. The buffer shall be reduced from 200' to 50' & 100' along the AR-1 district-West and reduce the buffer from 200' to 200' along the AR-1 district-East.
2. Building permit application must meet the requirements of the Health Department and Development Services.
3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Level Design Manual.
4. All wetland impacts be approved and permitted by USACE and a copy be submitted to Development Services.

Mrs. Juanita Golden made a motion for approval with Staff Recommendations. The motion was seconded by Mr. Peter Higgins and carried unanimously.

LANDSCAPED BERM DETAIL
N.T.S

LEGEND

PROPERTY BOUNDARY		PROP. WATER LINE	W
EXIST. EASEMENT		PROP. WATER VALVE	
PROP. EASEMENT		EXIST. FORCEMAIN	FM
CONST. EASEMENT		PROP. AIR REL. VALVE	
STREAM BUFFER		PROP. FORCEMAIN	FM
CREEK/STREAM		EXIST. SANITARY SEWER	SS
WETLANDS		PROP. SANITARY SEWER	SS
FLOOD PLAIN		EXIST. STORM SEWER	ST
EXIST. CONTOUR - MJR	100	PROP. STORM SEWER	ST
EXIST. CONTOUR - MNR		EXIST. REUSE WATER	RW
PROP. CONTOUR - MJR	950	PROP. REUSE WATER	RW
PROP. CONTOUR - MNR		EXIST. CONCRETE FLUME	
PROP. BUILDING		EXIST. FENCE LINE	
FIBER OPTIC	FO	EXIST. UTILITY POLE	
BURIED GAS LINE	G	EXIST. LIGHT POLE	
BURIED CABLE TV	CTV	EXIST. SIGN	
BURIED TELEPHONE	UCT	EXIST. MAILBOX	MB
BURIED ELECTRIC	UGE	EXIST. SGL-WING CATCH BASIN	
OVERHEAD ELECTRIC	OHE	EXIST. DBL-WING CATCH BASIN	
EXIST. WATER METER		EXIST. HEADWALL	
EXIST. FIRE HYDRANT		BENCHMARK	
EXIST. WATER LINE	W	EXIST. R.O.W. MONUMENT	
EXIST. WATER VALVE		EXIST. GUY WIRE	
PROP. WATER METER		EXIST. TREE	
PROP. FIRE HYDRANT		EXIST. TREELINE	

CONTACT INFORMATION

PREPARED FOR
C.W. MATTHEWS CONTRACTING CO., INC.
P.O. DRAWER 970
MARIETTA, GA 30061
CONTACT: LEE T. SMITH
PHONE NUMBER: 404-218-2830
EMAIL ADDRESS: LEES@CWMATTHEWS.COM

ENGINEER
E3 & COMPANY
CONTACT: JOHN E. PAYNE, P.E.
2203 CHARLES HARDY PARKWAY
DALLAS, GA 30157
OFFICE: (404) 480-6838
EMAIL: JPAYNE@E3-CO.COM

ACCESS POINTS

FROM ACCESS #1 ±72 SOUTH TO PRIVATE GRAVEL DRIVEWAY
FROM ACCESS #1 ±607 SOUTH TO PRIVATE GRAVEL DRIVEWAY
FROM ACCESS #1 ±652 NORTH TO PRIVATE CONCRETE DRIVEWAY & ACCESS #2
FROM ACCESS #2 ±652 SOUTH TO ACCESS #1
FROM ACCESS #2 ±394 NORTH TO GEORGIA CENTRAL RAILROAD CROSSING
FROM ACCESS #2 ±487 NORTH TO LAKE SCODIA ROAD
FROM ACCESS #2 ±581 NORTH TO PRIVATE ASPHALT DRIVEWAY

THE HOLDER OF THIS DOCUMENT WAIVES ALL CLAIMS AGAINST E3 & COMPANY FOR ANY UNAUTHORIZED CHANGES OR REUSE OF THIS DOCUMENT. THIS DOCUMENT IS AN INSTRUMENT OF SERVICE OF E3 & COMPANY WHO RETAINS ALL RIGHTS OF COMMON LAW, STATUTE AND COPYRIGHT THEREIN TO.

GEORGIA REGISTERED PROFESSIONAL ENGINEER JOHN EVERETT PAYNE

DESIGN: JEP
DRAWN: JEP
CHECK: JEP
PROJ. #: 26-015
DATE: 07/29/2026

	REVISION	DATE
1	ADDED PARCEL 030400115A00 TO PLAN	05/13/2026
2	ADDED LANDSCAPING TO PLAN	05/18/2026

CONCEPT - ISSUED FOR APPLICATION

E3 & CO
2203 Charles Hardy Parkway
Dallas, GA 30157
Office: (404) 480-6838
Firm No.: PEF009245

CLIENT
C.W.M. CONTRACTING CO.

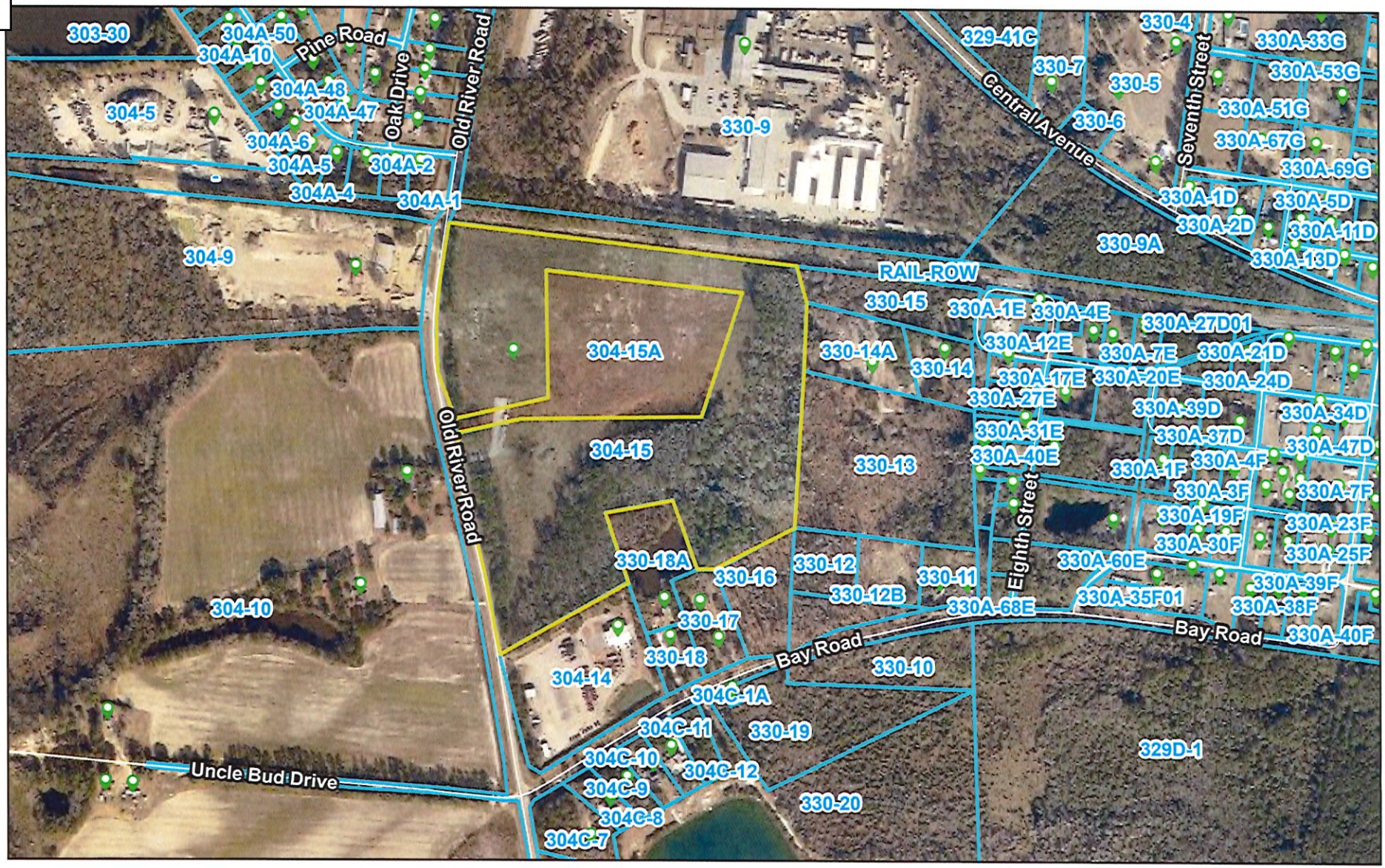
EFFINGHAM COUNTY
ASPHALT PLANT

CONCEPT CIVIL
SITE PLAN

SHEET NO.
C-1

C:\Users\PaboeHathematicsOneDrive - E3 and Company\John Payne's files - Projects\2025\25-015 Bloomingdale Asphalt Plant\CAD\Plan Production\REZONING SITE PLANS.dwg, 5/18/2026 2:28:15 PM

304-15 & 304-15A



9/4/2026

Addresses Parcels

Roads Citations

1:8,026

0 0.05 0.1 0.2 mi

0 0.07 0.15 0.3 km

ECBOC, Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA

304-15 & 304-15A



9/4/2026

Addresses
Roads
Parcels

Zoning
AR-1
AR-2
R-1
R-2
B-2
B-3
I-1
HI

Citations

1:16,053

0 0.1 0.2 0.4 mi

0 0.17 0.35 0.7 km

ECBOC, Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

304-15 & 304-15A



9/4/2026

Addresses
Roads
Parcels

Character Areas
Conservation
Historic Overlay District

FLUM Areas
Agricultural-Residential
Assembly Area
Commercial
Conservation-Recreation
Industrial
Public-Institutional
Transitional
Utility

Citations

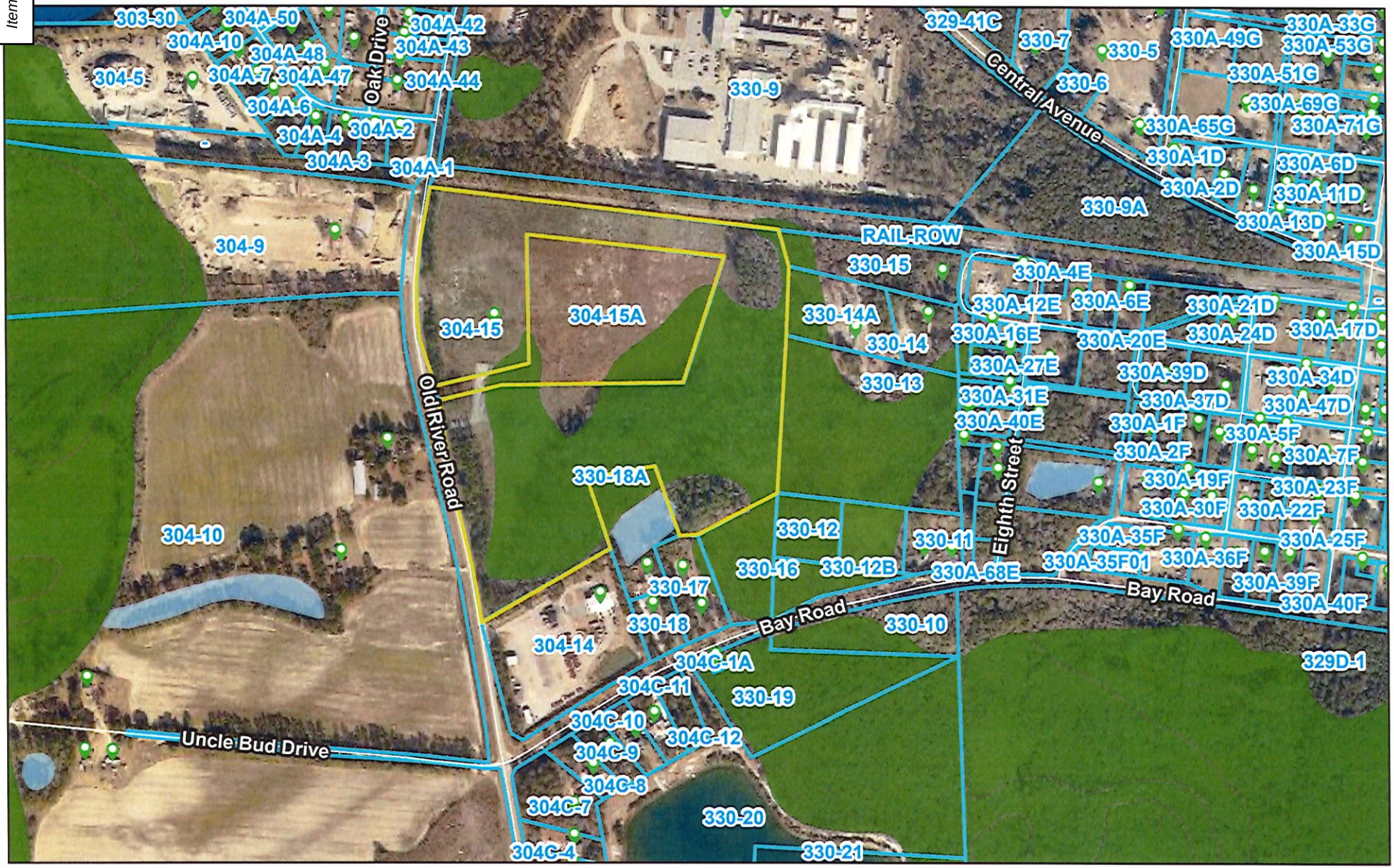
1:16,053

0 0.1 0.2 0.4 mi

0 0.17 0.35 0.7 km

ECBOC, Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

304-15 & 304-15A



9/4/2026

Addresses
Roads
Parcels
Wetlands
Freshwater Forested/Shrub Wetland
Freshwater Pond
Lake
Citations

1:8,026

0 0.05 0.1 0.2 mi

0 0.07 0.15 0.3 km

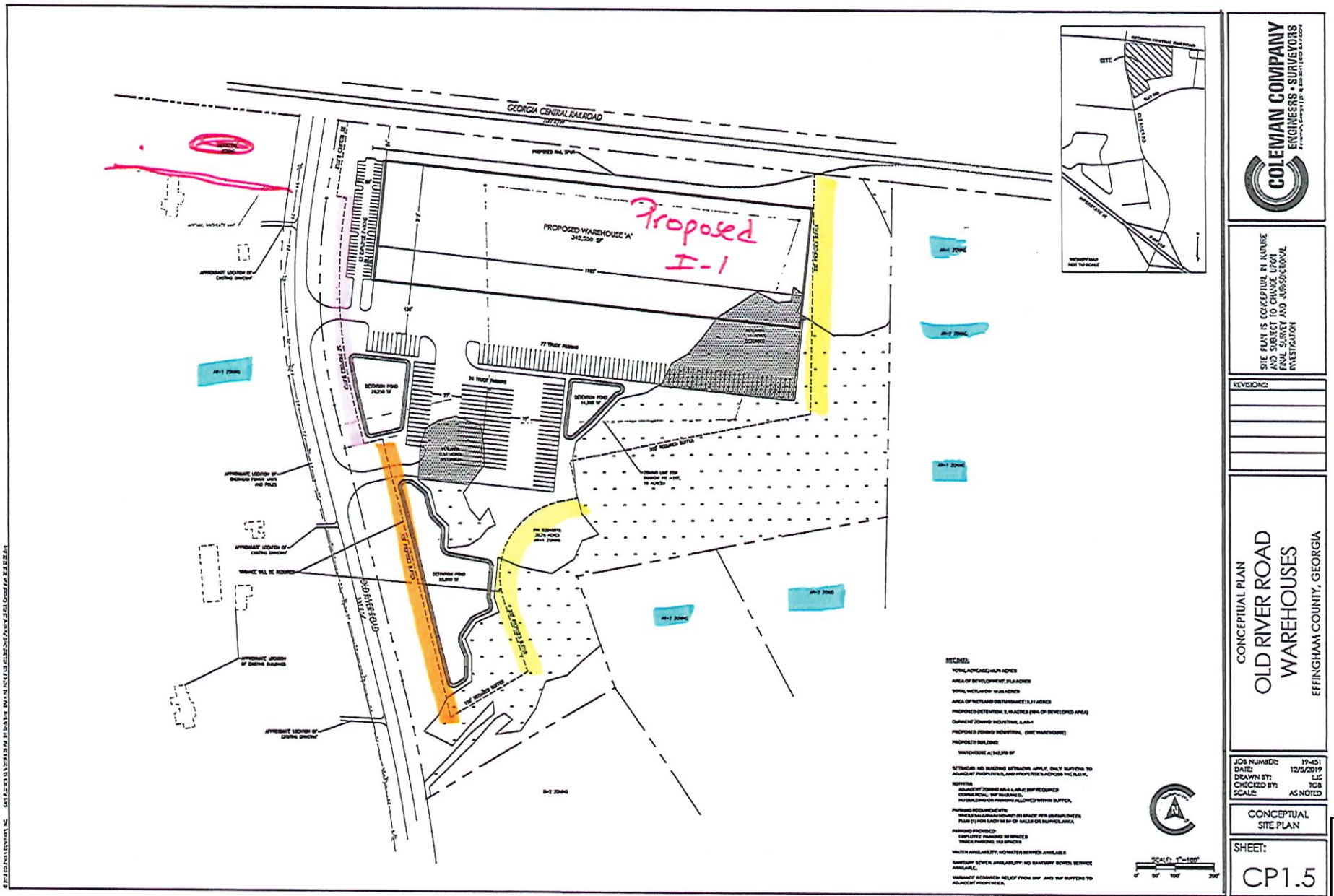
ECBOC, Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA

~~I-1~~ Buffer Requirement AR-1 & AR-2 300'

Proposing 50' Buffer

Proposing 100' Buffer

Proposing 200' Buffer



STEPHEN T. RUSHING
DANIEL B. SNIPES (GA & SC)
LAURA T. MARSH
SCOTT A. HODGIN
CHRISTOPHER R. GOHAGAN (GA & SC)
CHARLIE MCCOOK
KAYLEE SHEPPARD SHEALY
RUSSELL JONES

LAW OFFICES
TAULBEE, RUSHING, SNIPES,
MARSH & HODGIN, LLC
12 SIEBALD STREET
POST OFFICE BOX 327
STATESBORO, GEORGIA 30458
www.statesborolawgroup.com

P: 912-764-9055
F: 912-764-8687
Ecgohagan@taulbeerushing.com

August 3, 2026

Effingham County Board of Commissioners
804 S Laurel Street
Springfield, GA 31329

Dear Commissioners:

As agent for C.W. Mathews Contracting Co., Inc. ("C.W. Mathews"), I appreciate the opportunity to present the attached request for variances from the buffer requirements pertaining to operation of an asphalt plant on property known as 1085 Old River Road, Bloomingdale, Georgia. This property includes 30.75 acres, more or less, designated as Effingham County Tax Parcel Number 03040015, as well as 10.00 acres, more or less, designated as Effingham County Tax Parcel Number 03040015A00. Both parcels are currently zone Heavy Industrial and asphalt plants are permitted under existing zoning.

C.W. Mathews is a leading heavy highway construction contractor with operations throughout Georgia and across the Southeast. Founded in 1946, it has grown into the region's top road builder and local asphalt manufacturer, shaping major regional infrastructure projects for the Georgia Department of Transportation, Georgia Ports Authority, and Hartsfield-Jackson Atlanta International Airport. Just one month ago – July 6, 2026 – GDOT announced the award of the largest design-build contract in state history for the widening of I-95 and I-16 to a joint venture including C.W. Mathews.

C.W. Mathews currently owns and operates over 30 asphalt plants across the state of Georgia. It is proud to be a contributing member of each one of those communities. To ensure that its operations have minimal impacts on its neighbors, C.W. Mathews utilizes the most current available technologies to mitigate any external disturbance. These measures include closed-loop baghouse systems, carbon filtration systems, warm-mix systems, dust silos and collection systems, Variable Frequency Drives (VFDs) on electrical motors, and site-wide irrigation, which enhance safety and minimize noise, dust, heat and fumes generated by activities on the site.

Our client is already a proud resident of Effingham County with existing properties at 1020 Old River Road and 662 Godley Road, both in Bloomingdale. It has a contract for the purchase of the subject properties at 1085 Old River Road to expand its local asphalt production capabilities in support of its work along I-16 and throughout the area. This site offers direct access to Old River Road and very quick access to I-16, so it is ideally situated to serve projects throughout the Effingham County I-16 corridor. There are a number of similar uses along Old River Road and I-16, and demand for local asphalt products will only increase as this area continues to grow. Additionally, the current owner of these properties – River Road Partners I, LLC – was granted a series of buffer variances in 2020 to allow warehousing on this site as a Heavy Industrial use. C.W.

Mathews does not seek to expand use of the site beyond the limits of those prior variances, but merely asks that the same buffers granted to the current owner be allowed.

We appreciate your consideration of this request and your continued commitment to the people and businesses of Effingham County.

Sincerely,

TAULBEE, RUSHING, SNIPES,
MARSH & HODGIN, LLC

Christopher R. Gohagan

CRG/jwm
Enclosures

Effingham County Georgia
Planning and Zoning Services

Staff Report

Author: Kimberly Barlett, Senior Planner
Department: Development Services
Subject: 2nd Reading- Zoning Map Amendment
Meeting Date: November 17, 2026
Application: VAR-26-29

Existing Zoning: I-1 (Industrial)

Map & Parcel: 304-15 & 304-15A

Parcel Size: ±40.75 acres

Applicant: C.W. Matthews Contracting Co., Inc.

Owner: River Road Partners I, LLC

Commissioner District: First District

Location: 1085 Old River Road
Bloomingdale, GA 31302

Existing Land Use and Zoning:

The applicant is requesting a variance from the applicable buffering requirements for an existing **I-1 (Industrial)** zoned property. The subject property consists of two parcels with a combined acreage of approximately **±40.75 acres**.

According to Effingham County Tax Assessor records, both parcels are currently classified as vacant land. The properties are undeveloped, with portions of the site cleared and the remaining areas wooded.

Proposed Request:

This **variance request** seeks relief from the vegetated buffer requirements applicable to the existing **I-1 (Industrial)** zoning district for a proposed **asphalt plant** on the subject property. The asphalt operations will be relocating from an existing Heavy Industrial parcel at 304-5.

A previous buffer variance was approved for the property in May 2020 in association with a proposed warehousing development. Because the currently proposed asphalt plant represents a more intensive industrial use than the warehousing use contemplated under the prior approval, the applicability of the

previously approved buffer reductions must be reevaluated based on the potential impacts of the proposed use.

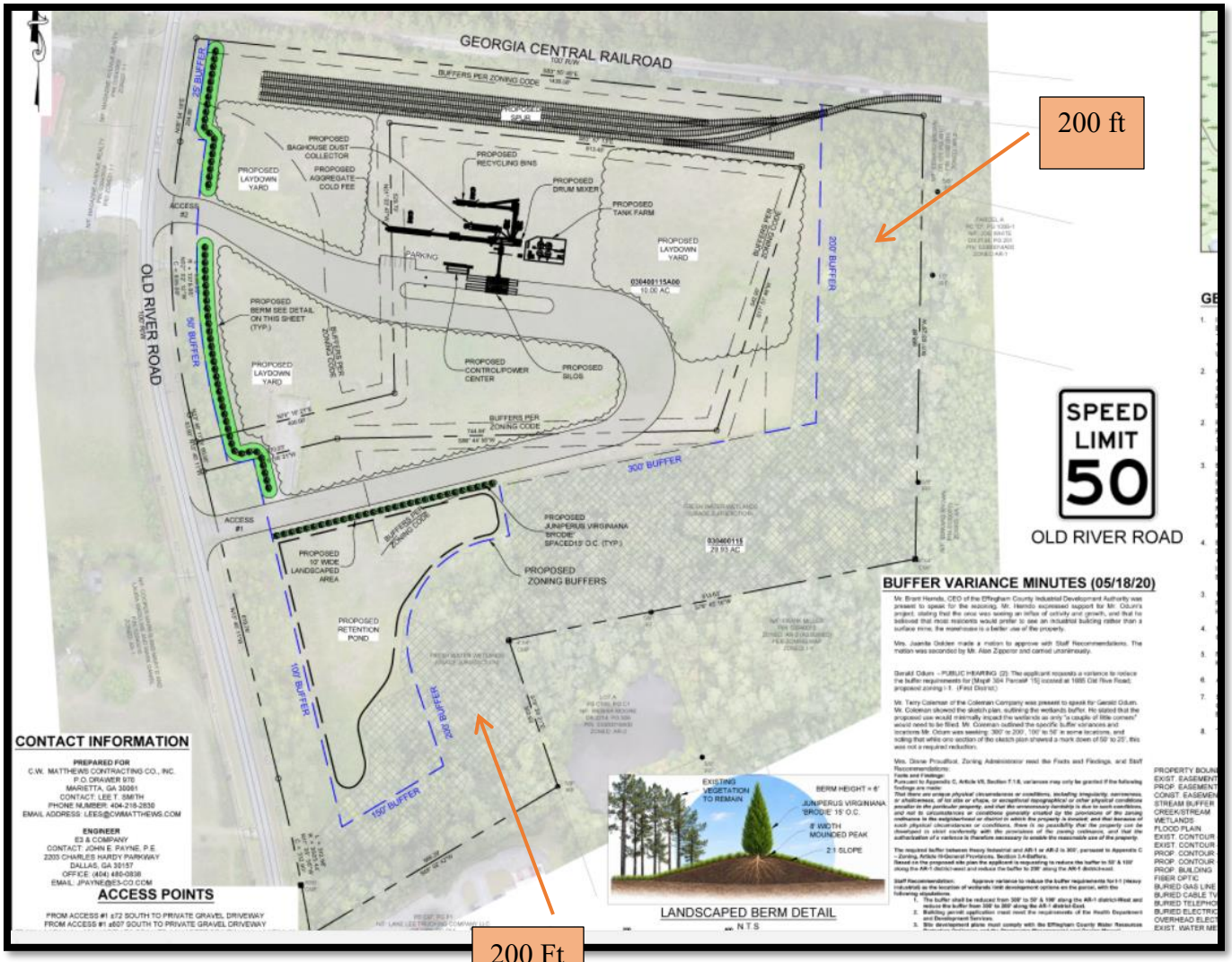
Proposed Buffers:

Location	Zoning relationship	Current required buffer	Proposed buffer and landscaping
Northern boundary of Old River Road	**I-1 to LI**	**25 ft**	**50 ft, with a proposed 6-foot berm along the northern boundary and planted trees along the access road**
Southern boundary of Old River Road	**I-1 to LI**	**25 ft**	**100 ft**
Rear of property	**I-1 to AR-1 & AR-2**	**300 ft**	**200 ft**
Southern Boundary	**I-1 to AR-2**	**300 ft**	**200 ft**

Operations:

To minimize impacts on neighbors, C.W. Matthews proposes using current emissions-control, dust-control, and operational technologies intended to reduce external impacts. These measures include closed-loop baghouse systems, carbon filtration systems, warm-mix systems, dust silos and collection systems, Variable Frequency Drives (VFDs) on electrical motors, and site-wide irrigation, which enhance safety and minimize noise, dust, heat, and fumes generated by site activities.

The applicant states that the site's proximity to Old River Road and I-16 provides convenient access to projects within the I-16 corridor. Several similar uses line Old River Road and I-16, and demand for local asphalt products will only increase as this area continues to grow.


GEORGIA CENTRAL RAILROAD
200 ft
OLD RIVER ROAD
SPEED LIMIT 50
OLD RIVER ROAD
200' BUFFER
300' BUFFER
90' BUFFER
150' BUFFER
100' BUFFER
PROPOSED ZONING BUFFERS
BUFFER VARIANCE MINUTES (05/18/20)
CONTACT INFORMATION
ACCESS POINTS
LANDSCAPED BERM DETAIL
200 Ft

Surrounding Neighborhood
North: **I-1 (Industrial)**
South: **AR-2 (Agricultural – Residential, 1 acre or more) & B-2 (General Commercial)**
East: **AR-2 (Agricultural – Residential, 1 acre or more) & AR-1 Agricultural- Residential, 5 acres or more) & R-1 (Single-Family Residential)**
West: **I-1 (Industrial) & LI (Light Industrial)**





Facts and Findings:

Site Characteristics

The subject parcel is combined and contains **±40.75** acres; the site is currently undeveloped.

The parcel contains **wetlands** and is not in a known **flood zone**, as per the **Effingham County GIS Map**.

Environmental Analysis

Reducing the required buffer between an asphalt plant and nearby residential uses may increase the potential for land-use conflicts and environmental impacts. Key environmental concerns include:

- **Air emissions:** hazardous air pollutants from production, loading, storage tanks, truck traffic, and fugitive dust.
- **Odors:** Asphalt fumes can create persistent nuisance odors even when emissions comply with permit limits.
- **Noise and vibration:** Equipment and heavy trucks
- **Dust:** Aggregate handling, stockpiles, unpaved surfaces, and truck movements can deposit dust on neighboring homes and yards.
- **Truck impacts:** More diesel exhaust, roadway dust, noise, and pavement deterioration along residential routes.
- **Stormwater and water quality:** Runoff may carry sediment

Surrounding Development Pattern

The surrounding area is a mix of industrial and residential uses. The area has experienced increased industrial development in recent years.

North/ Northwest

- Industrial (I-1)
- Agricultural Residential homesteads (AR-1 & AR-2)
- Pecan Grove Subdivision (AR-1)
- Asphalt production (HI)
- Industrial (I-1)

East

- Agricultural Residential homesteads (AR-1 & AR-2 & R-1)

South

- Dump Truck Company (B-2)
- Agricultural Residential homesteads (AR-1 & AR-2 & R-1)

West

- Agricultural-Residential homesteads (AR-1)
- Industrial (I-1)

*** DRI Report:

2.1 Consistency with the Comprehensive Plan

According to the Future Land Use Map, the site is within the Industrial land use area. Based upon the adopted Comprehensive Plan, the proposed Asphalt Plant Development is compatible as most adjacent parcels are zoned Industrial, Transitional, and Commercial, while the area to the east is zoned Residential. The plan identifies the Industrial areas dedicated to manufacturing facilities, processing plants, factories, warehousing and wholesale trade facilities, mining or mineral extraction activities, or other similar uses. Light and Heavy industrial uses are permitted in these areas. Heavy industrial is generally defined as manufacturing uses, large-scale warehouses, concrete facilities, or any other process that could produce high levels of noise, dust, smoke, odors, or other emissions. Light industrial includes, but is not limited to, warehousing and distribution, trucking, and small-scale assembly and manufacturing. Development in this category requires supportive infrastructure and access to major transportation thoroughfares. It is important for industrial areas to comply with environmental regulations, implement sustainable practices, and mitigate their environmental footprint to minimize the adverse effects of commercial and industrial land uses on surrounding property and public thoroughfares; to act as a filtration zone for stormwater; to make the environment more visually attractive, and to preserve the undisturbed vegetative buffers in the county.

3.1 Regional Commission Recommendations and Environmental Considerations

The following comments from the CRC are recommendations. The CRC is not the approving body for new developments in Effingham County; that authority rests with locally elected representatives. The CRC is tasked with providing public notice, an opportunity for comments from affected parties, and recommendations based on existing comprehensive plans and best planning practices.
Water conservation is a key planning priority in coastal Georgia, particularly in support of long-term resource stewardship. The CRC strongly encourages the use of native or drought-tolerant landscaping and recommends that the applicant review the Coastal Georgia Regional Water Plan to ensure that the best practices for water efficiency and stormwater management are incorporated into site design.
The CRC strongly advises the applicant to evaluate the potential impacts on the overall drainage system and flood risks associated with the proposed development, taking into account FEMA flood zone designation.
The Georgia Department of Transportation submitted comments stating that if any construction equipment or construction exceeds 20' AGL, an FAA form must be submitted to the Federal Aviation Administration. Submissions for any associated cranes may be made online, and the FAA must be in receipt of the notifications no later than 120 days

prior to construction. The FAA then evaluates the potential impacts of the project on protected airspace associated with the airports and will advise the proponent if any further actions are necessary.
Ogeechee Riverkeeper submitted comments addressing the wetlands that are present on the site that raise concerns for flooding and stormwater management. In addition, wastewater management should be considered based on the proposed use. Ogeechee Riverkeeper urges the City of Bloomingdale to carefully consider proposed site designs and layout plans in order to reduce flooding, fugitive pollution, and wastewater concerns.
As with all proposed development submissions, we encourage the county to review and consider the comments and concerns of both residents and potentially affected local governments and public agencies.

Zoning Context

The property was previously zoned to I-1 at the August 1, 2006, and May 19, 2020, Board of Commissioners meetings. Then, on May 19, 2020, 2014, at the Board of Commissioners meeting, a variance was approved with the following stipulations:

1. The buffer shall be reduced from 300' to 50' & 100' along the AR-1 district-West and reduce the buffer from 300' to 200' along the AR-1 district-East.
2. Building permit application must meet the requirements of the Health Department and Development Services.
3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
4. All wetland impacts be approved and permitted by USACE and a copy be submitted to Development Services.

5.15 Heavy Industrial districts.
5.15.1 Intent. The Heavy Industrial designation is intended to support and enhance employment opportunities by establishing areas specifically designated for a diverse range of industrial activities. These areas accommodate businesses that require extensive infrastructure, large-scale facilities, and access to key transportation networks, ensuring efficient operations and logistical support. The designation encourages the retention and expansion of existing industries while also attracting new businesses that contribute to economic growth. Additionally, it allows for complementary uses—such as logistics hubs, research and development facilities, and limited commercial services—that support industrial functions and workforce needs, fostering a dynamic and sustainable industrial environment.

Infrastructure and Services

The property is served by a **private well and septic system,** consistent with surrounding development.

Roadway Classification: Old River Road is classified as a Major Collector within Effingham County.

APPLICABLE ORDINANCE SECTIONS

Section 3.4.2 – Adjacent Public Street Buffers:

*"**C.** Street buffers for industrial property shall equal the required buffer for the use on the other side of the street in the above chart."*

***Variance Criteria- Article IX- 9.1:** The board of commissioners shall not grant such variances unless it finds based on the evidence presented to it in each specific case that:*

a. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property, and;

b. The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to other property, and;

c. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out, and;

d. The relief sought will not in any manner vary the provisions of the zoning ordinance or comprehensive plan, except that those documents may be amended in the manner prescribed by law.

Staff Analysis of Variance Criteria

(a) Public Safety and Welfare

Staff reviewed the variance request to reduce the required buffers associated with a proposed asphalt plant, with particular consideration of potential impacts on public safety and general welfare. Because an asphalt plant is an industrial use that may generate noise, dust, odors, lighting, truck traffic, and other operational impacts, adequate separation from surrounding properties—particularly residential uses—is an important consideration.

Reducing the required buffers may decrease the physical separation intended to mitigate potential impacts associated with the proposed use. The effectiveness of the reduced buffers will therefore depend on the proposed screening, existing vegetation, site design, operational practices, and compliance with applicable environmental and development regulations.

(b) Unique Conditions

The proposed asphalt plant represents a more intensive industrial use, and portions of the surrounding area include residential properties; any reduction in the required buffers should be evaluated carefully. Site constraints alone do not eliminate the need to provide adequate separation and screening from adjoining residential uses. Supplemental landscaping, fencing, preservation of existing vegetation, or other mitigation measures may be appropriate where the full required buffer cannot be provided.

(c) Hardship

The hardship created by existing site conditions should be balanced against the purpose of the buffer requirements, particularly where the property adjoins or is near residential uses. Any relief granted should be limited to the minimum necessary and should incorporate appropriate screening and mitigation measures to reduce potential impacts on neighboring properties.

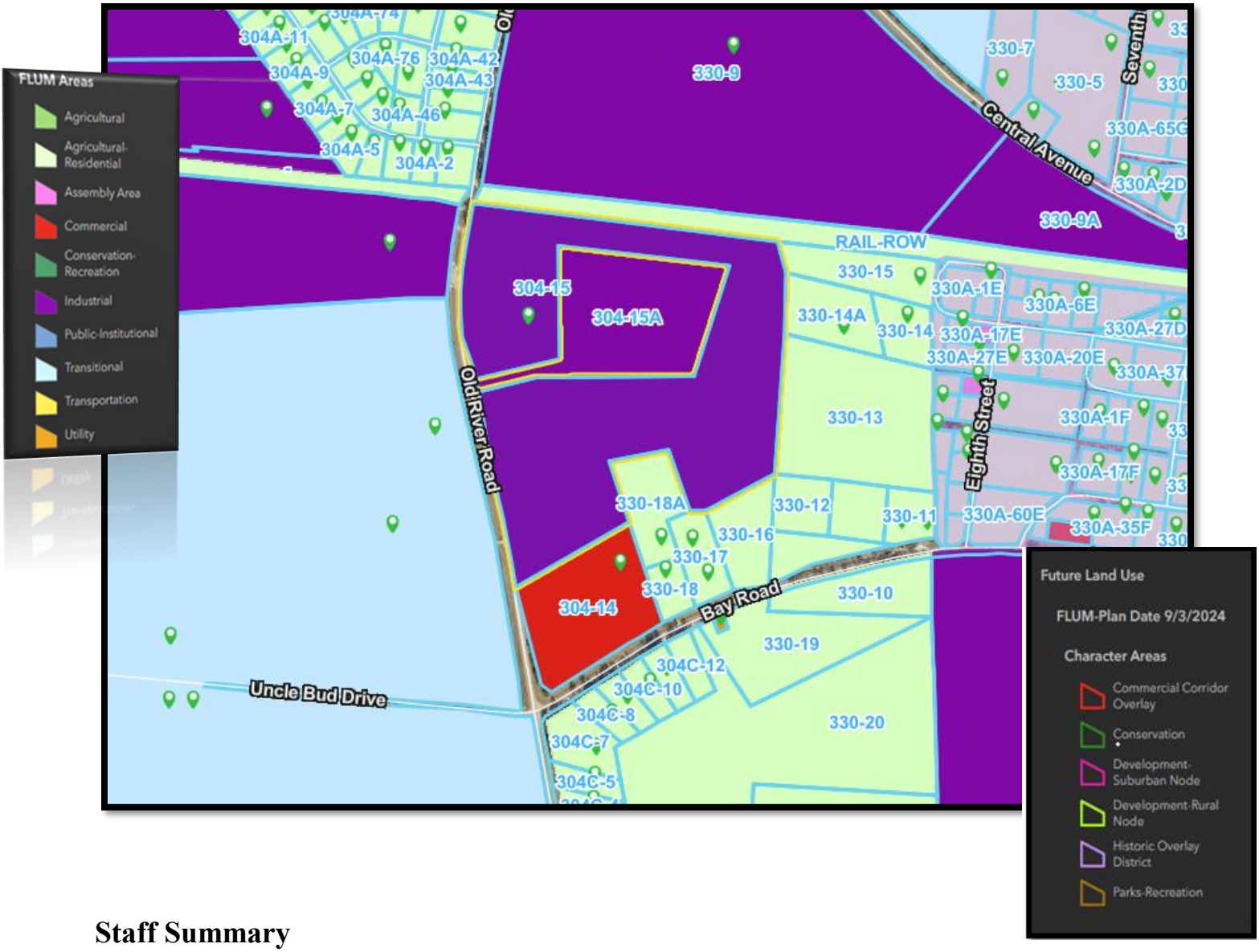
(d) Consistency with the Ordinance and Comprehensive Plan

The subject property is located within an area designated **Industrial** on the Future Land Use Map. The proposed asphalt plant is generally consistent with the industrial character contemplated by this future land use designation, which is intended to accommodate industrial activities and associated development.

The requested variance, however, seeks relief from the buffering standards established by the zoning ordinance. These requirements are intended to separate industrial operations from surrounding properties and reduce potential impacts such as noise, dust, odors, lighting, and visual intrusion. Therefore, while the proposed industrial use is consistent with the Future Land Use Map designation, the reduction of the required buffers must be considered separately in relation to the purpose and intent of the zoning ordinance.

Comprehensive Plan:

*These parcels are designated **Industrial** on the **Future Land Use Map (FLUM).** This category is for land dedicated to manufacturing facilities, processing plants, factories, warehousing and wholesale trade facilities, mining or mineral extraction activities, or other similar uses. Light and Heavy industrial uses are permitted in these areas. Light industrial includes, but is not limited to, warehousing and distribution, trucking, and small-scale assembly and manufacturing. Development in this category requires supportive infrastructure and access to major transportation thoroughfares. It is important for industrial areas to comply with environmental regulations, implement sustainable practices, and mitigate their environmental footprint to minimize the adverse effects of commercial and industrial land uses on surrounding property and public thoroughfares; to act as a filtration zone for stormwater; to make the environment more visually attractive; and to preserve the undisturbed vegetative buffers in the county.*



Staff Summary

The Future Land Use Map designates the property as Industrial, making the proposed use consistent with the Future Land Use Map designation and Industrial zoning district.

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

DECISION AND ORDER FOR VARIANCE

Variance Application: VAR-26-29
Applicant/ Owner: C.W. Matthews Contracting Co. Inc. as agent for River Road Partners, LLC
Parcel ID: 304-15 & 304-15A
Commission District: District 1
Acreage: 40.75 ± Acres
Location: 1085 Old River Road

APPROVAL OF A VARIANCE PURSUANT TO THE EFFINGHAM COUNTY ZONING ORDINANCE

BE IT ORDERED by the Board of Commissioners of Effingham County, Georgia (hereinafter referred to as the "Board of Commissioners"), in regular meeting assembled and pursuant to the authority granted by the laws of the State of Georgia and the Effingham County Zoning Ordinance, that the following decision is hereby rendered:

Application

An application was submitted by C.W. Matthews Contracting Co. Inc. as agent for River Road Partners, LLC requesting a variance from Section 3.4 of the Effingham County Zoning Ordinance to allow for the reduction in buffer requirements in I-1, identified as Tax Parcel 304-15 & 304-15A, located at 1085 Old River Road in Commission District 1.

Public Hearings and Notice

Notice of the required public hearings was published in the **Effingham County Herald**, the official legal organ of Effingham County, in accordance with the **Georgia Zoning Procedures Law (O.C.G.A. §36-66-1 et seq.)**.
A public hearing was conducted **on November 17, 2026,** before the Board of Commissioners, with notice published in the Effingham County Herald on **September 16, 2026**.

Findings of Fact

The Board of Commissioners makes the following findings regarding this variance request:

1. The applicant requested a variance to allow for the reduction in buffer requirements in I-1 on a ± 40.75-acre parcel identified as Tax Parcel 304-15 & 304-15A, located in Commission District 1.
2. The subject property is zoned I-1 (Industrial) and is currently vacant.
3. Notice of the required public hearing was provided in accordance with the Georgia Zoning Procedures Law.
4. A public hearing was conducted before the Board of Commissioners.
5. The Board of Commissioners reviewed the application, staff report, and all information presented during the public hearing.
6. The requested variance is not expected to adversely affect public health, safety, or welfare and is consistent with the intent of the zoning ordinance and the Comprehensive Plan, given the temporary and limited nature of the request.

Variance Approval

The Board of Commissioners hereby approves the requested variance to allow for the reduction in buffer requirements in I-1 on the subject property (Tax Parcel 304-15 & 304-15A), located in Commission District 1.

Effective Date

This ordinance shall become effective upon the date of adoption below.

SO ORDERED AND ADJUDGED this _____ day of _____, 2026

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: _____
DAMON RAHN, CHAIRMAN

Date of First Reading: _____

Date of Second Reading: _____

ATTEST:

_____
STEPHANIE JOHNSON
COUNTY CLERK

Staff Report

Subject: Approval of COP 18 for Central School Renovation

Author: Alex Perkins, Engineering Project Coordinator

Department: Procurement, Engineering

Meeting Date: 11/17/2026

Item Description: Consideration to approve Change Order Proposal No. 18 from Paul S. Akins Company, Inc. for removed fencing and painting of lead paint abated exterior steel, resulting in a net credit of $7,624.50.

Summary Recommendation: Staff recommends approval of COP 18 for a net decrease of $7,624.50 to the contract amount.

Executive Summary / Background:

Paul S. Akins Company, Inc. submitted COP 18, dated October 26, 2026, for the Central School Renovation project. The proposal adds $18,400.00 to paint exterior breezeway columns, breezeway beams, and roof outriggers following lead paint abatement. This amount includes $16,000.00 in direct costs and $2,400.00 in contractor overhead and profit.

The proposal provides credits of $16,100.00 for the originally planned black chain-link privacy fence with privacy slats and $9,775.00 for four deleted perimeter chain-link gates. These credits include contractor overhead and profit. The resulting subtotal is a $7,475.00 credit, plus a $149.50 performance and payment bond credit, for a total contract reduction of $7,624.50. Staff recommends Alternative 1.

Alternatives for Commission to Consider:

1. Approve COP 18 for a net credit of $7,624.50.
2. Do not approve.
3. Provide staff with direction.

Recommended Alternative: 1

Other Alternatives: 2, 3

Department Review: Engineering

Funding Source: Capital Projects

Attachments: COP 18 – Removed Fencing & Paint Abated Steel, dated October 26, 2026, with supporting documentation.

Change Order Proposal

Project: Central School Renovation
Proposal Number: 18
Description: Removed Fencing & Paint Abated Steel
Date: 10/26/26

AKINS GENERAL CONTRACTORS
CONSTRUCTION MANAGERS • DESIGN BUILD SERVICES

A	B	C	D	E
Item No.	**Description**	**Subcontractor or Direct Cost**	**Akins OH&P**	**Item Total** (C+D)
1	**Add** - Price to have the exterior items that we performed lead paint abatement on painted (breezeway columns, breezeway beams, and roof outriggers)	$ 16,000.00	$ 2,400.00	**$ 18,400.00**
2	**Deduct** - Credit for originally planned privacy fence (Black Chain Link with Privacy Slats)	$ (14,000.00)	$ (2,100.00)	**$ (16,100.00)**
3	**Deduct** - Credit for deleted perimeter chain link gates x4 no longer in scope	$ (8,500.00)	$ (1,275.00)	**$ (9,775.00)**
			Subtotal	$ (7,475.00)
			P&P Bond	$ (149.50)
			Grand Total	**$ (7,624.50)**

Notes

1. See attached backup for this proposal

Proposal Submitted By:

Jarrod Akins
Vice President
Paul S. Akins Company, Inc.

ESTIMATE

Prepared For

Jacob Schoffil
Statesboro
(912) 531-1117

MP Contracting

PO BOX 504
Statesboro, Georgia 30459
Phone: (912) 259-9605
Email: kmoore@mp-contracting.com

Estimate #	970
Date	10/26/2026

Description

Central School

Exterior paint

Roof out riggers (91) $2,500
Columns (237) $ 6,000
Beams (1880) $ 7,500

Subtotal	$16,000.00
Total	**$16,000.00**

SouthernFenceCrafters
CRAFTED, NOT BUILT

Info@SouthernFenceCrafters.com
Ellabell, GA 31308
(912) 737-0346

To:
AIKEN Construction
Jacob Schoffil
CENTRAL SCHOOL RENO.

INVOICE # 0950

Qty	Description	Unit price	Line total
1	**Privacy Chain-link**: Build and install 185LF of 6ft black chain-link with privacy slats. Include one 12ft double gate. Fence built IAW specs provided.	$14,000	$14,000

Jacob Schofill

From: Seth Hepworth <info@southernfencecrafters.com>
Sent: Friday, October 2, 2026 1:34 PM
To: Jacob Schofill
Cc: Jarrod Akins
Subject: Re: Central School Reno

Follow Up Flag: Follow up
Flag Status: Flagged

Hey, sorry about that. Those gates with labor work out to $8,500.

I got an update on the steel. Tentative delivery is the week of 10/19. Where are you guys at with your schedule?

Get Outlook for iOS

From: Jacob Schofill <jacobs@akinsco.com>
Sent: Friday, 02 October 2026 12:23:54
To: Seth Hepworth <info@southernfencecrafters.com>
Cc: Jarrod Akins <jarroda@akinsco.com>
Subject: RE: Central School Reno

Good Afternoon Seth,

Just wanted to follow up on this pricing. If you can, please send this over to me by the middle of next week so I can get it submitted to the owners.

Best Regards,

Jacob Schofill
Project Manager/Estimator
Paul S. Akins Company, Inc.
www.akinsco.com
o: (912) 764-6925 f: (912) 764-5677

From: Jacob Schofill
Sent: Tuesday, September 22, 2026 2:03 PM
To: Seth Hepworth <info@southernfencecrafters.com>
Cc: Jarrod Akins <jarroda@akinsco.com>
Subject: Central School Reno

Good Afternoon Seth,

The County has requested that we remove the existing perimeter chain link fence at the central school. Therefore, we will no longer need to install the 4 chain link gates along the perimeter of the property. I believe there is 1 along Standard Lane and 3 along Wallace Drive. Please provide a credit for those when you have a chance.

Staff Report

Subject: Purchase of Firefighter Personal Protective Equipment (PPE)
Author: Danielle Carver, Director of Procurement and Contract Services
Department: Fire & Emergency Services
Meeting Date: November 3, 2026
Item Description: Consideration to approve the purchase of firefighter personal protective equipment (PPE) from Ten-8 Fire & Safety, LLC through the NPPGov cooperative purchasing contract.

Summary Recommendation: Staff recommends the Board approve the purchase of firefighter PPE from Ten-8 Fire & Safety, LLC, in the amount of $222,778.72.

Executive Summary/Background:
Effingham County Fire & Emergency Services is requesting approval to purchase firefighter personal protective equipment, including turnout coats, pants, boots, gloves, and helmets.

The purchase includes 48 sets of turnout coats, pants, and boots, along with 80 pairs of gloves and 36 helmets.

The equipment will be purchased from Ten-8 Fire & Safety, LLC, utilizing the NPPGov cooperative purchasing program. The cooperative contract was competitively solicited through the League of Oregon Cities for firefighting equipment and protective gear.
The total purchase amount is **$222,778.72**

Alternatives for Commission to Consider:

1. Approve the purchase of firefighter PPE from Ten-8 Fire & Safety, LLC, in the amount of $222,778.72..
2. Do not approve.

Recommended Alternative: 1
Other Alternatives: 2
Department Review: Procurement, Fire and Emergency Services
Funding Source: FY27 Budget (271-3510-055-53-1102)
Attachments:

- Purchase Requisition – Fire PPE
- Ten-8 Fire & Safety, LLC Quotation
- NPPGov Cooperative Purchasing Contract Documentation

EFFINGHAM COUNTY B.O.C.
PURCHASE REQUISITION

VENDOR NAME: Ten-8 Fire & Saftey LLC
1112 Manatee Ave E
Bradenton, FL 34208
800-228-8368

VENDOR #:
P.O. NUMBER:

FUNCTION	ACTIVITY	DEPT	CLASS	OBJECT	DESCRIPTION	QTY	UNIT PRICE	
271	3510	055	53	1102				$0.00
					Globe Gxtreme 3.0 Coat	48	$2,030.45	$97,461.60
					Globe Gxtreme 3.0 Pant	48	$1,497.69	$71,889.12
					Globe Shadow 14" Boot	48	$548.00	$26,304.00
					Vanguard MK-2 Ultra Gloves	80	$131.00	$10,480.00
					Carins 1836 Black Defender Helmet	18	$414.00	$7,452.00
					Carins 1836 Yellow Defender Helmet	10	$414.00	$4,140.00
					Carins 1836 Red Defender Helmet	8	$414.00	$3,312.00
					Freight	1		$1,740.00
							TOTAL ATTACHED INVOICES	**$222,778.72**

COMPETITIVE PRICING

NAME	DESCRIPTION	
RFP	NPP.GOV Government Contract (contract #PS2680)	

		SIGNATURES	DATE
	Originator	Bryce Nyberg	11-5-2026
	Supervisor		
Level: $1500	Department Head: FIRE CHIEF		11-5-26
Level: $1501-3000	Purchasing Agent	Danielle Carver	11/06/2026
Level: $3001-10,000	Finance Officer		
Level: $10,001-20,000	County Administrator		
Over $20,000	(5) COUNTY COMMISSIONER 1		
Over $20,000	(5) COUNTY COMMISSIONER 2		
Over $20,000	(5) COUNTY COMMISSIONER 3		
Over $20,000	(5) COUNTY COMMISSIONER 4		
Over $20,000	(5) COUNTY COMMISSIONER 5		

PURCHASING PRINCIPLES: Materials, services, and supplies shall be purchased only when funds have been approved and are included in current year budget. Materials, services, and supplies shall be purchased by the Purchasing Department unless otherwise designated. Anyone who purchases any item without prior approval will be responsible for the payment of that item.

TEN-8 FIRE & SAFETY, LLC
1112 MANATEE AVE E
BRADENTON, FL 34208
USA
Phone: 800-228-8368
Fax: 941-756-2598

Copy

QUOTATION

Quote Number	Document Date	Page
231083681	**10/12/26**	**1/2**

Customer No.: **C00303**

Federal Tax ID - Business Partner

PO Number: **GEAR**

Sales Employee	Email
Busby, Ricky	**rbusby@ten8fire.com**

Document Owner	Email
Decker, Jon	**jdecker@ten8fire.com**

Sell To:

EFFINGHAM COUNTY FIRE RESCUE

1171 HWY 119 N
SPRINGFIELD GA 31329
USA

Delivery Address

EFFINGHAM COUNTY FIRE RESCUE

Same as Bill-to

	Description	Quantity	UoM	Vendor	Price	Total
GXTREME COAT	**GXTREME COAT** **Contract: NPPGov - List Price: $3,542.50 LESS 0.00% = $3,542.50**	**48**	**EA**	**GLOBE MANUFACTURING**	**2,030.45**	**97,461.60**
GXTREME PANT	**G-XTREME 3.0 PANT** **Contract: NPPGov - List Price: $2,613.00 LESS 0.00% = $2,613.00**	**48**	**EA**	**GLOBE MANUFACTURING**	**1,497.69**	**71,889.12**
1501420	**SHADOW XF 14" PULL-ON - SPECIFY SIZES** **Contract: NPPGov - List Price: $849.00 LESS 0.00% = $849.00**	**48**	**EA**	**GLOBE MANUFACTURING**	**548.00**	**26,304.00**
6877K	**MK-2, ULTRA, GUANTLET STYLE STRUCTURAL FIREFIGHTING GLOVE NFPA1970 - SPECIFY SIZES** **Contract: NPPGov - List Price: $149.95 LESS 0.00% = $149.95**	**80**	**EA**	**VANGUARD SAFETY WEAR**	**131.00**	**10,480.00**
A-1836ABA0ABEAAA0 0A0	**1836 BLACK, DEFENDER STANDARD BLACK NOMEX** **Contract: NPPGov - List Price: $677.50 LESS 0.00% = $677.50**	**18**	**EA**	**MSA SAFETY SALES, LLC**	**414.00**	**7,452.00**
A-1836AYA0ABEAAA0 0A0	**1836 YELLOW DEFENDER STANDARD BLACK NOMEX** **Contract: NPPGov - List Price: $677.25 LESS 0.00% = $677.25**	**10**	**EA**	**MSA SAFETY SALES, LLC**	**414.00**	**4,140.00**
A-1836ARA0ABEAAA0 0A0	**1836 RED, DEFENDER, STANDARD, BLACK NOMEX** **Contract: NPPGov - List Price: $677.25 LESS 0.00% = $677.25**	**8**	**EA**	**MSA SAFETY SALES, LLC**	**414.00**	**3,312.00**

Shipping: Ground

Subtotal:	**$ 221,038.72**
Freight:	**$ 1,740.00**
Total Before Tax:	**$ 222,778.72**
Total Tax Amount:	**$ 0.00**
Total Amount:	**$ 222,778.72**

Valid Until: **11/12/2026**

Ten-8 Fire and Safety (Ten-8) Terms and Conditions

The terms and conditions set forth in these "Terms and Conditions" govern the terms of sale for all goods and services purchased by the customer from Ten-8 Fire and Safety, LLC, ("Ten-8"). Acceptance of any purchase order received from customer (whether pursuant to a Ten-8 quotation or otherwise) is expressly subject to and conditioned upon these Terms and Conditions, which are deemed to be incorporated by reference and made a part of the parties' agreement. Unless the Exception set forth below applies, these Terms and Conditions shall control over any conflicting terms and conditions of purchase as may be proposed by the customer in the purchase order; any terms and conditions of purchase proposed by the customer in the purchase order that conflict with, alter, or add to the these Terms and Conditions are expressly rejected, unless such additional or conflicting terms are expressly acknowledged and agreed to in writing by Ten-8 and signed by Ten-8's duly authorized representative.

Exception: If the Ten-8 purchase quotation or the customer's related purchase order states that it is governed by a "cooperative purchasing agreement" or comparable agreement, such agreement shall control any conflicting provisions of these "Terms and Conditions."

Binding Agreement

Customer represents and warrants to Ten-8 that the individual submitting the purchase order has legal authority to do so, whether in his/her own capacity or as an authorized representative of a business entity. A purchase order submitted by customer to Ten-8, which is governed by these Terms and Conditions, shall be binding on the customer and Ten-8, and deemed to be made by the parties in Manatee County, Florida.

Delivery

Shipment of goods in all events is F.O.B. place of shipment and shall be deemed to occur when the aforementioned items are placed in the possession of a common carrier for shipment to customer.

Title and Risk of Loss

Title to and risk of loss of all items purchased hereunder shall pass to customer upon shipment by Ten-8 F.O.B. place of shipment.

Return Policy

All returns are at Ten-8's sole discretion and must be initiated within 30 days of receipt of the product and will be charged a restocking fee. Contact your Ten-8 sales representative to receive a Return Materials Authorization (RMA).

All returns must be unused and in the original manufacturer's box with the original packaging and accompanied by the original invoice number of the purchase and a copy of the RMA. All authorized returns will be charged a restocking fee.

All freight charges, fabricated and special-order parts, chemicals, electrical items, oil products, paints, waxes, and additives are non-returnable. No credits will be given until the returnable part has been received by Ten-8 in an acceptable condition and determined not to be defective or damaged.

Lost or Damaged Goods

All claims for the loss or damage of merchandise must be presented to Ten-8 immediately. Any items considered lost by Ten-8's shipping carrier will be replaced by Ten-8. Any claims for damaged goods must be supported by a delivery note annotated by the freight carrier on delivery, or supporting photographs and other documentation. Upon review, Ten-8 shall determine the damage and make an assessment on how the damage has occurred. If the damage has occurred in shipping transit, the item will be replaced or credited to the customer. If it has been determined that the item was damaged by the customer, Ten-8 will not accept payment deductions or give credit in these circumstances.

Warranty Provided Solely by Manufacturer

Ten-8 is not the manufacturer of the parts sold under these Terms and Conditions. All parts sold by Ten-8 hereunder are warranted solely by any express warranty provided by the manufacturer of such product.

TEN-8, INCLUDING ITS PARENT COMPANY, AFFILIATES, SUBSIDIARIES, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, DO NOT MAKE ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING DISCLAIMER, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, IMPLIED WARRANTY AGAINST INFRINGEMENT, AND IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

Limitation of Liability. TEN-8 WILL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, ECONOMIC, PUNITIVE, SPECIAL OR EXEMPLARY DAMAGES ARISING FROM OR IN ANY WAY CONNECTED WITH THIS AGREEMENT WITHOUT REGARD TO THE NATURE OF THE CLAIM OR THE UNDERLYING THEORY OR CAUSE OF ACTION (WHETHER IN CONTRACT, TORT, STRICT LIABILITY, EQUITY OR ANY OTHER THEORY OF LAW) ON WHICH SUCH DAMAGES ARE BASED. TEN-8'S LIMIT OF LIABILITY UNDER THIS AGREEMENT SHALL BE CAPPED AT THE TOTAL AMOUNT OF THE MONIES PAID BY CUSTOMER TO COMPANY HEREUNDER.

Arbitration.

Any controversy or claim arising out of or relating to these Terms and Conditions, or the breach thereof, shall be settled solely by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The Arbitration shall take place in Bradenton, Florida.

Taxes, Tariffs, and Duties

If any tax, public charge, tariff, duty, or increase in such taxes or tariffs, is now, or shall be, assessed, levied, or imposed upon, or with respect to the sale of products by Ten-8 or the manufacturer to customer or upon any sale, delivery, or other action taken under any validly accepted order for products, or upon the export or import of such product(s) by Ten-8 or the manufacturer, or if any change shall be made in the custom house or railway classification of such product(s) or in existing freight rates applicable thereto, the burden of such charge or change shall be borne by the customer.

If any term hereof is determined to be invalid or unenforceable by a competent legal authority, such term will be either reformed or deleted, as the case may be, but

LEAGUE OF OREGON CITIES
FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR
Solicitation No. 2555

Intent

The League of Oregon Cities (LOC) served as Lead Agency to solicit proposals for Fire Fighting Equipment, SCBA, and Protective Gear. LOC works in cooperation with National Purchasing Partners ("NPP") and its Government Division, dba NPPGov, dba Public Safety GPO, and dba Law Enforcement GPO (collectively hereinafter "NPPGov"), to service the LOC and NPPGov membership. The published Request for Proposal (RFP) contained provisions that permitted all members of LOC and NPPGov throughout the nation to "piggy-back" off the resulting Master Price Agreement.

Determination for issuing RFP vs. Sealed Bid

LOC has determined that it is advantageous for LOC to procure Fire Fighting Equipment, SCBA, and Protective Gear using a secure competitive RFP process evaluated based on "best value" rather than sealed bidding. Sealed bidding limits evaluation of offers solely to compliance with the requirements, provides no opportunity to compare the product and service offerings among the vendors, and uses price as the predominant deciding factor. Such limitations prevent LOC from awarding the most advantageous contract(s) to LOC and its members.

Procedure

LOC issued an RFP (2555) on September 15, 2025.

The RFP was posted to the following websites: orcities.org and nppgov.com on September 15, 2025.

The RFP was published in the Daily Journal of Commerce on September 15, 2025.

The RFP was published in USA Today on September 15, 2025.

The RFP Close Date was extended on November 14, 2025.

The RFP closed on December 5, 2025.

The RFP was awarded on January 29, 2026.

The RFP was posted to the following websites: orcities.org and nppgov.com.

The text of the published notice of solicitation is as follows:

League of Oregon Cities (LOC)
NOTICE OF SOLICITATION

LOC intends to enter into a master price agreement to procure the following products and services for LOC members and make them available to all members of the national cooperative purchasing program, National Purchasing Partners, LLC ("NPPGov").

CONNECTIVITY SOLUTIONS FOR PUBLIC SAFETY AND GOVERNMENT #2550

FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR #2555

FIRE APPARATUS, AMBULANCE, AND OTHER FIRST RESPONDER VEHICLES, ACCESSORIES, AND SERVICE #2560

Responses Due November 14, 2025

For information or a copy of the Request for Proposal, contact LOC at rfp@orcities.org or download it from orcities.org.

MCA russell johns NWBOC

September 15, 2025

Affidavit of Publication

To Whom It May Concern:
I am a duly authorized representative of MCA Russell Johns Associates LLC, the company handling the advertising matters for USA Today a daily newspaper distributed within the United States.

A public notice ad was placed by League of Oregon Cities (RFP #2550 #2555#2540 #2560) and was published in said newspaper within the marketplace section of the National USA Today Marketplace on September 15, 2025.

Anthony Pecini

On this 15th day of September, I attest that the attached document is a true, exact, complete, and unaltered tearsheet.

Elizabeth Kidwell
Notary

ELISABETH KIDWELL
Notary Public - State of Florida
Commission # HH 517131
My Comm. Expires Apr 17, 2028
Bonded through National Notary Assn.

Russell Johns Associates 17110 Gunn Hwy, Odessa Florida 33556

LEAGUE OF OREGON CITIES
MUTLIPLE SOLICITATIONS
Responses Due
November 14, 2025
NOTICE OF SOLICITATION

LOC intends to enter into a mas er price agreement to procure the ollowing products and services fo .OC members and make them avail ible to all members of the nationa ooperative purchasing program lational Purchasing Partners, LLC "NPPGov").

CONNECTIVITY SOLUTIONS FOR PUBLIC SAFETY AND GOV ERNMENT #2550

FIRE FIGHTING EQUIPMENT SCBA, AND PROTECTIVE GEAF #2555

FIRE APPARATUS, AMBU .ANCE, AND OTHER FIRST RE SPONDER VEHICLES, ACCESSO RIES, AND SERVICE #2560

Responses Due November 14 2025

For information or a copy of the Re quest for Proposal, contact LOC a fp@orcities.org or download it fron orcities.org.

Published Sep. 15, 2025. 409124!

Daily Journal of Commerce
1618 SW First Ave., Suite 400
Portland, OR, 97201
Phone: 503-226-1311 Fax: 503-222-5358

DJC OREGON

Affidavit of Publication

To: National Purchasing Partners - Marshall Stiles
17930 International Blvd, Ste 900
Seattle, WA, 98188

Re: Legal Notice 4091249, CONNECTIVITY SOLUTIONS FOR PUBLIC SAFETY AND GOVERNMENT #2550

State of OR }
} SS:
County of Multnomah }

I, Michelle A. Ropp, being duly sworn, depose and say that I am the Principal Clerk of the Daily Journal of Commerce, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, and WASHINGTON as defined by ORS 193.010 and 193.020, published in Portland in the aforesaid County and State; that I know from my personal knowledge that the notice described as:
CONNECTIVITY SOLUTIONS FOR PUBLIC SAFETY AND GOVERNMENT #2550
LEAGUE OF OREGON CITIES
a printed copy of which is hereto annexed, was published in the entire issue of said newspaper 1 time(s) in the following issues:
09/15/2025.

SEE EXHIBIT A

State of Oregon
County of Multnomah

SIGNED OR ATTESTED BEFORE ME ON 17th day of September 2025

By: Michelle A Ropp
Michelle A. Ropp

By: N. Bjork
OFFICIAL STAMP
NICHOLAS BJORK
NOTARY PUBLIC - OREGON
COMMISSION NO. 1044188
MY COMMISSION EXPIRES JANUARY 10, 2028

Nicholas Bjork
Notary Public, State of OR
No. 1044188
My commission expires on January 10, 2028

LOC received a proposal from the following vendor(s):

Allstar Fire Equipment
Arctic Compressor
Avon Protection Systems
Bauer Compressors Inc.
Bauer Compressors - San Francisco
Baysingers Uniforms and Equipment
Casco Industries
Chief 360
Circul-Air
Emergency Equipment Professionals
FireTech
First Due
GearGrid
HAIX
Thin Red Line Decon (withdrawn)
Holmatro
Innotex
L.N. Curtis & sons
Lanco North America
Life-Assist Inc. (withdrawn)
LION First Responders PPE
MES Life Safety
Municipal Equipment Company (Meco Fire)
North America Fire Equipment Co. (NAFECO)
Seek Thermal
Sentinel
Sunbelt Fire
Ten-8 Fire & Safety
Toxic Suppression
Veridian Fire Protective Gear
W.S. Darley & Co.

LOC evaluated proposals against the criteria in the RFP. LOC awarded the following proposer(s):

Allstar Fire Equipment
Arctic Compressor
Avon Protection Systems
Bauer Compressors Inc.
Bauer Compressors - San Francisco
Baysingers Uniforms and Equipment
Chief 360
Circul-Air
Emergency Equipment Professionals
First Due
GearGrid
HAIX
Holmatro
Innotex
L.N. Curtis & sons
Lanco North America
LION First Responders PPE
MES Life Safety
Municipal Equipment Company (Meco Fire)
North America Fire Equipment Co. (NAFECO)
Seek Thermal
Sunbelt Fire
Ten-8 Fire & Safety
Toxic Suppression
Veridian Fire Protective Gear
W.S. Darley & Co.

Evaluation

The evaluation was based on the following criteria as described in the RFP (weighted):

Component Evaluated	Weight
Pricing: Product price and discounts proposed included favorable pricing for cooperative purchasing. Shipping conditions. *PPW Section 7.0 and Attachment D.*	25
Product Line (Score only categories proposed): Breadth, variety, quality of product line and innovation of products. Warranty availability. *PPW Section 9.0 and Attachment C.*	15
Marketing: Marketing plan to promote the resulting contractual agreement and ability to incorporate use of agreement in their sales system throughout indicated coverage region. Willingness to allow training of salesforce. *PPW Section 4.0.*	15
Customer Service: Support dedicated to Participating Agencies. Ability to meet promised delivery timelines. Additional services offered. Conduct e-commerce. *PPW Sub-Sections 2.3 & 2.4 and Section 6.0.*	15
Proven Experience: Success in providing products and services in a timely manner. Years in business, references, and reputation. Experience with cooperative purchasing. *PPW Sub-Section 1.2.*	15
Coverage: Ability to provide products and services for indicated coverage region including distribution, retail & service facilities, coordination of manufacturer and distribution, and staff availability. Clearly states distribution model and provides dealer list if applicable. *PPW Section 3.0 and Exhibit 1.*	10
Conformance: Completeness of proposal and the degree to which the Proposer responded to the terms and all requirements and specifications of the RFP. Followed the response format and content, was clear and easily understood. Provided Term's and Condition's, if applicable. *PPW Section 8.0 and 4.5 of RFP.*	5
TOTAL	100

Number of Proposers	Proposer	Pricing Score	Product Line Score	Marketing Score	Customer Service Score	Proven Experience Score	Coverage Score	Conformance Score	Total Score	Rank
1	Allstar Fire Equipment	108	50	40	40	45	30	17	330	26
2	Arctic Compressor	75	50	55	50	55	33	18	337	23
3	Avon Protection Systems	100	60	60	60	65	40	20	405	1
4	Bauer Compressors - San Francisco	108	55	50	50	60	33	18	375	8
5	Bauer Compressors Inc.	100	55	45	50	55	33	17	355	18
6	Baysingers Uniforms and Equipment	108	55	50	60	55	30	17	375	8
7	Casco Industries	92	55	40	45	40	33	15	320	27
8	Chief 360	100	50	55	50	50	33	18	357	16
9	Circul-Air	92	60	55	50	60	37	17	370	11
10	Emergency Equipment Professionals	100	55	50	45	40	30	15	335	25
11	FireTech	0	0	0	0	0	0	0	0	29
12	First Due	92	55	45	50	50	33	17	342	21
13	GearGrid	83	60	50	50	60	37	17	357	16
14	HAIX	108	55	45	55	55	33	17	368	13
15	Holmatro	92	65	50	50	55	37	18	367	14
16	Innotex	108	60	55	55	60	37	18	393	5
17	L.N. Curtis & sons	117	65	55	60	60	30	18	405	1
18	Lanco North America	83	55	45	45	55	37	18	338	22
19	LION First Responders PPE	108	60	60	55	55	40	18	397	4
20	MES Service Company	100	60	45	50	50	30	17	352	20
21	Municipal Equipment Company	108	60	45	50	60	33	17	373	10
22	North America Fire Equipment Co.	108	60	55	55	60	33	18	390	6
23	Seek Thermal	92	45	65	50	60	33	17	362	15
24	Sentinel	100	45	45	45	45	23	15	318	28
25	Sunbelt Fire	100	55	45	45	60	33	17	355	18
26	Ten-8 Fire & Safety	108	55	60	55	60	23	18	380	7
27	Toxic Suppression	92	55	50	45	45	33	17	337	23
28	Veridian Fire Protective Gear	100	60	45	55	60	33	17	370	11
29	W.S. Darley & Co.	108	65	60	55	60	37	20	405	1

Pricing Structure

Allstar Fire Equipment: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Arctic Compressor: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Avon Protection Systems: Proposer provided a fixed pricing structure. See Price List Attachment in the resulting Master Price Agreement.

Bauer Compressors - San Francisco: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Bauer Compressors Inc.: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Baysingers Uniforms and Equipment: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Chief 360: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Circul-Air: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Emergency Equipment Professionals: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

First Due: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

GearGrid: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

HAIX: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Holmatro: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement

Innotex: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

L.N. Curtis: Proposer provided a discount off list price See Price List Attachment in the resulting Master Price Agreement.

Lanco: Proposer provided a fixed pricing structure. See Price List Attachment in the resulting Master Price Agreement.

LION: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

MES Service Company: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

MECO: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

NAFECO: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Seek Thermal: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Sunbelt Fire: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Ten-8: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Toxic Suppression: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Veridian: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

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W.S. Darley: Proposer provided a discount off list price. See Price List Attachment in the resulting Master Price Agreement.

Additional Information

National Purchasing Partners
International Place, North Tower
17930 International Boulevard
Suite 900
SeaTac, WA 98188

Marshall Stiles, Contracts Manager
marshall.stiles@mynpp.com
nppgov.com

LEAGUE OF OREGON CITIES

Request for Proposal No. 2555

FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR

CLOSE DATE EXTENSION

Pursuant to RFP Section 4.2.2, Proposers are hereby notified that the close date has been extended for FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR RFP #2555. The extended close date for this RFP will be December 5, 2025. The subsequent contract milestone dates have also been updated based on this close date change.

The deadline for submission of proposals is the end of the day on December 5, 2025.

All Proposals must be signed and uploaded to the designated website. Only those proposals received at the designated website by the due date and time will be considered.

Website:

CLICK HERE TO SUBMIT A PROPOSAL FOR RFP 2555

Proposed Opening Date: December 8, 2025

Approximate Selection and Negotiation Period: December 8, 2025, to January 5, 2026

Approximate Intent to Award: January 6, 2026

INQUIRIES:

rfp@orcities.org
or

LOC "FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR" RFP #2555
LEAGUE OF OREGON CITIES
c/o Kevin Toon
1201 Court St.
NE Suite 200
Salem, OR 97301

NOTE: LEAGUE OF OREGON CITIES PUBLISHES ITS NOTICE OF SOLICITATIONS IN THE OREGON DAILY JOURNAL OF COMMERCE, USA TODAY, AND ONLINE AT www.orcities.org and www.nppgov.com.

REQUESTS FOR PROPOSALS (RFPs) ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING ONLINE AT www.orcities.org and www.nppgov.com.

NOTICE OF SOLICITATION

LEAGUE OF OREGON CITIES

RFP NUMBER 2555

SOLICITATION FOR: FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR

Notice is hereby given that the LEAGUE OF OREGON CITIES (LOC) will accept proposals for Fire Fighting Equipment, SCBA, and Protective Gear at the electronic address listed below until the end of the day on **NOVEMBER 14, 2025.** Those proposals will be for the LEAGUE OF OREGON CITIES and members of National Purchasing Partners Government Division ("NPPGov") across the nation, including but not limited to governmental units incorporated by "ATTACHMENT H" of the Request for Proposal (RFP), WIPHE members identified in "ATTACHMENT G" of the RFP, as well as government units in all other states (collectively, "Participating Agencies"). Significant sales potential exists because the resulting Master Price Agreement for national proposers will include piggybacking language that permits use of the Master Price Agreement nationwide, which may allow Participating Agencies to forego duplicating the formal solicitation process and expend staff resources and funds.

All Proposals must be signed and uploaded to the designated website. Only those proposals received at the designated website by the due date and time will be considered.

Website:

CLICK HERE TO SUBMIT A PROPOSAL FOR RFP 2555

INQUIRIES:

rfp@orcities.org

or

LOC "FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR RFP" #2555
LEAGUE OF OREGON CITIES
c/o Kevin Toon
1201 Court St. NE
Suite 200
Salem, OR 97301

The solicitation documents may be reviewed at the office address listed above.

NOTE: NOTICES OF SOLICITATION WILL BE PUBLISHED IN THE OREGON DAILY JOURNAL OF COMMERCE AND THE USA TODAY.

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL

SOLICITATIONS FOR: **FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR**

1.0 INTENT:

1.1 GENERAL INTENT

The LEAGUE OF OREGON CITIES ("LOC") serves as the "Lead Contracting Agency" for this solicitation on behalf of its members, and as authorized by the LOC Intergovernmental Agreement, which is an agreement for intergovernmental cooperation among select local Oregon governments and recognized under ORS Chapter 190. LOC, in association with the members of National Purchasing Partners, LLC dba NPPGov (hereinafter referred to as "NPPGov"), comprises a cooperative procurement group. NPPGov membership includes government and non-profit entities across the United States and Canada, K-12 and Higher education, Tribal government, and other public entities which includes members of Public Safety GPO, First Responders GPO, and Law Enforcement GPO. As required by certain states and provinces, LOC and NPPGov have prepared an Attachment referencing eligible Members that also can be found on the LOC and NPPGov web sites. This procurement group is soliciting proposals from qualified companies (hereinafter referred to as "Proposer") to enter into a Master Price Agreement for Fire Fighting Equipment, SCBA, and Protective Gear.

The intent of this Interstate Cooperative Procurement Solicitation (hereinafter referred to as "Solicitation" or "RFP") is to invite Proposers to submit a competitive pricing proposal offering Fire Fighting Equipment, SCBA, and Protective Gearto LOC, which will then be made available to NPPGov members locally and nationwide; to reduce expenses by eliminating multiple requests for proposals and multiple responses by Vendors; and to obtain discounted pricing through volume purchasing. Significant sales potential exists because the Master Price Agreement will be used nationwide which may allow Participating Agencies to forego duplicating the formal solicitation process and expend staff resources. Preferably, the successful Proposer will provide its entire catalog of products and/or services in order that Participating Agencies who wish to access the Master Price Agreement may order a broad range of goods and services as needed.

With the exception of successful local Proposer(s) capable of servicing LOC and Participating Agencies within the state of Oregon, successful Proposer(s) should have a strong national presence for Fire Fighting Equipment, SCBA, and Protective Gear for use by government agencies nationwide.

This Solicitation meets Oregon public contracting requirements (ORS 279A et. seq.) and may not be appropriate under or meet Participating Agencies' procurement laws. Participating Agencies are urged to seek independent review by their legal counsel to ensure compliance with all local and state solicitation requirements.

1.2 POTENTIAL MARKET

The LOC is publishing this RFP to create publicly awarded contracts for use by its members, which may also benefit the thousands of fellow members of NPPGov, Public Safety GPO, First Responders GPO, and Law Enforcement GPO. These are nationwide programs representing member government agencies in all 50 states. We encourage each Proposer's response to be a collaborative effort including manufacturer and distributor (when they are not the same company) to ensure nationwide contract utilization.

Proposer's response should also take into consideration the considerable market potential for this Solicitation. Because the successful proposal will be incorporated into a nationwide cooperative procurement program including tens of thousands of state, local government and non-profit participants from all 50 states, the LOC believes that contracts created from this Solicitation will provide vendors with a significant market advantage. Members of NPPGov, Public Safety GPO, First Responders GPO, and Law Enforcement GPO and current

vendors who participate in the program indicate the ability to shorten the sale cycle by eliminating the need to complete individual RFP processes is a significant advantage to participation.

The LOC believes that participation in the NPPGov purchasing program benefits both its Participating Agencies and successful Proposers. NPPGov engages with successful proposers who complete the Vendor Administration Agreement through a marketing and sales partnership. This partnership includes (but is not limited to) contract promotion to members, contract administration support to potential customers and live customer phone support.

Based on the historical volume of similar contracts, the estimated annual value of all transactions resulting from contracts awarded through this RFP is approximately USD 1.5 billion. Consequently, proposers are expected to offer volume pricing to reflect this potential scale. However, it is essential to note that although a considerable sales volume is anticipated, it is not guaranteed and may fluctuate from year to year.

1.3 REQUIREMENTS

1.3.1 The RFP and resulting Master Price Agreement are anticipated for use by the LOC's government members, as well as other Participating Agencies across the nation. The LOC has entered into an Intergovernmental (interlocal) Cooperative Purchasing Agreement with other Participating Agencies for the purpose of obtaining Master Price Agreements with various vendors. Interlocal cooperative purchasing agreements allow Participating Agencies to make purchases at the LOC's accepted proposal price, terms and conditions, provided that the Participating Agency has satisfied all of its local and state cooperative procurement requirements. Proposer(s) agrees to make the same proposal terms and price, exclusive of any possible rebates, incentives, freight and transportation fees, available to other Participating Agencies. The LOC and NPPGov will not incur any direct liability with respect to specifications, delivery, payment, or any other aspect of purchases by such Participating Agencies or nonprofit institutions. The Intergovernmental Cooperative Purchasing Agreement is incorporated by reference herein and is available upon request — See Attachment A.

The successful Proposer must work directly with the Participating Agencies concerning the placement of orders, disputes, invoicing and payment. The LOC and NPPGov shall not be held liable for any costs or damages incurred by or as a result of the actions of the Vendor or any Participating Agency. Successful Proposers must comply with the state and local laws, rules and regulations in each state and locality where the product or service is provided.

1.3.2 Each Participating Agency shall execute a Participating Agency Endorsement and Authorization included in the Intergovernmental Cooperative Purchasing Agreement. While the terms of the Master Price Agreement shall govern the general pricing terms, each Participating Agency may request modification of the Master Price Agreement in accordance with each Participating Agency's state and/or local purchasing laws, rules, regulations and procedures, provided said modifications are not material changes. Each Participating Agency may, at its discretion, and upon written agreement by the Participating Agency and Successful Proposer, request additional legal and procedural provisions not included herein that the successful Proposer must adhere to if it wishes to conduct business with said Participating Agency using the Master Price Agreement.

1.3.3 NPPGov, Public Safety GPO, First Responders GPO, and Law Enforcement GPO provide vendor exposure/marketing and contract utilization support for the successful Proposer's products and services. Successful Proposers servicing the awarded contract to Participating Agencies shall pay a Contract Administration Fee representing 2% percent of actual net sales under the Master Price Agreement as established in the NPPGov Vendor Administration Agreement (available upon request). Administration fee may not be listed or charged as a separate line item to users of the contract. The value of trade-ins or rebates shall not affect the amount of the administration fee paid to NPPGov.

1.4 MULTIPLE AWARDS

Multiple awards may be granted to meet the requirements of this Solicitation provided that such awards are differentiated by product make and model, service, and/or distribution regions and capabilities of the successful Proposers. Specifically, the LOC may award separate contracts to Proposers in order to cover all local and national geographical markets, electronic purchasing capabilities, and products and services identified in this Request for Proposal, as well as the diverse and large number of Participating Agencies. The award of multiple contracts is to be determined upon receipt and review of all proposals and based upon the general criteria provided herein. The LOC may solicit proposals from local qualified companies with or without a national

presence provided that the successful Proposer is able to provide the LOC with the products and services requested. Multiple awards will ensure fulfillment of current and future requirements of the diverse and large number of Participating Agencies. In the event a local Proposer with no national distribution capabilities best meets the proposal selection criteria, multiple local and nationwide responsive proposals may be awarded simultaneously in the best interests of local commerce, compliance with local laws, and the Participating Agencies nationwide.

Proposers should be able to serve the needs of Participating Agencies on a national basis. However, this requirement shall not exclude local Proposers without a national presence that are capable of meeting the requirements of the LOC within the state of Oregon.

1.5 CONTRACT USAGE

The actual utilization of any Master Price Agreement will be at the sole discretion of LOC and the other Participating Agencies. It is the intent of this Request for Proposal and resulting Master Price Agreement that Participating Agencies may buy directly from Successful Proposers without the need for further solicitation. However, Participating Agencies are urged to seek independent review by their legal counsel to ensure compliance with all local and state solicitation requirements as well as the need of further notice prior to utilizing the Master Price Agreement

1.6 BACKGROUND OF NPPGov

NPPGov, owned by two non-profit healthcare organizations, provides group purchasing opportunities and purchasing administrative support for governmental entities and nonprofit institutions within its membership. NPPGov's membership includes participating public and nonprofit entities across North America.

1.7 EQUAL OPPORTUNITY

The LOC encourages Minority and Women-owned Small Business Proposers to submit proposals.

1.8 QUALIFIED REHABILITATION FACILITIES

Oregon Public Agencies are prohibited from use of products and services offered under this contract that are already provided by qualified nonprofit agencies for disabled individuals as listed on the Department of Administrative Service's Procurement List pursuant to ORS 279.835 ORS 279.855.

2.0 SCOPE OF WORK:

2.1 REQUIREMENTS OF PROPOSERS SUBMITTING A RESPONSE:

Proposers must present clear and concise evidence indicating Proposer's ability to comply with the requirements stated herein and to provide and deliver the specified products and services to Participating Agencies.

2.1.1 PROPOSER COMMITMENTS

Each Proposer is required to commit to low pricing, and accurate and timely reporting to NPPGov pursuant to the reporting requirements identified in the NPPGov Vendor Administration Agreement (available upon request). In addition, successful Proposer(s) with a national presence must commit to marketing of the Master Price Agreement nationwide and that the sales force will be trained, engaged and committed to offering NPPGov pricing to member government agencies nationwide, including the opportunity for NPPGov to train the Vendor sales staff.

2.1.2 **PROPOSERS MUST COMPLETE "ATTACHMENT B" – PROPOSER PROFILE WORKBOOK".**

2.2 PRODUCTS AND SERVICES:

2.2.1 Provide a description of the Fire Fighting Equipment, SCBA, and Protective Gear offered as set forth in ATTACHMENT C. The primary objective is for the Proposer(s) to provide the Proposer(s)'s entire catalog of products and services ("catalog discount") that are responsive to this RFP so that

Participating Agencies may order a broad range of products and services as appropriate for their needs. Anticipated future models and related products/services that may be offered during the term of the resulting Master Price Agreement should also be in included in Vendor's Proposal.

2.2.2 All products offered must be new, unused and the most current product lines, unless otherwise clearly identified as remanufactured goods.

2.2.3 Describe any special programs that Proposer offers that shall improve the ability of the Participating Agencies to access the products, such as retail store availability, expedited delivery intervals, item sourcing, or other unique plans and services.

2.2.4 Additional Benefits: Proposer shall identify any other added value it offers to the LEAGUE OF OREGON CITIES ("LOC") and Participating Agencies (e.g. convenience cards, individual/member discounts, additional admin fee, etc.)

2.3 PRICING:

2.3.1 Pricing for the products and services may be based on "ATTACHMENT D" - PRICING SCHEDULE as follows:

A A fixed percentage (%) off *marked price* based on the Proposer's catalog or retail store price for each CATEGORY specified in ATTACHMENT D – PRICING SCHEDULE. Proposer shall identify the catalog used.

Option (A) is preferred. If option (A) is not feasible proposer may use option (B) provided Proposer includes a justification.

B Alternatively, contract pricing may be based upon fixed prices (contingencies for economic price adjustments must be identified in the proposal), or a combination fixed percentage off and firm fixed prices. Proposer may offer additional discounts to LOC and Participating Agencies based on volume.

If proposers are responding with option "B", proposers may request price increases based on manufacturer costs, cost of labor and/or materials that must be supported by appropriate documentation. If LOC agrees to the price modification, LOC may approve in writing, including electronic mail, without the need for a written amendment to the Master Price Agreement.

2.3.2 Proposers may also add additional products and services provided that any additions reasonably fall within the intent of the original RFP specifications. Pricing on additions shall be equivalent to the percentage discount for other similar products. Proposer may provide a weblink with current product listings, which may be updated periodically, as allowed by the terms of the resulting Master Price Agreement. Proposer may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products may be added to avoid competitive procurement requirements. LOC may reject any additions without cause.

2.3.3 Explain any additional pricing incentives that may be available such as large volume purchases, cash terms, or rebates to Participating Agencies. However, steeper discounts are preferred to rebates.

2.3.4 All pricing proposals shall clearly explain how freight and/or delivery costs are determined as described in ATTACHMENT D PRICING SCHEDULE herein.

2.4 TAX:

Proposers shall strictly adhere to all federal, state and local tax requirements applicable to their operation, and to any contract or activity resulting from this Solicitation.

3.0 SPECIAL TERMS & CONDITIONS:

3.1 MASTER PRICE AGREEMENT TERM:

As a result of this Solicitation the successful Proposer(s) shall be awarded a Master Price Agreement for a four (4) year period. The Master Price Agreement may be extended an additional one (1) year period.

3.2 MASTER PRICE AGREEMENT ACCESS PROVISIONS

Utilization of the Master Price Agreement will be at the discretion of the LEAGUE OF OREGON CITIES ("LOC") and Participating Agencies. The LOC shall be under no obligation to purchase off of the Master Price Agreement. Assuming all local competitive solicitation requirements have been met, Participating Agencies may purchase directly from the successful Proposer(s) without the need for further solicitation.

3.3 INDEMNIFICATIONS AND INSURANCE:

Indemnification and insurance requirements will vary based on the nature of the RFP. Proposer is responsible for submitting appropriate indemnification and insurance coverage as applicable.

3.3.1 Indemnification

The successful Proposer shall indemnify the LOC and NPPGov as specified in the Master Price Agreement.

3.3.2 Insurance Requirements.

Proposer(s), at Proposer(s)'s own expense, shall purchase and maintain the herein stipulated minimum insurance from a reputable company or companies duly licensed by the State of Oregon. In lieu of State of Oregon licensing, the stipulated insurance may be purchased from a company or companies that are authorized to do business in the State of Oregon, provided that said insurance companies meet the approval of the LOC.

Proposer's insurance shall be primary insurance with respect to the LOC, and any insurance or self-insurance maintained by the LOC shall not contribute to it.

Award of this Solicitation is contingent upon the required insurance policies and/or endorsements identified herein. The LOC shall not be obligated to review such policies and/or endorsements or to advise Proposer(s) of any deficiencies in such policies and endorsements, and such receipt shall not relieve Proposer(s) from, or be deemed a waiver of the LOC's right to insist on strict fulfillment of Proposer(s)'s obligations under this RFP.

The insurance policies required by this RFP, except Workers' Compensation, shall name the LOC, its agents, representatives, officers, directors, officials and employees as an Additional Insured.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the LOC, its agents, representatives, officers, directors, officials and employees for any claims arising out of Proposer(s)'s work or service.

3.3.3 Commercial, automobile and workers' compensation insurance.

3.3.3.1 Commercial General Liability. Proposer(s) shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of the Master Price Agreement.

3.3.3.2 Automobile Liability. Proposer(s) shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included.

3.3.3.3 Workers' Compensation and Employer's Liability. Proposer(s) shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Proposer(s)'s employees engaged in the performance of the work or services,

as well as Employer's Liability insurance.

In case any work is subcontracted, Proposer(s) will require the SubProposer(s) to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of Proposer(s).

4.0 SCHEDULE, RESPONSE PREPARATION AND SUBMISSION

4.1 SCHEDULE OF EVENTS

4.1.1 Publication of Request for Proposal

Publication of this Solicitation conforms with ORS 279B, to include Public Notice by publication in a newspaper of general circulation in the area where the LEAGUE OF OREGON CITIES ("LOC") is located no less than 30 days prior to the proposal due date, as well as posting of the Public Notice on the web site that typically posts Public Notices concerning the LOC.

Solicitation Notice Publication: SEPTEMBER 15, 2025

4.1.2 Question and Answer Period

The LOC will post substantive questions and answers concerning this Solicitation no later than ten (10) days before the proposal's due date. All questions shall be submitted in writing via email to the Contract Manager at rfp@orcities.org. The LOC reserves the right to accept and answer questions after the question-and-answer period has expired. Questions submitted at least ten (10) days before the proposal's due date will be reviewed and posted on the LOC website at worcities.org. The LOC is not required to post questions received within the final ten (10) days before the proposal's due date and may respond or withhold responses at its sole discretion.

4.1.3 Submission of Proposals

There will be no mandatory pre-proposal meeting. All questions must be submitted via email as directed above. If necessary, questions can be submitted in writing to LEAGUE OF OREGON CITIES, c/o Contract Manager, 1201 Court St. NE, Suite 200, Salem, OR 97301 or rfp@orcities.org.

Close date: Deadline for submission of proposals is the end of the day on **NOVEMBER 14, 2025.** The LOC must receive all proposals before the end of the day on the above closing date.

Approximate opening date: NOVEMBER 17, 2025.

Proposal selection: NOVEMBER 17, 2025 to DECEMBER 22, 2025.

Approximate award date: DECEMBER 23, 2025.

All responses to this Solicitation become the property of the LOC. Proposers should mark those aspects of the proposal that they consider trade secrets and exempt from public disclosure. The LOC will not be held accountable if parties other than the LOC obtain material from proposal responses without the written consent of the Proposer(s).

4.1.4 Withdrawal of Proposal

The Proposer(s) may withdraw its proposal at any time prior to the hour and date set for the receipt of proposals. Withdrawal will not preclude the submission of another proposal prior to the deadline.

4.2 REVIEW, INQUIRIES AND NOTICES:

4.2.1 **The solicitation documents may be reviewed in person at the following address:**

LEAGUE OF OREGON CITIES

1201 Court St. NE
Suite 200
Salem, OR 97301

All inquiries concerning information herein shall be addressed to:

LEAGUE OF OREGON CITIES
c/o Kevin Toon
1201 Court St. NE
Suite 200
Salem, OR 97301

Email inquiries shall be addressed to: rfp@orcities.org

Inquiries are required to be submitted by email to the Administrative Contact listed above. No oral communication is binding on the LOC.

4.2.2 Proposal Interpretation of the RFP Documents and Issuance of Addenda

If any Proposer(s) finds discrepancy in, or omissions from, or is in doubt to the true meaning of any part of the RFP document, he/she shall submit a written request for a clarification or interpretation thereof to:

LEAGUE OF OREGON CITIES
c/o Kevin Toon
1201 Court St. NE
Suite 200
Salem, OR 97301

Any request for clarification or interpretation must be received at least ten (10) calendar days prior to the RFP closing date.

The LOC is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by addenda. Addenda, if necessary, will be issued not later than five (5) days prior to the RFP closing date by publication on the LOC's web site and NPPGov website.

Oral interpretations or statements cannot modify the provisions of this Request for Proposal. If inquiries or comments by Proposers raise issues that require clarification by the LOC, or the LOC decides to revise any part of this Request for Proposal, addenda will be published and provided to all persons who receive the Request for Proposal. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.

4.3 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Proposers are to submit one (1) electronic proposal, in PDF format, to the designated website detailed on the first page of this solicitation. Proposal should contain the original signatures on any pages where a signature is required (because electronic submissions are required, either electronic signatures or scans of hand-signed pages should be included).

All prices shall be held firm for a period of sixty (60) days after the Solicitation closing date. Any Proposer may withdraw its proposal if a Master Price Agreement has not been executed within sixty (60) days from the RFP closing date.

4.4 EXCEPTIONS AND DEVIATIONS TO THE RFP

The Proposer shall identify and list all exceptions taken to all sections of this RFP and list these exceptions, referencing the section (paragraph) where the exception exists and stating the proposed revision. The Proposer shall list these exceptions under the heading, "Exception to the Solicitation, RFP Number 2555." Exceptions not listed under the heading "Exception to the Solicitation, RFP Number 2555." shall be considered invalid. The LOC reserves the right to reject exceptions, render the proposal non-responsive, enter into negotiation on any of the Proposer exceptions, or accept any or all exceptions.

The Proposer shall detail any and all deviations from specifications, if any, contained in this Solicitation and Attachments, as requested. The LOC may accept or reject deviations, and all LOC decisions shall be final.

4.5 RESPONSE FORMAT AND CONTENT:

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals should have clearly defined sections designated as follows:

4.5.1 Letter of Transmittal

4.5.2 Table of Contents

4.5.3 Short introduction and executive summary. This section shall contain an outline of the general approach utilized in the proposal.

4.5.4 The proposal should contain a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing the Proposer's best offer. Additional related services should be incorporated into the proposal, if applicable.

4.5.5 Qualifications – This section shall describe the Proposer's ability and experience related to the programs and services proposed.

4.5.6 Exceptions to the Solicitation, RFP Number 2555.

4.5.7 PRICING SCHEDULE ("ATTACHMENT D").

4.5.8 PROPOSER PROFILE WORKBOOK ("ATTACHMENT B").

4.5.9 Complete, Current Catalog Pricing shall be uploaded with the entire proposal.

4.5.10 Format Proposal to specifically address each individual sub-section and sub-set of the SCOPE OF WORK (Section 2.0).

4.5.11 Signed Addenda, if any.

4.5.12 Proposal Final Certification.

5.0 EVALUATION AND POST SUBMISSION

5.1 EVALUATION OF PROPOSAL – SELECTION FACTORS:

LOC will evaluate each Proposal and prepare a scoring of each Proposal. Each Proposal received and reviewed shall be awarded points under each criterion solely on the judgment and determination of the Evaluation Committee and the LOC. There is a maximum score of 500 points and Proposer's average total score must be at least 200 points for consideration of an award. Proposals will be evaluated on the following criteria and further defined in the Proposal Evaluation Form (ATTACHMENT E) utilizing the point system indicated on the form:

1) Pricing 2) Product Line (within each category) 3) Marketing 4) Customer Service 5) Proven Experience 6) Coverage 7) Conformance
At the LOC's discretion, Proposers may be invited to make presentations to the Evaluation Committee. LOC reserves the right to make multiple awards to meet the national membership needs of this Solicitation.

5.1.1 Additional criteria/preferences that are not necessarily awarded points.

5.1.1.1 Pursuant to ORS 279A.128, Lead Contracting Agency shall give preference to goods fabricated or processed within state or services performed within state.

5.1.1.2 Pursuant to ORS 279A.125, Lead Contracting Agency shall give preference to the procurement of goods manufactured from recycled materials.

5.1.1.3 Pursuant to ORS 279A.120, Lead Contracting Agency shall give preference to goods and services that have been manufactured or produced within the State of Oregon if price, fitness, availability and quality are otherwise equal; and the Lead Contracting Agency shall add a percent increase to the proposal of a nonresident Proposer equal to the percent, if any, of the preference given to the Proposer in the state in which the Proposer resides. All Proposers shall identify the state to which it is a resident bidder.

5.1.1.4 Lead Contracting Agency shall consider proposals for printing, binding and stationary work in accordance with ORS 282.210, incorporated herein by this reference.

5.1.1.5 Proposer shall comply with all federal, state and local laws applicable to the work under the Master Price Agreement awarded as a result of this Solicitation, including, without limitation, the provisions of ORS 279A and ORS 279B, including those provisions set forth on "ATTACHMENT F", attached hereto and incorporated herein by this reference.

5.1.1.6 Pursuant to Section 1.7, the Lead Contracting Agency encourages Minority and Women-owned Small Business Proposers to submit proposals.

5.2 RIGHT OF LEAGUE OF OREGON CITIES TO AWARD OR REJECT PROPOSALS

5.2.1 The Request for Proposal does not commit the LOC to award a Master Price Agreement for the products or services specified within the Request for Proposal document. The LOC may cancel the procurement or reject any or all proposals in accordance with ORS 279B.100. Under no circumstance will the LOC pay the costs incurred in the preparation of a response to this request.

5.2.2 The LOC reserves the right to:

5.2.2.1 Accept or reject any or all proposals and proposal terms and conditions received as a result of the Request for Proposals;
5.2.2.2 Accept a proposal and subsequent offers for a Master Price Agreement from proposer(s) other than the lowest cost proposer;
5.2.2.3 Waive or modify any irregularities in proposals received after prior notification to the Proposer(s).

5.2.3 The award, if there is one, will be made to that Proposer(s) who is determined to be the most qualified, responsible and responsive within a competitive price range based upon the evaluation of the information furnished under this RFP.

5.3 PROTEST PROCESS

A prospective Proposer may protest the procurement process of the Solicitation for an Agreement solicited under ORS 279B. Before seeking judicial review, a prospective Proposer must file a written protest with the LOC and exhaust all administrative remedies. Written protests must be delivered to the LOC at 1201 Court St. NE, Suite 200, Salem, OR 97301 not less than ten (10) days prior to the date upon which all proposals are due. The written protest shall contain a statement of the desired changes to the procurement process or Solicitation document that the protester believes will remedy the conditions upon which the protest is based. The LOC shall consider the protest if it is timely filed and meets the conditions set forth in ORS 279B.405. The LOC shall respond pursuant to ORS 279B.405. If the LOC upholds the protest, in whole or in part, the LOC may in its sole discretion either issue an Addendum reflecting its disposition or cancel the procurement or solicitation. The LOC may extend the due date of proposals if it determines an extension is necessary to consider and respond to the protest.

A Proposer may protest the Award of the Contract, or the intent to Award the Contract, if the conditions set forth in ORS 279B.410 are satisfied. Judicial review of the protest and the LOC's decision shall be governed by ORS 279B.415.

5.4 NON-ASSIGNMENT

If a Master Price Agreement is awarded, neither party shall assign the Agreement in part or in total.

5.5 POST AWARD MEETING:

The successful Proposer(s) may be required to attend a post-award meeting with the LOC to discuss the terms and conditions of the Master Price Agreement.

5.6 PROPOSAL FINAL CERTIFICATION

The Proposer must certify the following:

a) I hereby certify that the Proposal contained herein fully and exactly complies with the instruction for proposers and specifications as they appear in this Notice of Solicitation.

b) I hereby further certify that I am authorized by the Board of Directors or Corporate Officers of the Corporation to sign the Requests for Proposals and proposals in the name of the corporation listed below:

Proposer Name: _____

Signature: _____

Name Typed: _____ Title: _____

Proposer is a resident bidder of the state of _____

Date: _____

ATTACHMENT A

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

(The Intergovernmental Cooperative Purchasing Agreement is not attached hereto, but the current version is available upon request from the Lead Public Agency)

(The Intergovernmental Cooperative Purchasing Agreement is incorporated by reference herein)

ATTACHMENT B

Proposer Profile Workbook to be completed by all responders as directed herein (fillable form available upon request)

1.0 GENERAL QUESTIONS:

Section 1.1 only to be completed by vendors with a national presence; i.e. vendors with a sales territory in 25 states or more.

1.1 The "Yes" or "No" questions below are to help evaluators familiarize themselves with **national** vendors. Indicate "Yes" or "No" as it applies to your company.

- ✓ Do you have a national sales force adequate in size to meet the demands of multiple agencies and their unique needs for the products and services listed herein?
  Yes ☐ No ☐
- ✓ Do you have a national distribution network that will support sales resulting from this RFP?
  Yes ☐ No ☐
- ✓ Can you provide product availability to meet the requirements for materials and services listed herein for government and nonprofit agencies nationwide in a timely manner?
  Yes ☐ No ☐
- ✓ Does your company have the ability to provide toll-free telephone/fax access, and an online presence?
  Yes ☐ No ☐
- ✓ Can you provide a single point of contact (National Account Manager) to interact with the lead agency and NPPGov staff?
  Yes ☐ No ☐
- ✓ Are you a strong competitor in the industry with a minimum of three consecutive years of demonstrated success in all business practices and pursuits?
  Yes ☐ No ☐

1.2 Provide at least three references of government agencies within the United States that have purchased products/services from Proposer similar to those specified in this solicitation within the last year. If proposed products/services are new to market, please use most similar business references available. Include:

Agency name and address
Contact name, phone and **email**
Description of products/services sold and date.

LOC may use other information, however learned, in evaluation of the response.

1.3 OPTIONAL: If a Dun and Bradstreet Comprehensive Report (or similar) for your company is available, please submit it with your response.

1.4 OPTIONAL: Attach any case studies, white papers and/or testimonials supporting your company and products/services.

2.0 ABOUT PROPOSER:

2.1 State of incorporation:	
2.2 Federal Tax Identification Number:	
2.3 If applicable to the product(s) and/or service(s), describe the Proposer's ability to conduct E-commerce or online ordering. [Insert response in box below]	
2.4 Describe Proposer's system for processing orders from point of customer contact through delivery and billing. [Insert response in box below]	
2.5 Describe Proposer's ability to provide detailed electronic reporting of quarterly sales correlated with NPPGov Member ID numbers of Participating Agency purchases as set forth in Addendum A to Vendor Administration Agreement (VAA), a copy of which is available upon request from the LOC. [Insert response in box below]	
2.6 Describe the capacity of Proposer to meet Minority and Women Business Enterprises (MWBE) preferences, which may vary among Participating Agencies. [Insert response in box below]	
2.7 Proposer acknowledges compliance with Davis Bacon wage requirements where labor is concerned by indicating "yes" or "no" below.	
2.8 By submitting a Proposal in response to this RFP, Proposer agrees, if applicable, to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS contained in Title 2 C.F.R. § 200 et seq. Indicate "yes" or "no" below.	
2.9 Complete Exhibit 1, located at the end of this workbook.	

3.0 DISTRIBUTION SYSTEM:

3.1 Describe distribution of products and/or services available in Proposer's response through Proposer's distribution system (including Alaska and Hawaii), including any limitations. [Insert response in box below]
3.1.A Is it your intent to offer the proposed products and/or services through a designated distribution/dealer network, indicate "yes" or "no" below?
YES ☐ NO ☐
3.2 Provide Proposer's shipping and delivery policy, including standard delivery time and any options and costs for expedited delivery and return policies. [Insert response in box below]
3.3 Third party and/or subcontracting may be allowed. If applicable, detail the sub-contracting process (ordering, shipment, invoicing, billing) for those products not carried in Proposer's distribution center. Alternatively, if proposer utilizes a third-party ordering, shipment, invoicing or billing partner, please describe in detail. [Insert response in box below]
3.4 What is Proposer's backorder policy? Is your policy to classify as "immediate or cancel" (requiring the Participating Agency to reorder if item is backordered) or "good until cancelled"? [Insert response in box below]
3.5 Indicate whether the Proposer has any dealer or distributors that are authorized to fulfil purchases? Yes ☐ No ☐ [Check one]
3.6 If answered yes to 3.5, include a copy of or link to authorized dealers or distributors.

4.0 MARKETING:

4.1 Outline Proposer's plan for marketing the Products and Services to the Participating Agencies on a local and national basis. Include any marketing incentives such as committed dollars for advertising, conferences/travel and custom marketing materials. [May attach marketing plan or insert response in box below]
4.2 Explain how Proposer will educate its local and national sales force about the use of the Master Price Agreement. [Insert response in box below]
4.3 Indicate the Proposer's willingness to allow training to its local and national sales force about the use of the Master Price Agreement. [Insert response in box below]

5.0 POINT OF CONTACTS:

POC who will administer, coordinate, and manage this program with NPPGov and the LEAGUE OF OREGON CITIES:

Contact Person:		Title:	
Mailing Address:			
City:		State & Zip:	
Email Address:			
Phone #:		Fax #:	
Attach current resume of National Account Manager that will be the POC managing this contract.			

Contracts Manager:

Contact Person:		Title:	
Email:		Phone Number:	

Sales Team Contact:

Contact Person:		Title:	
Email:		Phone Number:	

Reporting Contact:

Contact Person:		Title:	
Email:		Phone Number:	

Accounting Contact:

Contact Person:		Title:	
Email:		Phone Number:	

Marketing Contact:

Contact Person:		Title:	
Email:		Phone Number:	

Senior Executive:

Contact Person:		Title:	
Email:		Phone Number:	

6.0 CUSTOMER SUPPORT SERVICES:

Explain Proposer's policy regarding each of the following if applicable to product(s) and/or service(s):

6.1 Auditing for order completeness. [Insert response in box below]

6.2 Replacement policy (i.e., damaged or defective goods). [Insert response in box below]

6.3 Minimum order requirement (e.g., Individual item vs. case lot). [Insert response in box below]

6.4 Customer service hours/days of operation [Insert response in boxes below]						
Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:

6.5 Special Orders. [Insert response in box below]

6.6 Post sale services issues. [Insert response in box below]

6.7 Repair services, including repair warranty programs, if any. Proposer shall identify, where applicable, authorized factory repair facilities that will honor the warranty of items on contract. [Insert response in box below]

6.8 Technical support services Proposer provides. [Insert response in box below]

6.9 Product substitution policy. [Insert response in box below]

6.10 Identify trade-in program criteria (if applicable). [Insert response in box below]

6.11. After hours service (including weekends and holidays) [Insert response in boxes below]						
Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:

6.12 Shipment tracking. [Insert response in box below]

6.13 Back order tracking process. [Insert response in box below]

6.14 Return Item process, including any/all associated fees (e.g., restocking, shipping, turnaround time on returns). [Insert response in box below]

6.15 Electronic billing. [Insert response in box below]
6.16 Explain how Proposer will resolve complaints, issues, or challenges. [Insert response in box below]
6.17 Other services not already covered. [Insert response in box below]

7.0 DELIVERY AND FREIGHT CHARGES:

7.1 Identify delivery and/or shipping costs or provide a shipping rate schedule based on weight, item, and/or destination for all items ordered within the continental U.S. (and Hawaii/Alaska). The Proposer shall identify all exceptions to this shipping rate schedule. [Insert response in box below]
7.2 Identify policy for transfer of product ownership (delivery) and damage/issue resolution. [Insert response in box below]

8.0 VENDOR TERMS AND CONDITIONS.

8.1 Does Proposer require that customers/Participating Agencies agree to standard terms and conditions related to their purchase? Yes No [Circle one]
8.2 If answered yes to 8.1, include a copy of or link to terms and conditions.

9.0 WARRANTY INFOMATION:

9.1 Identify warranty options, if applicable. [Insert response in box below]

Exhibit 1

Fire Fighting Equipment, SCBA, And Protective Gear Coverage

RETAIL, DISTRIBUTION AND SERVICE/SUPPORT LOCATIONS

	Number of retail stores in each state? **(leave blank for none)**	Number of distribution centers in each state? **(leave blank for none)**	Number of support locations in each state? **(leave blank for none)**
ALABAMA			
ALASKA			
ARIZONA			
ARKANSAS			
CALIFORNIA			
COLORADO			
CONNECTICUT			
DELAWARE			
FLORIDA			
GEORGIA			
HAWAII			
IDAHO			
ILLINOIS			
INDIANA			
IOWA			
KANSAS			
KENTUCKY			
LOUISIANA			
MAINE			
MARYLAND			
MASSACHUSETTS			
MICHIGAN			
MINNESOTA			
MISSISSIPPI			
MISSOURI			
MONTANA			
NEBRASKA			
NEVADA			
NEW HAMPSHIRE			
NEW JERSEY			
NEW MEXICO			
NEW YORK			
NORTH CAROLINA			
NORTH DAKOTA			
OHIO			
OKLAHOMA			
OREGON			
PENNSYLVANIA			
RHODE ISLAND			
SOUTH CAROLINA			
SOUTH DAKOTA			

TENNESSEE			
TEXAS			
UTAH			
VERMONT			
VIRGINIA			
WASHINGTON			
WEST VIRGINIA			
WISCONSIN			
WYOMING			

THE FORM LISTED BELOW MUST BE SIGNED AND RETURNED WITH SOLICITATION RESPONSE

Exhibit 2

Declaration of Non-Collusion

The undersigned does hereby declare that there has been no collusion between the undersigned, the LEAGUE OF OREGON CITIES, and National Purchasing Partners, and in further support of said Declaration, states as follows:

The person, firm, association, co-partnership or corporation herein named has not, either directly or indirectly, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding or solicitation in the preparation and submission of a proposal to the LEAGUE OF OREGON CITIES for consideration in the award of a contract or Master Price Agreement negotiated as a result of this Request for Proposal.

DATED this _____ day of _____, _____.

_____
(Name of Firm)

By: _____
(Authorized Signature)

Title: _____

ATTACHMENT C

SPECIFICATIONS

FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR

These specifications are intended to cover the complete range of Fire Fighting Equipment, SCBA, and Protective Gear. Several categories are included below but are in no means intended to limit the Proposer to responding to just these categories if there are other related products and services that Proposer would like to be considered for the award. Proposers should respond with pricing for all products and services they wish to be considered in the evaluation for a possible award and master price agreement.

The following categories are provided to indicate the intended extent of the RFP but do not necessarily represent the format of the Proposer's response. Proposers may combine any and all categories and elements in a format that is most appropriate to represent their business in their response.

NOTE: **Proposers are not required to respond to all categories.** Proposals will only be evaluated based on the categories to which they respond.

CATEGORY 1: **FIREFIGHTING EQUIPMENT:** Including but not limited to thermal imagining cameras, axe holders, boots, clothing, accessories, eye protection/goggles, fans, generators, flashlights, fire helmets, decals, gear bags, gloves, tool pouches, wildland fire gear, etc.

CATEGORY 2: **FIREFIGHTING ATTACK TOOLS:** Including but not limited to axes, Halligan bars, chain and/or rescue saws, shovels, forcible entry tools, rescue tools, etc.

CATEGORY 3: **EXTRACTION TOOLS AND SUPPLIES:** Including but not limited to (hydraulic, manual or electric): cribbing, cutters, blankets, spreaders, combo tools, rams, rapid stabilization struts, etc. Gas or electric powered equipment may be offered.

CATEGORY 4: **SEARCH AND RESCUE EQUIPMENT:** Including but not limited to thermal imaging equipment, gas detection and monitoring equipment, hardware, ladders, bailout systems, rescue straps, rope, rope bags, utility items, etc.

CATEGORY 5: **FIREFIGHTING AND FIREFIGHTER TRAINING:** Including but not limited to books, videos, CPR manikins, on-site instructional classes, remote/web based instructional classes, learning management solutions, learning software etc. On-site training requiring travel charges must be identified and quoted prior to Member acceptance or commitment to training class. All travel, lodging, and per diem charges should be included in pricing.

CATEGORY 6: **HAZARDOUS MATERIAL (HAZ-MAT) EQUIPMENT:** Including but not limited to air bags, covert HAZ-MAT back packs, emergency equipment staging areas, staging kits, team kits, etc.

CATEGORY 7: **FIRE EXTINGUISHERS:** Including but not limited to handheld, portable, wheeled (cart mounted). Class A, B, C, D, K, or a combination of classes; stored pressure or cartridge-type; household, industrial, and/or automotive applications, etc.

CATEGORY 8: **FIREFIGHTING FOAM:** Including but not limited to low expansion (between 2 to 1 and 20 to 1), medium expansion (between 20 to 1 and 200 to 1), high expansion (above 200 to 1), synthetic agents, protein agents, foam equipment, etc.

CATEGORY 9: **FIREFIGHTING (MUNICIPAL) HOSES:** Including but not limited to firefighting hose accessories (attack, supply line, soft suction, piston intake valves, nozzles, wyes, etc.), All firefighting hoses shall be NFPA compliant for service pressure test, proof/acceptance test pressure, burst pressure, and operating/working pressure. Certificates of testing shall be provided to Member upon request. Firefighting hoses shall be warranted from manufacturer defects for ten (10) years. Contract vendor shall provide Member all instruction manuals, maintenance manuals, user guide information for all firefighting hose products in Member orders.

CATEGORY 10: **FIRE PUMPS:** Including but not limited to Portable Pumps, Skid Units, Compressed Air Foam Systems (CAFS), etc.

CATEGORY 11: **FIREFIGHTER AND DEPARTMENTAL PERSONAL APPAREL, BADGES, ACCESSORIES, AND OTHER FIRE DPEARTMENT RELATED ITEMS:** Including but not limited to apparel (personal, firefighter, and departmental), hats, T-shirts, shirts, pins, name bars, collar pins, ties, lapel accessories, stationary items, calendars, business cards, promotional materials (watches, mugs, glassware, pins, giveaways, awareness items), personalized firefighter/departmental apparel and accessories, firefighter literature (books, magazines, periodicals, and e-books), firefighter badges (Custom, special, and member provided designs. Contract vendor shall be capable of supplying as few as one or as many as a full recruit class or departmental staff within the stated delivery period), etc. Other garments and clothing.

CATEGORY 12: **OPEN-CIRCUIT SELF-CONTAINED (SCBA) AND/OR CLOSED-CIRCUIT SCBA SYSTEMS:** SCBA shall be certified by the National Institute for Occupational Safety and Health (HIOSH) under current Title 42, part 84 of the Code of Regulations for 30-, 45-, or 60-minute rated service life and for storage. SCBA shall be compliant with all current related performance requirements of the NFPA. SCBA shall include primary audible alarms and secondary (redundant) alarms. All electronic components shall be certified as intrinsically safe per Underwriters Laboratories (UL) 913.

CATEGORY 13: **FACEPIECES:** Shall be constructed to: fit various facial shapes and sizes; contain a replaceable, non-shatter-type, polycarbonate (or equal) to provide a satisfactory field of vision; allow air to enter the facepiece in a manner that shall reduce the possibility of moisture accumulation on the lens; employ an adjustable strap headband assembly; contain an easily removable exhalation module; removable speaking diaphragm; have field-replaceable components throughout; removable nose cup; and a removable adapter onto which the second stage regulator attaches. Include any available options such as heads up displays, thermal imaging displays, communications systems, etc.

CATEGORY 14: **REGULATOR SYSTEM, INTERMEDIATE PRESSURE HOSE, RAPID INTERVENTION CREW/COMPANY UNIVERSAL AIR CONNECTION (RIC UAC):** Shall be designed to operate in two independent stages: first stage shall be mounted directly on the cylinder valve; second stage shall be designed to provide positive pressure during an NFPA breathing machine test at a minimum of 70-psi inlet pressure. Regulator system shall be constructed to contain a pressure-reducing valve to reduce pressure from the cylinder; contain an over-pressurization relief valve; provide uniform flow performance throughout the full cylinder pressure range; include a metal inlet filter to retain particles of 30 microns or greater; and incorporate a RIC UAC.

CATEGORY 15: **CYLINDERS:** Shall pass all United States Department of Transportation (USDOT) testing requirements for cylinder volume, weight, construction materials, and maximum pressures. Cylinder valve shall include gauges, handwheel with safety locking collar device, and conform to the Compressed Gas Association (CGA) standard for thread connection for low and high pressure. Cylinder recharging stations, cylinder testing (members shall receive all testing certificates).

CATEGORY 16: **MAINTENANCE, SERVICE AND TESTING**: Any services and options related to the maintenance, service and testing of products and equipment offered in any of the categories

CATEGORY 17: **RELATED SCBA EQUIPMENT:** Other related self-contained breathing apparatus (SCBA) options not included in other categories including but not limited to integrated PASS alarms, command post air supply monitoring, physiological monitoring, personnel tracking, etc. Supplied Air Breathing Apparatus (SABA) equipment may also be offered in this category.

CATEGORY 18: **INTEGRATED FIRE AND EMS MANAGEMENT SOLUTIONS:**
This category includes comprehensive software solutions designed to enhance the efficiency and effectiveness of fire and EMS operations. The solutions should cover various aspects such as some or all, pre-incident planning, fire prevention, inspection, testing and maintenance (ITM), electronic patient care reporting (ePCR), mobile response, scheduling and personnel management, community engagement, asset and inventory management, hydrant management, training, health and wellness, events and activities, data and analytics, fire investigations, and incident command.

CATEGORY 19: **OTHER:** Other FIREFIGHTING AND FIREFIGHTER EQUIPMENT not included in other categories.

ATTACHMENT D

PRICING SCHEDULE

The intent is for each Proposer to submit their complete product line so that Participating Agencies may order a wide array of products and services as appropriate for their needs. Proposer is encouraged but is not required to respond to all categories. Proposer may suggest additional categories and sub-categories as applicable. Proposer may subcontract items Proposer does not supply.

The Proposer should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if the Proposer deems them necessary to accomplish the program.

Pricing and resulting relative discount to LOC and NPPGov membership shall be clearly delineated on each proposal. Contract admin fee (established in the "Requirements" Section of the RFP) may not be listed or charged as a separate line item to users of the contract. Contract pricing shall be based upon:

1) Fixed discount(s) off published price list(s) or catalog(s)
2) Firm fixed price with economic adjustment (contingencies for economic price adjustments must be identified in the proposal)
3) A combination of the above.

EXAMPLE

FIRE FIGHTING EQUIPMENT, SCBA, AND PROTECTIVE GEAR	
Product Category	Percentage (%) off List Price* (***OR*** fixed price if % off pricing is not available)
FIREFIGHTING EQUIPMENT	
FIREFIGHTING ATTACK TOOLS	
EXTRACTION TOOLS AND SUPPLIES	
SEARCH AND RESCUE EQUIPMENT	
FIREFIGHTING AND FIREFIGHTER TRAINING	
HAZARDOUS MATERIAL (HAZ-MAT) EQUIPMENT	
FIRE EXTINGUISHERS	
FIREFIGHTING FOAM	
FIREFIGHTING (MUNICIPAL) HOSES	
FIRE PUMPS	
FIREFIGHTER AND DEPARTMENTAL PERSONAL APPAREL, BADGES, ACCESSORIES, AND OTHER FIRE DPEARTMENT RELATED ITEMS	
OPEN-CIRCUIT SELF-CONTAINED (SCBA) AND/OR CLOSED-CIRCUIT SCBA SYSTEMS	
FACEPIECES	
REGULATOR SYSTEM, INTERMEDIATE PRESSURE HOSE, RAPID INTERVENTION CREW/COMPANY UNIVERSAL AIR CONNECTION (RIC UAC)	
CYLINDERS	
MAINTENANCE, SERVICE AND TESTING	
RELATED SCBA EQUIPMENT	
INTEGRATED FIRE AND EMS MANAGEMENT SOLUTIONS	
OTHER	

Options

Proposers shall provide pricing on all options, modifications, and accessories in a format that best represents their product line and pricing structure. This may include specific pricing for some options and may also include general pricing/discounts for categories of options. Proposer may also indicate availability and pricing of all other non-specified options. The intent is to provide Proposers the opportunity to present as much product as possible in the format that fits within their individual formatting needs so that the resulting award allows LOC and NPPGov members the greatest number of procurement options.

Miscellaneous

Proposers should include any applicable pricing information related to Section 2.3 of the RFP including but not limited to: large volume purchases, cash terms, rebates, freight/delivery costs and individual discounts.

ATTACHMENT E

PROPOSAL EVALUATION FORM

Proposals will be evaluated using a two-step process.

The first step evaluates the responsiveness of the proposer and determines 1) if the proposer is deemed fully responsive enabling the proposal to move to the second step and 2) if the proposal will be evaluated as a local response (within the State of Oregon), regional response (covering multiple States, but not the entire US) or a national response (covering the entire US, or at least the continental US).

The second step of the evaluation process will only occur with proposals deemed fully responsive from the first step. The second step fully evaluates the proposer's response based on the criteria found in the proposal evaluation form.

STEP 1
Proposal Responsiveness

Component	YES		NO
Submitted on time (REQUIRED)			
Completed Proposer Profile Workbook (PPW) (REQUIRED)			
Included references			
Proposal signed (REQUIRED)			
Deemed Fully Responsive	YES		NO
Categorized as Local, Regional or National	Local	Regional	National

Proposal Evaluation Form

STEP 2
Full Evaluation of Proposal

Point Value Definitions
(5) Exceeded Requirements – Compelling Detail, Showed Ability to Complete
(4) Met Requirements – Thorough, Provided Supportive Material/Examples
(3) Satisfied Requirements - Sufficient
(2) Unclear if Requirements Met - Poor or Confusing
(1) Did Not Comply with Requirements - Substandard
(0) Blank

Component Evaluated	Weight	Possible Points (0-5)	Total Points (Weight x PP)	Evaluator's Comments
Pricing: Product price and discounts proposed included favorable pricing for cooperative purchasing. Shipping conditions. *Attachment D and PPW Section 7.0.*	25			Comments:
Product Line (Score only categories proposed): Breadth, variety, quality of product line and innovation of products. Warranty availability. *Attachment C and PPW Section 9.0.*	15			Comments:
Marketing: Marketing plan to promote the resulting contractual agreement and ability to incorporate use of agreement in their sales system throughout indicated coverage region. Willingness to allow training of salesforce. *PPW Section 4.0.*	15			Comments
Customer Service: Support dedicated to Participating Agencies. Ability to meet promised delivery timelines. Additional services offered. Conduct e-commerce. *PPW Sub-Sections 2.3 & 2.4 and Section 6.0.*	15			Comments:
Proven Experience: Success in providing products and services in a timely manner. Years in business, references and reputation. Experience with cooperative purchasing. *PPW Sub-Section 1.2.*	15			Comments:
Coverage: Ability to provide products and services for indicated coverage region including distribution, retail & service facilities, coordination of manufacturer and distribution, and staff availability. Clearly states distribution model and provides dealer list if applicable. *PPW Section 3.0 and Exhibit 1.*	10			Comments:
Conformance: Completeness of proposal and the degree to which the Proposer responded to the terms and all requirements and specifications of the RFP. Followed the response format and content, was clear and easily understood. Provided Term's and Condition's, if applicable. *PPW Section 8.0 and 4.5 of RFP.*	5			Comments:
TOTAL	100			

ATTACHMENT F

OREGON REVISED STATUTES (AS MAY BE AMENDED) REQUIREMENTS

Successful Proposer (Contractor) shall comply with the requirements of this ATTACHMENT F to the extent required by any applicable federal or state law.

(1) Contractor shall pay promptly, as due, all persons supplying labor or materials for the performance of the work provided for in the contract and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor.

(2) Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the contract.

(3) Contractor shall not permit any lien or claim to be filed or prosecuted against the LOC or any Participating Agency on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted.

(4) Contractor and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167

(5) If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a Subcontractor by any person in connection with the contract as such claim becomes due, the LOC or any Participating Agency may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the Contractor or Contract surety from Contractor or its obligation with respect to any unpaid claim. If the LOC or any Participating Agency is unable to determine the validity of any claim for labor or material furnished, the District may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

(6) Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

(7) In a contract for personal services, contractor shall pay employees at least time and half for all overtime worked in excess of 40 hours in any one week under the contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, *et seq.*). In contracts for services, contractors shall pay employees at least time and a half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020(1)(b)(A) to (G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater.

(8) The Contractor must give notice in writing to employees who work on this contract, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

(9) All subject employers working under the contract are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

(10) All sums due the State Unemployment Compensation Trust Fund from the Contractor or any Subcontractor in connection with the performance of the contract shall be promptly so paid.

(11) The contract may be canceled at the election of LOC for any willful failure on the part of Contractor to faithfully perform the contract according to its terms.

(12) Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

(13) Contractor certifies that it has not discriminated against minorities, women, emerging small business enterprises certified under ORS 200.055, or business enterprises owned or controlled by or that employ a disabled veteran in obtaining any required subcontractors.

ATTACHMENT G

WIPHE RESPONSE FORM

THIS FORM MUST BE RETURNED WITH SOLICITATION RESPONSE

Vendor servicing Washington State AGREES to sell items included in this solicitation to WIPHE institutions at prices offered, unless otherwise noted below:

_____ DOES NOT agree to sell to WIPHE Institutions.

_____ AGREES to sell to WIPHE Institutions at same prices and discounts, with the following exceptions: (attach additional pages as necessary)

Vendor must state geographic areas or specific institution(s) listed below within the State of Washington that are EXCLUDED from the contract(s) resulting from this solicitation:

Washington Institutions of Public Higher Education (WIPHE). See list on following page.

If Vendor agrees to sell to the WIPHE Institutions, a WIPHE Contract number will be assigned and the information will be reported to the Council of Presidents. The Council of Presidents notifies all the other schools when a WIPHE contract has been awarded and a master list will be maintained and the WIPHE website updated. WIPHE shall determine, at its absolute discretion, whether it shall accept and/or utilize the contract resulting from the Request for Proposal

Washington Institutions of Public Higher Education (WIPHE)

FOUR-YEAR UNIVERSITIES

CENTRAL WASHINGTON UNIVERSITY
EASTERN WASHINGTON UNIVERSITY
THE EVERGREEN STATE COLLEGE
UNIVERSITY OF WASHINGTON
WASHINGTON STATE UNIVERSITY
WESTERN WASHINGTON UNIVERSITY

COMMUNITY AND TECHNICAL COLLEGES:

BATES TECHNICAL COLLEGE
BELLEVUE COMMUNITY COLLEGE
BELLINGHAM TECHNICAL COLLEGE
BIG BEND COMMUNITY COLLEGE
CASCADE COMMUNITY COLLEGE
CASCADIA COLLEGE
CENTRALIA COLLEGE
CLARK COLLEGE
CLOVER PARK TECHNICAL COLLEGE
COLUMBIA BASIN COLLEGE
EDMONDS COMMUNITY COLLEGE
EVERETT COMMUNITY COLLEGE
GRAYS HARBOR COLLEGE
GREEN RIVER COMMUNITY COLLEGE
HIGHLINE COMMUNITY COLLEGE
LAKE WASHINGTON TECHNICAL COLLEGE
LOWER COLUMBIA COLLEGE
OLYMPIC COLLEGE
PENINSULA COLLEGE
PIERCE COLLEGE
RENTON TECHNICAL COLLEGE
SEATTLE CENTRAL COMMUNITY COLLEGES
SHORELINE COMMUNITY COLLEGE
SKAGIT VALLEY COLLEGE
SOUTH PUGET SOUND COMMUNITY COLLEGE
SPOKANE COMMUNITY COLLEGES
STATE BOARD FOR TECHNICAL & COMMUNITY COLLEGES
WENATCHEE VALLEY COLLEGE
YAKIMA VALLEY COMMUNITY COLLEGE
WHATCOM COMMUNITY COLLEGE

Miscellaneous local agencies within Washington State*

ADAMS COUNTY
PUYALLUP SCHOOL DIST 3
KITSAP COUNTY
FIFE SCHOOL DIST 417
RIVERVIEW SCHOOL DIST 407
GONZAGA UNIVERSITY
PLANNED PARENTHOOD OF WESTERN WASHINGTON
SNOHOMISH COUNTY
MASON COUNTY
FEDERAL WAY SCHOOL DIST
SPOKANE COUNTY
ISSAQUAH SCHOOL DIST 411
ADAMS COUNTY FIRE DISTRICT
ADAMS COUNTY HEALTH DISTRICT
AFFILIATED HEALTH SERVICES
ALDERWOOD WATER DISTRICT
ANACORTES PORT OF
ANACORTES SCHOOL DISTRICT 103
ANNAPOLIS WATER DISTRICT
ASOTIN COUNTY
AUBURN SCHOOL DISTRICT 408
BAINBRIDGE IS SCHOOL DISTRICT 303
BAINBRIDGE ISLAND FIRE DEPARTMENT
BAINBRIDGE ISLAND PARKS
BATTLE GROUND SCHOOL DISTRICT 119
BELLEVUE SCHOOL DISTRICT 405
BELLINGHAM PORT OF
BELLINGHAM SCHOOL DISTRICT 501
BENTON COUNTY
BENTON COUNTY FIRE DISTRICT
BENTON COUNTY PUD
BENTON FRANKLIN COUNTY
BENTON FRANKLIN PRIVTE INDUST CNCL
BENTON PORT OF
BETHEL SCHOOL DISTRICT 403
BIG BROTHERS BIG SISTERS OF KING CO
BIRCH BAY WATER & SEWER DISTRICT
BLANCHET SCHOOL DISTRICT
BREMERTON KITSAP CO HEALTH DISTRICT
BREMERTON PORT OF
BREMERTON SCHOOL DISTRICT 100
BURLINGTON EDISON SCHOOL DIST 100
CANCER RESEARCH AND BOISTATISTICS
CASCADE BLUE MT FD SHR
CASCADE IRRIGATION DISTRICT
CASHMERE SCHOOL DISTRICT 222
CATHOLIC COMM SVCS OF KING CO
CENTRAL KITSAP SCHOOL DISTRICT 401
CENTRAL WAS COMP MENTAL HEALTH
CENTRALIA SCHOOL DISTRICT 40
CHEHALIS SCHOOL DISTRICT 302
CHELAN COUNTY
CHELAN COUNTY COMMUNITY HOSPITAL
CHELAN COUNTY FIRE DISTRICT
CHELAN COUNTY PUD 1
CHELAN DOUGLAS COUNTY HEALTH DIST
CHENEY CARE CENTER
CHILD CARE RESOURCE & REFERRAL
CHILDRENS THERAPY CENTER
CHIMACUM SCHOOL DISTRICT 49
CLALLAM COUNTY
CLALLAM COUNTY FIRE DISTRICT
CLALLAM COUNTY HOSPITAL DISTRICT
CLALLAM COUNTY PUD
CLARK COUNTY
CLARK COUNTY FIRE DISTRICT
CLARK COUNTY PUD
CLE ELUM-ROSLYN SCHOOL DISTRICT 404
CLOVER PARK SCHOOL DISTRICT 400
CNTRL WHIDBEY FIRE & RESCUE
COAL CREEK UTILITY DISTRICT
COALITION AGAINST DOMESTIC VIOLENCE
COLUMBIA COUNTY
COLUMBIA IRRIGATION DISTRICT
COLUMBIA MOSQUITO CONTROL DISTRICT
COMMUNITY CHRISTIAN ACADEMY
COMMUNITY PSYCHIATRIC CLINIC
COMMUNITY TRANSIT
CONFEDERATED TRIBES OF CHEHALIS
CONSOLIDATED DIKING IMPROVEMENT DIST
CONSOLIDATED IRRIGATION
COWLITZ COUNTY
COWLITZ COUNTY FIRE DISTRICT
COWLITZ COUNTY PUD
CROSS VALLEY WATER DISTRICT
DAYTON SCHOOL DISTRICT 2
DOUGLAS COUNTY
DOUGLAS COUNTY FIRE DISTRICT
DOUGLAS COUNTY PUD
DRUG ABUSE PREVENTION CENTER
E COLUMBIA BASIN IRRIGATION DIST
EAST WENATCHEE WATER
EATONVILLE SCHOOL DIST 404
EDMONDS SCHOOL DISTRICT 15
EDUCATIONAL SERVICE DIST 114
EDUCATIONAL SERVICE DISTRICT 113
ELLENSBURG SCHOOL DIST 401
ENUMCLAW SCHOOL DIST
EVERETT PORT OF
EVERETT PUBLICE FACILITIES DIST
EVERGREEN MANOR INC
EVERGREEN SCHOOL DIST 114
FEDERAL WAY FD
FERRY COUNTY
FERRY COUNTY PUBLIC HOSPITAL
FERRY OKAHOGAN FPD
FOSS WATERWAY DEVELOPMENT AUTHORITY
FRANKLIN COUNTY
FRANKLIN COUNTY PUD

FRANKLIN PIERCE SCHOOL DIST 402
FRIDAY HARBOR PORT OF
GARDENA FARMS IRRIGATION DIST 13
GARFIELD COUNTY
GRAND COULEE PROJECT
GRANDVIEW SCHOOL DIST 116/200
GRANITE FALLS SCHOOL DIST 332
GRANT COUNTY
GRANT COUNTY HEALTH DIST
GRANT COUNTY PUD
GRAYS HARBOR COUNTY
GRAYS HARBOR COUNTY FIRE DIST
GRAYS HARBOR COUNTY PUD # 1
GRAYS HARBOR PORT OF
GRAYS HARBOR PUB DEV AUTH
GRAYS HARBOR TRANSIT
GRIFFIN SCHOOL DIST 324
HARBORVIEW MEDICAL CENTER
HAZEL DELL SEWER DIST
HEALTHY MOTHERS HEALTHY BABIES COAL
HIGHLINE SCHOOL DIST 401
HIGHLINE WATER DIST
HOMESIGHT
HOPELINK
HOQUIAM SCHOOL DIST 28
HOUSING AUTHORITY OF PORTLAND
ILWACO PORT OF
INCHELIUM SCHOOL DIST 70
ISLAND COUNTY
ISLAND COUNTY FIRE DIST
JEFFERSON COUNTY
JEFFERSON COUNTY FIRE DIST
JEFFERSON COUNTY LIBRARY
JEFFERSON COUNTY PUD
JEFFERSON GENERAL HOSPITAL
KARCHER CREEK SEWER DIST
KELSO SCHOOL DIST 458
KENNEWICK GENERAL HOSPITAL
KENNEWICK SCHOOL DISTRICT 17
KENT SCHOOL DIST 415
KETTLE FALLS SCHOOL DIST 212
KING COUNTY
KING COUNTY FIRE DIST
KING COUNTY HOUSING AUTHORITY
KING COUNTY LIBRARY
KING COUNTY WATER SEWER
KINGSTON PORT OF
KITSAP COUNTY FIRE & RESCUE
KITSAP COUNTY LIBRARY
KITSAP COUNTY PUD 1
KITTITAS COUNTY
KITTITAS COUNTY PUD
KITTITAS COUNTY RECLAMATION DIST
KLICKITAT COUNTY
KLICKITAT COUNTY PUD
LAKE CHELAN RECLAMATION DIST
LAKE STEVENS SCHOOL DIST 4
LAKE WASHINGTON SCHOOL DIST 414
LAKEHAVEN UTILITY DIST
LAKEWOOD SCHOOL DIST 306
LEWIS CO PUD 1
LEWIS COUNTY
LEWIS COUNTY FIRE DIST
LEWIS PUBLIC TRANSPORTATION
LIBERTY LAKE SEWER & WATER DIST
LINCOLN COUNTY
LINCOLN COUNTY FIRE DIST
LONGVIEW PORT OF
LONGVIEW SCHOOL DIST 122
LOTT WASTEWATER ALLIANCE
LUMMI INDIAN NATION
MANCHESTER WATER DIST
MARYSVILLE SCHOOL DIST 25
MASON COUNTY FIRE DIST
MASON COUNTY PUD
MEAD SCHOOL DIST 354
METRO PARK DISTRICT OF TACOMA
MID COLUMBIA LIBRARY
MIDWAY SEWER DISTRICT
MONROE SCHOOL DIST 103
MORTON SCHOOL DIST 214
MOSES LAKE PORT OF
MOUNT BAKER SCHOOL DIST
MT VERNON SCHOOL DISTRICT 320
MUKILTEO SCHOOL DIST 6
MUKILTEO WATER DIST
NAVAL STATION EVERETT
NE TRI COUNTY HEALTH DIST
NORTH CENTRAL REGIONAL LIBRARY DIST
NORTH KITSAP SCHOOL DIST 400
NORTH SHORE UTILITY DISTRICT
NORTH THURSTON SCHOOL DISTRICT
NORTHSHORE SCHOOL DIST 417
NORTHWEST KIDNEY CTR
NORTHWEST WORK FORCE DEVELOPMENT CO
NW REGIONAL COUNCIL
OAK HARBOR SCHOOL DIST 201
OAKVILLE SCHOOL DIST 400
OCOSTA SCHOOL DIST 172
OKANOGAN COUNTY
OKANOGAN COUNTY FIRE DIST
OKANOGAN COUNTY PUD
OKANOGAN SCHOOL DISTRICT
OLYMPIA PORT OF
OLYMPIA SCHOOL DISTRICT 111
OLYMPIA THURSTON CHAMBER FOUNDATION
OLYMPIC AREA AGENCY ON AGING
OLYMPIC MEMORIAL HOSPITAL DIST
OLYMPIC REGION CLEAN AIR AGENCY
OLYMPIC VIEW WATER & SEWER DIST
OLYMPUS TERRACE SEWER DIST
PACIFIC COUNTY
PACIFIC COUNTY FIRE
PARATRANSIT SERVICES

PASCO SCHOOL DIST
PEND OREILLE COUNTY CONSERV DIST
PEND OREILLE COUNTY PUB HOSP DIST
PEND OREILLE COUNTY PUD
PENINSULA SCHOOL DISTRICT 401
PERRY TECHNICAL INSTITUTE
PIERCE COUNTY
PIERCE COUNTY FIRE DIST
PORT ANGELES PORT OF
PORT ANGELES SCHOOL DISTRICT 121
PRESCOTT SCHOOL DIST
PUGET SOUND CLEAN AIR AGENCY
PUGET SOUND SCHOOL DIST
QUINCY COLUMBIA BASIN IRRIG DIST
RICHLAND SCHOOL DIST 400
S KITSAP SCHOOL DISTRICT 402
S SNOHOMISH CO PUBLIC FAC DIST
SAFEPLACE
SAMISH WATER DIST
SAMMAMISH WATER AND SEWER DIST
SAN JUAN COUNTY
SAN JUAN COUNTY FIRE DIST
SEA MAR COMM HEALTH CTR
SEATTLE JEWISH PRIMARY SCHOOL
SEATTLE PORT OF
SEATTLE SCHOOL DIST 1
SEATTLE UNIVERSITY
SECOND AMENDMENT FOUNDATION
SECOND CHANCE INC
SENIOR OPPORTUNITY SERVICES
SHELTON SCHOOL DISTRICT 309
SILVERDALE WATER
SKAGIT COUNTY
SKAGIT COUNTY CONSERVATION DIST
SKAGIT COUNTY FIRE DIST
SKAGIT COUNTY ISLAND HOSPITAL
SKAGIT COUNTY PORT OF
SKAGIT COUNTY PUD 1
SKAGIT TRANSIT
SKAMANIA COUNTY
SKOOKUM INC
SNOHOMISH COUNTY LIBRARY
SNOHOMISH COUNTY PUD
SNOHOMISH HEALTH DISTRICT
SNOHOMISH SCHOOL DISTRICT 201
SOAP LAKE SCHOOL DISTRICT 156
SOOS CREEK WATER AND SEWER DIST
SOUND TRANSIT
SOUTH COLUMBIA BASIN IRRIG DIST
SOUTH EAST EFFECTIVE DEVELOPMENT
SOUTH SOUND MENTAL HEALTH SERVICES
SOUTHWEST YOUTH & FAMILY SERVICES
SPECIAL MOBILITY SERVICES INC
SPOKANE CO AIR POLLUTION CNTRL AUTHORITY
SPOKANE COUNTY FIRE DIST
SPOKANE COUNTY LIBRARY
SPOKANE SCHOOL DISTRICT 81
ST JOSEPH/MARQUETTE SCHOOL
STANWOOD SCHOOL DIST 410
STEVENS COUNTY
STEVENS COUNTY PUD
STILLAGUAMISH TRIBE OF INDIANS
SUMNER SCHOOL DISTRICT 320
SUNNYSIDE PORT OF
SUNNYSIDE SCHOOL DISTRICT 201
SUQUAMISH TRIBE
SW CLEAN AIR AGENCY
SWINOMISH TRIBE
TACOMA DAY CHILD CARE AND PRESCHOOL
TACOMA MUSICAL PLAYHOUSE
TACOMA PORT OF
TACOMA SCHOOL DISTRICT 10
TACOMA-PIERCE CO
TAHOMA SCHOOL DISTRICT 409
TERRACE HEIGHTS SEWER DISTRICT
THURSTON COMMUNITY TELEVISION
THURSTON COUNTY
THURSTON COUNTY CONSERVATION DIST
THURSTON COUNTY FIRE DISTRICT
TOPPENISH SCHOOL DISTRICT 202
TOUCHET SD 300
TRIUMPH TREATMENT SERVICES
TUKWILA SCHOOL DIST 406
TUMWATER SCHOOL DISTRICT 33
U S DEPARTMENT OF TRANSPORTATION
UNITED WAY OF KING COUNTY
UNIVERSITY PLACE SCHOOL DIST
UPPER SKAGIT INDIAN TRIBE
VAL VUE SEWER DISTRICT
VALLEY TRANSIT
VALLEY WATER DISTRICT
VANCOUVER PORT OF
VANCOUVER SCHOOL DISTRICT 37
VASHON ISLAND SCHOOL DISTRICT 402
VERA IRRIGATION
VETERANS ADMINISTRATION
VOLUNTEERS OF AMERICA
WA ASSOC OF SCHOOL ADMINISTRATORS
WA ASSOC SHERIFFS & POLICE CHIEFS
WA GOVERNMENTAL ENTITY POOL
WA LABOR COUNCIL AFL-CIO
WA PUBLIC PORTS ASSOCIATION
WA RESEARCH COUNCIL
WA ST ASSOCIATION OF COUNTIES
WA STATE PUBLIC STADIUM AUTHORITY
WAHKIAKUM COUNTY
WALLA WALLA COLLEGE
WALLA WALLA COUNTY
WALLA WALLA COUNTY FIRE DISTRICT
WALLA WALLA PORT OF
WALLA WALLA SD 140
WASHINGTON ASSOCIATION
WASHINGTON COUNTIES RISK POOL
WASHINGTON FIRE COMMISSIONERS ASSOC

WASHINGTON HEALTH CARE ASSOCIATION
WASHINGTON PUBLIC AFFAIRS NETWORK
WASHINGTON STATE MIGRANT COUNCIL WEST
VALLEY SCHOOL DISTRICT 208
WEST VALLEY SCHOOL DISTRICT 363
WESTERN FOUNDATION THE WHATCOM
CONSERVATION DIST WHATCOM COUNTY
WHATCOM COUNTY FIRE DISTRICT WHATCOM
COUNTY RURAL LIBRARY DIST WHIDBEY
GENERAL HOSPITAL
WHITMAN COUNTY
WHITWORTH WATER
WILLAPA COUNSELING CENTER WILLAPA
VALLEY SCHOOL DISTRICT 160 WILLAPA
VALLEY WATER DISTRICT WINLOCK SCHOOL
DISTRICT 232 WOODINVILLE FIRE & LIFE
SAFETY DIST WOODLAND PORT OF
YAKIMA COUNTY
YAKIMA COUNTY FIRE DISTRICT YAKIMA
COUNTY REGIONAL LIBRARY YAKIMA
SCHOOL DISTRICT 7
YAKIMA VALLEY FARMWORKERS CLINIC
YAKIMA-TIETON IRRIGATION DISTRICT
YELM COMMUNITY SCHOOL DISTRICT
YMCA - TACOMA PIERCE COUNTY
YMCA OF GREATER SEATTLE

*Washington State cities and other unnamed Washington State local and municipal agencies may also utilize the resulting Master Price Agreement; provided they enter into the Intergovernmental Cooperative Purchasing Agreement.

ATTACHMENT H

ELIGIBLE POLITICAL SUBDIVISIONS BY STATE

ATTACHMENT H: ELIGIBLE POLITICAL SUBDIVISION BY STATE is included as a separate document and incorporated by reference herein.

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Intergovernmental Cooperative Purchasing Agreement

This Intergovernmental Agreement (Agreement) is by and between the "Lead Contracting Agency" and participating government entities ("Participating Agencies"), that are members of National Purchasing Partners ("NPPGov"), including members of Public Safety GPO, First Responder GPO, Law Enforcement GPO, Education GPO and EMS GPO that agree to the terms and conditions of this Agreement. The Lead Contracting Agency and all Participating Agencies shall be considered as "parties" to this agreement.

WHEREAS, upon completion of a formal competitive solicitation and selection process, the Lead Contracting Agency has entered into Master Price Agreements with one or more Vendors to provide goods and services, often based on national sales volume projections;

WHEREAS, NPPGov provides group purchasing, marketing and administrative support for governmental entities. NPPGov's marketing and administrative services are free to its membership, which includes participating public entities and nonprofit institutions throughout North America.

WHEREAS, NPPGov has instituted a cooperative purchasing program under which member Participating Agencies may reciprocally utilize competitively solicited Master Price Agreements awarded by the Lead Contracting Agency;

WHEREAS, the Master Price Agreements provide that all qualified government members of NPPGov may purchase goods and services on the same terms, conditions and pricing as the Lead Contracting Agency, subject to applicable local and state laws of the Participating Agencies;

WHEREAS, the parties agree to comply with the requirements of the Intergovernmental Cooperation Act as may be applicable to the local and state laws of the Participating Agencies;

WHEREAS, the parties desire to conserve and leverage resources, and to improve the efficiency and economy of the procurement process while reducing solicitation and procurement costs;

WHEREAS, the parties are authorized and eligible to contract with governmental bodies and Vendors to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, the parties desire to contract with Vendors under the terms of the Master Price Agreements;

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NOW, THEREFORE, the parties agree as follows:

ARTICLE 1: LEGAL AUTHORITY

Each party represents and warrants that it is eligible to participate in this Agreement because it is a local government created and operated to provide one or more governmental functions and possesses adequate legal authority to enter into this Agreement.

ARTICLE 2: APPLICABLE LAWS

The procurement of goods and services subject to this Agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules, and regulations that govern each party's procurement policies. Competitive Solicitations are intended to meet the public contracting requirements of the Lead Contracting Agency and may not be appropriate under, or satisfy Participating Agencies' procurement laws. It is the responsibility of each party to ensure it has met all applicable solicitation and procurement requirements. Participating Agencies are urged to seek independent review by their legal counsel to ensure compliance with all local and state solicitation requirements.

ARTICLE 3: USE OF BID, PROPOSAL OR PRICE AGREEMENT

a. A "procuring party" is defined as the Lead Contracting Agency or any Participating Agency that desires to purchase from the Master Price Agreements awarded by the Lead Contracting Agency.

b. Each procuring party shall be solely responsible for their own purchase of goods and services under this Agreement. A non-procuring party shall not be liable in any fashion for any violation of law or contract by a procuring party, and the procuring party shall hold non-procuring parties and all unrelated procuring parties harmless from any liability that may arise from action or inaction of the procuring party.

c. The procuring party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar goods and services outside the scope of the Master Price Agreement.

d. The exercise of any rights or remedies by the procuring party shall be the exclusive obligation of such procuring party.

e. The cooperative use of bids, proposals or price agreements obtained by a party to this Agreement shall be in accordance with the terms and conditions of the bid, proposal or price agreement, except as modified where otherwise allowed or required by applicable law, and does not relieve the party of its other solicitation requirements under state law or local policies.

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ARTICLE 4: PAYMENT OBLIGATIONS

The procuring party will make timely payments to Vendors for goods and services received in accordance with the terms and conditions of the procurement. Payment for goods and services, inspections and acceptance of goods and services ordered by the procuring party shall be the exclusive obligation of such procuring party. Disputes between procuring party and Vendor shall be resolved in accordance with the law and venue rules of the state of the procuring party.

ARTICLE 5: COMMENCEMENT DATE

This Agreement shall take effect after execution of the "Lead Contracting Agency Endorsement and Authorization" or "Participating Agency Endorsement and Authorization," as applicable.

ARTICLE 6: TERMINATION OF AGREEMENT

This Agreement shall remain in effect until terminated by a party giving 30 days written notice to "Lead Contracting Agency"

ARTICLE 7: ENTIRE AGREEMENT

This Agreement and any attachments, as provided herein, constitute the complete Agreement between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 8: CHANGES AND AMENDMENTS

This Agreement may be amended only by a written amendment executed by all parties, except that any alterations, additions, or deletions of this Agreement which are required by changes in Federal and State law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO OR MORE ORIGINALS BY EXECUTION AND ATTACHMENT OF "THE LEAD CONTRACTING AGENCY ENDORSEMENT AND AUTHORIZATION" OR "PARTICIPATING AGENCY ENDORSEMENT AND AUTHORIZATION," AS APPLICABLE. ONCE EXECUTED, IT IS THE RESPONSIBILITY OF EACH PARTY TO FILE THIS AGREEMENT WITH THE PROPER AGENCY IF REQUIRED BY LOCAL OR STATE LAW.

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LEAGUE OF OREGON CITIES
ENDORSEMENT AND AUTHORIZATION

The undersigned acknowledges, on behalf of the League of Oregon Cities ("Lead Contracting Agency") that he/she has read and agrees to the general terms and conditions set forth in the enclosed Intergovernmental Cooperative Purchasing Agreement regulating use of the Master Price Agreements and purchase of goods and services that from time to time are made available by the League of Oregon Cities to Participating Agencies locally, regionally, and nationally through NPPGov. Copies of Master Price Agreements and any amendments thereto made available by the League of Oregon Cities will be provided to Participating Agencies and NPPGov to facilitate use by Participating Agencies.

The undersigned understands that the purchase of goods and services under the provisions of the Intergovernmental Cooperative Purchasing Agreement is at the absolute discretion of the Participating Agencies.

The undersigned affirms that he/she is an agent of the League of Oregon Cities and is duly authorized to sign this League of Oregon Cities Endorsement and Authorization.

Signed by:
Patricia M. Mulvihill
0BD4F25C35F54D0...

Date: January 19, 2026

BY: Patricia M. Mulvihill
ITS: Executive Director

League of Oregon Cities Contact Information:

Contact Person: Kevin Toon
Address: 1201 Court St NE #200, Salem, OR 97301
Telephone No.: 503-588-6550
Email: rfp@orcities.org

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PARTICIPATING AGENCY
ENDORSEMENT AND AUTHORIZATION

The undersigned acknowledges, on behalf of _____ ("Participating Agency") that he/she has read and agrees to the general terms and conditions set forth in the enclosed Intergovernmental Cooperative Purchasing Agreement regulating use of the Master Price Agreements and purchase of goods and services that from time to time are made available by the Lead Contracting Agency to Participating Agencies locally, regionally, and nationally through NPPGov.

The undersigned further acknowledges that the purchase of goods and services under the provisions of the Intergovernmental Cooperative Purchasing Agreement is at the absolute discretion of the Participating Agency and that neither the Lead Contracting Agency nor NPPGov shall be held liable for any costs or damages incurred by or as a result of the actions of the Vendor or any other Participating Agency. Upon award of contract, the Vendor shall deal directly with the Participating Agency concerning the placement of orders, disputes, invoicing and payment.

The undersigned affirms that he/she is an agent of _____ and is duly authorized to sign this Participating Agency Endorsement and Authorization.

_____ Date:_____

BY: _____

ITS: _____

Participating Agency Contact Information:

Contact Person: _____

Address: _____

_____

_____

Telephone No.:_____

Email:_____

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Contract Number: PS26280

LEAGUE OF OREGON CITIES

MASTER PRICE AGREEMENT

This Master Price Agreement is effective as of the date of the last signature below (the "Effective Date") by and between the LEAGUE OF OREGON CITIES, an Oregon public corporation under ORS Chapter 190 ("LOC" or "Purchaser") and Ten-8 Fire & Safety, LLC ("Vendor").

RECITALS

WHEREAS, the Vendor is in the business of selling certain Fire Fighting Equipment, SCBA, and Protective Gear, as further described herein; and

WHEREAS, the Vendor desires to sell and the Purchaser desires to purchase certain products and related services all upon and subject to the terms and conditions set forth herein; and

WHEREAS, through a solicitation for Fire Fighting Equipment, SCBA, and Protective Gear, the Vendor was awarded the opportunity to complete a Master Price Agreement with the LEAGUE OF OREGON CITIES as a result of its response to Request for Proposal No. 2555 for Fire Fighting Equipment, SCBA, and Protective Gear; and

WHEREAS, the LEAGUE OF OREGON CITIES asserts that the solicitation and Request for Proposal meet Oregon public contracting requirements (ORS 279, 279A, 279B and 279C et. seq.); and

WHEREAS, Purchaser and Vendor desire to extend the terms of this Master Price Agreement to benefit other qualified government members of National Purchasing Partners, LLC dba Public Safety GPO, dba First Responder GPO, dba Law Enforcement GPO and dba NPPGov;

NOW, THEREFORE, Vendor and Purchaser, intending to be legally bound, hereby agree as follows:

ARTICLE 1 – CERTAIN DEFINITIONS

1.1 "Agreement" shall mean this Master Price Agreement, including the main body of this Agreement and Attachments A-G attached hereto and by this reference incorporated herein, including Purchaser's Request for Proposal No. 2555 (herein "RFP") and Vendor's Proposal submitted in response to the RFP (herein "Vendor's Proposal") as referenced and incorporated herein as though fully set forth (sometimes referred to collectively as the "Contract Documents").

1.2 "Applicable Law(s)" shall mean all applicable federal, state, tribal, and local laws, statutes, ordinances, codes, rules, regulations, standards, orders and other governmental requirements of any kind.

1.3 "Employee Taxes" shall mean all taxes, assessments, charges and other amounts whatsoever payable in respect of, and measured by the wages of, the Vendor's employees (or subcontractors), as required by the Federal Social Security Act and all amendments thereto and/or any other applicable federal, state, tribal or local law.

1.4 "Purchaser's Destination" shall mean such delivery location(s) or destination(s) as Purchaser may prescribe from time to time.

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1.5 "Products and Services" shall mean the products and/or services to be sold by Vendor hereunder as identified and described on Attachment A hereto and incorporated herein, as may be updated from time to time by Vendor to reflect products and/or services offered by Vendor generally to its customers.

1.6 "Purchase Order" shall mean any authorized written order for Products and Services sent by Purchaser to Vendor via mail, courier, overnight delivery service, email, fax and/or other mode of transmission as Purchaser and Vendor may from time to time agree.

1.7 "Unemployment Insurance" shall mean the contribution required of Vendor, as an employer, in respect of, and measured by, the wages of its employees (or subcontractors) as required by any applicable federal, state or local unemployment insurance law or regulation.

1.8 "National Purchasing Partners" or "(NPP)" is a subsidiary of two nonprofit health care systems. The Government Division of NPP, hereinafter referred to as "NPPGov", provides group purchasing marketing and administrative support for governmental entities within the membership. NPPGov's membership includes participating public entities across North America.

1.9 "Lead Contracting Agency" shall mean the LEAGUE OF OREGON CITIES, which is the governmental entity that issued the Request for Proposal and awarded this resulting Master Price Agreement.

1.10 "Participating Agencies" shall mean members of National Purchasing Partners for which Vendor has agreed to extend the terms of this Master Price Agreement pursuant to Article 2.6 and Attachment C herein. For purposes of cooperative procurement, "Participating Agency" shall be considered "Purchaser" under the terms of this Agreement.

1.11 "Party" and "Parties" shall mean the Purchaser and Vendor individually and collectively as applicable.

ARTICLE 2 – AGREEMENT TO SELL

2.1 Vendor hereby agrees to sell to Purchaser such Products and Services as Purchaser may order from time to time by Purchase Order, all in accordance with and subject to the terms, covenants and conditions of this Agreement. Purchaser agrees to purchase those Products and Services ordered by Purchaser by Purchase Order in accordance with and subject to the terms, covenants and conditions of this Agreement.

2.2 Vendor may add additional products and services to the contract provided that any additions reasonably fall within the intent of the original RFP specifications. Pricing on additions shall be equivalent to the percentage discount for other similar products. Vendor may provide a web-link with current product listings, which may be updated periodically, as allowed by the terms of the resulting Master Price Agreement. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products may be added to avoid competitive procurement requirements. LOC may reject any additions without cause.

2.3 All Purchase Orders issued by Purchaser to Vendor for Products during the term (as hereinafter defined) of this Agreement are subject to the provisions of this Agreement as though fully set forth in such Purchase Order. The Vendor retains authority to negotiate above and beyond the terms of this Agreement to meet the Purchaser or Vendor contract requirements.

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2.4 Notwithstanding any other provision of this Agreement to the contrary, the Lead Contracting Agency shall have no obligation to order or purchase any Products and Services hereunder and the placement of any Purchase Order shall be in the sole discretion of the Participating Agencies. This Agreement is not exclusive. Vendor expressly acknowledges and agrees that Purchaser may purchase at its sole discretion, Products and Services that are identical or similar to the Products and Services described in this Agreement from any third party.

2.5 In case of any conflict or inconsistency between any of the Contract Documents, the documents shall prevail and apply in the following order of priority:

(i) This Agreement;
(ii) The RFP;
(iii) Vendor's Proposal;

2.6 Extension of contract terms to Participating Agencies:

2.6.1 Vendor agrees to extend the same terms, covenants and conditions available to Purchaser under this Agreement to Participating Agencies, that have executed an Intergovernmental Cooperative Purchasing Agreement ("IGA") as may be required by each Participating Agency's local laws and regulations, in accordance with Attachment C. Each Participating Agency will be exclusively responsible for and deal directly with Vendor on matters relating to ordering, delivery, inspection, acceptance, invoicing, and payment for Products and Services in accordance with the terms and conditions of this Agreement as if it were "Purchaser" hereunder. Any disputes between a Participating Agency and Vendor will be resolved directly between them under and in accordance with the laws of the State in which the Participating Agency exists. Pursuant to the IGA, the Lead Contracting Agency shall not incur any liability as a result of the access and utilization of this Agreement by other Participating Agencies.

2.6.2 *This Solicitation meets the public contracting requirements of the Lead Contracting Agency and may not be appropriate under or meet Participating Agencies' procurement laws. Participating Agencies are urged to seek independent review by their legal counsel to ensure compliance with all local, tribal, and state solicitation requirements.*

2.6.3 Vendor acknowledges execution of the Vendor Administration Fee Agreement, Contract Number VA26280, with NPPGov, pursuant to the terms of the RFP.

2.7 Oregon Public Agencies are prohibited from use of Products and Services offered under this Agreement that are already provided by qualified nonprofit agencies for disabled individuals as listed on the Department of Administrative Service's Procurement List ("Procurement List") pursuant to ORS 279.835-.855. See www.OregonRehabilitation.org/qrf for more information. Vendor shall not sell products and services identified on the Procurement List (e.g., reconditioned toner cartridges) to Purchaser or Participating Agencies within the state of Oregon.

ARTICLE 3 – TERM AND TERMINATION

3.1 The initial contract term shall be for four (4) calendar years from the Effective Date of this Agreement ("Initial Term"). Upon termination of the original four (4) year term, this Agreement shall automatically extend for a one (1) year period; ("Renewal Term"); provided, however, that the Lead Contracting Agency and/or the Vendor may opt to decline extension of the MPA by providing notification in writing at least thirty (30) calendar days prior to the annual automatic extension anniversary of the Initial Term.

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3.2 Either Vendor or the Lead Contracting Agency may terminate this Agreement by written notice to the other party if the other Party breaches any of its obligations hereunder and fails to remedy the breach within thirty (30) days after receiving written notice of such breach from the non-breaching party.

ARTICLE 4 – PRICING, INVOICES, PAYMENT AND DELIVERY

4.1 Purchaser shall pay Vendor for all Products and Services ordered and delivered in compliance with the terms and conditions of this Agreement at the pricing specified for each such Product and Service on Attachment A, including shipping. Unless Attachment A expressly provides otherwise, the pricing schedule set forth on Attachment A hereto shall remain fixed for the Initial Term of this Agreement; provided that manufacturer pricing is not guaranteed and may be adjusted based on the next manufacturer price increase. Pricing contained in Attachment A shall be extended to all NPPGov, Public Safety GPO, First Responder GPO and Law Enforcement GPO members upon execution of the IGA.

4.2 Vendor shall submit original invoices to Purchaser in form and substance and format reasonably acceptable to Purchaser. All invoices must reference the Purchaser's Purchase Order number, contain an itemization of amounts for Products and Services purchased during the applicable invoice period and any other information reasonably requested by Purchaser, and must otherwise comply with the provisions of this Agreement. Invoices shall be addressed as directed by Purchaser.

4.3 Unless otherwise specified, Purchaser is responsible for any and all applicable sales taxes. Attachment A or Vendor's Proposal (Attachment E) shall specify any and all other taxes and duties of any kind which Purchaser is required to pay with respect to the sale of Products and Services covered by this Agreement and all charges for packing, packaging and loading.

4.4 Except as specifically set forth on Attachments A and G, Purchaser shall not be responsible for any additional costs or expenses of any nature incurred by Vendor in connection with the Products and Services, including without limitation travel expenses, clerical or administrative personnel, long distance telephone charges, etc. ("Incidental Expenses").

4.5 Price reductions or discount increases may be offered at any time during the contract term and shall become effective upon notice of acceptance from Purchaser.

4.6 Notwithstanding any other agreement of the Parties as to the payment of shipping/delivery costs, and subject to Attachments A, E, and G herein, Vendor shall offer delivery and/or shipping costs prepaid FOB Destination. If there are handling fees, these also shall be included in the pricing.

4.7 Unless otherwise directed by Purchaser for expedited orders, Vendor shall utilize such common carrier for the delivery of Products and Services as Vendor may select; provided, however, that for expedited orders Vendor shall obtain delivery services hereunder at rates and terms not less favorable than those paid by Vendor for its own account or for the account of any other similarly situated customer of Vendor.

4.8 Vendor shall have the risk of loss of or damage to any Products until delivery to Purchaser. Purchaser shall have the risk of loss of or damage to the Products after delivery to Purchaser. Title to Products shall not transfer until the Products have been delivered to and accepted by Purchaser at Purchaser's Destination.

ARTICLE 5 – INSURANCE

5.1 During the term of this Agreement, Vendor shall maintain at its own cost and expense (and shall cause any subcontractor to maintain) insurance policies providing insurance of the kind and in the amounts

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generally carried by reasonably prudent manufacturers in the industry, with one or more reputable insurance companies licensed to do business in Oregon and any other state or jurisdiction where Products and Services are sold hereunder. Such certificates of insurance shall be made available to the Lead Contracting Agency upon 48 hours' notice. BY SIGNING THE AGREEMENT PAGE THE VENDOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF THIS MASTER PRICE AGREEMENT.

5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of this Agreement is satisfactorily completed and formally accepted. Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the Lead Contracting Agency. The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the Lead Contracting Agency under such policies. Vendor shall be solely responsible for the deductible and/or self-insured retention and the Lead Contracting Agency, at its option, may require Vendor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

5.3 Vendor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Vendor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance. Vendor waives all rights against the Lead Contracting Agency and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Vendor pursuant to this Agreement.

5.4 Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty days (30 days) prior written notice to the Lead Contracting Agency.

5.5 Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Purchaser and other additional insureds for losses paid under the insurance policies required by this Agreement. The waiver must apply to all deductibles and/or self-insured retentions applicable to the necessary insurance that the Vendor maintains.

ARTICLE 6 – INDEMNIFICATION AND HOLD HARMLESS

6.1 Vendor agrees that it shall indemnify, defend and hold harmless Lead Contracting Agency, its respective officials, directors, employees, members and agents (collectively, the "Indemnitees"), from and against any and all damages, claims, losses, expenses, costs, obligations and liabilities (including, without limitation, reasonable attorney's fees), suffered directly or indirectly by any of the Indemnitees to the extent of, or arising out of, (i) any breach of any covenant, representation or warranty made by Vendor in this Agreement, (ii) any failure by Vendor to perform or fulfill any of its obligations, covenants or agreements set forth in this Agreement, (iii) the negligence or intentional misconduct of Vendor, any subcontractor of Vendor, or any of their respective employees or agents, (iv) any failure of Vendor, its subcontractors, or their respective employees to comply with any Applicable Law, (v) any litigation, proceeding or claim by any third party relating in any way to the obligations of Vendor under this Agreement or Vendor's performance under this Agreement, (vi) any Employee Taxes or Unemployment Insurance, or (vii) any claim alleging that the Products and Services or any part thereof infringe any third party's U.S. patent, copyright, trademark, trade secret or other intellectual property interest. Such obligation to indemnify shall not apply where the damage, claim, loss, expense, cost, obligation or liability is due to the breach of this Agreement by, or negligence or willful misconduct of, Lead Contracting Agency or its officials, directors, employees, agents or contractors. The amount and type of insurance coverage requirements set forth herein will in no way be construed as

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limiting the scope of the indemnity in this paragraph. The indemnity obligations of Vendor under this Article shall survive the expiration or termination of this Agreement for two years.

6.2 LIMITATION OF LIABILITY: IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR INJURIES TO PERSONS OR TO PROPERTY OR LOSS OF PROFITS OR LOSS OF FUTURE BUSINESS OR REPUTATION, WHETHER BASED ON TORT OR BREACH OF CONTRACT OR OTHER BASIS, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6.3 The same terms, conditions and pricing of this Agreement may be extended to government members of National Purchasing Partners, LLC. In the event the terms of this Agreement are extended to other government members, each government member (procuring party) shall be solely responsible for the ordering of Products and Services under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring parties or unrelated purchasing parties harmless from any liability that may arise from action or inaction of the procuring party.

ARTICLE 7 – WARRANTIES

Purchaser shall refer to Vendor's Proposal for all Vendor and manufacturer express warranties, as well as those warranties provided under Attachment B herein.

ARTICLE 8 - INSPECTION AND REJECTION

8.1 Purchaser shall have the right to inspect and test Products at any time prior to shipment, and within a reasonable time after delivery to the Purchaser's Destination. Products not inspected within a reasonable time after delivery shall be deemed accepted by Purchaser. The payment for Products shall in no way impair the right of Purchaser to reject nonconforming Products, or to avail itself of any other remedies to which it may be entitled.

8.2 If any of the Products are found at any time to be defective in material or workmanship, damaged, or otherwise not in conformity with the requirements of this Agreement or any applicable Purchase Order, as its exclusive remedy, Purchaser may at its option and at Vendor's sole cost and expense, elect either to (i) return any damaged, non-conforming or defective Products to Vendor for correction or replacement, or (ii) require Vendor to inspect the Products and remove or replace damaged, non-conforming or defective Products with conforming Products. If Purchaser elects option (ii) in the preceding sentence and Vendor fails promptly to make the necessary inspection, removal and replacement, Purchaser, at its option, may inspect the Products and Vendor shall bear the cost thereof. Payment by Purchaser of any invoice shall not constitute acceptance of the Products covered by such invoice, and acceptance by Purchaser shall not relieve Vendor of its warranties or other obligations under this Agreement.

8.3 The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 9 – SUBSTITUTIONS

Except as otherwise permitted hereunder, Vendor may not make any substitutions of Products, or any portion thereof, of any kind without the prior written consent of Purchaser.

ARTICLE 10 - COMPLIANCE WITH LAWS

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10.1 Vendor agrees to comply with all Applicable Laws and at Vendor's expense, secure and maintain in full force during the term of this Agreement, all licenses, permits, approvals, authorizations, registrations and certificates, if any, required by Applicable Laws in connection with the performance of its obligations hereunder. At Purchaser's request, Vendor shall provide to Purchaser copies of any or all such licenses, permits, approvals, authorizations, registrations and certificates.

10.2 Purchaser has taken all required governmental action to authorize its execution of this Agreement and there is no governmental or legal impediment against Purchaser's execution of this Agreement or performance of its obligations hereunder.

10.3 When a Participating Agency procures Products and Services under this Agreement using United States federal funds, including but not limited to federal grants or FEMA funding, the procurement shall be subject to the terms and conditions set forth in Attachment D – Requirements for Procurements Utilizing Federal Funds and Grants, which is incorporated herein by reference. The Vendor shall comply with all applicable federal laws, regulations, and requirements outlined in Attachment D, including but not limited to those specified in 2 C.F.R. § 200, as amended, and any additional stipulations based on the source of funding. All references to "federal" in this section and Attachment D pertain exclusively to the United States federal government.

10.4 When a Participating Agency accesses Vendor's Products and Services with United States federal funds, Vendor shall comply with the provisions set forth in Attachment D – Provisions for Non-United States Federal Entity Procurements Under United States Federal Awards or Other Awards, which is incorporated herein by reference.

ARTICLE 11 – PUBLICITY / CONFIDENTIALITY

11.1 No news releases, public announcements, advertising materials, or confirmation of same, concerning any part of this Agreement or any Purchase Order issued hereunder shall be issued or made without the prior written approval of the Parties. Neither Party shall in any advertising, sales materials or in any other way use any of the names or logos of the other Party without the prior written approval of the other Party.

11.2 Any knowledge or information which Vendor or any of its affiliates shall have disclosed or may hereafter disclose to Purchaser, and which in any way relates to the Products and Services covered by this Agreement shall not, unless otherwise designated by Vendor, be deemed to be confidential or proprietary information, and shall be acquired by Purchaser, free from any restrictions, as part of the consideration for this Agreement.

ARTICLE 12 - RIGHT TO AUDIT

Subject to Vendor's reasonable security and confidentiality procedures, Purchaser, or any third party retained by Purchaser, may at any time upon prior reasonable notice to Vendor, during normal business hours, audit the books, records and accounts of Vendor to the extent that such books, records and accounts pertain to sale of any Products and Services hereunder or otherwise relate to the performance of this Agreement by Vendor. Vendor shall maintain all such books, records and accounts for a period of at least three (3) years after the date of expiration or termination of this Agreement. The Purchaser's right to audit under this Article 12 and Purchaser's rights hereunder shall survive the expiration or termination of this Agreement for a period of three (3) years after the date of such expiration or termination.

ARTICLE 13 - REMEDIES

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Except as otherwise provided herein, any right or remedy of Vendor or Purchaser set forth in this Agreement shall not be exclusive, and, in addition thereto, Vendor and Purchaser shall have all rights and remedies under Applicable Law, including without limitation, equitable relief. The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 14 - RELATIONSHIP OF PARTIES

Vendor is an independent contractor and is not an agent, servant, employee, legal representative, partner or joint venture of Purchaser. Nothing herein shall be deemed or construed as creating a joint venture or partnership between Vendor and Purchaser. Neither Party has the power or authority to bind or commit the other.

ARTICLE 15 - NOTICES

All notices required or permitted to be given or made in this Agreement shall be in writing. Such notice(s) shall be deemed to be duly given or made if delivered by hand, by certified or registered mail or by nationally recognized overnight courier to the address specified below:

If to Lead Contracting Agency:

LEAGUE OF OREGON CITIES
1201 Court St. NE
Suite 200
Salem OR 97301
ATTN: Kevin Toon
Email: rfp@ORCities.org

If to Vendor:

Ten-8 Fire & Safety, LLC
1112 Manatee Ave East
Bradenton, FL 34208
ATTN: Cindy Morgan
Email: cmorgan@ten8fire.com

Either Party may change its notice address by giving the other Party written notice of such change in the manner specified above.

ARTICLE 16 - FORCE MAJEURE

Except for Purchaser's obligation to pay for Products and Services delivered, delay in performance or non-performance of any obligation contained herein shall be excused to the extent such failure or non-performance is caused by force majeure. For purposes of this Agreement, "force majeure" shall mean any cause or agency preventing performance of an obligation which is beyond the reasonable control of either Party hereto, including without limitation, fire, flood, sabotage, shipwreck, embargo, strike, explosion, labor trouble, accident, riot, acts of governmental authority (including, without limitation, acts based on laws or regulations now in existence as well as those enacted in the future), acts of nature, and delays or failure in obtaining raw materials, supplies or transportation. A Party affected by force majeure shall promptly provide notice to the other, explaining the nature and expected duration thereof, and shall act diligently to remedy the interruption or delay if it is reasonably capable of being remedied. In the event of a force majeure situation,

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deliveries or acceptance of deliveries that have been suspended shall not be required to be made upon the resumption of performance.

ARTICLE 17 - WAIVER

No delay or failure by either Party to exercise any right, remedy or power herein shall impair such Party's right to exercise such right, remedy or power or be construed to be a waiver of any default or an acquiescence therein; and any single or partial exercise of any such right, remedy or power shall not preclude any other or further exercise thereof or the exercise of any other right, remedy or power. No waiver hereunder shall be valid unless set forth in writing executed by the waiving Party and then only to the extent expressly set forth in such writing.

ARTICLE 18 - PARTIES BOUND; ASSIGNMENT

This Agreement shall inure to the benefit of and shall be binding upon the respective successors and assigns of the Parties hereto, but it may not be assigned in whole or in part by Vendor without prior written notice to Purchaser which shall not be unreasonably withheld or delayed.

ARTICLE 19 - SURVIVABILITY/PARTICIPATING AGENCY DISCRETIONARY EXTENSION

Provided the laws of the jurisdiction of the Participating Agency permit survivability of the contract term through a mutually agreed upon extension of the agreement between the Participating Agency and the Vendor beyond the term of the publicly awarded Agreement, to be determined and confirmed by the Participating Agency at its sole discretion, all applicable agreements and warranties that were entered into between Vendor and the Participating Agency under the terms and conditions of the Agreement shall survive the expiration or termination of the Agreement if mutually agreed upon between the Vendor and the Participating Agency. All purchase orders issued and accepted by Vendor shall survive expiration or termination of the Agreement for the term of the purchase order or subscription, unless the Participating Agency terminates the purchase order sooner. However, regardless of the term of the purchase order or subscription, no purchase order shall survive the expiration or termination of the Agreement unless the Participating Agency makes an express finding and justification for the longer term as mutually agreed upon by the Participating Agency and Vendor. The finding and justification must either be included in the purchase order or referenced in the purchase order and maintained in the Participating Agency's procurement record. Contract maintenance and adjustments contemplated after the maturity date of the Lead Public Agency cooperative procurement contract, and prior to the expiration date of the Purchase Order or subscription, shall be individually negotiated directly between the awarded Vendor and the Participating Agency identified in that Purchase Order or subscription. Rights and obligations under this Agreement which by their nature should survive, including, but not limited to, the administrative fee provided in the Vendor Administrative Agreement and any and all payment obligations invoiced prior to the termination or expiration hereof, obligations of confidentiality, and indemnification will remain in effect after termination or expiration hereof.

ARTICLE 20 - SEVERABILITY

To the extent possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under Applicable Law. If any provision of this Agreement is declared invalid or unenforceable, by judicial determination or otherwise, such provision shall not invalidate or render unenforceable the entire Agreement, but rather the entire Agreement shall be construed as if not containing the particular invalid or unenforceable provision or provisions and the rights and obligations of the Parties shall be construed and enforced accordingly.

ARTICLE 21 - INCORPORATION; ENTIRE AGREEMENT

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21.1 All the provisions of the Attachments hereto are hereby incorporated herein and made a part of this Agreement. In the event of any apparent conflict between any provision set forth in the main body of this Agreement and any provision set forth in the Attachments, including the RFP and/or Vendor's Proposal, the provisions shall be interpreted, to the extent possible, as if they do not conflict. If such an interpretation is not possible, the provisions set forth in the main body of this Agreement shall control.

21.2 This Agreement (including Attachments and Contract Documents hereto) constitutes the entire Agreement of the Parties relating to the subject matter hereof and supersedes any and all prior written and oral agreements or understandings relating to such subject matter.

ARTICLE 22 - HEADINGS

Headings used in this Agreement are for convenience of reference only and shall in no way be used to construe or limit the provisions set forth in this Agreement.

ARTICLE 23 - MODIFICATIONS

This Agreement may be modified or amended only in writing executed by Vendor and the Lead Contracting Agency. The Lead Contracting Agency and each Participating Agency contracting hereunder acknowledge and agree that any agreement entered into in connection with any Purchase Order hereunder shall constitute a modification of this Agreement as between the Vendor and the Participating Agency. Any modification of this Agreement as between Vendor and any Participating Agency shall not be deemed a modification of this Agreement for the benefit of the Lead Contracting Agency or any other Participating Agency.

ARTICLE 24 - GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon or in the case of a Participating Agency's use of this Agreement, the laws of the State in which the Participating Agency exists, without regard to its choice of law provisions.

[Signature page to follow]

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ARTICLE 25 - COUNTERPARTS

This Agreement may be executed in counterparts all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year last written below.

PURCHASER:

Signature: Signed by: Patricia M. Mulvihill 0BD4F25C35F54D0...

Printed Name: Patricia M. Mulvihill

Title: Executive Director
League of Oregon Cities

Dated: February 27, 2026 | 9:18 AM PST

VENDOR:

Signature: DocuSigned by: Cindy Morgan FC6D29A6A2E64A0...

Printed Name: Cindy Morgan

Title: VP of Equipment Sales
Ten-8 Fire & Safety, LLC

Dated: February 27, 2026 | 9:10 AM PST

Docusign Envelope ID: 2BEB4859-2091-4980-BA0F-DB250B81A711

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Equipment Brand	Bid Discount off List	Category	Website
Action	35%	1	http://actioncoupling.com/
AH Stock	10%	1	http://www.ahstockmfg.com/
Ajax	10%	1	
Akron Brass	38%	1	http://www.akronbrass.com/
Akron Brass Parts	0%	1	http://www.akronbrass.com/
Alocolite	15%	1	http://www.fireladder.com/
Amerex	35%	1	http://amerex-fire.com/
Anchor Industries	5%	1	https://www.anchorinc.com/specialty-products/
Angus Foam	12%	8	http://angusfire.com/foam-concentrates/
Ansul Foam	12%	8	https://www.ansul.com/en/us/pages/default.aspx
AquaEye	0%	1	https://vodasafe.ca/aquaeye/
Arctic Compressors	0%	17	https://www.arcticcompressor.com/
Blowhard Fans	10%	1	https://www.blowhardfans.com/
Boston Leather	10%	1	http://www.bostonleather.com/
Brimstone	5%	1	https://brimstonefireprotection.com/
Bullard (WILDLAND ONLY)	30%	1	https://www.bullard.com/
Bulldog	40%	9	http://www.bulldoghose.com/
Cairns & Brother	35%	1	http://us.msasafety.com/
California Mountain (CMC)	0%	4	http://www.cmcrescue.com/
Cast Products	10%	19	http://www.getcpi.com/
CET	20%	10	http://fire-pump.com/
Chemguard Foam	12%	8	http://www.chemguard.com/
Circul-Air	0%	1	https://circul-air-corp.com/
Code 3	5%	19	http://www.code3pse.com/
Council Tools	0%	2	http://counciltool.com/
Covert Armor	0%	1	https://www.covertarmor.com/
Cutter's Edge	10%	3	http://www.cuttersedge.com/
Darley & Co.	0%	1	http://www.darley.com/
David Clark	10%	19	http://www.davidclarkcompany.com/
Door Storm	5%	2	http://www.doorstorm.com/
Dragon Fire Gloves	5%	1	http://www.dragonfiregloves.com/
Duo Safety	10%	1	http://www.duosafety.com/
Edwards & Cromwell	0%	1	https://edwardsandcromwell.com/products/
Edwards Mfg	0%	1	http://www.edwardsironworkers.com/
Elkhart Brass	25%	1	http://www.elkhartbrass.com/
Elkhart Brass Parts	0%	1	http://www.elkhartbrass.com/
Ergodyne	30%	1	https://www.ergodyne.com/
ESS- Parts	10%	1	http://www.esseyepro.com/
ESS- product	25%	1	http://www.esseyepro.com/
Euramco Safety	10%	1	http://www.euramcosafety.com/
Fast Rescue Solutions	0%	4	https://www.fastrescuesolutions.com/
Federal Signal Corp	10%	19	https://www.federalsignal.com/
Fire Hooks Unlimited	0%	2	http://www.firehooksunlimited.net/
Fire Research	15%	1	http://www.fireresearch.com/
Firecom	15%	1	http://www.firecom.com/
Firecraft Safety Products	10%	1	https://www.firecraftsafety.com/

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Flamefighter	20%	1	http://flamefighter.com/
Fold A Tank	20%	1	http://www.fol-da-tank.com/
Fotokite	0%	1	https://fotokite.com/
Gemtor (formerly Atlas)	15%	1	http://www.gemtor.com/
Glassmaster Wehr	0%	2	http://glasmaster.com/
Globe - Turnout Gear	44%	1	http://globeturnoutgear.com/
Globe Boots	31%	1	http://globeturnoutgear.com/
Groves Incorporated	5%	1	http://www.groves.com/
Hale Fire Pumps	5%	19	http://haleproducts.com/
Hannay Reels	10%	19	http://www.hannay.com/
Harrington	40%	1	http://www.harrinc.com/
Hazard Control Technolgies	0%	8	https://hct-world.com/
Hebert	20%	1	
HexArmor	15%	1	https://www.hexarmor.com/
Hi-Lift Jack	5%	2	https://hi-lift.com/first-responder-jack/
Humat	0%	4	http://www.humat.com/
Husky	20%	1	http://www.huskyportable.com/
Hygenall	0%	1	https://hygenall.com/firefighters/
Identifire	0%	1	identifiresafety.com
JGB Hose	5%	9	https://www.jgbhose.com/
Junk Yard Dog	0%	3	http://junkyarddogindustries.com/
Key Hose	40%	9	http://keyhose.com/products.html
Kochek	30%	1	https://www.kochek.com/
Kussmaul	12%	1	http://www.kussmaul.com/
Lakeland Industries	25%	1	https://www.lakeland.com/us
Leader Fans	10%	1	http://www.leadernorthamerica.com/
Leatherhead Tools	35%	1	http://www.leatherheadtools.com/
MSA Helmets	35%	1	http://us.msasafety.com/
MSA Instruments	15%	1	http://us.msasafety.com/
MSA Parts	0%	1	http://us.msasafety.com/
MSA SCBA	25%	12	http://us.msasafety.com/
Natale (Circle D)	10%	1	http://www.circledlights.com/
National Foam	5%	8	http://nationalfoam.com/
Nupla	30%	1	http://www.nuplacorp.com/
OHD USA	0%	16	http://www.ohdusa.com/
Pelican	15%	1	http://www.pelican.com/
Performance Advantage Company	10%	1	http://pactoolmounts.com/
Petrogen	0%	1	http://www.petrogen.com/
Petzl	10%	1	https://www.petzl.com/US/en/Professional
PGI	15%	1	https://www.pgi-inc.com/
PGI (change discount)	10%	1	https://www.pgi-inc.com/
Pierce	5%	19	
Powerhawk/RescueQTec	15%	3	https://www.powerhawk.com/
PPE Software	0%	18	https://ppesoftware.com/
R & B Fabricators	10%	1	https://www.rbfab.com/
Ram Airdryer	5%	1	https://www.ramairgeardryer.com/
Redhead Brass		1	http://www.redheadbrass.com/
Redhead Brass QTY. 1-9	10%	1	http://www.redheadbrass.com/
Redhead Brass QTY 10-24	20%	1	http://www.redheadbrass.com/
Redhead Brass QTY 25-49	30%	1	http://www.redheadbrass.com/
Redhead Brass QTY 50-199	40%	1	http://www.redheadbrass.com/
Rescue 42	10%	3	http://rescue42.com/
Rescue Intellitech	0%	1	https://www.rescueintellitech.com/en-us/
Rescue Tech	0%	2	http://www.rescuetech1.com/
Rice Hydro - test pumps	25%	16	http://www.ricehydro.com/

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Rice Hydro Accessories	10%	16	http://www.ricehydro.com/
SaferStraps	0%	1	https://saferstraps.com/
SCBAS	15%	17	http://scbas.com/
Seek Thermal	0%	1	https://www.thermal.com/
Sensible Mounts	15%	1	http://senpro.net/
Shelby Wolverine	5%	1	http://www.shelbyglove.com/
Signal Vehicle Products	20%	19	
Solutions Safety Products	0%	1	https://solutionssafety.com/products/citrosqueeze
South Park	20%	1	http://www.spcbrass.com/
Sterling Rope	15%	3	http://www.sterlingrope.com/
Streamlight	40%	1	http://www.streamlight.com/
SuperVac	25%	1	http://supervac.com/
Task Force Tips	33%	1	http://www.tft.com/
Task Force Tips - Parts	0%	1	http://www.tft.com/
Task Force Tips G-Force	0%	1	https://www.tft.com/Product-Series/G-Force
Team Equipment	0%	1	http://www.teamequipment.com/
TeleLite	5%	1	http://www.tele-lite.com/
Tempest Fans	20%	1	http://www.tempest.us.com/
Ten-8 ISP	5%	16	https://ten8fire.com/
Thorogood Boots	20%	1	http://www.weinbrennerusa.com/
TNT Rescue Tools	0%	3	http://www.tntrescue.com/
TNT Tools	0%	3	http://www.tnttool.com/
Tomar	10%	19	http://www.tomar.com/
True North	10%	1	http://www.truenorthgear.com/
Turbodraft	0%	1	https://www.turbodraft.net/
Turtle Plastics	10%	1	http://turtleplastics.com/
US Coupling	25%	1	http://www.uscouplings.com/home/
Vanguard Safetywear	5%	1	https://www.vanguardsafetywear.com/
Vanner	10%	19	http://www.vanner.com/
Waterax	10%	1	http://www.waterax.com/
Waterous	10%	1	http://www.waterousco.com/
Weldon	10%	19	http://www.akronbrass.com/
Western Shelter - Crew Boss	0%	1	http://westernshelter.com/
Western Shelter- tanks/shelters	0%	1	http://westernshelter.com/
Whelen Engineering	10%	19	http://www.whelen.com/index.php
Will Burt	10%	19	http://www.willburt.com/
Williams Foam	12%	8	http://www.williamsfire.com/HOME.aspx
Ziamatic/Zico	20%	1	http://www.ziamatic.com/
Freight will be shown on each quote and held exactly on the final invoice. Freight is determined by the cost to ship from our warehouse OR the cost to drop ship from the vendor's warehouse.			
Pricing above is the minimum discount for one item. Volume orders will earn larger discounts and will be shown on the quote for transparency.			

Vendor utilizes UPS for shipping and the cost is based on their pricing schedule based on weight.

Pricing contained in this Attachment A shall be extended to all NPPGov members upon execution of the Intergovernmental Agreement.

Participating Agencies may purchase from Vendor's authorized dealers and distributors, as applicable, provided the pricing and terms of this Agreement are extended to Participating Agencies by such dealers and distributors. Vendor's authorized dealers and distributors, as applicable, may be updated from time to time. [A current list may be obtained from Vendor.]

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ATTACHMENT B

to Master Price Agreement by and between VENDOR and PURCHASER.

ADDITIONAL SELLER WARRANTIES

To the extent possible, Vendor will make available all warranties from third party manufacturers of Products not manufactured by Vendor, as well as any warranties identified in this Agreement and Vendor's Proposal.

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ATTACHMENT C

to Master Price Agreement by and between VENDOR and PURCHASER.

PARTICIPATING AGENCIES

The Lead Contracting Agency in cooperation with National Purchasing Partners (NPPGov) entered into this Agreement on behalf of other government agencies that desire to access this Agreement to purchase Products and Services. Vendor must work directly with any Participating Agency concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing, and payment. The Lead Contracting Agency shall not be held liable for any costs, damages, etc., incurred by any Participating Agency.

Any subsequent contract entered into between Vendor and any Participating Agency shall be construed to be in accordance with and governed by the laws of the State in which the Participating Agency exists. Each Participating Agency is directed to execute an Intergovernmental Cooperative Purchasing Agreement ("IGA"), as set forth on the NPPGov web site, www.nppgov.com. The IGA allows the Participating Agency to purchase Products and Services from the Vendor in accordance with each Participating Agency's legal requirements as if it were the "Purchaser" hereunder.

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ATTACHMENT D

to Master Price Agreement by and between VENDOR and PURCHASER.

REQUIREMENTS FOR PROCUREMENTS UTILIZING FEDERAL FUNDS AND GRANTS

Summary of Key Provisions for Participating Agencies Utilizing U.S. Federal Funds

Participating Agencies acquiring goods or services through this contract using United States federal grants or FEMA funding are subject to specific requirements, including those outlined in 2 C.F.R. § 200. Additional stipulations may apply based on the source of funding. For reference, "federal" pertains exclusively to the United States federal government.

The following provisions are applicable solely when a Participating Agency procures Vendor equipment, products, or services with United States federal funds:

A. Equal Employment Opportunity

Contracts classified as "federally assisted construction contracts" under 41 C.F.R. § 60-1.3 must incorporate the Equal Opportunity clause pursuant to 41 C.F.R. § 60-1.4(b), ensuring compliance with Executive Order 11246 (as amended) and relevant Department of Labor regulations. This provision is included by reference.

B. Davis-Bacon Act, as Amended (40 U.S.C. § 3141-3148)

Prime construction contracts exceeding $2,000 require adherence to the Davis-Bacon Act and related Department of Labor regulations (29 C.F.R. § 5). Contractors must pay at least the prevailing wage determined by the Secretary of Labor, with weekly payments mandated. Each solicitation must feature the current wage determination, and any violations must be reported to the awarding agency. Compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145; 29 C.F.R. § 3) is also required.

C. Contract Work Hours and Safety Standards Act (40 U.S.C. § 3701-3708)

Contracts exceeding $100,000 involving mechanics or laborers must comply with 40 U.S.C. §§ 3702 and 3704, and 29 C.F.R. § 5. Wages must reflect a standard 40-hour work week, with overtime compensated at no less than one and a half times the basic rate. Workers must not be subjected to hazardous or unsafe conditions. These rules exclude supply purchases and transportation contracts. The Vendor confirms compliance throughout the contract duration.

D. Rights to Inventions Made Under a Contract or Agreement

If the federal award qualifies as a "funding agreement" per 37 C.F.R. § 401.2(a), recipients contracting with small businesses or nonprofit organizations for research must observe 37 C.F.R. § 401 and associated regulations.

E. Clean Air Act and Federal Water Pollution Control Act

For contracts and subgrants exceeding $150,000, full compliance with the Clean Air Act (42 U.S.C. § 7401–7671Q) and Federal Water Pollution Control Act (33 U.S.C. § 1251–1387) is mandatory. Any violations should be reported to both the awarding agency and the EPA. Vendors certify their compliance.

F. Debarment and Suspension (Executive Orders 12549 and 12689)

No contract shall be awarded to entities listed in the System for Award Management (SAM) exclusions under 2 C.F.R. § 180 and Executive Orders 12549 and 12689. Vendors confirm they are neither debarred nor excluded by any federal agency.

G. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)

Vendors must submit requisite certifications and refrain from utilizing federal funds to influence government officials in relation to contracts, grants, or awards. All lobbying with non-federal funds must be disclosed and communicated across all tiers. Vendors agree to adhere strictly to the Byrd Anti-Lobbying Amendment.

H. Record Retention Requirements

Vendors shall retain records in accordance with 2 C.F.R. § 200.333 for three years beyond final report submission and until all matters have been resolved.

I. Energy Policy and Conservation Act Compliance

Where relevant, Vendors must comply with mandatory energy efficiency standards detailed in the state energy conservation plan under the Energy Policy and Conservation Act.

J. Buy American Provisions Compliance

When applicable, Vendors must comply with the Buy American Act and ensure purchases adhere to procurement rules that require free and open competition.

K. Access to Records (2 C.F.R. § 200.336)

Vendors grant authorized representatives of federal agencies access to pertinent books, documents, papers, and records for audits, examinations, excerpts, and transcriptions, as well as personnel interviews relating to such records.

L. Procurement of Recovered Materials (2 C.F.R. § 200.322)

Non-federal entities that are state agencies or political subdivisions and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. This includes procuring items designated in EPA guidelines (40 C.F.R. § 247) containing the highest practical percentage of recovered materials, maximizing energy and resource recovery for solid waste management, and establishing affirmative procurement programs for recovered materials as specified by EPA.

Entities utilizing United States federal grant or FEMA funds for procurement may be subject to further requirements, including those under 2 C.F.R. § 200, with all references to “federal” denoting the United States federal government.

Entities using U.S. federal grant or FEMA funds for procurement may be subject to additional requirements under 2 C.F.R. § 200. All references to “federal” are specific to the United States federal government.

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ATTACHMENT E

to Master Price Agreement by and between VENDOR and PURCHASER.

Vendor's Proposal
(The Vendor's Proposal is not attached hereto.)
(The Vendor's Proposal is incorporated by reference herein.)

Docusign Envelope ID: 2BEB4859-2091-4980-BA0F-DB250B81A711

ATTACHMENT F

to Master Price Agreement by and between VENDOR and PURCHASER.

Purchaser's Request for Proposal
(The Purchaser's Request for Proposal is not attached hereto.)
(The Purchaser's Request for Proposal is incorporated by reference herein.)

ATTACHMENT G

to Master Price Agreement by and between VENDOR and PURCHASER.

ADDITIONAL VENDOR TERMS OF PURCHASE, IF ANY.

Staff Report

Subject: November 2026 Vehicle Surplus Resolution
Author: Danielle Carver, Director of Procurement and Contract Services
Department: Fleet and Procurement
Meeting Date: November 17, 2026
Item Description: Consideration to approve the November 2026 Vehicle Surplus Resolution authorizing the surplus of 31 vehicles from various County departments.

Summary Recommendation: Staff recommends the Board approve the November 2026 Vehicle Surplus Resolution.

Executive Summary/Background:
The County has identified 31 vehicles from various departments for surplus. The vehicles include 15 County-owned vehicles and 16 leased vehicles that are no longer needed for County operations.

Upon approval, staff will coordinate pickup of the vehicles with Enterprise Fleet Management. Enterprise will handle the sale of the vehicles, and the proceeds will be applied as a credit toward the County's Enterprise account.

The attached resolution identifies each vehicle by department, unit number, year, make, model, VIN, and ownership status.

Alternatives for Commission to Consider:

1. Approve the November 2026 Vehicle Surplus Resolution as presented.
2. Do not approve.

Recommended Alternative: 1
Other Alternatives: 2
Department Review: Procurement, Fleet
Funding Source: N/A - Proceeds from vehicle sales will be credited to the County's Enterprise account
Attachments:

- November 2026 Vehicle Surplus Resolution

Vehicle Surplus Resolution - November 2026

DEPT	DEPT DESCRIPTION	UNIT #	ENTERPRISE	YEAR	MAKE	MODEL	FULL VIN	LEASED OR COV
8	Election	008-1354	25S7JB	2023	CHEVROLET	TRAVERSE	1GNERLKW5PJ201354	LEASED
11	Commissioners	013-1218	25S7J8	2023	CHEVROLET	TRAVERSE	1GNERLKW8PJ201218	LEASED
12	Tax Assessor	012-0255	25FNJ9	2022	DODGE	1500 CLASSIC	1C6RR6FG4NS170255	LEASED
12	Tax Assessor	012-0250	25FNJ8	2022	DODGE	1500 CLASSIC	1C6RR6FG5NS170250	LEASED
13	Tax Commissioner	013-9931	27WRLQ	2024	CHEVROLET	TRAVERSE LIMITED	1GNESTKW3RJ139931	LEASED
16	Prison	1675	247K42	2014	CHEVROLET	EXPRESS VAN 2500	1GAWGRFG3E1109948	COV
16	Prison	1677	247K2Q	2019	FORD	TRANSIT VAN 350	1FBZX2YM5KKA18852	COV
16	Prison	016-9059	255V9G	2022	CHEVROLET	EXPRESS VAN 3500	1GAZGLFP0N1179059	LEASED
16	Prison	016-7096	255V9C	2022	CHEVROLET	EXPRESS VAN 3500	1GAZGLFP2N1187096	LEASED
16	Prison	016-8934	255V9L	2022	CHEVROLET	EXPRESS VAN 3500	1GAZGLFP4N1178934	LEASED
16	Prison	016-8995	255V9H	2022	CHEVROLET	EXPRESS VAN 3500	1GAZGLFP2N1178995	LEASED
17	ECSO	17272	N/A	2008	FORD	F-250	1FDSX215X8ED17725	COV
17	ECSO	17302	25R22N	2009	CHEVROLET	EXPRESS VAN 3500	1GAHG39K091169584	COV
17	ECSO	17294	25R235	2015	DODGE	CHARGER	2C3CDXAT8FH925797	COV
17	ECSO	17310	25QZZZ	2017	FORD	F-150	1FTEX1CP1HFA63360	COV
17	ECSO	17338	25R234	2018	FORD	POLICE INTERCEPTOR	1FM5K8AR3JGC18465	COV
17	ECSO	17362	25R225	2018	FORD	FUSION HYBRID	3FA6P0LU2JR152602	COV
17	ECSO	17352	25R233	2019	DODGE	CHARGER	2C3CDXAT3KH567938	COV
17	ECSO	17355	25QZX9	2019	DODGE	CHARGER	2C3CDXAT5KH567939	COV
17	ECSO	17357	247JXT	2019	FORD	EXPLORER	1FM5K7D86KGB33912	COV
17	ECSO	17340	25R226	2019	DODGE	DURANGO	1C4SDJFT6KC631745	COV
17	ECSO	17361	25R22H	2020	FORD	EXPLORER	1FM5K8AB5LGA41987	COV
17	ECSO	17429	23WJG7	2021	DODGE	DURANGO	1C4SDJFTXMC763815	LEASED
17	ECSO	17431	25JWWF	2021	RAM	1500 CLASSIC	3C6RR6LT8MG714389	LEASED
17	ECSO	17437	25FND8	2022	DODGE	1500 CLASSIC	3C6RR6LT6NG405781	LEASED
17	ECSO	17480	2793X3	2023	DODGE	DURANGO	1C4RDJFG6PC676273	LEASED
21	Facility Maintenance	021-6977	25FNJ3	2022	DODGE	1500 CLASSIC	3C6RR6KG5NG256977	LEASED
25	Public Works	25PU205	247K55	2016	FORD	F-150	1FTEW1C85GFB03093	COV
25	Public Works	25PU207	247K6W	2016	FORD	F-250 HD	1FD7W2A66GEB87023	COV
111	Pool	111-7582	23WFZM	2021	CHEVROLET	TRAVERSE	1GNERFKW3MJ217582	LEASED
111	Pool	111-1157	25S7J6	2023	CHEVROLET	TRAVERSE	1GNERLKW3PJ201157	LEASED

Effingham County Board of Commissioners

Signature: _____

Date: _____

Staff Report

Subject: Sheriff's Office – Approval of 13 New Vehicles
Author: Danielle Carver, Director of Procurement and Contract Services
Department: ECSO, Fleet, Procurement
Meeting Date: November 17, 2026
Item Description: Consideration to approve the acquisition of 13 vehicles for the Effingham County Sheriff's Office through Enterprise Fleet Management, including 10 vehicles for new hires and three replacements for totaled vehicles.

Summary Recommendation: Staff recommends the Board approve the acquisition of 13 vehicles for the Sheriff's Office through Enterprise Fleet Management, including necessary equipment and upfitting.

Executive Summary/Background:
The Effingham County Sheriff's Office is requesting approval to acquire 13 vehicles through the County's existing Enterprise Fleet Management program.
Ten (10) Ford Police Interceptor Utility vehicles are being requested to accommodate new hires within the Sheriff's Office. The remaining three (3) vehicles will replace vehicles previously totaled.

The requested vehicles are as follows:

Qty.	Year	Make/Model	Purpose	Enterprise Quote
10	2027	Ford Police Interceptor Utility AWD	New Hires	P2827870
1	2027	Ford Explorer Active 4x4	Replacement – Unit 25R228	10462216
1	2027	Ford F-150 XLT 4x2 SuperCrew	Replacement – Unit 17426	10239646
1	2027	Ford F-150 XLT 4x4 SuperCrew	Replacement – Unit 17383	10239634
13			**Total Vehicles**	

The vehicles will be acquired through Enterprise Fleet Management under 60-month equity lease agreements. The quoted capitalized amounts include applicable vehicle equipment and upfitting.

The combined capitalized amount for all 13 vehicles is $863,329.42, with estimated monthly lease payments totaling $18,341.44. Additional initial charges apply as outlined in the attached Enterprise proposals.

Alternatives for Commission to Consider:

1. Approve the acquisition of 13 vehicles for the Sheriff's Office through Enterprise Fleet Management as presented.
2. Do not approve.

Recommended Alternative: 1
Other Alternatives: 2
Department Review: Procurement, Fleet
Funding Source: ECSO Budget for New Hires; FY 27 Fleet Budget - Enterprise
Attachments: Enterprise Proposal P2827870 – 10 Ford Police Interceptor Utility Vehicles; Enterprise Quote 10462216 – Ford Explorer Active 4x4; Enterprise Quote 10239646 – Ford F-150 XLT 4x2 SuperCrew; Enterprise Quote 10239634 – Ford F-150 XLT 4x4 SuperCrew

Open-End (Equity) Lease Rate Quote

Quote No: 10239646

Prepared For: Effingham Sheriff's Office
Harrington, Danny

Date 09/01/2026
AE/AM KW0/DAG

Unit #
Year 2027 **Make** Ford **Model** F-150
Series XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB
Vehicle Order Type Ordered **Term** 60 **State** GA **Customer#** 620358

$ 60,330.36		Capitalized Price of Vehicle[1]
$0.00	*	License and Certain Other Charges 0.0000% **State** GA
$ 39.00	*	Initial License Fee
$ 0.00		Registration Fee
$ 950.00		Other: (See Page 2)
$ 0.00		Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$0.00		Taxes
$ 61,280.36		Total Capitalized Amount (Delivered Price)
$ 919.21		Depreciation Reserve @ 1.5000%
$ 292.81		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 1,212.02		**Total Monthly Rental Excluding Additional Services**

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	#17426 Replacement
Exterior Color	Marsh Gray
Interior Color	Black w/Unique Sport Cloth 40/Console/40 Fron
Lic. Plate Type	Government
GVWR	0

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit $0.00

$ 0.00 Physical Damage Management — Comp/Coll Deductible 0 / 0

$ 0.00 Full Maintenance Program[3] Contract Miles 0 — OverMileage Charge $ 0.0450 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0 — # Tires 0 — Loaner Vehicle Not Included

$ 0.00		**Additional Services SubTotal**
$ 0.00	Tax 0.0000%	**State** GA
$ 1,212.02		**Total Monthly Rental Including Additional Services**
$ 6,127.76		Reduced Book Value at 60 Months
$ 400.00		Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 25,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE Effingham Sheriff's Office

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price*
Custom Equipment - Dana Safety Q643621-A	C	$ 5,538.36
Total Aftermarket Equipment Billed		$ 0.00
Total Aftermarket Equipment Capitalized		$ 5,538.36
Aftermarket Equipment Total		$ 5,538.36

* Includes applicable taxes

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$ 170.00
Transport dealer to AME	B	$ 150.00
Courtesy Delivery Fee	C	$ 950.00
Total Other Charges Billed		$ 320.00
Total Other Charges Capitalized		$ 950.00
Other Charges Total		$ 1,270.00

VEHICLE INFORMATION:

2027 Ford F-150 XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB - US

Series ID: W3K

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$44,931.00	$48,055.00
Total Options	$10,766.00	$11,830.00
Destination Charge	$2,795.00	$2,795.00
Total Price	**$58,492.00**	**$62,680.00**

SELECTED COLOR:

Exterior: T9-Marsh Gray

Interior: FB-Black w/Unique Sport Cloth 40/Console/40 Front-Seats

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
145WB	145" Wheelbase	STD	STD
18B	Black Platform Running Boards	Included	Included
19P	XLT Black Appearance Package Plus	$1,974.00	$2,170.00
302A	Equipment Group 302A Mid	$4,851.00	$5,330.00
360CAM	360 Degree Camera	Included	Included
425	50-State Emissions	Included	Included
44G	Transmission: Electronic 10-Speed Automatic	Included	Included
63T	Tailgate Step w/Work Surface	Included	Included
68L	Bed Utility Package	$782.00	$860.00
96P	Plastic Drop-in Bedliner	$346.00	$380.00
995	Engine: 5.0L V8	$2,362.00	$2,595.00
BDYBMP	Body-Color Front & Rear Bumpers	Included	Included
BDYHAN	Body-Color Door Handles	Included	Included
BEDBOX	Bed Storage Boxes	Included	Included
BLKBDG	Black Exterior Badging	Included	Included
BLKGRL	Black Grille	Included	Included
BLKINT	Dark Interior Appliques	Included	Included
BOXTIE	4 Pickup Box Tie-Down Plates	Included	Included
COPILT	Ford Co-Pilot360 Assist 2.0	Included	Included
CRUISE	Adaptive Cruise Control w/Stop & Go	Included	Included
DEXHST	Dual Exhaust w/Black Tips	Included	Included
DIMMIR	Interior Auto-Dimming Rearview Mirror	Included	Included
DZTEMP	Dual-Zone Electronic Automatic Temperature Control	Included	Included
F	Unique Sport Cloth 40/Console/40 Front-Seats	Included	Included
FB_01	Black w/Unique Sport Cloth 40/Console/40 Front-Seats	NC	NC
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
FCP1_	Ford Connectivity Package (1-Year Included)	Included	Included
HFRONT	Heated Front Seats	Included	Included
LEDBOX	LED Box Lighting	Included	Included
NONGV	GVWR: 6,850 lbs Payload Package	Included	Included
NONWL3	Wheels: 20" Gloss Black Painted Aluminum	Included	Included
OUTLET	400W Pro Power Onboard (Cab & Bed)	Included	Included
PAINT	Monotone Paint Application	STD	STD
PRKSNS	Front Parking Sensors	Included	Included
PSHBUT	Intelligent Access w/Push Button Start	Included	Included
PWRMIR	Power Glass Heated Sideview Mirrors	Included	Included

Open-End (Equity) Lease Rate Quote

Quote No: 10239646

CODE	DESCRIPTION	INVOICE	MSRP
REMOTE	Remote Start System w/Remote Tailgate Release	Included	Included
RUNBRD	6" Black Running Boards	Included	Included
RWIND	Power-Sliding Rear Window	Included	Included
STDRD	Radio: AM/FM Stereo w/SiriusXM 360L	Included	Included
SYNC	SYNC 4	Included	Included
T22	Tires: 275/60R20 BSW A/S	Included	Included
T9_01	Marsh Gray	$451.00	$495.00
TOWTEC	Towing Technology	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
WRPSTR	Wrapped Steering Wheel	Included	Included
X15	3.15 Axle Ratio	Included	Included

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: tailgate
- Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
- Running Boards: running boards
- Door Handles: body-coloured
- Front And Rear Bumpers: body-coloured front and rear bumpers with body-coloured rub strip
- Rear Step Bumper: rear step bumper
- Bed Liner: bed liner
- Box Style: regular
- Integrated Storage: pickup integrated storage
- Body Material: aluminum body material
- : class IV trailering with harness, hitch
- Paint Type: badging
- Grille: black grille

Convenience Features:

- Air Conditioning automatic dual-zone front air conditioning
- Air Filter: air filter
- Console Ducts: console ducts
- Voice Activated A/C: voice activated air conditioning
- Cruise Control: cruise control with steering wheel controls, Adaptive Cruise Control with Stop-and-Go adaptive
- Power Windows: power windows with driver and passenger 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: Intelligent Access proximity key
- Trunk FOB Controls: keyfob trunk/hatch/door release
- Remote Engine Start: keyfob remote start - yes
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Auto-dimming Rearview Mirror: auto-dimming rearview mirror
- Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
- Emergency SOS: SYNC 4 911 Assist emergency communication system
- Navigation System: Connected Navigation navigation system with voice activation
- Front Cupholder: front and rear cupholders
- Floor Console: full floor console with locking box
- Overhead Console: mini overhead console with storage
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- Seatback Storage Pockets: 2 seatback storage pockets
- Dashboard Storage: dashboard storage
- IP Storage: bin instrument-panel storage
- Rear Underseat Storage Tray: rear underseat storage tray
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet
- AC Power Outlet: 2 interior 120V AC power outlet

Entertainment Features:

- radio with seek-scan
- Radio Data System: radio data system
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume

Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 7 speakers
Internet Access: 5G Modem - Ford Connectivity Package internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off reflector LED low/high beam headlamps
Auto-Dimming Headlights: Auto High Beam auto high-beam headlights
Front Fog Lights: front fog lights
Cornering Lights: cornering lights
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Rear Window Defroster: rear window defroster
Rear Window: power rear windshield
Tinted Windows: deep-tinted windows
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Forward and Reverse Sensing System front and rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown

Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated w/puddle lights perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system Ford Security Package
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Front Heated Cushion: driver and passenger heateds
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and manual reclining passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Cabback Insulator: cabback insulator
Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob
LeatherSteeringWheel: leatherette steering wheel
Floor Mats: carpet front and rear floor mats
Interior Accents: piano black/chrome interior accents

Standard Engine:

Engine 400-hp, 5.0-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic

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Open-End (Equity) Lease Proposal

Date: 11/05/2026

Prepared For: Effingham Sheriff's Office (620358)

Proposal Summary

Proposal #: P2827870

Prepared For: Harrington, Danny

Quantity: 10

Driver Information					Base Lease Payment										Initial Charges Billed upon Delivery		
Quote	Driver	ST	Tax Rate	Expected Annual Mileage	Capitalized Amount (Delivered Price per Vehicle)	Lease Term	Depr Rate	Depr Amount	Lease Charge[1]	Monthly Tax	Full Maint Program[2]	Additional Services[3]	Total Monthly Payment inc. Tax and Addl Services	Book Value at Term	Initial Charges[4]	License, Registration, Certain Other Charges and Tax	Total Initial Charges Billed upon Delivery
2027 Ford Police Interceptor Utility Base All-Wheel Drive - US					**Carbonized Grey / Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear**												
10160530	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160531	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160532	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160533	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160534	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160535	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160536	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160537	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160538	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
10160539	TBD	GA	0.0000%	25,000	$68,825.68	60	1.6660%	$1,146.64	$330.78	$0.00		$0.00	$1,477.42	$27.28	$18,604.69	$39.00	$18,643.69
										Total Monthly Payment for 10 vehicles:			**$14,774.20**		**Total Initial Charges for 10 vehicles:**		**$186,436.90**

Initials

Open-End (Equity) Lease Proposal

Date: 11/05/2026

Prepared For: Effingham Sheriff's Office (620358)

Prepared For: Harrington, Danny

Proposal Summary

Proposal #: P2827870

Quantity: 10

[1]Monthly Lease Charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor)

[2]See the following pages for details of Full Maintenance Service

[3]Additional Services may include Commercial Automotive Liability Enrollment or Physical Damage Management

[4]Excludes License, Registration, Certain Charges, and Tax

Current market and vehicle conditions may also affect value of vehicles.

Proposal is subject to Customer's Credit Approval.

Enterprise FM Trust will be the owner of the vehicles covered by this Proposal. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicles under the Master Open-End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open-End (Equity) Lease Agreement with respect to such vehicles.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

Lessee: Effingham Sheriff's Office

277

Signature Title Date

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Open-End (Equity) Lease Proposal

Date: 11/05/2026

Prepared For: Effingham Sheriff's Office (620358)

Prepared For: Harrington, Danny

Capitalized Amount Calculations

Proposal #: P2827870

Quantity: 10

Quote	Capitalized Prices/ Billed on Delivery	Capitalized Price of Vehicle[1]	Certain Other Charges	Initial License & Registration Fee	Capitalized Price Reduction	Certain Other Charges on CPR	Gain Applied from Prior Unit	Certain Other Charges on GOP	Tax on Incentives	Aftermarket Equipment[2]	Courtesy Delivery / Dealer Prep Fee	Delivery Charge	Other Costs	Total
2027 Ford Police Interceptor Utility Base All-Wheel Drive - US	**Carbonized Grey / Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear**													
10160530	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160531	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160532	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160533	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160534	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160535	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160536	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160537	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160538	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69
10160539	Capitalized Price	$49,441.00			($18,434.69)		$0.00			$36,869.37	$950.00	$0.00	$0.00	$68,825.68

Initials

Quote	Capitalized Prices/ Billed on Delivery	Capitalized Price of Vehicle[1]	Certain Other Charges	Initial License & Registration Fee	Capitalized Price Reduction	Certain Other Charges on CPR	Gain Applied from Prior Unit	Certain Other Charges on GOP	Tax on Incentives	Aftermarket Equipment[2]	Courtesy Delivery / Dealer Prep Fee	Delivery Charge	Other Costs	Total
	Billed on Delivery		$0.00	$39.00	$18,434.69	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$170.00	$18,643.69

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

[1]Capitalized price of vehicles may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicles.

[2]Includes applicable taxes.

All language and acknowledgments contained in the signed proposal apply to all vehicles listed on the 'Equity Lease Proposal Summary' page of this document. In addition, you may incur additional fees required to register and operate these vehicles in accordance with various state, county, and city titling, registration, and tax laws.

Initials

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Open-End (Equity) Lease Proposal

Date: 11/05/2026

Prepared For: Effingham Sheriff's Office (620358)
Prepared For: Harrington, Danny

Aftermarket & Other Costs

Proposal #: P2827870
Quantity: 10

Aftermarket Equipment

Quote	Driver	Description	Capitalized Price[1]	Billed Price[1]
2027 Ford Police Interceptor Utility Base All-Wheel Drive - US	**Carbonized Grey / Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear**			
10160530	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160531	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160532	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160533	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160534	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160535	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160536	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160537	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160538	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
10160539	TBD	Custom Equipment - Dana Safety quote 638690-B	$36,869.37	
		Total Aftermarket Equipment	**$368,693.70**	**$0.00**

[1]Includes applicable taxes.

Other Costs

Quote	Driver	Description	Capitalized Price	Billed Price
2027 Ford Police Interceptor Utility Base All-Wheel Drive - US	**Carbonized Grey / Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear**			
10160530	TBD	Initial Administration Fee		$170.00

Initials

Quote	Driver	Description	Capitalized Price	Bille
10160531	TBD	Initial Administration Fee		$170.00
10160532	TBD	Initial Administration Fee		$170.00
10160533	TBD	Initial Administration Fee		$170.00
10160534	TBD	Initial Administration Fee		$170.00
10160535	TBD	Initial Administration Fee		$170.00
10160536	TBD	Initial Administration Fee		$170.00
10160537	TBD	Initial Administration Fee		$170.00
10160538	TBD	Initial Administration Fee		$170.00
10160539	TBD	Initial Administration Fee		$170.00
		Total Other Costs	**$0.00**	**$1,700.00**

Initials

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Quantity: 10

VEHICLE INFORMATION:

2027 Ford Police Interceptor Utility Base All-Wheel Drive - US
Series ID: K8A

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$ 47,579.00	$ 49,050.00
Total Options	$ 3,167.00	$ 3,370.00
Destination Charge	$ 1,795.00	$ 1,795.00
Total Price	**$ 52,541.00**	**$ 54,215.00**

SELECTED COLOR:

Exterior:	M7 - Carbonized Grey
Interior:	9W - Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
119WB	119" Wheelbase	STD	STD
44U	Transmission: 10-Speed Automatic (44U)	NC	NC
500A	Order Code 500A	NC	NC
51R	Driver Only LED Bulb Spot Lamp (Unity)	$ 423.00	$ 450.00
65L	18" 5-Spoke Full Face Wheel Covers w/Metal Clips	$ 65.00	$ 70.00
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear	Included	Included
423	50-State Emissions System Not Required	NC	NC
99C	Engine: 3.0L V6 EcoBoost	$ 2,679.00	$ 2,850.00
9W_01	Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear	NC	NC
M7_01	Carbonized Grey	NC	NC
NONAX	3.31 Final Drive Ratio	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDRD	Radio: AM/FM/MP3 Capable	Included	Included
STDTR	Tires: 255/60R18 as BSW	Included	Included
STDWL	Wheels: 18" X 8" 5-Spoke Painted Black Steel	Included	Included
SYNC	SYNC Phoenix Communication & Entertainment System	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:
- Number Of Doors 4
- Rear Cargo Door Type: liftgate
- Driver And Passenger Mirror: power remote manual folding side-view door mirrors
- Convex Driver Mirror: convex driver and passenger mirror
- Spoiler: rear lip spoiler
- Door Handles: black
- Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip
- Front Tow Hooks: 1 front tow hooks
- Body Material: galvanized steel/aluminum body material
- : class III trailering with harness, hitch
- Body Side Cladding: body-coloured bodyside cladding
- Grille: black grille

Convenience Features:
- Air Conditioning automatic dual-zone front air conditioning
- Air Filter: air filter
- Rear Air Conditioning: rear air conditioning
- Cruise Control: cruise control with steering wheel controls
- Trunk/Hatch/Door Remote Release: power cargo access remote release
- Power Windows: power windows with driver and passenger 1-touch down
- 1/4 Vent Rear Windows: power rearmost windows
- Remote Keyless Entry: yes remote keyless entry
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
- Emergency SOS: emergency communication system
- Overhead Console: mini overhead console with storage
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Dashboard Storage: dashboard storage
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:
- radio AM/FM stereo with seek-scan
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 4 speakers
- Internet Access: Fleet Telematics Modem internet access
- 1st Row LCD: 1 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:
- Headlamp Type projector beam LED low/high beam headlamps
- Front Wipers: variable intermittent speed-sensitive wipers wipers
- Rear Window wiper: rear window wiper with xxxxxx xxxxxx
- Rear Window Defroster: rear window defroster
- Tinted Windows: deep-tinted windows
- Dome Light: dome light with xxxxxx
- Front Reading Lights: front and rear reading lights
- Variable IP Lighting: variable instrument panel lighting
- Display Type: digital/analog appearance
- Tachometer: tachometer
- Compass: compass
- Low Tire Pressure Warning: tire specific low-tire-pressure warning
- Park Distance Control: Reverse Sensing System rear parking sensors
- Trip Computer: trip computer

Trip Odometer: trip odometer
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Security System: security system
Tracker System: tracker system
Electronic Stability: electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: manual driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Rear Seat Type: rear 35-30-35 split-bench seat
Rear Folding Position: rear seat fold-forward seatback
Leather Upholstery: cloth front seat upholstery
Rear Seat Material: vinyl rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob
Interior Accents: metal-look interior accents
Cargo Space Trim: carpet cargo space
Trunk Lid: xxxxxx xxxxxx
Cargo Tie Downs: cargo tie-downs
Cargo Light: cargo light
Cargo Tray: cargo tray/organizer

Standard Engine:
Engine 400-hp, 3.0-liter V-6 (premium)

Standard Transmission:
Transmission 10-speed automatic w/ OD

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Open-End (Equity) Lease Rate Quote

Quote No: 10239634

Prepared For: Effingham Sheriff's Office
Harrington, Danny

Date 11/05/2026
AE/AM KW0/DAG

Unit #
Year 2027 **Make** Ford **Model** F-150
Series XLT 4x4 SuperCrew Cab 5.5 ft. box 145 in. WB
Vehicle Order Type Ordered **Term** 60 **State** GA **Customer#** 620358

$ 75,443.12		Capitalized Price of Vehicle[1]
$0.00	*	License and Certain Other Charges 0.0000% **State** GA
$ 39.00	*	Initial License Fee
$ 0.00		Registration Fee
$ 950.00		Other: (See Page 2)
$ 8,366.56	*	Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$0.00		Taxes
$ 68,026.56		Total Capitalized Amount (Delivered Price)
$ 1,020.40		Depreciation Reserve @ 1.5000%
$ 340.38		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 1,360.78		**Total Monthly Rental Excluding Additional Services**
		Additional Fleet Management
		Master Policy Enrollment Fees
$ 0.00		Commercial Automobile Liability Enrollment
		Liability Limit $0.00
$ 0.00		Physical Damage Management — Comp/Coll Deductible 0 / 0
$ 0.00		Full Maintenance Program[3] Contract Miles 0 — OverMileage Charge $ 0.0450 Per Mile
		Incl: # Brake Sets (1 set = 1 Axle) 0 — # Tires 0 — Loaner Vehicle Not Included
$ 0.00		**Additional Services SubTotal**
$ 0.00		Tax 0.0000% **State** GA
$ 1,360.78		**Total Monthly Rental Including Additional Services**
$ 6,802.56		Reduced Book Value at 60 Months
$ 400.00		Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	#17383 Replacement
Exterior Color	Carbonized Gray Metallic / Chrome Door Handle
Interior Color	Black w/Medium Dark Slate w/Cloth 40/Console/
Lic. Plate Type	Government
GVWR	0

Quote based on estimated annual mileage of 25,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE Effingham Sheriff's Office

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price*
Custom Equipment - Dana Safety Q643621-B	C	$ 16,733.12
Total Aftermarket Equipment Billed		$ 0.00
Total Aftermarket Equipment Capitalized		$ 16,733.12
Aftermarket Equipment Total		$ 16,733.12

* Includes applicable taxes

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$ 170.00
Transport dealer to AME	B	$ 150.00
Courtesy Delivery Fee	C	$ 950.00
Total Other Charges Billed		$ 320.00
Total Other Charges Capitalized		$ 950.00
Other Charges Total		$ 1,270.00

VEHICLE INFORMATION:

2027 Ford F-150 XLT 4x4 SuperCrew Cab 5.5 ft. box 145 in. WB - US

Series ID: W3L

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$48,540.00	$51,915.00
Total Options	$11,075.00	$12,170.00
Destination Charge	$2,795.00	$2,795.00
Total Price	**$62,410.00**	**$66,880.00**

SELECTED COLOR:

Exterior: M7 / CHRHND-Carbonized Gray Metallic / Chrome Door Handles

Interior: US-Black w/Medium Dark Slate w/Cloth 40/Console/40 Front Seats

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
145WB	145" Wheelbase	STD	STD
17C	Chrome Front & Rear Bumpers	Included	Included
18B	Black Platform Running Boards	Included	Included
302A	Equipment Group 302A Mid	$4,851.00	$5,330.00
360CAM	360 Degree Camera	Included	Included
425	50-State Emissions	Included	Included
44G	Transmission: Electronic 10-Speed Automatic	Included	Included
53T	Tow/Haul Package	$964.00	$1,060.00
63K	Cloth 40/Console/40 Front Seats	$296.00	$325.00
63T	Tailgate Step w/Work Surface	Included	Included
64L	Wheels: 20" Chrome-Like PVD	Included	Included
67T	Integrated Trailer Brake Controller	Included	Included
68L	Bed Utility Package	$782.00	$860.00
86B	XLT Chrome Appearance Package	$1,474.00	$1,620.00
96P	Plastic Drop-in Bedliner	$346.00	$380.00
995	Engine: 5.0L V8	$2,362.00	$2,595.00
BDYHAN	Body-Color Door Handles	Included	Included
BEDBOX	Bed Storage Boxes	Included	Included
BOXTIE	4 Pickup Box Tie-Down Plates	Included	Included
CHRHND	Chrome Door Handles	Included	Included
CHRTIP	Chrome Single-Tip Exhaust	Included	Included
COPILT	Ford Co-Pilot360 Assist 2.0	Included	Included
CRUISE	Adaptive Cruise Control w/Stop & Go	Included	Included
DIMMIR	Interior Auto-Dimming Rearview Mirror	Included	Included
DZTEMP	Dual-Zone Electronic Automatic Temperature Control	Included	Included
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
FCP1_	Ford Connectivity Package (1-Year Included)	Included	Included
GRILLE	Black Painted Mesh Grille w/Chrome Center Bar	Included	Included
HFRONT	Heated Front Seats	Included	Included
LEDBOX	LED Box Lighting	Included	Included
M7_01	Carbonized Gray Metallic	NC	NC
NONGV1	GVWR: 7,100 lbs Payload Package	Included	Included
OUTLET	400W Pro Power Onboard (Cab & Bed)	Included	Included
PAINT	Monotone Paint Application	STD	STD
PRKSNS	Front Parking Sensors	Included	Included
PSHBUT	Intelligent Access w/Push Button Start	Included	Included

CODE	DESCRIPTION	INVOICE	MSRP
PWRMIR	Power Glass Heated Sideview Mirrors	Included	Included
REMOTE	Remote Start System w/Remote Tailgate Release	Included	Included
RWIND	Power-Sliding Rear Window	Included	Included
STDRD	Radio: AM/FM Stereo w/SiriusXM 360L	Included	Included
STEPBR	6" Angular Bright Anodized Step Bar	Included	Included
SYNC	SYNC 4	Included	Included
T24	Tires: 275/60R20 BSW A/T	Included	Included
TOWTEC	Towing Technology	Included	Included
U	Cloth 40/Console/40 Front Seats	NC	NC
US_01	Black w/Medium Dark Slate w/Cloth 40/Console/40 Front Seats	NC	NC
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
WRPSTR	Wrapped Steering Wheel	Included	Included
XL6	Electronic Locking w/3.73 Axle Ratio	Included	Included

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: tailgate
- Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
- Running Boards: running boards
- Door Handles: chrome
- Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip
- Rear Step Bumper: rear step bumper
- Front Tow Hooks: 2 front tow hooks
- Bed Liner: bed liner
- Box Style: regular
- Integrated Storage: pickup integrated storage
- Body Material: aluminum body material
- : class IV trailering with harness, hitch, brake controller
- Grille: black w/chrome accents grille
- Exhaust Tip: chrome tip exhaust

Convenience Features:

- Air Conditioning automatic dual-zone front air conditioning
- Air Filter: air filter
- Console Ducts: console ducts
- Voice Activated A/C: voice activated air conditioning
- Cruise Control: cruise control with steering wheel controls, Adaptive Cruise Control with Stop-and-Go adaptive
- Power Windows: power windows with driver and passenger 1-touch down
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: Intelligent Access proximity key
- Trunk FOB Controls: keyfob trunk/hatch/door release
- Remote Engine Start: keyfob remote start - yes
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Auto-dimming Rearview Mirror: auto-dimming rearview mirror
- Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
- Emergency SOS: SYNC 4 911 Assist emergency communication system
- Navigation System: Connected Navigation navigation system with voice activation
- Front Cupholder: front and rear cupholders
- Floor Console: full floor console with locking box
- Overhead Console: mini overhead console with storage
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- Seatback Storage Pockets: 2 seatback storage pockets
- Dashboard Storage: dashboard storage
- IP Storage: bin instrument-panel storage
- Rear Underseat Storage Tray: rear underseat storage tray
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet
- AC Power Outlet: 2 interior 120V AC power outlet

Entertainment Features:

- radio with seek-scan
- Radio Data System: radio data system
- Voice Activated Radio: voice activated radio

Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 7 speakers
Internet Access: 5G Modem - Ford Connectivity Package internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off reflector LED low/high beam headlamps
Auto-Dimming Headlights: Auto High Beam auto high-beam headlights
Front Fog Lights: front fog lights
Cornering Lights: cornering lights
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Rear Window Defroster: rear window defroster
Rear Window: power rear windshield
Tinted Windows: deep-tinted windows
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Forward and Reverse Sensing System front and rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire

Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated w/puddle lights perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system Ford Security Package
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Front Heated Cushion: driver and passenger heateds
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Cabback Insulator: cabback insulator
Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob
LeatherSteeringWheel: leatherette steering wheel
Floor Mats: carpet front and rear floor mats
Interior Accents: chrome/metal-look interior accents

Standard Engine:

Engine 400-hp, 5.0-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic

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Open-End (Equity) Lease Rate Quote

Quote No: 10462216

Prepared For: Effingham Sheriff's Office
Harrington, Danny

Date 11/05/2026
AE/AM KW0/DAG

Unit #
Year 2027 **Make** Ford **Model** Explorer
Series Active 4dr 4x4
Vehicle Order Type In-Stock **Term** 60 **State** GA **Customer#** 620358

$ 47,466.03		Capitalized Price of Vehicle[1]
$0.00	*	License and Certain Other Charges 0.0000% **State** GA
$ 39.00	*	Initial License Fee
$ 0.00		Registration Fee
$ 0.00		Other: (See Page 2)
$ 1,700.33	*	Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$0.00		Taxes
$ 45,765.70		Total Capitalized Amount (Delivered Price)
$ 762.46		Depreciation Reserve @ 1.6660%
$ 231.98		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 994.44		**Total Monthly Rental Excluding Additional Services**

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	25R228 Replacement
Exterior Color	(0 P) Carbonized Gray
Interior Color	Ultra Dark Space Gray w/Unique Cloth Captain'
Lic. Plate Type	Government
GVWR	0

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit $0.00

$ 0.00 Physical Damage Management — Comp/Coll Deductible 0 / 0

$ 0.00 Full Maintenance Program[3] Contract Miles 0 — OverMileage Charge $ 0.0450 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0 — # Tires 0 — Loaner Vehicle Not Included

$ 0.00		**Additional Services SubTotal**
$ 0.00	Tax 0.0000%	**State** GA
$ 994.44		**Total Monthly Rental Including Additional Services**
$ 18.10		Reduced Book Value at 60 Months
$ 400.00		Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 25,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE Effingham Sheriff's Office

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price*
Custom Equipment - Dana Safety quote 652778-A	C	$ 6,801.33
Total Aftermarket Equipment Billed		$ 0.00
Total Aftermarket Equipment Capitalized		$ 6,801.33
Aftermarket Equipment Total		$ 6,801.33

* Includes applicable taxes

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$ 170.00
Transport dealer to AME	B	$ 900.00
Courtesy Delivery Fee	C	$ 0.00
Total Other Charges Billed		$ 1,070.00
Total Other Charges Capitalized		$ 0.00
Other Charges Total		$ 1,070.00

VEHICLE INFORMATION:

2027 Ford Explorer Active 4dr 4x4 - US

Series ID: K8D

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$39,053.00	$40,680.00
Total Options	$316.70	$245.00
Destination Charge	$1,795.00	$1,795.00
Total Price	**$41,164.70**	**$42,720.00**

SELECTED COLOR:

Exterior: M7-(0 P) Carbonized Gray

Interior: 8H-Ultra Dark Space Gray w/Unique Cloth Captain's Chairs

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
100A	Equipment Group 100A Base	NC	NC
119WB	119.1" Wheelbase	STD	STD
153	Front License Plate Bracket	NC	NC
17U	2nd Row 35/30/35 Bench w/E-Z Entry & Armrest	NC	NC
44T	Transmission: 10-Speed Automatic	Included	Included
76U	18" Spare Wheel & Jack Kit	$376.00	$400.00
8	Unique Cloth Captain's Chairs	Included	Included
425	50 State Emissions System	NC	NC
8H_04	Ultra Dark Space Gray w/Unique Cloth Captain's Chairs	NC	NC
99H	Engine: 2.3L EcoBoost I-4	Included	Included
AHQAB	First Aid Kit	$56.00	$60.00
BASE-EC715	Base Invoice Adjustment	$-207.00	$-215.00
CV-EC715	Lot Management	$10.00	$0.00
FUEL-EC715	Fuel Charge	$81.70	$0.00
M7_02	(0 P) Carbonized Gray	NC	NC
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 5,940 lbs	Included	Included
STDRD	Radio: AM/FM Stereo	Included	Included
STDTR	Tires: P255/65R18 as BSW	Included	Included
STDWL	Wheels: 18" Sparkle Silver-Painted Aluminum	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: liftgate
- Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
- Spoiler: rear lip spoiler
- Door Handles: body-coloured
- Front And Rear Bumpers: body-coloured front and rear bumpers
- Front Bumper Insert: metal-look front bumper insert
- Front License Plate Bracket: front license plate bracket
- Body Material: galvanized steel/aluminum body material
- : class III trailering with harness, hitch
- Body Side Cladding: black bodyside cladding
- Grille: black w/chrome accents grille

Convenience Features:

- Air Conditioning automatic dual-zone front air conditioning
- Air Filter: air filter
- Voice Activated A/C: voice activated air conditioning
- Cruise Control: cruise control with steering wheel controls, Adaptive Cruise Control with Stop-and-Go adaptive
- Power Windows: power windows with driver and passenger 1-touch down
- 1/4 Vent Rear Windows: power rearmost windows
- Remote Keyless Entry: yes remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: Intelligent Access proximity key
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors
- Emergency SOS: 911 Assist emergency communication system
- Navigation System: navigation system with voice activation
- Front Cupholder: front and rear cupholders
- Floor Console: full floor console with covered box
- Overhead Console: mini overhead console with storage
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- Seatback Storage Pockets: 2 seatback storage pockets
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 3 12V DC power outlets

Entertainment Features:

- radio AM/FM/Satellite with seek-scan
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 6 speakers
- Internet Access: Ford Connect 5G internet access
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

- Headlamp Type delay-off reflector LED low/high beam headlamps
- Auto-Dimming Headlights: Auto High Beam auto high-beam headlights

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Front Wipers: variable intermittent speed-sensitive wipers wipers
Rear Window wiper: rear window wiper
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Front Reading Lights: front and rear reading lights
Ignition Switch: ignition switch light
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Reverse Sensing System rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Oil Level Gauge: oil level gauge
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: compact spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st, 2nd and 3rd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars

Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system
Panic Alarm: panic alarm
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints
3rd Row Headrests: 2 manual adjustable third row head restraints
First Aid Kit: first aid kit

Seats And Trim:

Seating Capacity max. seating capacity of 7
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear manual reclining 35-30-35 split-bench seat
Rear Seat Fore/Aft: manual rear seat fore/aft adjustment
Rear Folding Position: rear seat fold-forward seatback
Rear Seat Armrest: rear seat centre armrest
3rd Row Seat Type: fixed third row 50-50 bench seat
3rd Row Electric Control: folding activation third row seat
Leather Upholstery: cloth front and rear seat upholstery
Door Trim Insert: cloth door panel trim
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Dashboard Console Insert, Door Panel Insert Combination: piano black/metal-look instrument panel insert, door panel insert, console insert
Floor Mats: carpet front and rear floor mats
Interior Accents: chrome/metal-look interior accents
Cargo Space Trim: carpet cargo space
Cargo Tie Downs: cargo tie-downs
Cargo Light: cargo light
Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 300-hp, 2.3-liter I-4 (premium)

Standard Transmission:

Transmission 10-speed automatic w/ OD

Staff Report

Subject: FY27 Budget Amendment
Author: Mark W. Barnes, Finance Director
Department: Finance Department
Meeting Date: 11/17/26
Item Description: Consideration to approve an amendment to the FY27 budget.

Summary Recommendation:
Staff is requesting approval of an amendment to the FY27 budget.

Executive Summary:
Each year the Board of Commissioners proposes a tentative budget. During the year, the Board receives requests from agencies and department heads to adjust the budget. Additionally, other factors, such as revenue, may fluctuate thereby allowing the Board to direct that additional expenditures be made. Therefore, a formal budget resolution incorporating these factors is made to adjust the budget accordingly. a

Background:
Georgia Law 6-81-3. Requires the establishment of fiscal year; requirement of annual balanced budget; adoption of budget ordinances or resolutions generally; budget amendments; uniform chart of accounts. Section (b)(1) notes that each unit of local government shall adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government. The annual balanced budget shall be adopted by ordinance or resolution and administered in accordance with this article.

The budget amendment attached reflects the following changes:

1. The funding of a study for State Environmental Review Process (SERP) needed to pursue grant funding for water system improvements that enhance hurricane and disaster resilience.

Alternatives for Commission to Consider:

1. Approve the resolution to amend the budget for FY27.
2. Do not approve the resolution.
3. Provide staff with direction.

Recommended Alternative:
Staff recommends Alternative number 1 – Approve the resolution to amend the budget for FY27.

Other Alternatives:
N/A

Department Review:
Finance

Funding Source:
Water & Sewer, Special Tax District

Attachments:
FY27 budget amendment resolution

Resolution# _____

State of Georgia
County of Effingham

RESOLUTION TO AMEND THE FY27 BUDGET

WHEREAS, the FY27 budget of Effingham County was adopted on June 16th 2026
and; WHEREAS, it is necessary to further amend said budget to reflect desired changes and;
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County Effingham, Georgia that the following amendment be made:

DEPT	DEPT NAME	ACCT NAME	ACCT NO.	TYPE	AMOUNT	DESCRIPTION
105	Water & Sewer	Consultant	505-4441-105-52-1101	EXP	77,000	SERP study contract
105	Water & Sewer	Operating Xfer In (Special Tax	505-39-1107	REV	(77,000)	transfer in from Special Tax District for SERP study
001	Special Tax District	Operating Xfer Out (Water & S	270-3510-001-61-1006	EXP	77,000	transfer out to Water & Sewer for SERP study
001	Special Tax District	Cash Carry Forward	270-38-9015	FB	(77,000)	funding the transfer to Water & Sewer for SERP study
					-	total net entries

This amendment allocates funding for a SERP study for the water system.

Approved this _____day of _____ 2026.

Attest:

_____ _____

Stephanie D. Johnson, County Clerk Damon Rahn, Chairman

Effingham County Board of Commissioners

Elected Officials Local Longevity Stipend

Staff Report

Meeting date: Tuesday, November 17, 2026

Department: Human Resource Services

Prepared by: Sarah Mausolf, Director of Human Resource Services

Purpose and Recommended Board Action

Approve the proposed Local Longevity Stipend policy for eligible County elected officials. The policy establishes how State compensation adjustments and the combined County employee cost-of-living adjustment (COLA) and merit benchmark will be compared. Implementation and payment remain subject to the review, approval, and funding requirements in the policy.

Policy Overview

Under the proposed annual rule, an eligible elected official receives the greater of the applicable State Adjustment or the combined County employee COLA and merit benchmark. When the County benchmark exceeds the State Adjustment, the County-funded stipend fills the difference. If there is no State Adjustment, the stipend equals the County benchmark. If the State Adjustment equals or exceeds the benchmark, no local stipend is payable under the annual rule. County employee COLA and merit percentages serve only as a benchmark for elected officials.

Cumulative Calculation

The draft requires a cumulative comparison over the official's term using added percentage points rather than compounding. Three annual County benchmarks of 5% total 15%. If the cumulative State Adjustment is 20%, the greater cumulative adjustment is 20% and the additional Local Longevity Stipend is zero. The 5 percentage-point comparison gap is not a separate local stipend. HR and Finance will document prior payments, and the County Attorney will confirm treatment of the State Adjustment before payroll processing.

Leaving Office and Successor Compensation

The proposed stipend is personal to the officeholder and ends on the official's final day in office. It does not transfer to a successor or become permanent base compensation attached to the office. A successor begins at designated entry-level compensation plus amounts legally attached to the office or earned by the new official. Statutory longevity and other authorized supplements remain separate.

Administration and Financial Impact

HR and Finance will maintain term totals and prepare individual compensation worksheets. The draft requires County Attorney review of the compensation base, authority, limits, and effective date before payment, together with required Board action, notice or waiting periods, and budget appropriation. Annual County costs will depend on eligible officials, compensation bases, State adjustments, and approved County benchmarks. No aggregate cost estimate accompanies the draft; HR and Finance should calculate the fiscal impact before payment. The policy provides for annual review.

Staff Recommendation

Staff recommends approval of the Local Longevity Stipend policy for eligible County elected officials, with implementation and payments subject to County Attorney review, required approvals, and appropriated funding.

Attachments: Elected Officials Local Longevity Stipend policy draft and presentation dated November 17, 2026.

POLICY OVERVIEW

Local Longevity Stipend

How annual adjustments will work for eligible elected officials

1

NO COUNTY COLA OR MERIT

County employee COLA and merit increases serve only as the comparison benchmark.

2

GREATER ADJUSTMENT

The official receives the greater of the State Adjustment or combined County COLA and merit benchmark.

3

PERSON-SPECIFIC

The Local Longevity Stipend ends when the official leaves office.

The stipend does not become permanent compensation attached to the elected office.

ANNUAL CALCULATION

The greater adjustment controls

The County-funded stipend fills only the difference

2% State Adjustment + **2% Local Stipend** = **4% Total**

Annual situation	State	Local stipend	Total
County benchmark is higher	2%	2%	4%
No State Adjustment	0%	3%	3%
State Adjustment is higher	5%	0%	5%
Adjustments are equal	4%	0%	4%
No County employee COLA or merit	State amount	0%	State amount

Formula: Local Longevity Stipend = combined County COLA and merit benchmark - State Adjustment

LEAVING OFFICE

The stipend stays with the officeholder

A successor starts from the compensation established for the office

1

OFFICIAL LEAVES

Resignation, retirement, removal, election loss, death, or other separation

2

STIPENDS END

Accumulated Local Longevity Stipends expire on the final day in office

3

SUCCESSOR STARTS

Entry-level compensation plus amounts legally attached to the office or earned by the new official

Prior stipends do not transfer and do not become part of the office's permanent base salary.

MULTI-YEAR EXAMPLE

The comparison is cumulative over the term

Prior County COLA and merit percentages count toward the term total

Term year	County COLA + merit	Cumulative County total
Year 1	5%	5%
Year 2	5%	10%
Year 3	5%	15%

20%

State cumulative adjustment

minus 15% previously credited

= 5% difference

The County applies only the 5% difference through the Local Longevity Stipend. This example adds percentage points and does not compound them.

ADMINISTRATION

Annual administration and approval

HR, Finance, Legal, and the Board each have a defined role

HR AND FINANCE	Identify the State Adjustment and County benchmark, then prepare the calculation.
COUNTY ATTORNEY	Confirm legal authority, limits, required notices, and the effective date.
BOARD ACTION	Approve any required resolution, ordinance, local legislation, or budget funding.
PAYROLL	Process the approved amount on the lawful effective date and retain the records.

Statutory longevity and other legally required compensation remain separate from the Local Longevity Stipend.

Effingham County Georgia
Board of Commissioners

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Elected Officials Compensation Administration

Local Longevity Stipend Policy

Policy No.	_____	**Effective Date**	_____
Approved By	Board of Commissioners	**Department**	Human Resource Services
Review Cycle	Annual	**Applies To**	Eligible County elected officials

Purpose

This policy explains how the County will calculate and administer compensation adjustments for eligible elected officials. Elected officials do not receive County employee cost-of-living or merit increases as a County COLA or merit increase. The combined employee COLA and merit percentage is used only as a benchmark for calculating a Local Longevity Stipend.

Policy Rule

An eligible elected official will receive the greater of the applicable State Adjustment or the combined County Employee COLA and Merit Benchmark.

- If the State Adjustment is greater, the official receives the State Adjustment only.
- If the County benchmark is greater, the official receives the State Adjustment plus a Local Longevity Stipend equal to the difference.
- If the State provides no adjustment, the Local Longevity Stipend equals the combined County Employee COLA and Merit Benchmark.
- The two amounts are not added together beyond the greater adjustment.
- The comparison is cumulative over the official's term. Prior County benchmark percentages are credited when a later State Adjustment is calculated.

Annual Calculation

Annual Situation	State	Local Stipend	Total Adjustment
County benchmark is higher	2%	2%	4%
No State Adjustment	0%	3%	3%
State Adjustment is higher	5%	0%	5%
Adjustments are equal	4%	0%	4%
No County employee COLA or merit	State amount	0%	State amount

Formula: Local Longevity Stipend = Combined County Employee COLA and Merit Benchmark - State Adjustment

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Cumulative Term Example

Assume the combined County employee COLA and merit benchmark is 5% in each of the first three term years. The policy adds percentage points rather than compounding them.

Term Year	County COLA and Merit	Cumulative County Total
Year 1	5%	5%
Year 2	5%	10%
Year 3	5%	15%

Example calculation: 20% State cumulative adjustment - 15% previously credited = 5% difference. The County applies only the 5% difference through the Local Longevity Stipend.

Definitions

State Adjustment. A general compensation increase enacted or authorized by the State of Georgia and legally applicable to the elected office.

County Employee COLA and Merit Benchmark. The combined COLA and merit percentage approved for eligible County employees. It is a comparison benchmark only and is not awarded to elected officials as a County COLA or merit increase.

Local Longevity Stipend. The County-funded, person-specific amount used to provide the applicable difference after the State Adjustment and prior County benchmark percentages are compared. It is not permanently attached to the elected office.

Administration and Approval

Each fiscal year, Human Resources and Finance will:

- Identify the State Adjustment and the combined County Employee COLA and Merit Benchmark.
- Maintain the cumulative State and County benchmark percentages for the official's current term.
- Calculate the Local Longevity Stipend for each eligible official.
- Confirm the correct compensation base, legal limits, and effective date.
- Prepare and retain a written compensation worksheet and submit the calculation for County Attorney review before payment.

The stipend may be processed only after required Board action, legal review, public notice or waiting periods, and appropriation in the adopted County budget.

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Leaving Office and Successor Pay

Local Longevity Stipends are personal to the elected official who received them. When the official leaves office, all accumulated Local Longevity Stipends end on the official's last day in office. They do not transfer to the successor or become part of the permanent base salary assigned to the office.

A newly elected or appointed official begins at the designated entry-level compensation, plus any adjustment or supplement legally attached to the office or earned by the new official.

Other Compensation and Controlling Law

The stipend is separate from statutory longevity, certification or training supplements, population adjustments, expense allowances, and other compensation authorized by law. Controlling law prevails, and the County Attorney will resolve legal questions before payment.

No Vested Right

This policy creates no contractual or vested rights. Payments remain subject to law, Board action, appropriated funds, and continued authority.

Effingham County Board of Commissioners

Countywide Job Description Review

Staff Report

Meeting date: Tuesday, November 17, 2026
Department: Human Resource Services
Prepared by: Sarah Mausolf, Director of Human Resource Services

Purpose and Recommended Board Action

Approve the standardized countywide job description format and the revised job descriptions presented to the Board. The review establishes a consistent foundation for recruiting, compensation analysis, and employee expectations. Approval of this item does not authorize salary adjustments or new positions.

Background

The County's job descriptions developed over many years in different formats and with varying levels of detail. Some contained outdated duties, titles, qualifications, or reporting relationships. Human Resource Services conducted a position-by-position review during 2026 to document the work performed and the requirements of each position more accurately.

Work Completed

Departments reviewed duties, education, experience, credentials, supervisory responsibilities, schedules, and working conditions. Human Resource Services developed one County format identifying job codes, departments, reporting relationships, exemption status, supervision, and approval information. The format distinguishes essential duties from secondary tasks and required qualifications from preferred qualifications. Physical demands and working conditions are tied to each position's actual work.

Validation and Approval

Human Resource Services cross-checked department submissions against existing and historical descriptions, County position records, organizational information, and policies. Requested changes were reviewed for support rather than accepted automatically. Items requiring confirmation were flagged for departmental or management validation. Any description with unresolved material requirements should be withheld from the approval package until validated.

Operational and Financial Impact

Updated descriptions provide clearer hiring requirements and a common reference for employees and supervisors. They also strengthen TruComp comparisons with other public employers by focusing on duties, qualifications, supervisory authority, and responsibility. Similar job titles alone do not establish comparable work. Any resulting pay recommendation requires separate supporting analysis and consideration through the applicable approval and budget process. No additional appropriation is requested with this item.

Recommended Next Steps

Following approval, use the approved format and descriptions in recruiting, employee management, and compensation analysis. Complete validation and applicable approval of any descriptions withheld from this package. Review descriptions before recruitment and whenever duties, reporting relationships, or required credentials change. Periodic departmental confirmation, with documented revisions and approvals, will help keep the records current.

Staff Recommendation

Staff recommends approval of the standardized countywide job description format and the revised job descriptions presented to the Board on November 17, 2026.

Supporting materials: September 2026 project update, October 20, 2026 workshop speaking points, and Board workshop presentation.

THE WHAT

What changed?

We rebuilt the County’s job descriptions into one reliable system.

1

ONE FORMAT

Every position now follows the same structure and answers the same basic questions.

2

CURRENT WORK

Departments reviewed duties, reporting lines, schedules, certifications and working conditions.

3

CLEAR REQUIREMENTS

Required qualifications, supervision, physical demands and job expectations are stated more clearly.

Bottom line: the County now has a consistent record of what each position is actually expected to do.

Why did this matter?

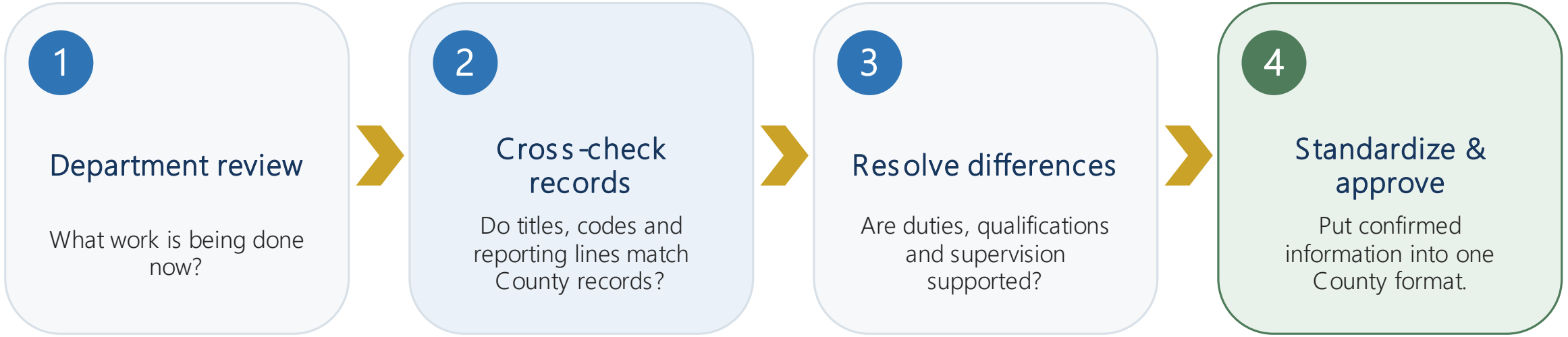
Outdated job descriptions create bad decisions downstream.

Hiring	We need to know what we are hiring someone to do.
Pay comparisons	Similar titles do not always mean similar jobs.
Accountability	Employees and supervisors need the same expectations.
Risk	Accurate duties and requirements support fair, defensible employment decisions.

Better information in → better hiring, pay, management and budgeting decisions out.

How did we make the information reliable?

We did not treat any single document or requested change as automatically correct.



When something could not be confirmed, it was flagged for validation instead of guessed.

THE RESULT

What does the County have now?

A foundation we can use, maintain and defend.

Recruit	Clearer postings and minimum requirements
Compare	Stronger salary comparisons based on the work, not just the title
Manage	Shared expectations for employees and supervisors
Maintain	Revision and approval information makes future updates easier

The goal was not "better paperwork." The goal was better information for better County decisions.

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2026 Countywide Job Description Review and Standardization

Effingham County Board of Commissioners
Human Resource Services | September 2026

Purpose of the Review

During 2026, Human Resource Services completed a countywide review and rewrite of Effingham County's job descriptions. The project was necessary because the County's existing records had been developed over many years, using different formats and levels of detail. Some descriptions no longer accurately reflected the work being performed, while others contained outdated titles, qualifications, reporting relationships, or duties.

A job description is more than an administrative document. It establishes what the County expects from a position, the minimum qualifications required to perform the work, whether the position supervises others, the physical and scheduling demands of the job, and the responsibilities for which an employee can reasonably be held accountable. These same records also support recruiting, compensation analysis, performance management, workplace accommodations, and compliance with wage and employment laws.

For that reason, the goal was not simply to make the documents look alike. The goal was to establish a reliable record of the County's positions and the work the County requires.

What Was Done

Human Resource Services reviewed the County's job descriptions position by position. Departments were asked to review their existing descriptions and identify changes to duties, education, experience, licenses, certifications, supervisory responsibilities, schedules, and working conditions. Human Resource Services then compared those submissions against the County's existing records rather than automatically accepting requested changes.

A single County format was developed so that every job description answers the same basic questions. The new format identifies the job code, department, reporting relationship, exemption status, supervisory role, and approval status at the beginning of the document. It then separates the position's purpose from its essential duties and distinguishes fundamental responsibilities from secondary tasks.

Minimum qualifications were also standardized. Education, experience, acceptable equivalent combinations, preferred qualifications, and required licenses or certifications are now addressed

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separately. This is important because a qualification that is truly required to perform a job should not be confused with one that is simply preferred.

The review also addressed work schedules, emergency or on-call requirements, physical demands, and actual working conditions. Rather than inserting generic language into every description, the standard requires these requirements to be connected to the work of the particular position.

Where information could not be confirmed, Human Resource Services did not manufacture an answer. Questions involving supervisory authority, minimum experience, reporting relationships, or other material requirements were identified for departmental or management validation before final approval.

How Accuracy Was Established

No single source was treated as automatically correct. Accuracy came from comparing multiple sources and resolving differences.

The review used the County's job and position records, existing and historical job descriptions, department-submitted revisions, current organizational and reporting information, County policies, and information supplied by directors, department heads, and subject-matter experts. The County's job-detail records were used to maintain consistency in items such as official titles, job codes, departments, employment status, and wage-and-hour classifications.

Human Resource Services also reviewed applicable federal and Georgia requirements when a position raised a legal or compliance issue. This included requirements affecting overtime exemption classifications, essential job duties, reasonable accommodation, employment qualifications, and other employment practices. The County's standardized description now specifically recognizes reasonable accommodation for qualified individuals with disabilities and makes clear that a job description summarizes the primary requirements of a position rather than attempting to list every task an employee may ever perform.

Finally, the descriptions were reviewed with compensation analysis in mind. The County is using **TruComp**, a compensation comparison system, to evaluate County positions against comparable public employers. A salary comparison is only as useful as the job information behind it. Comparing positions merely because they have similar titles can produce misleading results. Current duties, responsibility, supervisory authority, required qualifications, and organizational level provide a much stronger basis for determining whether two positions are actually comparable.

Effingham County Georgia
Board of Commissioners

804 S. Lau
Springfield, GA 31329
Phone: (912) 754-2104
www.effinghamcounty.org

Why This Matters to the County

The completed project gives the Board and County management something the County previously did not have consistently: a standardized and supportable description of each position based on the job itself.

That foundation matters financially as well as operationally. Better job information improves salary comparisons, helps prevent inappropriate comparisons between positions with similar names but substantially different responsibilities, and gives the County a stronger basis for explaining compensation decisions. It also provides clearer expectations when recruiting employees and gives supervisors and employees a common reference point when responsibilities are questioned.

Just as importantly, this project created a system that can be maintained. The new descriptions contain revision and approval information, and the standardized format makes future changes easier to identify and review. The template intentionally requires job-related qualifications, observable physical demands, and documented working conditions rather than vague or generic language.

The Board does not need to independently review every duty in every job description to understand the significance of the project. The larger accomplishment is the creation of a consistent Countywide framework in which positions can be documented, compared, recruited, compensated, and managed using the same standards.

In short, this was not a formatting exercise. It was an effort to make sure the County knows what positions it has, what those positions are responsible for, what qualifications the County requires, and that future employment and compensation decisions are based on accurate information rather than outdated documents or job titles alone.

CHIEF COURT ADMINISTRATOR

Job Code	3CCA	**Department**	3 - Solicitor
Reports To	Solicitor General	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates Solicitor's Office court preparation, case scheduling, records, collections monitoring, disbursement support, purchasing administration, and assigned staff. Provides operational information to prosecutors, attorneys, defendants, victims, law-enforcement personnel, and court officials while reserving judicial, prosecutorial, legal, financial-release, records-release, and final personnel decisions to authorized officials.

Essential Functions

- Coordinates and reviews case-data entry, court calendars, dockets, files, witness information, and bench- and jury-trial preparation for administrative completeness and deadline compliance.
- Communicates approved scheduling and case-status information and carries out authorized administrative directions of the Solicitor General and court without independently setting judicial calendars, deciding continuances, or speaking for the judge.
- Provides procedural and factual case information to attorneys, defendants, victims, witnesses, officers, and the public; routes legal advice, charging, plea, disposition, bond, redaction, and records-release decisions to authorized officials.
- Reviews draft accusations, domestic-violence case support, forms, motions, correspondence, and research prepared for attorney review without signing as counsel or making independent legal-sufficiency determinations.
- Coordinates victim conferences and documents stated information and concerns using approved victim-contact, safety, privacy, and escalation procedures.
- Monitors assigned collections and financial-support records; prepares checks, monthly reports, purchase documentation, and bad-check disbursement support subject to authorization, segregation of duties, reconciliation, and independent verification.
- Assists with budget preparation, inventory, purchasing documentation, supply control, and records storage without independently committing County funds or bypassing procurement and payment approvals.
- Establishes approved records procedures and maintains role-based access, minimum-necessary use, retention, correction history, audit trails, legal holds, and secure disposition for case and administrative information.
- Assigns, reviews, and documents staff work; provides training and feedback; and routes hiring, discipline, termination, compensation, payroll, leave, overtime, and policy exceptions through authorized processes.
- Records all hours worked, including required court, trial, preparation, meeting, training, remote, call-back, and after-hours work.

Additional Responsibilities

- Prepares and processes reports, forms, correspondence, manuals, and administrative records.
- Assists other employees and departments with related court-administration work within authorized access.

Supervisory Responsibilities

Unless expressly delegated, the position may assign and review work, train employees, document performance, and make recommendations but may not independently hire, terminate, impose final discipline, set pay, or approve payroll, leave, or overtime.

Knowledge, Skills, and Abilities

- Knowledge of prosecutor-office administration, State Court case flow, calendars, records, victim contact, collections, purchasing support, and financial controls.

- Skill in supervising administrative work, reviewing case files, coordinating court preparation, preparing reports, and resolving routine operational issues.
- Ability to distinguish administrative coordination and factual information from legal advice and judicial, prosecutorial, financial, records-release, and personnel decisions.
- Ability to safeguard restricted criminal-justice, victim, witness, attorney-work-product, personnel, financial, and identity information.
- Ability to preserve accurate audit trails, segregate incompatible financial duties, identify discrepancies, and escalate material issues promptly.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in business management, criminal justice, legal studies, or a related field.

Experience

Three years of progressively responsible clerical and court-related experience, including work coordination or supervision.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required court-administration, records, financial-control, and supervisory capabilities may be considered.

Preferred Qualifications

- Experience in a prosecutor, court, legal, or criminal-justice office.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Before independently notarizing	Maintain the commission and comply with applicable notarial requirements while the duty is assigned.

Work Schedule and Availability

The regular schedule and required court-session, trial, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, and office equipment	Frequently	Maintains case, court, victim, administrative, and financial-support records.
Stand, walk, reach, bend, or retrieve records and supplies	Occasionally	Supports reception, filing, court preparation, meetings, and office operations.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	5 to 20 pounds.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serves victims, witnesses, attorneys, officers, defendants, court personnel, employees, and the public.

Work Environment

Work is primarily performed in an office and court environment with frequent public contact and routine access to sensitive criminal-justice, victim, witness, attorney-work-product, personnel, financial, and identity information. The employee may encounter emotionally distressed or contentious people, disturbing case information, court deadlines, and interruptions. Local travel and exposure frequency are Pending Department Validation.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of

every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ASSISTANT SOLICITOR GENERAL

Job Code	3ASG	**Department**	3 - Solicitor
Reports To	Solicitor General	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No established direct reports; delegated functional direction only
Effective Date	9/1/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the Solicitor General in the investigation, preparation, negotiation, and prosecution of misdemeanor cases in State Court and represents the State in authorized proceedings.

Essential Functions

- Reviews citations, reports, recordings, evidence, criminal histories, witness information, and applicable law and makes prosecutorial recommendations or decisions within delegated authority and ethical obligations.
- Prepares, reviews, signs when authorized, and files accusations, motions, briefs, discovery responses, subpoenas, plea documents, sentencing materials, and other legal filings.
- Represents the State in arraignments, motions, bench trials, jury trials, pleas, sentencing, probation matters, appeals support, and other assigned proceedings.
- Interviews and prepares victims, witnesses, and law-enforcement personnel; explains court processes and prosecutorial decisions consistent with victims' rights, confidentiality, safety, and professional obligations.
- Evaluates charging, amendment, dismissal, plea, diversion, restitution, sentencing, and trial strategy within law, evidence, office policy, ethical duties, and delegated authority.
- Provides legal direction to authorized staff on assigned cases without conferring attorney authority or independent legal judgment on nonlawyer employees.
- Maintains complete, accurate, and secure case files, discovery records, disclosure logs, work product, conflict information, legal holds, and correction history.
- Coordinates with courts, clerks, law-enforcement agencies, defense counsel, probation, victims, witnesses, and partner agencies within professional and legal obligations.
- Completes required continuing legal education, prosecutor training, conflict review, disclosure duties, and other professional requirements.
- Performs related prosecutorial duties assigned by the Solicitor General within lawful appointment and delegation.

Additional Responsibilities

- Supports office training, policy development, legal research, and case-management improvements.
- Participates in approved meetings and professional activities related to the prosecution function.

Supervisory Responsibilities

No direct reports are established in the source. The attorney may provide case-specific legal direction to investigators and support staff but does not possess final personnel authority unless separately delegated under County policy.

Knowledge, Skills, and Abilities

- Knowledge of Georgia criminal law and procedure, evidence, constitutional requirements, professional responsibility, victims' rights, discovery, trial practice, and State Court operations.
- Skills in legal research, analysis, writing, negotiation, witness preparation, oral advocacy, trial presentation, and case management.
- Ability to exercise independent professional judgment, identify conflicts and disclosure duties, assess evidence, and document defensible prosecutorial decisions.
- Ability to protect privileged, work-product, sealed, criminal-history, victim, witness, juvenile, medical, identity, and law-enforcement-sensitive information.

- Ability to communicate clearly with courts, counsel, officers, victims, witnesses, staff, and the p while maintaining professional boundaries.

Minimum Qualifications

Education

Juris Doctor degree from an accredited law school or other legal education accepted for Georgia bar admission.

Experience

Two years of legal practice involving criminal prosecution, criminal defense, or courtroom litigation. Prefer misdemeanor prosecution and bench/jury trial experience.

Equivalent Combination

No equivalency may waive admission and good standing required to practice law in Georgia. Any permitted educational or experience equivalency must comply with the applicable appointing and professional requirements.

Preferred Qualifications

- Criminal prosecution, criminal defense, judicial-clerkship, trial-advocacy, or comparable courtroom experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Active admission and good standing to practice law in Georgia	At appointment and before legal practice	Maintain good standing and satisfy all professional, continuing education, and reporting obligations.
Formal appointment or authorization as an Assistant Solicitor General	Before exercising prosecutorial authority	Maintain authority and act within applicable law, ethics rules, office policy, and delegation.

Work Schedule and Availability

The regular schedule and required court, trial, preparation, meeting, training, travel, evening, weekend, remote-work, or emergency availability are Pending Department Validation. Final exempt status depends on applicable salary-basis and professional-duty requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, and office equipment	Frequently	Maintains case, court, victim, administrative, and financial-support records.
Stand, walk, reach, bend, or retrieve records and supplies	Occasionally	Supports reception, filing, court preparation, meetings, and office operations.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	5 to 20 pounds.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serve victims, witnesses, attorneys, officers, defendants, court personnel, employees, and the public.

Work Environment

Work is primarily performed in an office and court environment with frequent public contact and routine access to sensitive criminal-justice, victim, witness, attorney-work-product, personnel, financial, and identity information. The employee may encounter emotionally distressed or contentious people, disturbing case information, court deadlines, and interruptions.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE ASSISTANT I - FRONT DESK AND VICTIM SERVICES ASSIGNMENT

Job Code	3OFA1	**Department**	3 - Solicitor
Reports To	Solicitor General or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides front-desk, telephone, mail, case-data, file, court-preparation, victim-contact, and administrative support to the Solicitor's Office. Does not independently provide legal advice, determine case outcomes, promise prosecutorial action, or act as an attorney or licensed victim-services professional.

Essential Functions

- Greets visitors; answers, documents, and routes telephone calls and messages; and directs persons to the appropriate authorized employee, court office, or public resource.
- Receives, collects, sorts, logs, and distributes incoming mail and deliveries and prepares outgoing correspondence under secure-handling procedures.
- Contacts victims and witnesses using approved scripts and procedures; schedules meetings; documents stated concerns and requested outcomes; and promptly routes safety, confidentiality, accommodation, restitution, or legal questions to authorized personnel.
- Provides approved logistical information about pretrial-diversion requirements, classes, dates, times, and costs without promising eligibility, admission, disposition, or legal results.
- Creates, updates, retrieves, and closes assigned case and administrative records from authorized source documents while preserving authorship, correction history, audit trails, retention, and access restrictions.
- Establishes and maintains assigned files and retrieves information for authorized employees using role-based access and minimum-necessary disclosure.
- Assists with bench- and jury-trial preparation, witness check-in, subpoenas, schedules, forms, copies, and case materials under attorney or court direction without making charging, legal-sufficiency, or witness-availability determinations.
- Cross-trains on designated support tasks and provides backup coverage only after required access, confidentiality, system, and task training.
- Records all hours worked, including required court preparation, training, remote work, work during meal periods, travel between work sites, and after-hours communications.

Additional Responsibilities

- Maintains forms and office supplies and prepares routine correspondence and reports.
- Provides related administrative assistance consistent with the classification and assigned access.

Supervisory Responsibilities

This position has no supervisory responsibility. Backup assistance, cross-training, or task-specific guidance does not confer authority to hire, discipline, evaluate, approve leave or overtime, or make personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of reception, records, case-support, victim-contact, court-calendar, and office practices.
- Skill in professional telephone and in-person service, scheduling, accurate data entry, document control, and office software.

- Ability to communicate trauma-informed procedural and logistical information while recognizing requests requiring an attorney, advocate, law-enforcement officer, court official, or emergency service.
- Ability to protect restricted case, victim, witness, criminal-history, medical, identity, attorney-work-product, and personnel information.
- Ability to preserve accurate records, document corrections, meet court deadlines, and escalate discrepancies without independently altering legal content.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year as a receptionist, customer service, clerical, records, victim-services support, or comparable experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required administrative, records, communication, confidentiality, and public-service capabilities may be considered.

Preferred Qualifications

- Experience in a prosecutor, court, legal, victim-services, criminal-justice, or public-sector office.

Required Licenses and Certifications

No position-specific license or certification is established.

Work Schedule and Availability

The regular schedule and required court-session, trial, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, and office equipment	Frequently	Maintains case, court, victim, administrative, and financial-support records.
Stand, walk, reach, bend, or retrieve records and supplies	Occasionally	Supports reception, filing, court preparation, meetings, and office operations.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	5 to 20 pounds
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serve victims, witnesses, attorneys, officers, defendants, court personnel, employees, and the public.

Work Environment

Work is primarily performed in an office and court environment with frequent public contact and routine access to sensitive criminal-justice, victim, witness, attorney-work-product, personnel, financial, and identity information. The employee may encounter emotionally distressed or contentious people, disturbing case information, court deadlines, and interruptions. Local travel and exposure frequency are Pending Department Validation.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

STATE COURT INVESTIGATOR

Job Code	3SCI	**Department**	3 - Solicitor
Reports To	Solicitor General or assigned attorney	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides investigative, case-preparation, records, discovery, subpoena, and victim/witness coordination support for State Court misdemeanor prosecutions. The role gathers and documents information for attorney review and does not independently decide probable cause, charges, legal sufficiency, discovery obligations, motions, or prosecution outcomes.

Essential Functions

- Receives assigned cases and accurately enters defendant, victim, witness, charge, court-date, and other authorized information from source records.
- Requests and obtains reports, recordings, evidence inventories, statements, criminal histories, certified records, and other authorized materials from law-enforcement and government agencies.
- Reviews case materials to identify missing information, inconsistencies, potential elements, prior history, witnesses, and follow-up needs and presents documented findings to the assigned attorney without making final legal or charging determinations.
- Conducts authorized interviews of officers, victims, and witnesses; documents statements accurately; provides required notices; and escalates safety, credibility, evidence, accommodation, or legal issues.
- Coordinates victim and witness notifications, court dates, disposition information, meeting logistics, restitution support, and referrals under approved victims' rights and confidentiality procedures.
- Prepares attorney-reviewed drafts and supporting materials for subpoenas, discovery, similar-transaction notices, bond-forfeiture matters, judgments, writs, motions, and other filings; routes documents for legal review, signature, filing, and service by authorized officials.
- Maintains dead-docket, diversion, court-date, docket-number, discovery, evidence-request, notification, and case-tracking records with secure access, correction history, audit trails, retention, and legal holds.
- Coordinates with the Clerk of Court, Court Administrator, law-enforcement agencies, probation, attorneys, victims, witnesses, and authorized service personnel to support timely filing, scheduling, notice, and evidence exchange.
- Handles criminal history and criminal-justice information only after required authorization and training and uses it solely for permitted official purposes.
- Records all hours worked, including required interviews, court, travel between work sites, training, call-back, remote work, evening, weekend, and after-hours communications.

Additional Responsibilities

- Provides related case, victim, witness, reception, mail, record, and office support when assigned.
- Testifies or authenticates investigative work when lawfully required and within personal knowledge.

Supervisory Responsibilities

This position has no supervisory responsibility. Case coordination, requesting records, or giving task-specific information does not confer authority to direct law-enforcement officers or make personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of criminal-investigation support, evidence and records handling, interviewing, victim/witness coordination, subpoenas, discovery support, and State Court case flow.
- Skill in factual review, interviewing, report writing, case tracking, records requests, professional communication, and office and criminal-justice systems.

- Ability to distinguish factual investigation and document preparation from probable-cause, cha legal-sufficiency, discovery, motion, plea, disposition, and judicial decisions.
- Ability to preserve chain of custody and protect criminal-history, victim, witness, juvenile, medical, identity, work-product, sealed, and law-enforcement-sensitive information.
- Ability to plan follow-up work, identify inconsistencies, document sources and corrections, testify accurately, and escalate safety or legal concerns.

Minimum Qualifications

Education

The submitted source does not state a minimum education requirement; Pending Department and HR Validation.

Experience

The submitted source does not state a minimum investigative, victim-services, criminal-justice, or court experience requirement; Pending Department and HR Validation.

Equivalent Combination

An equivalent combination of validated education, training, and experience may be considered when it provides the required investigative-support, interviewing, records, confidentiality, and victim-services capabilities. Mandatory access or law-enforcement credentials may not be waived by equivalency.

Preferred Qualifications

- Experience in criminal investigations, prosecutor support, victim services, law enforcement, courts, probation, legal records, or a related field.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Criminal-justice information system access authorization and security training, when assigned	Before accessing restricted systems or criminal-history information	Maintain eligibility, training, approved purpose, account security, and audit compliance.
Valid driver's license and County driving eligibility, when County driving is assigned	Before operating a County vehicle	Maintain the license and satisfy County driving requirements while the duty is assigned.

Work Schedule and Availability

The regular schedule and required court-session, trial, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability are Pending Department Validation. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, and office equipment	Frequently	Reviews case materials, prepares records, and documents contacts and investigative support.
Stand and walk in offices, court facilities, agency locations, and field settings	Frequently	Interviews people, attend court, obtains records, and supports assigned cases.
Bend, stoop, kneel, crouch, reach, or access files and field locations	Occasionally	Retrieves records, observes locations, and performs authorized field assignments.
Lift, carry, push, or pull files, evidence containers, or equipment	Occasionally	No validated numerical threshold was supplied; use assistance or mechanical devices when needed.
Drive and enter or exit a vehicle	Occasionally	Travels to court, agencies, interviews, and authorized field locations when assigned.
Communicate and respond to changing visual and audible conditions	Frequently	Conducts interviews and works around court users, officers, victims, witnesses, and potentially contentious contacts.

Work Environment

Work is performed in offices, court facilities, law-enforcement and government locations, vehicles, and authorized field settings. The employee may encounter emotionally distressed or contentious people, disturbing case material, traffic, weather, uneven surfaces, and potentially hazardous locations. The position does not carry arrest, search, seizure, detention, weapons, emergency-response, or use-of-force authority unless separately established by law, current credential, appointment, policy, training, and written delegation.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE ASSISTANT I - RECEPTION ASSIGNMENT

Job Code	3OFA1	**Department**	3 - Solicitor
Reports To	Solicitor General or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides reception, telephone, mail, correspondence, records, forms, purchasing support, and general administrative service for the Solicitor's Office.

Essential Functions

- Answers and routes calls, takes accurate messages, logs approved information, and directs callers to the appropriate employee, court office, or public resource.
- Greets visitors and responds to routine requests using approved information; routes complaints and requests for legal advice, charging decisions, case outcomes, exceptions, or restricted records.
- Receives, sorts, logs, and distributes mail and deliveries and prepares outgoing correspondence using secure-handling procedures.
- Provides approved procedural and public information and maintains current forms, brochures, and office materials without independently interpreting law or policy.
- Prepares, proofreads, compiles, and files correspondence, forms, reports, tables, calendars, directories, purchase documentation, and administrative records.
- Establishes, retrieves, stores, and maintains assigned records under approved retention, access, correction-history, legal-hold, and disposition requirements.
- Processes requisitions, personnel-action support, work requests, and other administrative forms for authorized review without independently approving purchases, payments, payroll, or personnel actions.
- Uses approved systems to enter, retrieve, verify, and correct data while preserving source records, authorship, audit trails, and restricted access.
- Performs authorized mail collection and local delivery or errands when assigned and follows County driving and secure-transport procedures.
- Records all hours worked, including required training, remote work, work during meal periods, travel between work sites, and after-hours communications.

Additional Responsibilities

- Maintains office supplies, forms, contact information, and routine administrative files.
- Provides related office assistance consistent with the classification and assigned access.

Supervisory Responsibilities

This position has no supervisory responsibility. Providing information to new or existing staff about approved procedures does not confer authority to establish policy, evaluate performance, discipline employees, or approve payroll, leave, or overtime.

Knowledge, Skills, and Abilities

- Knowledge of reception, customer service, mail, correspondence, filing, records retention, and office procedures.
- Skill in telephone and in-person communication, data entry, proofreading, filing, document preparation, and office software.
- Ability to provide approved procedural information while identifying legal, prosecutorial, records-release, personnel, and financial questions requiring referral.
- Ability to protect case, victim, witness, attorney-work-product, personnel, financial, medical, criminal-history, and identity information.

- Ability to organize interruptions and deadlines, maintain accurate records, preserve audit trails, communicate professionally with the public and employees.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of receptionist, customer service, clerical, records, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required reception, office, records, communication, and confidentiality capabilities may be considered.

Preferred Qualifications

- Experience in a prosecutor, court, legal, criminal-justice, or public-sector office.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility, when County driving is assigned	Before operating a County vehicle	Maintain the license and satisfy County driving requirements while the duty is assigned.

Work Schedule and Availability

The regular schedule and required court-session, trial, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, and office equipment	Frequently	Maintains case, court, victim, administrative, and financial-support records.
Stand, walk, reach, bend, or retrieve records and supplies	Occasionally	Supports reception, filing, court preparation, meetings, and office operations.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	5 to 20 pounds.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serve victims, witnesses, attorneys, officers, defendants, court personnel, employees, and the public.

Work Environment

Work is primarily performed in an office and court environment with frequent public contact and routine access to sensitive criminal-justice, victim, witness, attorney-work-product, personnel, financial, and identity information. The employee may encounter emotionally distressed or contentious people, disturbing case information, court deadlines, and interruptions. Local travel and exposure frequency are Pending Department Validation.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to

applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EXECUTIVE ASSISTANT

Job Code	3EXAS	**Department**	3 - Solicitor
Reports To	Solicitor General	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No established direct reports
Effective Date	09/01/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides executive, scheduling, correspondence, project-tracking, meeting, records, research, mail, and administrative support to the Solicitor General.

Essential Functions

- Maintains the Solicitor General's schedule, meetings, appointments, reminders, correspondence, and approved administrative priorities.
- Tracks assigned tasks and projects, obtains status updates, and prepares accurate summaries without directing department heads or exercising authority beyond delegated coordination.
- Receives, sorts, logs, and distributes mail and documents using secure-handling, screening, and routing procedures.
- Answers telephone calls, takes messages, receives visitors, and routes inquiries to authorized personnel.
- Prepares, edits, proofreads, and distributes correspondence, memoranda, minutes, forms, reports, and approved public-service materials.
- Organizes and maintains executive, administrative, case-related, personnel, and project records using role-based access, minimum-necessary use, retention, correction history, and audit trails.
- Conducts authorized factual and records research and summarizes results without giving legal advice, determining legal significance, or altering source records.
- Coordinates meeting logistics and records minutes that accurately distinguish discussion, recommendations, and final authorized action.
- Reviews routine financial or administrative documents only for assigned clerical checks and routes discrepancies to authorized Finance, legal, or supervisory personnel; does not independently approve transactions.
- Records all hours worked, including required meetings, training, remote work, travel between work sites, and after-hours communications.

Additional Responsibilities

- Maintains office supplies, files, contact information, and administrative reference materials.
- Provides related executive and office support consistent with the classification and delegated access.

Supervisory Responsibilities

No direct reports or formal personnel authority are established. Project tracking, obtaining updates, coordinating priorities, or distributing work information does not confer authority to hire, discipline, evaluate, approve payroll, leave or overtime, or direct employees outside documented delegation.

Knowledge, Skills, and Abilities

- Knowledge of executive-office administration, scheduling, meeting support, correspondence, records, and project tracking.
- Skill in professional communication, writing, editing, minutes, research, office software, and confidential records management.
- Ability to distinguish administrative coordination from legal, prosecutorial, personnel, financial, and policy authority.
- Ability to protect restricted cases, work-product, personnel, financial, identity, and executive information.
- Ability to organize competing priorities, document decisions accurately, maintain audit trails, and escalate discrepancies.

Minimum Qualifications

Education

Bachelor's degree in business administration, public administration, office administration, or a closely related field, as submitted.

Experience

Three years of executive, administrative, governmental, records, or comparable office experience, as submitted.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required executive support, records, communication, and coordination capabilities may be considered.

Preferred Qualifications

- Experience supporting an elected official, attorney, prosecutor, court, or public-sector department head.

Required Licenses and Certifications

No position-specific license or certification is established.

Work Schedule and Availability

The regular schedule and required court-session, trial, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, and office equipment	Frequently	Maintains case, court, victim, administrative, and financial-support records.
Stand, walk, reach, bend, or retrieve records and supplies	Occasionally	Supports reception, filing, court preparation, meetings, and office operations.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	5 to 20 pounds.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serves victims, witnesses, attorneys, officers, defendants, court personnel, employees, and the public.

Work Environment

Work is primarily performed in an office and court environment with frequent public contact and routine access to sensitive criminal-justice, victim, witness, attorney-work-product, personnel, financial, and identity information. The employee may encounter emotionally distressed or contentious people, disturbing case information, court deadlines, and interruptions. Local travel and exposure frequency are Pending Department Validation.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EXECUTIVE ASSISTANT

Job Code	3EXAS	**Department**	3 - Solicitor
Reports To	Solicitor General	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No established direct reports
Effective Date	09/01/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides executive, scheduling, correspondence, project-tracking, meeting, records, research, mail, and administrative support to the Solicitor General.

Essential Functions

- Maintains the Solicitor General's schedule, meetings, appointments, reminders, correspondence, and approved administrative priorities.
- Tracks assigned tasks and projects, obtains status updates, and prepares accurate summaries without directing department heads or exercising authority beyond delegated coordination.
- Receives, sorts, logs, and distributes mail and documents using secure-handling, screening, and routing procedures.
- Answers telephone calls, takes messages, receives visitors, and routes inquiries to authorized personnel.
- Prepares, edits, proofreads, and distributes correspondence, memoranda, minutes, forms, reports, and approved public-service materials.
- Organizes and maintains executive, administrative, case-related, personnel, and project records using role-based access, minimum-necessary use, retention, correction history, and audit trails.
- Conducts authorized factual and records research and summarizes results without giving legal advice, determining legal significance, or altering source records.
- Coordinates meeting logistics and records minutes that accurately distinguish discussion, recommendations, and final authorized action.
- Reviews routine financial or administrative documents only for assigned clerical checks and routes discrepancies to authorized Finance, legal, or supervisory personnel; does not independently approve transactions.
- Records all hours worked, including required meetings, training, remote work, travel between work sites, and after-hours communications.

Additional Responsibilities

- Maintains office supplies, files, contact information, and administrative reference materials.
- Provides related executive and office support consistent with the classification and delegated access.

Supervisory Responsibilities

No direct reports or formal personnel authority are established. Project tracking, obtaining updates, coordinating priorities, or distributing work information does not confer authority to hire, discipline, evaluate, approve payroll, leave or overtime, or direct employees outside documented delegation.

Knowledge, Skills, and Abilities

- Knowledge of executive-office administration, scheduling, meeting support, correspondence, records, and project tracking.
- Skill in professional communication, writing, editing, minutes, research, office software, and confidential records management.
- Ability to distinguish administrative coordination from legal, prosecutorial, personnel, financial, and policy authority.
- Ability to protect restricted cases, work-product, personnel, financial, identity, and executive information.
- Ability to organize competing priorities, document decisions accurately, maintain audit trails, and escalate discrepancies.

Minimum Qualifications

Education

Bachelor's degree in business administration, public administration, office administration, or a closely related field, as submitted.

Experience

Three years of executive, administrative, governmental, records, or comparable office experience, as submitted.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required executive support, records, communication, and coordination capabilities may be considered.

Preferred Qualifications

- Experience supporting an elected official, attorney, prosecutor, court, or public-sector department head.

Required Licenses and Certifications

No position-specific license or certification is established.

Work Schedule and Availability

The regular schedule and required court-session, trial, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, and office equipment	Frequently	Maintains case, court, victim, administrative, and financial-support records.
Stand, walk, reach, bend, or retrieve records and supplies	Occasionally	Supports reception, filing, court preparation, meetings, and office operations.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	5 to 20 pounds.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serves victims, witnesses, attorneys, officers, defendants, court personnel, employees, and the public.

Work Environment

Work is primarily performed in an office and court environment with frequent public contact and routine access to sensitive criminal-justice, victim, witness, attorney-work-product, personnel, financial, and identity information. The employee may encounter emotionally distressed or contentious people, disturbing case information, court deadlines, and interruptions. Local travel and exposure frequency are Pending Department Validation.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	4DPCL	**Department**	4 - Probate Court
Reports To	Probate Judge, Chief Deputy Clerk, or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 3, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Probate Court reception, filing, records, receipting, licensing, vital-records, passport, estate, guardianship, hospitalization, correspondence, and courtroom-support duties. Reviews submissions for administrative completeness and records authorized actions without independently providing legal advice, deciding eligibility, issuing judicial rulings, or changing the substance of filed or judicial documents.

Essential Functions

- Receives, timestamps, reviews for administrative completeness, files, indexes, scans, retrieves, and routes estate, guardianship, conservatorship, hospitalization, licensing, vital-records, passport, and other Probate Court submissions.
- Creates and updates court and administrative records from authorized source documents while preserving authorship, correction history, audit trails, retention, legal holds, and restricted access.
- Processes marriage-license, weapons-carry-license, passport, birth-certificate, death-certificate, and other assigned applications under approved procedures and routes eligibility, identity, background-check, legal, or exception questions to authorized officials.
- Maintains estate, guardianship, conservatorship, hospitalization, vital-records, and licensing files using secure handling, minimum-necessary disclosure, and assignment-specific confidentiality requirements.
- Prepares approved forms, notices, correspondence, receipts, copies, calendars, indexes, and routine court documents from authorized information without independently determining legal sufficiency or giving legal advice.
- Receives authorized fees and costs, issues receipts, balances assigned transactions, and prepares funds and supporting documentation for independent reconciliation, deposit, approval, and release.
- Answers telephone calls, greets court users, provides approved procedural information, and refers legal, judicial, eligibility, redaction, restricted-record, and policy-exception questions.
- Supports hearings and assists the Probate Judge and Chief Deputy Clerk with calendars, files, exhibits, notices, minutes, and courtroom logistics under authorized direction.
- Provides limited election-related records or clerical assistance only if a current residual duty is specifically assigned and validated; County election operations are not part of this classification.
- Records all hours worked, including required hearings, training, preparation, remote work, travel between work sites, and after-hours communications.

Additional Responsibilities

- Processes incoming and outgoing mail and maintains forms, publications, supplies, and routine office records.
- Provides related clerk and administrative support consistent with the classification and assigned authority.

Supervisory Responsibilities

This position has no supervisory responsibility. Providing procedural guidance, training assistance, or backup coverage does not confer authority to hire, discipline, evaluate, approve leave or overtime, or make personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of Probate Court office practices, records management, public-service procedures, and the assigned estate, guardianship, hospitalization, licensing, vital-records, or passport processes.
- Skill in accurate data entry, document review, calendaring, receipting, correspondence, scanning, indexing, records retrieval, and office and court systems.

- Ability to provide procedural information while recognizing and referring requests for legal advi judicial action, eligibility decisions, record restrictions, or policy exceptions.
- Ability to protect sealed, restricted, medical, vital-records, criminal-history, identity, financial, estate, guardianship, and hospitalization information through role-based access and minimum-necessary use.
- Ability to preserve authorship, correction history, audit trails, retention, legal holds, chain of custody, and secure disposition and to escalate discrepancies promptly.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in office technology, legal studies, public administration, or a related field.

Experience

One year of clerical, records-maintenance, public-service, court, legal-office, licensing, vital-records, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required court-clerical, records, receipting, confidentiality, and public-service capabilities may be considered.

Preferred Qualifications

- Experience in a Probate Court, court clerk, legal, licensing, vital-records, passport, or comparable public office.

Required Licenses and Certifications

No position-specific license or certification.

Work Schedule and Availability

The regular schedule and required hearing, training, meeting, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, scanner, and office equipment	Frequently	Processes court, estate, licensing, vital records, financial, and administrative information.
Stand and walk in office, records, counter, and courtroom areas	Frequently	Serves court users, retrieves records, receives filings, and supports hearings.
Reach, bend, stoop, kneel, or crouch	Occasionally	Accesses files, supplies, equipment, and stored records.
Lift, carry, push, or pull files, record books, office supplies, or equipment	Occasionally	5 to 20 pounds
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serves applicants, parties, attorneys, agencies, employees, and members of the public.

Work Environment

Work is primarily performed in Probate Court offices, public-service counters, records areas, and courtrooms. The employee has regular public contact and access to sensitive estate, guardianship, hospitalization, marriage, weapons-carry, passport, vital-records, financial, medical, identity, and court information. The employee may encounter emotionally distressed or contentious people, disturbing case information, competing deadlines, and interruptions. Local travel, archival exposure, and other assignment-specific conditions are Pending Department Validation.

Disclaimer

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every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHIEF DEPUTY CLERK

Job Code	4CDC	**Department**	4 - Probate Court
Reports To	Probate Judge	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	September 3, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs assigned Probate Court administrative operations, staff workflows, calendars, records, receipting, court support, licensing, vital-records, and office services under the authority of the Probate Judge.

Essential Functions

- Coordinates daily, monthly, and annual office workflows; assigns and reviews staff work; establishes approved procedures; monitors deadlines; and reports operational, performance, staffing, and compliance issues to the Probate Judge.
- Coordinates receipt, administrative review, docketing, indexing, recording, storage, retrieval, and disposition of petitions, applications, orders, letters, citations, subpoenas, writs, licenses, permits, and related court records.
- Prepares or reviews court forms, correspondence, notices, minutes, calendars, orders, letters, and other documents from authorized source information; routes judicial instruments for the Probate Judge's review and signature when required.
- Supports court proceedings and carries out judicial or statutory clerical directions without independently deciding petitions, issuing judicial rulings, interpreting law, or altering the substance of court orders.
- Coordinates estate, guardianship, conservatorship, involuntary hospitalization, marriage-license, weapons-carry-license, passport, and other assigned Probate Court processes under applicable law, court direction, and approved procedures.
- Oversees authorized vital-records services, including identity and eligibility verification, issuance support, indexing, correction routing, restricted access, and secure handling under Georgia Department of Public Health requirements.
- Reviews assigned background-check and criminal-history processes for authorized licensing purposes and ensure that access, use, dissemination, retention, and audit requirements are followed.
- Calculates and reviews court costs and fees, receives and receipts authorized funds, prepares financial records and disbursement support, and preserves segregation of collection, reconciliation, adjustment, approval, and release duties.
- Maintains court calendars and schedules for the Probate Judge and assigned employees and communicates approved dates and procedural information without promising judicial action or legal outcomes.
- Manages court and administrative records through role-based access, minimum-necessary use, retention, legal holds, correction history, audit trails, secure transmission, and authorized disposition.
- Records all hours worked, including required hearings, preparation, training, remote work, travel between work sites, and after-hours communications.

Additional Responsibilities

- Coordinates supplies, equipment, publications, archived records, reports, correspondence, and other approved administrative resources.
- Provides related court-administration assistance consistent with the classification and delegated authority.

Supervisory Responsibilities

The source establishes first-line supervisory responsibilities. The position may assign and review work, train employees, document performance, address routine concerns, and make recommendations. Final hiring, termination, disciplinary, compensation, payroll, leave, overtime, purchasing, payment, and policy-

exception authority remains with the Probate Judge or other official authorized by law and County p unless expressly delegated.

Knowledge, Skills, and Abilities

- Knowledge of Probate Court administration, case flow, judicial records, estates, guardianships, hospitalization matters, licensing, vital records, financial controls, and public service.
- Skill in supervising court operations, reviewing records and financial documentation, coordinating calendars, training staff, resolving routine workflow problems, and preparing reports.
- Ability to distinguish administrative review and delegated clerical authority from judicial, legal, eligibility, records-release, financial-release, and final personnel decisions.
- Ability to protect sealed, restricted, medical, vital-records, criminal-history, passport, identity, financial, estate, guardianship, and hospitalization information.
- Ability to preserve segregation of duties, audit trails, correction history, retention, legal holds, and chain of custody and to escalate material discrepancies.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in business administration, office administration, accounting, legal studies, criminal justice, or related field.

Experience

Three years of progressively responsible business, accounting, court, records, or public-administration experience, including work coordination or supervision.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required Probate Court administration, records, financial-control, public-service, and supervisory capabilities may be considered.

Preferred Qualifications

- Experience supervising employees in a Probate Court, court clerk, legal, vital-records, licensing, or comparable public office.

Required Licenses and Certifications

No position-specific license or certification is established.

Work Schedule and Availability

The regular schedule and required hearing, training, meeting, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, scanner, and office equipment	Frequently	Processes court, estate, licensing, vital records, financial, and administrative information.
Stand and walk in office, records, counter, and courtroom areas	Frequently	Serves court users, retrieves records, receives filings, and supports hearings.
Reach, bend, stoop, kneel, or crouch	Occasionally	Accesses files, supplies, equipment, and stored records.
Lift, carry, push, or pull files, record books, office supplies, or equipment	Occasionally	5 to 20 pounds
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serves applicants, parties, attorneys, agencies, employees, and members of the public.

Work Environment

Work is primarily performed in Probate Court offices, public-service counters, records areas, and courtrooms. The employee has regular public contact and access to sensitive estate, guardianship, hospitalization, marriage, weapons-carry, passport, vital-records, financial, medical, identity, and court

information. The employee may encounter emotionally distressed or contentious people, disturbing information, competing deadlines, and interruptions. Local travel, archival exposure, and other assignment-specific conditions are Pending Department Validation.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR DEPUTY CLERK

Job Code	4SDCL	**Department**	4 - Probate Court
Reports To	Probate Judge, Chief Deputy Clerk, or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No formal authority established
Effective Date	09/01/2026	**Revision Date**	September 3, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced Probate Court clerical, records, receipting, licensing, vital-records, passport, estate, guardianship, hospitalization, correspondence, and courtroom-support work and provides procedural guidance to less-experienced staff.

Essential Functions

- Performs the full range of Deputy Clerk functions and handles complex, sensitive, unusual, or priority assignments within established procedures and delegated authority.
- Reviews assigned filings, applications, indexes, records, receipts, and system entries for administrative completeness, accuracy, deadline compliance, and required supporting documentation.
- Processes and maintains estate, guardianship, conservatorship, hospitalization, marriage-license, weapons-carry-license, passport, and vital-records matters within assigned access and training.
- Provides task-specific training, procedural guidance, and quality feedback to deputy clerks or backup staff and escalates performance, legal, eligibility, financial, and policy issues to the authorized supervisor.
- Prepares approved notices, correspondence, minutes, calendars, indexes, reports, and routine court documents from authorized information without independently deciding legal sufficiency or judicial action.
- Receives authorized fees and costs, issues receipts, balances assigned transactions, reviews supporting records, and prepares funds or reports for independent reconciliation, approval, deposit, and release.
- Supports hearings and assists the Probate Judge and Chief Deputy Clerk with calendars, files, exhibits, notices, minutes, and courtroom logistics under authorized direction.
- Provides approved procedural information to applicants, parties, attorneys, agencies, and the public and refers legal advice, judicial action, eligibility, restricted-record, and exception questions.
- Maintains secure records and preserves authorship, correction history, audit trails, retention, legal holds, chain of custody, and minimum-necessary access.
- Records all hours worked, including required hearings, training, preparation, remote work, travel between work sites, and after-hours communications.

Additional Responsibilities

- Provides backup coverage and assists with complex records, projects, inventories, forms, and office procedures.

Supervisory Responsibilities

No establish formal supervisory authority. The position may provide procedural guidance, training, quality review, and task coordination. Unless separately delegated, it may not hire, terminate, discipline, complete final evaluations, approved payroll, leave or overtime, or make personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of Probate Court office practices, records management, public-service procedures, and the assigned estate, guardianship, hospitalization, licensing, vital-records, or passport processes.
- Skill in accurate data entry, document review, calendaring, receipting, correspondence, scanning, indexing, records retrieval, and office and court systems.
- Ability to provide procedural information while recognizing and referring requests for legal advice, judicial action, eligibility decisions, record restrictions, or policy exceptions.

- Ability to protect sealed, restricted, medical, vital-records, criminal-history, identity, financial, e guardianship, and hospitalization information through role-based access and minimum-necessary use.
- Ability to preserve authorship, correction history, audit trails, retention, legal holds, chain of custody, and secure disposition and to escalate discrepancies promptly.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in office technology, legal studies, public administration, or a related field.

Experience

One year of clerical and records-maintenance experience. The additional experience or demonstrated competency required for the senior level.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the validated advanced court-clerical, records, review, receipting, and procedural-guidance capabilities.

Preferred Qualifications

- Progressively responsible Probate Court, court clerk, legal, licensing, vital-records, passport, or comparable public-office experience.
- Experience training employees or performing quality review of court or legal records.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility, only if County driving is assigned	Before operating a County vehicle	Maintain the license and satisfy County driving requirements while the duty is assigned.

Work Schedule and Availability

The regular schedule and required hearing, training, meeting, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, scanner, and office equipment	Frequently	Processes court, estate, licensing, vital records, financial, and administrative information.
Stand and walk in office, records, counter, and courtroom areas	Frequently	Serves court users, retrieves records, receives filings, and supports hearings.
Reach, bend, stoop, kneel, or crouch	Occasionally	Accesses files, supplies, equipment, and stored records.
Lift, carry, push, or pull files, record books, office supplies, or equipment	Occasionally	5 to 20 pounds
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serves applicants, parties, attorneys, agencies, employees, and members of the public.

Work Environment

Work is primarily performed in Probate Court offices, public-service counters, records areas, and courtrooms. The employee has regular public contact and access to sensitive estate, guardianship, hospitalization, marriage, weapons-carry, passport, vital-records, financial, medical, identity, and court information. The employee may encounter emotionally distressed or contentious people, disturbing case information, competing deadlines, and interruptions.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job

description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

RECEPTIONIST

Job Code	4RCPT	**Department**	4 - Probate Court
Reports To	Chief Deputy Clerk or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 3, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides reception, telephone, mail, correspondence, records, forms, purchasing-support, scheduling, and general administrative service for Probate Court. The source does not assign Deputy Clerk authority or Probate Court case-processing, licensing, vital-records, passport, or court-room duties.

Essential Functions

- Answers and routes calls, takes accurate messages, maintains approved call records, and directs callers to the appropriate employee, court office, agency, or public resource.
- Greets visitors and responds to routine requests using approved information; routes complaints and requests for legal advice, judicial action, eligibility decisions, exceptions, or restricted records.
- Receives, sorts, logs, and distributes incoming mail and deliveries and prepares outgoing mail under secure-handling procedures.
- Maintains current forms, brochures, instructions, calendars, directories, and approved public information without independently interpreting law or policy.
- Prepares, proofreads, compiles, copies, scans, and files correspondence, forms, reports, tables, purchase documentation, and administrative records.
- Establishes, retrieves, stores, and maintains assigned nonjudicial administrative records under approved retention, access, correction-history, legal-hold, and disposition requirements.
- Processes requisitions, personnel-action support, work requests, and other administrative forms for authorized review without independently approving purchases, payments, payroll, or personnel actions.
- Uses approved systems to enter, retrieve, verify, and correct administrative data while preserving source records, authorship, audit trails, and restricted access.
- Performs authorized mail collection, local delivery, or errands when assigned and follows County driving and secure-transport procedures.
- Records all hours worked, including required training, remote work, work during meal periods, travel between work sites, and after-hours communications.

Additional Responsibilities

- Maintains office supplies, forms, contact information, and routine administrative files.
- Provides related reception and office assistance consistent with the classification and assigned access.

Supervisory Responsibilities

This position has no supervisory responsibility. Providing approved procedural information to employees does not confer authority to establish policy, evaluate performance, discipline employees, or approve payroll, leave, or overtime.

Knowledge, Skills, and Abilities

- Knowledge of reception, customer service, mail, correspondence, filing, records retention, and office procedures.
- Skill in telephone and in-person communication, data entry, proofreading, filing, document preparation, and office software.
- Ability to provide approved general information while identifying legal, judicial, eligibility, records-release, personnel, and financial questions requiring referral.
- Ability to protect court, estate, guardianship, hospitalization, vital-records, identity, financial, personnel, and other restricted information encountered through reception work.
- Ability to organize interruptions and deadlines, maintain accurate records, preserve audit trails, and communicate professionally with court users and employees.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of receptionist, customer service, clerical, records, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required reception, office, records, communication, and confidentiality capabilities may be considered.

Preferred Qualifications

- Experience in a court, legal, licensing, records, or public-sector office.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility, only if County driving is assigned	Before operating a County vehicle	Maintain the license and satisfy County driving requirements while the duty is assigned.

Work Schedule and Availability

The regular schedule and required hearing, training, meeting, travel, call-back, remote-work, evening, weekend, or emergency availability. All hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, scanner, and office equipment	Frequently	Processes court, estate, licensing, vital records, financial, and administrative information.
Stand and walk in office, records, counter, and courtroom areas	Frequently	Serves court users, retrieves records, receives filings, and supports hearings.
Reach, bend, stoop, kneel, or crouch	Occasionally	Accesses files, supplies, equipment, and stored records.
Lift, carry, push, or pull files, record books, office supplies, or equipment	Occasionally	5 to 20 pounds
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Serves applicants, parties, attorneys, agencies, employees, and members of the public.

Work Environment

Work is primarily performed in Probate Court offices, public-service counters, records areas, and courtrooms. The employee has regular public contact and access to sensitive estate, guardianship, hospitalization, marriage, weapons-carry, passport, vital-records, financial, medical, identity, and court information. The employee may encounter emotionally distressed or contentious people, disturbing case information, competing deadlines, and interruptions. Local travel, archival exposure, and other assignment-specific conditions determined by department.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to

applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	5DPCL	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Deputy Clerk work supporting Superior Court civil and domestic-relations case administration, filings, calendars, courtroom proceedings, sealed and confidential records, dispositions, receipting, and public service. Processes sensitive family, adoption, support, injury, contract, property, collection, and other civil records under court direction and established access controls.

Essential Functions

- Creates and maintains Superior Court civil and domestic-relations cases and processes complaints, petitions, pleadings, motions, answers, counterclaims, notices, affidavits, proposed orders, and other assigned filings for administrative completeness.
- Assigns authorized case numbers and types and enters judgments, dispositions, notices, calendars, docket activity, and other information based on filed documents and court direction without independently making legal or judicial determinations.
- Handles divorce, legitimation, paternity, custody, visitation, support, contempt, modification, name-change, adoption, contract, injury, property, collection, negligence, and other records using assignment-specific confidentiality and access controls.
- Processes sealed, restricted, and confidential records under applicable court orders and procedures using role-based access, identity verification, minimum-necessary disclosure, secure transmission, audit trails, retention, and authorized disposition.
- Prepares calendars, subpoenas, notices, transfers, record certifications, and related documents only within statutory authority, court direction, and approved procedures; routes self-represented filings to authorized legal-review channels when required.
- Attends Superior Court proceedings, records authorized hearing information and court actions, maintains case materials, supports virtual-hearing technology, and assists participants with clerical processes.
- Receives authorized fees and court costs, issues receipts, and submits transaction records and funds under balancing, reconciliation, and independent-verification controls.
- Researches and corrects administrative or recordkeeping errors under established procedures, documents the source and correction, and follows up on missing or outstanding filings.
- Compiles responsive civil and domestic-relations records and routes exemption, redaction, unsealing, certification, legal-sufficiency, fee, and release determinations through authorized procedures.
- Provides procedural and case-status information to attorneys, self-represented litigants, agencies, incarcerated persons, and the public without giving legal advice or disclosing restricted information.

Additional Responsibilities

- Maintains forms, correspondence, mail, supplies, hearing technology, and public information related to Superior Civil operations.
- Participates in training, meetings, court projects, and related Deputy Clerk assignments.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordination of cases, calendars, courtroom technology, or records does not confer personnel, judicial, legal, sealing, or records-release authority.

Knowledge, Skills, and Abilities

- Knowledge of Clerk of Courts procedures appropriate to Superior Civil and domestic-relations filing, sealed-record handling, courtroom support, and disposition processing, including filing, calendaring, records retention, confidentiality, and public-service requirements.
- Skill in accurate data entry, document review, records organization, correspondence, deadline tracking, office systems, and professional communication.
- Ability to apply written procedures consistently, identify incomplete or conflicting information, preserve correction history and audit trails, and escalate legal, judicial, policy, records-release, or exception decisions to authorized officials.
- Ability to protect court, criminal-justice, financial, taxpayer, family, and other restricted information through role-based access, minimum-necessary use, identity verification, secure handling, retention, and authorized disposition.
- Ability to provide procedural information without giving legal or tax advice or promising a judicial, financial, records-release, or enforcement outcome.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology or a related field.

Experience

One year of clerical, records-maintenance, customer-service, legal-office, court, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required court-clerical, records, technology, and public-service capabilities. Mandatory system access, commission, or statutory qualifications may not be waived.

Preferred Qualifications

- Prior Superior Court, civil, domestic-relations, sealed-record, legal-office, courtroom, or court-clerk experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment	Maintain an active commission and follow applicable notarial requirements.
GCIC and other criminal-justice information training and authorization appropriate to assigned access	Before independent system access	Maintain current training, authorization, security, validation, and audit compliance.

Work Schedule and Availability

Changes to shifts, hours, and days off based on court and operational needs. Regular hours and the frequency of early-morning, evening, weekend, hearing, trial, or call-back. All working time, including required training, setup, cleanup, court sessions, report completion, and after-hours work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.

Requirement	Frequency	Job-Related Context
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds , essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment. The assignment routinely involves sealed, restricted, adoption, family, and other highly sensitive records.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	5DPCL	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Deputy Clerk work assigned to real estate, land-record, UCC, plat, lien, tax, e-filing, publication, receipting, records, and public-service operations. Reviews submissions for administrative and recording requirements, indexes accepted instruments, calculates assigned taxes and charges under approved rules, and transmits records to the Georgia Superior Court Clerks' Cooperative Authority.

Essential Functions

- Receives paper and electronic deeds, plats, liens, writs of fieri facias, UCC records, powers of attorney, trade-name filings, and other assigned instruments and reviews them for administrative recording requirements under approved procedures.
- Accepts or returns documents only within statutory and delegated ministerial authority; documents the reason and routes disputed legal sufficiency, priority, ownership, validity, or exception questions to authorized officials.
- Indexes accepted instruments, assigns authorized book and page references, images records, and maintains accurate land-record and property-document histories with authorship, correction history, audit trails, retention, and secure handling.
- Calculates and records assigned intangible tax, transfer tax, interest, penalties, fees, and filing dates using approved schedules and procedures; escalates disputed tax, legal, penalty-waiver, or interpretation questions.
- Transmits accepted records to the Georgia Superior Court Clerks' Cooperative Authority for publication and reconciles transmission, acceptance, rejection, correction, and timing records.
- Processes authorized electronic and walk-in filings, receipts incoming document requests, issues receipts, and submits funds and records under balancing and independent-verification controls.
- Researches and corrects administrative or indexing errors under established procedures, documents the source and correction, and follows up on missing or outstanding filings without obscuring the audit trail.
- Compiles responsive land and court records and routes exemption, redaction, certification, legal-sufficiency, fee, and release decisions through the Clerk or other authorized process.
- Provides procedural filing and record information to attorneys, lenders, title professionals, agencies, employees, and the public without giving legal, title, ownership, priority, or tax advice.
- Supports assigned Board of Equalization and general Clerk of Courts duties after required training and within delegated authority.

Additional Responsibilities

- Maintains forms, correspondence, mail, supplies, and public information related to real-estate records.
- Participates in training, meetings, records projects, and related Deputy Clerk assignments.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may explain filing procedures or coordinate an assigned records task without personnel or final approval authority.

Knowledge, Skills, and Abilities

- Knowledge of Clerk of Courts procedures appropriate to real-estate recording, e-filing, indexing, tax entry, publication, and land-record research, including filing, calendaring, records retention, confidentiality, and public-service requirements.

- Skill in accurate data entry, document review, records organization, correspondence, deadline tracking, office systems, and professional communication.
- Ability to apply written procedures consistently, identify incomplete or conflicting information, preserve correction history and audit trails, and escalate legal, judicial, policy, records-release, or exception decisions to authorized officials.
- Ability to protect court, criminal-justice, financial, taxpayer, family, and other restricted information through role-based access, minimum-necessary use, identity verification, secure handling, retention, and authorized disposition.
- Ability to provide procedural information without giving legal or tax advice or promising a judicial, financial, records-release, or enforcement outcome.
- Ability to distinguish administrative recording review from legal advice, title examination, ownership or lien-priority determinations, and final tax interpretation.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology or a related field.

Experience

One year of clerical, records-maintenance, customer-service, legal-office, court, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required court-clerical, records, technology, and public-service capabilities. Mandatory system access, commission, or statutory qualifications may not be waived.

Preferred Qualifications

- Prior real-estate recording, land-record, title, legal-office, court-clerk, e-filing, or public-sector records experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment	Maintain an active commission and follow applicable notarial requirements.
Real-estate e-filing and GSCCCA system training and authorization	Before independent system access	Maintain assignment-appropriate access, security, and procedural training.

Work Schedule and Availability

Permits changes to shifts, hours, and days off based on court and operational needs. Regular hours and the frequency of early-morning, evening, weekend, hearing, trial, or call-back work. All working time, including required training, setup, cleanup, court sessions, report completion, and after-hours work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CLERK OF COURTS ACCOUNTANT

Job Code	5CCA	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts	**FLSA Status**	Hourly Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs specialized accounting and administrative work for the Clerk of Courts, including receivables, deposits, payables, account maintenance, reporting, audit support, and financial records. The position prepares and records transactions within assigned access and established controls but does not independently authorize expenditures, execute contracts, or provide final payment approval unless formally delegated.

Essential Functions

- Maintains the department's internal fiscal tracking records and reconciles assigned balances, transactions, reports, and supporting documentation to authorized source records.
- Processes accounts-receivable records by entering and balancing collection reports, receipts, settlements, and deposits; documents discrepancies and submits deposits and reconciliations for independent verification.
- Processes accounts-payable documentation by reviewing invoices, purchasing-card statements, expense reports, receiving records, purchase orders, approvals, and account coding for completeness before authorized entry or routing.
- Enters authorized debits, credits, transfers, adjustments, disbursements, and account-maintenance transactions; preserves source documentation, authorship, correction history, and system audit trails.
- Prepares check runs and manual-check documentation within delegated access and obtains required approvals and signatures; does not independently approve the underlying expenditure or final payment unless formally authorized.
- Reviews bank and vendor statements, credit-card settlement reports, outstanding items, and account activity; researches differences and routes reconciliations for independent review consistent with segregation-of-duties controls.
- Prepares schedules, reports, correspondence, and audit documentation and responds to auditor requests through the Clerk of Courts or other authorized official.
- Coordinates with financial institutions and authorized County personnel to research transaction discrepancies, suspected losses, or unusual activity; promptly preserves records and escalates fraud, recovery, legal, or liability determinations.
- Maintains financial and administrative records under applicable retention, confidentiality, role-based access, secure-handling, and authorized-disposition requirements.

Additional Responsibilities

- Provides procedural information and routine assistance to employees, vendors, other departments, and the public within assigned authority.
- Performs related accounting, records, reporting, and administrative duties consistent with the classification and established internal controls.

Supervisory Responsibilities

No formal supervisory responsibility is established. The position may explain accounting procedures or coordinate records without authority to hire, discipline, evaluate, approve leave or overtime, set pay, approve payroll, execute contracts, or terminate employees.

Knowledge, Skills, and Abilities

- Knowledge of bookkeeping, accounts receivable, accounts payable, deposits, reconciliations, financial records, records retention, and internal controls.
- Skills in numerical verification, account coding, data entry, spreadsheet and financial systems, report preparation, discrepancy research, and documentation.

- Ability to separate preparation, entry, custody, reconciliation, recommendation, and recordkee from independent review and final approval.
- Ability to protect banking, vendor, employee, court, and financial information through role-based access, secure transmission, audit trails, retention, and authorized disposition.
- Ability to identify unusual activity, preserve supporting records, and escalate suspected error, loss, fraud, legal, or payment issues without altering the audit trail.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in accounting, bookkeeping, or a related field.

Experience

Two years of accounting, bookkeeping, accounts-payable, accounts-receivable, financial-records, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required accounting, records, systems, and internal-control capabilities.

Preferred Qualifications

- Public-sector, court, fund-accounting, audit-support, or governmental financial-records experience.

Required Licenses and Certifications

No position-specific license or certification is established.

Work Schedule and Availability

The submitted description permits schedule, shift, and days-off changes based on operational needs; the regular schedule and actual after-hours requirements..

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	5DPCL	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Deputy Clerk administrative and records work assigned to Board of Equalization tax-appeal operations within the Clerk of Courts. Establishes appeal files, schedules hearings, issues notices, supports Board members and hearing officers, records decisions, and communicates procedural information to taxpayers and the Tax Assessor.

Essential Functions

- Creates and maintains tax-appeal case files and coordinates with the Tax Assessor's Office to receive, verify, track, and reconcile appeal documentation under established procedures.
- Prepares and mails hearing notices, schedules and maintains appeal calendars, coordinates rescheduled hearings, and communicates verified scheduling information to authorized parties.
- Coordinates the appointment-support, oath, registration, certification tracking, and annual training logistics of Board of Equalization members under the direction of authorized officials.
- Coordinates hearing officers, Board members, taxpayers, attorneys, self-represented parties, the Tax Assessor, and other participants regarding hearing logistics and approved procedures without giving legal or tax advice.
- Provides administrative support for hearings, maintains attendance and service documentation, and tracks authorized compensation, training, travel, and reimbursement records for submission and independent approval.
- Records and communicates Board decisions and appeal dispositions as directed, preserves the official record and correction history, and does not independently determine valuation, eligibility, legal sufficiency, or the outcome of an appeal.
- Maintains hearing, appeal, Board-member, compensation-support, correspondence, and decision records under applicable retention, confidentiality, role-based access, secure-handling, and authorized-disposition requirements.
- Administers oaths or notarizes assigned documents only while holding the required current commission or delegated authority and following applicable procedures.
- Identifies incomplete, missing, late, or inconsistent filings and documents follow-up; routes waiver, jurisdiction, deadline, legal, or exception determinations to the Board, Clerk, Tax Assessor, legal counsel, or other authorized official.
- Responds to procedural and case-status inquiries from taxpayers, attorneys, agencies, and the public and routes records-release, redaction, legal, valuation, or tax-advice questions through the appropriate process.

Additional Responsibilities

- Supports after-action meetings, training registration, records compilation, correspondence, mail, and general Clerk of Courts duties as assigned.
- Performs related Board of Equalization and deputy-clerk duties consistent with training and delegated authority.

Supervisory Responsibilities

Coordination of Board members, hearing officers, calendars, or participants is administrative and does not confer personnel, adjudicatory, valuation, legal, compensation-approval, or policy-exception authority.

Knowledge, Skills, and Abilities

- Knowledge of Board of Equalization appeal administration, hearing notices, calendars, records retention, confidentiality, and Clerk of Courts procedures appropriate to the assignment.
- Skill in case-file management, scheduling, correspondence, deadline tracking, compensation-support records, meeting support, data entry, and public communication.

- Ability to distinguish administrative support and recording of Board action from valuation, adjudication, legal interpretation, tax advice, records-release, and exception decisions reserved to authorized officials.
- Ability to maintain impartiality and protect taxpayer, appeal, financial-support, and other restricted information through role-based access, minimum-necessary use, secure handling, retention, and audit trails.
- Ability to identify missing or conflicting information, document follow-up and corrections, and escalate jurisdictional, deadline, legal, procedural, or records questions.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology or a related field.

Experience

One year of clerical, records-maintenance, customer-service, legal-office, court, tax-appeal, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required records, scheduling, technology, appeal-support, and public-service capabilities. Mandatory commission or delegated authority may not be waived.

Preferred Qualifications

- Prior court-clerk, Board of Equalization, tax-appeal, hearing-administration, legal-office, or governmental records experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment	Maintain an active commission and follow applicable notarial requirements.
Assignment-specific Board of Equalization procedures and records training	Before independently performing assigned functions	Maintain current training as required by the Clerk, Department of Revenue guidance, or applicable procedure.

Work Schedule and Availability

Permits changes to shifts, hours, and days off based on court and operational needs. Regular hours and the frequency of early-morning, evening, weekend, hearing, trial, or call-back work. All working time, including required training, setup, cleanup, court sessions, report completion, and after-hours work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment. Appeal-hearing periods may involve concentrated scheduling, sensitive taxpayer information, and contentious public interactions.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	5DPCL	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Deputy Clerk work supporting State Court civil, criminal, and traffic case administration, filings, calendars, jury support, courtroom proceedings, receipting, dispositions, records, and interagency reporting. Applies established procedures and court direction while preserving case accuracy, confidentiality, and audit trails.

Essential Functions

- Creates and maintains State Court civil, criminal, and traffic case files and processes accusations, citations, warrants, offender-tracking information, motions, orders, and other assigned filings for administrative completeness.
- Assigns authorized case numbers and enters offense information, dispositions, judgments, notices, calendars, and docket activity based on filed documents and court direction without independently deciding on legal sufficiency or judicial outcomes.
- Transmits authorized offense, disposition, and driver-related information to GCIC, DDS, and other approved recipients using required validation, confidentiality, correction, and audit procedures.
- Prepares jury lists and notices, arraignment notices, subpoenas, calendars, license-suspension records, and suspension-lift documentation only within statutory authority, court direction, and approved procedures.
- Attends State Court proceedings, records authorized hearing information and court actions, maintains case materials, and assists judges, solicitors, attorneys, probation personnel, victims, witnesses, law-enforcement personnel, agencies, and other participants with clerical processes.
- Receives authorized traffic, filing, and court-cost payments, issues receipts, and submits transaction records and funds under balancing, reconciliation, and independent-verification controls.
- Researches and corrects administrative or recordkeeping errors under established procedures, documents the source and correction, and follows up on missing or outstanding filings.
- Compiles responsive records and routes exemption, redaction, certification, legal-sufficiency, fee, and release determinations through authorized procedures.
- Responds to requests from agencies and incarcerated people and provides procedural and case-status information without giving legal advice or exercising law-enforcement authority.
- Coordinates routine case, calendar, courtroom, and records work with court offices and partner agencies.

Additional Responsibilities

- Maintains forms, correspondence, mail, supplies, and public information related to State Court operations.
- Participates in training, meetings, court projects, and related Deputy Clerk assignments.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordination of a docket, courtroom, jury list, or records task does not confer personnel, judicial, legal, or law-enforcement authority.

Knowledge, Skills, and Abilities

- Knowledge of Clerk of Courts procedures appropriate to State Court civil, criminal, traffic, jury, courtroom, and disposition processing, including filing, calendaring, records retention, confidentiality, and public-service requirements.
- Skill in accurate data entry, document review, records organization, correspondence, deadline tracking, office systems, and professional communication.

- Ability to apply written procedures consistently, identify incomplete or conflicting information, preserve correction history and audit trails, and escalate legal, judicial, policy, records-release, or exception decisions to authorized officials.
- Ability to protect court, criminal-justice, financial, taxpayer, family, and other restricted information through role-based access, minimum-necessary use, identity verification, secure handling, retention, and authorized disposition.
- Ability to provide procedural information without giving legal or tax advice or promising a judicial, financial, records-release, or enforcement outcome.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology or a related field.

Experience

One year of clerical, records-maintenance, customer-service, legal-office, court, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required court-clerical, records, technology, and public-service capabilities. Mandatory system access, commission, or statutory qualifications may not be waived.

Preferred Qualifications

- Prior State Court, traffic, criminal, civil, legal-office, GCIC, DDS, receipting, or courtroom experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment	Maintain an active commission and follow applicable notarial requirements.
GCIC and other criminal-justice information training and authorization appropriate to assigned access	Before independent system access	Maintain current training, authorization, security, validation, and audit compliance.

Work Schedule and Availability

Permits changes to shifts, hours, and days off based on court and operational needs. Regular hours and the frequency of early-morning, evening, weekend, hearing, trial, or call-back work. All working time, including required training, setup, cleanup, court sessions, report completion, and after-hours work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	5DPCL	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Deputy Clerk work supporting Superior Court felony case administration, indictments and accusations, warrants, calendars, jury operations, trials, courtroom proceedings, sentencing and disposition records, confidential records, and interagency reporting. Carries out authorized clerical directions of the court without exercising judicial, prosecutorial, probation, or law-enforcement authority.

Essential Functions

- Creates and maintains Superior Court felony cases and processes warrants, offender-tracking information, indictments, accusations, motions, orders, sentencing documents, and other assigned filings for administrative completeness.
- Assigns authorized case numbers and enters offense information, dispositions, judgments, notices, calendars, and docket activity based on filed documents and court direction without independently deciding charges, sentences, legal sufficiency, or judicial outcomes.
- Transmits authorized offense, disposition, correctional, and driver-related information to GCIC, DOC, DDS, and other approved recipients using required validation, confidentiality, correction, and audit procedures.
- Coordinates jury-selection logistics by preparing notices and lists, checking in jurors, maintaining attendance and pay-support records, preparing seating materials, and assisting authorized participants without deciding juror qualification or excusal.
- Supports jury trials by coordinating courtroom and jury-room materials, safeguarding exhibits and sensitive records, reading or recording verdict information when directed, supporting polling procedures ordered by the court, and documenting authorized actions.
- Prepares arraignment notices, calendars, subpoenas, warrant and warrant-lift documentation, extradition communications, and related records only within statutory authority, court direction, and approved procedures; sworn enforcement remains with law-enforcement agencies.
- Prepares or enters final-disposition information from signed court, sentencing, probation, or correctional documentation and routes discrepancies for judicial or authorized review rather than creating or altering judicial decisions.
- Attends Superior Criminal Court proceedings, records authorized hearing information and court actions, maintains case materials, supports virtual-hearing technology, and assists judges, prosecutors, public defenders, attorneys, probation personnel, victims, witnesses, law-enforcement personnel, agencies, and other participants with clerical processes.
- Processes sealed, restricted, and confidential records under court orders and approved procedures and compiles responsive records while routing exemption, redaction, unsealing, certification, fee, and release determinations through authorized channels.
- Researches and corrects administrative or recordkeeping errors, follows up on missing filings, maintains attorney and associated-party records, and provides procedural or case-status information without giving legal advice.

Additional Responsibilities

- Maintains forms, correspondence, mail, supplies, jury materials, hearing technology, and public information related to Superior Criminal operations.
- Participates in training, meetings, court projects, and related Deputy Clerk assignments.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordination of jury, trial, courtroom, warrant-document, or records activity does not confer personnel, judicial, prosecutorial, probation, or law-enforcement authority.

Knowledge, Skills, and Abilities

- Knowledge of Clerk of Courts procedures appropriate to Superior Criminal felony, jury, trial, warrant-record, sentencing, disposition, and interagency reporting, including filing, calendaring, records retention, confidentiality, and public-service requirements.
- Skill in accurate data entry, document review, records organization, correspondence, deadline tracking, office systems, and professional communication.
- Ability to apply written procedures consistently, identify incomplete or conflicting information, preserve correction history and audit trails, and escalate legal, judicial, policy, records-release, or exception decisions to authorized officials.
- Ability to protect court, criminal-justice, financial, taxpayer, family, and other restricted information through role-based access, minimum-necessary use, identity verification, secure handling, retention, and authorized disposition.
- Ability to provide procedural information without giving legal or tax advice or promising a judicial, financial, records-release, or enforcement outcome.
- Ability to distinguish clerical preparation and recording from judicial orders, sentencing decisions, juror determinations, prosecution, probation decisions, arrest, extradition, and other sworn enforcement activity.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology or a related field.

Experience

One year of clerical, records-maintenance, customer-service, legal-office, court, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required court-clerical, records, technology, and public-service capabilities. Mandatory system access, commission, or statutory qualifications may not be waived.

Preferred Qualifications

- Prior Superior Criminal, felony, jury, trial, warrant-record, GCIC, sentencing, disposition, or courtroom experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment is Pending Department Validation	Maintain an active commission and follow applicable notarial requirements.
GCIC and other criminal-justice information training and authorization appropriate to assigned access	Before independent system access	Maintain current training, authorization, security, validation, and audit compliance.

Work Schedule and Availability

Permits changes to shifts, hours, and days off based on court and operational needs. Regular hours and the frequency of early-morning, evening, weekend, hearing, trial, or call-back work. All working time, including required training, setup, cleanup, court sessions, report completion, and after-hours work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.

Requirement	Frequency	Job-Related Context
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment. The assignment routinely involves felony, warrant, sentencing, sealed, restricted, and other sensitive criminal-justice records.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHIEF DEPUTY CLERK

Job Code	5CDC	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the elected Clerk of Courts in directing daily office operations and provides advanced administrative, court-clerical, records, courtroom, jury, staffing, and public-service support for Superior and State Courts. The position coordinates employees and assignments, reviews complex work, and implements procedures within authority delegated by the Clerk. Matters reserved to the elected Clerk, judges, Human Resource Services, County officials, legal counsel, or another authorized agency are escalated rather than decided independently.

Essential Functions

- Coordinates daily Clerk of Courts operations, staffing coverage, judge and courtroom assignments, workflow priorities, training, supplies, service delivery, and issue escalation under the Clerk's direction.
- Directly supervises assigned employees by assigning and reviewing work, providing training and feedback, addressing routine concerns, and preparing performance documentation within delegated personnel authority and County procedure.
- Supports recruitment by reviewing applications, participating in interviews, checking authorized references, and making recommendations; final selection, offer, pay, and employment decisions remain with authorized officials.
- Develops and administers office procedures and goals within the Clerk's authority; monitors implementation and routes legal, judicial, policy, personnel, financial, or cross-department exceptions for approval.
- Oversees intake, indexing, imaging, filing, calendaring, disposition entry, record correction, and secure maintenance of civil, criminal, traffic, real-estate, notary, minute-book, and other assigned court records.
- Coordinates court and jury operations, including notices, juror check-in and attendance records, courtroom materials, trial support, verdict and polling procedures directed by the court, grand-jury records, and authorized compensation documentation.
- Attends Superior and State Court proceedings, records authorized case and hearing information, maintains exhibits and dockets, operates assigned hearing technology, and carries out lawful clerical directions of the court.
- Prepares or issues subpoenas, notices, calendars, license-suspension records, warrant-related documents, and other court records only within statutory authority, court direction, approved procedure, and assigned system access.
- Coordinates authorized reporting and record transmission to GCIC, NCIC, DOC, DDS, the Georgia Superior Court Clerks' Cooperative Authority, and other agencies using required access, validation, confidentiality, and audit procedures.
- Receives authorized fees and payments, supports deposit discrepancy research, and maintains financial documentation subject to balancing, segregation of duties, independent verification, and final approval controls.
- Compiles responsive court records and routes exemption, redaction, legal-sufficiency, fee, and release determinations through the Clerk or other authorized open-records process.
- Provides procedural information to judges, attorneys, litigants, agencies, employees, vendors, jurors, and the public without giving legal advice or independently deciding judicial or legal matters.

Additional Responsibilities

- Coordinates equipment repair, communication lists, meetings, reports, public notices, and departmental projects as assigned.
- Performs advanced deputy-clerk and acting operational duties within documented delegation during the Clerk's absence.

Supervisory Responsibilities

Directly supervises assigned Clerk of Courts employees and may coordinate work across office divisions. Supports work assignment, training, counseling, performance appraisal, and participation in discipline and hiring. Final hiring, termination, payroll, leave, overtime, purchasing, contracting, and policy-exception authority remains subject to the elected Clerk's authority and County procedure.

Knowledge, Skills, and Abilities

- Knowledge of Superior and State Court office procedures appropriate to advanced court administration, supervision, jury operations, courtroom support, and interagency reporting, including filing, calendaring, records retention, confidentiality, and public-service requirements.
- Skill in accurate data entry, document review, records organization, correspondence, deadline tracking, office systems, and professional communication.
- Ability to apply written procedures consistently, identify incomplete or conflicting information, preserve correction history and audit trails, and escalate legal, judicial, policy, records-release, or exception decisions to authorized officials.
- Ability to protect court, criminal-justice, personnel, financial, and other restricted information through role-based access, minimum-necessary use, identity verification, secure handling, retention, and authorized disposition.
- Ability to provide procedural information without giving legal advice or promising a judicial, financial, records-release, or enforcement outcome.
- Skill in work planning, employee training, conflict management, performance documentation, process improvement, and operational problem solving.
- Ability to distinguish operational supervision and recommendations from decisions reserved to the elected Clerk, judiciary, legal counsel, Human Resource Services, or other authorized officials.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology, court administration, public administration, or a related field.

Experience

One year of clerical and records-maintenance experience. Prior deputy-clerk experience or tenure as preferred, not required; whether a higher experience minimum is necessary for the chief classification is Pending Department Validation.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required advanced court, records, operational, and supervisory capabilities. Mandatory system access or statutory qualifications may not be waived.

Preferred Qualifications

- Prior deputy-clerk, trial-court, jury-administration, courtroom, or supervisory experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment	Maintain an active commission and follow applicable notarial requirements.
GCIC/NCIC and other criminal-justice information training and authorization appropriate to assigned access	Before independent system access	Maintain current training, authorization, security, validation, and audit compliance.

Work Schedule and Availability

Requires schedule flexibility, including early arrival for jury selection and work beyond normal closing during trials. Regular hours, rotating-shift expectations, on-call responsibilities, and frequency of extended court sessions. All working time, including required training, setup, cleanup, report completion, call-back, and after-hours court work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE MANAGER

Job Code	5OFFM	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts and Chief Deputy Clerk, as assigned	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Work-lead or functional supervision
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates front-office operations and performs advanced Deputy Clerk administrative, court-clerical, records, training, workflow, and public-service work under the direction of the Clerk of Courts and Chief Deputy Clerk. The position assigns or coordinates routine work, supports onboarding, and prepares initial performance documentation within delegated authority.

Essential Functions

- Coordinates daily front-office coverage, service delivery, assignments, supplies, workflow priorities, employee questions, and issue escalation under the direction of the Clerk or Chief Deputy Clerk.
- Provides work direction and training to assigned employees, delegates routine responsibilities, supports new-hire integration, and prepares 30-, 60-, and 90-day performance documentation for authorized review.
- Assists with implementing office procedures and operational goals; monitors adherence and routes legal, judicial, personnel, financial, policy, or cross-department exceptions to authorized officials.
- Oversees routine public-counter, telephone, correspondence, mail, forms, and records services and addresses service concerns within delegated authority.
- Receives, reviews for administrative completeness, files, indexes, images, and routes assigned Superior and State Court documents using approved systems and procedures.
- Creates and updates cases, dockets, calendars, notices, dispositions, and related records while preserving authorship, correction history, audit trails, retention, and secure handling.
- Coordinates authorized record transmission to GCIC, NCIC, DOC, DDS, the Georgia Superior Court Clerks' Cooperative Authority, and other agencies using required access, validation, confidentiality, and audit procedures.
- Attends assigned court proceedings, records authorized hearing information, maintains case materials, and assists judges, attorneys, agencies, witnesses, victims, and other participants with clerical processes.
- Receives authorized fees and payments, issues receipts, and submits funds and transaction records under balancing, segregation-of-duties, reconciliation, and independent-verification controls.
- Compiles responsive records and routes exemption, redaction, legal-sufficiency, fee, certification, and release determinations through the Clerk or other authorized process.
- Provides procedural and case-status information to employees, attorneys, litigants, agencies, vendors, and the public without giving legal advice or independently deciding judicial matters.

Additional Responsibilities

- Coordinates meetings, training, communication lists, office materials, and departmental projects as assigned.
- Performs advanced deputy-clerk and office-coordination duties within documented delegation.

Supervisory Responsibilities

Work assignment, training, onboarding assistance, conflict resolution, and preparation of initial performance reviews. Unless formally delegated, the role does not independently hire, terminate, discipline, complete final evaluations, approve payroll, leave or overtime, set pay, execute contracts, authorize purchases, or make policy exceptions.

Knowledge, Skills, and Abilities

- Knowledge of Clerk of Courts procedures appropriate to front-office coordination, employee training, case administration, and courtroom support, including filing, calendaring, records retention, confidentiality, and public-service requirements.

- Skill in accurate data entry, document review, records organization, correspondence, deadline tracking, office systems, and professional communication.
- Ability to apply written procedures consistently, identify incomplete or conflicting information, preserve correction history and audit trails, and escalate legal, judicial, policy, records-release, or exception decisions to authorized officials.
- Ability to protect court, criminal-justice, financial, taxpayer, family, and other restricted information through role-based access, minimum-necessary use, identity verification, secure handling, retention, and authorized disposition.
- Ability to provide procedural information without giving legal or tax advice or promising a judicial, financial, records-release, or enforcement outcome.
- Skill in work coordination, employee training, service recovery, performance documentation, conflict management, and operational problem solving.
- Ability to distinguish functional work direction and recommendations from formal personnel authority reserved to the Clerk, Chief Deputy Clerk, Human Resource Services, or other authorized officials.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology or a related field.

Experience

One year of clerical, records-maintenance, customer-service, legal-office, court, or comparable administrative experience. The source lists prior Deputy Clerk experience or tenure as preferred rather than required.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required court-clerical, records, technology, and public-service capabilities. Mandatory system access, commission, or statutory qualifications may not be waived.

Preferred Qualifications

- Prior Deputy Clerk, court, front-office, employee-training, work-lead, or supervisory experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment	Maintain an active commission and follow applicable notarial requirements.
GCIC and other criminal-justice information training and authorization appropriate to assigned access	Before independent system access	Maintain current training, authorization, security, validation, and audit compliance.

Work Schedule and Availability

Permits changes to shifts, hours, and days off based on court and operational needs. Regular hours and the frequency of early-morning, evening, weekend, hearing, trial, or call-back work. All working time, including required training, setup, cleanup, court sessions, report completion, and after-hours work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.

Requirement	Frequency	Job-Related Context
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	5DPCL	**Department**	5 - Clerk of Courts
Reports To	Clerk of Courts or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs administrative, court-clerical, records, receipting, courtroom, and public-service work supporting Superior and State Courts. Receives and processes assigned filings, maintains case and real-estate records, prepares notices and calendars, records court activity, and coordinates with court partners under established procedures. The position provides procedural information but does not independently determine legal sufficiency, records exemptions, judicial outcomes, or enforcement action.

Essential Functions

- Receives reviews for administrative completeness, files, indexes, images, and routes civil, criminal, traffic, real estate, UCC, notary, and other assigned documents under established court procedures.
- Creates and updates case files, case numbers, offense information, dispositions, tax entries, dockets, calendars, notices, and related records while preserving authorship, correction history, audit trails, retention, and secure handling.
- Attends assigned Superior and State Court proceedings, records authorized hearing information and court actions, maintains case materials, and assists judges, attorneys, agencies, witnesses, victims, and other participants with clerical processes.
- Prepares jury lists and notices, arraignment notices, subpoenas, license-suspension records, and other court documents only within statutory authority, court direction, approved procedure, and assigned access.
- Transmits authorized offense, disposition, and court information to GCIC and other approved recipients using required validation, access, confidentiality, and audit procedures.
- Receives authorized traffic, filing, and court-cost payments; issues receipts and submits transaction records and funds under balancing, reconciliation, and independent-verification controls.
- Researches and corrects administrative or recordkeeping errors under established procedures, documents the correction and source, and follows up on missing or outstanding filings without obscuring the audit trail.
- Responds to authorized record requests and requests from incarcerated persons by compiling and routing records; exemption, redaction, fee, legal-sufficiency, and release decisions remain with authorized officials.
- Provides accurate procedural and case-status information to attorneys, self-represented litigants, agencies, employees, and the public and refers requests for legal advice, exceptions, or judicial decisions.
- Maintains forms, correspondence, mail, supplies, public information, and departmental records and coordinates routine work with court offices and partner agencies.

Additional Responsibilities

- Participates in meetings, training, court projects, and related assignments consistent with the classification.
- Performs assignment-specific Superior or State Court duties only after required training and within delegated system and statutory authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may train coworkers or coordinate an assigned clerical task without authority to hire, discipline, evaluate, approve leave or overtime, set pay, approve payroll, or terminate employees.

Knowledge, Skills, and Abilities

- Knowledge of Superior and State Court office procedures appropriate to filing, calendaring, courtroom support, receipting, and case-record maintenance, including filing, calendaring, records retention, confidentiality, and public-service requirements.

- Skill in accurate data entry, document review, records organization, correspondence, deadline tracking, office systems, and professional communication.
- Ability to apply written procedures consistently, identify incomplete or conflicting information, preserve correction history and audit trails, and escalate legal, judicial, policy, records-release, or exception decisions to authorized officials.
- Ability to protect court, criminal-justice, personnel, financial, and other restricted information through role-based access, minimum-necessary use, identity verification, secure handling, retention, and authorized disposition.
- Ability to provide procedural information without giving legal advice or promising a judicial, financial, records-release, or enforcement outcome.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology or a related field.

Experience

One year of clerical, records-maintenance, customer-service, legal-office, court, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required court-clerical, records, technology, and public-service capabilities. Mandatory system access or statutory qualifications may not be waived.

Preferred Qualifications

- Prior court-clerk, legal-office, records, receipting, or public-sector experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Deadline after appointment	Maintain an active commission and follow applicable notarial requirements.
GCIC or other criminal-justice information training and authorization appropriate to assigned access	Before independent system access	Maintain current training, authorization, security, validation, and audit compliance.

Work Schedule and Availability

Permits changes to shifts, hours, and days off based on court and operational needs. Regular hours and the frequency of early-morning, evening, weekend, hearing, trial, or call-back work. All working time, including required training, setup, cleanup, court sessions, report completion, and after-hours work, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Creates, reviews, enters, retrieves, and communicates court, financial, or administrative information.
Read and compare detailed paper and electronic records	Frequently	Reviews filings, financial records, correspondence, dockets, notices, reports, and supporting documentation.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates work with court users, employees, judges, attorneys, agencies, vendors, and the public.
Stand, walk, reach, bend, stoop, or kneel	Occasionally	Retrieves records and supplies and supports counter, courtroom, filing, equipment, and meeting duties.
Lift, carry, push, or pull files, records, equipment, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Work Environment

Work is primarily performed in offices, public-service counters, records areas, courtrooms, and meeting spaces with regular contact involving sensitive, confidential, financial, or contentious matters. The work includes prolonged computer use, statutory and court deadlines, interruptions, and periods of concentrated public contact. Employees must follow records-retention, information-security, cash-handling, courtroom, emergency, and incident-reporting procedures applicable to the assignment.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

STATE COURT ADMINISTRATOR

Job Code	6SCA	**Department**	6 - State Court
Reports To	State Court Judge or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates State Court case preparation, scheduling, courtroom support, records, collections monitoring, purchasing administration, budget support, and assigned staff. Provides operational and factual case information to judges, prosecutors, attorneys, defendants, victims, witnesses, law-enforcement personnel, and the public while reserving judicial, prosecutorial, legal, financial-release, records-release, and final personnel decisions to authorized officials.

Essential Functions

- Coordinates and reviews case-data entry, court calendars, dockets, files, notices, witness information, and bench- and jury-trial preparation for administrative completeness, accuracy, and deadline compliance.
- Communicates approved scheduling and case-status information and carries out authorized administrative directions of the State Court Judge without independently setting judicial calendars, deciding continuances, entering rulings, or speaking for the court.
- Provides procedural and factual case information to attorneys, defendants, victims, witnesses, law-enforcement personnel, prosecutors, and the public and routes requests for legal advice, charging, plea, disposition, bond, sentencing, redaction, or restricted-record decisions to authorized officials.
- Reviews case files and prepares or coordinates administrative drafts, supporting information, forms, and research for attorney or judicial review without independently determining legal sufficiency, preparing final accusations as counsel, or signing legal documents reserved to an attorney or judge.
- Coordinates domestic-violence victim contacts and fact-gathering conferences under approved safety, privacy, accommodation, victim-services, and escalation procedures without promising prosecution or a particular case outcome.
- Monitors assigned collections and financial-support records; prepares checks, disbursement documentation, monthly account reports, and related records subject to authorization, segregation of duties, reconciliation, and independent verification.
- Assists with budget preparation, purchasing documentation, inventory, supplies, and vendor coordination without independently committing County funds, executing contracts, approving unsupported purchases, or releasing payments outside delegated authority.
- Establishes and maintains approved records procedures and protects court, victim, witness, criminal-history, financial, medical, identity, personnel, sealed, and restricted information through role-based access, minimum-necessary use, retention, correction history, audit trails, legal holds, and secure disposition.
- Supports court sessions by coordinating files, schedules, exhibits, forms, parties, witnesses, and courtroom logistics and by accurately recording or routing authorized information without exercising judicial or prosecutorial authority.
- Assigns, reviews, and documents staff work and provides training and feedback within delegated authority; routes hiring, discipline, termination, compensation, payroll, leave, overtime, and policy exceptions through the Judge and authorized County processes.
- Records all hours worked, including required court sessions, trial preparation, meetings, training, remote work, travel between work sites, call-back, and after-hours communications.

Additional Responsibilities

- Prepares and processes reports, forms, correspondence, manuals, reference materials, and administrative records.

- Coordinates related operational work with the Solicitor's Office, Clerk of Court, law-enforcement agencies, County departments, attorneys, and court partners within authorized access and responsibility.

Supervisory Responsibilities

First-line supervision, direction, counseling, discipline, and performance appraisal responsibilities. Direct-report classifications, count, and final authority. Unless expressly delegated, the position may assign and review work, train employees, document performance, address routine concerns, and make recommendations but may not independently hire, terminate, impose final discipline, set compensation, or approve payroll, leave, or overtime.

Knowledge, Skills, and Abilities

- Knowledge of State Court administration, criminal and civil case flow, calendars, courtroom support, records management, collections, budget and purchasing support, victim contact, and public-service practices.
- Skill in coordinating court preparation, supervising administrative workflows, reviewing records and financial documentation, scheduling proceedings, preparing reports, and resolving routine operational problems.
- Ability to distinguish administrative coordination and factual information from legal advice and judicial, prosecutorial, financial-release, records-release, and final personnel decisions.
- Ability to protect sealed, restricted, victim, witness, criminal-history, medical, identity, attorney-work-product, personnel, and financial information through role-based access and minimum-necessary use.
- Ability to preserve segregation of duties, source documentation, correction history, audit trails, retention, legal holds, and chain of custody and to escalate discrepancies promptly.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in business management, public administration, criminal justice, legal studies, court administration, or a related field.

Experience

Three years of progressively responsible clerical and court-related experience, including court preparation, records, scheduling, financial-support work, or staff coordination.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required State Court administration, records, financial-control, scheduling, public-service, and supervisory capabilities may be considered.

Preferred Qualifications

- Experience in a State Court, court administration, clerk, prosecutor, legal, criminal-justice, or comparable public office.
- Experience coordinating court calendars, case-management systems, employees, collections, budgets, purchasing, or courtroom operations.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission, if notarization is an assigned essential function	Before independently notarizing	Maintain the commission and comply with applicable notarial requirements while the duty is assigned.

Work Schedule and Availability

The regular schedule and required court-session, trial, preparation, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability. As a nonexempt position, all hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, scanner, and office equipment	Frequently	Reviews case information and prepares court, financial, personnel-support, and administrative records.
Stand and walk in offices, records areas, and courtrooms	Frequently	Coordinates court sessions, serves court users, retrieves records, and supports proceedings.
Reach, bend, stoop, kneel, or crouch	Occasionally	Accesses files, supplies, equipment, and stored records.
Lift, carry, push, or pull files, record boxes, office supplies, or equipment	Occasionally	12 to 20 pounds
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates judges, employees, attorneys, prosecutors, officers, victims, witnesses, defendants, agencies, and the public.

Work Environment

Work is primarily performed in State Court offices, records areas, public-service spaces, and courtrooms. The employee has frequent public contact and access to sensitive or restricted court, victim, witness, criminal-history, medical, identity, personnel, attorney-work-product, and financial information. The employee may encounter emotionally distressed or contentious people, disturbing case material, competing deadlines, courtroom security restrictions, and frequent interruptions. Local travel and other assignment-specific exposure are Pending Department Validation.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

POLL WORKER CLERK

Job Code	200PWC	**Department**	200 - Election Workers
Reports To	Poll Worker Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs assigned polling-place setup, voter-service, equipment, records, security, closing, and material-handling duties under the direction of the Poll Worker Manager or Assistant Manager. Applies approved procedures, protects ballot secrecy and controlled materials, and promptly refers exceptions and concerns through the polling-place chain of command.

Essential Functions

- Completes assigned polling-place setup, opening, operation, closing, and breakdown tasks using approved checklists and instructions.
- Greets and directs voters, operates the assigned check-in or voting-support station, provides approved procedural information, and maintains impartial, accessible service.
- Uses electronic poll books, voting equipment, forms, credentials, and supplies only after required training and within the assigned function; reports malfunctions or uncertainty without attempting unauthorized repairs or workarounds.
- Applies approved procedures to assigned voter transactions and refers disputed eligibility, challenge, provisional-ballot, legal, accommodation, and exception questions to the Manager or Assistant Manager.
- Protects ballot secrecy and maintains custody and security of ballots, equipment, seals, keys, credentials, forms, voter information, and other controlled materials in the assigned work area.
- Completes assigned logs, forms, counts, incident records, and custody documentation accurately, preserving authorship, corrections, audit trails, and secure handling.
- Observes voter flow, accessibility, equipment, supplies, signage, and safety conditions and promptly reports concerns, threats, incidents, or suspected procedural errors.
- Assists with closing counts, equipment shutdown, packaging, cleanup, and authorized return preparation under Manager or Assistant Manager direction.

Additional Responsibilities

- Participates in required training, demonstrations, briefings, and post-election review.
- Performs related polling-place duties consistent with appointment, training, written procedures, and assigned direction.

Supervisory Responsibilities

This position has no supervisory responsibilities. Providing procedural assistance to another poll worker does not confer authority to hire, terminate, discipline, evaluate, approve payroll, leave, overtime, pay, or policy exceptions.

Knowledge, Skills, and Abilities

- Knowledge of polling-place procedures, voter-assistance standards, ballot secrecy, chain of custody, accessibility, election-equipment safeguards, political neutrality, and escalation requirements appropriate to the assignment.
- Skill in following detailed written and verbal instructions, completing forms accurately, operating assigned election equipment, communicating clearly, and providing impartial service to voters.
- Ability to apply approved procedures consistently, recognize uncertainty or exceptions, and refer voter-eligibility, legal, challenge, equipment, emergency, and policy questions to the Poll Worker Manager or authorized Elections Office official.
- Ability to protect ballots, seals, equipment, credentials, voter information, and election records through role-based access, minimum-necessary use, secure handling, correction history, audit trails, and required retention or return procedures.

- Ability to remain attentive and professional during extended hours, de-escalate routine concerns, document incidents accurately, and promptly report safety, security, accessibility, equipment, or process concerns.

Minimum Qualifications

Education

Ability to read, write, and communicate in English sufficiently to complete training, follow election procedures, operate assigned equipment, assist voters, and maintain required records.

Experience

No prior experience is required.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required communication, procedural, technology, public-service, and recordkeeping capabilities. Equivalency does not waive statutory eligibility, appointment, oath, or required election training.

Preferred Qualifications

- Prior poll-worker, election, customer-service, records, or public-contact experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia statutory poll-officer eligibility	At appointment and for each election and precinct served	Satisfy O.C.G.A. § 21-2-92 requirements concerning citizenship, age, residence or employment, English-language ability, candidacy, public office, and specified relationships to candidates.
Appointment and oath as a Georgia poll officer or poll worker	Before performing poll-officer duties	Maintain eligibility for the election served and comply with applicable statutory disqualifications and County appointment procedures.
County-required poll-worker training and assignment certification	Before each election or as otherwise required by law and County procedure	Complete assignment-specific training and demonstrate required equipment and procedural proficiency.

Work Schedule and Availability

Temporary, intermittent election assignment requiring mandatory training and availability for assigned preparation, setup, voting, closing, reconciliation, cleanup, and material-return duties. Election Day may require reporting before polls open and remaining until all assigned closing duties are completed; assignments may include early mornings, evenings, weekends, or holidays. As a nonexempt position, all working time, including required training, setup, equipment checks, cleanup, report completion, authorized travel between work sites, call-back, and post-election return duties, must be recorded and compensated. Overtime or additional hours require approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk throughout the polling place	Frequently to Continuously during assigned voting hours	Assists voters, monitors assigned stations, moves among equipment and supply areas, and supports opening and closing activities.
Sit and use poll books, voting equipment, telephones, forms, and other election materials	Frequently	Processes assigned voter transactions, maintains records, communicates with the Elections Office, and supports polling-place operations.

Requirement	Frequency	Job-Related Context
Bend, stoop, kneel, reach, and work at varied heights	Occasionally	Connects or checks equipment, places signs, accesses supplies, and completes polling-place setup and breakdown.
Lift, carry, push, pull, or assist in moving election equipment, cases, signs, tables, supplies, and records	Occasionally	50 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Communicate and exchange accurate information in person, by telephone, and through election equipment	Continuously	Provides voter assistance, coordinates the polling-place team, receives instructions, and reports operational or security concerns.

Work Environment

Work is performed at an assigned polling place and may include loading, setup, closing, and material-return areas. The work involves prolonged public contact, extended election-day hours, controlled election materials, sensitive voter information, electrical equipment and cords, moving equipment, crowded conditions, time-sensitive procedures, and occasional contentious interactions. Employees must follow approved accessibility, equipment, chain-of-custody, ballot-secrecy, incident-reporting, emergency, and site-safety procedures. Employees provide procedural assistance and report threats or hazards; they do not exercise law-enforcement powers, conduct searches, detain persons, or physically intervene except as lawfully necessary for immediate personal safety.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ASSISTANT DIRECTOR OF ELECTIONS & REGISTRATION

Job Code	8ADER	**Department**	8 - Board of Elections
Reports To	Director of Elections and Registration	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Formal or functional supervision as assigned
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced administrative, technical, operational, and supervisory work supporting elections and voter registration. Independently manages assigned election functions and projects, coordinates personnel and resources, and maintains continuity when the Director is absent within written delegation.

Essential Functions

- Manages assigned election projects from planning through post-election closeout by establishing schedules, controls, staffing needs, dependencies, records, reconciliations, escalation points, and corrective actions.
- Administers assigned absentee-by-mail operations, including application processing, issuance and return records, packet preparation, voter follow-up, daily reconciliation, secure handling, and processing support under current law and approved procedures.
- Coordinates poll-worker recruitment, appointment support, training, assignments, communications, certification records, technical assistance, and election-period coverage; submits onboarding information to Human Resource Services without independently setting pay or approving payroll.
- Coordinates voting-equipment and ballot preparation, Logic and Accuracy testing, mobile-ballot-printer programming, inventory, seal and serial-number records, deployment, troubleshooting, return, and discrepancy escalation using required witnesses and audit controls.
- Oversees assigned absentee, advance-voting, tabulation, duplication, voter-review, and election-night teams; maintains chain of custody, observer access, segregation of duties, reconciliation, exception logs, and timely reporting to the Director.
- Researches provisional-ballot and voter-registration issues, documents authoritative sources and findings, prepares notices, and submits recommendations for determinations by the legally authorized registrar, board, Director, or other official.
- Maintains election-management systems, polling-place data, staffing requirements, training schedules, equipment databases, departmental web content, reports, and restricted records with role-based access, authorship, correction history, audit trails, retention, and secure handling.
- Coordinates polling-location readiness and accessibility surveys using approved checklists; documents observable barriers and operational needs and routes facility, legal-compliance, relocation, and accommodation decisions to authorized officials.
- Compiles records to public-record requests and routes exemption, redaction, fee, legal-sufficiency, and release determinations through the County's authorized open-records process.
- Maintains continuity during the Director's absence by addressing routine operational matters within documented succession and immediately escalating matters requiring Board, County leadership, legal, financial, certification, or policy authority.

Additional Responsibilities

- Prepares Board materials, reports, minutes, educational materials, approved public information, and departmental procedures as assigned.
- Performs related election, registration, training, technology, records, and public-service duties consistent with law, certification, procedure, and delegated authority.

Supervisory Responsibilities

May provide formal or functional supervision, training, task direction, and election-period coordination to permanent employees, poll workers, temporary staff, and assigned teams. Direct-report count and authority for hiring, final evaluation, discipline, leave, overtime, payroll, pay. Acting-Director authority exists only through documented delegation or succession and does not independently confer Board, legal, purchasing, contracting, certification, or policy-exception authority.

Knowledge, Skills, and Abilities

- Knowledge of applicable federal and Georgia election requirements, State Election Board rules, Secretary of State directives, voter-registration procedures, election calendars, voting systems, records retention, security, chain of custody, accessibility, and County procedures appropriate to the assignment.
- Skill in project management, operational supervision, absentee administration, poll-worker training, provisional-ballot research, tabulation support, and election-system administration, deadline management, accurate recordkeeping, research, reconciliation, election technology, written communication, public service, training, and coordination with employees, poll workers, officials, vendors, and voters.
- Ability to apply established law, rules, directives, and procedures consistently; document the source and basis for actions; recognize uncertainty; and route legal, policy, eligibility, certification, redaction, or exception decisions to the authorized official or board.
- Ability to maintain political neutrality, protect ballot secrecy and sensitive voter information, preserve chain of custody, maintain correction history and audit trails, and use restricted systems only for assigned work.
- Ability to work accurately under pressure, manage statutory deadlines, communicate verified information, de-escalate difficult interactions, and report security, safety, equipment, records, or process concerns promptly.

Minimum Qualifications

Education

High school diploma or equivalent, supplemented by college-level coursework, vocational training, or relevant education in office technology, public administration, business, elections, or a related field.

Experience

At least three years of progressively responsible administrative or clerical experience. Substantial election administration, voter-registration, or related governmental experience is preferred.

Equivalent Combination

An equivalent combination of education, training, certification, and experience may be considered when it provides the required election, administrative, technical, supervisory, and operational capabilities. Equivalency does not waive legally required oaths, certifications, system access, driving requirements, or assignment-specific authorization.

Preferred Qualifications

- Substantial experience in election administration, voter registration, or related governmental operations.
- Election-administration, supervisory, training, or management experience.
- Proficiency with Microsoft Word, Excel, election-management systems, and election equipment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Elections and Registration Official Certification	Maintain while applicable duties are assigned.	Maintain certification and required continuing education.
Deputy Registrar qualifications and oath	Before performing delegated registrar functions	Maintain qualification and perform only authorized registrar duties.

Credential	Required By	Maintenance Requirement
Election-equipment and administration training	Before independently performing assigned functions	Maintain assignment-appropriate training records.
Georgia Notary Public commission	Notarization is an assigned essential function	Maintain commission and follow applicable notarial requirements.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and County driving eligibility.

Work Schedule and Availability

Full-time schedule with extended and irregular hours during election periods, including early mornings, evenings, weekends, holidays, advance voting, Election Day, Election Night, recounts, audits, and certification activities. Actual on-call, continuous-work, remote-work, and response expectations. Exempt treatment remains subject to salary-basis and primary-duty review.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, voter-registration systems, election equipment, telephones, scanners, and office technology	Frequently	Processes records, prepares materials, communicates with voters and partners, tests equipment, and completes reports.
Stand and walk through offices, warehouses, training rooms, polling places, advance-voting sites, and election-night facilities	Frequently during election periods	Supports site readiness, training, testing, deployment, voting operations, inventory, and material return.
Bend, stoop, kneel, reach, and work at varied heights	Occasionally	Accesses stored supplies, equipment connections, seals, cases, polling-place layouts, and vehicle cargo areas.
Lift, carry, push, pull, or assist in moving election equipment, supplies, ballots, signs, cases, and records	Occasionally	50 pounds. Essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive or travel between County facilities, polling locations, training sites, and election-operation locations	Occasionally; frequently during election periods	Applies only when driving is assigned and the employee holds the required license and satisfies County driving requirements.

Work Environment

Work is performed in offices, meeting and training rooms, warehouses, polling places, advance-voting sites, vehicles, equipment-storage areas, and election-night facilities. Election periods involve extended hours, public contact, strict deadlines, controlled-access areas, sensitive records, ballots, security seals, equipment movement, vehicle activity, and rapidly changing operational needs. Employees must follow chain-of-custody, two-person or independent-verification controls where required, access restrictions, equipment procedures, incident reporting, records-retention rules, and site-safety requirements.

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

POLL WORKER MANAGER

Job Code	200PWM	**Department**	200 - Election Workers
Reports To	Director of Elections and Registration	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Leads operations at an assigned polling place under Elections Office direction. Organizes opening, voter service, equipment use, records, security, closing, reconciliation, and return of controlled materials; directs the assigned polling-place team within approved procedures and promptly escalates legal, eligibility, safety, security, equipment, or policy issues.

Essential Functions

- Leads polling-place setup, opening, operation, closing, and breakdown using approved checklists, required witnesses, seal and serial-number controls, and Elections Office instructions.
- Assigns stations and operational tasks to Assistant Managers and Clerks, confirms readiness, provides procedural guidance, monitors coverage and performance, and promptly reports staffing or conduct concerns to the Elections Office.
- Maintains custody and accountability for ballots, electronic poll books, voting equipment, keys, seals, credentials, forms, supplies, and required records from receipt through authorized return.
- Provides impartial voter assistance and directs the team in applying approved procedures; routes disputed eligibility, challenge, provisional-ballot, legal, accommodation, and exception questions to the authorized Elections Office official.
- Monitors polling-place accessibility, voter flow, ballot secrecy, equipment status, supply levels, signage, and safety conditions; implements authorized operational corrections and escalates matters outside delegated authority.
- Communicates status, incidents, equipment failures, emergencies, security concerns, shortages, and procedural questions to the Elections Office and follows documented response instructions.
- Completes and verifies required opening, activity, incident, reconciliation, closing, seal, custody, and return records; preserves authorship, corrections, audit trails, and secure handling.
- Coordinates closing counts, equipment shutdown, packaging, verification, and return of ballots, records, equipment, and supplies without independently certifying results or altering required records.

Additional Responsibilities

- Participates in required training, demonstrations, briefings, and post-election review.
- Performs related polling-place duties consistent with appointment, training, written procedures, and Elections Office direction.

Supervisory Responsibilities

Provides temporary election-day operational direction to assigned Assistant Managers and Clerks. This responsibility does not include County authority to hire, terminate, discipline, complete final evaluations, approve payroll, leave, overtime, pay, purchasing, contracts, legal determinations, or policy exceptions. Personnel and statutory matters are referred to authorized County or election officials.

Knowledge, Skills, and Abilities

- Knowledge of polling-place procedures, voter-assistance standards, ballot secrecy, chain of custody, accessibility, election-equipment safeguards, political neutrality, and escalation requirements appropriate to the assignment.
- Skill in following detailed written and verbal instructions, completing forms accurately, operating assigned election equipment, communicating clearly, and providing impartial service to voters.

- Ability to apply approved procedures consistently, recognize uncertainty or exceptions, and refer voter-eligibility, legal, challenge, equipment, emergency, and policy questions to the Poll Worker Manager or authorized Elections Office official.
- Ability to protect ballots, seals, equipment, credentials, voter information, and election records through role-based access, minimum-necessary use, secure handling, correction history, audit trails, and required retention or return procedures.
- Ability to remain attentive and professional during extended hours, de-escalate routine concerns, document incidents accurately, and promptly report safety, security, accessibility, equipment, or process concerns.
- Ability to organize a polling-place team, assign work, monitor multiple stations, maintain custody controls, reconcile required records, and make timely operational decisions within written procedures.

Minimum Qualifications

Education

Ability to read, write, and communicate in English sufficiently to complete training, follow election procedures, operate assigned equipment, assist voters, and maintain required records. No diploma requirement.

Experience

No prior experience requirement.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required communication, procedural, technology, public-service, and recordkeeping capabilities. Equivalency does not waive statutory eligibility, appointment, oath, or required election training.

Preferred Qualifications

- Prior poll-worker or election-administration experience.
- Prior experience coordinating staff, volunteers, public-service operations, or time-sensitive events.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia statutory poll-officer eligibility	At appointment and for each election and precinct served	Satisfy O.C.G.A. § 21-2-92 requirements concerning citizenship, age, residence or employment, English-language ability, candidacy, public office, and specified relationships to candidates.
Appointment and oath as a Georgia poll officer or poll worker	Before performing poll-officer duties	Maintain eligibility for the election served and comply with applicable statutory disqualifications and County appointment procedures.
County-required poll-worker training and assignment certification	Before each election or as otherwise required by law and County procedure	Complete assignment-specific training and demonstrate required equipment and procedural proficiency.

Work Schedule and Availability

Temporary, intermittent election assignment requiring mandatory training and availability for assigned preparation, setup, voting, closing, reconciliation, cleanup, and material-return duties. Election Day may require reporting before polls open and remaining until all assigned closing duties are completed; assignments may include early mornings, evenings, weekends, or holidays. As a nonexempt position, all working time, including required training, setup, equipment checks, cleanup, report completion, authorized travel between work sites, call-back, and post-election return duties, must be recorded and compensated. Overtime or additional hours require approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk throughout the polling place	Frequently to Continuously during assigned voting hours	Assists voters, monitors assigned stations, moves among equipment and supply areas, and supports opening and closing activities.
Sit and use poll books, voting equipment, telephones, forms, and other election materials	Frequently	Processes assigned voter transactions, maintains records, communicates with the Elections Office, and supports polling-place operations.
Bend, stoop, kneel, reach, and work at varied heights	Occasionally	Connects or checks equipment, places signs, accesses supplies, and completes polling-place setup and breakdown.
Lift, carry, push, pull, or assist in moving election equipment, cases, signs, tables, supplies, and records	Occasionally	The submitted source states up to 50 pounds. Essential weight, force, distance, duration, team assistance, and mechanical assistance are Pending Department Validation.
Communicate and exchange accurate information in person, by telephone, and through election equipment	Continuously	Provides voter assistance, coordinates the polling-place team, receives instructions, and reports operational or security concerns.

Work Environment

Work is performed at an assigned polling place and may include loading, setup, closing, and material-return areas. The work involves prolonged public contact, extended election-day hours, controlled election materials, sensitive voter information, electrical equipment and cords, moving equipment, crowded conditions, time-sensitive procedures, and occasional contentious interactions. Employees must follow approved accessibility, equipment, chain-of-custody, ballot-secrecy, incident-reporting, emergency, and site-safety procedures. Employees provide procedural assistance and report threats or hazards; they do not exercise law-enforcement powers, conduct searches, detain persons, or physically intervene except as lawfully necessary for immediate personal safety.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY REGISTRAR

Job Code	8DPTR	**Department**	8 - Board of Elections
Reports To	Director of Elections and Registration	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs specialized voter-registration, records, research, correspondence, election-preparation, equipment, payroll-support, supply, polling-place, and election-night duties. Applies established law and procedures to assigned transactions, preserves sensitive voter information, and escalates disputed eligibility, legal, policy, or exception decisions to authorized officials.

Essential Functions

- Processes voter-registration applications, updates, transfers, cancellations, duplicates, incomplete records, pending records, and other assigned transactions within statutory deadlines using approved state and County systems and source codes.
- Researches voter identity, address, jurisdiction, and status information using authorized DDS, USPS, GIS, QPublic, Tax Assessor, probate, vital-record, state, and intercounty sources; documents sources, discrepancies, correction history, and the basis for recommended action.
- Processes authorized state and County status lists and prepares required correspondence concerning transfers, cancellations, felony or probate information, vital records, incomplete data, questionable addresses, hearings, and other voter-record matters without independently making disputed legal-eligibility determinations.
- Handles protected voter-registration requests and restricted records using role-based access, minimum-necessary use, identity verification, secure communication, audit trails, retention, and confidentiality controls.
- Maintains current election forms, manager binders, polling-place supply packages, labels, keys, signage, and election-specific documentation; removes obsolete material only under approved disposition procedures.
- Assists with inspection, Logic and Accuracy testing, preparation, deployment, return, setup, troubleshooting, movement, and storage of election equipment while preserving seal, serial-number, witness, chain-of-custody, and discrepancy records.
- Prepares election-worker time, assignment, training, delivery, vehicle, and payroll-support documentation; reconciles discrepancies and submits verified records to Human Resource Services without approving pay, payroll, or exceptions.
- Receives and accounts for election-night equipment, accessories, supplies, and signed records by polling location; documents missing, damaged, incomplete, or inconsistent items and immediately escalates discrepancies.
- Provides accurate, impartial voter assistance using approved information and refers complex legal, eligibility, registration-hearing, records-release, or policy questions to the authorized official.
- Maintains voter, election, payroll-support, equipment, supply, correspondence, and public-contact records with authorship, correction history, audit trails, retention, and secure handling.

Additional Responsibilities

- Supports Board meetings, public hearings, training, voter education, elections, and interdepartmental coordination as assigned.
- Performs related voter-registration, election, records, equipment, inventory, and public-service duties consistent with training and delegated authority.

Supervisory Responsibilities

No formal supervisory responsibility is established. The position may train or assist employees and poll workers and coordinate assigned tasks but does not independently hire, discipline, approve leave or overtime, set pay, approve payroll, or terminate employees.

Knowledge, Skills, and Abilities

- Knowledge of applicable federal and Georgia election requirements, State Election Board rules, Secretary of State directives, voter-registration procedures, election calendars, voting systems, records retention, security, chain of custody, accessibility, and County procedures appropriate to the assignment.
- Skill in voter-record research, data entry, correspondence, records reconciliation, election preparation, equipment support, inventory, and public service, deadline management, accurate recordkeeping, research, reconciliation, election technology, written communication, public service, training, and coordination with employees, poll workers, officials, vendors, and voters.
- Ability to apply established law, rules, directives, and procedures consistently; document the source and basis for actions; recognize uncertainty; and route legal, policy, eligibility, certification, redaction, or exception decisions to the authorized official or board.
- Ability to maintain political neutrality, protect ballot secrecy and sensitive voter information, preserve chain of custody, maintain correction history and audit trails, and use restricted systems only for assigned work.
- Ability to work accurately under pressure, manage statutory deadlines, communicate verified information, de-escalate difficult interactions, and report security, safety, equipment, records, or process concerns promptly.

Minimum Qualifications

Education

High school diploma or equivalent, supplemented by relevant education, training, or experience in elections, voter registration, public administration, office administration, records management, or a related field.

Experience

No mandatory experience duration is established.

Equivalent Combination

An equivalent combination of education, training, certification, and experience may be considered when it provides the required voter-registration, research, records, technology, and public-service capabilities. Equivalency does not waive legally required certification, oath, system access, or assignment-specific authorization.

Preferred Qualifications

- Experience in election administration, voter registration, governmental administration, customer service, data entry, or a related field.
- Experience with Microsoft Office, particularly Excel.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Elections and Registration Official Certification	Before performing delegated duties	Maintain certification and required continuing education.
Deputy Registrar qualifications and oath	Before performing delegated registrar functions	Maintain qualification and perform only authorized registrar duties.
DDS Motor Voter system clearance	Before accessing the system	Maintain authorized access and comply with security and permissible-use requirements.

Credential	Required By	Maintenance Requirement
Election-equipment and administration training	Before independently performing assigned functions	Maintain assignment-appropriate training records.
Georgia Notary Public commission	If notarization is an assigned essential function	Maintain commission and follow applicable notarial requirements.

Work Schedule and Availability

Full-time nonexempt schedule with extended and flexible hours during election periods, including early mornings, evenings, weekends, holidays, advance voting, Election Day, Election Night, equipment testing, and post-election work. All working time, including authorized remote work, required system work, training, setup, cleanup, travel between work sites, report completion, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, voter-registration systems, election equipment, telephones, scanners, and office technology	Frequently	Processes records, prepares materials, communicates with voters and partners, tests equipment, and completes reports.
Stand and walk through offices, warehouses, training rooms, polling places, advance-voting sites, and election-night facilities	Frequently during election periods	Supports site readiness, training, testing, deployment, voting operations, inventory, and material return.
Bend, stoop, kneel, reach, and work at varied heights	Occasionally	Accesses stored supplies, equipment connections, seals, cases, polling-place layouts, and vehicle cargo areas.
Lift, carry, push, pull, or assist in moving election equipment, supplies, ballots, signs, cases, and records	Occasionally	50 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive or travel between County facilities, polling locations, training sites, and election-operation locations	Occasionally; frequently during election periods	Applies only when driving is assigned and the employee holds the required license and satisfies County driving requirements.

Work Environment

Work is performed in offices, meeting and training rooms, warehouses, polling places, advance-voting sites, vehicles, equipment-storage areas, and election-night facilities. Election periods involve extended hours, public contact, strict deadlines, controlled-access areas, sensitive records, ballots, security seals, equipment movement, vehicle activity, and rapidly changing operational needs. Employees must follow chain-of-custody, two-person or independent-verification controls where required, access restrictions, equipment procedures, incident reporting, records-retention rules, and site-safety requirements.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF ELECTIONS AND REGISTRATION

Job Code	8DER	**Department**	8 - Board of Elections
Reports To	Board of Elections and Registration	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Formal department supervision
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs County election and voter-registration administration, personnel, temporary election workers, equipment, security, records, polling locations, tabulation, audits, certification support, budget, procurement, public information, and Board administration.

Essential Functions

- Directs planning, preparation, conduct, reconciliation, audit, certification support, and closeout of federal, state, county, municipal, special, primary, runoff, and other assigned elections through documented calendars, controls, staffing plans, contingencies, and statutory deadlines.
- Directs voter-registration processing, list maintenance, audits, confirmations, address and jurisdiction coordination, records security, correspondence, and retention using current law, State Election Board rules, Secretary of State directives, approved procedures, and documented decision paths.
- Directs secure custody, inventory, inspection, testing, charging, programming, maintenance, repair, transport, deployment, return, and storage of voting systems, electronic poll books, seals, cards, ballots, records, and controlled materials using chain-of-custody and independent-verification controls.
- Oversees ballot preparation, proofing, production, security, distribution, absentee and provisional materials, Logic and Accuracy testing, tabulation, adjudication, results reporting, audits, recounts, reconciliation, and certification-document preparation.
- Directs polling-place and advance-voting planning, accessibility evaluation, staffing, setup, operations, communications, breakdown, security, and corrective-action tracking; routes final site, legal-compliance, and accommodation decisions through authorized County and Board processes.
- Plans, assigns, supervises, develops, and evaluates permanent employees and coordinates poll managers, poll workers, advance-voting staff, election-night staff, and other temporary personnel within County policy, Board authority, and delegated personnel authority.
- Prepares and administers budget recommendations, monitors appropriations and expenditures, maintains segregation of duties, and routes requisitions, bids, contracts, purchases, payments, transfers, and exceptions through required County approvals.
- Supports the Board through agendas, notices, reports, minutes, records, hearings, certification materials, and recommendations; distinguishes staff administration from decisions reserved to the Board, election superintendent, registrars, County Attorney, County leadership, or other legally authorized official.
- Directs compilation of records responsive to public-record requests and routes exemption, redaction, fee, legal-sufficiency, and release determinations through the County's authorized open-records process.
- Provides verified election information and approved public education to voters, candidates, officials, employees, media, organizations, and the public without independently issuing legal opinions or guaranteeing compliance or outcomes.
- Maintains and safeguards voter, ballot, equipment, personnel, payroll, financial, meeting, investigative, public-record, and security-sensitive information using role-based access, minimum-necessary use, authorship, correction history, audit trails, retention, and secure handling.

Additional Responsibilities

- Maintains current knowledge of election law, rules, directives, security, technology, accessibility, records, public administration, budgeting, procurement, and personnel practices.
- Performs related executive and election-administration duties consistent with law, Board governance, County policy, certification, and delegated authority.

Supervisory Responsibilities

Provides formal supervision to department employees and operational direction to temporary election personnel. Direct-report count and authority for hiring, termination, final discipline, pay, payroll, leave, overtime, contracting, purchasing, and policy exceptions. The respective authority of the Board of Elections and Registration, County Administrator, election superintendent, registrars, and Director must be documented to avoid conflicting direction.

Knowledge, Skills, and Abilities

- Knowledge of applicable federal and Georgia election requirements, State Election Board rules, Secretary of State directives, voter-registration procedures, election calendars, voting systems, records retention, security, chain of custody, accessibility, and County procedures appropriate to the assignment.
- Skill in executive leadership, election administration, governance support, strategic planning, supervision, budgeting, procurement, security, risk management, public communication, and intergovernmental coordination, deadline management, accurate recordkeeping, research, reconciliation, election technology, written communication, public service, training, and coordination with employees, poll workers, officials, vendors, and voters.
- Ability to apply established law, rules, directives, and procedures consistently; document the source and basis for actions; recognize uncertainty; and route legal, policy, eligibility, certification, redaction, or exception decisions to the authorized official or board.
- Ability to maintain political neutrality, protect ballot secrecy and sensitive voter information, preserve chain of custody, maintain correction history and audit trails, and use restricted systems only for assigned work.
- Ability to work accurately under pressure, manage statutory deadlines, communicate verified information, de-escalate difficult interactions, and report security, safety, equipment, records, or process concerns promptly.

Minimum Qualifications

Education

Bachelor's degree in public administration, political science, business administration, public management, or a closely related field.

Experience

Progressively responsible experience in election administration, voter registration, public administration, governmental operations, or a related field.

Equivalent Combination

An equivalent combination of education, training, certification, and progressively responsible experience may be considered when it provides the required executive, election, supervisory, administrative, and technical capabilities. Equivalency does not waive legally required oaths, certifications, system access, driving requirements, or assignment-specific authority.

Preferred Qualifications

- Senior-level election administration or voter-registration management experience.
- Public-sector supervisory, budgeting, procurement, technology, security, and Board-support experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Credential	Required By	Maintenance Requirement
Georgia Elections and Registration Official Certification	At appointment or by a legally and departmentally validated deadline	Maintain certification and required continuing education.
Elections Supervisor and Chief Registrar oaths and qualifications	Before performing the applicable statutory functions	Maintain qualification and act only within the office formally held or delegated.
Election-equipment and administration training	Before independently directing assigned systems or processes	Maintain assignment-appropriate training records.
Georgia Notary Public commission	If notarization is an assigned essential function	Maintain commission and follow applicable notarial requirements.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and County driving eligibility.

Work Schedule and Availability

Full-time executive schedule with extended and irregular hours during election periods, including early mornings, evenings, weekends, holidays, advance voting, Election Day, Election Night, audits, recounts, hearings, and certification activities. Actual on-call and continuous-work expectations are Pending Department Validation. Exempt treatment remains subject to salary-basis and primary-duty review.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, voter-registration systems, election equipment, telephones, scanners, and office technology	Frequently	Processes records, prepares materials, communicates with voters and partners, tests equipment, and completes reports.
Stand and walk through offices, warehouses, training rooms, polling places, advance-voting sites, and election-night facilities	Frequently during election periods	Supports site readiness, training, testing, deployment, voting operations, inventory, and material return.
Bend, stoop, kneel, reach, and work at varied heights	Occasionally	Accesses stored supplies, equipment connections, seals, cases, polling-place layouts, and vehicle cargo areas.
Lift, carry, push, pull, or assist in moving election equipment, supplies, ballots, signs, cases, and records	Occasionally	50 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive or travel between County facilities, polling locations, training sites, and election-operation locations	Occasionally; frequently during election periods	Applies only when driving is assigned and the employee holds the required license and satisfies County driving requirements.

Work Environment

Work is performed in offices, meeting and training rooms, warehouses, polling places, advance-voting sites, vehicles, equipment-storage areas, and election-night facilities. Election periods involve extended hours, public contact, strict deadlines, controlled-access areas, sensitive records, ballots, security seals, equipment movement, vehicle activity, and rapidly changing operational needs. Employees must follow

chain-of-custody, two-person or independent-verification controls where required, access restrictions, equipment procedures, incident reporting, records-retention rules, and site-safety requirements.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ELECTION OPERATIONS COORDINATOR

Job Code	8EOC	**Department**	8 - Board of Elections
Reports To	Director of Elections and Registration	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates election personnel logistics, inventories, equipment, supplies, vehicles, facilities, safety, accessibility support, transportation, records, and field operations before, during, and after elections.

Essential Functions

- Coordinates poll-worker recruitment support, availability, assignments, communications, training logistics, attendance, certification records, vacancy tracking, and payroll-support documentation without independently appointing workers, setting pay, approving payroll, or resolving legal and policy questions.
- Maintains inventory and accountability records for voting equipment, serial and seal numbers, accessories, supplies, forms, signs, vehicles, locations, assignments, repairs, shipments, returns, shortages, and obsolete materials.
- Coordinates inspection, cleaning, charging, preparation, testing support, movement, secure storage, deployment, retrieval, repair tracking, and acceptance of election equipment under approved procedures, qualified technical direction, chain-of-custody, and witness requirements.
- Coordinates polling-place and advance-voting delivery schedules, routes, loading plans, setup requirements, supply packages, manager materials, signage, operational communications, election-day support, election-night return, and post-election storage.
- Conducts assigned polling-place readiness and accessibility observations using approved checklists; documents measurements and observable barriers and routes remediation, facility, legal-compliance, relocation, and accommodation decisions to authorized officials.
- Coordinates County election-vehicle inspection, fueling, maintenance, repair, mileage, service records, schedules, routes, cargo security, loading, and authorized use with Fleet and other County departments.
- Prepares requisition or purchase-support documentation, identifies shortages or service needs, verifies receipt, and maintains segregation between requesting, receiving, recording, reconciling, and final approval.
- Maintains schedules, checklists, inventories, staffing, training, transportation, equipment, incident, safety, repair, and operational records with role-based access, authorship, correction history, audit trails, retention, and secure handling.
- Coordinates vendors, County departments, contractors, polling locations, poll workers, and service providers for assigned logistics and promptly escalates safety, security, accessibility, staffing, equipment, supply, vehicle, or chain-of-custody concerns.
- Provides logistical support for voter education and public outreach using approved information and does not independently make voter-eligibility, election-procedure, legal, records-release, or policy determinations.

Additional Responsibilities

- Assists with public-record compilation and other election records duties as assigned, while routing exemption and redaction decisions through authorized procedures.
- Performs related election logistics, inventory, equipment, transportation, facilities, training-support, and records duties consistent with training and delegated authority.

Supervisory Responsibilities

No formal supervisory responsibility is established. The position coordinates poll workers, vendors, temporary personnel, deliveries, and assigned operational tasks but does not independently hire, appoint, discipline, evaluate, approve leave or overtime, set pay, approve payroll, terminate employees, execute contracts, or authorize policy exceptions.

Knowledge, Skills, and Abilities

- Knowledge of applicable federal and Georgia election requirements, State Election Board rules, Secretary of State directives, voter-registration procedures, election calendars, voting systems, records retention, security, chain of custody, accessibility, and County procedures appropriate to the assignment.
- Skill in logistics, inventory control, workforce coordination, equipment accountability, transportation planning, records management, safety observation, and field operations, deadline management, accurate recordkeeping, research, reconciliation, election technology, written communication, public service, training, and coordination with employees, poll workers, officials, vendors, and voters.
- Ability to apply established law, rules, directives, and procedures consistently; document the source and basis for actions; recognize uncertainty; and route legal, policy, eligibility, certification, redaction, or exception decisions to the authorized official or board.
- Ability to maintain political neutrality, protect ballot secrecy and sensitive voter information, preserve chain of custody, maintain correction history and audit trails, and use restricted systems only for assigned work.
- Ability to work accurately under pressure, manage statutory deadlines, communicate verified information, de-escalate difficult interactions, and report security, safety, equipment, records, or process concerns promptly.

Minimum Qualifications

Education

High school diploma or GED.

Experience

At least three years of progressively responsible administrative, operational, logistics, customer-service, election-related, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required logistics, coordination, equipment, records, and public-service capabilities. Equivalency does not waive legally required vehicle licensing, election training, system access, or assignment-specific authorization.

Preferred Qualifications

- Experience in election administration or local-government operations.
- Experience coordinating temporary employees, volunteers, or large groups.
- Experience with inventory, equipment, logistics, scheduling, workforce coordination, voting equipment, or election-management systems.
- Proficiency with Microsoft Word and Excel.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and County driving eligibility.
License class and endorsements required for assigned election vehicles	Before operating the vehicle	Whether the 26-foot lift-gate truck requires a commercial license or endorsement depends on vehicle specifications and law .

Credential	Required By	Maintenance Requirement
Election-related training and certification	Before independently performing the assigned function	Specific courses, certification, and deadlines are Pending Department Validation.
Georgia Elections and Registration Official Certification	Preferred	Maintain certification and continuing education if obtained or required.

Work Schedule and Availability

Full-time nonexempt schedule with extended and irregular hours during election periods, including early mornings, evenings, weekends, holidays, advance voting, Election Day, Election Night, delivery, setup, retrieval, and post-election work. All working time, including required training, vehicle checks, loading, setup, cleanup, travel between work sites, report completion, remote work, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, voter-registration systems, election equipment, telephones, scanners, and office technology	Frequently	Processes records, prepares materials, communicates with voters and partners, tests equipment, and completes reports.
Stand and walk through offices, warehouses, training rooms, polling places, advance-voting sites, and election-night facilities	Frequently during election periods	Supports site readiness, training, testing, deployment, voting operations, inventory, and material return.
Bend, stoop, kneel, reach, and work at varied heights	Occasionally	Accesses stored supplies, equipment connections, seals, cases, polling-place layouts, and vehicle cargo areas.
Lift, carry, push, pull, or assist in moving election equipment, supplies, ballots, signs, cases, and records	Occasionally	50 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive or travel between County facilities, polling locations, training sites, and election-operation locations	Occasionally; frequently during election periods	Applies only when driving is assigned and the employee holds the required license and satisfies County driving requirements.

Work Environment

Work is performed in offices, meeting and training rooms, warehouses, polling places, advance-voting sites, vehicles, equipment-storage areas, and election-night facilities. Election periods involve extended hours, public contact, strict deadlines, controlled-access areas, sensitive records, ballots, security seals, equipment movement, vehicle activity, and rapidly changing operational needs. Employees must follow chain-of-custody, two-person or independent-verification controls where required, access restrictions, equipment procedures, incident reporting, records-retention rules, and site-safety requirements.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

POLL WORKER ASSISTANT MANAGER

Job Code	200PWAM	**Department**	200 - Election Workers
Reports To	Poll Worker Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the Poll Worker Manager with polling-place opening, voter service, equipment, records, security, closing, reconciliation, and material return. Coordinates assigned Clerks and assumes specifically delegated operational duties when the Manager is unavailable, while referring legal, eligibility, personnel, and policy matters to authorized officials.

Essential Functions

- Assists with polling-place setup, opening, operation, closing, and breakdown using approved checklists, required witnesses, seal and serial-number controls, and Elections Office instructions.
- Coordinates assigned Clerks, station coverage, breaks, forms, supplies, and voter flow under the Manager's direction; provides procedural guidance and reports performance or staffing concerns.
- Performs or monitors assigned voter-service and equipment functions, verifies that established procedures are followed, and routes disputed eligibility, challenge, provisional-ballot, legal, accommodation, and exception questions to the Manager or Elections Office.
- Helps maintain custody and accountability for ballots, electronic poll books, voting equipment, keys, seals, credentials, forms, supplies, and required records.
- Monitors ballot secrecy, accessibility, signage, equipment status, supply levels, voter flow, and safety conditions within the assigned area and reports concerns promptly.
- Documents and communicates incidents, equipment failures, emergencies, security concerns, shortages, and procedural questions through the established chain of command.
- Assists with opening, activity, incident, reconciliation, closing, seal, custody, and return records while preserving authorship, corrections, audit trails, and secure handling.
- Performs specifically assigned Manager duties when the Manager is temporarily unavailable, without assuming independent legal, personnel, certification, or policy-exception authority.

Additional Responsibilities

- Participates in required training, demonstrations, briefings, and post-election review.
- Performs related polling-place duties consistent with appointment, training, written procedures, and Elections Office direction.

Supervisory Responsibilities

May provide functional task direction to Clerks and coordinate assigned polling-place activities when delegated by the Manager. The position does not independently hire, terminate, discipline, complete final evaluations, approve payroll, leave, overtime, pay, purchasing, contracts, legal determinations, or policy exceptions.

Knowledge, Skills, and Abilities

- Knowledge of polling-place procedures, voter-assistance standards, ballot secrecy, chain of custody, accessibility, election-equipment safeguards, political neutrality, and escalation requirements appropriate to the assignment.
- Skill in following detailed written and verbal instructions, completing forms accurately, operating assigned election equipment, communicating clearly, and providing impartial service to voters.
- Ability to apply approved procedures consistently, recognize uncertainty or exceptions, and refer voter-eligibility, legal, challenge, equipment, emergency, and policy questions to the Poll Worker Manager or authorized Elections Office official.

- Ability to protect ballots, seals, equipment, credentials, voter information, and election records through role-based access, minimum-necessary use, secure handling, correction history, audit trails, and required retention or return procedures.
- Ability to remain attentive and professional during extended hours, de-escalate routine concerns, document incidents accurately, and promptly report safety, security, accessibility, equipment, or process concerns.
- Ability to coordinate assigned staff and stations, support reconciliation and custody controls, and maintain operational continuity within the Manager's direction and written procedures.

Minimum Qualifications

Education

Ability to read, write, and communicate in English sufficiently to complete training, follow election procedures, operate assigned equipment, assist voters, and maintain required records. No diploma requirement is established in the submitted source.

Experience

No prior experience requirement is established.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required communication, procedural, technology, public-service, and recordkeeping capabilities. Equivalency does not waive statutory eligibility, appointment, oath, or required election training.

Preferred Qualifications

- Prior poll-worker, election-administration, customer-service, or team-lead experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia statutory poll-officer eligibility	At appointment and for each election and precinct served	Satisfy O.C.G.A. § 21-2-92 requirements concerning citizenship, age, residence or employment, English-language ability, candidacy, public office, and specified relationships to candidates.
Appointment and oath as a Georgia poll officer or poll worker	Before performing poll-officer duties	Maintain eligibility for the election served and comply with applicable statutory disqualifications and County appointment procedures.
County-required poll-worker training and assignment certification	Before each election or as otherwise required by law and County procedure	Complete assignment-specific training and demonstrate required equipment and procedural proficiency.

Work Schedule and Availability

Temporary, intermittent election assignment requiring mandatory training and availability for assigned preparation, setup, voting, closing, reconciliation, cleanup, and material-return duties. Election Day may require reporting before polls open and remaining until all assigned closing duties are completed; assignments may include early mornings, evenings, weekends, or holidays. As a nonexempt position, all working time, including required training, setup, equipment checks, cleanup, report completion, authorized travel between work sites, call-back, and post-election return duties, must be recorded and compensated. Overtime or additional hours require approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Stand and walk throughout the polling place	Frequently to Continuously during assigned voting hours	Assists voters, monitors assigned stations, moves among equipment and supply areas, and supports opening and closing activities.
Sit and use poll books, voting equipment, telephones, forms, and other election materials	Frequently	Processes assigned voter transactions, maintains records, communicates with the Elections Office, and supports polling-place operations.
Bend, stoop, kneel, reach, and work at varied heights	Occasionally	Connects or checks equipment, places signs, accesses supplies, and completes polling-place setup and breakdown.
Lift, carry, push, pull, or assist in moving election equipment, cases, signs, tables, supplies, and records	Occasionally	50 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Communicate and exchange accurate information in person, by telephone, and through election equipment	Continuously	Provides voter assistance, coordinates the polling-place team, receives instructions, and reports operational or security concerns.

Work Environment

Work is performed at an assigned polling place and may include loading, setup, closing, and material-return areas. The work involves prolonged public contact, extended election-day hours, controlled election materials, sensitive voter information, electrical equipment and cords, moving equipment, crowded conditions, time-sensitive procedures, and occasional contentious interactions. Employees must follow approved accessibility, equipment, chain-of-custody, ballot-secrecy, incident-reporting, emergency, and site-safety procedures. Employees provide procedural assistance and report threats or hazards; they do not exercise law-enforcement powers, conduct searches, detain persons, or physically intervene except as lawfully necessary for immediate personal safety.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CLERK OF JUVENILE COURT

Job Code	9CJC	**Department**	9 - Juvenile Court
Reports To	Juvenile Court Judge	**FLSA Status**	Hourly Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 3, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Juvenile Court case initiation, records, calendaring, notices, subpoenas, courtroom support, receipting, trust-account deposit preparation, purchasing support, reception, correspondence, and administrative duties under the direction of the Juvenile Court Judge.

Essential Functions

- Receives authorized filings and source documents; creates, numbers, timestamps, scans, indexes, retrieves, and maintains juvenile case files under approved court procedures.
- Creates and updates case-management records from authorized source documents while preserving authorship, correction history, audit trails, retention, legal holds, access restrictions, and secure disposition.
- Schedules court calendars and sessions under judicial direction; prepares calendars, arraignment notices, hearing notices, court worksheets, and related administrative materials without independently setting judicial priorities, granting continuances, or changing hearing dates outside delegated procedures.
- Prepares, issues, or signs subpoenas only when authorized by applicable law, court rule, judicial direction, and documented clerk authority; maintains issuance, service, return, and correction records.
- Attends Juvenile Court proceedings; manages case files and exhibits; records authorized information from hearings; and prepares sentencing or disposition documentation that accurately reflects the Judge's ruling without independently determining fines, conditions, custody, detention, probation, or disposition.
- Provides approved procedural and factual information to youth, parents, guardians, attorneys, victims, witnesses, law-enforcement personnel, prosecutors, agencies, and the public and refers legal advice, judicial action, eligibility, probation, redaction, and records-release questions to authorized officials.
- Receives authorized fees and other funds, issues receipts, balances transactions to receipt records, and prepares fee and trust-account funds and supporting documentation for independent verification, reconciliation, deposit, approval, and release.
- Prepares purchase requisitions and supporting documentation for authorized review without independently approving purchases, committing funds, receiving incompatible financial approvals, or releasing payment.
- Performs approved system continuity and data-protection procedures and reports backup, access, security, integrity, or recovery issues to authorized Information Technology or court personnel without exceeding assigned system authority.
- Answers and routes calls, greets visitors, processes mail, maintains approved forms and public information, prepares correspondence and reports, and assists the Judge with authorized administrative and courtroom duties.
- Records all hours worked, including required court sessions, preparation, training, setup, cleanup, remote work, travel between work sites, call-back, work during meal periods, and after-hours communications.

Additional Responsibilities

- Attends meetings and participates in assigned court projects, training, and records activities.
- Maintains forms, supplies, reference materials, schedules, contact information, and routine administrative records.

Supervisory Responsibilities

Formal supervision, direct reports, or personnel authority. The position may provide task-specific procedural guidance or backup assistance without authority to hire, terminate, discipline, evaluate, approve payroll, leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of Juvenile Court clerical practices, case flow, calendars, subpoenas, courtroom support, records, receipting, trust-account controls, and public-service procedures.
- Skill in accurate data entry, case-file creation, document review, calendaring, notice preparation, receipting, balancing, scanning, indexing, correspondence, and court and office systems.
- Ability to provide procedural and factual information while recognizing and referring requests for legal advice, judicial action, detention, probation, disposition, eligibility, redaction, or restricted-record decisions.
- Ability to protect confidential juvenile, victim, witness, medical, educational, family, criminal-history, identity, financial, sealed, and law-enforcement-sensitive information through role-based access and minimum-necessary use.
- Ability to preserve source documentation, authorship, correction history, audit trails, retention, legal holds, chain of custody, and segregation of financial duties and to escalate discrepancies promptly.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in office technology, legal studies, public administration, criminal justice, or a related field.

Experience

One year of clerical, records-maintenance, public-service, court, legal-office, financial-receipting, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required juvenile-court clerical, records, calendaring, receipting, confidentiality, technology, and public-service capabilities may be considered.

Preferred Qualifications

- Experience in Juvenile Court, another court clerk's office, a legal or criminal-justice office, or a public agency handling restricted records.
- Experience with court case-management systems, calendars, subpoenas, receipting, trust-account support, or courtroom clerk duties.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Assignment-specific Juvenile Court system access, confidentiality, records, security, subpoena, and financial-control training	Before independent performance of the applicable duty	Maintain required authorization and training and use access only for permitted official purposes.

Work Schedule and Availability

The regular schedule and required court-session, hearing, trial, preparation, meeting, training, travel, call-back, remote-work, evening, weekend, or emergency availability. As an hourly nonexempt position, all hours worked, including required preparation, setup, cleanup, work during meal periods, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, keyboard, scanner, and office equipment	Frequently	Creates and maintains case, calendar, notice, financial-support, and administrative records.
Stand and walk in office, records, public-service, and courtroom areas	Frequently	Serves court users, retrieves records, receives filings, and supports proceedings.
Reach, bend, stoop, kneel, or crouch	Occasionally	Accesses case files, supplies, equipment, and stored records.
Lift, carry, push, or pull files, record boxes, office supplies, or equipment	Occasionally	12 to 20 pounds.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates the Judge, youth, families, attorneys, victims, witnesses, officers, agencies, employees, and the public.

Work Environment

Work is primarily performed in Juvenile Court offices, public-service areas, records spaces, and courtrooms. The employee has regular contact with youth, families, attorneys, victims, witnesses, law-enforcement personnel, agencies, and the public and routine access to confidential or restricted juvenile information. The employee may encounter emotionally distressed or contentious persons, disturbing case material, courtroom security restrictions, competing deadlines, and frequent interruptions.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR DEPUTY CLERK

Job Code	10SDCL	**Department**	10 - Magistrate Court
Reports To	Chief Clerk or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced Magistrate Court clerical work and coordinates the day-to-day work of deputy clerks. Processes and reviews court filings, applies garnishment payments to authorized case records, balances assigned receipts, prepares deposits, and serves as civil-court clerk. The role provides operational oversight and procedural guidance but does not possess final personnel or financial approval authority unless separately delegated in writing.

Essential Functions

- Coordinates and reviews the day-to-day work of deputy clerks, assigns or monitors tasks within established procedures, and escalates performance, staffing, leave, overtime, or disciplinary matters to the authorized supervisor.
- Receives, reviews for administrative completeness, files, and routes answers, motions, consents, dismissals, default judgments, garnishments, writs of fieri facias, and other court documents without making independent legal-sufficiency determinations.
- Applies garnishment and other authorized payments to the appropriate case file or defendant record, documents the transaction, and resolves or escalates discrepancies under established financial controls.
- Balances receipt records and prepares fee and trust-account deposits with supporting documentation for independent verification and final approval by authorized personnel.
- Schedules and serves as civil-court clerk for hearings, maintains the docket and case materials, documents judicial actions, and distributes authorized notices and records.
- Creates, updates, reviews, and corrects case records while preserving authorship, correction history, audit trails, retention requirements, and secure handling of restricted information.
- Provides procedural information and assistance to court users and partner agencies; refers legal advice, exceptions, redaction questions, and judicial decisions to the appropriate official.
- Records all hours worked, including required training, remote work, setup, cleanup, call-back, or after-hours work, and follows County approval and timekeeping procedures.

Additional Responsibilities

- Maintains forms, correspondence, supplies, and administrative files.
- Supports meetings, special assignments, and related duties consistent with the classification.

Supervisory Responsibilities

The submitted description states that the position supervises and oversees deputy clerks, but the extent of formal authority is determined by department. Unless formally delegated, the role provides work direction and procedural oversight only and does not independently hire, terminate, discipline, complete final evaluations, approve payroll, leave, overtime, purchases, payments, contracts, or policy exceptions.

Knowledge, Skills, and Abilities

- Knowledge of Magistrate Court operations, civil-case processing, records management, receipting, and deposit-preparation controls.

- Skill in reviewing filings for administrative completeness, maintaining dockets, reconciling records, and using court and office systems accurately.
- Ability to coordinate work, explain procedures, identify exceptions, and escalate legal, personnel, or financial decisions to authorized officials.
- Ability to protect confidential or restricted information through role-based access, minimum-necessary use, secure transmission, retention, and authorized disposition.
- Ability to maintain accurate audit trails and segregate preparation, entry, reconciliation, and recommendation from final approval.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of clerical and records-maintenance experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- College-level coursework or vocational training in office technology, public administration, criminal justice, or a related field.
- Prior Magistrate Court, legal office, financial receipting, or work-lead experience.

Required Licenses and Certifications

No position-specific license or certification is established in the submitted source. Any court-system access training required is determined by department.

Work Schedule and Availability

Standard work schedule and any required court session, meeting, or after-hours availability are determined by department. As a nonexempt position, all hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, and office equipment	Frequently	Reviews filings, maintains records, and coordinates work.
Stand, walk, reach, bend, and retrieve files or supplies	Occasionally	Supports courtroom, counter, filing, and records duties.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates staff work and serves court users.

Work Environment

Work is primarily performed in a court and office environment with regular public contact and exposure to sensitive or contentious matters. Courtroom movement and local travel, if any, are determined by department.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CLERK

Job Code	10DPCL	**Department**	10 - Magistrate Court
Reports To	Chief Clerk or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs court-clerical and records work supporting the Magistrate Court. Processes civil and criminal filings, maintains case information, collects and records authorized fees, supports court sessions, and provides procedural information to court users within established authority. The position safeguards court records and routes questions requiring legal interpretation or judicial action to the appropriate official.

Essential Functions

- Receives, reviews for administrative completeness, files, and routes civil claims, dispositions, dismissals, motions, warrants, county ordinance matters, deposit account fraud applications, and other Magistrate Court documents under established procedures.
- Creates and updates case records; enters, retrieves, verifies, and corrects data while preserving authorship, correction history, audit trails, retention requirements, and secure handling of restricted information.
- Prepares dockets, notices, forms, correspondence, receipts, and other court documents; records judicial actions accurately without independently determining legal sufficiency or giving legal advice.
- Serves as courtroom clerk when assigned by documenting proceedings, maintaining exhibits and case materials, and carrying out authorized clerical directions of the judge.
- Receives filing and ordinance fees, issues receipts, balances assigned receipts, and prepares funds and supporting documentation for deposit subject to reconciliation and independent verification.
- Explains filing procedures and available court resources to the public, attorneys, law-enforcement personnel, and partner agencies; refers requests for legal advice, exceptions, or judicial determinations.
- Coordinates with authorized Sheriff's Office personnel regarding service, writs, bench warrants, and other processes without exercising law-enforcement authority.
- Records all hours worked, including required training, remote work, setup, cleanup, call-back, or after-hours work, and follows County approval and timekeeping procedures.

Additional Responsibilities

- Maintains office forms and supplies and processes incoming and outgoing correspondence.
- Supports meetings, departmental projects, and related duties consistent with the classification.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may provide task-specific assistance or procedural guidance to coworkers without authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of court-clerical practices, records management, and assigned Magistrate Court procedures.

- Skill in accurate data entry, document review, calendaring, fee receipting, reconciliation support, and office software.
- Ability to communicate procedural information clearly while recognizing and escalating requests for legal advice or judicial determinations.
- Ability to protect confidential or restricted information through role-based access, minimum-necessary use, secure transmission, retention, and authorized disposition.
- Ability to organize competing deadlines, identify discrepancies, and document corrections without concealing the audit trail.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of clerical, records-maintenance, customer-service, or comparable administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- College-level coursework or vocational training in office technology, public administration, criminal justice, or a related field.
- Prior court-clerk, legal-office, records, or public-sector experience.

Required Licenses and Certifications

No position-specific license or certification is established in the submitted source. Any required court-system access training determined by department.

Work Schedule and Availability

Standard work schedule and any required court session, meeting, or after-hours availability determined by department. As a nonexempt position, all hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, and office equipment	Frequently	Creates and maintains case records and documents.
Stand, walk, reach, bend, and retrieve files or supplies	Occasionally	Supports courtroom, counter, filing, and records duties.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Provides procedural information and coordinates court work.

Work Environment

Work is primarily performed in a court and office environment with regular public contact and exposure to sensitive or contentious matters. Courtroom movement and local travel will be determined by department.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

WARRANT DIVISION CLERK

Job Code	1705WDC	**Department**	1705 - Sheriff - Administration
Reports To	Warrants Division Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides clerical and records support for the Sheriff's Office Warrants Division. Receives, verifies, enters, updates, routes, and removes warrant and wanted-person information in authorized systems and prepares records for service by sworn personnel. The position handles criminal-justice information under strict access, accuracy, audit-trail, and security controls and does not independently serve warrants or exercise law-enforcement authority.

Essential Functions

- Receives warrants and related records from courts, probation, and authorized law-enforcement agencies; reviews them for administrative completeness and routes discrepancies to the issuing or responsible authority.
- Creates, updates, verifies, and removes wanted person and warrant records in GCIC/NCIC and other approved systems only when authorized, trained, and acting under documented validation and confirmation procedures.
- Pulls, verifies, organizes, and routes warrants to appropriate sworn personnel or agencies for service while maintaining status, service, return, and cancellation documentation.
- Conducts criminal-history or criminal-justice information queries only for authorized purposes and discloses information solely to authorized recipients using minimum-necessary access and secure transmission.
- Maintains logs, files, correspondence, forms, and audit records; preserves authorship, correction history, validation records, retention requirements, and secure disposition of sensitive information.
- Documents repossessed and towed-vehicle information and other assigned records in accordance with established procedures, without making independent legal, seizure, or ownership determinations.
- Communicates with courts, law-enforcement agencies, division personnel, and authorized members of the public to exchange procedural or status information and escalates inconsistencies, possible identity matches, and unusual activity.
- Records all hours worked, including required training, remote work, setup, cleanup, call-back, or after-hours work, and follows County approval and timekeeping procedures.

Additional Responsibilities

- Maintains office equipment, forms, and supplies and performs routine clerical support.
- Supports related division projects and duties consistent with authorized access and the classification.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may coordinate record routing or provide procedural assistance without authority to hire, discipline, evaluate, approve leave or overtime, or direct sworn enforcement activity.

Knowledge, Skills, and Abilities

- Knowledge of warrant-record workflows, records management, criminal-justice information security, and assigned GCIC/NCIC procedures.
- Skill in precise data entry, identity and record verification, document control, office software, and professional communication.
- Ability to follow hit-confirmation, validation, correction, audit, retention, and security procedures and to escalate discrepancies before action is taken.
- Ability to distinguish administrative record handling from sworn service, arrest, legal interpretation, and final cancellation authority.
- Ability to protect restricted information through role-based access, authorized-purpose use, secure transmission, incident reporting, and appropriate disposition.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two years of progressively responsible clerical or administrative support experience involving accurate data entry, records management, confidential information, and public contact. Experience in a court, law-enforcement agency, or legal office is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to mandatory access and training requirements.

Preferred Qualifications

- Coursework or vocational training in law enforcement, criminal justice, records management, office technology, or a related field.
- Prior warrant, records, emergency-communications, GCIC/NCIC, or law-enforcement administrative experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
GCIC/NCIC terminal-access training and authorization appropriate to assigned functions	Before independent system access	Maintain current training, authorization, and security compliance.
Other criminal-justice information or agency training required for assigned access	Before performing the regulated duty	Maintain current status and complete required refresher training.

Work Schedule and Availability

Standard schedule and any required on-call, call-back, weekend, holiday, or after-hours availability. As a nonexempt position, all hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, scanner, and other office equipment	Frequently	Enters, verifies, routes, and maintains warrant records.

Requirement	Frequency	Job-Related Context
Stand, walk, reach, bend, and retrieve files or supplies	Occasionally	Supports records, filing, and office equipment duties.
Lift, carry, push, or pull files, records, or office supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Communicate and exchange accurate information by telephone, radio, and electronic systems	Frequently	Coordinates warrant status and record validation with authorized parties.

Work Environment

Work is primarily performed in a secure law-enforcement office environment with prolonged computer use and exposure to confidential criminal-justice information.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

DEPUTY COUNTY CLERK

Job Code	11DCC	**Department**	11 – County Commissioner
Reports To	County Clerk	**FLSA Status**	Non-exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 10, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Deputy County Clerk provides responsible administrative and records support to the County Clerk and Board of Commissioners. The position assists with meeting preparation and minutes, official records, public inquiries, purchasing and travel documentation, databases, appointments, and departmental scheduling. Work requires accuracy, discretion, and consistent application of established procedures in service to County officials, employees, other agencies, media representatives, and the public.

Essential Functions

- Assists with preparation and distribution of meeting agendas, notices, packets, and supporting materials for the Board of Commissioners and other assigned meetings.
- Transcribes or drafts meeting minutes and assists the County Clerk in maintaining accurate official minutes, ordinances, resolutions, and related Board records.
- Maintains departmental correspondence, program records, legal and administrative documents, databases, automated files, and electronic records in accordance with approved filing and retention procedures.
- Receives, logs, reviews for completeness, routes, and processes assigned applications, forms, work orders, registrations, reservations, and related correspondence.
- Responds to routine inquiries and requests for documents, explains established department services and procedures, and refers legal, policy, or disclosure questions to the County Clerk or other appropriate authority.
- Assists the County Clerk with administrative tasks related to the Georgia Open Meetings Act, Georgia Open Records Act, and timely codification of County ordinances, under the Clerk’s direction.
- Compiles information and prepares correspondence, reports, forms, purchase documents, mailing lists, and other administrative materials.
- Maintains departmental databases, spreadsheets, templates, and tracking tools and retrieves data and generates reports from authorized systems.
- Provides notarial services when holding an active Georgia Notary Public commission and when the requested service is within the scope of the position and applicable law.

Additional Responsibilities

- Greets visitors, answers department telephone calls, receives and distributes mail, and serves as a point of contact for County departments, officials, other governments, agencies, media representatives, and the public.
- Researches budget information, monitors assigned expenditures and prepares purchase orders and requisitions in accordance with County procedures.

- Coordinates appointments, meeting rooms, public-facility availability, training and conference arrangements, travel documentation, and reimbursements.
- Assists with Board appointments, notifications, special events, and liaison activities with outside agencies.
- Provides basic end-user assistance for departmental forms, files, and office software within assigned responsibility.
- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of office administration, records management, customer service, and basic governmental meeting procedures.
- Working knowledge of the Georgia Open Meetings Act and Georgia Open Records Act within assigned support duties.
- Ability to prepare, proofread, organize, transcribe, file, retrieve, and distribute accurate correspondence, minutes, reports, forms, and records.
- Ability to review documents for completeness and accuracy and apply established procedures to routine and moderately complex situations.
- Ability to maintain databases, spreadsheets, electronic files, and reports using standard office and agenda-management systems.
- Ability to communicate clearly and professionally with Commissioners, employees, officials, media representatives, vendors, and members of the public.
- Ability to safeguard confidential or legally exempt information and refer legal or policy questions to the appropriate authority.
- Ability to perform basic arithmetic, decimals, percentages, and routine budget and purchasing calculations.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

A minimum of two years of progressively responsible clerical and administrative support experience. Experience in local government, records management, or preparation of meeting agendas and minutes is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Two years of moderately complex clerical or administrative support experience.
- Experience supporting a governmental board, clerk's office, records function, or public-meeting process.

- Experience with agenda-management, records-management, or governmental document systems.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Before independently providing notarial services	Maintain an active commission and comply with applicable notarial requirements.
State-mandated clerk training under O.C.G.A. § 36-1-24, if the position is designated to perform county-clerk duties	After appointment, as scheduled by the County and Georgia Clerks Education Institute	Applicability requires Department and legal validation based on the duties formally delegated to the position.

Work Schedule and Availability

Full-time administrative schedule. Attendance at assigned Board meetings, workshops, special events, or training outside normal business hours may be required. Schedule changes must be based on operational needs and administered in accordance with County policy and applicable wage-and-hour requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, and other office equipment	Frequently; for extended periods	Prepare, enter, retrieve, review, and distribute records and administrative documents.
Stand and walk	Occasionally	Assist visitors, retrieve files and supplies, and support meetings and events.
Lift and carry files, meeting materials, mail, or office supplies up to 10 pounds	Occasionally	Move records, agenda packets, mail, and routine office materials.
Read and evaluate detailed text and electronic records	Frequently	Check documents for completeness and accuracy and prepare minutes, correspondence, reports, and records.
Exchange information orally and in writing and recognize routine office and meeting cues	Frequently	Respond to inquiries, coordinate meetings, transcribe proceedings, and communicate with officials and the public.

Work Environment

Work is primarily performed in climate-controlled offices and public meeting rooms without regular exposure to adverse environmental conditions. The position handles time-sensitive public matters and information that may be confidential or exempt from disclosure.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

COUNTY CLERK

Job Code	11CNTC	**Department**	11 - County Commissioner
Reports To	Board of Commissioners	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 10, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The County Clerk serves as the official clerk to the Board of Commissioners and maintains the Board's legislative and historical records. The position coordinates meeting administration, records official actions, supports compliance with Georgia open-government requirements, and maintains the County Code of Ordinances and other official documents. The Clerk works closely with the Board, County Manager, County Attorney, elected officials, departments, media representatives, and the public within authority delegated by the Board.

Essential Functions

- Coordinates agendas, notices, meeting packets, and supporting materials for meetings of the Board of Commissioners, including workshops and properly convened executive sessions, in accordance with applicable law and County procedures.
- Attends official meetings of the Board of Commissioners and prepares accurate summary and final minutes, records votes and official actions, and maintains any executive-session records in the manner required by law.
- Indexes, preserves, retrieves, and distributes official minutes and related legislative records in authorized paper and electronic repositories.
- Prepares or coordinates drafts of resolutions, ordinances, contracts, agreements, proclamations, and related materials for Board consideration and County Attorney review, as appropriate, and coordinates execution and distribution after approval.
- Coordinates the County's response to public-records requests when formally designated as an Open Records Officer, including timely routing, retrieval, review, redaction coordination, cost communication, and production consistent with the Georgia Open Records Act and legal guidance.
- Maintains the Effingham County Code of Ordinances and coordinates timely codification and distribution of enacted ordinances, resolutions, and policies.
- Administers County records management practices and retention schedules within delegated authority and in accordance with applicable state requirements and approved County policy.
- Maintains public-meeting calendars and required postings and coordinates scheduling for assigned County meeting spaces.

- Coordinates the filing, submission, and retention of plats, deeds, and related documents associated with County acceptance of dedicated infrastructure, without exercising recording authority reserved by law to another office.
- Researches and provides official documents, historical records, and administrative or legislative information to the Board, County Attorney, management, departments, elected officials, and the public.

Additional Responsibilities

- Administers assigned documentation and processing for the County's indigent-burial assistance program in accordance with approved procedures.
- Processes and tracks authorized purchase requests, check requests, and travel or conference arrangements for Commissioners.
- Handles complex correspondence and public inquiries and routes legal, policy, or records-disclosure questions to the appropriate authority.
- Performs special administrative projects and legislative research assigned by the Board.
- Provides related support to County departments, Board committees, and constitutional officers consistent with the position's purpose.

Supervisory Responsibilities

Directly supervises the Deputy County Clerk, including assigning and reviewing work, coordinating schedules, providing training, and evaluating performance. Exercises supervisory authority in accordance with County policy and delegated authority.

Knowledge, Skills, and Abilities

- Knowledge of the Georgia Open Meetings Act, Georgia Open Records Act, applicable records-retention requirements, County ordinances, and parliamentary procedure within the position's assigned responsibilities.
- Ability to prepare accurate agendas, minutes, notices, legislative documents, correspondence, and official records and to distinguish public records from material protected from disclosure.
- Ability to organize, index, preserve, retrieve, and distribute official records in paper and electronic systems.
- Ability to research and summarize administrative and legislative information without providing legal advice.
- Ability to communicate clearly and professionally with Commissioners, employees, legal counsel, elected officials, media representatives, and members of the public.
- Ability to manage concurrent deadlines, exercise sound judgment within delegated authority, and protect confidential or legally exempt information.
- Ability to use office software, agenda-management systems, electronic records repositories, databases, and web-publishing tools used by the County.
- Ability to perform basic arithmetic, percentages, ratios, and routine budget-related calculations.

Minimum Qualifications

Education

Bachelor's degree in business administration, public administration, political science, communications, or a closely related field.

Experience

At least three years of progressively responsible experience in government administration, official records management, complex administrative support, or a closely related field.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Five years of progressively responsible relevant experience.
- Experience supporting a county or municipal governing authority.
- Georgia Certified Clerk designation through the Georgia Clerks Education Institute.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
State-mandated county-clerk training under O.C.G.A. § 36-1-24	After appointment, as scheduled by the County and Georgia Clerks Education Institute	Maintain documentation of successful completion.
Georgia Certified Clerk designation	Pending Department Validation	Maintain certification through completion of the program's required continuing education, currently 30 hours every three years.
Valid driver's license	Before operating a County vehicle, if County driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time administrative schedule. Attendance at regular and special Board meetings, workshops, and other assigned meetings outside normal business hours is an essential requirement. Occasional local travel and schedule adjustments may be required based on meeting and operational needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Sit and use a computer, keyboard, telephone, and other office equipment	Frequently; for extended periods during meetings	Prepare agendas, minutes, correspondence, records, and electronic communications.
Stand and walk	Occasionally	Attend meetings, retrieve records, and move among County offices and meeting spaces.
Lift and carry records, meeting materials, or office supplies up to 20 pounds	Occasionally	Transport files, agenda packets, record books, and supplies.
Read and evaluate detailed text and electronic records	Frequently	Review laws, agendas, minutes, contracts, ordinances, correspondence, and records for accuracy and required action.
Exchange information orally and in writing and recognize meeting cues and alerts	Frequently	Record proceedings, respond to inquiries, coordinate meetings, and communicate with officials and the public.

Work Environment

Work is primarily performed in climate-controlled offices and public meeting rooms. The position regularly handles time-sensitive public matters and information that may be confidential or exempt from disclosure. Occasional travel between County facilities or other assigned locations may be required.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

COVENANT REAL PROPERTY APPRAISER

Job Code	12CRPA	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs technical real-property appraisal work focused on rural land, conservation-use and other covenant programs, timber activity, deeds, plats, mapping, and related mass-appraisal analysis.

Essential Functions

- Inspects and analyzes assigned rural, agricultural, timber, residential, and covenant properties using authorized field, sales, cost, income, mapping, and mass-appraisal methods.
- Reviews deeds, plats, transfers, sales, timber permits, aerial imagery, soil layers, and property records to identify land splits, parcel attributes, covenant status, and data discrepancies.
- Creates or updates parcel identification, land classifications, improvement data, maps, schedules, and appraisal-system records within assigned authority, preserving source documentation and correction history.
- Develops or supports rural-land sales-ratio studies, pricing schedules, valuation schedules, and revaluation work; documents methodology and submits material value changes for required review or approval.
- Uses GIS and appraisal systems to compare mapped and legal descriptions, correct authorized data errors, and refer boundary, title, survey, or legal conflicts to the appropriate reviewer.
- Reviews assigned appeals and complaints, conducts authorized informal conferences, prepares evidence, and recommends value changes; presents technical information at Board of Equalization hearings or court proceedings when assigned and coordinated with authorized officials or counsel.
- Explains established appraisal records, covenant procedures, deadlines, and appeal rights to taxpayers, professionals, and agencies without making legal conclusions or final eligibility determinations beyond delegated authority.
- Maintains current appraisal knowledge and required certification through approved training and applies Georgia Department of Revenue manuals, rules, County procedures, and documented quality controls.

Additional Responsibilities

- Assists with tax-digest preparation, research, reports, correspondence, records, and other appraisal projects within assigned scope.
- Performs related duties consistent with current credentials, training, delegated authority, and classification.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may provide technical guidance, coordinate appraisal tasks, or explain procedures without authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of rural-land and improvement appraisal, conservation-use and covenant programs, timber activity, mass appraisal, sales-ratio analysis, and the three approaches to value as applicable to assigned work.
- Knowledge of deeds, plats, parcel identification, soil and aerial mapping, GIS, appraisal systems, recordkeeping, and applicable Georgia property-tax requirements.

- Skill in field observation, data verification, quantitative analysis, mapping research, technical writing, and defensible workpaper preparation.
- Ability to interpret and apply established statutes, rules, manuals, schedules, and procedures and to escalate legal, title, boundary, or policy questions.
- Ability to explain technical information respectfully and accurately and to protect taxpayers and restricted records through authorized access, secure handling, audit trails, and retention procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three years of progressively responsible property appraisal experience, including work with multiple property classifications.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive a certification required by Georgia law, Department of Revenue rules, or County assignment.

Preferred Qualifications

- Coursework or specialized training in appraisal, real estate, agriculture, forestry, GIS, surveying, finance, construction, taxation, or a related field.
- Experience with rural-land schedules, conservation-use valuation, timber parcels, deed and plat research, GIS, appeals, or tax-digest support.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue appraiser certification	At appointment	Maintain current certification and continuing education.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field inspections, hearings, training, travel, and any after-hours obligations are determined by department. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, tablet, GIS, appraisal systems, telephone, and office equipment	Frequently	Researches deeds and plats, analyzes sales, maps parcels, and maintains appraisal records.
Stand and walk over offices, records areas, rural properties, and uneven outdoor surfaces	Occasionally	Performs field inspections and verifies land, improvements, timber activity, and parcel characteristics.
Bend, stoop, kneel, reach, and position the body to observe property features or retrieve records	Occasionally	Supports field observation and records handling.
Lift, carry, push, or pull records, field equipment, or supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and

Requirement	Frequency	Job-Related Context
		mechanical assistance.
Drive to assigned properties, hearings, training, and other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is divided between offices, records areas, meeting or hearing rooms, vehicles, and rural or developed property sites. Field work may involve traffic, animals, vegetation, insects, uneven terrain, dust, noise, weather, and proximity to construction or machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter unsafe or restricted areas without authorization.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PERSONAL PROPERTY APPRAISER

PERSONAL PROPERTY APPRAISER

Job Code	12PPA	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs technical appraisal and records work involving business personal property, boats, aircraft, timber, heavy equipment, public utilities, and related assessment programs. The workbook title and code control; the submitted title's level designation and legacy code are not used.

Essential Functions

- Reviews returns, registrations, asset listings, permits, state reports, sales information, and other authorized records to identify taxable personal property and maintain accurate account information.
- Conducts assigned field reviews and analyzes cost, market, income, depreciation, and mass-appraisal information within current certification, training, and review requirements.
- Enters and updates boat, aircraft, timber, heavy-equipment, public-utility, and business personal-property records while preserving source documentation, authorship, correction history, and audit trails.
- Processes assigned assessment notices, return verifications, property record cards, and appeal intake; prepares documented recommendations and routes final valuation or legal determinations to the authorized reviewer or Board.
- Reviews property information with taxpayers and explains established valuation methods, deadlines, records, and appeal rights without providing legal advice or promising a particular outcome.
- Processes Department of Natural Resources and Department of Revenue information and issues authorized notices within prescribed procedures and deadlines.
- Supports timber-tax verification, business personal-property workflows, sales-ratio studies, exemptions, covenants, and tax-digest preparation when trained and assigned.
- Maintains current appraisal certification and applies Georgia Department of Revenue manuals, rules, County procedures, and documented quality-control requirements.

Additional Responsibilities

- May provide administrative support to the Board of Tax Assessors by compiling materials, coordinating approved meetings or travel, preparing agendas and correspondence, and taking and distributing minutes when assigned.
- Performs related duties consistent with the classification, current credentials, delegated access, and applicable law.

Supervisory Responsibilities

This position has no supervisory responsibilities. References to planning, directing, overseeing appeal intake, or managing training and travel describe technical or administrative coordination only and do not confer authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel, valuation, legal, or expenditure decisions.

Knowledge, Skills, and Abilities

- Knowledge of business and other personal-property appraisal, asset listings, depreciation, return verification, exemptions, appeals, mass appraisal, and applicable Georgia property-tax requirements.

- Knowledge of boats, aircraft, timber, heavy equipment, public utilities, business assets, appraisal records, and relevant state-source data.
- Skill in field observation, data verification, quantitative analysis, record reconciliation, technical documentation, office software, and public communication.
- Ability to distinguish completeness review and staff recommendations from final valuation, exemption, legal, or Board determinations.
- Ability to protect taxpayer, financial, and restricted information through role-based access, secure handling, audit trails, correction history, retention, and approved disclosure procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of progressively responsible property appraisal, assessment, accounting, asset-record, or closely related experience. The source also states three years and separately describes three to five years; the conflict is Pending HR Review.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive any credential required for regulated appraisal work.

Preferred Qualifications

- Coursework or specialized training in appraisal, accounting, finance, taxation, business administration, real estate, or a related field.
- Experience with business personal property, boats, aircraft, timber, heavy equipment, public utilities, appraisal appeals, or tax-digest support.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue appraiser certification	Pending HR Review	Maintain current certification and continuing education; the source conflicts among Appraiser I, II, and IV.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field inspections, hearings, Board meetings, training, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, tablet, telephone, appraisal systems, GIS, scanner, and office equipment	Frequently	Research, analyze, enter, review, and communicate property and assessment information.
Stand and walk through offices, records areas, businesses, property sites, and hearing locations	Occasionally	Performs field reviews, retrieves records, assists the public, and participates in appeals.
Bend, stoop, kneel, reach, and position the body to observe	Occasionally	Supports field observation, measurement, photography, filing, and records handling.

Requirement	Frequency	Job-Related Context
property features or handle records and equipment		
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	The source states up to 35 pounds; the numerical threshold is Pending Department Validation.
Drive to assigned properties, businesses, hearings, training, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE ASSISTANT I

Job Code	12OFA1	**Department**	12 – Tax Assessor
Reports To	Tax Assessor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides clerical, customer-service, data-entry, document-imaging, records, mail, fee-processing, and administrative support for the Tax Assessor's Office. Supports accurate property-assessment records, taxpayer correspondence, exemption and appeal workflows, and annual tax-digest activities under established procedures.

Essential Functions

- Prepares routine Tax Assessor correspondence, assessment-related forms and notices, exemption and appeal documents, mailing materials, and other records; proofreads and verifies entries for accuracy.
- Enters, retrieves, scans, indexes, and maintains parcel, ownership, deed, plat, sales, exemption, appeal, and other property-assessment records in authorized systems using established review and correction procedures.
- Assists property owners, taxpayers, professionals, and other customers; explains established Tax Assessor services, filing deadlines, record availability, exemptions, assessment notices, and appeal procedures; routes valuation, legal, or technical questions to appropriate staff.
- Sorts and routes mail and supports mass mailings or document distribution for assessment notices, forms, questionnaires, appeals, and other time-sensitive Tax Assessor materials.
- Collects authorized fees and issues receipts or routine documents when assigned; reconciles transactions under County cash-handling and segregation-of-duties controls.
- Maintains parcel and administrative filing systems and prepares records for authorized retention, transfer, imaging, disclosure, or disposition under established records procedures.
- Assists with routine deed transfers, parcel ownership updates, sales questionnaires, exemption or covenant documentation, property-record research, and annual tax-digest support within assigned authority.
- Protects taxpayer, parcel, appraisal, financial, ownership, exemption, appeal, and other restricted information through role-based access, secure handling, retention, and approved disclosure procedures.

Additional Responsibilities

- Compiles routine parcel and assessment data; prepares indexes, mailing lists, summaries, and appeal or exemption packets; and supports tax-digest and records projects within authorized procedures.
- Performs related clerical duties consistent with the classification and Tax Assessor's Office assignment.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may coordinate routine workflow but has no authority to hire, discipline, evaluate, approve leave or overtime, establish property values, approve exemptions, determine appeal outcomes, alter appraisal methodology, or make final legal, financial, or policy decisions.

Knowledge, Skills, and Abilities

- Knowledge of routine office practices, Tax Assessor records and workflows, correspondence, filing, records management, customer service, document imaging, cash-handling controls, and standard office equipment.
- Skill in keyboarding, data entry, proofreading, document preparation, filing, parcel and owner record lookup, office software, telephone service, and accurate numerical work.
- Ability to follow procedures, organize competing tasks, meet deadlines, identify record or data discrepancies, and route matters beyond assigned authority.

- Ability to communicate respectfully with property owners, taxpayers, appraisers, title or closing professionals, County employees, and partner agencies without providing legal advice or independently determining property values or eligibility.
- Ability to protect taxpayer and property-assessment records through secure access, handling, retention, and approved disclosure procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of recent full-time clerical or administrative support experience performing routine office duties.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to any mandatory system-access or records requirements.

Preferred Qualifications

- Experience in a tax assessor, property appraisal, real estate, title, GIS, records, or other local-government office.
- Experience with electronic property records, document imaging, deeds or plats, public contact, assessment notices, exemptions, appeals, or fee processing.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Required only if assigned driving is an essential function; otherwise, no driver's license is required by this description.
Role-specific property-assessment system, records-management, privacy, or information-security training	Before independent access to property-assessment systems or restricted records	Maintain required authorization and complete refresher training.

Work Schedule and Availability

Standard County office schedule. Peak periods associated with property returns, exemptions, assessment notices, appeals, tax-digest preparation, or statutory deadlines may require adjusted schedules or additional hours. As a nonexempt position, all working time must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, scanner, telephone, and office equipment	Frequently	Prepares correspondence, enters parcel and property data, scans documents, maintains records, and provides taxpayer service.
Stand, walk, bend, stoop, reach, and move within office, file, supply, and public-service areas	Occasionally	Retrieves parcel files, deeds, plats, mail, and supplies and assists visitors.
Lift, carry, push, or pull files, records, office supplies, or light equipment	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Read detailed documents and screens and exchange accurate information in person, by telephone, and electronically	Frequently	Supports parcel and assessment-record accuracy, taxpayer service, and document review.

Work Environment

Work is primarily performed indoors in the Tax Assessor's Office, records, reception, and meeting areas with prolonged computer use, frequent public contact, interruptions, and access to taxpayer and property-assessment records. Workload may increase during return, exemption, assessment-notice, appeal, and tax-digest cycles.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PERSONAL PROPERTY APPRAISER

Job Code	12PPA	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs technical appraisal and audit-support work for business and other taxable personal property. Reviews returns, exemptions, business-license information, UCC records, asset listings, financial records, depreciation information, and field or desk-audit documentation to support a uniform and accurate tax digest. Develops recommended values and prepares appeal or Board of Equalization support within current certification, Department of Revenue procedures, and supervisory review; final assessment and adjudicative authority remain with the Board of Assessors or other authorized officials.

Essential Functions

- Identifies and lists new or changed personal-property accounts using approved business-license, return, UCC, ownership, permit, field, and other authorized information sources.
- Distributes and processes personal-property returns, Freeport exemption applications, and related forms and reviews submissions for administrative completeness and conformity with established procedures.
- Analyzes asset listings, balance sheets, capitalized-property ledgers, income statements, depreciation schedules, leased-equipment records, inventories, and other relevant documentation to develop traceable appraisal or audit recommendations.
- Applies authorized cost, market, income, depreciation, inventory, Freeport, and other appraisal methods in accordance with the Georgia Appraisal Procedures Manual, Department of Revenue guidance, County procedures, and current certification.
- Conducts authorized desk and field reviews, schedules site visits, documents assets and conditions, maintains audit workpapers, and refers access, legal, enforcement, or unusual issues to the Chief Appraiser or other authorized official.
- Prepares recommended personal-property values, audit findings, supporting schedules, account reports, and notices for supervisory and Board of Assessors review without independently granting exemptions or issuing final assessment decisions.
- Reviews appeals, compiles supporting documentation, and presents or assists with factual and technical information for Board of Equalization or other authorized proceedings within delegated authority.
- Coordinates with business owners, agents, accountants, consultants, municipalities, the Tax Commissioner, Clerk of Courts, and other authorized parties to obtain records, explain appraisal methodology and procedures, and resolve factual discrepancies.
- Provides consultants only the records and access authorized for the assigned purpose and maintains appropriate confidentiality, chain of custody, correction history, audit trails, retention, and secure disposition.
- Maintains complete account, return, exemption, audit, correspondence, UCC, valuation, appeal, and field-review records and documents data sources, assumptions, calculations, approvals, and corrections.
- Records all hours worked, including required field work, travel between assignments, hearings, training, remote work, and after-hours activity.

Additional Responsibilities

- Compiles assigned sales-ratio, exemption, homestead, travel, meeting, or other administrative information when trained and authorized.

- May support Board of Assessors meeting administration, agendas, minutes, or training logistics only if formally assigned; whether these duties belong to this classification is Pending Department Validation.
- Performs related appraisal and records duties consistent with the classification, certification, and delegated authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may coordinate audits, consultants, records requests, or Board support without authority to supervise employees, make final appraisal or exemption decisions, approve contracts or payments, or determine legal sufficiency.

Knowledge, Skills, and Abilities

- Knowledge of business personal-property appraisal, tangible asset classes, depreciation, inventory, Freeport, leased equipment, UCC records, audit workpapers, and applicable cost, market, and income concepts.
- Working knowledge of accounting records, including balance sheets, income statements, capitalized-asset ledgers, depreciation schedules, and generally accepted accounting concepts relevant to appraisal review.
- Knowledge of the Georgia Appraisal Procedures Manual, applicable Department of Revenue rules and guidance, appeal processes, recordkeeping, and confidentiality requirements at the level required by the assignment.
- Skill in financial and appraisal analysis, field and desk reviews, documentation, spreadsheets, assessment systems, research, report preparation, and presentation of traceable findings.
- Ability to explain procedures and valuation methodology while distinguishing technical assistance from final assessment, exemption, legal, or adjudicative authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three years of progressively responsible appraisal, assessment, accounting, auditing, business personal-property, or closely related experience. The source contains inconsistent statements regarding college substitution and experience with all property classifications; final experience equivalency is Pending HR Review.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive a certification required by Georgia law, Department of Revenue rules, or County assignment.

Preferred Qualifications

- College coursework or specialized training in accounting, finance, business administration, property appraisal, taxation, auditing, or a related field.
- Experience analyzing business financial records, conducting personal-property audits, applying depreciation schedules, or supporting property-tax appeals.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue appraiser certification level required for the assignment	Pending HR Review	Maintain current certification and required continuing education; sources conflict among Appraiser II, III, and IV.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, rotating assignments, field reviews, hearings, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, scanner, telephone, tablet, assessment systems, spreadsheets, and office equipment	Frequently	Reviews returns and financial records, performs analysis, and maintains appraisal workpapers.
Stand, walk, bend, stoop, kneel, reach, and move through offices, records areas, businesses, and outdoor locations	Occasionally	Performs field reviews, asset verification, records retrieval, and hearings.
Lift, carry, push, or pull records, equipment, or supplies	Occasionally	The source states up to 35 pounds; the numerical threshold is Pending Department Validation.
Read detailed financial statements, asset records, forms, screens, and printed documents and exchange accurate information	Frequently	Supports appraisal analysis, audits, public explanation, and appeal preparation.
Drive to assigned businesses, hearings, or record-related locations	Occasionally	Applies only when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, businesses, warehouses, industrial or commercial locations, and occasional outdoor areas. Field reviews may involve traffic, uneven surfaces, machinery, dust, dirt, grease, noise, weather, and temperature variation. Employees must follow site access, escort, personal-protective-equipment, and hazard-escalation requirements and may not operate customer machinery unless separately trained and authorized.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PERSONAL PROPERTY AUDITOR

Job Code	12PPAU	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Conducts assigned business personal-property audits and appraisal reviews to verify asset reporting, document findings, support defensible valuations, and contribute to an accurate tax digest. Job code 12PPAU is Proposed - Pending HR Approval because the classification is absent from the workbook; the registry was checked and no collision was found.

Essential Functions

- Plans and conducts assigned personal-property audits using approved scope, sampling, notice, documentation, access, and review procedures.
- Examines current and prior-year returns, asset listings, depreciation schedules, invoices, ledgers, and other authorized business records to identify discrepancies and support appraisal conclusions.
- Conducts authorized site visits, observes and verifies reported assets, documents, conditions and sources, and follows site-safety, confidentiality, and escalation requirements.
- Analyzes audit and appraisal information using applicable cost, market, income, depreciation, accounting, and mass-appraisal methods within current certification and delegated authority.
- Prepares clear workpapers, schedules, findings, and recommended adjustments; preserves source, authorship, correction history, and review evidence and routes final valuation determinations to the authorized reviewer or Board.
- Supports appeal intake and prepares documented evidence for informal reviews and Board of Equalization hearings; presents technical information when assigned without making final legal or Board determinations.
- Explains established audit procedures, records, valuation methods, deadlines, and appeal rights to taxpayers, attorneys, accountants, and other authorized parties without providing legal or accounting advice.
- Protects taxpayer financial records through role-based access, minimum-necessary use, secure transmission and storage, audit trails, retention, and approved disclosure procedures.

Additional Responsibilities

- Assists with business personal-property appraisal, tax-digest support, reports, correspondence, and related projects within assigned scope.
- Performs related duties consistent with current credentials, delegated authority, training, and applicable law.

Supervisory Responsibilities

This position has no supervisory responsibilities. The submitted reporting relationship to the Personal Property Appraiser conflicts with the workbook's nonsupervisory indicator for that classification. Any technical work review does not confer hiring, discipline, evaluation, leave, overtime, payroll, or final personnel authority; the formal reporting relationship is Pending HR Review.

Knowledge, Skills, and Abilities

- Knowledge of business personal-property appraisal and audit practices, asset accounting, depreciation, GAAP concepts relevant to assigned reviews, mass appraisal, appeals, and Georgia property-tax requirements.
- Skill in analyzing financial and asset records, reconciling data, interviewing responsible parties, documenting evidence, and preparing defensible workpapers.

- Ability to maintain professional skepticism, identify unusual activity or unsupported records, and escalate suspected fraud or material discrepancies through County procedures.
- Ability to distinguish audit findings and recommendations from final valuation, legal, enforcement, or Board determinations.
- Ability to safeguard confidential financial and taxpayer information through restricted access, secure handling, audit trails, retention, and authorized disclosure.

Minimum Qualifications

Education

High school diploma or GED. The source references an associate degree or certificate in accounting or business but does not state clearly whether it is required or substitutable; this is Pending HR Review.

Experience

Two years of progressively responsible accounting, business, audit, appraisal, asset-record, or closely related experience.

Equivalent Combination

An associate degree or certificate in accounting or business may be considered as part of an equivalent combination of education, training, and experience, subject to HR validation. Equivalency does not waive a mandatory appraisal credential.

Preferred Qualifications

- Associate degree, certificate, or coursework in accounting, auditing, finance, business administration, taxation, appraisal, or a related field.
- One year of property appraisal or assessment experience and experience reviewing business asset records or supporting appeals.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue appraiser certification	Pending HR Review	Maintain current certification and continuing education; the source conflicts between Appraiser I and II.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, audit appointments, field reviews, hearings, training, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, tablet, telephone, appraisal systems, GIS, scanner, and office equipment	Frequently	Researches, analyzes, enters, reviews, and communicates property and assessment information.
Stand and walk through offices, records areas, businesses, property sites, and hearing locations	Occasionally	Performs field reviews, retrieves records, assists the public, and participates in appeals.
Bend, stoop, kneel, reach, and position the body to observe property features or handle records and equipment	Occasionally	Supports field observation, measurement, photography, filing, and records handling.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	The source states up to 35 pounds; the numerical threshold is Pending Department Validation.
Drive to assigned properties, businesses, hearings, training, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DATA ENTRY/PLAT SPECIALIST

Job Code	12DEPS	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Maintains deed, plat, ownership, sales, parcel, and related mapping information used by the Tax Assessor's Office. Reviews recorded instruments and legal descriptions, performs parcel splits and combinations under established procedures, enters transfers and sales, supports subdivision and GIS updates, and performs assigned real-property appraisal work within current certification and delegated authority. The position provides factual information about office records but does not independently determine legal title, resolve boundary disputes, interpret instruments for private parties, or guarantee the legal sufficiency of recorded documents.

Essential Functions

- Reviews deeds, plats, legal descriptions, parcel references, recorded instruments, and GIS information to identify ownership, acreage, configuration, transfer, and mapping changes supported by the best available official records.
- Creates, updates, verifies, and corrects parcel, ownership, deed, plat, sales, questionnaire, subdivision, and appraisal information in approved tax-assessment, document-imaging, GIS, and office systems while preserving source references and correction history.
- Processes parcel splits, combinations, transfers, and subdivision changes under established appraisal and mapping procedures and routes boundary, title, instrument, ordinance, or legal discrepancies to the Chief Appraiser, GIS staff, Clerk of Courts, surveyor, attorney, or other authorized party as appropriate.
- Coordinates with GIS personnel regarding new subdivisions, plats, deeds, parcel geometry, and related mapping updates and documents the basis for each approved change.
- Allocates sales information among multiple parcels using established methodology and supervisory review and supports sales-ratio, market, cost, and other assigned appraisal analyses within certification and training.
- Researches deed chains and recorded information to support the tax digest without making final legal-title, ownership, boundary, or conveyance determinations.
- Prepares and processes sales questionnaires, correspondence, mass mailings, scanned records, deposit documentation, and other assigned administrative records.
- Receives authorized covenant or other payments, issues or supports receipts, balances assigned records, and prepares funds and documentation for deposit subject to segregation of duties and independent verification.
- Explains factual parcel, deed, plat, mapping, appraisal-process, and office-record information to property owners, attorneys, surveyors, coworkers, and other agencies and refers requests for legal advice, exemptions, appeals decisions, or policy exceptions.
- Performs assigned appraisal inspections, data collection, valuation support, and documentation only within current Georgia Department of Revenue certification, County procedures, and supervisory review.
- Records all hours worked, including required field work, travel between assignments, training, setup, remote work, and after-hours activity.

Additional Responsibilities

- Maintains filing, imaging, correspondence, mailing, and other records-support workflows.

- Provides related assistance to appraisal, GIS, and administrative staff consistent with the classification and current credentials.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordination with coworkers, surveyors, attorneys, or the public does not confer final appraisal, legal, personnel, or policy authority.

Knowledge, Skills, and Abilities

- Knowledge of deed and plat terminology, legal descriptions, parcel identification, ownership and transfer records, subdivision records, GIS concepts, and tax-assessment workflows.
- Working knowledge of real-property appraisal principles, mass-appraisal procedures, sales analysis, valuation manuals, exemptions, specialized assessments, and applicable Department of Revenue guidance at the level required by the assignment.
- Skill in precise data entry, records research, document imaging, source verification, mapping and assessment software, spreadsheets, and preparation of traceable workpapers.
- Ability to distinguish factual record processing from legal-title, boundary, exemption, appeal, and final valuation determinations and to escalate discrepancies appropriately.
- Ability to communicate complex recorded information accurately without guaranteeing legal conclusions or providing private legal advice.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two years of appraisal, assessment, deed and plat processing, GIS, land records, legal-records, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive a certification required by Georgia law, Department of Revenue rules, or County assignment.

Preferred Qualifications

- Specialized training in property appraisal, GIS, surveying support, land records, real estate, legal descriptions, or a related field.
- Experience with tax-assessment, deed-imaging, GIS, WinGAP, spreadsheet, or comparable systems.

Required Licenses and Certifications

Licenses and Certifications	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser II certification or current equivalent required by the assignment	At appointment	Maintain current certification and required continuing education.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field-inspection frequency, travel, rotating assignments, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard,	Frequently	Reviews instruments, enters parcel

Requirement	Frequency	Job-Related Context
scanner, telephone, tablet, GIS, and office equipment		information, performs research, and maintains records.
Stand, walk, bend, stoop, kneel, reach, and move through offices, records areas, properties, and outdoor locations	Occasionally	Retrieves records and performs assigned field verification or appraisal work.
Lift, carry, push, or pull records, maps, equipment, or supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Read detailed deeds, plats, legal descriptions, maps, screens, and printed records and exchange accurate information	Frequently	Supports parcel research, mapping, data entry, and public assistance.
Drive to assigned properties or record-related locations	Occasionally	Applies only when field work or County-vehicle operation is assigned.

Work Environment

Work is primarily performed in an office and records environment with occasional field work at developed or undeveloped properties. Field assignments may involve traffic, uneven terrain, construction activity, dust, dirt, vegetation, weather, and temperature extremes.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DATA ENTRY/PLAT SPECIALIST

Job Code	12DEPS	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Nonexempt
Pay Grade	Pending HR Review	**Supervisory Role**	No
Effective Date	Pending HR Review	**Revision Date**	August 20, 2026
Approved By	Pending HR Review	**Document Status**	Draft - Pending HR Review

Position Summary

Maintains deed, plat, ownership, sales, parcel, and related mapping information used by the Tax Assessor's Office. Reviews recorded instruments and legal descriptions, performs parcel splits and combinations under established procedures, enters transfers and sales, supports subdivision and GIS updates, and performs assigned real-property appraisal work within current certification and delegated authority. The position provides factual information about office records but does not independently determine legal title, resolve boundary disputes, interpret instruments for private parties, or guarantee the legal sufficiency of recorded documents.

Essential Functions

- Reviews deeds, plats, legal descriptions, parcel references, recorded instruments, and GIS information to identify ownership, acreage, configuration, transfer, and mapping changes supported by the best available official records.
- Creates, updates, verifies, and corrects parcel, ownership, deed, plat, sales, questionnaire, subdivision, and appraisal information in approved tax-assessment, document-imaging, GIS, and office systems while preserving source references and correction history.
- Processes parcel splits, combinations, transfers, and subdivision changes under established appraisal and mapping procedures and routes boundary, title, instrument, ordinance, or legal discrepancies to the Chief Appraiser, GIS staff, Clerk of Courts, surveyor, attorney, or other authorized party as appropriate.
- Coordinates with GIS personnel regarding new subdivisions, plats, deeds, parcel geometry, and related mapping updates and documents the basis for each approved change.
- Allocates sales information among multiple parcels using established methodology and supervisory review and supports sales-ratio, market, cost, and other assigned appraisal analyses within certification and training.
- Researches deed chains and recorded information to support the tax digest without making final legal-title, ownership, boundary, or conveyance determinations.
- Prepares and processes sales questionnaires, correspondence, mass mailings, scanned records, deposit documentation, and other assigned administrative records.
- Receives authorized covenant or other payments, issues or supports receipts, balances assigned records, and prepares funds and documentation for deposit subject to segregation of duties and independent verification.
- Explains factual parcel, deed, plat, mapping, appraisal-process, and office-record information to property owners, attorneys, surveyors, coworkers, and other agencies and refers requests for legal advice, exemptions, appeals decisions, or policy exceptions.
- Performs assigned appraisal inspections, data collection, valuation support, and documentation only within current Georgia Department of Revenue certification, County procedures, and supervisory review.
- Records all hours worked, including required field work, travel between assignments, training, setup, remote work, and after-hours activity.

Additional Responsibilities

- Maintains filing, imaging, correspondence, mailing, and other records-support workflows.
- Provides related assistance to appraisal, GIS, and administrative staff consistent with the classification and current credentials.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordination with coworkers, surveyors, attorneys, or the public does not confer final appraisal, legal, personnel, or policy authority.

Knowledge, Skills, and Abilities

- Knowledge of deed and plat terminology, legal descriptions, parcel identification, ownership and transfer records, subdivision records, GIS concepts, and tax-assessment workflows.
- Working knowledge of real-property appraisal principles, mass-appraisal procedures, sales analysis, valuation manuals, exemptions, specialized assessments, and applicable Department of Revenue guidance at the level required by the assignment.
- Skill in precise data entry, records research, document imaging, source verification, mapping and assessment software, spreadsheets, and preparation of traceable workpapers.
- Ability to distinguish factual record processing from legal-title, boundary, exemption, appeal, and final valuation determinations and to escalate discrepancies appropriately.
- Ability to communicate complex recorded information accurately without guaranteeing legal conclusions or providing private legal advice.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of appraisal, assessment, deed and plat processing, GIS, land records, legal-records, or closely related experience. The source alternately describes one to two years; final experience credit is Pending Department Validation.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive a certification required by Georgia law, Department of Revenue rules, or County assignment.

Preferred Qualifications

- Specialized training in property appraisal, GIS, surveying support, land records, real estate, legal descriptions, or a related field.
- Experience with tax-assessment, deed-imaging, GIS, WinGAP, spreadsheet, or comparable systems.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser II certification or current equivalent required by the assignment	At appointment unless HR approves a lawful completion period	Maintain current certification and required continuing education.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field-inspection frequency, travel, rotating assignments, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, scanner, telephone, tablet, GIS, and office equipment	Frequently	Reviews instruments, enters parcel information, performs research, and maintains records.

Requirement	Frequency	Job-Related Context
Stand, walk, bend, stoop, kneel, reach, and move through offices, records areas, properties, and outdoor locations	Occasionally	Retrieves records and performs assigned field verification or appraisal work.
Lift, carry, push, or pull records, maps, equipment, or supplies	Occasionally	The source states up to 35 pounds; the numerical threshold is Pending Department Validation.
Read detailed deeds, plats, legal descriptions, maps, screens, and printed records and exchange accurate information	Frequently	Supports parcel research, mapping, data entry, and public assistance.
Drive to assigned properties or record-related locations	Occasionally	Applies only when field work or County-vehicle operation is assigned.

Work Environment

Work is primarily performed in an office and records environment with occasional field work at developed or undeveloped properties. Field assignments may involve traffic, uneven terrain, construction activity, dust, dirt, vegetation, weather, and temperature extremes. Specific field frequency and protective-equipment requirements are Pending Department Validation.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR PERSONAL PROPERTY APPRAISER SUPERVISOR

Job Code	12SPPA	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	As assigned
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Leads and performs advanced personal-property appraisal and audit work involving businesses, boats, aircraft, timber, freeport exemptions, appeals, revaluation, and the personal-property digest.

Essential Functions

- Performs and reviews complex appraisal and audit work for businesses, boats, aircraft, timber, and other taxable personal property using authorized cost, market, income, depreciation, and mass-appraisal methods.
- Coordinates annual personal-property digest preparation, return and account review, valuation notices, exemptions, revaluation, appeals, and supporting records within established deadlines and quality controls.
- Reviews permits, registrations, asset listings, account history, ownership, location, construction-in-progress, historical cost, obsolescence, depreciation, and other authorized financial or property information.
- Conducts or coordinates field inspections and audits, photographs assets when authorized, documents findings, and submits supported valuation recommendations for required approval.
- Receives and reviews freeport-exemption and appeal information for completeness; explains established requirements and routes final eligibility, valuation, legal, or Board determinations to authorized officials.
- Prepares change or no-change notices, appraisal schedules, audit workpapers, reports, and Board of Equalization evidence and presents authorized technical information at hearings.
- Trains personal-property appraisers; assigns, coordinates, and reviews work for accuracy, consistency, timeliness, documentation, and compliance and reports performance or resource issues to the Chief Appraiser.
- Maintains secure taxpayer financial and property records through role-based access, minimum-necessary use, secure transmission and storage, audit trails, correction history, retention, and approved disclosure procedures.
- Maintains current certification and applies Georgia Department of Revenue manuals, rules, County procedures, internal controls, and safety requirements.

Additional Responsibilities

- Assists taxpayers, attorneys, accountants, appraisers, officials, and staff with established personal-property records and procedures within authorized access.
- Performs related duties consistent with current credentials, formal delegation, and classification.

Supervisory Responsibilities

Supervises assigned personal-property appraisers, including assigning and reviewing work, providing training and guidance, and monitoring work quality and completion. Exercises personnel decision-making authority only as formally delegated by the appropriate authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of personal-property appraisal and audit practices, asset accounting, depreciation, obsolescence, mass appraisal, freeport exemptions, appeals, digest preparation, and Georgia property-tax requirements.

- Skill in analyzing asset and financial records, conducting field reviews, reconciling data, preparing defensible workpapers, reviewing appraisal quality, and training staff.
- Ability to identify unusual activity or unsupported records, maintain segregation of duties, and escalate suspected fraud or material discrepancies through County procedures.
- Ability to distinguish technical findings and recommendations from final valuation, exemption, legal, Board, enforcement, or personnel decisions.
- Ability to safeguard confidential taxpayer, financial, personnel, and property information through restricted access, secure handling, audit trails, retention, and authorized disclosure.

Minimum Qualifications

Education

High school diploma or GED, supplemented by specialized training in appraisal, accounting, auditing, finance, business, or a related field.

Experience

Four years of progressively responsible property appraisal, assessment, accounting, auditing, or closely related experience, including business personal-property work and technical direction or training of staff.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory appraisal credential.

Preferred Qualifications

- Associate or bachelor's degree, certificate, or advanced coursework in accounting, auditing, finance, business administration, appraisal, taxation, supervision, or a related field.
- Experience leading business personal-property audits, digest preparation, exemption review, appeals, and appraiser training.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser III or IV certification	At appointment	Maintain current certification and continuing education.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field inspections, audits, hearings, training, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law. Overtime requires advance approval but must be reported and compensated if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, appraisal systems, GIS, telephones, tablets, scanners, cameras, and office equipment	Frequently	Researches, analyzes, enters, reviews, and communicates property and assessment information.
Stand and walk through offices, records areas, businesses, property sites, and hearing locations	Occasionally	Performs field reviews, retrieves records, assists taxpayers, and participates in appeals.
Bend, stoop, kneel, reach, and position the body to observe or	Occasionally	Supports field observation, measurement, photography, sketching, filing, and records

Requirement	Frequency	Job-Related Context
measure property features and handle records or equipment		handling.
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	20 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive to assigned properties, hearings, training, meetings, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, pollen, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

REAL PROPERTY APPRAISER I

Job Code	12RPA1	**Department**	12 - Tax Assessor
Reports To	Senior Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs entry-level technical real-property appraisal work involving new construction, land and improvement records, field measurements, sales analysis, revaluation, notices, and appeal support under established review procedures.

Essential Functions

- Inspects and measures assigned new residential construction, additions, deletions, land parcels, and existing improvements using approved field and safety procedures.
- Matches County and municipal permits to property records and documents unmatched, incomplete, or conflicting information for follow-up.
- Records structure characteristics, sketches improvements, photographs property features when authorized, and enters verified information into appraisal and records systems while preserving source and correction history.
- Assists with annual real-property digest preparation, revaluation, land classification, comparable selection, sales-ratio analysis, and change or no-change notices within assigned authority.
- Receives and supports assessment appeals, compiles evidence, and assists in presenting the County's documented appraisal position before the Board of Equalization when assigned.
- Assists taxpayers and County staff with established property records, deed research, transfers, sales data, valuation methods, deadlines, exemptions, and appeal procedures without making legal conclusions or final eligibility determinations.
- Maintains required appraisal certification and applies Georgia Department of Revenue manuals, rules, County procedures, and supervisory review requirements.

Additional Responsibilities

- Prepares records, maps, photographs, correspondence, reports, and other documentation supporting assigned appraisal work.
- Performs related duties consistent with current credentials, training, delegated authority, and classification.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may share factual information or assist with field tasks without authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel or appraisal decisions.

Knowledge, Skills, and Abilities

- Knowledge of basic real-property appraisal, construction characteristics, land and improvement records, permits, deeds, sales comparisons, mass appraisal, exemptions, and appeals.
- Skill in field measurement, sketching, photography, data entry, property-record research, numerical work, office software, and professional communication.
- Ability to follow appraisal manuals and procedures, distinguish observed facts from conclusions, document sources and corrections, and submit work for required review.
- Ability to communicate with taxpayers respectfully and refer disputed values, legal questions, safety concerns, or matters beyond assigned authority.
- Ability to protect taxpayer and property information through authorized access, secure handling, audit trails, retention, and approved disclosure routing.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of property appraisal, assessment, construction, real estate, mapping, field inspection, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory appraisal credential.

Preferred Qualifications

- Coursework or training in appraisal, real estate, construction, drafting, GIS, surveying, finance, taxation, or a related field.
- Experience measuring or sketching structures, reviewing permits, maintaining property records, using appraisal software, or supporting appeals.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser I certification	At appointment or within an HR-approved completion period	Maintain current certification and continuing education; the completion deadline is Pending HR Review.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field inspections, hearings, training, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, tablet, telephone, appraisal systems, GIS, scanner, and office equipment	Frequently	Researches, analyzes, enters, reviews, and communicates property and assessment information.
Stand and walk through offices, records areas, businesses, property sites, and hearing locations	Occasionally	Performs field reviews, retrieves records, assists the public, and participates in appeals.
Bend, stoop, kneel, reach, and position the body to observe property features or handle records and equipment	Occasionally	Supports field observation, measurement, photography, filing, and records handling.
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	The source states up to 35 pounds; the numerical threshold is Pending Department Validation.
Drive to assigned properties, businesses, hearings, training, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR APPRAISER IV

Job Code	12SA4	**Department**	12 - Tax Assessor
Reports To	Chief Appraiser	**FLSA Status**	Exempt - Pending HR Review
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced appraisal and program-lead work across residential, commercial, agricultural, industrial, land, mobile-home, and selected personal-property functions. Coordinates digest, mapping, covenant, appeal, quality-control, and appraiser-development activities under the Chief Appraiser. The source claims exemption and formal supervision, both requiring HR confirmation against actual authority and compensation method.

Essential Functions

- Performs and reviews complex real-property appraisal, revaluation, field inspection, sales analysis, land-schedule, cost-table, depreciation, and uniformity work across assigned property classes.
- Coordinates annual real-property and mobile-home digest preparation, assessment notices, exemptions, appeals, and supporting records; identifies discrepancies and routes final determinations through authorized review.
- Reviews deeds, plats, probate records, permits, zoning actions, soil maps, GIS layers, city limits, tax maps, 911 addresses, parcel splits, ownership, and title discrepancies and documents authorized corrections.
- Coordinates with GIS and other departments to create parcel identifiers and complete mapped changes using approved source, review, correction-history, and audit-trail controls.
- Administers assigned conservation-use covenant workflows by tracking expirations, receiving applications and changes, documenting possible breaches, and routing eligibility, breach, penalty, or legal determinations to authorized officials.
- Reviews tax returns and appeals for assigned properties, prepares evidence, meets with taxpayers, and represents the County's documented appraisal position before the Board of Equalization when authorized.
- Trains appraisers and trainees; plans, assigns, coordinates, and reviews work for compliance, accuracy, consistency, and completion and reports performance or resource issues to the Chief Appraiser.
- Explains established appraisal records, exemption and covenant requirements, valuation methods, deadlines, and appeal procedures to taxpayers and professionals without making unauthorized legal or final Board determinations.
- Maintains current certification and applies Georgia Department of Revenue manuals, rules, County procedures, records controls, and safety requirements.

Additional Responsibilities

- Supports departmental meetings, hearing preparation, special projects, and vehicle condition reporting within delegated authority.
- Performs related duties consistent with current credentials, formal delegation, and classification.

Supervisory Responsibilities

The source states that the position supervises real-property appraisers and trainees and assigns, reviews, and trains staff. The workbook supervisory indicator is 'No.' Final hiring, discipline, evaluation, leave, overtime, payroll, pay, and termination authority is not established and remains with the Chief Appraiser, Board, or other authorized official unless formally delegated. Supervisory status, direct reports, and decision authority are Pending HR Review.

Knowledge, Skills, and Abilities

- Advanced knowledge of real-property appraisal, land valuation, mass appraisal, sales-ratio analysis, GIS, deeds and plats, conservation-use covenants, exemptions, appeals, mobile homes, and tax-digest procedures.
- Skill in complex market analysis, appraisal quality review, mapping and record reconciliation, technical instruction, project coordination, and hearing presentation.
- Ability to plan and review appraisal work, apply consistent standards, identify control failures, and distinguish recommendations from final Board, legal, personnel, or policy decisions.
- Ability to safeguard taxpayer, personnel, financial, and property records through role-based access, audit trails, correction history, retention, and approved disclosure procedures.
- Ability to communicate complex technical information accurately to taxpayers, staff, officials, professionals, and hearing bodies.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in property assessment or appraisal.

Experience

Four years of progressively responsible real-property appraisal or assessment experience, including advanced appraisal analysis and technical direction or training of staff.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory appraisal credential.

Preferred Qualifications

- Advanced coursework or training in appraisal, real estate, construction, GIS, surveying, statistics, finance, taxation, supervision, or related field.
- Experience coordinating countywide revaluation, covenant, GIS, digest, appeal, and appraiser-training activities.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser IV certification	Pending HR Review	Maintain current certification and continuing education; the source permits Appraiser III or IV, while the official title indicates IV.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule with additional availability for field operations, hearings, Board meetings, statutory deadlines, training, travel, and other authorized business as assigned. Specific hours and after-hours obligations are Pending Department Validation. FLSA exemption remains Pending HR Review, including salary-basis and primary-duties confirmation.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, appraisal systems, GIS, telephones, tablets, scanners, cameras, and office equipment	Frequently	Researches, analyzes, enters, reviews, and communicates property and assessment information.
Stand and walk through offices, records areas, businesses,	Occasionally	Performs field reviews, retrieves records, assists taxpayers, and participates in

Requirement	Frequency	Job-Related Context
property sites, and hearing locations		appeals.
Bend, stoop, kneel, reach, and position the body to observe or measure property features and handle records or equipment	Occasionally	Supports field observation, measurement, photography, sketching, filing, and records handling.
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	The submitted sources state thresholds ranging from 20 to 35 pounds; the essential numerical threshold is Pending Department Validation.
Drive to assigned properties, hearings, training, meetings, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, pollen, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

REAL PROP APPR II - CUSTOMER SERVICE REP

Job Code	12RPA2	**Department**	12 - Tax Assessor
Reports To	Senior Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs Appraiser II-level real-property and mobile-home appraisal work together with customer service, exemption-intake, appeal, records, and clerical responsibilities.

Essential Functions

- Inspects, measures, photographs, sketches, and appraises assigned residential, commercial, agricultural, industrial, and mobile-home property within current certification, training, and review requirements.
- Matches permits to property records and updates verified structure, land, ownership, address, tax-district, and mobile-home information while preserving source, authorship, correction history, and audit trails.
- Supports the annual real-property and mobile-home digests, revaluation, comparable selection, sales-ratio analysis, valuation schedules, depreciation review, and change or no-change notices.
- Receives and processes appeal information, compiles evidence, and assists with informal reviews and Board of Equalization presentations without making final Board, legal, or court determinations.
- Receives homestead and other exemption applications, reviews them for completeness against established requirements, records submissions and deadlines, and routes eligibility determinations to authorized officials.
- Processes mobile-home permits, decal-related notices, error-and-release documents, not-on-digest forms, and delinquency information under established law, ordinance, review, and records procedures.
- Uses GIS, deeds, transfers, maps, permits, sales data, and appraisal records to research assigned questions and refers title, boundary, legal, or policy disputes to the appropriate reviewer.
- Provides customer service by answering calls, explaining established records and procedures, supplying approved materials, routing requests, and resolving routine factual issues within assigned authority.
- Maintains required appraisal certification and protects taxpayer, exemption, financial, and property records through role-based access, minimum-necessary use, secure handling, audit trails, retention, and approved disclosure procedures.

Additional Responsibilities

- May assist with mail, scanning, filing, copying, Board materials, meeting coordination, minutes, approved travel arrangements, and other administrative support when assigned.
- May assist with personal-property appraisal only within current certification, training, and supervisory review.
- Performs related duties consistent with the classification, current credentials, delegated authority, and applicable law.

Supervisory Responsibilities

This position has no supervisory responsibilities. References to managing training or travel describe administrative coordination only and do not confer authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel, legal, exemption, valuation, or expenditure decisions.

Knowledge, Skills, and Abilities

- Knowledge of Appraiser II-level real-property and mobile-home appraisal, construction characteristics, GIS, deeds, permits, sales analysis, depreciation, mass appraisal, exemptions, appeals, and tax-digest procedures.
- Skill in field measurement, sketching, photography, data verification, records maintenance, customer service, office software, and preparation of appeal evidence.
- Ability to apply established laws, rules, ordinances, manuals, schedules, and procedures and to escalate ambiguous eligibility, title, boundary, valuation, legal, or policy questions.
- Ability to explain technical information accurately without providing legal advice or promising an exemption, value change, permit approval, or appeal result.
- Ability to protect taxpayer and restricted records through authorized access, secure handling, audit trails, correction history, retention, and approved disclosure routing.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of property appraisal, assessment, real estate, construction, customer service, records, or closely related experience. The source also describes one to two years; any requirement above one year is Pending HR Review.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory appraisal credential.

Preferred Qualifications

- Coursework or specialized training in appraisal, real estate, construction, GIS, surveying, taxation, customer service, office technology, or a related field.
- Experience with mobile-home assessments, homestead exemptions, real-property fieldwork, GIS, appraisal software, appeals, or high-volume public contact.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser II certification	At appointment or within an HR-approved completion period	Maintain current certification and continuing education; the completion deadline is Pending HR Review.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field inspections, hearings, Board meetings, training, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, tablet, telephone, appraisal systems, GIS, scanner, and office equipment	Frequently	Researches, analyzes, enters, reviews, and communicates property and assessment information.
Stand and walk through offices, records areas, businesses,	Occasionally	Performs field reviews, retrieves records, assists the public, and participates in

Requirement	Frequency	Job-Related Context
property sites, and hearing locations		appeals.
Bend, stoop, kneel, reach, and position the body to observe property features or handle records and equipment	Occasionally	Supports field observation, measurement, photography, filing, and records handling.
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	The source states up to 35 pounds; the numerical threshold is Pending Department Validation.
Drive to assigned properties, businesses, hearings, training, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

REAL PROPERTY APPRAISER III

Job Code	12RPA3	**Department**	12 - Tax Assessor
Reports To	Senior Appraiser IV	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced real-property appraisal, market analysis, field review, appeal, exemption-support, and quality-control work involving residential, commercial, industrial, and land property. Provides technical direction and training to appraiser trainees without formal personnel authority unless separately established.

Essential Functions

- Inspects, measures, photographs, sketches, classifies, and appraises assigned residential, commercial, industrial, and land property within current certification, training, and review requirements.
- Reviews deeds, plats, permits, blueprints, soil and wetland maps, GIS layers, sales, property records, and field data to verify parcel and improvement characteristics and document discrepancies.
- Analyzes sales and cost information, depreciation, quality classifications, land schedules, neighborhood stratification, and market evidence to develop supported appraisal recommendations.
- Reviews appraisal records and field data prepared by trainees or assigned appraisers for consistency with documented standards; returns deficiencies for correction and escalates material valuation or policy issues.
- Plans routes and assigns or coordinates trainee field and support tasks when authorized; provides technical instruction, observes work, and reports performance information to the formal supervisor.
- Receives and reviews appeal information, compiles evidence, meets with taxpayers, and presents authorized appraisal information before the Board of Equalization without making final Board, legal, or court determinations.
- Explains established property records, exemption requirements, valuation methods, deadlines, and appeal procedures to taxpayers and professionals and refers legal or eligibility determinations to authorized officials.
- Maintains accurate appraisal files and system records with source attribution, authorship, correction history, audit trails, retention, and secure handling.
- Maintains required certification and applies Georgia Department of Revenue manuals, rules, County procedures, and documented quality-control standards.

Additional Responsibilities

- Supports departmental meetings, hearing preparation, vehicle condition reporting, and related appraisal projects within assigned authority.
- Performs related duties consistent with current credentials, training, delegated authority, and classification.

Supervisory Responsibilities

The workbook supervisory indicator is 'No.' The source describes planning, assigning, reviewing, and training appraiser trainees. These duties are treated as functional or technical direction pending HR review and do not confer authority to hire, discipline, complete final evaluations, approve leave or overtime, set pay, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Advanced knowledge of real-property appraisal, construction characteristics, land valuation, depreciation, mass appraisal, sales-ratio analysis, GIS, exemptions, appeals, and applicable Georgia property-tax requirements.
- Skill in field measurement, blueprint and map review, market analysis, appraisal documentation, quality review, technical instruction, and presentation of appeal evidence.
- Ability to apply consistent appraisal standards, distinguish observed facts from supported conclusions, identify errors, and escalate matters beyond delegated authority.
- Ability to coordinate trainee work and provide technical feedback without exceeding formal personnel authority.
- Ability to protect taxpayer and restricted records through authorized access, secure handling, audit trails, correction history, retention, and approved disclosure routing.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in property assessment or appraisal.

Experience

Three years of progressively responsible real-property appraisal, assessment, real estate, construction, mapping, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory appraisal credential.

Preferred Qualifications

- Advanced coursework or training in appraisal, real estate, construction, GIS, surveying, statistics, finance, taxation, or a related field.
- Experience appraising commercial or industrial property, reviewing trainee work, developing land schedules, or presenting appeals.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser III certification	Pending HR Review	Maintain current certification and continuing education; the source states Appraiser I and II certifications rather than the level suggested by the official title.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field inspections, hearings, training, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, appraisal systems, GIS, telephones, tablets, scanners, cameras, and office equipment	Frequently	Researches, analyzes, enters, reviews, and communicates property and assessment information.
Stand and walk through offices,	Occasionally	Performs field reviews, retrieves records,

Requirement	Frequency	Job-Related Context
records areas, businesses, property sites, and hearing locations		assists taxpayers, and participates in appeals.
Bend, stoop, kneel, reach, and position the body to observe or measure property features and handle records or equipment	Occasionally	Supports field observation, measurement, photography, sketching, filing, and records handling.
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	The submitted sources state thresholds ranging from 20 to 35 pounds; the essential numerical threshold is Pending Department Validation.
Drive to assigned properties, hearings, training, meetings, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, pollen, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHIEF APPRAISER

Job Code	12CHFA	**Department**	12 - Tax Assessor
Reports To	Board of Tax Assessors	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs the Tax Assessor's Office and its real and personal property appraisal programs; coordinates preparation of the annual tax digest; and provides technical, operational, budgetary, and supervisory leadership under the Board of Tax Assessors. The position supports uniform, timely, and legally compliant property assessment and recommends matters reserved to the Board or other authorized officials.

Essential Functions

- Plans, directs, and evaluates Tax Assessor's Office operations, priorities, schedules, procedures, resources, and service delivery within Board direction, County policy, approved appropriations, and applicable law.
- Directs mass-appraisal and revaluation activities for real and personal property; reviews field, market, cost, income, sales-ratio, and statistical analyses for uniformity, level of assessment, and documented support.
- Coordinates compilation, review, reconciliation, and timely submission of the County tax digest and supporting reports to the Georgia Department of Revenue; escalates discrepancies and retains review documentation.
- Oversees appeal and complaint workflows; conducts or reviews informal appeal conferences; recommends value changes to the Board; and presents authorized evidence before the Board of Equalization, state auditors, or courts without independently exercising authority reserved by law to a board, court, or counsel.
- Advises the Board of Tax Assessors, Tax Commissioner, County Administrator, Finance Director, and other authorized officials regarding appraisal operations, trends, risks, workloads, and recommended corrective action.
- Oversees exemption, abatement, specialized-assessment, and covenant workflows; ensures staff compile and verify information and routes recommendations or determinations to the body or official with final legal authority.
- Develops the departmental budget request, monitors expenditures against approved appropriations, verifies supporting documentation, and approves or recommends transactions only within formally delegated authority and County financial controls.
- Supervises assigned employees by setting expectations, assigning and reviewing work, coaching, documenting performance, completing authorized evaluations, and making supported recommendations concerning personnel actions.
- Maintains required appraisal credentials and current knowledge of Georgia property-tax law, Department of Revenue rules, appraisal methods, market conditions, and County procedures; coordinates staff training and travel within approval limits.
- Provides technical information to taxpayers, professionals, officials, and staff; explains established requirements, deadlines, methods, and appeal rights while referring legal interpretations and matters beyond delegated authority to the appropriate official or counsel.

Additional Responsibilities

- Prepares reports, presentations, Board materials, correspondence, property records, schedules, and other departmental documentation.
- Performs related duties consistent with the position's classification, credentials, delegated authority, and applicable law.

Supervisory Responsibilities

Formal supervision of Tax Assessor's Office staff, including work assignment, training, performance evaluation, counseling, and recommendations regarding hiring, discipline, and termination. Final authority for employment actions, payroll, leave, overtime, contracts, policy exceptions, and expenditures remains with the Board or other authorized County official unless expressly delegated in writing.

Knowledge, Skills, and Abilities

- Advanced knowledge of Georgia ad valorem taxation, mass appraisal, real and personal property valuation, sales-ratio analysis, tax-digest preparation, appeals, exemptions, specialized assessments, and applicable Department of Revenue requirements.
- Knowledge of public-sector budgeting, purchasing, internal controls, records retention, open-record routing, personnel practices, and segregation of duties.
- Skill in analyzing complex appraisal and statistical data, identifying anomalies, documenting conclusions, and presenting defensible recommendations.
- Skill in planning operations, supervising staff, managing competing statutory deadlines, and communicating technical information to varied audiences.
- Ability to distinguish staff recommendations from determinations reserved to the Board, Department of Revenue, courts, County Attorney, or other authorized officials.
- Ability to protect taxpayer, personnel, financial, and other restricted records through role-based access, secure handling, correction history, audit trails, retention, and appropriate disclosure routing.

Minimum Qualifications

Education

Bachelor's degree from an accredited college or university.

Experience

Five years of progressively responsible appraisal experience, including real and personal property valuation and increasing responsibility for operations, budgeting, and staff leadership.

Equivalent Combination

Ten years of progressively responsible appraisal experience in lieu of a bachelor's degree. Equivalency does not waive a credential required by Georgia law or Department of Revenue rule.

Preferred Qualifications

- Advanced education or training in appraisal, finance, public administration, statistics, real estate, taxation, or a related field.
- Experience directing a countywide mass-appraisal program, preparing a tax digest, supervising multiple appraisal functions, and presenting appraisal evidence in administrative or judicial proceedings.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue Appraiser III certification	At appointment	Maintain current certification and continuing education.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard administrative schedule with additional availability for Board meetings, statutory deadlines, hearings, field operations, training, emergencies, and other authorized business as assigned. Specific hours, travel, and after-hours expectations are determined by department.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, appraisal	Frequently	Reviews appraisal data, prepares the digest,

Requirement	Frequency	Job-Related Context
systems, telephones, and office equipment		manages records, and communicates with staff and stakeholders.
Stand, walk, bend, reach, and move through offices, hearing rooms, records areas, and property sites	Occasionally	Conducts meetings, retrieves records, and reviews assigned property or field operations.
Lift, carry, push, or pull records, equipment, or supplies	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive to property sites, meetings, hearings, training, and other authorized locations	Occasionally	Applies when travel or County-vehicle operation is assigned.
Read detailed records and exchange accurate information in person, by telephone, and electronically	Frequently	Supports appraisal review, supervision, public service, and formal presentations.

Work Environment

Work is performed in offices, meeting and hearing rooms, records areas, and occasional outdoor or property-site settings. Field activity may involve weather, uneven surfaces, traffic, dust, noise, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation requirements and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

REAL PROPERTY APPRAISER TRAINEE

Job Code	12RPAT	**Department**	12 - Tax Assessor
Reports To	Senior Appraiser	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides entry-level technical and administrative support for real-property appraisal, deed and sales processing, field measurement, property records, assessment notices, and customer service while completing required training.

Essential Functions

- Assists with annual real-property digest preparation, revaluation, sales-ratio analysis, comparable research, assessment notices, and other assigned appraisal workflows under direct review.
- Acquires and reviews recorded deeds and real-estate transfer information; researches parcel identifiers, sale type, ownership, and supporting records and enters verified data using approved procedures.
- Assists with field measurement, photography, sketching, permit matching, and observation of new residential construction, additions, deletions, land parcels, and existing improvements.
- Records verified structure and parcel characteristics in appraisal and records systems while preserving source documentation, authorship, correction history, and audit trails.
- Receives exemption and customer-service information, reviews submissions for completeness, supplies established information, and routes eligibility, valuation, legal, or policy questions to authorized staff.
- Supports residential, agricultural, commercial, industrial, personal-property, and administrative personnel only within assigned training, access, and review requirements.
- Completes required appraisal education, examinations, supervised practice, and County training within the approved development period.
- Protects taxpayer and property information through role-based access, minimum-necessary use, secure handling, retention, and approved disclosure procedures.

Additional Responsibilities

- Prepares maps, records, photographs, correspondence, reports, mailings, and other documentation supporting assigned appraisal work.
- Performs related trainee-level duties consistent with training, delegated access, supervision, and applicable law.

Supervisory Responsibilities

This position has no supervisory responsibilities and performs appraisal work under assigned supervision and review. It may assist coworkers with routine factual tasks without authority to direct staff or make final personnel, valuation, exemption, legal, or policy decisions.

Knowledge, Skills, and Abilities

- Basic knowledge of office practices, property records, deeds, permits, maps, sales data, customer service, and real-property appraisal terminology.
- Skill in accurate data entry, record research, field measurement, photography, sketching, numerical work, office software, and professional communication.
- Ability to learn and apply appraisal manuals and procedures, document sources, identify discrepancies, and submit work for required review.
- Ability to work safely at property sites and to refer disputed values, legal questions, safety concerns, or matters beyond training and authority.

- Ability to protect taxpayer information through authorized access, secure handling, audit trails, retention, and approved disclosure routing.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No prior appraisal experience is stated as mandatory in the source. Any minimum experience requirement is Pending HR Review.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required foundational knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory training or certification requirements.

Preferred Qualifications

- Coursework or vocational training in appraisal, real estate, construction, drafting, GIS, surveying, office technology, finance, taxation, or a related field.
- Experience with property records, deeds, maps, permits, construction measurement, customer service, or data entry.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Department of Revenue appraiser qualification or certification required for assigned duties	Within one year of appointment, subject to HR confirmation	Maintain required certification and continuing education; the exact level and legally permissible completion period are Pending HR Review.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Standard schedule, field training, inspections, travel, and any after-hours obligations are Pending Department Validation. As a nonexempt position, all working time, including required travel, training, remote work, setup, cleanup, call-back, and after-hours work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, appraisal systems, GIS, telephones, tablets, scanners, cameras, and office equipment	Frequently	Researches, analyzes, enters, reviews, and communicates property and assessment information.
Stand and walk through offices, records areas, businesses, property sites, and hearing locations	Occasionally	Performs field reviews, retrieves records, assists taxpayers, and participates in appeals.
Bend, stoop, kneel, reach, and position the body to observe or measure property features and handle records or equipment	Occasionally	Supports field observation, measurement, photography, sketching, filing, and records handling.
Lift, carry, push, or pull records, supplies, or field equipment	Occasionally	The submitted sources state thresholds ranging from 20 to 35 pounds; the essential numerical threshold is Pending Department Validation.

Requirement	Frequency	Job-Related Context
Drive to assigned properties, hearings, training, meetings, or other work locations	Occasionally	Applies when field work or County-vehicle operation is assigned.

Work Environment

Work is performed in offices, records areas, meeting or hearing rooms, vehicles, businesses, and outdoor property locations. Field work may involve traffic, uneven surfaces, animals, vegetation, insects, dust, pollen, noise, weather, temperature variation, construction activity, or proximity to machinery. Employees must follow site-access, driving, personal-protective-equipment, and hazard-escalation procedures and may not enter restricted areas or operate equipment without authorization and training.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

ACCOUNTING GENERALIST III

Job Code	13AG3	**Department**	13 – Tax Commissioner
Reports To	Tax Commissioner or Designee	**FLSA Status**	Hourly non-exempt
Pay Grade		**Supervisory Role**	Yes – Assigned Staff
Effective Date	09/01/2026	**Revision Date**	August 10, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Accounting Generalist III performs advanced accounting, reconciliation, financial reporting, and audit-support work for the Tax Commissioner's office. The position reconciles high-volume tax and motor-vehicle collections, maintains ledgers and banking records, coordinates authorized distributions and disbursements, administers assigned merchant-payment activity, and directs assigned employees performing cash-posting and balancing work.

Essential Functions

- Reconciles daily transactions, cashier activity, cash drawers, collection journals, electronic payments, and deposits for assigned tax and tag operations; identifies discrepancies and coordinates documented corrections.
- Maintains cash-receipt and disbursement ledgers and analyzes financial activity in QuickBooks and assigned governmental accounting and collection systems.
- Reconciles bank statements, deposit validations, liability accounts, and computer-generated audit reports and maintains supporting documentation.
- Tracks property-tax and motor-vehicle collections and prepares authorized allocations and distributions to the County, school system, state agencies, and other taxing authorities in accordance with established requirements.
- Processes and records authorized disbursements, refunds, returned items, and related adjustments and verifies appropriate approvals and supporting documentation.
- Administers assigned merchant-payment and online-payment activity, reconciles settlement reports, and resolves documented processing discrepancies.
- Prepares ledger schedules, financial reports, audit workpapers, and supporting records for County and state audits and responds to auditor requests within delegated authority.
- Supervises assigned cash-posting, balancing, deposit-preparation, and refund-processing work; assigns tasks, reviews results, trains employees, and provides documented performance input.
- Communicates with taxpayers, vendors, departments, banking representatives, auditors, and state officials to resolve accounting questions and explain established procedures.

Additional Responsibilities

- Assists with preparation and reconciliation of the annual tax digest and related distribution reports.
- Maintains procedures and internal controls for assigned financial processes and recommends improvements.
- Safely transports deposits to an approved financial institution when this duty is assigned.
- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

Directly supervises assigned clerical or accounting employees involved in cash posting, drawer balancing, deposit preparation, and refund processing.

Knowledge, Skills, and Abilities

- Knowledge of applicable Georgia property-tax, motor-vehicle title and registration, records, cash-handling, and Department of Revenue requirements within the position's assigned duties.
- Ability to apply established statutes, regulations, policies, and procedures accurately and to refer legal interpretations or matters outside delegated authority to the Tax Commissioner or appropriate counsel.
- Ability to safeguard taxpayer information, financial records, payment instruments, credentials, and other confidential or legally protected information.
- Ability to review detailed records, identify discrepancies, document actions, and maintain accurate audit trails.
- Ability to communicate clearly and professionally with taxpayers, employees, officials, financial institutions, courts, state agencies, and other partners.
- Ability to use Georgia DRIVES, accounting or tax systems, databases, spreadsheets, document-management tools, and standard office equipment assigned to the position.
- Advanced skill in governmental accounting, bank and deposit reconciliation, ledger maintenance, financial reporting, audit preparation, and spreadsheet analysis.
- Ability to perform and verify arithmetic involving currency, decimals, percentages, allocations, fees, and reconciliations.
- Ability to establish work priorities, train employees, review work, and address routine performance issues within delegated authority.

Minimum Qualifications

Education

High school diploma or recognized equivalent, supplemented by college-level coursework or vocational training in accounting, finance, business administration, or a closely related field.

Experience

At least three years of progressively responsible experience in accounting, bookkeeping, financial recordkeeping, or government finance, including high-volume receipt and reconciliation work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Five years of progressively responsible relevant experience.
- Governmental accounting or tax-collection experience.
- Advanced QuickBooks and Microsoft Excel experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Valid driver's license	Before transporting deposits or operating a County vehicle, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.
Georgia Notary Public commission	Before performing Notary task	Require and maintain an active commission only if independent notarial acts are an assigned essential function; the submitted duties do not identify such acts.

Work Schedule and Availability

Full-time schedule. Periodic extended hours, audit deadlines, tax-cycle deadlines, and local travel for assigned banking or County business may be required. Overtime and schedule changes must be administered in accordance with County policy and applicable wage-and-hour requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, calculator, telephone, scanner, and other office equipment	Frequently; for extended periods	Reconcile accounts, enter transactions, prepare reports, and review financial records.
Stand and walk	Occasionally	Retrieve records, assist employees, prepare deposits, and move among office work areas.
Lift and carry financial records, deposit materials, or office supplies up to 20 pounds	Occasionally	Move records, secured deposit materials, and routine supplies. Department should validate any higher actual weight.
Read and compare detailed printed and electronic financial information	Frequently	Verify transactions, account numbers, reports, bank records, and audit documentation.
Exchange information orally and in writing and recognize routine office alerts	Frequently	Coordinate employees and communicate with taxpayers, auditors, banks, departments, and agencies.

Work Environment

Work is primarily performed in a climate-controlled office with frequent deadlines, detailed financial review, and responsibility for sensitive taxpayer and financial information. Assigned deposit transport involves local travel and handling secured funds.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

CHIEF DEPUTY TAX COMMISSIONER

Job Code	13CDTC	**Department**	13 – Tax Commissioner
Reports To	Tax Commissioner	**FLSA Status**	Yes
Pay Grade		**Supervisory Role**	Yes – office/division staff
Effective Date	09/01/2026	**Revision Date**	August 10, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Chief Deputy Tax Commissioner is the statutory chief deputy appointed by the Tax Commissioner and provides senior operational leadership for property-tax, mobile-home, motor-vehicle, financial, and administrative functions. The position directs assigned employees, coordinates complex tax and title work, supports bankruptcy and tax-sale processes, and exercises only the authority delegated by the Tax Commissioner or provided by law. Statutory succession to the office occurs only under the conditions established by Georgia law.

Essential Functions

- Directs assigned property-tax, mobile-home, motor-vehicle, customer-service, and administrative operations and coordinates priorities, staffing, service standards, and internal controls.
- Supervises assigned employees; participates in selection, assigns and reviews work, trains staff, evaluates performance, addresses conduct or performance matters, and approves time records within delegated authority and County policy.
- Coordinates with County departments, the Georgia Department of Revenue, courts, financial institutions, legal representatives, and other agencies on authorized operational, financial, and filing matters.
- Reviews and authorizes official documents, expenditures, refunds, distributions, notices, and adjustments only within written or established authority delegated by the Tax Commissioner and applicable law.
- Oversees administrative processing for bankruptcy matters, including maintaining ledgers, monitoring notices and payment schedules, verifying balances, and coordinating filings or legal questions with authorized counsel or the appropriate legal authority.
- Reviews and processes authorized property-tax and mobile-home digest adjustments, including Notices of Difference and error-and-release or error-and-assessment transactions, in accordance with established approvals and procedures.
- Coordinates delinquent-tax, payment-arrangement, tax-execution, and tax-sale processes under the Tax Commissioner’s authority and applicable law; ensures required records, notices, approvals, and legal coordination are completed.
- Reviews daily deposits, tag and title reports, drawer reconciliations, petty cash, certified funds, requisitions, disbursements, and related financial controls.
- Responds to complex taxpayer and stakeholder inquiries regarding established property-tax, homestead-exemption, title, registration, and payment procedures and refers legal determinations outside delegated authority.
- Maintains and controls assigned state tag inventory, stock records, and audit documentation.

Additional Responsibilities

- Represents the Tax Commissioner in meetings and public or interagency functions when specifically delegated.
- Acts for the Tax Commissioner during routine absences only within delegated authority. Upon death, resignation, incapacity, or inability of the Tax Commissioner to serve, assumes statutory duties only if the requirements of O.C.G.A. § 48-5-212 are satisfied.
- Maintains office supplies and equipment and performs special operational projects.
- Completes required training and monitors changes in tax, title, registration, and administrative requirements.

Supervisory Responsibilities

Directly supervises assigned division supervisors, customer-service employees, and administrative support personnel within the Tax Commissioner's office. The Tax Commissioner should confirm the current direct-report structure. Appointment, discipline, and other personnel actions remain subject to the elected official's lawful authority and applicable County policy.

Knowledge, Skills, and Abilities

- Knowledge of applicable Georgia property-tax, motor-vehicle title and registration, records, cash-handling, and Department of Revenue requirements within the position's assigned duties.
- Ability to apply established statutes, regulations, policies, and procedures accurately and to refer legal interpretations or matters outside delegated authority to the Tax Commissioner or appropriate counsel.
- Ability to safeguard taxpayer information, financial records, payment instruments, credentials, and other confidential or legally protected information.
- Ability to review detailed records, identify discrepancies, document actions, and maintain accurate audit trails.
- Ability to communicate clearly and professionally with taxpayers, employees, officials, financial institutions, courts, state agencies, and other partners.
- Ability to use Georgia DRIVES, accounting or tax systems, databases, spreadsheets, document-management tools, and standard office equipment assigned to the position.
- Thorough knowledge of Georgia property-tax administration, mobile-home taxation, motor-vehicle titling and registration, delinquent-tax procedures, and related financial controls.
- Working knowledge of bankruptcy notices and court processes sufficient to administer assigned records and coordinate with counsel without independently providing legal advice.
- Ability to lead multiple operational units, establish controls, evaluate employees, resolve escalated service issues, and exercise sound judgment within delegated authority.

Minimum Qualifications

Education

Vocational or technical degree with major coursework in business administration, public administration, accounting, communications, or a closely related field.

Experience

At least three years of progressively responsible experience in property-tax administration, motor-vehicle registration, public service, cash handling, and regulatory compliance, including demonstrated supervisory experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review and any statutory qualification requirements.

Preferred Qualifications

- Bachelor's degree in a related field.
- Experience supervising multiple functions in a Georgia county tax commissioner's office.
- Experience with bankruptcy-account administration, delinquent-tax collection, and tax-sale support.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Training required of a chief deputy tax commissioner under O.C.G.A. §§ 48-5-212 and 48-5-126.1	Before appointment or assumption of statutory authority, as required by law	Complete and maintain applicable training
Qualifications for the office of Tax Commissioner	Before assuming the duties of the office under O.C.G.A. § 48-5-212(b)	Maintain all qualifications required by applicable law for any period of statutory service.
Georgia Notary Public commission	Before independently performing assigned notarial acts	Maintain an active commission and complete training required for appointment or renewal.
Valid driver's license	Before operating a County vehicle, if County driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time senior administrative schedule. Tax cycles, tax sales, audits, legislative or Department of Revenue training, emergencies, and representation of the office may require extended hours, travel, or schedule changes.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and other office equipment	Frequently; for extended periods	Review records, approve transactions, prepare correspondence, and manage operations.
Stand and walk	Occasionally	Supervise public-counter operations, retrieve records, attend meetings, and move among work areas.

Lift and carry records, tag inventory, deposit materials, or office supplies up to 20 pounds	Occasionally	Move operational records and routine materials. Department should validate any higher actual weight.
Read and analyze detailed printed and electronic records	Frequently	Review tax digests, title records, financial reports, court notices, and statutory or regulatory material.
Exchange information orally and in writing and recognize routine office alerts	Frequently	Direct employees, resolve escalated inquiries, and coordinate with agencies, courts, banks, and the public.

Work Environment

Work is primarily performed in a climate-controlled office and public-counter environment with frequent public contact, deadlines, sensitive taxpayer information, and responsibility for financial and legal-process records. Occasional travel to meetings, training, banking institutions, or other assigned locations may be required.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

TAX/TAG SUPERVISOR

Job Code	13TTS	**Department**	13 - Tax Commissioner
Reports To	Tax Commissioner	**FLSA Status**	Hourly Non Exempt
Pay Grade		**Supervisory Role**	Yes - tax/tag staff
Effective Date	09/01/2026	**Revision Date**	August 10, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Tax/Tag Supervisor directs assigned motor-vehicle title, registration, tag, tax, and customer-service operations in the Tax Commissioner's office. The position trains and supervises employees, reviews complex transactions, reconciles collections and inventory, maintains official records, and provides advanced administrative support. Work is performed under the authority of the Tax Commissioner and Georgia Department of Revenue requirements.

Essential Functions

- Supervises assigned tax and tag employees; participates in hiring, assigns and reviews work, trains staff, monitors service and accuracy, and provides performance input within delegated authority.
- Oversees public-counter and telephone service and resolves escalated questions regarding motor-vehicle titles, registrations, license plates, taxes, fees, insurance verification, emissions requirements, and established office procedures.
- Reviews and controls entry of title, tag, registration, and tax transactions in Georgia DRIVES and other authorized systems for compliance with Department of Revenue requirements and assigned procedures.
- Reviews complex or exception transactions, including special license plates, dealer authorizations, online renewals, title rejections, lien releases, abandoned vehicle stops, and out-of-state title documentation, and refers legal determinations outside delegated authority.
- Collects, verifies, reconciles, and reports daily cash, check, and electronic receipts and prepares or reviews deposits against system audit reports.
- Maintains and reconciles state-issued tag, decal, form, and related inventory and preserves required transaction and audit records.
- Prepares authorized correspondence, notices, forms, refund documentation, and tax-execution support materials in accordance with approved procedures and delegated authority.
- Interprets and explains established Department of Revenue rules and office procedures to employees and taxpayers without independently issuing legal opinions.

Additional Responsibilities

- Drafts and proofreads correspondence, reports, memoranda, and procedural materials.
- Maintains filing systems, supply inventories, schedules, meeting logistics, and other administrative records assigned by office leadership.
- Researches returned mail, verifies addresses, updates authorized database records, and responds to complaints or routes them to the appropriate authority.
- Performs other related duties consistent with the Tax/Tag Supervisor classification.

Supervisory Responsibilities

Directly supervises assigned tax/tag agents, counter staff, and motor-vehicle processing employees. The Tax Commissioner should confirm the current number and titles of direct reports.

Knowledge, Skills, and Abilities

- Knowledge of applicable Georgia property-tax, motor-vehicle title and registration, records, cash-handling, and Department of Revenue requirements within the position's assigned duties.
- Ability to apply established statutes, regulations, policies, and procedures accurately and to refer legal interpretations or matters outside delegated authority to the Tax Commissioner or appropriate counsel.
- Ability to safeguard taxpayer information, financial records, payment instruments, credentials, and other confidential or legally protected information.
- Ability to review detailed records, identify discrepancies, document actions, and maintain accurate audit trails.
- Ability to communicate clearly and professionally with taxpayers, employees, officials, financial institutions, courts, state agencies, and other partners.
- Ability to use Georgia DRIVES, accounting or tax systems, databases, spreadsheets, document-management tools, and standard office equipment assigned to the position.
- Thorough working knowledge of Georgia motor-vehicle title, registration, license-plate, title-ad-valorem-tax, insurance-verification, and related Department of Revenue procedures.
- Ability to train employees, review complex transactions, manage workloads, evaluate performance, and resolve escalated public-service matters.
- Ability to reconcile cash and electronic receipts, maintain controlled inventory, and prepare accurate deposits and audit records.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

At least two years of progressively responsible administrative, bookkeeping, tax/tag, title-processing, or related clerical experience, including motor-vehicle title and registration experience. Supervisory or lead-worker experience is required.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Three years of progressively responsible relevant experience.
- Coursework in business administration, bookkeeping, public administration, or a related field.
- Prior supervisory experience in a Georgia county tag office.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Before independently performing assigned notarial acts	Maintain an active commission and complete training required for appointment or renewal.
Valid driver's license	Before operating a County vehicle, if County driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time public-service schedule. Peak renewal periods, staffing needs, training, reconciliations, and operational deadlines may require schedule changes or overtime, administered in accordance with County policy and applicable wage-and-hour requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, scanner, telephone, cash drawer, and other counter equipment	Frequently; for extended periods	Process and review transactions, serve taxpayers, reconcile receipts, and supervise operations.
Walk, bend, stoop, or reach	Occasionally	Retrieve controlled inventory, records, and supplies and support counter operations.
Lift and carry tag inventory, files, deposit materials, or office supplies up to 20 pounds	Occasionally	Move controlled materials and routine supplies.
Read and compare detailed printed and electronic information	Frequently	Verify identity, title, registration, tax, payment, lien, and transaction records.
Exchange information orally and in writing and recognize routine office alerts	Frequently	Train employees, serve taxpayers, resolve issues, and coordinate with agencies and office leadership.

Work Environment

Work is primarily performed in a busy climate-controlled office and public-counter environment with continuous or frequent public contact, interruptions, sensitive information, cash handling, and controlled inventory. Noise levels and work pressure vary with customer volume and statutory deadlines.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

TAX/TAG AGENT

Job Code	13TTA	**Department**	13 – Tax Commissioner
Reports To	Tax/Tag Supervisor or Chief Deputy Tax Commissioner	**FLSA Status**	No
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 10, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Tax/Tag Agent processes assigned motor-vehicle title, registration, tag, tax, and delinquent-tax transactions; receives and accounts for payments; maintains official records; and assists taxpayers in accordance with Georgia law, Department of Revenue requirements, and procedures established by the Tax Commissioner. The position may provide administrative support for payment arrangements, tax executions, tax sales, and related records only within delegated authority.

Essential Functions

- Receives, reviews, enters, and maintains motor-vehicle title, registration, tag, and related tax transactions in Georgia DRIVES and other authorized systems in accordance with established requirements.
- Verifies required identity, ownership, insurance, fee, tax, and supporting documentation and refers exception cases or legal questions to a supervisor or authorized agency.
- Generates and sends title-examination correspondence and records transaction actions and supporting documentation accurately.
- Receives, receipts, balances, and safeguards cash, check, card, and electronic payments and reconciles assigned transactions and drawer activity.
- Establishes, updates, and monitors delinquent-tax payment arrangements only within approved parameters and delegated authority.
- Prepares, records, tracks, and releases tax-execution documentation under the Tax Commissioner’s authority and applicable procedures; does not independently make legal determinations outside assigned authority.
- Reviews GSCCCA and court records to verify the recorded status of tax executions and liens and refers questions about legal validity, priority, or enforcement to the appropriate authority.
- Prepares records, notices, and supporting documentation for tax-sale processes under supervision and in accordance with approved legal procedures.
- Responds to taxpayer questions, explains established tax and title procedures, and documents or routes account issues appropriately.

Additional Responsibilities

- Researches property and address records for assigned new-homeowner outreach and prepares approved informational correspondence.
- Receives, reviews, files, retrieves, and maintains forms, financial reports, correspondence, legal notices, and reference materials.
- Assists other employees with related operational work as assigned.
- Performs other related duties consistent with the position’s purpose and classification.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of applicable Georgia property-tax, motor-vehicle title and registration, records, cash-handling, and Department of Revenue requirements within the position's assigned duties.
- Ability to apply established statutes, regulations, policies, and procedures accurately and to refer legal interpretations or matters outside delegated authority to the Tax Commissioner or appropriate counsel.
- Ability to safeguard taxpayer information, financial records, payment instruments, credentials, and other confidential or legally protected information.
- Ability to review detailed records, identify discrepancies, document actions, and maintain accurate audit trails.
- Ability to communicate clearly and professionally with taxpayers, employees, officials, financial institutions, courts, state agencies, and other partners.
- Ability to use Georgia DRIVES, accounting or tax systems, databases, spreadsheets, document-management tools, and standard office equipment assigned to the position.
- Working knowledge of Georgia DRIVES and assigned title-examination, motor-vehicle registration, property-tax collection, tax-execution, and tax-sale procedures.
- Ability to perform accurate cash handling and arithmetic involving fees, taxes, percentages, penalties, and payment balances.
- Ability to remain accurate and professional during high-volume public contact and escalated customer interactions.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

At least five months of experience or training in clerical support, customer service, bookkeeping, cash handling, motor-vehicle processing, tax processing, or a closely related area.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Coursework in business administration, bookkeeping, legal studies, or a related field.
- Experience in a Georgia county tag office or tax commissioner's office.
- Experience using Georgia DRIVES or comparable regulated transaction systems.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Upon appointment	Require and maintain an active commission only if independent notarial acts are assigned; complete training required for appointment or renewal.
Valid driver's license	Before operating a County vehicle, if County driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time public-service schedule. Peak renewal periods, tax deadlines, tax-sale preparation, training, staffing needs, or balancing requirements may require schedule changes or overtime.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, scanner, telephone, cash drawer, and other counter equipment	Frequently; for extended periods	Process transactions, review records, receive payments, and serve taxpayers.
Walk, bend, stoop, or reach	Occasionally	Retrieve files, forms, controlled inventory, and office supplies.
Lift and carry files, forms, tag materials, or office supplies up to 20 pounds	Occasionally	Move routine work materials. Department should validate the actual maximum weight and frequency.
Read and compare detailed printed and electronic information	Frequently	Verify identity, title, tax, court, payment, and transaction records.
Exchange information orally and in writing and recognize routine office alerts	Frequently	Serve taxpayers, explain procedures, coordinate work, and respond to system or office cues.

Work Environment

Work is primarily performed in a climate-controlled office and public-counter environment with frequent public contact, interruptions, cash handling, sensitive taxpayer information, and deadline-driven work. Noise levels vary with customer volume.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HUMAN RESOURCES OPERATIONS MANAGER

Job Code	14HROM	**Department**	14 - HR & Risk Management
Reports To	Director of Human Resources Services	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - assigned HR staff
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Human Resources Operations Manager directs countywide HR information-system administration, non-financial payroll operations, and assigned Human Resource Services workflows. The position maintains HR and payroll data integrity, coordinates payroll validation with Finance, develops system controls and reporting, and supervises assigned staff. Work is performed within County policy, approved system access, and delegated personnel and payroll authority.

Essential Functions

- Administers payroll setup, earnings and deduction configuration, tax profiles, garnishments, benefit deductions, leave accruals, payroll calendars, cutoffs, exceptions, corrections, and retroactive adjustments within the HRIS and payroll system.
- Validates hours, rates, differentials, deductions, and other payroll data and transmits approved payroll information to Finance; excludes general-ledger posting, accounting reconciliation, appropriation control, and check issuance assigned to Finance.
- Coordinates year-end payroll activities, including data validation, vendor files, employee communications, and support for required wage and tax reporting, without independently rendering legal or tax advice.
- Administers County HRIS, timekeeping, applicant-tracking, onboarding, and benefits platforms within delegated system governance and maintains role-based access, data integrity, audit trails, interfaces, and security controls.
- Configures approved workflows and automation, coordinates integrations and vendors, tests upgrades, documents procedures, and trains users on system functionality, internal controls, and data-entry requirements.
- Generates and analyzes workforce, payroll, benefits, and compliance reports and conducts periodic audits to identify errors, control weaknesses, and required corrective action.
- Directly supervises assigned Human Resource Services employees; assigns and reviews work, establishes priorities, evaluates performance, coaches staff, and makes personnel recommendations within delegated authority.
- Oversees assigned recruitment, onboarding, personnel-record, benefits-enrollment, and personnel-action workflows and monitors consistent application of approved procedures.
- Provides operational guidance on payroll, HRIS, benefits, leave, performance-management, corrective-action, and policy processes and refers legal conclusions, final discipline, accommodations, and policy exceptions to authorized decision-makers.

- Coordinates with Finance, Information Technology, vendors, auditors, and departments to ma reliable data flow, segregation of duties, timely processing, and documented issue resolution.

Additional Responsibilities

- Supports workforce planning, compliance reporting, records management, and process-improvement projects assigned by the Director.
- Performs other related duties consistent with the position's managerial purpose and classification.

Supervisory Responsibilities

Directly supervises assigned Human Resource Services employees, including assigning and reviewing work, providing training and guidance, and evaluating performance. Make recommendations regarding hiring, discipline, promotion, and other personnel actions within delegated authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of HRIS administration, payroll processing, timekeeping, benefit deductions, data governance, access controls, audit practices, reporting, and segregation of duties.
- Working knowledge of County personnel policy and assigned federal and Georgia employment and payroll requirements, with the ability to recognize issues requiring escalation to the Director, Finance, Information Technology, County Attorney, benefits counsel, carrier, vendor, or other authorized specialist.
- Ability to direct staff, establish priorities, evaluate work, coach employees, and make well-supported personnel recommendations within delegated authority.
- Ability to configure and test systems, reconcile complex data, diagnose discrepancies, document controls, train users, and recommend corrections without exceeding delegated accounting, legal, policy, or personnel authority.
- Ability to protect personnel, payroll, benefits, medical, claim, and system information; apply role-based access; maintain required separation of medical records; and disclose information only as authorized by law and County policy.
- Ability to maintain accurate, auditable electronic and paper records and communicate clearly with employees, supervisors, departments, vendors, auditors, and government agencies.

Minimum Qualifications

Education

Bachelor's degree in human resources, business administration, accounting, information systems, or a closely related field.

Experience

At least five years of progressively responsible human resources experience, including payroll administration, HRIS management, and supervisory responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required technical and supervisory capabilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Public-sector human resources experience.
- CPP, PHR, SHRM-CP, or another relevant payroll, human resources, or HRIS credential.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Full-time managerial schedule. Payroll deadlines, year-end processing, open enrollment, system implementations, audits, or system failures may require evening, weekend, holiday, or emergency

availability. Exempt treatment remains subject to satisfaction of the applicable salary-basis and duti tests.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Administer systems, review records, prepare reports, and communicate with employees and partners.
Read and compare detailed printed and electronic information	Frequently	Validate payroll, personnel, benefits, access, audit, and compliance data.
Exchange information orally and in writing	Frequently	Direct staff, explain processes, resolve issues, train users, and coordinate with departments and partners.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records, attend meetings, support training, and move through County facilities.
Lift or carry routine records, equipment, or supplies up to 20 pounds	Occasionally	Transport files, computer equipment, training materials, or office supplies.

Work Environment

Work is primarily performed in a climate-controlled office. System implementations, training, audits, or meetings may require travel to other County facilities or vendor locations. The position routinely handles confidential personnel, payroll, benefits, and medical information.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF HUMAN RESOURCE SERVICES

Job Code	14DHRR	**Department**	14 – Human Resource Services
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - department staff
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Director of Human Resource Services plans, directs, and administers the County's human resource and risk-management functions. The position advises the Assistant County Manager and County leadership, implements approved personnel policy, directs workforce programs and compliance controls, and supervises assigned staff. Authority is exercised within County policy, approved budgets, governing law, and formal delegation.

Essential Functions

- Directs the day-to-day administration of human resources and risk management, including workforce administration, classification and compensation, recruitment, employee relations, benefits, workers' compensation, unemployment, safety coordination, and loss-control activities.
- Maintains the personnel manual and related administrative guidance; monitors legal and operational developments; recommends revisions to the County Manager and other approving authority; and implements approved policy.
- Serves as a strategic Human Resource Services advisor to the County Manager, department heads, elected officials, and County leadership on employee relations, performance management, discipline, grievances, leave, accommodations, wage-and-hour compliance, organizational issues, personnel policy, and other complex or sensitive employment matters, while referring legal determinations to authorized counsel.
- Oversees payroll and timekeeping administration in coordination with Finance; establishes controls, reviews accuracy and compliance, resolves escalated issues, and recommends process improvements without assuming accounting, appropriation, or payment authority assigned elsewhere.
- Oversees the performance-management program, establishes administrative procedures, monitors completion and consistency, and routes compensation or personnel approvals through the authority established by County policy.
- Administers employee-benefit, Section 125, retirement, and open-enrollment programs; coordinates vendors and solicitations; monitors plan administration; and provides analysis and recommendations to County leadership.
- Oversees the County Employee Assistance Program, including program administration, provider coordination, employee and management referrals, and consultation with supervisors regarding

appropriate use of program resources, while maintaining required confidentiality and limiting disclosures to authorized purposes.

- Manages the authorized-position, recruitment, onboarding, classification, compensation, and job-description processes and supports hiring authorities without exercising final appointment authority unless formally delegated.
- Administers the County drug-free-workplace program and any pre-employment, reasonable-suspicion, post-accident, random, or federally regulated testing only when authorized by applicable policy and law.
- Directs workers' compensation, unemployment, return-to-work, incident-reporting, insurance, safety, and loss-mitigation activities; coordinates with employees, departments, carriers, counsel, and regulators.
- Oversees Human Resource Services responses to open-records requests and employment-related legal, administrative, and regulatory matters; prepares and coordinates records in accordance with applicable confidentiality, retention, and disclosure requirements; consults County Administration and authorized counsel on legal determinations, exemptions, redactions, and releases; and manages Georgia Department of Labor unemployment claims, employer responses, appeals, hearings, and related documentation on behalf of the County.
- Participates with the County Manager, Finance Director, and department heads in departmental budget meetings and planning; provides Human Resource Services expertise regarding staffing, personnel costs, compensation, benefits, classifications, organizational needs, and other workforce considerations; develops and monitors personnel-related projections; and administer approved departmental expenditures within delegated authority.
- Oversees departmental financial transactions and expenditures, including review, approval, and submission of insurance and benefit invoices, purchasing-card transactions, travel expenses, contractual-service invoices, and other vendor invoices; verifies supporting documentation, budget availability, coding, and compliance with County purchasing and financial procedures within delegated authority, without assuming contract-execution, appropriation, final-payment, or audit authority assigned elsewhere.
- Advises County leadership and department heads on organizational design and workforce structure; evaluates and recommends the creation, modification, reclassification, consolidation, or realignment of positions and departmental structures to address operational needs, improve service delivery, and support the County Strategic Plan and long-term organizational objectives. Final classification, budget, organizational, and personnel actions remain subject to applicable approval authority.
- Establishes HR information, privacy, access, retention, audit, and reporting controls and oversees HRIS, payroll, benefits, document-management, and related systems.
- Supervises assigned employees; assigns and reviews work, develops staff, evaluates performance, and administers personnel action within delegated authority and County policy.

Additional Responsibilities

- Represents the County at administrative hearings or meetings when authorized and coordinates with counsel as appropriate.
- Coordinates department-head meetings, leadership training, and organizational-development activities; identifies relevant topics, resources, and learning opportunities that support County leadership and effective departmental operations.

- Assists with planning, coordinating, and executing County employee-engagement initiatives, recognition activities, training, and other organization-wide programs as assigned.
- Represents the County and Human Resource Services through authorized community and professional partnerships, which may include service on the United Way Board of Advisors for Effingham County, and maintains relationships with organizations and stakeholders that support County employees and approved organizational initiatives.
- Maintains professional knowledge through continuing education relevant to public-sector human resources and risk management.
- Performs other related duties consistent with the position's executive purpose and classification.

Supervisory Responsibilities

Directly supervises assigned Human Resource Services and risk-management staff. Final job titles, number of direct reports, and authority for hiring, discipline, compensation, and termination remain subject to the County Manager, County policy, and delegated authority.

Knowledge, Skills, and Abilities

- Knowledge of applicable County personnel policies and assigned federal and Georgia employment requirements, with the ability to recognize issues requiring escalation to the Director, County Attorney, benefits counsel, carrier, or other authorized specialist.
- Ability to protect personnel, payroll, benefits, medical, claim, and system information; apply role-based access; and disclose records only as authorized by law and County policy.
- Ability to maintain accurate, auditable electronic and paper records; manage competing deadlines; and communicate clearly with employees, supervisors, departments, vendors, carriers, and government agencies.
- Ability to use Microsoft 365, the County HRIS, and other assigned payroll, benefits, learning, records, reporting, and case-management systems.
- Advanced knowledge of public-sector human resources, employee relations, classification and compensation, benefits, wage-and-hour administration, leave and accommodation processes, workers' compensation, risk management, internal controls, and organizational policy.
- Ability to direct a department, formulate recommendations, exercise substantial independent judgment, manage sensitive investigations and disputes, and distinguish administrative authority from decisions reserved to the Board, County Manager, elected officials, or counsel.

Minimum Qualifications

Education

Bachelor's degree in human resources management, business administration, public administration, risk management, or a closely related field.

Experience

Five years of progressively responsible human resources administration experience, including at least two years supervising staff and managing human resources programs. Experience must include employee relations, policy administration, employment compliance, and oversight of multiple human resources functions. Public-sector human resources experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required executive, technical, and supervisory capabilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Senior-level professional certification relevant to assigned responsibilities, such as SHRM-SCP, SPHR, or an appropriate risk-management credential.
- Public-sector human resources and risk-management leadership experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time senior administrative schedule. Board or leadership meetings, hearings, emergencies, investigations, enrollment activities, and urgent personnel or risk matters may require evening, weekend, holiday, travel, or on-call work.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Administer systems, prepare records and reports, and communicate with employees and partners.
Read and compare detailed printed and electronic information	Frequently	Review payroll, benefits, personnel, training, leave, claim, and compliance records.
Exchange information orally and in writing	Frequently	Explain processes, coordinate cases and projects, and train or advise County personnel.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records, attend meetings, support training or events, and move through County facilities.
Lift or carry routine records, equipment, or supplies up to 20 pounds	Occasionally	Transport files, training materials, or office supplies; heavier needs require departmental validation.

Work Environment

Work is primarily performed in climate-controlled office and meeting settings, with occasional travel to County facilities, incident locations, hearings, training, or conferences. Sensitive matters may involve conflict, urgent deadlines, and exposure to descriptions or records of injuries.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HUMAN RESOURCE SERVICES ADMINISTRATIVE ASSISTANT

Job Code	14HRSAA	**Department**	14 Human Resource Services
Reports To	HRS Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Approved

Position Summary

The Human Resource Services Administrative Assistant is the primary front-desk contact for employees, applicants, visitors, and callers. The position answers and directs calls, manages office visitors, assists employees with basic Paycor self-service navigation, prepares routine office materials, issues authorized identification badges, and supports fingerprint enrollment for timeclock use. Because the position works in an office where highly sensitive personnel matters are discussed and documented, strict confidentiality, discretion, careful identity verification, and prompt referral of matters beyond assigned authority are essential.

Essential Functions

Reception and Customer Service

- Greet visitors and employees, determine the purpose of their visit, manage front-desk traffic, and direct individuals to the appropriate Human Resource Services employee or resource.
- Answer, screen, and direct incoming telephone calls; take accurate messages and respond to routine inquiries using approved information.
- Provide employees and applicants with general information on office procedures, contacts, forms, and locations of approved County policies and resources; refer substantive policy questions to authorized staff.

Employee Self-Service and Access Support

- Guide employees through basic Paycor application and employee self-service navigation, such as finding available features or instructions, without requesting or using their passwords or making account decisions for them.
- Verify identity and authorization as required before preparing or issuing employee identification badges; follow badge issuance and replacement procedures.
- Assist with authorized fingerprint enrollment for County timeclock access, including explaining basic steps and referring access problems to designated personnel.

Confidentiality and Administrative Support

- Maintain confidentiality of employee, applicant, payroll, benefits, medical, leave, and personnel-related information encountered in the office; discuss sensitive matters only with authorized individuals on a need-to-know basis.

- Use discretion when greeting visitors, screening telephone calls, and handling documents so that private employee matters are not inadvertently disclosed in public-facing spaces.
- Copy, scan, print, assemble, file, and distribute documents as instructed; verify recipients and use approved secure storage and disposal methods.
- Receive and route mail, forms, and deliveries; maintain organized front-desk materials and sufficient office supplies.
- Identify matters involving payroll decisions, benefits eligibility, confidential records, disputes, complaints, or policy interpretation and promptly refer them to authorized Human Resource Services staff.

Additional Responsibilities

- Provide routine scheduling, meeting preparation, and logistical assistance for Human Resource Services activities as assigned.
- Support general administrative projects and other related tasks consistent with the position's training, system permissions, and delegated authority.

Supervisory Responsibilities

This position does not supervise employees and does not have independent hiring, disciplinary, payroll, benefits, or personnel decision-making authority.

Knowledge, Skills, and Abilities

- Professional telephone etiquette and courteous, patient customer service when assisting individuals with varying levels of technical experience.
- Ability to use email, internet-based applications, office software, telephones, printers, copiers, scanners, and similar equipment.
- Ability to learn County procedures, Paycor navigation, badge-printing systems, and timeclock fingerprint-enrollment equipment.
- Ability to organize competing requests, maintain accurate records, follow written procedures, and recognize when a question requires escalation.
- Sound judgment, tact, and discretion in handling confidential information and responding to difficult or sensitive interactions.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of administrative, clerical, reception, or customer-service experience.

Equivalent Combination

An equivalent combination of education, training, and relevant experience that demonstrates the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Experience in a human resource, payroll, public-sector, or other confidentiality-sensitive office; experience assisting users with employee self-service software or identification and access systems.
- Required Licenses and Certifications
- No position-specific license or certification is identified in the source materials. Any additional County requirements are subject to Human Resource Services verification.

Work Schedule and Availability

Regular, reliable attendance and in-person front-desk coverage during assigned County business hours are required. Specific work hours and any schedule adjustments are established by the department based on operational needs.

Physical and Environmental Requirements

Activity / Requirement	Frequency	Job-related context
Sitting, standing, and using a computer or telephone	Frequently	Front-desk assistance, calls, and document processing
Handling paper, scanning, printing, and using office equipment	Frequently	Administrative tasks and badge preparation
Moving between reception and equipment stations	As needed	Assisting visitors and timeclock enrollment
Lifting or carrying light office materials	Occasionally	Office supplies and printed materials

Work Environment

Work is performed primarily in an indoor, public-facing administrative office with frequent interruptions and regular contact with employees, applicants, and visitors. Confidential personnel discussions and sensitive records may be present. Essential functions are performed with or without reasonable accommodation, consistent with applicable law.

Disclaimer

This description identifies the primary duties and requirements of the position and is not an exhaustive list. Duties and assignments may change based on County operational needs, subject to applicable law and County policy. Effingham County provides reasonable accommodation to qualified individuals with disabilities consistent with applicable law.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

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Employee Printed Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

WORKERS' COMPENSATION, LEAVE, AND SAFETY SPECIALIST

Job Code	14WCLS	**Department**	14 – Human resource Services
Reports To	Director of Human Resources Services	**FLSA Status**	Hourly Non Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Workers Compensation, Leave, and Safety Specialist coordinates the County's workers' compensation claims, FMLA and assigned medical-leave processes, return-to-work communication, and workplace-safety documentation. The position tracks deadlines and notices, maintains confidential records, communicates established procedures, and coordinates with employees, departments, carriers, providers, and authorized advisors without independently making disputed legal, medical, or coverage determinations.

Essential Functions

- Coordinates workplace-injury intake, required reports, claim documentation, carrier communication, status tracking, and authorized employee and departmental notices.
- Coordinates return-to-work and transitional-duty communication among employees, supervisors, medical providers, carriers, and Human Resource Services; documents restrictions and routes accommodation or disputed-duty decisions to authorized reviewers.
- Administers FMLA and assigned medical-leave processes, including eligibility calculations, notices, certification deadlines, designation tracking, benefit-payment coordination, and return-to-work documentation under approved procedures.
- Coordinates concurrent leave designations when workers' compensation, FMLA, ADA accommodation, paid leave, or other protections may overlap and escalates disputed or complex determinations.
- Maintains medical, leave, injury, claim, and safety records separately from general personnel files where required and limits access and disclosure according to applicable law and County policy.
- Communicates established claim and leave procedures, documentation requirements, deadlines, status, and return-to-work expectations without providing legal or medical advice.
- Coordinates departmental safety meetings, training records, incident documentation, corrective-action tracking, and distribution of approved safety materials.
- Analyzes injury, leave, and safety data; prepares reports; identifies trends; and refers hazards or systemic concerns to the Director and responsible department.
- Coordinates required reporting and responses with carriers, administrators, counsel, medical providers, government agencies, and departments within delegated authority.

Additional Responsibilities

- Supports inspections, audits, training, policy updates, and risk-management projects as assigned.
- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

This position has no direct supervisory responsibilities. It coordinates cases and safety activities but does not direct medical treatment or exercise formal authority over employees outside delegated HR processes.

Knowledge, Skills, and Abilities

- Knowledge of applicable County personnel policies and assigned federal and Georgia employment requirements, with the ability to recognize issues requiring escalation to the Director, County Attorney, benefits counsel, carrier, or other authorized specialist.
- Ability to protect personnel, payroll, benefits, medical, claim, and system information; apply role-based access; and disclose records only as authorized by law and County policy.
- Ability to maintain accurate, auditable electronic and paper records; manage competing deadlines; and communicate clearly with employees, supervisors, departments, vendors, carriers, and government agencies.
- Ability to use Microsoft 365, the County HRIS, and other assigned payroll, benefits, learning, records, reporting, and case-management systems.
- Knowledge of workers' compensation administration, FMLA notice and recordkeeping requirements, medical-leave coordination, return-to-work practices, incident documentation, and workplace-safety program support.
- Ability to calculate and track leave, manage concurrent deadlines, handle sensitive medical information, recognize retaliation or interference risk, and escalate legal, medical, coverage, accommodation, or safety determinations.

Minimum Qualifications

Education

Bachelor's degree in human resources, business administration, public administration, risk management, occupational safety, or a closely related field.

Experience

At least two years of workers' compensation, leave, human-resources, safety-coordination, or closely related administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- At least four years of relevant experience.
- Public-sector workers' compensation, leave, or safety experience.
- Relevant workers' compensation, leave, disability-management, or safety credential.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time, hourly nonexempt schedule. Serious incidents, reporting deadlines, hearings, training, inspections, or return-to-work coordination may require travel or occasional evening, weekend, or overtime work. All hours worked must be recorded and compensated under County policy and applicable wage-and-hour requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Administer systems, prepare records and reports, and communicate with employees and partners.
Read and compare detailed printed and electronic information	Frequently	Review payroll, benefits, personnel, training, leave, claim, and compliance records.
Exchange information orally and in writing	Frequently	Explain processes, coordinate cases and projects, and train or advise County personnel.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records, attend meetings, support training or events, and move through County facilities.
Lift or carry routine records, equipment, or supplies up to 20 pounds	Occasionally	Transport files, training materials, or office supplies; heavier needs require departmental validation.
Visit work areas or incident locations and navigate uneven surfaces	Occasionally, when assigned	Support incident follow-up, safety activities, or workplace observations; this role does not replace authorized emergency response or technical inspection functions.

Work Environment

Work is primarily performed in a climate-controlled office and may include County facilities, training rooms, hearings, or incident locations. Field visits may involve weather, noise, traffic, uneven surfaces, and exposure to descriptions or records of injuries; exposure to physical hazards is avoided or controlled through applicable safety procedures.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EDUCATION AND TRAINING SPECIALIST

Job Code	14ETS	**Department**	14 - Human Resources Services
Reports To	Director of Human Resources Services	**FLSA Status**	Hourly non-exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Education and Training Specialist coordinates County employee training, professional development, continuing-education records, and approved employee-recognition programs. The position supports departments with logistics and resources, maintains certification and participation records in the HRIS, and administers established programs without independently creating County training or recognition policy.

Essential Functions

- Coordinates internal and external employee training, orientation, compliance instruction, professional-development activities, seminars, and conferences, including schedules, facilities, materials, accessibility arrangements, registrations, and participant communications.
- Assists departments in identifying training resources aligned with operational needs and approved budgets without independently determining mandatory legal or credential requirements.
- Maintains accurate HRIS records of attendance, completion, certifications, continuing education, expiration dates, and renewals and provides timely notices to employees and departments.
- Maintains a centralized inventory of approved training resources and prepares participation, completion, certification-status, and professional-development reports.
- Coordinates approved employee-recognition programs, including service anniversaries, retirements, and achievement acknowledgments; verifies eligibility; orders or prepares materials; and applies established criteria consistently.
- Maintains training and recognition records in accordance with retention, confidentiality, accessibility, procurement, and approval requirements.
- Develops and distributes approved training and recognition communications and coordinates with instructors, vendors, departments, and employees.

Additional Responsibilities

- Supports Human Resource Services projects, events, surveys, and employee communications.
- Performs other related duties consistent with the position’s purpose and classification.

Supervisory Responsibilities

This position has no direct supervisory responsibilities. It may coordinate instructors, vendors, participants, or project contributors without formal personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of applicable County personnel policies and assigned federal and Georgia employment requirements, with the ability to recognize issues requiring escalation to the Director, County Attorney, benefits counsel, carrier, or other authorized specialist.

- Ability to protect personnel, payroll, benefits, medical, claim, and system information; apply role-based access; and disclose records only as authorized by law and County policy.
- Ability to maintain accurate, auditable electronic and paper records; manage competing deadlines; and communicate clearly with employees, supervisors, departments, vendors, carriers, and government agencies.
- Ability to use Microsoft 365, the County HRIS, and other assigned payroll, benefits, learning, records, reporting, and case-management systems.
- Knowledge of training coordination, adult-learning logistics, learning records, certification tracking, event administration, and consistent application of recognition criteria.
- Ability to coordinate concurrent schedules and deadlines, prepare clear instructional communications, maintain accurate records, and support accessible training delivery.

Minimum Qualifications

Education

Associate degree in human resources, business administration, public administration, education, training and development, or a closely related field.

Experience

At least two years of administrative training-coordination, human-resources support, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Bachelor's degree in a related field.
- At least three years of relevant experience.
- Public-sector experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time, hourly nonexempt schedule. Orientation, training, recognition events, or travel may occasionally require evening, weekend, or overtime work. All hours worked must be recorded and compensated under County policy and applicable wage-and-hour requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Administer systems, prepare records and reports, and communicate with employees and partners.
Read and compare detailed printed and electronic information	Frequently	Review payroll, benefits, personnel, training, leave, claim, and compliance records.
Exchange information orally and in writing	Frequently	Explain processes, coordinate cases and projects, and train or advise County personnel.

Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records, attend meetings, support training or events, and move through County facilities.
Lift or carry routine records, equipment, or supplies up to 20 pounds	Occasionally	Transport files, training materials, or office supplies; heavier needs require departmental validation.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

HRIS AND BENEFITS SPECIALIST

Job Code	14HRBS	**Department**	14 – Human Resource Services
Reports To	HR Operations Manager	**FLSA Status**	Hourly Non-Exempt
Pay Grade		**Supervisory Role**	
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The HRIS and Benefits Specialist supports HRIS data integrity and the day-to-day administration of County employee-benefit programs. The position processes approved personnel and enrollment changes, reconciles benefit invoices and payroll deductions, supports open enrollment and reporting, and assists employees with plan procedures without providing individualized legal, tax, or medical advice.

Essential Functions

- Maintains employee and position records in the HRIS and processes authorized personnel actions affecting benefit eligibility and payroll deductions.
- Administers day-to-day enrollment, qualifying-life-event, termination, beneficiary, and documentation processes for health, dental, vision, life, and assigned voluntary benefits under plan terms and approved procedures.
- Coordinates open enrollment, including approved system configuration, employee communications, enrollment review, vendor files, and discrepancy resolution.
- Reconciles carrier invoices, eligibility files, employee elections, and payroll-deduction reports and documents corrections through authorized workflows.
- Responds to employee questions about eligibility, coverage, deductions, enrollment procedures, plan documents, and referral resources without interpreting disputed plan rights or providing legal, tax, or medical advice.
- Generates HRIS and benefits reports and supports ACA and other assigned compliance tracking, audits, notices, and documentation under the direction of authorized staff or advisors.
- Supports testing, configuration, security, and issue resolution for benefits modules, deduction codes, interfaces, and employee self-service.
- Maintains benefits and employee records according to applicable privacy, security, retention, and access requirements and promptly reports suspected errors or unauthorized disclosure.

Additional Responsibilities

- Provides technical assistance to HR staff and departments on approved HRIS and benefits processes.
- Performs other related duties consistent with the position’s purpose and classification.

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of applicable County personnel policies and assigned federal and Georgia employment requirements, with the ability to recognize issues requiring escalation to the Director, County Attorney, benefits counsel, carrier, or other authorized specialist.
- Ability to protect personnel, payroll, benefits, medical, claim, and system information; apply role-based access; and disclose records only as authorized by law and County policy.
- Ability to maintain accurate, auditable electronic and paper records; manage competing deadlines; and communicate clearly with employees, supervisors, departments, vendors, carriers, and government agencies.
- Ability to use Microsoft 365, the County HRIS, and other assigned payroll, benefits, learning, records, reporting, and case-management systems.
- Knowledge of benefit enrollment, eligibility, payroll deductions, invoice reconciliation, HRIS data management, employee communications, and plan-document administration.
- Ability to reconcile detailed data, investigate discrepancies, explain established procedures, and recognize matters requiring referral to the manager, plan administrator, carrier, counsel, or other authorized advisor.

Minimum Qualifications

Education

Associate degree in human resources, business administration, accounting, information systems, or a closely related field.

Experience

At least two years of benefits administration, HRIS support, payroll support, or human-resources administration experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Bachelor’s degree in a related field.
- At least four years of relevant experience.
- Public-sector experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver’s license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time, hourly nonexempt schedule. Open enrollment, payroll cutoffs, audits, carrier deadlines, or system testing may require occasional evening or overtime work. All hours worked must be recorded and compensated under County policy and applicable wage-and-hour requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Administer systems, prepare records and reports, and communicate with employees and partners.

Read and compare detailed printed and electronic information	Frequently	Review payroll, benefits, personnel, training, leave, claim, and compliance records.
Exchange information orally and in writing	Frequently	Explain processes, coordinate cases and projects, and train or advise County personnel.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records, attend meetings, support training or events, and move through County facilities.
Lift or carry routine records, equipment, or supplies up to 20 pounds	Occasionally	Transport files, training materials, or office supplies; heavier needs require departmental validation.

Work Environment

Work is primarily performed in a climate-controlled office, with occasional meetings or training at other County facilities. The position routinely handles confidential personnel and benefit information.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PURCHASING COORDINATOR

Job Code	15PURC - Proposed - Pending HR Approval	**Department**	15 - Finance
Reports To	Director of Procurement and Contract Management Service	**FLSA Status**	Nonexempt
Effective Date	Pending HR Review	**Revision Date**	August 24, 2026
Approved By	Pending HR Review	**Document Status**	Draft - Pending HR Review

Position Summary

Provides administrative, financial, and technical coordination for County procurement, solicitation administration, capital-project billing, vendor support, records, vehicle titles, and surplus property. The submitted classification is absent from the workbook; collision-checked code 15PURC is proposed. The workbook currently lists one Finance incumbent as Purchasing Technician, code 15PRCT, creating a title and classification conflict for HR review.

Essential Functions

- Reviews purchase requests and supporting documents for administrative completeness, required approvals, quotes, specifications, funding information, and consistency with established procedures; obtains corrections or escalates exceptions.
- Assists with preparing and administering requests for quotes, invitations to bid, requests for proposals, requests for qualifications, and other authorized solicitations using approved templates and the County's electronic procurement system.
- Coordinates procurement calendars, advertisements, notifications, meetings, question deadlines, addenda, bid openings, evaluation materials, interviews, notices, and related communications without independently determining legal responsiveness or final award.
- Formats and assembles scopes, specifications, pricing forms, affidavits, insurance and bond forms, solicitation documents, evaluations, staff reports, bid tabulations, agenda materials, and correspondence for review and authorization.
- Maintains complete procurement and vendor files with role-based access, authorship, correction history, audit trails, retention, legal-hold, and secure-handling controls.
- Receives capital-project payment applications and invoices and reviews mathematical accuracy, approved values, prior payments, current payments, work percentages, stored materials, retainage, remaining balances, documentation, signatures, and approval status.
- Maintains project-billing spreadsheets and independently rechecks calculations; reconciles discrepancies and routes questions involving work acceptance, contract interpretation, payment entitlement, change authorization, fraud, or unusual activity to authorized project, Finance, procurement, or legal personnel.
- Enters only approved payment applications and invoices into the ERP system, retains supporting records, and separates preparation, entry, reconciliation, and recommendation from final payment approval and release.
- Provides procedural vendor assistance, maintains authorized vendor information, and communicates verified solicitation or payment status without making commitments, granting exceptions, or disclosing restricted information.
- Coordinates collection, inventory, documentation, Board-support materials, and approved disposition logistics for surplus vehicles, equipment, supplies, furniture, and other County property; does not independently authorize disposal or transfer.
- Maintains vehicle title and ownership records and assists with authorized signatures, mailing, tracking, custody, and retention without independently executing title transfers unless formally authorized.
- Compiles procurement, billing, surplus, and vendor records for audits and public-record requests and routes exemption, redaction, fee, legal-sufficiency, and release determinations through the County's authorized process.

Additional Responsibilities

- Develops and maintains templates, checklists, logs, vendor lists, training materials, and process-improvement tools.

- Provides logistical support for meetings, training, bid openings, evaluations, interviews, and related projects.
- Performs related procurement, billing, records, vendor, and surplus duties consistent with training and delegated authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordinating deadlines, vendors, documentation, or assigned activities does not confer authority to hire, terminate, discipline, evaluate, approve payroll, leave, overtime, pay, purchasing exceptions, contracts, awards, payments, or surplus disposition.

Knowledge, Skills, and Abilities

- Working knowledge of public purchasing, solicitation administration, capital-project billing, accounts-payable controls, records management, vendor administration, surplus-property processes, and office administration.
- Skill in spreadsheet calculations, payment-application review, retainage verification, reconciliation, proofreading, document formatting, data entry, records control, and professional communication.
- Ability to apply established procedures, identify incomplete or inconsistent records, obtain corrections, document work, and escalate legal, financial, technical, fraud, or policy questions to authorized personnel.
- Ability to maintain segregation of duties and distinguish document preparation, entry, reconciliation, and recommendation from final approval, payment release, contract execution, and asset disposition.
- Ability to protect procurement-sensitive, financial, vendor, title, and public-record information through role-based access, minimum-necessary use, secure transmission, audit trails, retention, and authorized disposition.
- Proficiency with Microsoft Office or comparable software and the ability to use electronic procurement, ERP, agenda, document-management, and shared-record systems.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No mandatory experience duration is established in the submitted source. The submission identifies at least three years of relevant purchasing, government administration, project coordination, capital-project billing, accounts-payable, records-management, or related experience as preferred.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required procurement, billing, financial-review, records, technology, and coordination capabilities. Equivalency does not waive assignment-specific system access, training, or driving requirements.

Preferred Qualifications

- Associate degree or college-level coursework in business administration, public administration, accounting, finance, procurement, office administration, construction administration, or a related field.
- At least three years of relevant purchasing, government administration, project coordination, capital-project billing, accounts-payable, records-management, or related experience.
- Public-sector procurement, construction or professional-services billing, ERP, electronic procurement, or detailed financial-documentation experience.
- Purchasing, accounts-payable, public-procurement, or related professional training or certification.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.

Credential	Required By	Maintenance Requirement
Assignment-specific procurement, financial-system, title, or records training and authorization	Before independently performing the assigned controlled function	Maintain required access, training, confidentiality, and security compliance.

Work Schedule and Availability

Full-time nonexempt schedule with occasional work outside normal business hours for bid openings, meetings, evaluations, surplus activities, project deadlines, or special assignments. Exact schedule and travel expectations are Pending Department Validation. All working time, including required training, authorized remote work, setup, cleanup, work performed before or after scheduled hours, travel between work sites, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, electronic procurement platform, ERP system, and office equipment	Frequently	Processes procurement and payment records, maintains logs, communicates with stakeholders, and prepares documents.
Stand and walk within offices, storage areas, auction locations, project offices, and County facilities	Occasionally	Coordinates records, surplus property, meetings, deliveries, and assigned site activities.
Bend, reach, and retrieve files, supplies, title records, or surplus documentation	Occasionally	Maintains records and supports procurement, billing, and surplus workflows.
Lift, carry, push, or pull files, office supplies, or surplus-related materials	Occasionally	The submitted source states approximately 20 pounds. Essential weight, distance, duration, and available assistance are Pending Department Validation.

Work Environment

Work is primarily performed in an office environment with periodic visits to County departments, storage areas, project offices, auction locations, and other facilities. The work involves prolonged computer use, detailed financial and document review, public and vendor contact, deadline-driven workflows, procurement-sensitive information, payment records, vehicle titles, and surplus-property documentation. Visits to operational or storage areas must follow applicable access, equipment, vehicle-traffic, and site-safety procedures.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF PROCUREMENT AND CONTRACT MANAGEMENT SERVICE

Job Code	15DPCM	**Department**	15 - Finance
Reports To	Assistant County Manager	**FLSA Status**	Pending HR Review
Pay Grade	Pending HR Review	**Supervisory Role**	Yes
Effective Date	Pending HR Review	**Revision Date**	August 24, 2026
Approved By	Pending HR Review	**Document Status**	Draft - Pending HR Review

Position Summary

Directs and administers the County-wide procurement and contracting program, including policy development, competitive sourcing, contract coordination, internal controls, staff guidance, surplus property, vendor relations, and procurement support for operating and capital needs.

Essential Functions

- Plans, directs, administers, and evaluates the County-wide procurement and contracting program through documented policies, procedures, templates, controls, schedules, performance measures, and process improvements.
- Advises County leadership, elected officials, departments, project managers, Finance, legal counsel, and risk personnel on acquisition strategy, competition, documentation, approvals, contract administration, and escalation requirements without independently issuing legal opinions.
- Develops procurement strategies and manages invitations to bid, requests for proposals, requests for qualifications, requests for quotes, construction solicitations, professional-services selections, cooperative purchasing reviews, and other authorized acquisition methods.
- Reviews and refines scopes, specifications, evaluation criteria, pricing structures, schedules, insurance and bonding provisions, and proposed risk allocation; routes legal sufficiency, coverage, indemnification, and policy-exception decisions to authorized reviewers.
- Administers advertisements, conferences, vendor questions, addenda, openings, responsiveness documentation, evaluations, interviews, negotiations, award recommendations, notices, and execution routing using documented competition, ethics, confidentiality, and conflict-of-interest controls.
- Negotiates pricing, scope, schedule, renewals, amendments, change orders, task orders, and proposed terms within written delegation and coordinates final legal, financial, executive, and Board approvals as required.
- Prepares procurement recommendations, agenda items, staff reports, executive summaries, bid tabulations, and supporting records for action by the Board of Commissioners or other authorized official; does not independently bind the County or execute contracts unless expressly delegated.
- Coordinates contract, amendment, renewal, insurance, bond, signature, milestone, payment-support, performance, and closeout records and escalates expirations, deficiencies, disputes, unusual activity, or suspected fraud.
- Supports capital and infrastructure programs by coordinating procurement schedules, solicitations, contract documents, approvals, milestones, and contract actions consistent with applicable funding and project requirements.
- Maintains procurement and contract systems with role-based access, minimum-necessary use, authorship, correction history, audit trails, retention, legal-hold, and secure-handling controls.
- Directs the County-wide surplus-property program and routes classification, valuation, Board approval, sale, auction, trade, transfer, donation, title, and disposition actions through authorized procedures with asset-custody and segregation-of-duties controls.
- Provides procurement training and represents the County in authorized meetings with vendors, contractors, consultants, public entities, and stakeholders while maintaining impartiality and avoiding unauthorized commitments.

Additional Responsibilities

- Maintains professional knowledge of public procurement, contracting, construction procurement, grant-funded purchasing, ethics, records, and internal controls.

- Performs related executive procurement and contract-management duties consistent with law, County policy, credential, and delegated authority.

Supervisory Responsibilities

The submitted description assigns formal supervision of the Purchasing Coordinator and other staff, while the workbook supervisory indicator is No. Formal supervisory status, direct-report count, and authority for hiring, termination, final discipline, final evaluations, payroll, leave, overtime, pay, and position actions are Pending HR Review. Unless formally delegated, the position may recommend and coordinate these actions but may not give final approval.

Knowledge, Skills, and Abilities

- Knowledge of public procurement, competitive sourcing, professional-services and construction procurement, contract formation and administration, ethics, public records, internal controls, surplus property, insurance, bonding, risk allocation, and capital-project delivery.
- Skill in developing solicitations and contracts, analyzing commercial and operational risk, negotiating within delegated authority, preparing Board recommendations, facilitating evaluations, and communicating with varied stakeholders.
- Ability to distinguish procurement analysis and recommendations from legal opinions, funding certification, insurance-coverage decisions, contract execution, Board action, and other authority reserved to designated officials.
- Ability to manage concurrent procurements and contracts, maintain defensible records, enforce segregation of duties, document exceptions, and escalate suspected fraud, collusion, conflicts, unusual activity, or control failures.
- Ability to supervise or coordinate staff, establish priorities, review work, provide training, and maintain consistent customer service within confirmed personnel authority.
- Proficiency with spreadsheets, document-management systems, electronic procurement platforms, ERP and agenda systems, reporting tools, and related technology.

Minimum Qualifications

Education

Bachelor's degree in public administration, business administration, finance, procurement, contract management, construction management, or a closely related field.

Experience

At least five years of progressively responsible professional experience in public procurement, contracting, purchasing, or a closely related field, including complex solicitations, contract administration, and program or staff leadership.

Equivalent Combination

An equivalent combination of education, training, certification, and progressively responsible experience may be considered when it provides the required procurement, contracting, analytical, leadership, and public-administration capabilities. Equivalency does not waive any credential, driving, funding-source, or assignment-specific requirement established by law or County policy.

Preferred Qualifications

- Local-government procurement experience.
- Construction, professional-services, capital-project, and federally or state-funded procurement experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Nationally recognized public procurement certification or professional designation, such as NIGP-CPP, CPPB, CPPO, NIGP Associate, or County-approved equivalent	At appointment or within one year of hire	Maintain the credential in good standing. County approval of equivalent credentials and the one-year deadline require HR validation.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.

Credential	Required By	Maintenance Requirement
GDOT Local Administered Projects certification or comparable federally funded transportation-project procurement training	Preferred; required before independently performing regulated duties when assigned	Maintain current training when required by project assignment or funding conditions.

Work Schedule and Availability

Full-time schedule with periodic attendance at Board meetings, bid openings, pre-bid or pre-proposal meetings, negotiations, site visits, urgent procurement matters, and other activities outside normal business hours. Actual on-call, emergency, remote-work, and after-hours expectations are Pending Department Validation. FLSA classification remains Pending HR Review and requires salary-basis and primary-duty validation.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, document-management systems, and office equipment	Frequently	Develops solicitations, reviews contracts and records, prepares recommendations, and manages program information.
Stand and walk during meetings, bid openings, inspections, and visits to County or project locations	Occasionally	Conducts meetings, observes procurement-related operations, and coordinates with departments, vendors, and project teams.
Bend, reach, and retrieve documents, supplies, or equipment	Occasionally	Accesses procurement files, presentation materials, and meeting or site materials.
Lift, carry, push, or pull files, solicitation materials, supplies, or portable equipment	Occasionally	The submitted source states approximately 20 pounds. Essential weight, distance, duration, and available assistance are Pending Department Validation.
Travel to County facilities, project sites, warehouses, auction locations, and professional meetings	Occasionally	Supports solicitations, surplus activities, project coordination, training, and stakeholder meetings; driving applies only when assigned.

Work Environment

Work is primarily performed in an office, meeting, and public-administration environment with periodic travel to County facilities, pre-bid meetings, bid openings, project or construction sites, warehouses, auction locations, and professional meetings. Field visits may involve vehicle traffic, uneven walking surfaces, active work areas, weather, noise, dust, and contractor operations. Site access and observation must follow applicable orientation, escort, protective-equipment, and hazard-control requirements. The position regularly handles confidential proposals, financial information, contract negotiations, vendor records, protests, personnel information, and other restricted or procurement-sensitive material.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ACCOUNTANT I (ACCOUNTS PAYABLE)

Job Code	15A1AP	**Department**	15 - Finance
Reports To	Accounting Manager	**FLSA Status**	Hourly Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs professional and technical accounting work supporting the County's accounts-payable and general-accounting operations. The position reviews and processes purchasing and payment records, reconciles assigned accounts, maintains supporting documentation, and identifies issues for resolution under the supervision of the Accounting Manager. Work is performed within approved budgets, purchasing rules, internal controls, and delegated authority.

Essential Functions

- Reviews approved requisitions, purchase orders, invoices, purchasing-card records, and other payment documentation for completeness, mathematical accuracy, account coding, available budget, required approvals, and compliance with County procedures.
- Processes accounts-payable transactions and approved payments within assigned system access and established workflows; resolves routine discrepancies with departments and vendors and escalates exceptions or disputed matters.
- Maintains vendor records using approved onboarding, tax-documentation, duplicate-payment, banking-change, and fraud-prevention controls.
- Administers assigned purchasing-card records, reconciles statements and charges, monitors documentation and deadlines, and reports suspected misuse or policy exceptions to authorized management.
- Reviews and reconciles assigned subsidiary ledgers and accounts and prepares supported adjustment or journal-entry recommendations for review and approval.
- Monitors assigned budget and general-ledger activity to identify insufficient funds, coding errors, duplicate transactions, or unusual activity; does not independently amend budgets or override approval controls.
- Prepares accurate accounts-payable schedules, reports, reconciliations, and audit support and maintains records according to approved retention requirements.
- Provides procedural information to departments and vendors without independently rendering legal, tax, audit, or procurement-policy determinations.

Additional Responsibilities

- Supports annual audit, budget, year-end close, financial reporting, records production, and process-improvement activities as assigned.
- Performs other related duties consistent with the position's purpose, classification, County policy, and applicable wage-and-hour requirements.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may provide process guidance or training without exercising personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of bookkeeping and governmental accounting practices appropriate to the assigned work, including account coding, reconciliations, documentation, and internal controls.
- Ability to review detailed financial information, identify discrepancies, maintain audit-ready support, and escalate suspected errors, fraud, policy exceptions, or control weaknesses.
- Ability to use financial-management systems, spreadsheets, office software, and standard office equipment accurately and securely.
- Ability to maintain confidential and sensitive financial, vendor, employee, banking, and taxpayer information and disclose records only as authorized by law and County policy.
- Ability to organize competing deadlines, maintain accurate records, and communicate professionally with departments, vendors, auditors, financial institutions, and the public.
- Ability to follow segregation-of-duties, approval, purchasing, records-retention, and information-security requirements applicable to assigned transactions.

Minimum Qualifications

Education

Bachelor's degree in accounting, finance, or a closely related field is preferred.

Experience

At least three years of accounting, auditing, purchasing, accounts-payable, or closely related experience. County or municipal government accounting or finance experience is required.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Certified Public Accountant credential or a master's degree in accounting or finance; either may substitute for up to two years of the general experience requirement, subject to Human Resource Services review.
- Local Government Finance Officer Level I certification through the Carl Vinson Institute of Government.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Full-time hourly nonexempt schedule. Month-end and year-end closing, payroll or payment deadlines, audits, emergencies, and other operational needs may require approved overtime. All working time must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Enter transactions, reconcile accounts, review records, prepare reports, and communicate with customers and staff.
Read and compare detailed printed and electronic financial information	Frequently	Verify invoices, account coding, receipts, journal entries, reconciliations, and supporting documentation.

Exchange information orally and in writing	Frequently	Resolve discrepancies, explain procedures, document work, and coordinate with departments, vendors, banks, auditors, and the public.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.
Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Move records, office supplies, deposit materials, or equipment. Department should validate the weight and frequency.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial records and deadline-driven work. Occasional travel to other County facilities, banks, or records-storage locations may be assigned.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ACCOUNTING CLERK (ACCOUNTS PAYABLE)

Job Code	15ACAP	**Department**	15 - Finance
Reports To	Accounting Manager	**FLSA Status**	Hourly Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs clerical and paraprofessional accounting support for accounts payable, purchasing cards, petty cash, deposits, inventory records, and related Finance operations. The position enters and verifies transactions, maintains documentation, assists with reconciliations, and provides customer support under established procedures and the supervision of the Accounting Manager.

Essential Functions

- Enters, reviews, and routes assigned accounts-payable and purchasing-card transactions using approved coding, documentation, and authorization procedures.
- Assists with purchasing-card assignments and records, statement reconciliation, exception follow-up, and timely submission of supporting documentation.
- Records and verifies petty-cash activity, distributes funds only after required authorization, and balances assigned petty-cash records using applicable custody and reconciliation controls.
- Assists with deposit preparation, revenue posting, payment disbursement records, and assigned account reconciliations without independently approving the employee's own transactions.
- Supports assigned prison payable and commissary accounting processes under approved County and facility procedures.
- Assists with inventory records, audit support, budget schedules, financial reports, and other documentation requested by authorized staff.
- Searches for and compiles records responsive to requests under the direction of the designated records custodian or Open Records Officer; does not independently determine exemptions, redactions, or legal sufficiency.
- Copies, files, retrieves, protects, and disposes of records according to approved access and retention requirements and promptly reports discrepancies or suspected misuse.

Additional Responsibilities

- Supports annual audit, budget, year-end close, financial reporting, records production, and process-improvement activities as assigned.
- Performs other related duties consistent with the position's purpose, classification, County policy, and applicable wage-and-hour requirements.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may provide process guidance or training without exercising personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of bookkeeping and governmental accounting practices appropriate to the assigned work, including account coding, reconciliations, documentation, and internal controls.

- Ability to review detailed financial information, identify discrepancies, maintain audit-ready sup
  and escalate suspected errors, fraud, policy exceptions, or control weaknesses.
- Ability to use financial-management systems, spreadsheets, office software, and standard office equipment accurately and securely.
- Ability to maintain confidential and sensitive financial, vendor, employee, banking, and taxpayer information and disclose records only as authorized by law and County policy.
- Ability to organize competing deadlines, maintain accurate records, and communicate professionally with departments, vendors, auditors, financial institutions, and the public.
- Ability to follow segregation-of-duties, approval, purchasing, records-retention, and information-security requirements applicable to assigned transactions.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Related accounting, accounts-payable, cash-handling, purchasing-card, or administrative experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Postsecondary coursework or a degree in business, accounting, finance, or a related field.
- Experience with governmental accounting systems, accounts payable, purchasing cards, petty cash, deposits, or reconciliations.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Full-time hourly nonexempt schedule. Month-end and year-end closing, payroll or payment deadlines, audits, emergencies, and other operational needs may require approved overtime. All working time must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Enter transactions, reconcile accounts, review records, prepare reports, and communicate with customers and staff.
Read and compare detailed printed and electronic financial information	Frequently	Verify invoices, account coding, receipts, journal entries, reconciliations, and supporting documentation.
Exchange information orally and in writing	Frequently	Resolve discrepancies, explain procedures, document work, and coordinate with departments, vendors, banks, auditors, and the public.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.

Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Move records, office supplies, deposit materials, or equipment. Department should validate the weight and frequency.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial records and deadline-driven work. Occasional travel to other County facilities, banks, or records-storage locations may be assigned.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ACCOUNTING CLERK (REVENUE)

Job Code	15ACRV	**Department**	15 - Finance
Reports To	Accounting Manager	**FLSA Status**	Hourly Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs clerical and paraprofessional accounting support for revenue collection, deposits, electronic funds transfers, receipts, journal entries, reconciliations, and related Finance operations. The position enters and verifies transactions, maintains documentation, and supports reporting under established procedures and the supervision of the Accounting Manager.

Essential Functions

- Processes and records assigned revenue, deposit, electronic-funds-transfer, receipt, and journal-entry information using approved documentation, coding, authorization, and system-access procedures.
- Prepares and enters daily receipts, maintains assigned journals, identifies outstanding balances, and verifies bank fees and other routine activity.
- Assists with bank, revenue, cash, sales-tax, and other assigned account reconciliations and documents reconciling items for review and resolution.
- Maintains sales-tax receipts and other revenue records and promptly reports missing documentation, unexplained variances, duplicate transactions, or unusual activity.
- Coordinates with departments to obtain accurate and timely revenue information and supporting records without independently exercising collection, adjustment, waiver, or legal authority.
- Prepares routine financial schedules, statements, spreadsheets, and reports for review by authorized accounting staff.
- Supports annual audit, month-end and year-end close, and other financial-reporting activities by compiling accurate, audit-ready records.
- Protects financial and banking information and retains or disposes of records according to approved access, security, and retention requirements.

Additional Responsibilities

- Supports annual audit, budget, year-end close, financial reporting, records production, and process-improvement activities as assigned.
- Performs other related duties consistent with the position’s purpose, classification, County policy, and applicable wage-and-hour requirements.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may provide process guidance or training without exercising personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of bookkeeping and governmental accounting practices appropriate to the assigned work, including account coding, reconciliations, documentation, and internal controls.

- Ability to review detailed financial information, identify discrepancies, maintain audit-ready sup
  and escalate suspected errors, fraud, policy exceptions, or control weaknesses.
- Ability to use financial-management systems, spreadsheets, office software, and standard office equipment accurately and securely.
- Ability to maintain confidential and sensitive financial, vendor, employee, banking, and taxpayer information and disclose records only as authorized by law and County policy.
- Ability to organize competing deadlines, maintain accurate records, and communicate professionally with departments, vendors, auditors, financial institutions, and the public.
- Ability to follow segregation-of-duties, approval, purchasing, records-retention, and information-security requirements applicable to assigned transactions.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Related accounting, revenue, cash-handling, banking, reconciliation, or administrative experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Postsecondary coursework or a degree in business, accounting, finance, or a related field.
- Experience with governmental accounting systems, revenue administration, deposits, electronic funds transfers, receipts, or reconciliations.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Full-time hourly nonexempt schedule. Month-end and year-end closing, payroll or payment deadlines, audits, emergencies, and other operational needs may require approved overtime. All working time must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Enter transactions, reconcile accounts, review records, prepare reports, and communicate with customers and staff.
Read and compare detailed printed and electronic financial information	Frequently	Verify invoices, account coding, receipts, journal entries, reconciliations, and supporting documentation.
Exchange information orally and in writing	Frequently	Resolve discrepancies, explain procedures, document work, and coordinate with departments, vendors, banks, auditors, and the public.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.

Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Move records, office supplies, deposit materials, or equipment. Department should validate the weight and frequency.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial records and deadline-driven work. Occasional travel to other County facilities, banks, or records-storage locations may be assigned.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

SENIOR ACCOUNTANT

Job Code	15SNRA	**Department**	15 - Finance
Reports To	Accounting Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced governmental accounting, payroll-finance, reconciliation, reporting, and analytical work supporting the County's financial operations. The position has primary responsibility for the Finance Department's portion of County payroll processing, including financial review, payroll submission, reconciliation, accounting, tax and payment processing, post-payroll reporting, and resolution of payroll-related financial discrepancies. The position also administers assigned grants, special revenue, capital projects, and other governmental or proprietary funds and prepares financial records, reports, and analyses within established internal controls and under the supervision of the Accounting Manager.

Essential Functions

- Maintains accurate and timely financial information and prepares assigned analyses, reconciliations, schedules, and reports for review.
- Coordinates with departments regarding project status, funding, budgets, expenditures, and required documentation and escalates unresolved or material issues.
- Reviews grants, intergovernmental agreements, funding terms, and applicable guidance for accounting and reporting requirements; obtains legal or grantor interpretation when terms are disputed or unclear.
- Tracks grant, special-revenue, capital, and other assigned project revenues and expenditures and documents allowability, coding, budget, match, deadline, and reporting issues.
- Prepares and enters supported journal entries within assigned access and approval workflows; does not approve the employee’s own entries when independent review is required.
- Prepares required financial reports and public-notice support for grants and special funds under management and legal review as appropriate.
- Supports development and monitoring of the Capital Improvement Program, capital budgets, grants, and special-revenue budgets and trains departmental designees on approved procedures.
- Supports vendor onboarding, requisitions, purchase orders, interagency transactions, annual audit, budget preparation, and financial reporting using approved controls and complete documentation.
- Administers the Finance Department's responsibilities within the County payroll cycle following completion of Human Resource Services and departmental timekeeping and employee-data processes.
- Reviews preliminary payroll registers, control totals, earnings, deductions, employer liabilities, funding distributions, accounting codes, and payroll exceptions for financial accuracy and completeness before final payroll submission.
- Performs the Finance review and submission of payroll after required approvals are completed and coordinates correction of financial discrepancies, rejected transactions, balancing issues, or other exceptions identified during payroll processing.
- Reconciles gross payroll, net payroll, taxes, deductions, employer contributions, benefit-related payments, deferred-compensation payments, payroll clearing accounts, bank activity, labor distributions, and general-ledger activity to payroll system reports and supporting documentation.

- Prepares and records payroll-related journal entries, accruals, corrections, reallocations, and other authorized accounting transactions in accordance with established approval and segregation-of-duties controls.
- Prepares, reviews, and submits authorized payroll tax deposits, returns, payment records, and related federal and state payroll reporting within required deadlines.
- Prepares and distributes post-payroll financial reports, reconciliations, labor-distribution reports, liability reports, payment documentation, and other payroll-related financial information required by Finance, Human Resource Services, departments, auditors, or other authorized users.
- Processes and reconciles approved benefit-plan, retirement, deferred-compensation, garnishment, and other payroll-related remittances based on authorized payroll deductions and established responsibility assignments.
- Coordinates with Human Resource Services to research and resolve payroll discrepancies, retroactive adjustments, voids, corrections, overpayments, underpayments, deduction issues, and other payroll matters requiring both employee-data and financial review.
- Supports payroll year-end close, payroll account reconciliation, W-2 balancing and reporting, audit requests, and other year-end payroll-finance activities assigned to Finance.
- Maintains complete payroll accounting records, reconciliations, approvals, reports, payment confirmations, tax documentation, and audit trails in accordance with County records-retention, financial-control, and confidentiality requirements.
- Performs payroll-finance functions based on approved employee, timekeeping, compensation, deduction, benefit, and other source information provided through authorized County processes. The position does not independently determine employee eligibility for compensation, leave, benefits, classification, employment status, or other Human Resource Services matters, but identifies discrepancies and coordinates correction before or after payroll processing as appropriate.

Additional Responsibilities

- Supports audits, budget development, year-end close, records production, emergency continuity, and process-improvement activities within assigned authority.
- Prepares ad hoc financial reports, analyses, schedules, reconciliations, and data extracts for the Finance Director; documents sources, assumptions, limitations, and review status and routes official interpretations or external representations for approval.
- Performs other related duties consistent with the position’s purpose, classification, County policy, internal controls, and applicable wage-and-hour requirements.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may train staff or coordinate financial processes without exercising personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting, budgeting, financial reporting, internal controls, records retention, and applicable County financial policies appropriate to the assigned role.
- Ability to analyze complex financial information, identify discrepancies or control weaknesses, maintain audit-ready support, and communicate conclusions accurately.
- Ability to use financial-management systems, spreadsheets, office software, and reporting tools accurately and securely.
- Ability to protect confidential financial, banking, vendor, employee, taxpayer, and security information and disclose records only as authorized.
- Ability to organize competing statutory, audit, budget, payroll, grant, reporting, and operational deadlines.
- Ability to apply segregation-of-duties, approval, access-control, audit-trail, procurement, and fraud-prevention requirements.
- Thorough knowledge of payroll accounting, gross-to-net payroll reconciliation, payroll liabilities, payroll clearing accounts, general-ledger interfaces, tax deposits and filings, deduction and employer-contribution reconciliation, and payroll-related financial controls.
- Ability to review complex payroll registers and financial reports, identify discrepancies, trace differences to source transactions, reconcile payroll to banking and general-ledger activity, and document corrective action.

- Ability to administer deadline-driven payroll-finance processes requiring accuracy, confidentiality, segregation of duties, independent review, and complete audit trails.
- Ability to interpret and apply payroll-finance procedures while distinguishing accounting responsibilities from Human Resource Services determinations involving employee eligibility, compensation authorization, benefits, leave, and employment status.

Minimum Qualifications

Education

Bachelor's degree in accounting, finance, or a closely related field.

Experience

At least five (5) years of progressively responsible accounting, auditing, governmental finance, or payroll-accounting experience, including demonstrated responsibility for complex reconciliations, financial reporting, and accounting controls. Experience must include substantive payroll-accounting, payroll reconciliation, payroll-processing, or closely related financial responsibility. County or municipal government experience is preferred. A CPA or master's degree in accounting or finance may substitute for up to two years of the general accounting experience requirement but does not substitute for demonstrated payroll-finance competency.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- County or municipal governmental accounting experience.
- Local Government Finance Officer Level I and Level II certifications through the Carl Vinson Institute of Government.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Full-time professional schedule with recurring payroll, tax, reporting, reconciliation, audit, month-end, and year-end deadlines. Payroll processing requirements, fiscal deadlines, audits, system issues, or other operational needs may occasionally require work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Review financial records, prepare analyses and reports, administer systems, and communicate with staff and stakeholders.
Read and compare detailed printed and electronic information	Frequently	Evaluate budgets, ledgers, reconciliations, agreements, reports, supporting records, and regulatory guidance.
Exchange complex information orally and in writing	Frequently	Explain financial matters, document decisions, train or direct staff, and coordinate with departments, officials, auditors, banks, advisors, and the public.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.
Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Moves records, office supplies, presentation materials, or routine equipment associated with financial, payroll, audit, and administrative functions.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial information, prolonged computer use, competing deadlines, and interactions with employees, officials, vendors, auditors, financial institutions, and the public. Occasional travel to other County facilities, banks, meetings, or records-storage locations may be assigned.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ACCOUNTANT I (GENERAL LEDGER)

Job Code	15A1GL	**Department**	15 - Finance
Reports To	Accounting Manager	**FLSA Status**	Hourly Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs professional and technical accounting work supporting the County's general ledger, revenue accounting, cash and deposit reconciliation, and financial reporting. The position records and reconciles assigned transactions, prepares supported journal entries and schedules, and identifies issues for review under the supervision of the Accounting Manager.

Essential Functions

- Processes and reviews assigned revenue, deposit, electronic-funds-transfer, and general-ledger transactions for accuracy, authorization, supporting documentation, and compliance with established procedures.
- Prepares and enters supported journal entries within assigned access and approval workflows, including recurring and adjusting entries; does not independently approve the employee's own entries when segregation of duties requires separate review.
- Prepares and reconciles assigned bank, cash, deposit, revenue, prepaid-expense, payroll-prepaid-insurance, and general-ledger accounts and documents reconciling items through resolution.
- Reviews daily receipts, journals, outstanding balances, bank fees, and related records and promptly reports unexplained variances, stale items, suspected errors, or unusual activity.
- Coordinates with departments to support timely and accurate revenue collection, administration, coding, and accounting without exercising collection or legal authority not delegated to the position.
- Prepares financial schedules, account analyses, statements, and reports for management review and supports month-end and year-end closing activities.
- Maintains complete, accurate, and audit-ready revenue and general-ledger records according to approved retention requirements.
- Provides accounting-process information to departments and partners without independently rendering legal, tax, audit, or policy determinations.

Additional Responsibilities

- Supports annual audit, budget, year-end close, financial reporting, records production, and process-improvement activities as assigned.
- Performs other related duties consistent with the position's purpose, classification, County policy, and applicable wage-and-hour requirements.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may provide process guidance or training without exercising personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of bookkeeping and governmental accounting practices appropriate to the assigned work, including account coding, reconciliations, documentation, and internal controls.

- Ability to review detailed financial information, identify discrepancies, maintain audit-ready sup and escalate suspected errors, fraud, policy exceptions, or control weaknesses.
- Ability to use financial-management systems, spreadsheets, office software, and standard office equipment accurately and securely.
- Ability to maintain confidential and sensitive financial, vendor, employee, banking, and taxpayer information and disclose records only as authorized by law and County policy.
- Ability to organize competing deadlines, maintain accurate records, and communicate professionally with departments, vendors, auditors, financial institutions, and the public.
- Ability to follow segregation-of-duties, approval, purchasing, records-retention, and information-security requirements applicable to assigned transactions.

Minimum Qualifications

Education

Bachelor's degree in accounting, finance, or a closely related field is preferred.

Experience

At least three years of accounting, auditing, revenue administration, general-ledger, or closely related experience. County or municipal government accounting or finance experience is required.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Certified Public Accountant credential or a master's degree in accounting or finance; either may substitute for up to two years of the general experience requirement, subject to Human Resource Services review.
- Local Government Finance Officer Level I certification through the Carl Vinson Institute of Government. The department must validate whether this is preferred or required and, if required, the completion deadline.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Full-time hourly nonexempt schedule. Month-end and year-end closing, payroll or payment deadlines, audits, emergencies, and other operational needs may require approved overtime. All working time must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Enter transactions, reconcile accounts, review records, prepare reports, and communicate with customers and staff.
Read and compare detailed printed and electronic financial information	Frequently	Verify invoices, account coding, receipts, journal entries, reconciliations, and supporting documentation.
Exchange information orally and in writing	Frequently	Resolve discrepancies, explain procedures, document work, and coordinate with departments, vendors, banks, auditors, and the public.

Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.
Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Move records, office supplies, deposit materials, or equipment. Department should validate the weight and frequency.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial records and deadline-driven work. Occasional travel to other County facilities, banks, or records-storage locations may be assigned.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FINANCE DIRECTOR

Job Code	15FDIR	**Department**	15 - Finance
Reports To	County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - Finance Department
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs the County's financial-management function and provides professional analysis and recommendations to the County Manager and Board of Commissioners. The position leads accounting, budgeting, capital planning, cash and investment administration, debt management, financial reporting, audit coordination, and internal-control activities within authority granted by law, County policy, adopted budgets, resolutions, contracts, and formal delegation.

Essential Functions

- Directs Finance Department operations, establishes work priorities and controls, supervises assigned employees, and administers personnel responsibilities within delegated authority and County policy.
- Advises the County Manager and Board of Commissioners on financial condition, appropriations, expenditures, revenues, reserves, fees, capital needs, debt, liquidity, and long-term fiscal strategy using accurate analysis and clearly stated assumptions.
- Develops and administers the proposed annual budget and Capital Improvement Program and monitors the adopted budget; budget adoption, appropriations, amendments, fees, and other governing decisions remain with authorized County officials.
- Oversees accounting policies, financial reporting, closing, audit preparation, and corrective-action activities consistent with applicable governmental accounting and reporting standards.
- Develops and administers cash-management, investment, and banking procedures within adopted policy, statutory authority, approved depository agreements, signature authority, collateral requirements, and segregation-of-duties controls.
- Develops debt-management analyses and coordinates with financial advisors, bond counsel, disclosure counsel, underwriters, and other authorized professionals; does not independently provide legal opinions or bind the County.
- Coordinates preparation and review of official statements, continuing disclosures, financial agreements, solicitations, and related records, subject to required professional review and County approval.
- Monitors financial legislation and regulatory requirements, coordinates interpretation with counsel or other qualified advisors when necessary and recommends policy or procedural changes.
- Maintains relationships with auditors, financial institutions, advisors, departments, elected officials, agencies, vendors, and the public while protecting confidential and legally restricted information.
- Ensures material financial risks, suspected fraud, control deficiencies, reporting errors, and compliance concerns are documented and escalated to the appropriate County authority.

Additional Responsibilities

- Supports audits, budget development, year-end close, records production, emergency continuity, and process-improvement activities within assigned authority.

- Performs other related duties consistent with the position's purpose, classification, County poli internal controls, and applicable wage-and-hour requirements.

Supervisory Responsibilities

Directly or indirectly supervises Finance Department employees and exercises personnel authority only as delegated by the County Manager and County policy.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting, budgeting, financial reporting, internal controls, retention records, and applicable County financial policies appropriate to the assigned role.
- Ability to analyze complex financial information, identify discrepancies or control weaknesses, maintain audit-ready support, and communicate conclusions accurately.
- Ability to use financial-management systems, spreadsheets, office software, and reporting tools accurately and securely.
- Ability to protect confidential financial, banking, vendor, employee, taxpayer, and security information and disclose records only as authorized.
- Ability to organize competing statutory, audit, budget, payroll, grant, reporting, and operational deadlines.
- Ability to apply segregation-of-duties, approval, access-control, audit-trail, procurement, and fraud-prevention requirements.

Minimum Qualifications

Education

Bachelor's degree in accounting, finance, business administration, public administration, or a closely related field.

Experience

A minimum of seven (7) years of progressively responsible professional experience in governmental finance, accounting, budgeting, or a closely related public-sector financial function, including at least three (3) years in a supervisory or management capacity. Experience should include responsibility for governmental budgeting, financial reporting, audit coordination, internal controls, revenue and expenditure monitoring, and financial policy administration. County or comparable local-government finance experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Certified Public Accountant designation.
- Master's degree in accounting, finance, public administration, business administration, or a related field.
- Certified Public Finance Officer or comparable governmental-finance credential.
- Substantial local-government experience in budgeting, financial reporting, investments, cash management, capital planning, debt, and audit administration.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Professional finance credential	As established in the approved minimum qualifications	Maintain active status and required continuing education. Current source lists CPA and CPFO only as preferred.

Work Schedule and Availability

Full-time schedule. Budget deadlines, audits, month-end and year-end closing, emergencies, public meetings, and other operational needs may require schedule changes or additional hours in accordance with the County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Review financial records, prepare analyses and reports, administer systems, and communicate with staff and stakeholders.
Read and compare detailed printed and electronic information	Frequently	Evaluate budgets, ledgers, reconciliations, agreements, reports, supporting records, and regulatory guidance.
Exchange complex information orally and in writing	Frequently	Explain financial matters, document decisions, train or direct staff, and coordinate with departments, officials, auditors, banks, advisors, and the public.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.
Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Move records, office supplies, presentation materials, or equipment. Department should validate the weight and frequency.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial information, prolonged computer use, competing deadlines, and interactions with employees, officials, vendors, auditors, financial institutions, and the public. Occasional travel to other County facilities, banks, meetings, or records-storage locations may be assigned.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CONTROLLER

Job Code	15CONT	**Department**	15 - Finance
Reports To	Finance Director	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - assigned Finance staff
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, coordinates, and supervises assigned accounting operations under the direction of the Finance Director. The position oversees transaction processing, reconciliations, cash and revenue accounting, accounts payable, payroll support, grants, inventory records, audit preparation, and staff performance within approved policies, budgets, systems access, and delegated authority.

Essential Functions

- Plans, assigns, reviews, and evaluates the work of assigned Finance employees; establishes schedules and priorities, provides training and coaching, addresses performance matters, and makes personnel recommendations within delegated authority and County policy.
- Monitors assigned accounting operations for compliance with approved policies, generally accepted accounting principles, governmental standards, grant requirements, and applicable law; escalates disputed legal, tax, audit, or policy interpretations.
- Reviews financial status, reconciliations, balance-sheet and interfund accounts, accounts payable, payroll-withholding accounts, revenue activity, and other assigned records and reports significant issues to the Finance Director.
- Maintains or coordinates the County chart of accounts and related State reporting crosswalks under approved accounting standards and change controls.
- Oversees assigned accounts-payable, revenue, cash-management, payroll-support, grant-accounting, purchasing, and inventory-record processes while maintaining appropriate segregation of duties and independent approvals.
- Coordinates audit schedules, supporting documentation, management responses, and follow-up under the Finance Director’s authority; does not independently issue audit opinions or bind the County.
- Administers assigned grant and reimbursement processes by tracking awards, budgets, expenditures, match requirements, deadlines, supporting documentation, reimbursement requests, receipts, and outstanding balances; escalates questioned costs, disputed allowability, or grantor and legal interpretations.
- Reviews and approves requisitions for County payables within assigned accounting, documentation, coding, budget, and delegated approval controls; routes procurement exceptions, contract questions, funding issues, and final payment authorization through the appropriate County process.
- Performs treasury management, including monitoring cash accounts and liquidity, coordinating authorized bank transfers, and preparing or submitting ACH and wire transactions within delegated authority, dual-control requirements, independent verification, bank-security procedures, audit trails, and fraud-prevention controls.
- Coordinates grant reporting and compliance management by maintaining reporting calendars, reconciling financial activity to grant records, preparing financial reports and supporting schedules, monitoring conditions and deadlines, and escalating programmatic, legal, or grantor determinations to authorized officials.
- Processes internal budget amendments by validating account structure, available funding, supporting calculations, approvals, and documentation; enters or routes amendments within

assigned system access without independently approving amendments reserved to the Finance Director, County Manager, or Board of Commissioners.
- Prepares calculations, financial schedules, and supporting documentation for County contracts, amendments, renewals, payment terms, pricing adjustments, and related fiscal analysis; routes legal sufficiency, contract interpretation, negotiation, and execution decisions to authorized officials.
- Administers assigned vendor, payment, and financial-system access workflows using role-based access, independent verification, audit trails, segregation of duties, and fraud-prevention controls.

Additional Responsibilities
- Supports audits, budget development, year-end close, records production, emergency continuity, and process-improvement activities within assigned authority.
- Performs other related duties consistent with the position's purpose, classification, County policy, internal controls, and applicable wage-and-hour requirements.

Supervisory Responsibilities
Directly supervises assigned Finance employees.

Knowledge, Skills, and Abilities
- Knowledge of governmental accounting, budgeting, financial reporting, internal controls, records retention, and applicable County financial policies appropriate to the assigned role.
- Ability to analyze complex financial information, identify discrepancies or control weaknesses, maintain audit-ready support, and communicate conclusions accurately.
- Ability to use financial-management systems, spreadsheets, office software, and reporting tools accurately and securely.
- Ability to protect confidential financial, banking, vendor, employee, taxpayer, and security information and disclose records only as authorized.
- Ability to organize competing statutory, audit, budget, payroll, grant, reporting, and operational deadlines.
- Ability to apply segregation-of-duties, approval, access-control, audit-trail, procurement, and fraud-prevention requirements.

Minimum Qualifications
Education
Bachelor's degree in accounting, finance, business administration, or a closely related field.

Experience
At least five years of progressively responsible governmental accounting or closely related public-sector finance experience, including demonstrated supervisory or management experience.

Equivalent Combination
An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications
- Experience preparing an Annual Comprehensive Financial Report and governmental reports to the Georgia Department of Audits and Accounts or Department of Community Affairs.
- Local Government Finance Officer Level I and Level II certifications through the Carl Vinson Institute of Government. The department must validate whether these are required or preferred and establish completion deadlines if required.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability
Full-time salaried nonexempt schedule pending HR validation. All working time must be accurately recorded, and overtime must be compensated as required by County policy and applicable law.

Physical and Environmental Requirements
The following demands relate to the essential functions and may be performed with or without reasonable accommodation.

Requirement	Frequency	Job-Related Context

Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Review financial records, prepare analyses and reports, administer systems, and communicate with staff and stakeholders.
Read and compare detailed printed and electronic information	Frequently	Evaluate budgets, ledgers, reconciliations, agreements, reports, supporting records, and regulatory guidance.
Exchange complex information orally and in writing	Frequently	Explain financial matters, document decisions, train or direct staff, and coordinate with departments, officials, auditors, banks, advisors, and the public.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.
Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Move records, office supplies, presentation materials, or equipment. Department should validate the weight and frequency.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial information, prolonged computer use, competing deadlines, and interactions with employees, officials, vendors, auditors, financial institutions, and the public. Occasional travel to other County facilities, banks, meetings, or records-storage locations may be assigned.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ADMINISTRATIVE ASSISTANT

Job Code	15ADAS	**Department**	15 - Finance
Reports To	Accounting Manager	**FLSA Status**	Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides clerical and administrative support to the Finance Department. The position prepares correspondence and routine reports, maintains files, coordinates communications and mail, assists customers, compiles records, and supports basic financial and audit documentation under established procedures and the supervision of the Accounting Manager.

Essential Functions

- Greets and assists visitors, answers and routes calls, responds to routine inquiries, and refers financial, legal, policy, or confidential matters to authorized staff.
- Prepares, formats, proofreads, and distributes correspondence, memoranda, forms, spreadsheets, routine reports, meeting materials, and other Finance documents.
- Scans, copies, files, retrieves, and distributes documents and maintains organized electronic and paper records under approved access and retention requirements.
- Receives, sorts, and distributes mail and coordinates routine departmental calendars, meetings, supplies, and administrative deadlines.
- Compiles responsive records under the direction of the designated records custodian or Open Records Officer; does not independently determine exemptions, redactions, or legal sufficiency.
- Assists with routine data entry, report preparation, document collection, audit support, and spreadsheet maintenance without approving transactions or making accounting determinations.
- Protects confidential financial, banking, vendor, employee, and security information and promptly reports suspected loss, misuse, or unauthorized access.
- Follows approved procedures and communicates potential errors, unusual activity, or policy exceptions to authorized Finance staff.

Additional Responsibilities

- Supports audits, budget development, year-end close, records production, emergency continuity, and process-improvement activities within assigned authority.
- Performs other related duties consistent with the position’s purpose, classification, County policy, internal controls, and applicable wage-and-hour requirements.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may provide routine process guidance without exercising personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting, budgeting, financial reporting, internal controls, records retention, and applicable County financial policies appropriate to the assigned role.
- Ability to analyze complex financial information, identify discrepancies or control weaknesses, maintain audit-ready support, and communicate conclusions accurately.

- Ability to use financial-management systems, spreadsheets, office software, and reporting too accurately and securely.
- Ability to protect confidential financial, banking, vendor, employee, taxpayer, and security information and disclose records only as authorized.
- Ability to organize competing statutory, audit, budget, payroll, grant, reporting, and operational deadlines.
- Ability to apply segregation-of-duties, approval, access-control, audit-trail, procurement, and fraud-prevention requirements.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Two years of progressively responsible administrative, clerical, secretarial, or records-support experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Post-secondary coursework or a degree in business, accounting, finance, office administration, or a related field.
- Experience supporting finance, accounting, audit, procurement, or governmental office.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Full-time schedule.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, and standard office equipment	Frequently; for extended periods	Review financial records, prepare analyses and reports, administer systems, and communicate with staff and stakeholders.
Read and compare detailed printed and electronic information	Frequently	Evaluate budgets, ledgers, reconciliations, agreements, reports, supporting records, and regulatory guidance.
Exchange complex information orally and in writing	Frequently	Explain financial matters, document decisions, train or direct staff, and coordinate with departments, officials, auditors, banks, advisors, and the public.
Walk, bend, stoop, reach, or climb stairs	Occasionally	Retrieve records and supplies and attend meetings within County facilities.
Lift or carry routine files, equipment, or supplies up to 20 pounds	Occasionally	Move records, office supplies, presentation materials, or equipment. Department should validate the weight and frequency.

Work Environment

Work is primarily performed in a climate-controlled office and routinely involves confidential financial information, prolonged computer use, competing deadlines, and interactions with employees, officials, vendors, auditors, financial institutions, and the public. Occasional travel to other County facilities, banks, meetings, or records-storage locations may be assigned.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORRECTIONS COUNSELOR SENIOR

Job Code	1605CCS	**Department**	16 - PRISON
Reports To	Deputy Warden or Warden, as Assigned	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Leads inmate counseling-support, classification, disciplinary, reentry, PREA, mandated-program, case-record, and correctional administrative functions and supervises assigned counseling or administrative employees within delegated authority

Essential Functions

- Directs and reviews inmate adjustment interviews, follow-up services, classification and disciplinary support, segregation contacts, reentry activity, legal-form routing, and related case documentation.
- Serves as the facility PREA Coordinator when formally designated; maintains audit-ready records, coordinates education and training, tracks required actions, preserves confidentiality, and routes allegations for independent investigation and protective response under policy.
- Coordinates state-mandated inmate programs, schedules, materials, completion records, certificates, and monthly reporting and verifies program documentation against source records.
- Supervises assigned administrative or counseling staff by assigning and reviewing work, preparing schedules, coaching, documenting performance, completing authorized appraisals, and applying discipline only within formally delegated authority and County policy.
- Participates in classification and disciplinary processes by compiling records, interviewing inmates, documenting concerns, and making recommendations; final custody, discipline, legal, medical, and release decisions remain with authorized officials.
- Coordinates reentry information and referrals without promising placement, release, benefits, or legal outcomes and without providing unlicensed clinical or legal services.
- Maintains secure inmate, PREA, disciplinary, medical, classification, program, and personnel records through role-based access, minimum-necessary use, audit trails, retention, separation of restricted files, and approved disclosure procedures.
- Reports significant operational, security, welfare, PREA, staffing, record, or program concerns promptly to the Warden or Deputy Warden.

Additional Responsibilities

- Functions as duty officer only when trained, formally assigned, and provided clear emergency authority and escalation procedures.
- Performs related senior counselor and administrative duties within delegated authority.

Supervisory Responsibilities

Directly supervises assigned counseling, program, or administrative employees. Responsibilities include scheduling and assigning work, providing training and guidance, reviewing work and documentation, coaching employees, documenting performance, completing or contributing to performance evaluations, addressing routine performance concerns, and making recommendations regarding hiring, corrective action, discipline, scheduling, leave, and other personnel matters within delegated County authority. Final termination, compensation, payroll, policy-exception, and other reserved employment decisions remain with authorized officials

Knowledge, Skills, and Abilities

- Advanced knowledge of correctional case management, PREA coordination, inmate programs, classification, disciplinary, segregation, reentry, records, and referral procedures.
- Skill in staff supervision, structured interviewing, de-escalation, training, audit preparation, documentation, scheduling, quality review, and program reporting.

- Ability to separate PREA coordination from investigation and final findings and to preserve independence, confidentiality, evidence, and anti-retaliation protections.
- Ability to identify and escalate medical, mental-health, suicide, abuse, PREA, retaliation, security, due-process, and personnel concerns.
- Ability to protect restricted inmate and personnel records through access controls, audit trails, retention, secure handling, and approved disclosure.

Minimum Qualifications

Education

High school diploma or GED, supplemented by relevant training in counseling support, human services, corrections, administration, supervision, or a related field.

Experience

Five (5) years of progressively responsible counseling-support, case-management, corrections, reentry, human-services, or correctional-program experience, including at least one (1) year of work-lead, supervisory, program-management, or comparable staff-coordination responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required capabilities and does not waive mandatory security, PREA, records, or supervisory training.

Preferred Qualifications

- Associate or bachelor's degree or advanced training in counseling, psychology, social work, human services, criminal justice, public administration, supervision, or a related field.
- Experience coordinating PREA compliance, state-mandated programs, correctional audits, staff schedules, or reentry services.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public commission	Before independently performing notarial acts	Maintain an active commission while notarization remains assigned
Valid driver's license and County driving eligibility	Before operating a County vehicle or serving in an assigned driving role	Maintain County eligibility.
PREA coordinator, suicide prevention, confidentiality, records, supervision, de-escalation, and correctional-security training	Before independent performance of the regulated duty	Maintain current training and designation.

Work Schedule and Availability

Standard administrative schedule plus program deadlines, training, emergencies, and rotating duty-officer or after-hours assignments as validated. As a nonexempt position, all working time, including on-site emergency response, required calls, remote work, training, holdover, and call-back, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, telephones, scanners, records systems, and office equipment	Frequently	Conducts interviews, maintains case records, prepares reports, and coordinates programs.
Stand and walk through offices, secure housing, segregation, program, hearing, and records areas	Occasionally	Interviews inmates, attends hearings, coordinates services, and retrieves records.
Bend, stoop, reach, and handle files, program materials, or supplies	Occasionally	Supports records and program administration.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull files, materials, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls files, program materials, records, or supplies weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Respond to alarms or emergencies and move to a designated secure location	Occasionally	Applies when emergency or duty-officer responsibilities are assigned and the employee is trained and authorized.

Work Environment

Work is performed in administrative offices, secure correctional housing, segregation, program and hearing areas, and occasional community or training locations. The employee works with confidential correctional and medical information and may encounter alarms, hostile behavior, emotional distress, bodily fluids, communicable disease, contraband, or emergency conditions. Employees must follow security, staffing, interview-location, infection-control, privacy, PREA, duress, and incident-reporting procedures.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

WARDEN

Job Code	1600WRDN	**Department**	16 - PRISON
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs the Effingham County Prison's custody, security, staffing, programs, facilities, transportation, financial accountability, contractor coordination, compliance, and emergency operations. Exercises authority subject to Georgia law, Department of Corrections requirements, County ordinances and policies, approved budgets, governing-authority oversight, and matters reserved to HR, Finance, Procurement, medical staff, counsel, or law enforcement.

Essential Functions

- Plans, directs, evaluates, and documents prison operations, staffing, post coverage, custody, inmate movement, programs, transportation, work details, facility maintenance, sanitation, emergency readiness, and compliance.
- Establishes and implements departmental procedures consistent with controlling law, GDC requirements, County policy, and governing-authority approval; does not independently create exceptions to binding County rules.
- Supervises command and administrative staff by setting expectations, assigning and reviewing work, developing schedules and training, completing authorized evaluations, and making or implementing personnel decisions only within delegated authority and due process.
- Reviews counts, incidents, force, searches, escapes, contraband, inmate complaints, classification, discipline, safety, medical referrals, PREA matters, and corrective actions; preserves independent medical, investigative, legal, and appeal functions.
- Directs emergency response and escape or recapture coordination through incident command and authorized law-enforcement partnerships; does not independently seek warrants, determine charges, or direct criminal prosecution absent lawful authority.
- Oversees inmate transportation, mail and package controls, facility programs, vehicles, tools, keys, chemicals, weapons, equipment, maintenance, contractors, and vendors through documented access, inventory, safety, inspection, procurement, and payment controls.
- Recommends vendors and contractors and monitors performance within approved procurement methods, delegated signature authority, contracts, appropriations, and segregation of duties; does not unilaterally bind the County beyond authority.
- Ensures accurate custody, operational, personnel, financial, medical-referral, incident, force, contractor, and compliance records through independent verification, audit trails, correction history, retention, legal hold, and secure disclosure routing.
- Develops budget and resource recommendations, monitors approved expenditures, and escalates shortages, unusual transactions, suspected fraud, security failures, legal risks, and material compliance deficiencies.
- Represents the prison at authorized County, state, interagency, and public meetings and provides accurate operational information without waiving privilege or making unauthorized legal commitments.

Additional Responsibilities

- Maintains required professional knowledge and certifications and ensures employees complete assignment-specific training.
- Performs related executive correctional duties within statutory and delegated authority.

Supervisory Responsibilities

Provides executive supervision of the Effingham County Prison through the established command and administrative structure and directly or indirectly supervises the Deputy Warden, managers, supervisors, correctional officers, administrative employees, and other assigned personnel. Responsibilities include establishing organizational priorities, directing staffing and operations, assigning and reviewing work, developing command and supervisory staff, evaluating performance, addressing employee performance and conduct, and making recommendations or taking authorized action regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority. Final authority for compensation, payroll, procurement, contracts, policy exceptions, litigation, and other matters reserved by County policy, ordinance, or law remains with the County Manager, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Executive knowledge of correctional administration, custody, staffing, emergency management, GDC compliance, PREA, inmate programs, facility operations, transportation, budgeting, procurement, contractor oversight, and public-sector personnel controls.
- Skill in organizational leadership, command decision-making, policy implementation, budget planning, incident and force review, staff development, interagency coordination, and executive communication.
- Ability to distinguish prison command from medical judgment, criminal investigation, prosecution, legal advice, HR authority, contracting, payment approval, and governing-authority decisions.
- Ability to evaluate institutional risk, preserve due process and evidence, maintain independent review functions, allocate resources, document decisions, and escalate material concerns.
- Ability to protect security, medical, personnel, financial, investigative, PREA, and legal records through role-based access, audit trails, retention, and authorized disclosure.

Minimum Qualifications

Education

Bachelor's degree from an accredited college or university in criminal justice, corrections, public administration, organizational leadership, business administration, or a closely related field.

Experience

Six years of progressively responsible correctional or detention experience, including substantial management of staff and facility operations.

Equivalent Combination

Additional correctional command experience, advanced training, and professional credentials may be considered in evaluating overall qualifications but do not substitute for the required bachelor's degree. Statutory, State Board of Corrections, POST, security, and other mandatory appointment requirements may not be waived through equivalency.

Preferred Qualifications

- Master's degree in criminal justice, corrections, public administration, organizational leadership, or a related field.
- Experience as a warden, deputy warden, or comparable correctional executive with responsibility for compliance, budgeting, emergency command, personnel, and facility operations.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST certification appropriate to assigned executive correctional duties	At appointment when the position will independently exercise duties requiring certification; otherwise before independently	Maintain current certification and training.

Credential	Required By	Maintenance Requirement
	exercising the regulated function	
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain eligibility.
Incident command, PREA, use-of-force review, emergency management, executive leadership, and correctional compliance training	Before independently directing the regulated function	Maintain current training.

Work Schedule and Availability

Full-time executive command schedule with responsibility for continuous institutional operations. The position must be available as operationally necessary for significant incidents, emergencies, staffing issues, inspections, meetings, training, severe weather, emergency activations, duty-officer coverage, and other time-sensitive correctional matters outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards, intake, visitation, transport, work-detail, maintenance, and program areas	Frequently	Supervises operations, conducts inspections, directs staff, and responds to incidents.
Sit and use computers, radios, telephones, cameras, records, scheduling, financial, and security systems	Frequently	Directs operations, reviews reports, communicates, schedules, investigates, and maintains records.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Supports searches, inspections, emergencies, escorts, and incident response.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies while conducting facility inspections or responding to correctional emergencies. Emergency conditions may require rapid movement or physical assistance. Team assistance or appropriate equipment should be used when feasible and consistent with security needs.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, employees, visitors, and the public under approved force procedures.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only when trained, authorized, and eligible under County requirements.

Work Environment

Work is performed throughout a secure correctional facility, vehicles, courts, medical facilities, work details, contractor locations, and outdoor areas. Conditions may include noise, weather, traffic, stairs, confined spaces, chemicals, tools, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergencies. Controls include documented training, staffing and backup, protective equipment, key/tool/chemical control, de-escalation, force review, infection control, and immediate reporting of hazards, injuries, exposures, and security failures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

CAPTAIN - PRISON

Job Code	1601CPTP	**Department**	16 - PRISON
Reports To	Warden or Deputy Warden	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 21, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs assigned prison security operations, supervisors, officers, inmate accountability, facility inspections, work details, transportation, visitation, searches, emergency response, and required reporting. Exercises delegated operational command within Georgia Department of Corrections standards, County policy, current credentials, and the authority reserved to the Warden, Deputy Warden, medical personnel, Human Resource Services, and other authorized officials.

Essential Functions

- Plans, assigns, supervises, and reviews assigned security operations and shift coverage; communicates post orders, staffing needs, and operational priorities.
- Supervises assigned employees, addresses routine work issues, documents performance, completes authorized evaluations, and recommends hiring, discipline, training, leave, and schedule actions within delegated authority.
- Assumes operational command during an authorized absence of the Warden and Deputy Warden only within established succession, emergency, legal, fiscal, and personnel limits.
- Inspects housing, work, program, visitation, food-service, laundry, recreation, and other assigned areas for security, sanitation, staffing, equipment, key, tool, and count controls; documents and escalates deficiencies.
- Directs inmate counts, movement, supervision, transportation, searches, transfers, releases, work details, and emergency response in accordance with current training and approved procedures.
- Responds to disruptive behavior, suspected contraband, escapes, medical requests, and other incidents; uses or directs restraint, segregation, force, search, or emergency measures only as authorized by law, policy, training, and incident-specific necessity.
- Conducts or participates in inmate disciplinary and classification processes within delegated authority, due-process requirements, required documentation, and available review or appeal procedures.
- Coordinates inmate transport, visitation, mail and package screening, work-site supervision, and contractor or vehicle access using approved security controls.
- Provides first aid and assists with medication-related tasks only when currently trained, specifically authorized, and acts under applicable health-services procedures; does not independently diagnose, prescribe, alter treatment, or exceed delegated scope.
- Prepares, reviews, and routes incident, count, inspection, disciplinary, staffing, drug-screening, transport, and operational reports; preserves authorship, correction history, confidentiality, and required retention.
- Coordinates with prison leadership, employees, medical staff, law enforcement, courts, other departments, and authorized external agencies to exchange necessary operational information.
- Serves as Administrative Duty Officer or on-call commander when assigned and documents all required response and follow-up.

Additional Responsibilities

- Supports training, inspections, emergency planning, accreditation, audits, and related institutional operations when assigned.
- Performs related command and security duties consistent with delegated authority, current credentials, County policy, and applicable law.

Supervisory Responsibilities

Directly and indirectly supervises assigned correctional supervisors, officers, and other designated Prison employees. Responsibilities include establishing operational priorities; assigning and reviewing work; coordinating staffing and post coverage; providing coaching, training, and employee development; evaluating performance; addressing performance and conduct concerns; and making recommendations regarding hiring, promotion, corrective action, discipline, scheduling, leave, and other personnel matters within delegated County authority. Final authority for compensation, payroll, termination, contracts, purchasing, policy exceptions, and other actions reserved by County policy remains with the Warden, County administration, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Advanced knowledge of correctional security, custody, counts, inmate movement, searches, contraband control, use-of-force limits, emergency response, transportation, discipline, sanitation, work details, and institutional reporting.
- Skill in command, supervision, staffing, inspection, incident response, de-escalation, report review, training, and coordination with internal and external agencies.
- Ability to make time-sensitive operational decisions while recognizing matters reserved to medical, legal, fiscal, HR, classification, and executive authorities.
- Ability to apply rules consistently, preserve due process, document the factual basis for actions, and escalate suspected misconduct, fraud, abuse, retaliation, or policy violations.
- Ability to safeguard security, medical, personnel, criminal-justice, disciplinary, and personally identifiable information.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in corrections, law enforcement, supervision, public safety, or a related field.

Experience

Three (3) years of progressively responsible correctional, detention, or closely related public-safety experience, including at least one (1) year in a correctional supervisory or command role with responsibility for employees, institutional security, staffing, or shift operations.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory security, access, training, or credential requirements.

Preferred Qualifications

- Additional correctional-command, incident-command, leadership, investigations, instructor, accreditation, or emergency-management training.
- Experience supervising multiple shifts, institutional operations, inmate work details, transportation, or security programs.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Credential	Required By	Maintenance Requirement
Current Georgia POST certification applicable to assigned correctional duties	At appointment or before independent regulated duties	Maintain certification, authority, and continuing education.
Firearms certification	Before carrying or using a firearm	Maintain qualification and comply with weapon, storage, and use-of-force requirements.
CPR, first aid, and facility-required emergency-response training	Before independent response duties	Maintain current certification and refresher training.
Medication-assistance or administration authorization, if assigned	Before performing any medication-related task	Maintain required training, authorization, documentation, and compliance with applicable health-services procedures while the duty remains assigned.
Valid driver's license and County driving eligibility	Before operating a County vehicle or transporting inmates	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Full-time command schedule with participation in Administrative Duty Officer or other established command-coverage rotations. Institutional operations, emergencies, staffing needs, significant incidents, training, inspections, and operational requirements may require nights, weekends, holidays, extended hours, call-back, or other work outside the regular schedule.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs, bend, stoop, kneel, crouch, reach, and move quickly through a secure facility	Frequently	Conducts inspections, directs inmate movement, responds to incidents, and supervises institutional operations.
Observe and exchange detailed visual, auditory, written, and radio information	Frequently	Maintains counts, security awareness, command communications, documentation, and emergency response.
Use approved restraints, protective equipment, firearms, radios, keys, tools, and emergency equipment	Occasionally	Performs assigned security and emergency functions only within training and authorization.
Lift, carry, push, pull, or assist with equipment, supplies, doors, or persons during operational duties	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, supplies, doors, or other materials weighing up to 75 pounds. Emergency restraint, rescue, extraction, or inmate-assistance situations may require greater physical effort. Team or mechanical assistance should be used when feasible and consistent with security and emergency conditions.
Drive or ride in vehicles and move between institutional, work-detail, medical, court, or other locations	Occasionally	Supports assigned transport, inspections, emergency response, and coordination.

Work Environment

Work occurs throughout a secure correctional facility, offices, vehicles, work sites, and outdoor areas. Duties may involve weather, noise, sanitation hazards, communicable disease, bodily fluids, chemicals, machinery, traffic, weapons, confined or crowded areas, verbal aggression, violence, and emergency conditions. Required training, inspection, personal protective equipment, exposure controls, and incident reporting apply.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

LIEUTENANT, PRISON

Job Code	1601LTNP	**Department**	16 - PRISON
Reports To	Captain, Deputy Warden, or Warden as assigned	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Commands assigned Prison shifts and security operations, supervises correctional employees, coordinates inmate custody and facility services, reviews incidents and use-of-force activity, and implements emergency and operational plans within established correctional policies, command authority, and applicable law.

Essential Functions

- Conducts shift briefing, assigns posts, verifies staffing and qualifications, reviews counts and logs, inspects security and sanitation, and directs orderly operation of food service, visitation, recreation, intake, release, movement, and work details.
- Supervises assigned staff through work direction, coaching, schedule preparation, training verification, documented performance review, and leave or discipline actions only within formal delegation and County policy.
- Direct response to disturbances, escapes, fires, medical emergencies, self-harm, contraband, force incidents, and other critical events under incident-command, backup, notification, evidence, medical-assessment, and reporting procedures.
- Reviews searches, segregation, isolation, restraints, and force for legal and policy compliance. May order temporary emergency separation within delegated authority when necessary to address an immediate safety or security concern. Continued segregation or disciplinary sanctions must follow applicable notice, documentation, due-process, hearing, and authorized-review requirements..
- Ensures medication activities are performed only by trained and authorized personnel under documented medical direction, verification, storage, administration, refusal, error, and escalation procedures; does not diagnose or change treatment.
- Manages intake, release, classification-support, inmate identification, custody transfers, transports, work-detail assignments, and required records using independent verification and chain-of-control procedures.
- Controls keys, tools, weapons, ammunition, chemicals, climate systems, equipment, and supplies using inventory, dual-control, issue-and-return, storage, inspection, SDS, mixing, ventilation, protective-equipment, and discrepancy-reporting procedures.
- Investigates administrative incidents within assigned authority while preserving evidence, separating witnesses when appropriate, documenting actions, and referring suspected crimes, warrants, legal process, or prosecutorial matters to authorized law-enforcement officers and counsel.
- Maintains secure operational, force, medical, inmate, personnel, investigative, weapons, and security records through role-based access, audit trails, retention, and approved disclosure procedures.

Additional Responsibilities

- Functions as duty officer and acting institutional commander only when formally designated and within written succession authority.
- Performs related correctional command duties consistent with certification, staffing, and lawful authority.

Supervisory Responsibilities

Directly supervises assigned correctional supervisors, officers, and other employees during assigned operations or shifts. Responsibilities include assigning posts and work; preparing schedules; coordinating staffing; providing training, coaching, and direction; reviewing performance and reports; documenting performance or conduct concerns; completing or contributing to evaluations; and making

recommendations regarding hiring, promotion, corrective action, discipline, leave, scheduling, and employee development within delegated authority. Final termination, compensation, payroll, policy-exception, and other reserved personnel decisions remain with authorized officials.

Knowledge, Skills, and Abilities

- Advanced knowledge of correctional shift command, custody, searches, force, segregation, intake and release, transportation, medication controls, weapons, keys, tools, chemicals, emergency management, and applicable GDC and County requirements.
- Skill in shift supervision, incident command, de-escalation, force review, evidence preservation, report review, scheduling, training, and interagency coordination.
- Ability to distinguish administrative inquiry from criminal investigation and to route warrants, evidence, charging, legal advice, and prosecution decisions to authorized officials.
- Ability to make time-critical custody decisions within policy, request backup and medical aid, document actions, and preserve required review and due-process protections.
- Ability to protect security, medical, personnel, force, and investigative records through access controls, audit trails, retention, and authorized disclosure.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three (3) years of progressively responsible correctional, detention, or closely related custodial-security experience, including at least one (1) year as a Sergeant, first-line correctional supervisor, or equivalent.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required correctional command capabilities and does not waive mandatory certifications.

Preferred Qualifications

- College coursework or advanced training in criminal justice, corrections, public administration, supervision, emergency management, or a related field.
- Experience commanding correctional shifts, reviewing force, managing weapons and key control, coordinating emergencies, and supervising certified officers.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST certification appropriate to assigned correctional command duties	At appointment	Maintain current certification and training.
Firearms or Weapons certification	Before issuing, carrying, or using assigned weapons or ammunition	Maintain current qualification and armory authorization.
Valid driver's license and County driving eligibility	Before operating a County vehicle or transporting inmates	Maintain eligibility and correctional-transport qualifications.
First aid/CPR, incident command, PREA, use-of-force review, medication oversight, chemical safety, and command training	Before independently directing the regulated function	Maintain current training.

Work Schedule and Availability

Works an assigned correctional command schedule that may include nights, weekends, holidays, training, holdover, call-back, emergencies, duty-officer coverage, and extended incidents. As a nonexempt position, all hours worked, including required briefings, reports, training, holdover, call-back, and after-hours response, must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards, kitchens, laundry, maintenance, intake, visitation, transport, and work-detail areas	Frequently	Inspects operations, supervises staff and inmates, conducts rounds, and responds to incidents.
Sit and use computers, radios, telephones, cameras, security, records, and office systems	Frequently	Directs operations, reviews records, communicates, schedules, investigates, and prepares reports.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Supports inspections, searches, emergencies, escorts, fire drills, and incident response.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies weighing up to 75 pounds. Emergency restraint, rescue, extraction, or inmate-assistance situations may require greater physical effort. Team or mechanical assistance should be used when feasible and consistent with security conditions.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, staff, visitors, and the public under approved force and emergency procedures.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only when trained, authorized, and eligible under County transport requirements.

Work Environment

Work is performed throughout a secure correctional facility, vehicles, courts, medical facilities, work details, contractor locations, and outdoor areas. Conditions may include noise, weather, traffic, stairs, confined spaces, chemicals, tools, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergencies. Required controls include documented training, staffing and backup, protective equipment, key/tool/chemical control, de-escalation, use-of-force review, infection control, and immediate reporting of hazards, injuries, exposures, and security failures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ASSISTANT CORRECTIONS COUNSELOR

Job Code	1605ACC	**Department**	16 - Prison
Reports To	Corrections Counselor Senior or Other Assigned Prison Supervisor	**FLSA Status**	Hourly Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 21, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides administrative, program, reentry, and basic counseling support for incarcerated individuals. Coordinates assigned educational and prerelease activities, maintains institutional and medical-file workflows, assists with housing and community-resource referrals, and supplies factual information to authorized classification and prison leadership personnel.

Essential Functions

- Coordinates and instructs assigned inmate programs, including prerelease activities, resume preparation, job applications, employment-readiness skills, and approved community-resource information.
- Provides basic adjustment, reentry, and resource-navigation support within training, assigned role, and approved program procedures; refers clinical, diagnostic, crisis, legal, and case-management matters to qualified personnel.
- Assists incarcerated individuals with approved residential and reentry resources and documents contacts, referrals, limitations, and follow-up without guaranteeing placement or eligibility.
- Receives, secures, organizes, and routes institutional and medical files for transfers using role-based access, minimum-necessary use, chain-of-custody, retention, correction-history, and secure-handling requirements.
- Participates as an assigned member of the inmate classification committee by compiling facts, documenting recommendations, and applying approved criteria without independently making final custody, medical, disciplinary, or legal determinations.
- Maintains program, referral, classification, transfer, and correspondence records; verifies source information and escalates missing, conflicting, or unauthorized entries.
- Answers and routes calls, takes accurate messages, and provides only information authorized for release.
- Advises the Warden, Deputy Warden, and assigned supervisor of program status, operational concerns, security issues, and matters requiring clinical, legal, or command review.
- Uses approved office and records systems to enter, retrieve, review, and correct assigned data while preserving authorship and audit trails.
- Attends required workshops, conferences, and training and applies approved procedures within assigned authority.

Additional Responsibilities

- Assists with related administrative, program, and records duties when trained and assigned.
- Performs other related duties consistent with the classification, security requirements, County policy, and applicable law.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Program instruction, inmate guidance, committee participation, and coordination do not include authority to hire, discipline, evaluate employees, approve leave or overtime, determine custody status, or make final classification decisions.

Knowledge, Skills, and Abilities

- Knowledge of correctional-program administration, reentry resources, basic helping skills, office procedures, records management, and institutional security requirements.
- Skill in instruction, interviewing, factual documentation, resource referral, file organization, data entry, and communication with incarcerated individuals, families, agencies, and staff.
- Ability to maintain professional boundaries and distinguish supportive counseling and referrals from licensed clinical assessment, legal advice, medical conclusions, or guaranteed outcomes.
- Ability to protect institutional, medical, classification, and personally identifiable information through authorized access and secure handling.
- Ability to identify and promptly report safety, security, self-harm, abuse, contraband, retaliation, or other urgent concerns through approved channels.

Minimum Qualifications

Education

High school diploma or GED, supplemented by vocational training in business, office technology, counseling support, human services, or a related area.

Experience

Two years of experience or training involving counseling support, corrections programs, reentry services, office administration, records, or closely related work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory security, access, training, or credential requirements.

Preferred Qualifications

- Experience in a correctional, institutional, reentry, social-service, or records environment.
- Training in motivational interviewing, crisis recognition, case documentation, reentry planning, or trauma-informed communication.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Facility-required security, confidentiality, records-system, and inmate-contact training	Before independent access or contact	Maintain authorization and complete required refresher training.
Valid driver's license and County driving eligibility	Only before operating a County vehicle or performing assigned driving	Driving is conditional on assignment; the source requested removal of a blanket license requirement.

Work Schedule and Availability

Regular full-time administrative and program schedule. Program activities, inmate interviews, training, institutional needs, emergencies, or other assigned responsibilities may occasionally require schedule adjustments, evening, weekend, holiday, or after-hours work. As a nonexempt position, all hours worked, including required training, setup, cleanup, call-back, and authorized remote work, must be accurately recorded and compensated

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, telephones, records, and office systems	Frequently	Provides program, records, transfer-file, referral, and administrative support.
Communicate and process detailed written, verbal, and electronic information	Frequently	Supports instruction, documentation, referrals, calls, committee work, and secure records handling.
Walk, bend, stoop, and reach within office, program, records, and secure facility areas	Occasionally	Accesses files, program areas, meetings, and assigned institutional locations.
Lift, carry, push, or pull files, supplies, or program materials	Occasionally	Occasionally lifts, carries, pushes, or pulls files, program materials, records, supplies, or similar items weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Move through secured areas and comply with emergency direction	Occasionally	Supports assigned program and records work within a correctional facility.

Work Environment

Work occurs in administrative, records, program, and secured correctional settings. The employee may encounter controlled access, noise, interruptions, emotionally difficult information, communicable-disease concerns, verbal aggression, alarms, or security incidents. Employees must follow applicable facility-security, inmate-contact, infection-control, confidentiality, emergency, and personal-protective-equipment procedures.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OPERATIONS MANAGER

Job Code	1600OPRM	**Department**	16 - PRISON
Reports To	Warden	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - Assigned Administrative Staff
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs Prison administrative operations and provides confidential executive, personnel, payroll, training, financial, purchasing, reimbursement, commissary, records, PREA-audit, and office support to the Warden. Coordinates administrative workflows, records, financial controls, employee-support processes, and assigned staff in accordance with County and correctional requirements.

Essential Functions

- Directs assigned administrative staff by assigning and reviewing work, preparing schedules, training employees, documenting performance, completing authorized evaluations, and applying personnel actions only within delegated County authority.
- Provides confidential executive assistance to the Warden and prepares correspondence, reports, calendars, meetings, training, travel, and administrative materials using role-based access and secure handling.
- Processes employee appointment, promotion, demotion, separation, certification, training, reference, and background-check documentation; records factual information and routes suitability, hiring, discipline, and certification decisions to authorized officials.
- Accesses criminal-history information only for an authorized purpose, under required agreements and training, using minimum-necessary access, identity verification, secure transmission, audit trails, retention, and incident-reporting procedures.
- Reviews time and leave records for completeness, reconciles exceptions, prepares overtime reports, and routes payroll for required approval; does not alter time, approve unauthorized work, or withhold compensation for hours worked.
- Prepares bank reconciliations, reimbursement schedules, subsidy reports, requisitions, expenditure records, inmate-fee schedules, and supporting documentation subject to independent verification, segregation of duties, approved budgets, and Finance or Purchasing approval.
- Maintains chain of custody for confiscated currency and transfers funds to the Revenue Coordinator using dual verification, receipts, secure storage, timely transfer, and discrepancy escalation.
- Coordinates commissary distribution records and vendor discrepancy reports without independently adjusting inmate accounts, approving payment, selecting vendors, or resolving financial disputes beyond delegated authority.
- Maintains departmental personnel, financial, training, PREA-audit, procurement, payroll, and administrative records according to authorship, correction-history, audit-trail, retention, legal-hold, and secure-disposition requirements.
- Assists with budget preparation, inventory, bids, requisitions, invoices, purchase orders, office equipment, and supplies within approved purchasing thresholds and without binding the County absent delegated authority.

Additional Responsibilities

- Processes mail and provides routine office support while following inmate-mail, contraband, confidentiality, and chain-of-control procedures.
- Performs related prison administrative duties within authorized access and financial controls.

Supervisory Responsibilities

Supervises assigned administrative and office-support employees. Responsibilities include establishing priorities, assigning and reviewing work, preparing schedules, providing training and guidance, documenting performance, completing or contributing to authorized performance evaluations, addressing routine performance concerns, and making recommendations regarding hiring, corrective action, discipline, and other personnel matters within delegated County authority. Final authority for compensation, payroll, contracts, purchasing, vendor selection, background suitability, policy exceptions, termination, and other reserved actions remains with authorized County or Prison officials.

Knowledge, Skills, and Abilities

- Advanced knowledge of public-sector administration, personnel records, payroll support, training and certification records, purchasing, budgeting, reconciliation, reimbursement, commissary, PREA documentation, and records retention.
- Skill in financial reconciliation, spreadsheet analysis, document control, confidential executive support, staff supervision, payroll review, report preparation, and audit support.
- Ability to maintain segregation of duties, obtain independent verification, preserve chain of custody, and escalate suspected fraud, shortages, unusual transactions, time-record errors, or access violations.
- Ability to distinguish administrative preparation and recommendation from final HR, payroll, purchasing, contracting, payment, background, legal, and policy authority.
- Ability to protect criminal-history, personnel, payroll, financial, PREA, and inmate records through role-based access, minimum-necessary use, audit trails, retention, and approved disclosure.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three years of progressively responsible administration, office operations, payroll support, financial records, public contact, or closely related experience, including staff coordination or supervision.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required administrative, financial-control, records, and supervisory capabilities and does not waive mandatory access training.

Preferred Qualifications

- Associate or bachelor's degree or advanced coursework in business administration, accounting, finance, human resources, public administration, records management, or a related field.
- Experience in correctional administration, payroll, procurement, bank reconciliation, public-sector finance, PREA audit support, or criminal-history information handling.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Criminal-history information access and security training or authorization	Before accessing restricted systems or records	Maintain current authorization, agreements, and audit compliance.
Notary Public commission	Before independently performing notarial acts	Maintain an active commission while notarization remains an assigned duty.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Required only if assigned driving is essential.

Work Schedule and Availability

Full-time administrative schedule with responsibility for payroll, audit, budget, reimbursement, training, records, purchasing, and other operational deadlines. Prison emergencies, audits, payroll deadlines, records issues, training needs, or other operational circumstances may occasionally require work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, payroll, financial, personnel, records, telephone, scanner, and office systems	Frequently	Processes administrative, financial, personnel, training, and records work.
Stand and walk through offices, records, training, commissary, mail, and secure administrative areas	Occasionally	Coordinates staff, retrieves records, verifies inventory, and supports prison operations.
Bend, stoop, reach, and handle files, supplies, mail, commissary records, or office equipment	Occasionally	Supports filing, inventory, mail, and office administration.
Lift, carry, push, or pull records, supplies, or equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, office supplies, mail, files, or routine equipment weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.

Work Environment

Work is primarily performed in prison administrative, records, payroll, training, mail, commissary, and secure office areas. The employee works with confidential criminal-history, personnel, payroll, financial, PREA, certification, and inmate information and may encounter alarms, contraband, hostile behavior, communicable disease, or emergency conditions. Employees must follow access, separation-of-duties, chain-of-custody, privacy, infection-control, security, and incident-reporting procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHAPLAIN

Job Code	1605CHPL	**Department**	1605 - Prison Administrative Staff
Reports To	Warden or Deputy Warden, as Assigned	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 21, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides authorized pastoral care, spiritual support, crisis assistance, religious-program coordination, and referral services for incarcerated individuals and their families. Serves people of varied faiths and those with no religious affiliation without coercion, documents services appropriately, and refers clinical, legal, medical, custody, and security matters to qualified or authorized personnel.

Essential Functions

- Assesses expressed spiritual and pastoral needs through conversation and observation and provides support consistent with the individual's beliefs, requests, institutional security, and the chaplain's training and endorsement.
- Visits new inmates and individuals requesting pastoral contact and provides appropriate follow-up, crisis support, grief support, prayer, religious materials, or referral without coercion or discrimination.
- Assists families with spiritual support and approved information while protecting inmate privacy and referring medical-condition, legal, custody, and release questions to authorized personnel.
- Coordinates authorized worship, study, observance, sacramental, volunteer, and religious-material activities under facility scheduling, security, search, access, and supervision procedures.
- Works with approved clergy, volunteers, faith communities, and institutional staff to support reasonable access to religious practice while escalating accommodation, security, equal-access, or legal questions for authorized review.
- Recognizes and promptly reports threats of self-harm, harm to others, abuse, coercion, exploitation, contraband, escape, or other urgent safety concerns under approved confidentiality and mandatory-reporting boundaries.
- Documents pastoral contacts, referrals, program participation, and required administrative information using minimum-necessary detail, role-based access, secure handling, retention, and correction-history requirements.
- Maintains professional boundaries and does not independently diagnose or treat mental-health or medical conditions, provide legal advice, determine custody status, or promise confidentiality beyond applicable law and policy.
- Follows prison security, volunteer, access, emergency, contraband, count, movement, and incident-reporting procedures while performing services in secured areas.

Additional Responsibilities

- Assists with approved institutional, memorial, emergency, volunteer, and community-faith activities when assigned.
- Performs other related chaplaincy duties consistent with current endorsement, training, institutional policy, and applicable law.

Supervisory Responsibilities

This position has no formal employee supervisory responsibilities. It may coordinate approved volunteers, clergy, schedules, and program activities but does not hire, discipline, evaluate employees, approve leave or overtime, determine inmate custody, or make final religious-accommodation or legal decisions.

Knowledge, Skills, and Abilities

- Knowledge of pastoral care, crisis and grief support, religious diversity, professional ethics, institutional chaplaincy, boundaries, referral practices, and correctional security.
- Skill in active listening, respectful communication, conflict de-escalation, program coordination, documentation, and collaboration with families, volunteers, faith representatives, and correctional staff.

- Ability to provide services without coercion, favoritism, proselytizing through official authority, or discrimination based on religion or nonbelief.
- Ability to distinguish pastoral support from clinical treatment, legal advice, medical conclusions, custody decisions, and final accommodation determinations.
- Ability to protect sensitive pastoral, medical, institutional, and personally identifiable information while complying with safety-reporting and lawful disclosure requirements.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two years of experience serving as a lay chaplain or providing closely related pastoral-care or institutional ministry services.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory security, access, training, or credential requirements.

Preferred Qualifications

- Formal chaplaincy, theology, pastoral-care, crisis-intervention, grief-support, clinical pastoral education, or correctional-ministry training.
- Experience serving people from multiple faith traditions and those with no religious affiliation in a secure or institutional setting.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Current ecclesiastical endorsement, commissioning, or other chaplain authorization	At appointment	Maintain current standing or authorization while serving as Chaplain and promptly report any loss or restriction of credentialed status affecting assigned duties.
Facility-required security, volunteer-management, confidentiality, crisis-response, and inmate-contact training	Before independent access or service delivery	Maintain authorization and complete required refresher training.
Valid driver's license and County driving eligibility	Only before operating a County vehicle or performing assigned driving	Driving is conditional on assignment.

Work Schedule and Availability

Regular full-time schedule with flexibility to support scheduled religious observances, worship services, pastoral visits, institutional programs, emergencies, memorial activities, and other operational needs. Evening, weekend, holiday, or call-back work may occasionally be required. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and communicate in offices, visitation, program, worship, housing, or other approved areas	Frequently	Provides pastoral visits, spiritual support, crisis assistance, programs, and coordination.

Requirement	Frequency	Job-Related Context
Review and exchange detailed written, verbal, and electronic information	Frequently	Supports referrals, documentation, schedules, family contacts, and institutional coordination.
Walk, bend, stoop, and reach within administrative and secured facility areas	Occasionally	Travels to approved inmate, program, records, worship, and meeting locations.
Lift, carry, push, or pull religious materials, records, and program supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls religious materials, records, program supplies, or similar items weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Respond to alarms or follow emergency movement and security directions	Occasionally	Performs services within a correctional environment.

Work Environment

Work occurs in administrative, program, worship, visitation, housing, and other secured correctional settings. The employee may encounter controlled access, noise, emotionally intense situations, communicable-disease concerns, verbal aggression, alarms, or security incidents. Employees must follow applicable correctional-security, inmate-contact, infection-control, emergency, confidentiality, volunteer, and personal-protective-equipment procedures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORRECTIONAL OFFICER I

Job Code	1620CO1	**Department**	16 - PRISON
Reports To	Sergeant, Lieutenant, or Other Assigned Correctional Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides certified correctional custody, security, care, movement, visitation, transport, search, count, emergency-response, and documentation services primarily for Prison Inside Detail assignments.

Essential Functions

- Observes and supervises inmate activity in assigned secure areas; conducts documented counts, rounds, movement checks, visitation monitoring, and security inspections under post orders.
- Checks locks, fences, alarms, cameras, doors, tools, keys, vehicles, and other security controls; immediately reports discrepancies and follows emergency or lockdown procedures.
- Conducts or assists with lawful searches of inmates, cells, property, mail, packages, visitors, and vehicles only within current training, policy, authorization, and privacy requirements; preserves and reports contraband under evidence procedures.
- Receives, releases, transfers, escorts, and transports inmates using required identity verification, restraints, counts, documentation, vehicle inspections, route controls, staffing, and custody-transfer procedures.
- Supervises meals, recreation, telephone use, mail activity, cleaning, maintenance, and other assigned programs while maintaining separation, safety, sanitation, and security requirements.
- Responds to disturbances, threats, medical complaints, injuries, fires, escapes, self-harm concerns, and other emergencies; requests backup and uses only trained, necessary, proportionate, and authorized intervention.
- Provides first aid only within current training and authorization. Medication duties are limited to the employee's documented credential, training, delegated role, verification procedures, and medical direction; the employee does not diagnose or independently alter treatment.
- Completes accurate logs, counts, movement records, incident and force reports, transport documents, medical-referral records, search documentation, and other required records with authorship, correction history, audit trails, retention, and secure handling.

Additional Responsibilities

- Maintains assigned equipment and reports safety, security, sanitation, vehicle, technology, or facility deficiencies through established procedures.
- Performs related correctional duties consistent with current certification, training, assignment, staffing, and lawful authority.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Inmate supervision is a custody function and does not confer authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of correctional security, inmate supervision, counts, rounds, searches, contraband control, visitation, movement, transport, emergency response, and applicable Georgia Department of Corrections and County procedures.

- Skills in observation, de-escalation, radio communication, report writing, record verification, situational assessment, and professional interaction with inmates, visitors, employees, courts, and medical personnel.
- Ability to follow post orders, maintain custody and chain of control, request backup, use only trained and authorized force, and document incidents accurately and promptly.
- Ability to protect inmate medical, criminal-justice, personnel, security, and operational information through role-based access, minimum-necessary use, secure handling, audit trails, retention, and approved disclosure procedures.
- Ability to recognize and promptly refer medical complaints, suicide or self-harm concerns, abuse allegations, emergencies, and matters beyond certification or delegated authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No prior correctional experience is required. Prior correctional, detention, military, public-safety, security, transportation, behavioral-health support, or other relevant experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered only when it provides the required job-related capabilities and does not waive statutory, POST, weapons, driving, or other mandatory qualifications.

Preferred Qualifications

- Prior correctional, detention, military, public-safety, security, transportation, behavioral-health support, or closely related experience.
- Training in crisis intervention, de-escalation, suicide prevention, first aid, CPR, report writing, defensive tactics, or correctional transportation.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST correctional officer certification	At appointment	Maintain current certification and satisfy all POST and County training requirements.
Weapons certification	Before carrying or using an assigned weapon	Maintain current qualification; applies only to positions and assignments authorized to carry weapons.
Valid driver's license and County driving eligibility	Before operating a County vehicle or transporting inmates	Maintain license and satisfy County driving and correctional-transport requirements.
First aid, CPR, medication-assistance, restraint, defensive-tactics, and other post-specific training	Before independently performing the regulated duty	Maintain current training and authorization.

Work Schedule and Availability

Works an assigned correctional-facility schedule that may include rotating shifts, days, nights, weekends, holidays, mandatory overtime, holdover, call-back, court appearances, inmate transportation, training, and emergency assignments. As a nonexempt position, all hours worked, including required roll call, equipment issue, searches, transportation, training, report completion, holdover, and call-back, must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards,	Frequently	Maintains custody, observes inmate activity, conducts rounds, and responds to incidents.

Requirement	Frequency	Job-Related Context
visitation, intake, transport, and work-detail areas		
Sit and use computers, radios, telephones, cameras, scanners, restraint equipment, and office systems	Occasionally	Completes records, monitors security systems, communicates, and performs assigned control functions.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Performs searches, inspections, escorts, emergency response, and safety checks.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies weighing up to 75 pounds. Emergency restraint, rescue, extraction, or inmate-assistance situations may require greater physical effort. Team assistance or appropriate equipment should be used when feasible and consistent with security and emergency conditions.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, employees, visitors, and the public under the approved use-of-force continuum.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only to trained, authorized employees who satisfy County driving and transport requirements.

Work Environment

Work is performed in a secure correctional facility, vehicles, courts, medical facilities, work-detail locations, and outdoor areas. The employee may encounter noise, weather, traffic, stairs, confined spaces, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergency conditions. Exposure controls include documented training, searches, infection-control practices, protective equipment, staffing and backup procedures, de-escalation, and immediate reporting of hazards, injuries, force, exposures, and security failures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORRECTIONAL OFFICER II

Job Code	16COII	**Department**	16 - Prison
Reports To	Assigned Correctional Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

erforms experienced-level correctional custody, security, care, movement, transport, search, count, emergency-response, and documentation work. Performs assigned posts with greater independence based on certification, experience, post orders, and established correctional procedures and may provide procedural assistance to less-experienced officers without exercising formal supervisory authority.

Essential Functions

- Observes and supervises inmate activity in assigned secure areas; conducts documented counts, rounds, movement checks, visitation monitoring, and security inspections under post orders.
- Checks locks, fences, alarms, cameras, doors, tools, keys, vehicles, and other security controls; immediately reports discrepancies and follows emergency or lockdown procedures.
- Conducts or assists with lawful searches of inmates, cells, property, mail, packages, visitors, and vehicles only within current training, policy, authorization, and privacy requirements; preserves and reports contraband under evidence procedures.
- Receives, releases, transfers, escorts, and transports inmates using required identity verification, restraints, counts, documentation, vehicle inspections, route controls, staffing, and custody-transfer procedures.
- Supervises meals, recreation, telephone use, mail activity, cleaning, maintenance, and other assigned programs while maintaining separation, safety, sanitation, and security requirements.
- Responds to disturbances, threats, medical complaints, injuries, fires, escapes, self-harm concerns, and other emergencies; requests backup and uses only trained, necessary, proportionate, and authorized intervention.
- Provides first aid only within current training and authorization. Medication duties are limited to the employee's documented credential, training, delegated role, verification procedures, and medical direction; the employee does not diagnose or independently alter treatment.
- Completes accurate logs, counts, movement records, incident and force reports, transport documents, medical-referral records, search documentation, and other required records with authorship, correction history, audit trails, retention, and secure handling.
- Applies experience gained as a Correctional Officer I to perform assigned posts with the level of independent judgment permitted by post orders and to assist less-experienced officers with procedures without formal supervisory authority.

Additional Responsibilities

- Maintains assigned equipment and reports safety, security, sanitation, vehicle, technology, or facility deficiencies through established procedures.
- Performs related correctional duties consistent with current certification, training, assignment, staffing, and lawful authority.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Inmate supervision is a custody function and does not confer authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of correctional security, inmate supervision, counts, rounds, searches, contraband control, visitation, movement, transport, emergency response, and applicable Georgia Department of Corrections and County procedures.

- Skills in observation, de-escalation, radio communication, report writing, record verification, situational assessment, and professional interaction with inmates, visitors, employees, courts, and medical personnel.
- Ability to follow post orders, maintain custody and chain of control, request backup, use only trained and authorized force, and document incidents accurately and promptly.
- Ability to protect inmate medical, criminal-justice, personnel, security, and operational information through role-based access, minimum-necessary use, secure handling, audit trails, retention, and approved disclosure procedures.
- Ability to recognize and promptly refer medical complaints, suicide or self-harm concerns, abuse allegations, emergencies, and matters beyond certification or delegated authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One (1) year of satisfactory experience as a Correctional Officer I or equivalent certified correctional-officer experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered only when it provides the required job-related capabilities and does not waive statutory, POST, weapons, driving, or other mandatory qualifications.

Preferred Qualifications

- Prior correctional, detention, military, public-safety, security, transportation, behavioral-health support, or closely related experience.
- Training in crisis intervention, de-escalation, suicide prevention, first aid, CPR, report writing, defensive tactics, or correctional transportation.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST correctional officer certification	At appointment	Maintain current certification and required training.
Weapons certification	Before carrying or using an assigned weapon	Maintain current qualification; applies only to authorized armed assignments.
Valid driver's license and County driving eligibility	Before operating a County vehicle or transporting inmates	Maintain license and satisfy transport requirements.
First aid, CPR, medication-assistance, restraint, defensive-tactics, and post-specific training	Before independently performing the regulated duty	Maintain current training and authorization.

Work Schedule and Availability

Works an assigned correctional-facility schedule that may include rotating shifts, days, nights, weekends, holidays, mandatory overtime, holdover, call-back, court appearances, inmate transportation, training, and emergency assignments. As a nonexempt position, all hours worked, including required roll call, equipment issue, searches, transportation, training, report completion, holdover, call-back, and authorized remote work, must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards, visitation, intake, transport, and work-detail areas	Frequently	Maintains custody, observes inmate activity, conducts rounds, and responds to incidents.
Sit and use computers, radios,	Occasionally	Completes records, monitors security

Requirement	Frequency	Job-Related Context
telephones, cameras, scanners, restraint equipment, and office systems		systems, communicates, and performs assigned control functions.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Performs searches, inspections, escorts, emergency response, and safety checks.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies weighing up to 75 pounds. Emergency restraint, rescue, extraction, or inmate-assistance situations may require greater physical effort. Team assistance or appropriate equipment should be used when feasible and consistent with security and emergency conditions.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, employees, visitors, and the public under the approved use-of-force continuum.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only to trained, authorized employees who satisfy County driving and transport requirements.

Work Environment

Work is performed in a secure correctional facility, vehicles, courts, medical facilities, work-detail locations, and outdoor areas. The employee may encounter noise, weather, traffic, stairs, confined spaces, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergency conditions. Exposure controls include documented training, searches, infection-control practices, protective equipment, staffing and backup procedures, de-escalation, and immediate reporting of hazards, injuries, force, exposures, and security failures.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORRECTIONAL OFFICER TRAINEE

Job Code	16COT	**Department**	16 - Prison
Reports To	Assigned Correctional Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs supervised entry-level correctional training and assistance while completing the education, examination, certification, and field-training requirements necessary for appointment as a certified Correctional Officer I. Performs only those correctional duties permitted by current training, certification status, post orders, and applicable Georgia Department of Corrections and County requirements.

Essential Functions

- Observes and supervises inmate activity in assigned secure areas; conducts documented counts, rounds, movement checks, visitation monitoring, and security inspections under post orders.
- Checks locks, fences, alarms, cameras, doors, tools, keys, vehicles, and other security controls; immediately reports discrepancies and follows emergency or lockdown procedures.
- Assists certified staff with lawful searches of inmates, cells, property, mail, packages, visitors, and vehicles only within current training, policy, authorization, and privacy requirements; preserves and reports contraband under evidence procedures.
- Assists certified staff with receiving, releasing, transferring, escorting, and transporting inmates using required identity verification, restraints, counts, documentation, vehicle inspections, route controls, staffing, and custody-transfer procedures.
- Supervises meals, recreation, telephone use, mail activity, cleaning, maintenance, and other assigned programs while maintaining separation, safety, sanitation, and security requirements.
- Responds to disturbances, threats, medical complaints, injuries, fires, escapes, self-harm concerns, and other emergencies; requests backup and uses only trained, necessary, proportionate, and authorized intervention.
- Provides first aid only within current training and authorization. Medication duties are limited to the employee's documented credential, training, delegated role, verification procedures, and medical direction; the employee does not diagnose or independently alter treatment.
- Completes accurate logs, counts, movement records, incident and force reports, transport documents, medical-referral records, search documentation, and other required records with authorship, correction history, audit trails, retention, and secure handling.

Additional Responsibilities

- Maintains assigned equipment and reports safety, security, sanitation, vehicle, technology, or facility deficiencies through established procedures.
- Performs related correctional duties consistent with current certification, training, assignment, staffing, and lawful authority.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Inmate supervision is a custody function and does not confer authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of correctional security, inmate supervision, counts, rounds, searches, contraband control, visitation, movement, transport, emergency response, and applicable Georgia Department of Corrections and County procedures.

- Skills in observation, de-escalation, radio communication, report writing, record verification, situational assessment, and professional interaction with inmates, visitors, employees, courts, and medical personnel.
- Ability to follow post orders, maintain custody and chain of control, request backup, use only trained and authorized force, and document incidents accurately and promptly.
- Ability to protect inmate medical, criminal-justice, personnel, security, and operational information through role-based access, minimum-necessary use, secure handling, audit trails, retention, and approved disclosure procedures.
- Ability to recognize and promptly refer medical complaints, suicide or self-harm concerns, abuse allegations, emergencies, and matters beyond certification or delegated authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No prior correctional experience is required. Prior experience in corrections, detention, military service, public safety, security, transportation, behavioral-health support, customer service, or another position involving responsibility for the safety or supervision of others is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered only when it provides the required job-related capabilities and does not waive statutory, POST, weapons, driving, or other mandatory qualifications.

Preferred Qualifications

- Prior correctional, detention, military, public-safety, security, transportation, behavioral-health support, or closely related experience.
- Training in crisis intervention, de-escalation, suicide prevention, first aid, CPR, report writing, defensive tactics, or correctional transportation.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST correctional officer certification	Must enter the Basic Correctional Officer Training Course within one hundred twenty (120) days of initial employment and successfully complete the course and applicable POST certification requirements before independently performing duties requiring certified correctional-officer status.	Maintain required certification and continuing training after certification.
Weapons certification	Before carrying or using an assigned weapon	Not a pre-employment requirement unless the trainee assignment is lawfully authorized; maintain qualification once obtained.
Valid driver's license and County driving eligibility	Before operating a County vehicle	The trainee may not independently transport inmates until trained and authorized.
First aid, CPR, restraint, defensive-tactics, medication-assistance, and post-specific training	Before performing the regulated duty	Maintain required training and authorization.

Work Schedule and Availability

Works an assigned training and correctional-facility schedule that may include rotating shifts, days, nights, weekends, holidays, required academy or departmental training, holdover, call-back, court, transportation support, and emergency assignments. As a nonexempt position, all hours worked and all required training time must be accurately recorded and compensated in accordance with County policy and applicable law. **Physical and Environmental Requirements**

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards, visitation, intake, transport, and work-detail areas	Frequently	Maintains custody, observes inmate activity, conducts rounds, and responds to incidents.
Sit and use computers, radios, telephones, cameras, scanners, restraint equipment, and office systems	Occasionally	Completes records, monitors security systems, communicates, and performs assigned control functions.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Performs searches, inspections, escorts, emergency response, and safety checks.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies weighing up to 75 pounds. Emergency or training situations may require greater physical effort. Team assistance or appropriate equipment should be used when feasible and consistent with security requirements.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, employees, visitors, and the public under the approved use-of-force continuum.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only to trained, authorized employees who satisfy County driving and transport requirements.

Work Environment

Work is performed in a secure correctional facility, vehicles, courts, medical facilities, work-detail locations, and outdoor areas. The employee may encounter noise, weather, traffic, stairs, confined spaces, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergency conditions. Exposure controls include documented training, searches, infection-control practices, protective equipment, staffing and backup procedures, de-escalation, and immediate reporting of hazards, injuries, force, exposures, and security failures.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORRECTIONS COUNSELOR

Job Code	1605CRRC	**Department**	16 - PRISON
Reports To	Corrections Counselor Senior or Other Assigned Prison Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides inmate adjustment interviews, case-management and reentry coordination, disciplinary and classification support, legal-form routing, population reporting, and correctional case-record services. Coordinates assigned programs and referrals, maintains secure inmate records, and provides procedural assistance within established correctional, legal, clinical, and institutional boundaries.

Essential Functions

- Conducts scheduled inmate adjustment and follow-up interviews within training and role boundaries; documents observable information, referrals, and program activity without diagnosing or providing clinical treatment unless separately licensed and authorized.
- Maintains population, transfer, parole, discharge, security-classification, disciplinary, segregation, program, and related inmate records using verified sources, authorship, correction history, audit trails, retention, and secure handling.
- Prepares and routes paperwork for security-classification changes and accurately communicates decisions made by authorized officials regarding classification, parole, reprieve, discharge, probation, or special conditions.
- Provides procedural assistance during disciplinary hearings and daily segregation interviews while remaining neutral, documenting concerns, and promptly referring medical, mental-health, suicide, abuse, PREA, retaliation, or due-process issues.
- Participates in the inmate classification committee by compiling records and recommendations; final custody, housing, work-detail, medical, legal, and disciplinary decisions remain with authorized officials.
- Coordinates approved prerelease or reentry activities, including resumes, applications, program materials, and community-resource information, without guaranteeing placement or legal outcomes.
- Provides approved forms and routing assistance for pending-charge, public-defender, or court-related requests without giving legal advice, interpreting rights, or determining legal sufficiency.
- Transfers inmate files and medical records only through authorized custody, minimum-necessary, chain-of-control, retention, and secure-transmission procedures.
- Reports security, welfare, program, record, or operational concerns to the Warden or Deputy Warden through established escalation procedures.

Additional Responsibilities

- Answers and routes calls, processes correspondence, maintains schedules and reports, and attends required training.
- Performs related counseling-support and correctional administrative duties consistent with training, access, and delegated authority.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Participation in classification or disciplinary processes and coordination of inmate programs do not confer authority to hire, discipline, evaluate, approve leave or overtime, make final custody decisions, or direct clinical care.

Knowledge, Skills, and Abilities

- Knowledge of correctional case management, inmate adjustment, classification, disciplinary, segregation, reentry, records, and referral procedures.

- Skill in structured interviewing, de-escalation, documentation, records verification, program coordination, report preparation, and professional boundaries.
- Ability to distinguish supportive counseling and procedural assistance from licensed clinical care, legal advice, final classification, discipline, or release decisions.
- Ability to recognize and escalate self-harm, medical, mental-health, abuse, PREA, retaliation, security, and due-process concerns.
- Ability to protect inmate medical, legal, disciplinary, classification, and criminal-justice records through restricted access, minimum-necessary use, audit trails, retention, and approved disclosure.

Minimum Qualifications

Education

High school diploma or GED, supplemented by vocational training in business, office technology, human services, counseling support, criminal justice, or a related field.

Experience

Three (3) years of progressively responsible experience in counseling support, case management, corrections, reentry services, human services, records administration, or closely related work.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required job-related capabilities and does not waive mandatory security, access, or training requirements.

Preferred Qualifications

- Coursework or training in counseling, psychology, social work, human services, criminal justice, reentry, records management, or a related field.
- Experience in a correctional, court, probation, parole, behavioral-health, social-service, or high-security records environment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Required only if driving is assigned as an essential function.
PREA, suicide prevention, confidentiality, records, de-escalation, and correctional-security training	Before independent performance of the regulated duty	Maintain current training and authorization.

Work Schedule and Availability

Regular full-time administrative and program schedule. Inmate interviews, disciplinary or classification proceedings, program deadlines, training, emergency conditions, or assigned institutional responsibilities may occasionally require schedule adjustments or after-hours work. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, telephones, scanners, records systems, and office equipment	Frequently	Conducts interviews, maintains case records, prepares reports, and coordinates programs.
Stand and walk through offices, secure housing, segregation, program, hearing, and records areas	Occasionally	Interviews inmates, attends hearings, coordinates services, and retrieves records.
Bend, stoop, reach, and handle files, program materials, or supplies	Occasionally	Supports records and program administration.
Lift, carry, push, or pull files, materials, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls files, program materials, records, or supplies weighing up to approximately 20

Requirement	Frequency	Job-Related Context
		pounds. Assistance should be used for heavier, awkward, or unstable items.
Respond to alarms or emergencies and move to a designated secure location	Occasionally	Applies when emergency or duty-officer responsibilities are assigned and the employee is trained and authorized.

Work Environment

Work is performed in administrative offices, secure correctional housing, segregation, program and hearing areas, and occasional community or training locations. The employee works with confidential correctional and medical information and may encounter alarms, hostile behavior, emotional distress, bodily fluids, communicable disease, contraband, or emergency conditions. Employees must follow security, staffing, interview-location, infection-control, privacy, PREA, duress, and incident-reporting procedures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SERGEANT, PRISON

Job Code	1602SRGP	**Department**	1602 - PRISON - SERGEANT
Reports To	Lieutenant or other assigned command officer	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides first-line supervision of assigned correctional officers and directs inmate custody, security, counts, searches, intake, release, transport, facility services, work details, emergency response, and required records inside and outside the prison. The workbook nonexempt treatment is consistent with the position's substantial frontline correctional duties.

Essential Functions

- Conducts shift or post briefing, assigns duties, verifies staffing and qualifications, reviews schedules and leave requests within delegated authority, observes performance, provides coaching, and documents or recommends corrective action.
- Supervises inmate activity, counts, rounds, movement, meals, recreation, visitation, telephone use, mail, cleaning, maintenance, and work details under post orders and security procedures.
- Directs or performs lawful searches of inmates, property, mail, packages, vehicles, and secure areas within training, privacy, evidence, contraband, and reporting requirements.
- Receives, identifies, photographs, inventories, houses, escorts, transports, transfers, and releases inmates using independent verification, custody records, restraints, vehicle inspections, route controls, and chain-of-control procedures.
- Conducts security and fire inspections; checks locks, fences, alarms, tools, equipment, grounds, and supplies and immediately reports or corrects deficiencies within authority.
- Responds to disturbances, escapes, medical complaints, self-harm, fires, force incidents, and other emergencies; requests backup and uses only trained, necessary, proportionate, and authorized intervention.
- Ensures medication and first-aid activities are performed only by trained and authorized personnel under medical direction, verification, documentation, refusal, error, storage, and escalation procedures.
- Assists with inmate drug or alcohol testing only under written procedures governing authority, privacy, chain of custody, test controls, documentation, confirmatory testing, and review.
- Participates on disciplinary committees only when designated and impartial; compiles facts and recommendations without prejudging charges or bypassing required notice, hearing, documentation, and review.
- Completes and reviews counts, logs, incident and force reports, intake and release documents, transport records, medical referrals, searches, inventories, and other required records for accuracy, authorship, corrections, retention, and security.

Additional Responsibilities

- Maintains assigned equipment and reports security, sanitation, vehicle, technology, staffing, or facility deficiencies.
- Performs related correctional supervisory duties consistent with certification, staffing, post orders, and lawful authority.

Supervisory Responsibilities

Directly supervises assigned Correctional Officers and other designated employees during assigned posts or shifts. Responsibilities include assigning duties, coordinating staffing, reviewing schedules and leave requests within delegated authority, providing coaching and training, observing and documenting performance, reviewing work and reports, contributing to performance evaluations, and making recommendations regarding corrective action, discipline, staffing, promotion, and employee development. Final hiring, termination, compensation, payroll, policy exceptions, and other reserved personnel actions remain with authorized officials.

Knowledge, Skills, and Abilities

- Knowledge of correctional first-line supervision, custody, counts, rounds, searches, intake, release, transport, work details, discipline, emergency response, medication controls, and applicable GDC and County procedures.
- Skill in shift coordination, de-escalation, report review, inmate movement, incident response, staff coaching, evidence preservation, and professional communication.
- Ability to make time-critical custody decisions, request backup and medical aid, use only authorized force, maintain impartial disciplinary processes, and document actions.
- Ability to distinguish staff recommendations from final HR, medical, legal, disciplinary, classification, or release decisions.
- Ability to protect inmate medical, personnel, force, disciplinary, and security records through access controls, audit trails, retention, and approved disclosure.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Eighteen (18) months of satisfactory experience as a Correctional Officer II or equivalent certified correctional-officer experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required correctional and first-line supervisory capabilities and does not waive mandatory certifications.

Preferred Qualifications

- Advanced training in corrections, criminal justice, supervision, emergency response, de-escalation, or a related field.
- Experience leading correctional posts or shifts, training officers, reviewing reports, transporting inmates, and responding to critical incidents.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST certification appropriate to assigned correctional duties	At appointment	Maintain current certification and training.
Firearms or Weapons certification	Before carrying, issuing, or using an assigned weapon	Maintain current qualification; applies only to authorized assignments.
Valid driver's license and County driving eligibility	Before operating a County vehicle or transporting inmates	Maintain transport qualifications.
First aid/CPR, restraint, defensive-tactics, medication oversight, drug-testing, fire inspection, and supervisory training	Before independently directing the regulated function	Maintain current training.

Work Schedule and Availability

Rotating correctional shift schedule including nights, weekends, holidays, overtime, training, holdover, call-back, court, transport, and emergency response. All working time, including briefing, equipment issue, searches, required reports, training, holdover, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards, intake, visitation, transport, work-detail, maintenance, and program areas	Frequently	Supervises operations, conducts inspections, directs staff, and responds to incidents.
Sit and use computers, radios, telephones, cameras, records, scheduling, financial, and security systems	Frequently	Directs operations, reviews reports, communicates, schedules, investigates, and maintains records.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Supports searches, inspections, emergencies, escorts, and incident response.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies weighing up to 75 pounds. Emergency restraint, rescue, extraction, or inmate-assistance situations may require greater physical effort. Team or mechanical assistance should be used when feasible and consistent with security conditions.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, employees, visitors, and the public under approved force procedures.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only when trained, authorized, and eligible under County requirements.

Work Environment

Work is performed throughout a secure correctional facility, vehicles, courts, medical facilities, work details, contractor locations, and outdoor areas. Conditions may include noise, weather, traffic, stairs, confined spaces, chemicals, tools, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergencies. Controls include documented training, staffing and backup, protective equipment, key/tool/chemical control, de-escalation, force review, infection control, and immediate reporting of hazards, injuries, exposures, and security failures.

Disclaimer

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Employment Relationship

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employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY WARDEN

Job Code	1600DPTW	**Department**	16 - PRISON
Reports To	Warden	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the Warden in directing prison operations, security, staffing, training, sanitation, maintenance, inmate services, classification, contractor coordination, emergency readiness, and compliance. Serves as acting Warden only through a documented succession designation and within the Warden's lawful authority.

Essential Functions

- Directs and evaluates assigned prison operations, staffing, post coverage, key and tool control, sanitation, maintenance, inmate movement, work details, training, and emergency readiness under approved policies and command structure.
- Supervises assigned employees by setting expectations, assigning and reviewing work, coaching, documenting performance, completing authorized evaluations, and recommending or applying discipline only within delegated County authority.
- Monitors counts, security systems, incident trends, facility conditions, contractor access, fire drills, work details, mail and package controls, and corrective actions; escalates material security or compliance failures.
- Acts for the Warden only when formally designated, documents significant decisions, and preserves matters reserved to the Warden, governing authority, medical staff, HR, Finance, Procurement, counsel, or law enforcement.
- Reviews inmate complaints and classification matters, chairs the Classification Committee when designated, and routes final medical, legal, disciplinary, release, and protected-status decisions to authorized officials.
- Coordinates inmate drug screening only under authorized written procedures addressing legal basis, privacy, chain of custody, test controls, documentation, confirmatory testing, and review of results.
- Coordinates training for civilian staff who supervise inmates and verifies required certification, post orders, emergency procedures, and documentation before independent assignment.
- Coordinates vendors, contractors, repairs, and installations within approved access, purchasing, contracting, escort, inspection, and payment controls and does not independently bind the County without authority.
- Maintains secure operational, inmate, medical, personnel, investigative, contractor, and security records with role-based access, audit trails, retention, and approved disclosure routing.

Additional Responsibilities

- May participate in structured candidate interviews and provide documented recommendations without making unilateral hiring or background determinations.
- Functions as duty officer and performs related command duties within written delegation.

Supervisory Responsibilities

Directly and indirectly supervises assigned prison command, correctional, operational, administrative, and support employees. Responsibilities include establishing operational priorities, assigning and reviewing work, coordinating staffing and post coverage, providing coaching and employee development, completing or contributing to performance evaluations, addressing performance and conduct concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority. Serves as acting Warden only when formally designated. Final authority for compensation, payroll, contracts, expenditures, policy exceptions, and other actions reserved by County policy or law remains with the Warden, County administration, Board of Commissioners, or other authorized officials.

Knowledge, Skills, and Abilities

- Advanced knowledge of correctional administration, custody, staffing, emergency management, key and tool control, work details, classification, sanitation, maintenance, contractor access, and applicable GDC and County requirements.
- Skill in command decision-making, staff supervision, operational audits, incident review, training, policy implementation, report preparation, and interagency coordination.
- Ability to distinguish operational command from medical judgment, criminal investigation, legal advice, procurement authority, HR determinations, and final disciplinary or release decisions.
- Ability to evaluate risk, request resources, document command decisions, preserve evidence, and escalate critical incidents.
- Ability to protect security, personnel, medical, criminal-justice, and investigative records through access controls, audit trails, retention, and authorized disclosure.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Five years of progressively responsible correctional, law-enforcement, public-safety, or institutional-security experience, including management or substantial staff-supervision responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required leadership and correctional capabilities and does not waive mandatory certifications.

Preferred Qualifications

- College coursework or advanced training in criminal justice, corrections, public administration, emergency management, supervision, or a related field.
- Experience in correctional command, facility compliance, incident command, staff development, contractor oversight, and classification operations.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST correctional or other certification required for assigned command duties	Before independently exercising any correctional, arrest, weapons, or other function for which certification is legally required	Maintain current certification and training.
Valid driver's license and County driving eligibility	Before operating a County vehicle or transporting inmates	Maintain eligibility and transport qualifications.
Incident command, first aid/CPR, PREA, use-of-force review, emergency management, and command training	Before independent command of the regulated function	Maintain current training.

Work Schedule and Availability

Full-time command schedule with participation in duty-officer coverage, inspections, training, emergencies, significant incidents, staffing issues, and operational response. Evening, weekend, holiday, call-back, or after-hours availability is required as operational needs dictate.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards, kitchens, laundry, maintenance, intake, visitation, transport, and work-detail areas	Frequently	Inspects operations, supervises staff and inmates, conducts rounds, and responds to incidents.
Sit and use computers, radios, telephones, cameras, security, records, and office systems	Frequently	Directs operations, reviews records, communicates, schedules, investigates, and prepares reports.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Supports inspections, searches, emergencies, escorts, fire drills, and incident response.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies while conducting inspections or responding to correctional emergencies. Team assistance or appropriate equipment should be used when feasible and consistent with security and emergency conditions.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, staff, visitors, and the public under approved force and emergency procedures.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only when trained, authorized, and eligible under County transport requirements.

Work Environment

Work is performed throughout a secure correctional facility, vehicles, courts, medical facilities, work details, contractor locations, and outdoor areas. Conditions may include noise, weather, traffic, stairs, confined spaces, chemicals, tools, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergencies. Required controls include documented training, staffing and backup, protective equipment, key/tool/chemical control, de-escalation, use-of-force review, infection control, and immediate reporting of hazards, injuries, exposures, and security failures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORPORAL, PRISON

Job Code	1600CRPP	**Department**	16 - PRISON
Reports To	Assigned Prison Command Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No - Work Lead
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs experienced correctional custody and security work and provides designated front-lobby, camera-monitoring, inmate-movement, employee-access, candidate-support, and shift-lead assistance for Prison Command Staff.

Essential Functions

- Observes and supervises inmate activity in assigned secure areas; conducts documented counts, rounds, movement checks, visitation monitoring, and security inspections under post orders.
- Checks locks, fences, alarms, cameras, doors, tools, keys, vehicles, and other security controls; immediately reports discrepancies and follows emergency or lockdown procedures.
- Conducts or assists with lawful searches of inmates, cells, property, mail, packages, visitors, and vehicles only within current training, policy, authorization, and privacy requirements; preserves and reports contraband under evidence procedures.
- Receives, releases, transfers, escorts, and transports inmates using required identity verification, restraints, counts, documentation, vehicle inspections, route controls, staffing, and custody-transfer procedures.
- Supervises meals, recreation, telephone use, mail activity, cleaning, maintenance, and other assigned programs while maintaining separation, safety, sanitation, and security requirements.
- Responds to disturbances, threats, medical complaints, injuries, fires, escapes, self-harm concerns, and other emergencies; requests backup and uses only trained, necessary, proportionate, and authorized intervention.
- Provides first aid only within current training and authorization. Medication duties are limited to the employee's documented credential, training, delegated role, verification procedures, and medical direction; the employee does not diagnose or independently alter treatment.
- Completes accurate logs, counts, movement records, incident and force reports, transport documents, medical-referral records, search documentation, and other required records with authorship, correction history, audit trails, retention, and secure handling.
- Screens employees, visitors, and property entering the facility under approved access-control, search, consent, privacy, prohibited-item, and escalation procedures.
- Monitors security-camera systems and reports observed incidents, blind spots, equipment failures, or suspected violations; preserves recordings under access, retention, and evidence procedures.
- Verifies inmate identification, assignments, arrivals, departures, and daily movements and reconciles facility counts with authorized state systems; escalates discrepancies before movement or release.
- Assists with candidate scheduling or factual interview support when assigned but does not make final selection, background, suitability, or hiring decisions unless formally delegated.
- Coordinates approved employee access setup requests for state systems; does not grant access, share credentials, or independently determine authorization.

Additional Responsibilities

- Maintains assigned equipment and reports safety, security, sanitation, vehicle, technology, or facility deficiencies through established procedures.
- Performs related correctional duties consistent with current certification, training, assignment, staffing, and lawful authority.

Supervisory Responsibilities

Provides shift-lead assistance, technical guidance, task coordination, and operational direction to assigned correctional employees within established post orders and delegated authority. May assist with post assignments, inmate movement, employee access, security monitoring, training, and routine shift coordination and may provide factual performance feedback to command staff. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of correctional security, inmate supervision, counts, rounds, searches, contraband control, visitation, movement, transport, emergency response, and applicable Georgia Department of Corrections and County procedures.
- Skills in observation, de-escalation, radio communication, report writing, record verification, situational assessment, and professional interaction with inmates, visitors, employees, courts, and medical personnel.
- Ability to follow post orders, maintain custody and chain of control, request backup, use only trained and authorized force, and document incidents accurately and promptly.
- Ability to protect inmate medical, criminal-justice, personnel, security, and operational information through role-based access, minimum-necessary use, secure handling, audit trails, retention, and approved disclosure procedures.
- Ability to recognize and promptly refer medical complaints, suicide or self-harm concerns, abuse allegations, emergencies, and matters beyond certification or delegated authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two (2) years of satisfactory experience as a Correctional Officer II or equivalent advanced certified correctional experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered only when it provides the required job-related capabilities and does not waive statutory, POST, weapons, driving, or other mandatory qualifications.

Preferred Qualifications

- Prior correctional, detention, military, public-safety, security, transportation, behavioral-health support, or closely related experience.
- Training in crisis intervention, de-escalation, suicide prevention, first aid, CPR, report writing, defensive tactics, or correctional transportation.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST correctional officer certification	At appointment	Maintain current certification and required training.
Weapons certification	Before carrying or using an assigned weapon	Maintain qualification; applies only to authorized armed assignments.
Valid driver's license and County driving eligibility	Before operating a County vehicle or transporting inmates	Maintain license and satisfy transport requirements.
First aid, CPR, medication-assistance, restraint, defensive-tactics, access-control, information-security, and post-specific training	Before independently performing the regulated duty	Maintain current training and authorization.

Work Schedule and Availability

Works an assigned correctional-facility schedule that may include rotating shifts, days, nights, weekends, holidays, mandatory overtime, holdover, call-back, court, inmate transportation, training, and emergency response. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk through secure housing, corridors, yards, visitation, intake, transport, and work-detail areas	Frequently	Maintains custody, observes inmate activity, conducts rounds, and responds to incidents.
Sit and use computers, radios, telephones, cameras, scanners, restraint equipment, and office systems	Occasionally	Completes records, monitors security systems, communicates, and performs assigned control functions.
Bend, stoop, kneel, crouch, reach, climb stairs, and move quickly in confined or uneven areas	Occasionally	Performs searches, inspections, escorts, emergency response, and safety checks.
Lift, carry, push, pull, support, or assist in moving people, equipment, or supplies	Occasionally	Occasionally lifts, carries, pushes, pulls, supports, or assists in moving persons, equipment, or supplies weighing up to 75 pounds. Emergency restraint, rescue, extraction, or inmate-assistance situations may require greater physical effort. Team assistance or appropriate equipment should be used when feasible and consistent with security conditions.
Maintain control during physical resistance or emergencies using only trained and authorized techniques	Occasionally	Protects inmates, employees, visitors, and the public under the approved use-of-force continuum.
Drive County vehicles while transporting inmates or conducting assigned business	Occasionally	Applies only to trained, authorized employees who satisfy County driving and transport requirements.

Work Environment

Work is performed in a secure correctional facility, vehicles, courts, medical facilities, work-detail locations, and outdoor areas. The employee may encounter noise, weather, traffic, stairs, confined spaces, bodily fluids, communicable disease, contraband, hostile behavior, physical resistance, violence, and emergency conditions. Exposure controls include documented training, searches, infection-control practices, protective equipment, staffing and backup procedures, de-escalation, and immediate reporting of hazards, injuries, force, exposures, and security failures.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SERGEANT - PATROL

Job Code	1700SRGP	**Department**	1700 - SHERIFF SENIOR COMMAND STAFF
Reports To	Captain, Patrol Commander or Designated Patrol Command Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - Assigned Patrol Personnel
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Sergeant - Patrol is a first-line law-enforcement supervisor responsible for directing deputies and investigators on an assigned shift while also performing general patrol and public-safety duties. The position conducts briefings, assigns work, evaluates performance, addresses personnel and policy matters, reviews reports, supervises calls for service, and responds to criminal, traffic, emergency, and community-service needs. Depending on assignment, the Sergeant may also support civil process, prisoner transport, court security, and related specialized duties.

Essential Functions

- Supervises deputies and investigators on an assigned shift; conducts briefings, assigns daily activities and calls for service, provides operational direction, reviews work, and ensures adequate response to law-enforcement needs.
- Evaluates employee performance, addresses routine personnel issues, investigates employee injuries or incidents, counsels staff as appropriate, and ensures compliance with Sheriff's Office policies, procedures, standards, and training requirements.
- Oversees field training of new employees and supports the development, readiness, and professional performance of assigned personnel.
- Reviews offense, incident, victim, suspect, and shift documentation; ensures reports and records are accurate and complete and prepares monthly, administrative, or operational reports as required.
- Patrols County streets, neighborhoods, businesses, and other assigned areas by vehicle or on foot; responds to calls for service; apprehends and arrests violators; and performs general deputy duties when needed.
- Investigates burglaries, thefts, accidents, domestic-violence incidents, deaths, suspicious persons or vehicles, and other reported or observed activity; interviews victims and witnesses; and gathers or secures physical evidence.
- Secures crime scenes, supports criminal and civil investigations, serves warrants and subpoenas, enforces traffic laws and regulations, and performs rescue functions at accidents, emergencies, and disaster scenes.
- Coordinates with dispatch, command staff, other agencies, and County departments and serves as a liaison between administration and assigned personnel.
- Participates in community-service and public-relations activities and maintains cooperative relationships with the public and partner agencies.
- Attends meetings and professional training and maintains assigned vehicle and law-enforcement equipment in operational condition.

Additional Responsibilities

- When assigned to Civil Process, directs and performs service of civil process, transports prisoners or mental-health patients, and plans or provides court, judge, and jury security.

- When assigned to Patrol, performs the full range of patrol investigative and enforcement functions; assists other County functions, including animal-control response, as operationally required; performs other related duties as assigned.

Supervisory Responsibilities

Directly supervises assigned deputies, investigators, and other designated personnel during an assigned shift. Responsibilities include conducting briefings; assigning calls, posts, and work; coordinating staffing and operational coverage; providing coaching, training, and field direction; reviewing reports and work products; evaluating performance; addressing routine personnel and conduct concerns; enforcing Sheriff's Office policies and standards; and making recommendations regarding staffing, training, corrective action, discipline, promotion, and employee development within delegated authority.

Knowledge, Skills, and Abilities

- Knowledge of patrol operations, criminal and civil law-enforcement practices, arrest procedures, traffic enforcement, crime-scene security, evidence handling, emergency response, civil process, prisoner transport, and court security.
- Knowledge of first-line supervisory practices, employee performance management, shift scheduling and coordination, field training, policy enforcement, and report review.
- Ability to plan and prioritize shift activity, assign calls and personnel, analyze incidents and information, and exercise sound judgment in rapidly changing or high-risk situations.
- Ability to supervise, counsel, evaluate, and direct law-enforcement personnel and address operational and personnel issues consistent with policy and chain of command.
- Ability to conduct investigations, interviews, arrests, searches, evidence collection, emergency response, civil-process service, and other patrol functions safely and effectively.
- Ability to prepare and review accurate reports, records, logs, and electronic data and to operate computers, law-enforcement systems, vehicles, weapons, and related equipment.
- Ability to communicate effectively with command staff, employees, dispatchers, courts, partner agencies, victims, witnesses, suspects, and members of the public.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of progressively responsible sworn law-enforcement experience, including demonstrated experience as a senior deputy, field-training officer, acting supervisor, work lead, or in another assignment involving employee guidance, report review, training, or operational leadership.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver’s license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.

Work Schedule and Availability

Works an assigned law-enforcement shift in a continuous patrol operation and may be required to work days, nights, weekends, holidays, overtime, emergency assignments, court appearances, training, meetings, holdover, call-back, civil-process or transportation assignments, and other hours necessary to maintain Sheriff's Office coverage. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Supports arrests, searches, crime-scene response, accident response, rescue activity, and other field law-enforcement duties.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during arrests, rescues, emergency response, transport, evidence handling, or other enforcement activity.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Supports threat recognition, patrol response, scene assessment, interviews, radio communication, supervision, and court testimony.

Work Environment

Work is performed in law-enforcement vehicles, offices, roadways, residences, businesses, public spaces, outdoor locations, crime and accident scenes, courts, medical facilities, and other field environments. Conditions may include traffic, adverse weather, uneven terrain, weapons, bodily fluids, communicable disease, hazardous substances, distressed or combative individuals, physical confrontation, traumatic incidents, and rapidly changing emergency conditions. Employees must follow applicable officer-safety, use-of-force, exposure-control, personal-protective-equipment, vehicle, evidence, and emergency-response procedures.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY SHERIFF - CRIME SCENE UNIT

Job Code	17IDSCSU	**Department**	17 – Sheriff Investigations
Reports To	Captain, Chief Investigator or Designated CID Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No formal supervisory responsibilities
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs specialized sworn law-enforcement and investigative work involving crime-scene examination, evidence documentation, collection, preservation, storage, case preparation, and courtroom testimony. Photographs and measures scenes, processes physical evidence using approved methods, maintains chain-of-custody documentation, prepares investigative reports and findings, and supports criminal investigations and prosecutions within current training, certification, and delegated authority.

Essential Functions

- Examines and investigates crime scenes using approved methods based on training, experience, and established evidentiary procedures.
- Photographs crime scenes and physical evidence; measures and documents scene conditions; and prepares diagrams, notes, reports, and other records necessary to preserve investigative information.
- Collects, packages, labels, and preserves physical evidence in accordance with applicable state or federal crime-laboratory requirements and procedures designed to protect evidentiary integrity.
- Maintains and documents chain of custody for physical evidence and receives property or evidence collected or confiscated by other personnel for secure storage.
- Examines photographs, fingerprints, physical evidence, and related materials; forms and documents investigative findings or opinions concerning criminal activity based on examination, training, and available evidence.
- Processes fingerprints and photographs deceased persons when required and attends autopsies or related examinations as part of an assigned investigation.
- Develops and maintains case files, case logs, supplementary reports, evidence records, and other investigative documentation and updates supervisors regarding significant case developments.
- Prepares cases and evidentiary materials for court presentation, assists prosecutors as requested, and provides testimony in court or before the Grand Jury regarding investigative and evidence-handling activities.
- Coordinates investigative activity with other investigators and agencies; maintains appropriate contact with victims and witnesses; and supports broader criminal-investigation, intelligence, warrant, search, and surveillance functions when assigned.
- Prepares reports and correspondence, operates computers and law-enforcement information systems, and communicates with supervisors, employees, courts, laboratories, other agencies, and the public to coordinate work and resolve problems.

Additional Responsibilities

- Maintains on-call readiness for crime-scene or investigative response during non-duty hours as assigned.
- May perform Training Officer duties when formally assigned and properly certified; provides assistance to other employees or departments and performs other related duties as required.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibilities. The employee may coordinate crime-scene activities, provide technical guidance to other personnel, or serve in an authorized training role but

does not independently hire, terminate, discipline, evaluate employees, approve payroll, leave or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of crime-scene investigation, photography, measurement, fingerprint processing, evidence recognition, collection, packaging, preservation, chain-of-custody requirements, property/evidence storage, and courtroom presentation.
- Knowledge of criminal investigative methods, searches, surveillance, warrants, case-file development, victim and witness contact, and coordination with laboratories and other investigators.
- Ability to examine scenes and physical evidence, identify relevant conditions, draw defensible conclusions within training and authority, and document findings accurately.
- Ability to maintain evidentiary integrity and detailed records while handling sensitive, hazardous, or potentially disturbing materials and scenes.
- Ability to prepare clear investigative reports, case files, evidence logs, correspondence, and court materials and to provide accurate testimony regarding methods and findings.
- Ability to communicate effectively with investigators, supervisors, victims, witnesses, prosecutors, laboratories, courts, partner agencies, and the public.
- Ability to operate cameras, computers, law-enforcement information systems, vehicles, weapons, fingerprint and evidence-processing tools, and related investigative equipment.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of previous experience and/or training that includes law-enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver’s license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Sheriff's Office-approved narcotics identification and presumptive field-testing training, if assigned	Before independently performing presumptive controlled-substance field testing	Maintain applicable training, evidence-handling proficiency, and agency authorization while the duty remains assigned
P.O.S.T. Instructor, Specialized Instructor - Firearms, and Specialized Instructor - Defensive Tactics certifications	If assigned Training Officer duties	Maintain required instructor certifications while assigned Training Officer responsibilities.

Work Schedule and Availability

Maintains on-call status during non-duty hours as assigned. Work may require response to crime scenes, searches, autopsies, court or Grand Jury appearances, training, school or public functions, and other investigative activities outside routine business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Supports examination, photography, measurement, evidence recovery, and processing of crime scenes in varied locations.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during evidence handling, scene access, emergency response, arrests, or other law-enforcement duties.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Essential to observing scene conditions, distinguishing evidence, documenting findings, coordinating investigations, and providing testimony.

Work Environment

Work is performed in offices, vehicles, laboratories, courts, residences, businesses, outdoor locations, autopsy or medical settings, and crime scenes. Conditions may include adverse weather, traffic, weapons, controlled substances, bodily fluids, biological material, decomposition, communicable disease, hazardous chemicals, sharp objects, disturbing or graphic evidence, deceased persons, emotionally distressed individuals, and potential exposure to violence. Employees must follow applicable scene-safety, evidence-handling, exposure-control, personal-protective-equipment, decontamination, and law-enforcement procedures.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SERGEANT - CID

Job Code	17SRGC	**Department**	17- Sheriff Investigations Team
Reports To	Captain/Chief Investigator	**FLSA Status**	Non-Exempt
Pay Grade		**Supervisory Role**	Yes - Assigned Investigative Personnel
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Sergeant - CID performs advanced criminal-investigation work and supports investigative case management for the Sheriff's Office. The position reviews investigative information, conducts interviews and interrogations, directs or participates in searches and surveillance, processes evidence, prepares warrants, coordinates cases with other investigators, and presents evidence in court.

Essential Functions

- Reviews preliminary reports and investigative records, identifies additional investigative needs, conducts interviews and interrogations, evaluates laboratory or other findings, and develops case direction.
- Plans and conducts searches and surveillance; identifies suspects and criminal histories; develops lineups; locates and arrests suspects; and coordinates investigative activity with other investigators and agencies.
- Responds to and oversees crime scenes, collects and preserves physical evidence, maintains case files, and supports reconstruction of criminal events.
- Develops and uses informants and collects, processes, analyzes, and disseminates intelligence regarding criminal activity, including vice, organized crime, and narcotics-related activity.
- Prepares and executes arrest and search warrants and supports prosecution through case preparation, coordination with prosecutors, and testimony before the Grand Jury and other courts.
- Maintains contact with crime victims and witnesses, provides appropriate support or information, and mediates disputes when required by assignment.
- Submits supplementary reports, maintains case logs, identifies crime trends, updates supervisors on significant case developments, and coordinates cases with other investigators.
- Performs field testing of suspected narcotics and other investigative activities when authorized and properly trained.
- Conducts internal-affairs investigations, school searches, security assignments, or other specialized investigative work when directed by the Sheriff.
- Prepares and maintains reports, correspondence, case documentation, computer records, and other materials required to document investigative activity.

Additional Responsibilities

- May serve as a Training Officer when assigned, including coordinating training, preparing lesson plans or standard operating procedures, maintaining agency weapons, and ordering training ammunition or materials.
- Provides assistance to other employees or departments and performs other related duties as required.

Supervisory Responsibilities

Directly supervises assigned investigators and other designated CID personnel. Responsibilities include assigning and prioritizing investigative work; reviewing case files, reports, warrants, and investigative documentation; providing operational direction and technical guidance; coordinating investigative resources; monitoring case progress and employee performance; providing coaching and training;

addressing routine performance or conduct concerns; and making recommendations regarding staff training, corrective action, discipline, promotion, and employee development within delegated authority. Final hiring, termination, compensation, payroll, and other personnel actions reserved by Sheriff's Office or County policy remain with authorized command personnel.

Knowledge, Skills, and Abilities

- Knowledge of criminal-investigation methods, interviewing and interrogation, surveillance, search and arrest procedures, crime-scene practices, evidence preservation, warrants, court procedures, intelligence, and case management.
- Ability to analyze investigative information, recognize relationships and crime trends, prioritize cases, and exercise independent judgment.
- Ability to develop and manage informants and coordinate sensitive investigations with prosecutors, other investigators, and outside agencies.
- Ability to prepare clear case files, warrants, reports, correspondence, and courtroom testimony.
- Ability to communicate effectively with victims, witnesses, suspects, law-enforcement personnel, courts, and community members.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of progressively responsible sworn law-enforcement experience, including at least one (1) year of criminal-investigative experience and demonstrated experience providing case leadership, employee guidance, field training, acting-supervisor coverage, or comparable operational leadership.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver’s license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Sheriff's Office-approved narcotics identification and presumptive field-testing training, if assigned	Before independently performing presumptive controlled-substance field testing	Maintain applicable training, evidence-handling proficiency, and agency authorization while the duty remains assigned
Georgia POST Level II-D Designated Instructor Certification in Firearms, Defensive Tactics, or another designated subject, if assigned	Before independently instructing the designated subject	Maintain applicable designation while assigned

Work Schedule and Availability

Work may include regular and irregular investigative hours, on-call status during non-duty hours, surveillance, searches, arrests, crime-scene response, court appearances, training, and other assignments outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required during law-enforcement response, searches, arrests, emergency scenes, evidence handling, and other field activity.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during arrests, prisoner movement, emergency response, rescue activity, or other enforcement duties.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Required to assess people, scenes, traffic, evidence, threats, and changing operational conditions and to communicate with the public and other personnel.

Work Environment

Work is performed in offices, interview rooms, courts, vehicles, residences, businesses, schools, outdoor locations, crime scenes, search locations, and other investigative environments. Conditions may include adverse weather, traffic, weapons, controlled substances, bodily fluids, communicable disease, hazardous materials, graphic or disturbing evidence, deceased persons, emotionally distressed or combative individuals, and potential exposure to violence. Employees must follow applicable scene-safety, evidence-handling, exposure-control, use-of-force, personal-protective-equipment, and investigative procedures.

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORPORAL - PATROL

Job Code	17CPPAT	**Department**	17 Corporal - Patrol
Reports To	Patrol Sergeant / Assigned Watch Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - Limited/Acting Shift Supervision
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Corporal - Patrol performs lead-level and general law-enforcement work on an assigned patrol shift. The position assists with supervision of deputies and investigators, provides shift direction when the Sergeant is absent, reviews reports and work products, supports field training, and performs the full range of patrol and emergency-response duties. The position also conducts investigations, makes arrests, secures evidence and crime scenes, supports community policing, and serves as a liaison between line personnel and command staff as assigned.

Essential Functions

- Assists in supervising deputies and investigators on an assigned shift, conducts briefings, assigns daily activities, provides direction and guidance, and assumes shift-supervision responsibilities in the absence of the Sergeant as assigned.
- Reviews and approves deputies' reports, notes, victim and suspect statements, and other work products for completeness and compliance with departmental standards.
- Ensures personnel comply with Sheriff's Office policies, procedures, and standards and assists with field training and development of new employees.
- Performs administrative duties associated with shift leadership, including preparing reports, documenting incidents, maintaining records, and conducting uniform or equipment inspections as assigned.
- Patrols throughout the County by vehicle and on foot, responds to calls for service, deters criminal activity, apprehends or arrests violators, and enforces applicable criminal and motor-vehicle laws.
- Investigates crimes, accidents, burglaries, thefts, domestic-violence incidents, suspicious persons or vehicles, and other assigned matters; interviews involved persons; gathers and secures physical evidence; and protects the integrity of witnesses and crime scenes.
- Performs rescue or protective functions at accidents, emergencies, and disaster scenes and assists with detention or transport of persons when required.
- Engages in community service and public-relations activities, attends meetings with commanders or partner agencies, and serves as a liaison between administration and staff when assigned.
- Prepares and maintains reports and records, operates law-enforcement computer systems and equipment, and communicates with supervisors, employees, other departments, agencies, and the public to coordinate work and resolve problems.

Additional Responsibilities

- Maintains assigned vehicle and law-enforcement equipment in serviceable condition.
- Provides directions, general law-enforcement information, and support to victims or members of the public within the scope of assigned authority.
- Testifies in court, assists other Sheriff's Office units or County departments, and performs other related duties as assigned.

Supervisory Responsibilities

Provides first-line operational supervision and work direction to assigned deputies and other patrol personnel and may direct shift operations when designated or in the Sergeant's absence. Responsibilities include conducting briefings, assigning and reviewing work, reviewing reports and documentation, providing operational guidance and field-training support, monitoring compliance with Sheriff's Office policies and standards, and documenting or reporting employee performance, conduct, safety, or operational concerns. Formal hiring, termination, compensation, payroll, and other personnel actions remain with authorized supervisory or command personnel.

Knowledge, Skills, and Abilities

- Knowledge of patrol operations, criminal and traffic enforcement, preliminary investigations, evidence handling, report review, officer-safety practices, and Sheriff’s Office procedures.
- Knowledge of first-line supervisory practices sufficient to assign work, provide direction, review performance and reports, support field training, and address operational issues within assigned authority.
- Ability to evaluate rapidly changing law-enforcement situations, exercise independent judgment, establish priorities, and provide clear direction to personnel.
- Ability to conduct investigations, interview involved persons, secure crime scenes and evidence, make arrests, prepare accurate reports, and testify in court.
- Ability to communicate effectively with subordinates, supervisors, command staff, other agencies, victims, witnesses, suspects, and the public and to use persuasion or influence when appropriate.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of progressively responsible law-enforcement experience, including demonstrated experience as a field-training officer, acting supervisor, work lead, senior deputy, or in another assignment involving employee guidance, training, report review, or operational leadership.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver’s license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.

Work Schedule and Availability

Works an assigned patrol shift in a continuous law-enforcement operation and may be required to work days, nights, weekends, holidays, overtime, emergency assignments, court appearances, training, meetings, holdover, call-back, or other hours necessary to maintain patrol coverage. The position may assume shift-leadership responsibilities when designated or when the Sergeant is unavailable. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required during law-enforcement response, searches, arrests, emergency scenes, prisoner movement, evidence handling, or other field duties.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and occasionally heavier	Occasionally	May be required during arrests, emergency response, prisoner transport, protective duties, evidence handling, or related law-enforcement functions.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Required to assess people, scenes, traffic, evidence, threats, and changing operational conditions and to communicate instructions or information.

Work Environment

Work is performed in law-enforcement vehicles, offices, roadways, residences, businesses, public spaces, outdoor locations, crime and accident scenes, courts, medical facilities, and other field environments. Conditions may include traffic, adverse weather, uneven terrain, weapons, bodily fluids, communicable disease, hazardous substances, distressed or combative individuals, physical confrontation, traumatic incidents, and rapidly changing emergency conditions. Employees must follow applicable officer-safety, use-of-force, exposure-control, personal-protective-equipment, vehicle, evidence, and emergency-response procedures.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OPEN RECORDS/PROFESSIONAL STANDARDS SPECIALIST

Job Code	17ORPS	**Department**	17 - Sheriff's Office
Reports To	Chief Deputy	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Open Records/Professional Standards Specialist serves as the Sheriff's Office point of contact for open-records requests and citizen complaints and performs internal-affairs investigative work. The position investigates allegations involving Deputy Sheriffs, gathers and preserves evidence, prepares findings for Command Staff, and supports hearings as required. The role also researches and processes open-records matters for the Sheriff's Office and Jail and requires active Georgia P.O.S.T. law-enforcement certification.

Essential Functions

- Receives citizen complaints involving Deputy Sheriffs and conducts interviews with complainants, accused employees, witnesses, and other relevant parties to establish the facts of the complaint.
- Records investigative interviews using approved recording devices and gathers documentary, testimonial, and tangible evidence relevant to internal-affairs investigations.
- Conducts investigations to determine facts supporting or refuting allegations and prepares written reports of findings for Command Staff review.
- Preserves relevant evidence under appropriate conditions and maintains documentation necessary to protect evidentiary integrity.
- Secures and serves search warrants when required in connection with authorized investigations and within the scope of law-enforcement authority.
- Coordinates polygraph examinations for consenting parties when needed and testifies at hearings as requested.
- Serves as the primary point of contact for Open Records Requests submitted to the Effingham County Sheriff's Office and Jail.
- Accesses records and case information responsive to specific requests and reviews case files for completeness and accuracy before closure.
- Performs legal research and analysis related to open records matters, including review and interpretation of applicable statutes and case law.
- Prepares open-records responses and supporting information for review and approval in accordance with established Sheriff's Office procedures.
- Receives, logs, researches, and coordinates responses to Open Records Requests in accordance with the Georgia Open Records Act and Sheriff's Office procedures; tracks statutory deadlines; coordinates responsive-record collection and authorized redaction review; and prepares records, fee estimates, partial productions, completion timelines, or exemption information for approval by the designated records custodian or authorized legal reviewer.

Additional Responsibilities

- Assists other Sheriff's Office sections as necessary and maintains regular and routine attendance.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of internal-affairs or professional-standards investigative practices, including interviewing, evidence preservation, documentation, and report preparation.
- Knowledge of open-records research and response processes and the ability to review statutes, case law, case files, and other records relevant to a request.
- Ability to conduct objective fact-finding investigations involving employee complaints and to distinguish allegations, evidence, findings, and supporting documentation.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive personnel, investigative, legal, and public-record information.
- Ability to prepare clear, accurate, and defensible investigative reports and open-records response materials for Command Staff or other authorized review.
- Ability to communicate effectively with complainants, employees, witnesses, attorneys, court personnel, members of the public, and Sheriff's Office leadership.

Minimum Qualifications

Education

Bachelor's degree in criminal justice or a related field.

Experience

Three (3) years of investigative or law-enforcement experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia P.O.S.T. Law Enforcement Officer certification	At appointment	Maintain active certification throughout employment as required for assigned law-enforcement duties.
Valid driver's license	At appointment	Maintain a valid license throughout employment when driving is required.

Work Schedule and Availability

Regular and routine attendance is required.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or work at a computer workstation for extended periods	Frequently	Required to review case files, conduct legal and records research, prepare reports, and process open-records responses.
Travel to interviews, hearings, or investigative locations	Occasionally	Required to conduct interviews, gather evidence, serve warrants, or testify as assigned.
Perceive visual cues and communicate orally	Frequently	Required for interviews, testimony, investigative observations, complaint intake, and communication with requesters and Sheriff's Office personnel.

Work Environment

Work is primarily performed in office, interview, records, and meeting environments, with periodic work in courts, law-enforcement facilities, investigative locations, and other field settings. Duties may involve sensitive personnel matters, criminal investigations, emotionally charged interactions, confidential evidence, law-enforcement activity, and occasional exposure to potentially hazardous or rapidly changing conditions.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PUBLIC INFORMATION OFFICER

Job Code	1700PIO	**Department**	1700 - SHERIFF SENIOR COMMAND STAFF
Reports To	Sheriff	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Public Information Officer serves as the Sheriff's Office communications coordinator, spokesperson, and media liaison. The position is responsible for accurately communicating Sheriff's Office operations, activities, public-safety information, and newsworthy events to the media and public while protecting the integrity of investigations, employees, and agency operations. The role develops public-information strategies, conducts media interviews, supports community outreach, prepares publications and annual reports, and provides communications guidance to Sheriff's Office personnel.

Essential Functions

- Serves as the Sheriff's Office spokesperson and media liaison and accurately disseminates authorized information concerning agency operations, activities, incidents, programs, and public-safety matters.
- Advises Sheriff's Office officials and employees on effective communication techniques and appropriate responses to print, broadcast, and other media inquiries.
- Connects journalists covering breaking news or Sheriff's Office matters with appropriate officials or authorized information sources and provides contextual information regarding agency operations.
- Conducts interviews representing the Sheriff's Office with television, radio, print, and other media outlets as assigned.
- Writes and distributes press releases, develops publicity campaigns and annual public-information plans, and promotes Sheriff's Office events, programs, employees, and community initiatives.
- Monitors local crime-related media coverage for accuracy and maintains professional working relationships with journalists and other law-enforcement agencies.
- Speaks at County Commission meetings, civic groups, community organizations, and other public forums and supports Sheriff's Office programs and public-information activities.
- Writes and submits articles for the Georgia Sheriff's Magazine and other authorized publications concerning community activities, training, agency statistics, promotions, and public-safety information.
- Compiles information from Sheriff's Office and Jail divisions and prepares an agency annual report at least annually.
- Develops and maintains public-information resources, crisis and emergency communications plans, newsletters, correspondence, and other communications materials.

Additional Responsibilities

- Responds to breaking news events, emergencies, disasters, and other communication needs outside normal business hours and may be required to report as part of a disaster operations team.
- Performs other related public information, communications, and community-relations duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of professional journalism, public relations, media relations, and public-information methods, practices, procedures, and ethical standards.
- Knowledge of law-enforcement operations and the communication considerations associated with accidents, crime, criminal investigations, victims, witnesses, and suspects.

- Knowledge of laws, rules, regulations, policies, procedures, and protocols relevant to Sheriff's Of programs, services, public information, and media communications.
- Ability to research, analyze, interpret, and communicate complex information accurately and appropriately for media and public audiences.
- Ability to develop press releases, newsletters, public-information plans, publicity campaigns, annual reports, crisis-communication materials, and other written products.
- Ability to conduct media interviews, provide guidance to officials and employees, maintain a professional media presence, and establish effective working relationships within the law-enforcement and media communities.

Minimum Qualifications

Education

Bachelor's degree or higher from an accredited college or university in public relations, communications, journalism, marketing, political science, or a related field.

Experience

At least two (2) years of full-time experience as a Public Information Officer or in a related field within a law-enforcement environment.

Equivalent Combination

Equivalent formal training in public information, communications, journalism, and public relations may be considered in place of the stated degree requirement, consistent with the source materials.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	At appointment when driving is an assigned function	Maintain a valid license and County driving eligibility while driving duties remain assigned.
FEMA Public Information Officer training appropriate to assigned emergency-management responsibilities, if designated as an incident, EOC, or Joint Information System PIO	Within the County-established training period and before independently serving in an assignment requiring the credentialed capability	Maintain assignment-appropriate FEMA/NIMS public-information and incident-management training.

Work Schedule and Availability

The position must be able to respond appropriately to breaking news events and inquiries outside normal business hours. During emergencies or disasters affecting Effingham County, the employee may be required to report to work as part of a disaster operations team.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, and operate computers or communications equipment	Frequently	Required to prepare public-information materials, conduct interviews, attend meetings, and coordinate media or community communications.
Travel to Sheriff's Office activities, community events, meetings, and breaking-news locations	Occasionally to Frequently	Required to conduct interviews, represent the Sheriff's Office, support public-information activities, and respond to incidents.
Work in a law-enforcement environment with potential exposure to hazardous or rapidly changing conditions	Occasionally	May be required during emergency response or direct law-enforcement activity.

Work Environment

Work is performed in offices, meeting rooms, public events, media settings, community locations, Sheriff's Office facilities, and occasionally at emergency or law-enforcement incident locations. The

employee may encounter crowds, weather, noise, urgent deadlines, emotionally charged situations, media activity, and rapidly changing public-safety conditions. Incident-scene access is limited by safety, investigative integrity, command direction, and applicable protective requirements.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY SHERIFF

Job Code	17DS	Department	17 – Sheriff Office
Reports To	Assigned Sergeant or Other Designated Division Supervisor	FLSA Status	Non-Exempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	September 04, 2026
Approved By	ECBOC	Document Status	Complete

Position Summary

The Deputy Sheriff performs sworn protective-service and law-enforcement work for the Sheriff's Office in assignments that may include patrol, civil process, crime prevention, school-related duties, prisoner transport, and court support. The position responds to calls for service, enforces criminal and motor-vehicle laws, investigates incidents, makes arrests, protects people and property, and prepares related reports and court documentation. Assignment-specific duties may vary, but the position requires the ability to perform general deputy functions under conditions involving personal danger and rapidly changing circumstances.

Essential Functions

- Patrols assigned areas, responds to complaints and requests for assistance, investigates crimes, disturbances, accidents, and suspicious activity, and takes appropriate law-enforcement action.
- Interviews victims and witnesses, questions suspects, collects, photographs, secures, and labels evidence, preserves crime scenes, searches for wanted or missing persons, and prepares investigative information for follow-up or prosecution.
- Enforces applicable criminal and motor-vehicle laws, conducts traffic enforcement, makes arrests, processes arrested persons, and testifies in court as required.
- Serves authorized civil and criminal papers and explains the general nature of documents being served consistent with departmental procedures.
- Transports prisoners, juveniles, mental-health patients, intoxicated persons, or other persons in custody and provides transportation during authorized emergencies.
- Provides protective escorts, maintains order at public gatherings, directs traffic, assists disabled motorists, supports fire and rescue operations, and performs other public-safety functions.
- Prepares incident, accident, arrest, activity, mileage, vehicle-maintenance, grant, and other reports or records required by assignment and maintains accurate supporting documentation.
- Operates law-enforcement vehicles, radios, computer systems, and assigned equipment; maintains vehicles and equipment in ready condition and communicates with supervisors, dispatch, other agencies, and the public as needed.

Additional Responsibilities

- When assigned to road patrol, performs accident and criminal investigations, vehicle or contraband searches, domestic-violence response, DUI enforcement, checkpoint activity, roadway hazard response, missing-person reporting, and other patrol duties.
- When assigned to civil process, serves writs, garnishments, summonses, subpoenas, warrants, eviction papers, and other authorized process and may provide court, judge, or jury security.
- Administers first aid or CPR when needed, assists with community crime-prevention or evacuation activities, supports jail processing as assigned, and performs other related duties.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of basic law-enforcement practices, patrol procedures, criminal and traffic enforcement, arrest procedures, evidence handling, civil and criminal process, report writing, and officer-safety practices.
- Ability to assess rapidly changing situations, exercise sound judgment, communicate clearly, de-escalate or control confrontations, and take appropriate enforcement or protective action.
- Ability to conduct preliminary investigations, interview involved persons, collect and safeguard evidence, prepare accurate reports, and provide testimony in court.
- Ability to safely operate law-enforcement vehicles, radios, computers, restraint devices, and other assigned equipment and to maintain readiness for emergency response.
- Ability to work cooperatively with courts, other law-enforcement agencies, emergency responders, County personnel, community members, victims, witnesses, and persons in custody.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

One (1) year of previous experience and/or training involving basic law-enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia POST Peace Officer Certification	At appointment	Maintain active certification and required continuing education.
GBI Division of Forensic Sciences permit to operate the current approved evidential breath-alcohol instrument, if assigned	Before independently conducting evidential breath-alcohol testing	Maintain a valid operator permit and complete required refresher or transition training while the duty remains assigned.
Georgia POST Speed Detection Device Operator certification, if assigned radar or LIDAR enforcement duties	Before independently operating a speed-detection device for enforcement purposes	Maintain certification and complete required refresher or proficiency requirements.
POST/NHTSA-approved Standardized Field Sobriety Testing training, if assigned DUI-enforcement duties	Before independently performing standardized field-sobriety testing as part of an assigned DUI investigation	Maintain assignment-appropriate training and complete refresher training required by the Sheriff's Office.

Work Schedule and Availability

Schedule varies by assignment and may include rotating shifts, nights, weekends, holidays, court appearances, special events, emergency response, training, extended incidents, and other hours required to provide continuous law-enforcement services.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required during law-enforcement response, training activity, searches, arrests, emergency scenes, equipment handling, or other field duties.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and occasionally heavier	Occasionally	May be required during arrests, prisoner movement, emergency response, defensive-tactics or firearms training, equipment handling, or related duties.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Required to assess people, scenes, traffic, equipment, evidence, threats, and changing operational conditions and to communicate instructions or information.

Work Environment

Work is performed in patrol vehicles, offices, courts, public buildings, roadways, residences, businesses, outdoor locations, crime and accident scenes, detention or medical facilities, and other law-enforcement environments. Conditions may include traffic, weather extremes, uneven terrain, noise, bodily fluids, communicable disease, hazardous substances, weapons, aggressive or emotionally distressed individuals, physical confrontation, violence, traumatic events, and rapidly changing emergency conditions. Employees must follow applicable officer-safety, use-of-force, exposure-control, personal-protective-equipment, vehicle, evidence, and emergency-response procedures.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHIEF DEPUTY

Job Code	1700CHFD	**Department**	1700 - SHERIFF SENIOR COMMAND STAFF
Reports To	Sheriff	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - Sheriff's Office personnel
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Chief Deputy provides executive-level management and administrative support for the overall operation of the Sheriff's Office and carries out organizational priorities established by the Sheriff. The position develops policy, manages personnel and training, oversees budgetary and administrative controls, coordinates critical investigations and emergency activities, and serves as a principal liaison with County officials and other law-enforcement agencies. The role exercises broad independent judgment on operational, personnel, fiscal, legal, and public-information matters.

Essential Functions

- Develops, implements, and enforces departmental policies, procedures, training requirements, and standards of discipline to support effective Sheriff's Office operations.
- Supervises, directs, and evaluates assigned staff; addresses employee concerns and problems; directs work; counsels and disciplines personnel; conducts interviews; develops assignments; mediates divisional disputes; and maintains in-service training.
- Prepares and administers the annual budget; reviews and approves payroll, purchase orders, and other authorized fiscal or administrative transactions.
- Conducts or directs internal investigations, citizen-complaint inquiries, criminal investigations, and critical investigations and assists with civil actions involving the Sheriff's Office.
- Conducts legal and operational research, including review of laws, procedures, and new equipment, and advises the Sheriff on organizational needs and options.
- Serves as liaison with County officials, law-enforcement agencies, emergency agencies, and other public entities to coordinate operations, resolve issues, and support interagency response.
- Responds to calls for service and supervises major or critical incidents as needed.
- Compiles and evaluates statistical information and prepares, reviews, screens, and responds to reports, correspondence, and other official documentation.
- Coordinates emergency agencies and operational response activities affecting the Sheriff's Office and community.
- Testifies in court and before the Grand Jury and supports case presentation or official proceedings as required.
- Issues press releases and supports public-information and community-relations activities intended to communicate Sheriff's Office operations and maintain public confidence.
- Signs or approves bonds and performs authorized financial or administrative signatory functions, including co-signing checks, as assigned.

Additional Responsibilities

- Operates computer systems and office software to enter, retrieve, review, modify, and verify operational and administrative information.
- Provides assistance to other employees or departments and performs other related duties as required.

Supervisory Responsibilities

Exercises broad supervisory and managerial responsibility over Sheriff's Office personnel and operations as delegated by the Sheriff, including personnel assignment, performance management, discipline, training, and coordination across divisions.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of law-enforcement administration, operations, investigations, emergency coordination, personnel management, training, budgeting, and public-agency relations.
- Knowledge of applicable laws, departmental policies, legal research methods, administrative controls, and fiscal practices used in Sheriff's Office operations.
- Ability to function in an executive managerial capacity, make procedural and technical decisions, and exercise independent judgment on complex or sensitive matters.
- Ability to evaluate and assess data, reports, complaints, operational information, and alternatives and determine likely consequences of proposed actions.
- Ability to lead personnel, mediate disputes, enforce discipline, communicate expectations, and coordinate work across organizational divisions.
- Ability to communicate effectively with the Sheriff, County officials, courts, law-enforcement agencies, emergency partners, employees, media, and the public and to prepare clear official correspondence and reports.
- Ability to operate computer systems, office software, and law-enforcement equipment used in management and field operations.

Minimum Qualifications

Education

High school diploma or GED, supplemented by 440 hours of Police Academy training.

Experience

Six (6) years of previous experience and/or training that includes supervisory law enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Valid Georgia Peace Officer certification	At appointment	Maintain active certification and required continuing education.

Work Schedule and Availability

Executive and operational responsibilities may require availability outside normal business hours for calls for service, critical incidents, investigations, court or Grand Jury appearances, emergency coordination, and other Sheriff's Office needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required when responding to law-enforcement incidents or supporting field operations.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during emergency response or direct law-enforcement activity.

Requirement	Frequency	Job-Related Context
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Supports supervision, incident assessment, investigations, meetings, public communication, and law-enforcement response.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PURCHASING CLERK

Job Code	1705PRCC	**Department**	1705 - SHERIFF - ADMINISTRATION
Reports To	Chief Deputy or Designated Administration Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No supervisory role
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Purchasing Clerk provides clerical and administrative support for purchasing and accounts-payable activities within the Sheriff's Office. The position processes requisitions, purchase orders, invoices, receipts, vendor records, and payment documentation; maintains purchasing and administrative files; and coordinates purchasing paperwork with the Finance Department. The position also supports accident-report processing, citation-book accountability, supply distribution, public inquiries, and other administrative services assigned to the Sheriff's Office.

Essential Functions

- Administers assigned purchasing and accounts-payable processes for the Sheriff's Office by receiving requisitions, invoices, and receipts; preparing bills and supporting documentation; obtaining purchase-order numbers; and forwarding completed paperwork to the Finance Department for payment.
- Obtains price information, places authorized orders, follows up on purchases, and maintains purchasing documentation required to support the transaction.
- Maintains vendor files and purchasing logs for the Sheriff's Office and other assigned operational units identified in the source classification.
- Prepares, maintains, copies, and distributes accident reports and forwards required reports or requests to state agencies, insurers, and members of the public as assigned.
- Issues pre-numbered citation books to deputies, maintains accountability records, and forwards issued citations to the State Court Office.
- Maintains and distributes forms, office supplies, and other materials needed by deputies and administrative personnel.
- Assists members of the public by telephone or in person and provides routine information within assigned authority.
- Prepares and processes authorized job-opening advertisements, suspension forms, correspondence, reports, and other assigned administrative documents in accordance with established Sheriff's Office and County procedures.
- Operates computer systems and office software to enter, retrieve, review, and modify information and communicates with supervisors, employees, departments, vendors, agencies, and the public to coordinate work and resolve routine issues.

Additional Responsibilities

- Assists with routine office equipment maintenance and maintains files associated with accident reports.
- Notarizes documents for coworkers and the public as stated in the source classification; current notary-commission requirement.
- Runs errands, makes copies, sends faxes, assists other employees or departments, and performs other related duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of purchasing clerical processes, requisitions, purchase orders, invoices, accounts-payable documentation, vendor files, and routine recordkeeping.
- Ability to organize and track purchasing transactions, compare price information, maintain complete supporting documentation, and coordinate payment paperwork with Finance.
- Ability to maintain accountability records for controlled forms such as citation books and accurately process accident reports and related administrative records.
- Ability to prepare correspondence, reports, forms, and routine administrative documents and operate standard office computer systems and software.
- Ability to communicate effectively with employees, vendors, County departments, state agencies, insurers, and the public and to apply established procedures to routine requests.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level course work or vocational training in office technology.

Experience

One (1) year of previous experience and/or training involving clerical work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Notary Public Commission, if notarization is assigned	Before independently performing any notarial act	Maintain an active Georgia Notary Public commission and complete required training and renewal requirements while notarization remains assigned.

Work Schedule and Availability

Regular administrative schedule established by the Sheriff's Office. Purchasing deadlines, Finance coordination, inventory activities, errands, special projects, or operational needs may occasionally require adjusted hours or travel between County facilities. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, stoop, kneel, crouch, or reach while performing office and records tasks	Occasionally to Frequently	Required to receive visitors, retrieve or file records, process mail and documents, operate office equipment, and perform routine administrative work.
Lift, carry, push, or pull routine office materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling files, storage boxes, supplies, mail, forms, or office equipment.
Perceive sounds and visual cues and communicate orally	Frequently	Required for telephone and in-person communication, document review, computer work, public assistance, and coordination with employees and other departments.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

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Employment Relationship

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Supervisor Signature: _____ Date: _____

DEPUTY SHERIFF - SEX OFFENDER

Job Code	17DSSO	**Department**	17 - Sheriff's Office
Reports To	Criminal Investigations Division Supervisor or Designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Deputy Sheriff - Sex Offender administers sex-offender registration and compliance activities while performing criminal investigative and law enforcement work. The position maintains registry information, verifies offender status and living arrangements, conducts investigations and surveillance, makes arrests, preserves evidence, and prepares cases for prosecution and court testimony. The role coordinates with supervisors, investigators, victims and witnesses, schools, other jurisdictions, and community partners to support public safety and statutory compliance.

Essential Functions

- Reviews and registers sex offenders who are required to register in Effingham County and maintains accurate registry records, website information, and sex-offender books.
- Maintains contact with registered sex offenders and verifies that living arrangements and other registration requirements are consistent with applicable Georgia law.
- Plans, organizes, and conducts searches and surveillance; collects and preserves physical evidence; identifies suspects and criminal histories; and identifies and arrests suspects.
- Develops and maintains case files, case logs, supplementary reports, and other investigative documentation and updates supervisors regarding significant case events.
- Responds to and oversees crime scenes and participates in reconstruction of criminal events as required.
- Prepares and executes arrest and search warrants and conducts field testing of suspected narcotics.
- Prepares cases for court presentation, assists in prosecution, and provides testimony before the Grand Jury and in other court proceedings.
- Coordinates cases with other investigators and jurisdictions, attends regional conferences, and develops and uses informants in support of investigations.
- Counsels victims and witnesses and others in need and mediates disputes between citizens and agencies or personnel as required.
- Provides security for school functions and courtrooms and conducts school searches for contraband when assigned.

Additional Responsibilities

- Organizes or participates in civic functions and performs other law-enforcement support duties as assigned.
- If designated to serve as Training Officer, coordinates employee training and development, writes and reviews lesson plans and standard operating procedures, maintains Sheriff’s Office weapons, and orders ammunition and training materials.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. If designated as Training Officer, the position may coordinate and conduct training for Sheriff’s Office employees without assuming formal supervisory authority.

Knowledge, Skills, and Abilities

- Knowledge of sex-offender registration requirements, compliance monitoring, and records needed to maintain an accurate registry.
- Knowledge of criminal investigation methods, surveillance, crime-scene response, evidence collection and preservation, warrants, arrests, and case preparation.
- Ability to review, classify, prioritize, and analyze investigative data and apply established standards to determine appropriate actions.
- Ability to exercise sound judgment and decisiveness in changing law-enforcement situations and to coordinate effectively with investigators and other jurisdictions.
- Ability to prepare clear, accurate case files, reports, logs, warrants, and court documentation and to provide effective testimony.
- Ability to communicate with offenders, victims, witnesses, citizens, school personnel, courts, law-enforcement agencies, and other governmental entities using appropriate persuasion and influence.
- Ability to operate computers, data systems, office software, law-enforcement equipment, and other tools used in investigative work.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of previous experience and/or training that includes law enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Sheriff's Office-approved narcotics identification and presumptive field-testing training, if assigned	Before independently performing presumptive drug-field testing	Maintain current training, equipment authorization, evidence-handling proficiency, and any manufacturer- or agency-required refresher training while the duty remains assigned.
P.O.S.T. Instructor, Specialized Instructor - Firearms, and Specialized Instructor - Defensive Tactics certifications	If assigned Training Officer duties	Maintain required instructor certifications while assigned Training Officer responsibilities.

Work Schedule and Availability

Maintains on-call status during non-duty hours. Work may also require court appearances, crime-scene response, school functions, regional conferences, and other law-enforcement activity outside the regular schedule.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Supports searches, crime-scene work, arrests, evidence recovery, and other investigative field activity.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during arrests, searches, evidence handling, emergency response, or other law-enforcement duties.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Observes persons and scenes, evaluates evidence and hazards, interviews individuals, and communicates during investigations and court proceedings.

Work Environment

Work may involve exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibration, electrical hazards, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

CRIME ANALYST / COMMUNITY LIASION

Job Code	1701CACL	**Department**	1701 - SHERIFF COMMAND STAFF
Reports To	Chief Deputy	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Crime Analyst / Community Liasion provides operational and strategic analytical support to the Sheriff's Office and serves as a conduit for information sharing among internal units, partner law-enforcement agencies, community organizations, and schools. The position develops and maintains analytical systems and databases, identifies crime trends and patterns, supports investigations, coordinates community-information programs, and helps connect Sheriff's Office operations with outside partners. The role also supports public outreach, crime-prevention initiatives, and selected open-records functions.

Essential Functions

- Builds and operates an analytical function that provides operational and strategic analytic support to all levels of the Sheriff's Office.
- Develops and maintains information systems and databases used to organize data, conduct analysis, and disseminate reports.
- Performs intelligence, tactical crime, strategic crime, and administrative crime analyses and assists with complex cases involving multiple suspects, witnesses, businesses, or related events.
- Initiates and distributes crime-analysis reports addressing crime series, trends, patterns, and suspect information and assists with crime mapping for Patrol operations.
- Serves as a conduit for information sharing among Sheriff's Office personnel, specialized investigative units, and law-enforcement agencies within Effingham County.
- Works with the Georgia Department of Community Supervision to receive offender-validation information and coordinates with supervision officers regarding offender release requirements.
- Coordinates the 24-hour Tip411 program, logs information received, maintains program statistics, and distributes tips to the appropriate Sheriff's Office unit for follow-up.
- Works with the Effingham County School District and School Resource Officers to support gang and gun prevention and education programming for students and staff.
- Supports Neighborhood Watch programs and serves as liaison between neighborhood organizations and the Sheriff's Office, including responding to calls, emails, and messages.
- Attends interagency and intra-agency criminal-analyst meetings, training sessions, and seminars and maintains regular and routine attendance.

Additional Responsibilities

- Assists the Public Information Officer with Open Records Requests.
- Makes presentations to social, civic, church, or community groups as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Ability to review, classify, categorize, prioritize, and analyze criminal, operational, and administrative data and identify relationships, trends, and patterns.

- Knowledge of criminal analysis methods, intelligence analysis, crime mapping, information-sharing practices, and investigative support processes.
- Ability to develop and maintain databases and analytical systems and to prepare clear reports, summaries, maps, and other analytical products.
- Ability to communicate and coordinate effectively with law-enforcement personnel, partner agencies, schools, community organizations, and members of the public.
- Ability to exercise independent judgment when handling sensitive information, assigning significance to data, and supporting investigative or operational decisions.
- Ability to prepare and deliver presentations and to support community outreach, crime-prevention, and public-information activities.

Minimum Qualifications

Education

Bachelor's degree in criminal justice or a related field.

Experience

Three (3) years of progressively responsible experience in crime analysis, intelligence analysis, criminal investigations, criminal-justice research, law-enforcement data analysis, statistical analysis, or a closely related field.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	At appointment	Maintain a valid license throughout employment when driving is required.

Work Schedule and Availability

Regular full-time schedule. Meetings, training, school or community programs, investigative support, emergency operations, or time-sensitive analytical assignments may occasionally require evening, weekend, holiday, or after-hours work. Coordination of the 24-hour Tip411 service does not by itself require continuous personal on-call availability unless the employee is specifically scheduled or designated for after-hours response.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or work at a computer workstation for extended periods	Frequently	Required to develop databases, analyze criminal and operational data, prepare reports, maintain Tip411 information, and perform crime mapping.
Lift, carry, push, or pull routine office materials weighing approximately 12 to 20 pounds	Occasionally	Consistent with the light-work requirements identified in the source classification.
Perceive visual cues and communicate orally	Frequently	Required to analyze information, interpret maps and reports, conduct meetings, coordinate with partner agencies, and make community presentations.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CUSTODIAN

Job Code	1705CSTD	**Department**	1705 - SHERIFF - ADMINISTRATION
Reports To	Pending Department Validation	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Custodian maintains clean, safe, sanitary, and orderly workspaces for employees and visitors. The position performs routine and heavy cleaning, restroom and breakroom sanitation, waste removal, floor and carpet care, supply management, and related facility-support tasks. Work requires the safe use of cleaning chemicals, sanitation equipment, and powered cleaning machinery and may involve travel between assigned work locations.

Essential Functions

- Cleans and sanitizes offices, common areas, restrooms, breakrooms, and other assigned spaces through sweeping, mopping, scrubbing, dusting, vacuuming, and disinfecting.
- Sanitizes high-touch surfaces, fixtures, furniture, equipment, countertops, sinks, appliances, windows, mirrors, and partitions using appropriate cleaning methods and products.
- Empties trash and waste containers, replaces liners, and disposes of waste in accordance with established sanitation and safety practices.
- Restocks restroom, breakroom, and cleaning supplies and monitors inventory to ensure needed materials are available.
- Mixes and uses cleaning solutions and chemicals according to instructions and follows safety procedures for chemical cleaners and power machinery to prevent injury or property damage.
- Performs heavy cleaning duties, including carpet or rug shampooing or steam cleaning, floor care, and cleaning or polishing fixtures and furniture.
- Maintains assigned buildings and property in a clean and orderly condition and performs routine maintenance activities within the scope of the position.
- Reports maintenance, repair, or building-system needs to the appropriate supervisor or department.
- Operates vehicles and cleaning equipment required to perform or travel to assigned cleaning work when authorized and maintains equipment in serviceable condition.

Additional Responsibilities

- Communicates with supervisors, employees, other departments, and members of the public as needed to coordinate cleaning activities and resolve routine issues.
- Provides assistance to other employees or departments as needed and performs other related duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities documented in the source materials.

Knowledge, Skills, and Abilities

- Knowledge of janitorial, housekeeping, sanitation, and disinfection methods for offices, restrooms, common areas, and related facilities.
- Knowledge of safe handling, mixing, storage, and use of cleaning chemicals, sanitation products, and powered cleaning equipment.
- Ability to perform routine and heavy cleaning tasks independently and maintain consistent cleanliness and sanitation standards.

- Ability to monitor cleaning-supply inventory, identify replenishment needs, and maintain assigned equipment and work areas.
- Ability to follow safety protocols, product instructions, and established procedures when using cleaning chemicals and machinery.
- Ability to identify and report maintenance or repair needs affecting facility safety, sanitation, or operations.

Minimum Qualifications

Education

Pending Department Validation. The source materials do not establish a minimum education requirement.

Experience

Previous experience in janitorial, housekeeping, or sanitation services is preferred; the source materials do not establish a minimum required number of years.

Equivalent Combination

Pending Department Validation. The source materials do not define an equivalent-combination standard.

Preferred Qualifications

- Previous janitorial, housekeeping, or sanitation-services experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None documented in the source materials	Pending Department Validation	Confirm whether a driver's license or other credential is required for assignments involving County vehicles.

Work Schedule and Availability

Pending Department Validation. The source materials do not specify a standard work schedule. Work must be performed as necessary to maintain assigned facilities in a clean, safe, and sanitary condition.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, bend, stoop, kneel, crouch, and reach while cleaning	Frequently	Required for floor care, restroom cleaning, waste removal, dusting, equipment use, and cleaning of fixtures and surfaces.
Lift, carry, push, or pull cleaning supplies, equipment, waste, and other materials up to approximately 100 pounds	Occasionally	The source identifies very heavy physical effort and handling of heavy materials as potential job demands.
Operate cleaning equipment and work around cleaning chemicals, odors, and sanitation-related conditions	Frequently	Required to perform routine sanitation, heavy cleaning, floor care, and disinfection tasks safely.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE MANAGER

Job Code	1700OFFMGR	**Department**	17 – Sheriff's Office
Reports To	Chief Deputy or Designated Administration Supervisor	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - assigned administrative staff
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs and coordinates assigned administrative office functions for the Sheriff's Office and is responsible for the quality, accuracy, and timely completion of administrative work. Supervises assigned administrative employees; maintains personnel, payroll, financial, banking, audit, and departmental records; coordinates office workflows; and supports correspondence, records, and public-service functions within established Sheriff's Office and County procedures.

Essential Functions

- Plans, directs, and monitors administrative office operations to ensure assigned functions are completed accurately and in accordance with established Sheriff's Office procedures.
- Supervises, directs, and evaluates assigned staff; assigns and reviews work; addresses employee concerns and performance issues; conducts counseling or discipline within assigned authority; completes performance appraisals; and prepares administrative work schedules.
- Prepares correspondence, memoranda, reports, payroll time sheets, and other departmental records and documentation and maintains organized administrative files.
- Maintains personnel files for Sheriff's Office employees and safeguards confidential records and information within assigned responsibility.
- Maintains petty cash and processes authorized travel reimbursements or emergency payments in accordance with applicable procedures.
- Balances and reconciles bank accounts, makes deposits and other authorized banking transactions, and maintains records associated with bond fees and other financial activity.
- Prepares documentation for the annual audit and maintains supporting financial and administrative records required for review.
- Operates office computer systems and software and communicates with supervisors, employees, other departments, agencies, and the public to coordinate work, exchange information, and resolve problems.

Additional Responsibilities

- Answers telephone calls, makes copies, runs errands, and performs other routine office-support duties as needed.
- Provides assistance to other employees or departments and performs other related duties as assigned.

Supervisory Responsibilities

Directly supervises assigned administrative staff and is responsible for work assignment, scheduling, performance monitoring, employee counseling or discipline within delegated authority, and performance appraisal responsibilities identified in the source classification.

Knowledge, Skills, and Abilities

- Knowledge of administrative office management, records management, payroll support, personnel-file administration, cash handling, banking, reconciliation, audit preparation, and public-service procedures.

- Knowledge of supervisory practices sufficient to assign work, establish priorities, evaluate performance, address employee issues, and ensure work quality.
- Ability to analyze and reconcile administrative and financial information, maintain accurate records, identify discrepancies, and prepare reports and supporting documentation.
- Ability to maintain confidential personnel and departmental records and exercise sound judgment when handling sensitive information.
- Ability to communicate effectively with staff, supervisors, County departments, financial institutions, courts, agencies, and the public and to operate standard office computer systems and software.

Minimum Qualifications

Education

Associate's degree with course work emphasis in office technology.

Experience

Three (3) years of previous experience and/or training that includes administration, office procedures, and dealing with the public.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Certified-deputy credential(s)	Determine by Department Validation	duties that required certification or license in Minimum Qualifications;

Work Schedule and Availability

Regular hours, after-hours administrative responsibilities, emergency availability, and any requirements associated with certified-deputy duties are Pending Department Validation.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, stoop, kneel, crouch, or reach while performing administrative and records work	Occasionally to Frequently	Required to supervise office functions, maintain records and files, process financial documents, operate office equipment, and perform routine administrative tasks.
Lift, carry, push, or pull routine office materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling files, supplies, mail, records, or storage materials.
Perceive sounds and visual cues and communicate orally	Frequently	Required for supervision, public contact, financial and records review, telephone communication, and coordination with employees and other agencies.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

G.C.I.C. TERMINAL AGENCY COORDINATOR

Job Code	1705GC1C	**Department**	1705 - Sheriff - Administration
Reports To	Compliance and Records Manager or Other Designated Communications/Administration Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No - Functional Lead
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The G.C.I.C. Terminal Agency Coordinator is responsible for maintaining the accuracy, security, and integrity of criminal history and justice-information records handled through the Sheriff's Office. The position validates GCIC records, coordinates terminal-operator certification and recertification, provides training and remedial instruction, maintains required agreements and awareness documentation, and serves as the primary liaison between the Sheriff's Office and GCIC. The position also supports Communications Center operations, warrant-entry activity, and emergency dispatch functions as assigned.

Essential Functions

- Prepares records for required validation, reviews record entries for accuracy and completeness, and ensures corrections or follow-up actions are completed as required.
- Coordinates certification and recertification of terminal operators and provides training or remedial instruction concerning GCIC/NCIC access, security, procedures, and record handling.
- Serves as liaison between the Effingham County Sheriff's Office and GCIC and communicates applicable procedural, regulatory, or legal changes affecting criminal-history record information.
- Ensures compliance with rules governing criminal-history record information, processes authorized criminal-history requests, and safeguards the security and integrity of restricted information.
- Maintains employee awareness statements, user agreements, records, logs, and other documentation required for terminal access and GCIC compliance.
- Assists the Communications Division Sergeant with warrant entries and performs authorized entries, inquiries, and retrieval of information through in-house and GCIC/NCIC systems.
- Receives emergency and non-emergency calls, monitors law-enforcement, fire, and rescue radio traffic, prioritizes calls, determines appropriate signal use, and dispatches responding units when assigned.
- Logs calls and dispatch activity, assigns case numbers, disseminates criminal and driver information, performs driver-license and vehicle-registration checks, and maintains related records and files.
- Prepares and processes forms, reports, correspondence, and other documentation and communicates with supervisors, employees, agencies, and the public as needed to coordinate work and resolve problems.

Additional Responsibilities

- Performs clerical support activities including filing, copying, faxing, and maintaining forms and communication-center records.
- Annotates repossessed or towed vehicles and security checks as required by Communications Center procedures.

- Provides assistance to other employees or departments and performs other related duties as assigned.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibilities. The employee exercises functional authority related to GCIC/NCIC compliance, record validation, terminal-operator training and testing, remedial instruction, access requirements, and security procedures. The position may direct employees regarding compliance with GCIC/NCIC requirements but does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of GCIC/NCIC rules, terminal-security requirements, criminal-history record restrictions, validation procedures, user agreements, and required documentation.
- Ability to review detailed records for accuracy, identify discrepancies, maintain secure information, and apply established rules and procedures consistently.
- Ability to train, test, certify, and provide remedial instruction to terminal operators and clearly communicate changes in laws, regulations, or system requirements.
- Knowledge of emergency communications and dispatch practices sufficient to receive, prioritize, document, and relay emergency and non-emergency information when assigned.
- Ability to operate GCIC/NCIC and office computer systems, maintain accurate records and logs, and communicate effectively with GCIC personnel, law-enforcement staff, other agencies, and the public.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level course work or vocational training in law enforcement.

Experience

One (1) year of previous experience and/or training involving dispatching and communications work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
GCIC Terminal Agency Coordinator Certification	Within ninety (90) days of appointment as the agency Terminal Agency Coordinator; employee must first meet applicable terminal-operator training requirements	Maintain TAC designation and complete required refresher training and testing in accordance with current GCIC policy.
GCIC Terminal Operator Certification/Authorization	Before admission to TAC certification training and within the timeframe required for assigned terminal-operator duties	Maintain required access authorization and complete recertification testing at least every two years or as otherwise required by current GCIC policy.
Georgia POST Communications Officer Certification, if assigned Communications Officer duties	Complete the POST Basic Communications Officer course within six (6) months of initial employment or assignment as a Communications Officer	Maintain certification and complete required annual in-service training while Communications Officer duties remain assigned.

Work Schedule and Availability

Regular full-time schedule with responsibility for GCIC/NCIC compliance, validation, training, and records functions. When assigned emergency-communications responsibilities, the position may be required to work adjusted shifts, evenings, weekends, holidays, emergency activations, or other after-hours coverage. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or remain at a computer or communications workstation for extended periods	Frequently	Required to review and validate records, access GCIC/NCIC systems, maintain files, conduct terminal-operator testing, and assist with communications functions.
Lift, carry, push, or pull routine office or communications materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling records, forms, supplies, training materials, or office equipment.
Perceive sounds and visual cues and communicate clearly by telephone, radio, or in person	Frequently	Required for communications-center support, terminal-operator training, record validation, liaison responsibilities, and dissemination of criminal-history information.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHAPLAIN

Job Code	1701CHPL	**Department**	1701 - SHERIFF COMMAND STAFF
Reports To	Sheriff	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No direct supervision documented
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Sheriff's Office Chaplain is a paid employee who reports directly to the Sheriff and represents the Sheriff's Office in providing spiritual care, emotional support, crisis intervention, employee wellness support, family assistance, ceremonial services, and community outreach. The position supports employees and their immediate families during routine and critical events while maintaining appropriate confidentiality. The Chaplain also responds to emergencies, supports official ceremonies, and builds relationships with community clergy and partner organizations.

Essential Functions

- Provides confidential spiritual, emotional, and crisis support to Sheriff's Office employees and their immediate family members.
- Responds to critical incidents, line-of-duty deaths, serious injuries, officer-involved shootings, suicides, disasters, and other emergencies requiring chaplain or crisis-support services.
- Assists with death notifications and provides appropriate follow-up support to affected families.
- Visits employees during illness, injury, hospitalization, bereavement, or other significant personal events.
- Conducts invocations, memorials, funerals, graduations, award ceremonies, retirements, and other official Sheriff's Office events.
- Serves as the Sheriff's representative at assigned meetings, community events, and faith-based functions.
- Develops and maintains relationships with community clergy and partner organizations to expand referral and support resources.
- Supports employee wellness, resilience, stress-management, and peer-support initiatives and provides referrals to counseling or community resources when appropriate.
- Maintains appropriate confidential records and prepares activity reports as requested while protecting sensitive employee and family information.
- Provides spiritual guidance to Sheriff's Office staff and members of the public; inmate chaplain services are outside the stated scope of this position.

Additional Responsibilities

- Remains available for after-hours emergency response and performs other duties assigned by the Sheriff.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. The Chaplain may coordinate clergy, volunteers, peer-support participants, community partners, or ceremonial activities as assigned but does not independently hire, terminate, discipline, evaluate County employees, approve payroll, leave or overtime, set compensation, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of crisis intervention, grief support, pastoral care, and employee or family support practices.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive personal, personnel, and critical-incident information.

- Ability to communicate effectively with employees, family members, public officials, clergy, comm partners, and members of the public during routine and high-stress situations.
- Knowledge of referral resources and the ability to connect individuals with counseling, community, or other support services when appropriate.
- Ability to conduct public ceremonies, memorials, invocations, and presentations with appropriate professionalism and sensitivity.
- Ability to provide calm, compassionate, and appropriate support during emergencies, bereavement, and other critical events.

Minimum Qualifications

Education

Bachelor's degree from an accredited college or university in theology, divinity, religious studies, pastoral studies, chaplaincy, or a closely related field.

Experience

Two (2) years of progressively responsible experience in pastoral ministry, chaplaincy, spiritual care, crisis support, grief ministry, or a closely related pastoral-care function. Public-safety, military, hospital, emergency-services, or law-enforcement chaplaincy experience is preferred.

Equivalent Combination

An equivalent combination of relevant education, formal ministry training, chaplaincy training, and progressively responsible pastoral-care experience may be considered when it provides the required knowledge and capabilities. Required ecclesiastical endorsement, County-required chaplain credentials, and other mandatory qualifications may not be waived through equivalency.

Preferred Qualifications

- Ordained, licensed, or endorsed member of the clergy.
- Experience in pastoral care, counseling, or chaplaincy.
- Georgia law-enforcement chaplain training or certification, or the ability to obtain such training or certification.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver’s license	At appointment	Maintain a valid license throughout employment when driving is required.
Current ordination, licensure, ecclesiastical endorsement, or comparable formal authorization from an established faith body appropriate to the chaplaincy role	At appointment	Maintain good standing and authorization while serving as Chaplain
Georgia Sheriffs' Law Enforcement Chaplain Basic Certification	At appointment if already held; otherwise within twelve (12) months of appointment, subject to program eligibility and course availability	Maintain certification, membership or professional standing, and applicable continuing professional-development requirements
CPR and First Aid certification	Within the County-established onboarding period and no later than required for Georgia Sheriffs' Law Enforcement Chaplain Basic Certification	Maintain current certification while employed in the classification

Work Schedule and Availability

Work may require evenings, weekends, holidays, and emergency callouts. The Chaplain must remain available for after-hours emergency response as required by the Sheriff’s Office.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Travel between office, field, hospital, funeral, and community locations	Occasionally to Frequently	Required to provide in-person support, respond to critical incidents, conduct ceremonies, and attend community or faith-based functions.
Stand, walk, or sit for varying periods	Frequently	Required while providing support, attending ceremonies, meeting with employees and families, and participating in community events.
Communicate clearly in person and by telephone	Frequently	Required for crisis support, counseling referrals, ceremonial functions, family assistance, and coordination with Sheriff's Office personnel and community partners.

Work Environment

Work is performed in offices, Sheriff's Office facilities, hospitals, funeral homes, residences, community and faith-based locations, public ceremonies, and emergency or critical-incident settings. The position may encounter severe emotional distress, grief, traumatic injury or death, emergency scenes, adverse weather, irregular hours, and sensitive or confidential personal circumstances. The Chaplain must comply with incident-command direction, scene-safety restrictions, confidentiality requirements, and applicable County and Sheriff's Office procedures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

RECEPTIONIST

Job Code	1705RCPT	**Department**	1705 - Sheriff - Administration
Reports To	Chief Deputy or Designated Administration Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Receptionist serves as a primary public-contact and administrative-support position for the Sheriff's Office. The position receives and directs visitors and telephone calls, processes incoming and outgoing mail and deliveries, provides routine information to the public, prepares and maintains documents and records, and supports basic cash-receipt and office functions. The role requires accurate records handling, professional communication, and consistent application of established office procedures.

Essential Functions

- Answers telephone calls, transfers callers to appropriate personnel, records and delivers accurate messages, and receives calls for other departments when required.
- Greets visitors, determines the nature of requests, directs individuals to appropriate offices or information sources, and responds to routine complaints or requests within assigned authority.
- Receives, sorts, distributes, and processes incoming and outgoing mail, express deliveries, and other departmental correspondence.
- Provides written and oral information to the public, assists with interpretation of routine policies and procedures, and maintains brochures, forms, and other informational materials for distribution.
- Composes, types, proofreads, files, and distributes correspondence, reports, forms, tables, calendars, directories, work orders, purchase documents, and other administrative materials.
- Establishes and maintains departmental files and records, applies record-retention guidance, retrieves requested records, and maintains file and storage materials.
- Accepts authorized payments for fees, permits, or services, enters transactions, issues receipts, balances receipts to transactions, and posts activity to the appropriate cash-receipt record.
- Operates computer systems and office software to enter, retrieve, review, and modify information and verifies data accuracy before processing or distribution.
- Communicates with supervisors, employees, other departments, and the public to coordinate work activities, exchange information, and resolve routine issues.

Additional Responsibilities

- Performs minor routine maintenance on copiers and postage equipment, requests repair service as needed, and maintains office and supply-room inventories.
- Distributes flyers, letters, forms, and other materials and participates in departmental meetings and activities.
- Provides assistance to other employees or departments and performs other related duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of general office practices, front-desk operations, customer service, records maintenance, document preparation, mail processing, and cash-receipt procedures.

- Ability to receive and direct visitors and callers, identify routine information needs, and apply established procedures consistently when responding to requests.
- Ability to organize and maintain files and records, follow record-retention guidance, and retrieve information accurately and efficiently.
- Ability to prepare, proofread, and process correspondence, reports, forms, tables, and routine administrative documents using standard office software.
- Ability to handle routine payments and receipts accurately and communicate clearly and professionally with employees, other departments, visitors, callers, and members of the public.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level course work or vocational training in office technology.

Experience

Six (6) months of clerical, receptionist, customer-service, records, administrative-support, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
No specific license or certification identified in the source classification	N/A	N/A

Work Schedule and Availability

Regular administrative schedule established for Sheriff's Office front-desk and public-service coverage. Operational needs, staffing coverage, departmental meetings, special events, or other assigned activities may occasionally require an adjusted schedule. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, stoop, kneel, crouch, or reach while performing office and records tasks	Occasionally to Frequently	Required to receive visitors, retrieve or file records, process mail and documents, operate office equipment, and perform routine administrative work.
Lift, carry, push, or pull routine office materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling files, storage boxes, supplies, mail, forms, or office equipment.
Perceive sounds and visual cues and communicate orally	Frequently	Required for telephone and in-person communication, document review, computer work, public assistance, and coordination with employees and other departments.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

COURT SECURITY BLUE COAT

Job Code	1720CSBC	**Department**	1720 - SHERIFF - COURTS
Reports To	Sergeant, Courts Division / Courts Division Commander	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Court Security Blue Coat performs protective service and law enforcement support within the Judicial Complex. The position secures courtrooms, judges, staff, and visitors; screens persons for contraband; responds to requests for assistance; and supports civil process and prisoner transport assignments. The role requires sound judgment, frequent public contact, and readiness to respond to situations involving personal danger.

Essential Functions

- Provides security for Superior, State, Magistrate, and Probate courtrooms, judges, support staff, and other Judicial Complex occupants.
- Screens people entering offices or courtrooms for contraband and takes appropriate action to maintain the security of the Judicial Complex.
- Responds to complaints and requests for assistance in the Judicial Complex and addresses incidents consistent with law enforcement authority and procedure.
- Enforces applicable motor vehicle and criminal laws and County ordinances and cooperates with law enforcement personnel and other governmental agencies in investigations and arrests.
- Serves civil processes, subpoenas, court papers, and orders as directed by the Sheriff and assists with follow-up on Writs of Possession and FiFas.
- Transports prisoners as assigned and maintains working knowledge of County and City roads and State maps and atlases used for transport routing.
- Prepares and maintains forms, reports, correspondence, logs, and shift-activity documentation and processes incoming records and reference materials as appropriate.
- Operates computer systems to enter, retrieve, review, modify, and verify data and uses word-processing, spreadsheet, and related office software.
- Communicates with supervisors, employees, other departments, the public, and partner agencies to coordinate security and law enforcement activities and resolve problems.
- Administers first aid and CPR when needed.

Additional Responsibilities

- Maintains, cleans, and stocks the Judicial Complex security desk and related work area.
- Provides assistance to other employees or departments and performs other related duties as required.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of courtroom and Judicial Complex security practices, protective-service procedures, and methods for screening persons for contraband.
- Knowledge of applicable criminal and motor vehicle laws, County ordinances, civil process procedures, subpoenas, writs, and other court orders.
- Ability to assess changing situations, exercise independent judgment, and take appropriate action during law enforcement or security incidents.

- Ability to read maps and navigate County, City, and State roadways for prisoner-transport assignments.
- Ability to prepare accurate reports and logs and operate computer, word-processing, spreadsheet, and related data systems.
- Ability to communicate effectively with judges, court staff, law enforcement personnel, governmental agencies, and the public and to use persuasion or influence when appropriate.
- Ability to operate and control equipment, tools, and materials used in court security and law enforcement work.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

One (1) year of previous experience and/or training involving basic law enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Assignment-specific DUI, speed-detection, or evidential breath-testing authorization	Before independently performing the specialized enforcement function to which the credential applies	Maintain applicable POST, GBI, or Sheriff's Office certification, permit, training, or proficiency while the specialized duty remains assigned

Work Schedule and Availability

Schedule is based on Judicial Complex and court operations and may include court sessions, prisoner transportation, civil-process assignments, emergency response, extended proceedings, training, and other law-enforcement duties outside routine courtroom hours. Evening, weekend, holiday, holdover, or call-back work may be required based on court and Sheriff's Office operational needs. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Supports protective-service, screening, response, transport, and law-enforcement activities in varied settings.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during security incidents, emergency response, prisoner transport, or other law-enforcement activity.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Monitors security conditions, identifies hazards or contraband, communicates instructions, and responds to incidents.

Work Environment

Work is performed in courtrooms, courthouse entrances, security-screening areas, prisoner-transport vehicles, offices, public areas, roadways, and other law-enforcement settings. Conditions may include large crowds, weapons or contraband, emotionally distressed or combative individuals, prisoners, traffic, adverse weather, bodily fluids, communicable disease, emergency conditions, and potential exposure to violence. Employees must follow applicable court-security, officer-safety, use-of-force, prisoner-transport, exposure-control, personal-protective-equipment, and emergency-response procedures.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

BAILIFF

Job Code	1720BLFF	**Department**	1720 - SHERIFF - COURTS
Reports To	Sergeant, Courts Division / Courts Division Commander	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No employee supervision; directs jurors within court procedures
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Bailiff provides temporary, on-call courtroom and jury support for the Sheriff's Office and the courts. The position serves as a liaison among the court, jurors, court personnel, sworn deputies, and the public; assists judges and jurors while court is in session; and helps maintain orderly, secure, and dignified courtroom and jury-room proceedings. Work is scheduled as needed with no guaranteed hours and requires substantial flexibility because jury trials may be cancelled on short notice, extend beyond normal business hours, or continue for multiple days.

Essential Functions

- Attends to the needs of jurors, escorts jurors to and from the courtroom, and supports sequestration when directed by the court.
- Communicates and coordinates with judges, court clerks, sworn court deputies when present, the Jury Coordinator, jurors, and other authorized court personnel.
- Helps maintain an orderly and secure courtroom in conjunction with sworn court deputies when present and follows established court procedures and instructions.
- Supervises and directs jurors during authorized lunch and other breaks and ensures jurors follow court instructions while under bailiff supervision.
- Maintains a clean, orderly, and adequately supplied jury room for assigned proceedings.
- Guards the jury-room door during deliberations and controls access in accordance with court instructions and procedures.
- Maintains professional conduct and public interaction consistent with the dignity and expectations of the judicial branch.
- Performs other court-support duties as assigned within the scope of the position.

Additional Responsibilities

- Assists with routine courtroom setup or movement of supplies and furnishings as necessary.
- Performs other related duties as assigned.

Supervisory Responsibilities

This position has no employee supervisory responsibilities. The Bailiff directs and escorts jurors and controls jury-room access as required by court procedures but does not supervise County employees.

Knowledge, Skills, and Abilities

- Ability to understand and follow courtroom procedures, judicial instructions, and established security or jury-management protocols.
- Ability to communicate clearly and respectfully with judges, court staff, sworn deputies, jurors, and members of the public.
- Ability to maintain order, exercise discretion, and adapt to changing court schedules and work situations.
- Ability to remain attentive during extended court proceedings and to protect the confidentiality and integrity of jury deliberations.

- Ability to perform routine courtroom setup tasks and safely move items within the physical requirements of the position.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No prior experience is required. Prior courtroom, court-support, law-enforcement, military, security, public-safety, customer-service, or other experience requiring discretion and frequent public contact is preferred.

Equivalent Combination

Relevant education, training, and experience may be considered in evaluating the applicant's ability to perform courtroom and jury-support duties. Court-imposed requirements and statutory jury-bailiff duties may not be waived through equivalency.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Court-administered Bailiff Oath under O.C.G.A. § 15-12-140	Before assuming custody or supervision of a jury during a jury trial	Take the required oath whenever required by the presiding court for jury-trial service and comply with all court instructions governing juror custody, communications, and sequestration.

Work Schedule and Availability

Temporary, non-benefited, on-call/as-needed position with no guaranteed hours. The employee must be able to report with short notice when court is scheduled, accommodate last-minute jury-trial cancellations, work occasional hours beyond 5:00 p.m., and remain available for jury trials that may last from one to five days or longer.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Lift and move courtroom items weighing up to approximately 45 pounds	Occasionally	Required to move items such as podiums, chairs, and large water bottles within courtroom or jury areas.
Sit or remain in a courtroom for extended periods	Frequently	Required while court is in session and during jury trials and deliberations.
See clearly, hear courtroom activity, walk with or escort jurors, and communicate orally	Frequently	Required to monitor courtroom and jury-room activity, escort and direct jurors, communicate with court personnel, and maintain orderly proceedings.

Work Environment

Work is primarily performed in courtrooms, jury rooms, courthouse corridors, waiting areas, and other judicial facilities. Duties involve frequent public contact, extended court proceedings, changing court schedules, restricted communication with jurors, confidential proceedings, and periods of prolonged sitting or standing. Work may continue beyond normal business hours based on jury deliberations, sequestration, or court direction.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORPORAL - CID

Job Code	1732CRPC	**Department**	1732 - Investigations Team 2
Reports To	Captain, Chief Investigator or Designated CID Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No - Investigative Work Lead
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Corporal - CID performs advanced criminal investigative work and lead-level case coordination within the Sheriff's Office investigative function. The position reviews and develops criminal cases, conducts interviews, interrogations, searches, surveillance, arrests, crime-scene response, evidence handling, intelligence collection, warrant execution, and court preparation, while assigning or reviewing CID case work as directed. Depending on assignment, the position may perform drug-enforcement or DEA Task Force duties and may support Sheriff's Office training functions.

Essential Functions

- Reviews and analyzes preliminary reports, departmental records, laboratory results, witness and informant information, and other investigative materials to identify additional investigative steps.
- Conducts interviews and interrogations, arranges polygraph examinations when appropriate, and develops additional information from deputies, informants, citizens, witnesses, and partner agencies.
- Plans, organizes, and conducts searches and surveillance; collects and preserves physical evidence; identifies suspects and criminal histories; develops lineups; and identifies and arrests suspects.
- Develops and maintains case files, case logs, supplementary reports, and investigative documentation and updates supervisors regarding significant events affecting case status.
- Responds to and oversees crime scenes, participates in reconstruction of criminal events, and coordinates evidence collection and investigative activity.
- Determines crime trends and collects, processes, and disseminates intelligence concerning vice, organized crime, drug activity, and other criminal conduct.
- Coordinates cases with other investigators and jurisdictions, develops and uses informants, and attends regional conferences or interagency activities as assigned.
- Prepares and executes arrest and search warrants, field tests suspected narcotics, prepares cases for prosecution, assists prosecutors, and testifies before the Grand Jury and in other court proceedings.
- Maintains contact with victims and witnesses, provides appropriate support or counseling, and mediates disputes involving citizens and agencies or personnel as required.
- Assigns or reviews CID case files and administers investigative funds or related accountable resources as authorized.
- Provides security for school, public, private, or courtroom functions and conducts school searches for contraband when assigned.
- Prepares reports and correspondence, operates computer and information systems, and communicates with supervisors, employees, other departments, agencies, and the public to coordinate investigative work and resolve problems.

Additional Responsibilities

- When selected for DEA Task Force assignment, works under the direction of the Sheriff and DEA command, assists with investigations of federal and state drug-law violations, and may participate in interdiction activities at airports, train stations, bus stations, or other locations as assigned.
- When assigned Training Officer duties, coordinates and conducts employee training, writes and reviews lesson plans and standard operating procedures, maintains Sheriff's Office weapons, and orders training ammunition and materials.

Supervisory Responsibilities

Provides lead-level coordination of assigned criminal investigations and may assign, review, or coordinate CID case work within delegated operational authority. The position may provide technical guidance, assist with case prioritization, coordinate investigative resources, and provide factual performance feedback to supervisory personnel. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of criminal investigation methods, interviews and interrogations, surveillance, searches, crime-scene response, evidence collection and preservation, warrants, arrests, case preparation, and courtroom testimony.
- Knowledge of intelligence development, informant use, vice and organized crime investigations, drug-enforcement practices, and interagency investigative coordination.
- Ability to review, classify, prioritize, and analyze investigative information and exercise independent judgment in determining appropriate investigative actions.
- Ability to coordinate case work, assign or review investigative files, manage accountable investigative resources, and communicate significant case developments to supervisors.
- Ability to prepare clear and accurate case files, reports, logs, warrants, intelligence documentation, and court materials and to provide effective testimony.
- Ability to communicate effectively with victims, witnesses, suspects, informants, investigators, prosecutors, schools, courts, partner agencies, and the public and to use persuasion or influence when appropriate.
- Ability to operate computers, law-enforcement information systems, vehicles, weapons, evidence-processing tools, and other equipment used in investigative work.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of previous experience and/or training that includes law enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.

Credential	Required By	Maintenance Requirement
Sheriff's Office-approved narcotics identification and presumptive field-testing training, if assigned	Before independently performing presumptive controlled-substance field testing	Maintain applicable training, evidence-handling proficiency, and agency authorization while the duty remains assigned
P.O.S.T. Instructor, Specialized Instructor - Firearms, and Specialized Instructor - Defensive Tactics certifications	If assigned Training Officer duties	Maintain required instructor certifications while assigned Training Officer responsibilities.

Work Schedule and Availability

Maintains on-call status during non-duty hours. Work may require crime-scene response, searches, surveillance, court or Grand Jury appearances, school functions, regional or interagency activities, and, when assigned to a DEA Task Force, travel or interdiction activity outside normal duty hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Supports searches, surveillance, crime-scene work, arrests, evidence recovery, and other investigative field activity.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during arrests, searches, evidence handling, emergency response, or other law-enforcement duties.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Supports surveillance, scene assessment, evidence evaluation, interviews, coordination, and court testimony.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EVIDENCE CUSTODIAN

Job Code	1733ECUS	**Department**	1733 - SHERIFF - PROPERTY/EVIDENCE
Reports To	Chief Deputy or Designated Property/Evidence Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Evidence Custodian receives, packages, documents, stores, retrieves, and accounts for physical evidence and property in the custody of the Sheriff's Office. The position maintains chain-of-custody documentation, preserves the integrity and security of evidence, prepares evidence for court or laboratory use, maintains case and evidence records, and provides testimony regarding evidence handling when required. The position may remain available outside normal duty hours for evidence-related needs and performs related Sheriff's Office support duties as assigned.

Essential Functions

- Receives evidence and property collected or confiscated by Sheriff's Office personnel and verifies, documents, and accepts items into the evidence or property-control process.
- Packages or prepares physical evidence in accordance with applicable state or federal crime-laboratory requirements and established procedures to preserve evidence integrity.
- Maintains and documents chain of custody for physical evidence and property and ensures transfers, access, storage, retrieval, and disposition activity are accurately recorded.
- Places evidence and property into designated secure storage and maintains organization, control, and accountability of stored items.
- Prepares evidence for court presentation or prosecution and provides evidence, documentation, or testimony before the Grand Jury or other court proceedings when required.
- Prepares evidence reports, case logs, correspondence, forms, and other records and updates supervisors regarding significant issues affecting evidence status or accountability.
- Receives, reviews, processes, forwards, retains, and files reports, manuals, reference materials, correspondence, and other documentation associated with evidence operations.
- Operates computers and software to enter, retrieve, review, and modify evidence or case information, verifies the accuracy of entered data, and makes corrections as necessary.
- Communicates with supervisors, employees, other departments, courts, prosecutors, laboratories, other agencies, and the public as needed to coordinate evidence-related work and resolve problems.

Additional Responsibilities

- Attends regional conferences or interagency activities and participates in civic functions as assigned.
- Maintains on-call status during non-duty hours as required by the source classification.
- When assigned Training Officer duties, coordinates and conducts training, develops lesson plans or procedures, maintains Sheriff's Office weapons, and orders training ammunition or materials.
- Provides assistance to other employees or departments and performs other related duties as assigned.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibilities. The Evidence Custodian may provide procedural guidance concerning evidence intake, packaging, documentation, storage, chain of custody, and authorized access but does not independently hire, terminate, discipline, evaluate employees, approve payroll, leave or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of evidence and property intake, packaging, storage, security, chain-of-custody documentation, case records, court preparation, and related law-enforcement procedures.
- Ability to maintain accurate, complete, and defensible records documenting receipt, custody, transfer, storage, and release of evidence and property.
- Ability to preserve the integrity and security of evidence, recognize discrepancies or status issues, and promptly communicate concerns to supervisory personnel.
- Ability to prepare reports and case logs, operate computer and records systems, coordinate with laboratories and courts, and provide clear testimony concerning evidence handling.
- Ability to organize and control physical property and evidence in a secure storage environment while maintaining confidentiality and accountability.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of previous experience and/or training that includes law-enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Sheriff's Office-approved controlled-substance identification and presumptive field-testing training, if assigned	Before independently performing presumptive controlled-substance field testing	Maintain applicable training, evidence-handling proficiency, and agency authorization while the duty remains assigned
P.O.S.T. Instructor, Specialized Instructor - Firearms, and Specialized Instructor - Defensive Tactics certifications	If assigned Training Officer duties	Maintain required instructor certifications while assigned Training Officer responsibilities.

Work Schedule and Availability

Regular full-time schedule with responsibility for evidence and property intake, storage, retrieval, court preparation, laboratory coordination, and related records. Evidence-related needs, significant investigations, court requirements, emergency incidents, or authorized call-back may occasionally require work outside normal business hours. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required when receiving, packaging, storing, retrieving, or moving evidence and property or when assisting with related law-enforcement duties.

Lift, carry, push, or pull heavy objects or materials up to approximately 100 pounds and occasionally heavier	Occasionally	May be required when handling large evidence items, property, storage containers, equipment, or other materials identified in the source classification.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Supports identification, packaging, documentation, storage, transfer, and testimony concerning physical evidence and property.

Work Environment

Work is performed in offices, secure evidence and property-storage areas, laboratories, courts, vehicles, and occasionally crime-scene or investigative locations. The employee may handle or work near firearms, controlled substances, biological materials, bodily fluids, chemicals, sharp objects, contaminated property, hazardous materials, odors, and disturbing or graphic evidence. Employees must follow applicable chain-of-custody, evidence-security, exposure-control, hazardous-material, personal-protective-equipment, and decontamination procedures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

COMMUNICATIONS MANAGER

Job Code	1740 -CMGR	**Department**	1740 - SHERIFF DISPATCH
Reports To	Chief Deputy or Sheriff's Designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - communications/dispatch personnel
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Communications Manager directs the daily operation of the County's central communications center supporting emergency and non-emergency law-enforcement, EMS, and fire response. The position is responsible for communications policies and procedures, 911 database maintenance, employee supervision and training, equipment and regulatory compliance, budget administration, and coordination with public-safety agencies. The role also provides operational support during emergencies and maintains readiness to perform communications or law-enforcement functions when required by assignment.

Essential Functions

- Directs daily communications-center operations and coordinates dispatch services for law enforcement, EMS, fire, and other public-safety agencies served by the center.
- Develops and implements communications policies, operating procedures, training programs, department orientation, and emergency 911 system procedures.
- Supervises, directs, trains, and evaluates assigned personnel; addresses employee concerns and performance issues; maintains discipline; approves time records; and participates in interviewing and hiring.
- Verifies and maintains 911 address and street information and oversees day-to-day accuracy of the 911 database system.
- Receives and evaluates citizen and agency complaints involving communications services and determines appropriate follow-up or corrective action.
- Monitors telecommunications equipment, coordinates maintenance and installation, evaluates equipment needs, and works with telephone companies and other vendors on 911 activities.
- Monitors changes in laws, ordinances, regulations, FCC requirements, GCIC/NCIC requirements, and laws governing 911 and implements operational changes as necessary.
- Prepares, implements, and monitors the annual operating budget; prepares purchase requisitions and equipment specifications; and oversees acquisition or installation of communications equipment.
- Monitors dispatch records, recordings, radio traffic, and in-progress 911 calls to evaluate proper handling and compliance with established procedures.
- Coordinates with public-safety organizations, represents the Communications Division on committees and task forces, and responds to crisis situations as directed by the Sheriff or designee.

Additional Responsibilities

- Conducts emergency medical dispatch certification or refresher training as authorized and produces recordings or transcripts of recorded communications as needed.
- Performs Communications Officer functions when necessary and may be called upon to perform Deputy Sheriff functions as required by assignment.
- Provides operational assistance, performs minor equipment or office support tasks, and completes other related duties as assigned.

Supervisory Responsibilities

Directly supervises assigned Communications personnel. Responsibilities include establishing work priorities; scheduling and assigning work; providing training, coaching, and employee development; evaluating performance; addressing employee concerns and performance issues; administering corrective action or discipline within delegated authority; approving time records; and participating in interviewing, selection, and other personnel decisions. Final authority for actions reserved by Sheriff's Office or County policy remains with authorized command or County officials.

Knowledge, Skills, and Abilities

- Knowledge of emergency communications-center operations, dispatch practices, 911 systems, and public-safety communications workflows.
- Knowledge of applicable GCIC/NCIC requirements, FCC regulations, state and federal laws, and requirements governing emergency 911 operations.
- Ability to supervise, train, evaluate, counsel, and direct communications personnel and to address performance or operational concerns.
- Ability to develop policies, procedures, training programs, budgets, purchase specifications, and operational reports.
- Ability to evaluate telecommunications equipment and systems, coordinate maintenance or installation, and identify operational or technology needs.
- Ability to make sound decisions during emergencies, complaints, staffing issues, and rapidly changing public-safety situations.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Five (5) years of previous experience and/or training that includes communications work and supervisory law-enforcement experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver’s license	At appointment	Maintain a valid license throughout employment.
Georgia Certified Peace Officer certification	At appointment	Maintain required standards and qualifications throughout assignment.
Hazardous Materials Awareness certification	At appointment	Maintain as required by the Sheriff’s Office.
CPR / First Aid certification	At appointment	Maintain current certification.
Basic Communications certification	At appointment	Maintain current certification.
Georgia P.O.S.T. Instructor certification	At appointment	Maintain current instructor status as required.
Emergency Medical Dispatch Instructor certification	At appointment	Maintain current instructor status as required.

Work Schedule and Availability

Full-time supervisory schedule supporting a 24/7 communications operation. Staffing needs, emergencies, system issues, critical incidents, training, call-back, and operational conditions may require evenings, nights, weekends, holidays, or work outside the regular schedule. The employee may participate in an established on-call or command-coverage rotation. As a nonexempt position, all hours worked and required response time must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Sit or remain at a communications or computer workstation for extended periods	Frequently	Required to monitor communications, review records and recordings, maintain 911 information, prepare reports, and oversee center operations.
Perceive sounds and visual cues and communicate clearly by radio, telephone, and in person	Continuously	Required to monitor 911 calls and radio traffic, supervise dispatch activity, coordinate emergency response, and communicate with staff and public-safety agencies.
Perform physical law-enforcement duties, including lifting, carrying, pushing, or pulling heavy objects when assigned Deputy Sheriff functions	Occasionally	May be called upon to perform Deputy Sheriff functions and identifies very heavy physical demands for such duties.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

COMMUNICATIONS SUPERVISOR

Job Code	1740CMMS	**Department**	1740 - SHERIFF DISPATCH
Reports To	Director of Communications	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - Communications Officers
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides assigned-shift supervisory and administrative leadership for Sheriff's Office Communications operations. Directs Communications Officers, assists with 911 and emergency dispatch activity, oversees criminal-justice information and warrant-related processes, and supports continuity of operations, policy compliance, staff readiness, and accurate information dissemination.

Essential Functions

- Supervises, directs, trains, counsels, disciplines, and evaluates assigned Communications Officers; prepares work schedules, approves leave requests, and maintains the on-call schedule.
- Dispatches and assists operators with 911 calls; determines appropriate signal use, prioritizes calls, and dispatches fire and rescue services as required.
- Maintains active and closed warrant files; verifies required signatures; clears or modifies warrants in GCIC/NCIC after arrest; handles hit confirmations, locates, recalls, and interagency warrant routing.
- Receives arrest packets from Road Patrol and maintains and disseminates bonds, arrest and booking records, OBTS forms, incident reports, ALS forms, and warrant affidavits to appropriate recipients.
- Obtains warrants from courts, the Solicitor’s Office, and other agencies; timestamps, enters, copies, routes, and maintains related documentation.
- Enforces communications policies, methods, and procedures; investigates complaints or questionable calls, documents findings, and reports issues to the supervisor.
- Transmits orders and receives messages from law enforcement agencies, emergency response units, and local and state agencies to support coordinated response activities.
- Operates computer and terminal systems to enter, retrieve, review, verify, correct, and maintain operational data and records.
- Communicates with supervisors, employees, other departments, businesses, the public, and partner agencies to coordinate work, exchange information, and resolve warrant or communications questions.
- Assists communications leadership with planning, coordinating, and supervising departmental operations.

Additional Responsibilities

- Prepares and processes forms, reports, correspondence, receipt records, and other documentation; maintains cards, receipt books, and funds associated with criminal-history services.
- Provides assistance to other employees or departments and performs other related duties as required.

Supervisory Responsibilities

Directly supervises assigned Communications Officers, including work assignment, scheduling, training, performance evaluation, counseling, discipline, and leave approval.

Knowledge, Skills, and Abilities

- Knowledge of emergency communications, dispatch procedures, call prioritization, signal use, and related operational policies and procedures.
- Knowledge of warrant processing, GCIC/NCIC terminal operations, criminal justice recordkeeping, and controlled dissemination of law enforcement information.

- Ability to supervise, schedule, train, evaluate, counsel, and direct staff while addressing operational and personnel issues.
- Ability to analyze information, apply established standards, and exercise independent judgment in changing or time-sensitive situations.
- Ability to operate communications, terminal, computer, word-processing, spreadsheet, and related office systems while maintaining data accuracy.
- Ability to communicate clearly with employees, courts, law enforcement agencies, emergency responders, businesses, and the public and to prepare accurate written documentation.
- Ability to perform routine calculations and tabulations and interpret schedules, forms, records, reference materials, and operational information.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in communications and terminal operations.

Experience

Three (3) years of progressively responsible emergency-communications, 911, or public-safety dispatch experience, including at least one (1) year in a lead, training, acting-supervisor, Communications Training Officer, or supervisory capacity.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
GCIC Terminal Operator Certification/Authorization	At appointment or before independently performing restricted terminal duties	Maintain authorized access and complete recertification testing every two years or as otherwise required by GCIC policy
Georgia POST Communications Officer Certification	At appointment	Maintain certification and complete at least ten (10) hours of required annual communications-officer in-service training
Emergency Medical Dispatcher certification	At appointment when independent emergency medical call-processing duties are assigned	Maintain current certification and required continuing education.
First Responder certification	At appointment	Maintain valid certification and complete required renewals.

Work Schedule and Availability

Works an assigned shift in a 24/7/365 Communications operation. The schedule may include nights, weekends, holidays, overtime, emergency activations, holdover, call-back, training, staffing coverage, and schedule adjustments based on operational needs. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull objects weighing approximately 12–20 pounds	Occasionally	Handles records, supplies, and materials used in communications and administrative operations.
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Performs varied movement associated with accessing work areas, files, equipment, or materials.
Hear and distinguish sounds and visual cues; communicate orally	Frequently	Receives and relays emergency communications, monitors signals, and coordinates with staff and response agencies.

Work Environment

Work is primarily performed in an emergency communications center with continuous use of telephones, radios, CAD, criminal-justice systems, recording equipment, and multiple computer applications. Conditions include sustained concentration, simultaneous communications, fluctuating workloads, emergency incidents, distressed callers, graphic or emotionally difficult information, time-sensitive decision-making, and close coordination with law-enforcement, fire, EMS, and other public-safety personnel.

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CAPTAIN-PATROL-TRAFFIC-CIVIL-SRO

Job Code	1710CPTC	**Department**	1710 - SHERIFF - PATROL
Reports To	Chief Deputy	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - Assigned division personnel
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Serves as a command-level law-enforcement supervisor responsible for planning, coordinating, directing, and evaluating assigned Patrol, Traffic, Civil, School Resource Officer, or related division operations. The position supervises personnel, coordinates staffing and training, ensures compliance with applicable law and Sheriff's Office policy, manages assigned operational and administrative functions, and provides direct law-enforcement response or command support when required. Assignment-specific responsibilities may vary according to the division commanded.

Essential Functions

- Plans, coordinates, assigns, and directs the work of subordinate personnel within the assigned division; monitors performance, counsels employees, and completes evaluations as required.
- Manages the receipt, computer entry, assignment, service, modification, and timely return of civil processes received from Superior, Magistrate, and State Court Clerk offices.
- Tracks protective orders, ensures service is completed, and coordinates with the Road Division Commander when after-hours or weekend service is necessary.
- Receives and perfects service of subpoenas from Superior, State, and Probate Courts and ensures related documentation is processed appropriately.
- Oversees follow-up on Writs of Possession and FiFas; ensures repossessed property is secured; advertises and conducts Sheriff’s Sales; and ensures proceeds are routed to the appropriate administrative function.
- Supervises and assists the Transport Officer, schedules prisoner transports, and assigns additional deputies and logistical support when needed.
- Maintains a Civil Office within the Sheriff’s Office to assist citizens with questions concerning civil-process procedures and related services.
- Schedules training for assigned deputies and ensures required certifications are maintained.
- Evaluates division procedures, recommends improvements, assists with developing and interpreting policies and procedures, and ensures subordinate staff are informed and compliant.
- Receives, reviews, investigates, and resolves complaints directed to the department and documents or communicates findings as appropriate.
- Provides law-enforcement backup to subordinate officers, responds to calls as needed, and testifies in court.
- Participates in workshops and planning activities related to emergency evacuation of the court and other assigned operational needs.

Additional Responsibilities

- Provides directions and general procedural information to the public regarding civil process matters and provides support for victims as appropriate.
- Provides assistance to other employees or departments and performs other related duties as required.

Supervisory Responsibilities

Directly supervises assigned division personnel, including deputies and transport functions. Responsibilities include work assignment, scheduling, training, performance monitoring, counseling, evaluation, policy enforcement, and coordination of operational resources.

Knowledge, Skills, and Abilities

- Knowledge of civil-process operations, protective orders, subpoenas, Writs of Possession, FiFas, Sheriff's Sales, prisoner transport, and related court procedures.
- Knowledge of law-enforcement principles, applicable laws, departmental policies and procedures, and supervisory practices used to direct division operations.
- Ability to plan, coordinate, assign, and evaluate the work of subordinate personnel and to identify procedural or operational improvements.
- Ability to review, classify, prioritize, and analyze information and exercise independent judgment in complex or changing law-enforcement situations.
- Ability to investigate and resolve complaints, communicate expectations, counsel employees, and enforce policies consistently.
- Ability to operate computer systems and equipment used in civil-process tracking, law enforcement, transport, reporting, and administrative work.
- Ability to communicate effectively with the Sheriff, Chief Deputy, court offices, subordinate personnel, other divisions, public agencies, and citizens and to prepare or interpret operational documentation.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of previous experience and/or training that includes supervisory law enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.

Work Schedule and Availability

Schedule varies according to division operations and may require response to calls, prisoner transport support, training, court activity, emergency-planning functions, and coordination of after-hours or weekend civil-process service.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Supports law-enforcement response, transport, civil-process activity, and operational backup in varied settings.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during law-enforcement response, transport, property handling, or emergency operations.

Requirement	Frequency	Job-Related Context
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Monitors operational conditions, supervises staff, communicates with courts and the public, and responds to law-enforcement situations.

Work Environment

Work may involve exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibration, electrical hazards, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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Supervisor Signature: _____ Date: _____

DEPUTY SHERIFF CORPORAL - COURT DIVISION

Job Code	1720DSCCD	**Department**	1720 - SHERIFF - COURTS
Reports To	Sergeant, Courts Division / Courts Division Commander	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No - Work Lead / Acting Supervisor as Assigned
Effective Date	09/01/2026	**Revision Date**	September 03, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Deputy Sheriff Corporal - Court Division performs sworn protective-service and law-enforcement work supporting the Judicial Complex and court operations. Includes court and facility security, response to requests for assistance, civil-process service, prisoner transport, general enforcement activity, protective escorts, and public-order assignments.

Essential Functions

- Maintains control and security of the Judicial Complex and provides security for Superior, State, Magistrate, and Probate courtrooms, judges, juries, support staff, and the public.
- Responds to requests for law-enforcement assistance within the Judicial Complex, including possible violations of state or federal law or conditions that threaten public safety.
- Conducts patrol activity and responds to complaints and requests for assistance as assigned.
- Enforces applicable motor vehicle and criminal laws and County ordinances and cooperates with other law-enforcement or governmental agencies in investigations and arrests.
- Serves civil processes, subpoenas, court papers, and orders as directed by the Sheriff and assists with follow-up on Writs of Possession and FiFas.
- Assists with transporting prisoners, mental-health patients, intoxicated persons, or others as lawfully authorized and provides security for prisoners, judges, and juries.
- Provides protective escorts, maintains order at public gatherings, directs traffic, and escorts funeral processions as assigned.
- Prepares and maintains forms, reports, correspondence, vehicle mileage and maintenance logs, shift-activity records, and other required documentation.
- Receives and files reports and processes forms, correspondence, manuals, reference materials, and other documentation as appropriate.
- Operates computers and related software to enter, retrieve, review, modify, verify, and maintain data and records.
- Maintains, cleans, and stocks assigned law-enforcement vehicles and administers first aid and CPR when needed.
- Serves a variety of civil-process documents, including Writs of Fieri Facias, garnishment summonses, show-cause summonses, arrest warrants, subpoenas, summonses, out-of-state summonses, and eviction papers.

Additional Responsibilities

- Maintains working knowledge of County and City roads and State maps and atlases used for transport and other assignments.
- Provides assistance to other employees or departments and performs other related duties as required.

Supervisory Responsibilities

Provides operational work direction and lead-level support to assigned Court Division personnel and may coordinate security, prisoner movement, courtroom coverage, civil-process assignments, or other court-related activities as directed by the Courts Division Sergeant. The position may assume limited operational supervisory responsibilities when formally designated but does not independently hire,

terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, se compensation, or make other final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of courtroom and Judicial Complex security, civil process, prisoner transport, patrol support, protective escorts, traffic control, and general law-enforcement procedures.
- Knowledge of applicable criminal and motor vehicle laws, County ordinances, subpoenas, warrants, writs, and related court processes.
- Ability to assess changing situations, exercise sound judgment, and take appropriate law-enforcement action under potentially dangerous conditions.
- Ability to prepare accurate reports, logs, and records and operate computers, office software, vehicles, and law-enforcement equipment.
- Ability to communicate effectively with judges, court staff, prisoners, law-enforcement personnel, governmental agencies, and the public and to use persuasion or influence when appropriate.
- Ability to navigate County, City, and State roadways and maintain security during prisoner transport and other field assignments.
- Ability to operate, maneuver, and control equipment, tools, and materials used in protective-service and law-enforcement work.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

One (1) year of previous experience and/or training involving basic law enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver’s license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Assignment-specific speed-detection, impaired-driving, or evidential breath-testing certification, training, or permit	Before independently performing the specialized enforcement function to which the credential applies	Maintain applicable Georgia POST, GBI, and Sheriff's Office qualification requirements while the specialized duty remains assigned.

Work Schedule and Availability

Schedule is based on court calendars, Judicial Complex operations, prisoner-transport requirements, civil-process activity, staffing needs, and Sheriff's Office operations. Evening, weekend, holiday, extended court, emergency-response, holdover, call-back, or other irregular assignments may be required. When designated as acting supervisor, the employee may be required to provide additional coverage or coordination. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	Supports court security, prisoner control, civil-process service, patrol support, and law-enforcement response.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and, at times, greater weights	Occasionally	May be required during security incidents, prisoner transport, arrests, emergency response, or other enforcement activity.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Monitors security conditions, identifies threats, communicates instructions, and responds to incidents.

Work Environment

Work is performed in courtrooms, courthouse entrances and security areas, prisoner-holding areas, offices, vehicles, roadways, residences, businesses, and other law-enforcement locations. Conditions may include crowds, prisoners, weapons or contraband, bodily fluids, communicable disease, traffic, adverse weather, emotionally distressed or combative individuals, emergency situations, and potential exposure to violence. Employees must follow applicable court-security, officer-safety, prisoner-transport, use-of-force, exposure-control, personal-protective-equipment, and emergency-response procedures.

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE ASSISTANT

Job Code	1732OFAS	**Department**	1732 - Investigations Team 2
Reports To	Captain, Chief Investigator or Designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides clerical, records, customer-service, and administrative support for assigned Sheriff's Office Investigations operations. Receives and directs visitors and telephone calls, processes mail and correspondence, prepares and maintains documents and records, assists with routine public inquiries, and performs assigned cash-receipt and general office functions. The position supports accurate, organized, and timely administrative services within established Sheriff's Office and County procedures.

Essential Functions

- Answers telephone calls, transfers callers to appropriate personnel, records and delivers accurate messages, and receives calls for other departments when required.
- Greets visitors, determines the nature of requests, directs individuals to appropriate offices or information sources, and responds to routine complaints or information requests within assigned authority.
- Receives, sorts, distributes, and processes incoming and outgoing mail, express deliveries, and other departmental correspondence.
- Provides written and oral information to the public, assists with interpretation of routine policies and procedures, and maintains brochures, forms, and informational materials for distribution.
- Composes, types, proofreads, files, and distributes correspondence, reports, forms, tables, calendars, directories, work orders, purchase documents, and other administrative materials.
- Establishes and maintains departmental files and records, applies record-retention guidance, retrieves requested records, and maintains file and storage materials.
- Accepts authorized payments for fees, permits, or services, enters transactions, issues receipts, balances receipts to transactions, and posts activity to the appropriate cash-receipt record.
- Operates computer systems and office software to enter, retrieve, review, and modify information and verifies data accuracy before processing or distribution.
- Communicates with supervisors, employees, other departments, and the public to coordinate administrative work, exchange information, and resolve routine issues.

Additional Responsibilities

- Performs minor routine maintenance on copiers and postage equipment, requests repair service as needed, and maintains office and supply-room inventories.
- Distributes flyers, letters, forms, and other materials and participates in departmental meetings and activities.
- Provides assistance to other employees or departments with supervisory approval and substitutes at the Goshen Substation when needed.
- Performs other related duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of general office practices, records maintenance, document preparation, mail processing, cash-receipt handling, and customer-service procedures.
- Ability to organize and maintain files and records, follow record-retention guidance, and retrieve information accurately and efficiently.
- Ability to prepare, proofread, and process correspondence, reports, forms, tables, and routine financial or administrative documents using standard office software.
- Ability to handle routine payments and receipts accurately and reconcile transactions to supporting records.
- Ability to communicate clearly and professionally with employees, other departments, visitors, callers, and members of the public while applying routine procedures to specific requests.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level course work or vocational training in office technology.

Experience

Six (6) months of clerical, receptionist, records, customer-service, administrative-support, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
No specific license or certification identified in the source classification	N/A	N/A

Work Schedule and Availability

Regular administrative schedule established by the Sheriff's Office. The position may provide temporary coverage at another Sheriff's Office location, including the Goshen Substation, and may occasionally require schedule adjustments for staffing, meetings, projects, or operational needs. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, stoop, kneel, crouch, or reach while performing office and records tasks	Occasionally to Frequently	Required to receive visitors, retrieve or file records, process mail and documents, operate office equipment, and perform routine administrative work.
Lift, carry, push, or pull routine office materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling files, storage boxes, supplies, mail, forms, or office equipment.
Perceive sounds and visual cues and communicate orally	Frequently	Required for telephone and in-person communication, document review, computer work, public assistance, and coordination with employees and other departments.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY SHERIFF - COURT

Job Code	1720DSC	**Department**	1720 - SHERIFF - COURTS
Reports To	Sergeant, Courts Division / Courts Division Commander	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Deputy Sheriff - Court performs sworn protective-service and law-enforcement duties focused on the security and orderly operation of the Judicial Complex and County courts. The position protects judges, court personnel, jurors, prisoners, visitors, and the public; responds to law-enforcement needs within the complex; and may perform patrol, prisoner transport, civil-process, and related deputy functions. The work requires sound judgment and readiness to respond to criminal activity, safety threats, disturbances, and other emergencies in a court environment.

Essential Functions

- Maintains security and order within the Judicial Complex and court facilities and provides protective services for Superior, State, Magistrate, and Probate courtrooms, judges, support staff, jurors, prisoners, and the public.
- Responds to requests for law-enforcement assistance within the Judicial Complex involving suspected violations of state or federal law, disturbances, threats, or other public-safety concerns and takes appropriate enforcement or protective action.
- Performs patrol and general deputy duties as assigned, including responding to complaints and requests for assistance, investigating incidents, making arrests, and enforcing applicable criminal and motor-vehicle laws.
- Assists with prisoners and other authorized transports, maintains security and custody during movement, and provides transportation during assigned emergencies.
- Serves civil process, subpoenas, warrants, and other court papers or orders as directed by the Sheriff and assists with follow-up activity involving writs, FiFas, and related process.
- Coordinates with other law-enforcement agencies and governmental personnel in investigations, arrests, court operations, and security matters.
- Provides protective escorts, maintains order at public gatherings, directs traffic, and performs other security or public-safety assignments as required.
- Prepares and maintains reports, logs, mileage and vehicle records, correspondence, and other documentation required for court-security and law-enforcement activities.
- Operates law-enforcement computer systems and software, enters and retrieves information, verifies data accuracy, and communicates with supervisors, employees, other departments, agencies, and the public to coordinate work and resolve problems.

Additional Responsibilities

- Maintains, cleans, stocks, and inspects assigned law-enforcement vehicles and equipment.
- Administers first aid and CPR when needed within the scope of training and certification.
- Assists other Sheriff's Office units, employees, or County departments and performs other related duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of court-security practices, courtroom and Judicial Complex operations, officer-safety procedures, prisoner security, civil process, and general law-enforcement procedures.
- Knowledge of applicable criminal and motor-vehicle laws, arrest procedures, report writing, evidence handling, and interagency coordination.
- Ability to identify and respond appropriately to threats, disturbances, criminal activity, emergencies, and rapidly changing conditions in a public court environment.
- Ability to maintain control and security of prisoners, courtrooms, judges, jurors, staff, and visitors while exercising sound judgment and professional restraint.
- Ability to prepare accurate reports and records, operate law-enforcement computer systems and equipment, and communicate effectively with courts, agencies, coworkers, and the public.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

One (1) year of previous experience and/or training involving basic law-enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Assignment-specific speed-detection, impaired-driving, or evidential breath-testing training, certification, or permit	Before independently performing the specialized enforcement function to which the credential applies	Maintain applicable Georgia POST, GBI, and Sheriff's Office qualification requirements while the specialized duty remains assigned

Work Schedule and Availability

Schedule is based on court calendars, Judicial Complex operations, and Sheriff's Office staffing requirements. Assignments may include court sessions, prisoner transportation, civil-process service, emergency response, special events, training, extended court proceedings, holdover, call-back, and other law-enforcement duties outside routine court hours. Evening, weekend, or holiday work may be required based on operational needs. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required during law-enforcement response, searches, arrests, emergency scenes, prisoner movement, evidence handling, or other field duties.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and occasionally heavier	Occasionally	May be required during arrests, emergency response, prisoner transport, protective duties, evidence handling, or related law-enforcement functions.

Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Required to assess people, scenes, traffic, evidence, threats, and changing operational conditions and to communicate instructions or information.

Work Environment

Work is performed in courtrooms, courthouse security areas, offices, public spaces, prisoner-holding and transport areas, law-enforcement vehicles, roadways, residences, businesses, and other field locations. Conditions may include crowds, weapons or contraband, prisoners, traffic, adverse weather, bodily fluids, communicable disease, emotionally distressed or combative individuals, emergency situations, and potential exposure to violence. Employees must follow applicable court-security, officer-safety, prisoner-transport, use-of-force, exposure-control, personal-protective-equipment, and emergency-response procedures.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

WARRANTS DIVISION SERGEANT

Job Code	1705WDS	**Department**	1705 - SHERIFF - ADMINISTRATION
Reports To	Chief Deputy or Designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes; assigned warrant/communications staff
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Serves as the supervisor and Division Commander for Warrants operations and assigned personnel. The position directs warrant-record processing, GCIC/NCIC entry and validation, warrant dissemination, hit confirmations, staffing, scheduling, employee training and performance, and coordination with courts and other law-enforcement agencies. The position may provide emergency-communications support when trained, certified, and assigned.

Essential Functions

- Maintains warrant files and supporting documentation, verifies required signatures, modifies or clears warrant records following arrests or cancellations, and maintains closed-out records for cleared or cancelled warrants.
- Responds to warrant hit confirmations through GCIC/NCIC, ensures required locate messages are received, recalls warrants from other agencies when appropriate, and coordinates warrant distribution or mailing to outside agencies.
- Maintains dissemination records for active warrants and processes bonds, arrest and booking records, OBTS forms, incident reports, ALS forms, warrant affidavits, and related documentation for distribution to appropriate recipients.
- Supervises, directs, trains, schedules, and evaluates assigned personnel; addresses employee concerns, directs work, counsels or disciplines employees within assigned authority, completes performance appraisals, and reviews or approves leave requests.
- Creates and maintains work and on-call schedules and monitors personnel-related issues affecting division coverage and operations.
- Assists with emergency and non-emergency call-taking and dispatch functions, determines correct signal use, prioritizes calls, and dispatches fire, rescue, or law-enforcement resources when necessary.
- Enforces applicable policies, methods, and procedures, investigates complaints or questionable calls, and reports findings to the appropriate supervisor.
- Obtains warrants from courts, the Solicitor's Office, and other agencies; stamps and enters warrants into applicable systems; performs inquiries and queries; and prepares copies and routing documentation.
- Prepares and processes forms, reports, correspondence, and other documents and communicates with supervisors, employees, courts, other agencies, and the public to coordinate work and resolve problems.

Additional Responsibilities

- Maintains cards, receipt books, and funds associated with criminal-history transactions
- Provides assistance to other employees or departments and performs other related duties as assigned.

Supervisory Responsibilities

This position directly supervises assigned personnel and is responsible for work assignment, scheduling, training, performance evaluation, employee coaching or counseling, disciplinary actions within delegated authority, and leave review or approval.

Knowledge, Skills, and Abilities

- Knowledge of warrant maintenance, GCIC/NCIC record handling, warrant hit-confirmation procedures, dissemination requirements, and related justice-information security practices.
- Knowledge of emergency communications and dispatch procedures sufficient to support call-taking, signal selection, prioritization, and resource dispatch when needed.
- Ability to supervise and train employees, assign and review work, maintain schedules, evaluate performance, address operational problems, and apply policies and procedures consistently.
- Ability to maintain accurate records and documentation, process warrant and arrest information, and communicate with courts, agencies, employees, supervisors, and the public.
- Ability to exercise independent judgment when evaluating operational information, investigating complaints, and resolving issues within established procedures and authority.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level course work or vocational training in communications and terminal operations.

Experience

Three (3) years of previous experience and/or training that includes supervisory dispatching and communications work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
GCIC Terminal Operator Certification/Authorization	At appointment or before independently performing restricted GCIC/NCIC warrant functions	Maintain authorization and required recertification throughout assignment
Georgia POST Communications Officer Certification, if regularly assigned Communications Officer duties	Within six (6) months of initial employment or assignment as a Communications Officer	Maintain certification and complete required annual in-service training while Communications Officer duties remain assigned.
Emergency Medical Dispatch certification, if assigned emergency medical call-processing duties	Before independently performing duties requiring EMD certification	Maintain certification and required continuing education while assigned.
First Responder certification	At appointment	Maintain valid certification throughout assignment.

Work Schedule and Availability

Full-time supervisory schedule based on Warrants Division operations. The position is responsible for maintaining adequate division coverage and may be required to address time-sensitive warrant confirmations, court matters, employee coverage, emergency communications support, or other operational needs outside the regular schedule. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or remain at a communications or computer workstation for extended periods	Frequently	Required to review records, access GCIC/NCIC systems, maintain logs and files, provide terminal-operator training, and support communications-center functions.
Lift, carry, push, or pull routine office or communications materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling records, forms, training materials, supplies, or office equipment.
Perceive sounds and visual cues and communicate clearly by telephone, radio, or in person	Frequently	Required for dispatch support, record validation, training, criminal-history information duties, and coordination with law-enforcement and emergency-response personnel.

Work Environment

Work is primarily performed in a climate-controlled office, classroom, or meeting space, with occasional travel to County facilities or external training locations. Setup may involve routine supplies and audiovisual equipment.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

INVESTIGATOR - CID

Job Code	1730INVC	**Department**	1730 - SHERIFF - INVESTIGATIONS
Reports To	Captain, Chief Investigator or Designated CID Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No - Case Coordination/Lead Functions as Assigned
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Investigator - CID conducts criminal investigations for the Sheriff's Office from case review through arrest, prosecution, and court testimony. The position analyzes reports and intelligence, interviews and interrogates involved persons, conducts searches and surveillance, processes crime scenes, develops and uses informants, prepares warrants, maintains case files, and coordinates with other investigators and agencies. The work requires independent judgment, detailed documentation, and availability for investigative response outside normal duty hours.

Essential Functions

- Reviews and analyzes preliminary reports, departmental records, laboratory results, witness and informant information, and other investigative materials to identify additional investigative steps and develop criminal cases.
- Conducts interviews and interrogations, arranges polygraph examinations when appropriate, develops information from deputies, informants, citizens, witnesses, and partner agencies, and disseminates information as authorized.
- Plans, organizes, and conducts searches and surveillance; collects and preserves physical evidence; identifies suspects and criminal histories; develops lineups; and locates and arrests suspects.
- Responds to and oversees crime scenes, participates in reconstruction of criminal events, coordinates evidence collection, and develops and maintains complete case files, case logs, and supplementary reports.
- Collects, processes, and disseminates intelligence concerning criminal activity, identifies crime trends, develops and uses informants, and coordinates cases with other investigators and jurisdictions.
- Prepares and executes arrest and search warrants, field tests suspected narcotics, prepares cases for prosecution, assists prosecutors, and testifies before the Grand Jury and in other court proceedings.
- Maintains contact with victims and witnesses, provides appropriate assistance, and mediates disputes involving citizens, agencies, or personnel when required by assignment.
- Updates supervisors regarding significant case developments and prepares reports, correspondence, and other investigative documentation required for case management and accountability.
- Operates law-enforcement computer systems and equipment and communicates with supervisors, employees, other departments, courts, agencies, and the public to coordinate investigative activity and resolve problems.

Additional Responsibilities

- Provides security for school, public, private, or courtroom functions and conducts school searches for contraband when assigned.
- Investigates internal affairs matters, administers investigative funds, or assigns and reviews CID case files when specifically directed by the Sheriff or supervisory personnel.

- When assigned Training Officer duties, coordinates and conducts training, develops lesson plans procedures, maintains Sheriff's Office weapons, and orders training ammunition or materials.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibilities. The Investigator may coordinate assigned investigations, provide technical or case guidance to other personnel, review investigative work when directed, or serve in a lead capacity for specific cases or operations. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of criminal-investigation methods, interviews and interrogations, surveillance, searches, crime-scene response, evidence collection and preservation, warrants, arrests, case preparation, and courtroom testimony.
- Knowledge of intelligence development, informant use, crime-trend analysis, interagency coordination, and investigative documentation and case-management practices.
- Ability to review, classify, prioritize, and analyze investigative information and exercise independent judgment in determining appropriate investigative actions.
- Ability to prepare clear and accurate case files, reports, warrants, intelligence documentation, and court materials and to provide effective testimony.
- Ability to communicate effectively with victims, witnesses, suspects, informants, investigators, prosecutors, schools, courts, partner agencies, and the public and to use persuasion or influence when appropriate.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

Three (3) years of previous experience and/or training that includes law-enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Sheriff's Office-approved narcotics identification and presumptive field-testing training, if assigned	Before independently performing presumptive controlled-substance field testing	Maintain applicable training, evidence-handling proficiency, and agency authorization while the duty remains assigned.
P.O.S.T. Instructor, Specialized Instructor - Firearms, and Specialized Instructor - Defensive Tactics certifications	If assigned Training Officer duties	Maintain required instructor certifications while assigned Training Officer responsibilities.

Work Schedule and Availability

Maintains on-call status during non-duty hours. Work may require crime-scene response, searches, surveillance, court or Grand Jury appearances, school functions, regional or interagency activities, and other investigative duties outside normal working hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required during law-enforcement response, searches, arrests, emergency scenes, prisoner movement, evidence handling, or other field duties.
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and occasionally heavier	Occasionally	May be required during arrests, emergency response, prisoner transport, protective duties, evidence handling, or related law-enforcement functions.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Required to assess people, scenes, traffic, evidence, threats, and changing operational conditions and to communicate instructions or information.

Work Environment

Work is performed in offices, interview rooms, courts, vehicles, residences, businesses, schools, outdoor locations, crime scenes, search locations, and other law-enforcement environments. Conditions may include adverse weather, traffic, weapons, controlled substances, bodily fluids, communicable disease, hazardous materials, disturbing or graphic evidence, deceased persons, emotionally distressed or combative individuals, and potential exposure to violence. Employees must follow applicable scene-safety, evidence-handling, exposure-control, use-of-force, personal-protective-equipment, and investigative procedures.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

COMPLIANCE & RECORDS MANAGER

Job Code	1740CRM	**Department**	1740 - SHERIFF DISPATCH
Reports To	Chief Deputy or Designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Compliance & Records Manager oversees compliance reporting, records management, and administrative data systems supporting multiple divisions of the Sheriff's Office. The position maintains critical reporting systems, databases, communications records, video records, and documentation processes to promote accuracy, consistency, retrievability, and adherence to state and agency requirements. The role also supports communications training development through pursuit of Georgia P.O.S.T. instructor certification.

Essential Functions

- Reviews, corrects, and submits monthly incident reports within the SSI RMS system for National Incident-Based Reporting System reporting to the Georgia Bureau of Investigation.
- Enters monthly Mental Health and Substance Abuse Involuntary data into the Georgia Sheriffs' Association database, including required dates, times, and mileage information.
- Retrieves communications records for investigations, court cases, internal reviews, and administrative requests.
- Maintains the accuracy and organization of agency records to support compliance with state reporting requirements and internal documentation standards.
- Ensures accident-report approval deadlines are met for uploads to the Georgia Electronic Accident Reporting System for the Georgia Department of Transportation.
- Performs RMS database maintenance, including identifying and correcting duplicate entries and errors within the master name file.
- Verifies Criminal Trespass documentation for completeness and accuracy, ensures records remain current and unexpired, and enters information into the master database within required timelines.
- Maintains the WatchGuard video-records database so recordings are properly stored, organized, and available for authorized retrieval.
- Pursues Georgia P.O.S.T. Instructor Certification with the goal of supporting and developing in-house Basic Communications training through the Georgia Public Safety Training Center and expanding local and regional training opportunities.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibilities. The employee manages assigned compliance, records, reporting, database, and data-quality functions and may provide procedural guidance or training to other employees. The position does not independently hire, terminate, discipline, evaluate employees, approve payroll, leave or overtime, set compensation, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of records-management, compliance-reporting, and data-quality practices in a law-enforcement or public-safety environment.
- Ability to review detailed records for completeness and accuracy, identify discrepancies or duplicate entries, and correct data within established systems and timelines.
- Ability to maintain and retrieve communications records, incident data, video records, and other sensitive documentation for authorized investigative, court, internal-review, or administrative purposes.

- Knowledge of recurring state reporting requirements and the ability to meet submission and appr deadlines involving GBI, GDOT, and Georgia Sheriffs' Association reporting systems.
- Ability to operate and maintain RMS, database, video-records, and related administrative systems and to organize information for efficient retrieval.
- Ability to exercise sound judgment and maintain confidentiality when handling law-enforcement records, compliance information, and sensitive administrative data.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework, vocational training, or professional development in criminal justice, public administration, records management, information systems, business administration, or a closely related field.

Experience

Three (3) years of progressively responsible experience in law-enforcement records, public-safety records, records-management systems, compliance reporting, criminal-justice data, database administration, data-quality review, or closely related work.

Equivalent Combination

An equivalent combination of education, training, and progressively responsible experience that provides the required records-management, compliance, database, reporting, confidentiality, and data-quality capabilities may be considered.

Preferred Qualifications

Experience with law-enforcement records-management systems, NIBRS reporting, accident-report submission, communications records, digital or video evidence systems, GBI or other state reporting systems, and public-safety data-quality processes. Georgia POST Instructor Certification or experience developing public-safety training is also preferred.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST Instructor Certification, if assigned to instruct the Basic Communications Officer Training Course	re independently instructing the POST Basic Communications Officer Training Course	Maintain applicable POST instructor certification while instructional duties remain assigned.

Work Schedule and Availability

Regular full-time administrative schedule with responsibility for recurring monthly, periodic, and deadline-driven compliance and records submissions. Reporting deadlines, audits, records requests, database issues, training assignments, or operational needs may occasionally require work outside normal business hours. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or remain at a computer workstation for extended periods	Frequently	Required to review incident reports, maintain RMS data, enter compliance information, retrieve records, and manage administrative databases.
Visually review electronic records, reports, and video-record information	Frequently	Required to verify completeness and accuracy, identify duplicate or erroneous data, and maintain retrievable records.
Communicate with Sheriff's Office personnel and external reporting entities	Frequently	Required to resolve records issues, support investigations or court requests, and coordinate reporting and training-related activities.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull records, files, training materials, supplies, or routine office equipment weighing up to approximately 20 pounds	Occasionally	Supports records storage, document handling, training activities, supply movement, and routine office operations

Work Environment

Work is primarily performed in an office, records, communications, or training environment with extensive computer and database use. Duties involve confidential criminal-justice information, law-enforcement records, communications records, video recordings, recurring compliance deadlines, and detailed data review. Authorized review of video, incident, or investigative records may occasionally expose the employee to graphic, disturbing, or emotionally difficult content.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

COMMUNICATIONS OFFICER - CERTIFIED

Job Code	1740COC	**Department**	1740 - SHERIFF DISPATCH
Reports To	Communications Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Communications Officer - Certified receives emergency and non-emergency calls and dispatches appropriate law-enforcement, fire, EMS, and other response resources. The position monitors radio traffic, enters and retrieves information through communications and criminal-justice systems, maintains accurate call and dispatch records, and provides timely information to responders and the public. The work directly affects the safety of citizens and responding personnel and requires sustained attention to multiple information sources and communications channels.

Essential Functions

- Receives emergency and non-emergency telephone calls, obtains and evaluates information, provides authorized information or referrals, validates location or 911 address information, and determines the appropriate response or agency notification.
- Monitors law-enforcement, fire, EMS, and rescue radio traffic and dispatches Sheriff's Office, EMS, fire, wrecker, and other authorized resources based on the nature and priority of the call.
- Notifies appropriate personnel or agencies, including investigators, the Coroner, state law-enforcement personnel, funeral homes, the Fire Marshal, schools, or others when required by the reported event or established procedure.
- Logs incoming calls and dispatch activity in automated systems, assigns case numbers, maintains records and logs, and documents repossessed vehicles, towed vehicles, security checks, and other communications activity.
- Enters, retrieves, verifies, and disseminates authorized information through in-house and GCIC/NCIC systems, including criminal-history, driver-license, vehicle-registration, warrant, and related records.
- Pulls and verifies warrant information and provides accurate information to law-enforcement personnel consistent with authorized access and established procedures.
- Prepares and processes forms, reports, correspondence, files, and other communications-center documentation and performs related clerical support necessary to maintain operations.
- Operates communications-center computers, radio systems, teletype or information systems, printers, and other assigned equipment and maintains routine forms and supplies required for operations.
- Communicates with supervisors, employees, other departments, responding agencies, and the public to coordinate emergency and non-emergency response, exchange information, and resolve operational questions.

Additional Responsibilities

- Maintains routine communications-center supplies, forms, printer materials, information boards, and related equipment as assigned.
- Provides assistance to other Communications Center employees or departments and performs other related duties as required.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of emergency-communications practices, radio procedures, call prioritization, dispatch protocols, records handling, and applicable communications-center procedures.
- Knowledge of authorized GCIC/NCIC and criminal-justice information-system use, driver and vehicle inquiries, warrant verification, and confidentiality requirements applicable to accessed information.
- Ability to receive, assess, record, and relay accurate information quickly while monitoring multiple calls, radio channels, systems, and changing emergency conditions.
- Ability to communicate clearly and calmly by telephone and radio with callers, responders, agencies, coworkers, and the public under routine and high-stress conditions.
- Ability to operate communications and computer equipment, maintain accurate logs and records, and exercise sound judgment when applying established procedures to specific situations.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level course work or vocational training in law enforcement or emergency communications.

Experience

Six (6) months of emergency communications, public-safety dispatch, call-center, customer-service, radio communications, or closely related experience or training.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Basic Communications Officer certification	At appointment	Maintain active certification consistent with applicable requirements.
Georgia POST Communications Officer Certification	At appointment	Maintain active certification and complete required annual communications-officer in-service training.
Emergency Medical Dispatch certification	At appointment	Maintain active certification and required continuing education while emergency medical call-processing duties remain assigned.
GCIC Terminal Operator Certification/Authorization	Before independently performing restricted GCIC/NCIC terminal duties; complete required certification testing within six (6) months of employment or assignment	Maintain authorized access and complete recertification testing every two (2) years or as otherwise required by GCIC policy.

Work Schedule and Availability

Works a rotating or assigned shift in a 24/7/365 emergency communications operation, including days, nights, weekends, holidays, overtime, emergency activations, holdover, required training, and schedule adjustments. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Sit or remain at a communications workstation for extended periods while operating multiple systems	Frequently	Required to receive calls, monitor radio traffic, enter information, retrieve records, and dispatch responding units.
Lift, carry, push, or pull routine office or communications materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling forms, supplies, equipment, paper, or other materials used in the Communications Center.
Perceive and distinguish sounds and visual cues and communicate clearly by telephone and radio	Continuously	Essential to receive emergency information, monitor multiple radio channels, identify changing conditions, and relay accurate information to responders.

Work Environment

Work is primarily performed in an emergency communications center with continuous use of telephone, radio, CAD, criminal-justice information, mapping, recording, and computer systems. Work involves simultaneous communications, fluctuating workloads, distressed callers, high-priority emergency incidents, graphic or emotionally difficult information, frequent interruptions, and sustained concentration. Training, backup-center, emergency-operations, or special-event assignments may also occur.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

DEPUTY SHERIFF - TRANSPORT ONLY

Job Code	1750DSTO	**Department**	1750 - SHERIFF TRANSPORT
Reports To	Transport Division Supervisor or Designee	**FLSA Status**	Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Deputy Sheriff - Transport Only performs sworn law-enforcement transportation and custody duties for the Sheriff's Office. The position is responsible for safely transporting prisoners, juveniles, and other persons in custody to courts, confinement or treatment facilities, local and out-of-town jurisdictions, and extradition destinations while maintaining security, accountability, and required documentation. The position also performs general deputy functions and may assist with court security, civil or warrant process, enforcement activity, and emergency response as assigned.

Essential Functions

- Transports prisoners, juveniles, mental-health patients, intoxicated persons, and other persons in custody to courts, institutions, treatment facilities, jurisdictions, extradition locations, or other authorized destinations while maintaining security and control.
- Conducts required pre-transport inspections of assigned vehicles and safety equipment and maintains transport vehicles, security equipment, and related documentation in serviceable condition.
- Maintains responsibility for the health, welfare, custody, and security of prisoners and juveniles during transport and follows required procedures for restraints, movement, supervision, and transfer of custody.
- Maintains contact with dispatch during transports, reports destinations and prisoner counts, records required beginning and ending mileage when applicable, and maintains transport logs documenting persons transported, times, mileage, and related activity.
- Schedules or coordinates transports as assigned and ensures required paperwork, security equipment, destination information, and logistical arrangements are available before movement.
- Patrols assigned areas, responds to complaints or requests for assistance, investigates crimes or disturbances, interviews witnesses or suspects, collects and secures evidence, makes arrests, and testifies in court when assigned.
- Enforces applicable criminal and motor-vehicle laws and serves civil or criminal papers as authorized and assigned.
- Provides protective escorts, maintains order at public gatherings, directs traffic, and supports court security, civil process, and warrant service when required.
- Prepares and maintains reports, logs, mileage records, vehicle-maintenance documentation, shift records, and other forms required for transport and law-enforcement activities.

Additional Responsibilities

- Maintains, cleans, stocks, and inspects assigned law-enforcement or transport vehicles and equipment.
- Administers first aid and CPR when needed and provides assistance during emergencies within the scope of training and assignment.
- Assists other Sheriff's Office units, employees, or County departments and performs other related duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of prisoner and juvenile transport procedures, custody and security practices, vehicle safety, law-enforcement operations, civil and criminal process, and applicable departmental procedures.
- Ability to maintain continuous accountability for persons in custody, security equipment, transport documentation, vehicle condition, and communications with dispatch.
- Ability to operate law-enforcement and transport vehicles safely under varied road, weather, traffic, and operational conditions.
- Ability to respond to calls for service, enforce laws, make arrests, secure evidence, prepare accurate reports, and testify in court when assigned.
- Ability to communicate effectively with prisoners, juveniles, court personnel, medical or treatment facilities, other agencies, coworkers, and the public while maintaining safety and professional control.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training.

Experience

One (1) year of previous experience and/or training involving basic law-enforcement work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license throughout employment.
Georgia P.O.S.T. certification	At appointment	Maintain active certification and required continuing education.
Assignment-specific speed-detection, impaired-driving, or evidential breath-testing training, certification, or permit	Before independently performing the specialized enforcement function to which the credential applies	Maintain applicable Georgia POST, GBI, and Sheriff's Office qualification requirements while the specialized duty remains assigned.
Radar Operations certification	At appointment	Maintain if required for the current assignment
Standardized Field Sobriety certification	At appointment	Maintain if required for the current assignment

Work Schedule and Availability

Schedule is based on Sheriff's Office transport and court requirements and may include early departures, extended travel, out-of-county or out-of-state transports, court schedules, nights, weekends, holidays, and other irregular hours necessary to complete assigned transports or respond to operational needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Climb, balance, stoop, kneel, crouch, or crawl	Occasionally	May be required during law-enforcement response, training activity, searches, arrests, emergency scenes, equipment handling, or other field duties.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull heavy objects or persons up to approximately 100 pounds and occasionally heavier	Occasionally	May be required during arrests, prisoner movement, emergency response, defensive-tactics or firearms training, equipment handling, or related duties.
Perceive colors, sounds, odors, depth, texture, and visual cues; communicate orally	Frequently	Required to assess people, scenes, traffic, equipment, evidence, threats, and changing operational conditions and to communicate instructions or information.

Work Environment

Work is primarily performed in law-enforcement and prisoner-transport vehicles and at courts, detention facilities, correctional institutions, medical and mental-health facilities, treatment facilities, and other in-county, out-of-county, or out-of-state destinations. Conditions may include prolonged driving, traffic, adverse weather, secured facilities, prisoners or other persons in custody, restraints, bodily fluids, communicable disease, emotionally distressed or combative individuals, weapons, emergency incidents, and potential exposure to violence. Employees must follow applicable prisoner-transport, vehicle-safety, officer-safety, use-of-force, exposure-control, personal-protective-equipment, and emergency procedures.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

COMMUNICATIONS OFFICER - SENIOR OPERATOR

Job Code	1740COSO	**Department**	1740 - SHERIFF DISPATCH
Reports To	Communications Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No - Functional Lead/Trainer
Effective Date	09/01/2026	**Revision Date**	September 04, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Communications Officer - Senior Operator supports the accuracy, security, and lawful use of criminal-history and communications records while providing advanced operational support within the Sheriff Dispatch function. The position validates records, supports terminal-operator certification and remedial training, maintains required GCIC documentation and agreements, and serves as a liaison concerning criminal-history information. The position also performs emergency and non-emergency call-taking, dispatch, records, and GCIC/NCIC functions as assigned.

Essential Functions

- Prepares records for required validation, reviews entries for accuracy and completeness, and ensures discrepancies are identified and corrected in accordance with established procedures.
- Conducts terminal-operator certification and recertification activities and provides training or remedial instruction related to authorized system access, security, record handling, and operating procedures.
- Serves as liaison between the Sheriff's Office and GCIC and communicates applicable changes in laws, rules, procedures, or security requirements affecting criminal-history record information.
- Ensures compliance with requirements governing criminal-history record information, processes authorized code requests, and safeguards the confidentiality, security, and integrity of restricted information.
- Maintains employee awareness statements, user agreements, validation records, logs, files, and other documentation associated with GCIC/NCIC operations.
- Assists with warrant entries and performs authorized entries, inquiries, updates, and retrieval of information through in-house and GCIC/NCIC systems.
- Receives emergency and non-emergency calls, monitors law-enforcement, fire, and rescue radio traffic, prioritizes calls, determines correct signal use, and dispatches appropriate responding units when assigned.
- Logs calls and dispatch activity, assigns case numbers, disseminates criminal and driver information, performs driver-license and vehicle-registration checks, and maintains related records and files.
- Prepares and processes forms, reports, correspondence, and other documentation and communicates with supervisors, employees, agencies, and the public to coordinate work and resolve issues.

Additional Responsibilities

- Performs clerical support activities including filing, copying, faxing, and maintaining forms and communications records.
- Annotates repossessed vehicles, towed vehicles, and security checks in accordance with established procedures.
- Provides assistance to other employees or departments and performs other related duties as assigned.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibilities. The Senior Operator provides functional leadership through GCIC/NCIC record validation, terminal-operator testing and certification, training, remedial instruction, procedural guidance, and advanced operational support. The employee may provide technical direction and feedback to Communications personnel but does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other final personnel decisions

Knowledge, Skills, and Abilities

- Knowledge of GCIC/NCIC record validation, terminal-security requirements, criminal-history information restrictions, user agreements, and required documentation.
- Ability to review detailed records for accuracy, identify discrepancies, protect restricted information, and apply established rules and procedures consistently.
- Ability to train, test, certify, and provide remedial instruction to terminal operators and communicate procedural or legal changes clearly.
- Knowledge of emergency communications and dispatch practices sufficient to receive, prioritize, document, and relay emergency and non-emergency information when assigned.
- Ability to operate communications, GCIC/NCIC, and office computer systems and to maintain accurate records, logs, and documentation.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level course work or vocational training in law enforcement.

Experience

One (1) year of previous experience and/or training involving dispatching and communications work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST Communications Officer Certification	At appointment	Maintain active certification and complete required annual in-service training.
GCIC Terminal Operator Certification/Authorization	Before independently performing restricted terminal duties; complete required certification testing within six (6) months of employment or assignment	Maintain authorized access and complete recertification testing every two (2) years or as otherwise required by GCIC policy.
GCIC Terminal Agency Coordinator Certification, if formally designated as TAC or Assistant TAC	Within ninety (90) days of appointment to the TAC designation after satisfying applicable terminal-operator requirements	Maintain TAC certification and complete required GCIC refresher training while the designation remains assigned

Work Schedule and Availability

Works an assigned or rotating schedule based on Communications operations and may be required to work days, nights, weekends, holidays, overtime, emergency activations, holdover, call-back, terminal-operator training, or schedule adjustments. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or remain at a communications or computer workstation for extended periods	Frequently	Required to review records, access GCIC/NCIC systems, maintain logs and files, provide terminal-operator training, and support communications-center functions.
Lift, carry, push, or pull routine office or communications materials weighing approximately 12 to 20 pounds	Occasionally	May be required when handling records, forms, training materials, supplies, or office equipment.
Perceive sounds and visual cues and communicate clearly by telephone, radio, or in person	Frequently	Required for dispatch support, record validation, training, criminal-history information duties, and coordination with law-enforcement and emergency-response personnel.

Work Environment

Work is primarily performed in an emergency communications and criminal-justice-information environment with continuous use of communications, GCIC/NCIC, records, and computer systems. Work may involve simultaneous communications, restricted criminal-history information, deadline-driven record validation, distressed callers, high-priority incidents, graphic or emotionally difficult information, training activities, and sustained concentration.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CORPORAL DETENTION

Job Code	1802CRPD	Department	1802 - JAIL - CORPORAL
Reports To	Sergeant, Detention or Other Assigned Jail Command Supervisor	FLSA Status	Nonexempt
Pay Grade		Supervisory Role	Yes - assigned shift staff
Effective Date	09/01/2026	Revision Date	September 04, 2026
Approved By	ECBOC	Document Status	Complete

Position Summary

The Corporal Detention performs first-line supervisory and detention duties to maintain the security and effective operation of the jail on an assigned shift. The position directs shift activities, monitors inmate custody and welfare, supports intake and transport functions, and ensures required jail rules, procedures, and security practices are followed. The Corporal also performs detention-officer duties and provides operational support wherever needed within the facility.

Essential Functions

- Monitor security within and around the detention facility, conduct inmate counts and searches, inspect housing areas, and supervise assigned inmate or trustee activities.
- Supervise shift functions and assigned staff, provide direction and guidance, and ensure required security and operating procedures are followed.
- Perform or oversee inmate intake, search, processing, fingerprinting, photography, property handling, and related detention procedures.
- Monitor inmate welfare and required services, including medical needs, recreation, visitation, attorney or pastoral visits, laundry, and other assigned activities.
- Coordinate or perform inmate transportation to courts, medical appointments, other facilities, and other authorized destinations.
- Prepare, review, and maintain reports, logs, booking records, court documents, fingerprint records, and other required jail documentation.
- Maintain security equipment, property-room functions, facility housekeeping, and assigned jail work areas in accordance with operating requirements.
- Communicate with supervisors, employees, inmates, law enforcement partners, service providers, and the public to coordinate activities and resolve routine operational issues.

Additional Responsibilities

- Perform minor facility maintenance within the scope of assigned responsibilities.
- Conduct background checks and other administrative or security-support functions when assigned.
- Provide assistance to other employees, shifts, or Sheriff's Office divisions as required.

Supervisory Responsibilities

Provides first-line supervision of assigned detention officers and shift functions. Responsibilities include assigning posts and tasks, providing operational direction and training, monitoring employee and procedural compliance, reviewing work, addressing routine shift issues, documenting performance or conduct concerns, and reporting matters requiring formal corrective action or higher command authority. The position may provide input regarding employee performance and staffing but does not exercise authority beyond that delegated by Jail Command.

Knowledge, Skills, and Abilities

- Knowledge of jail security, inmate custody, intake, search, transport, visitation, and facility-control procedures.

- Ability to direct shift activities, provide guidance to detention personnel, and respond appropriately to security or inmate-welfare issues.
- Ability to maintain accurate jail records, reports, logs, and other operational documentation.
- Ability to use detention, communications, computer, surveillance, and related equipment safely and effectively.
- Ability to communicate effectively with inmates, employees, courts, law enforcement agencies, visitors, medical personnel, and the public.
- Ability to exercise sound judgment in rapidly changing correctional situations involving security, safety, and inmate behavior.

Minimum Qualifications

Education

High school diploma or GED, supplemented by jailer training.

Experience

One (1) year of correctional, detention, jail-officer, or closely related custodial-security experience demonstrating competency in inmate supervision, facility security, booking, movement, emergency response, and jail procedures.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Basic Jail Officer certification	At appointment	Maintain current certification as required.
CPR certification	At appointment	Maintain current certification as required by the Sheriff's Office.

Work Schedule and Availability

Works an assigned jail shift and may be required to rotate schedules, provide coverage, remain beyond the scheduled shift, respond to emergencies, attend required training, or report for call-back based on jail staffing and operational needs. All hours worked must be accurately recorded and compensated in accordance with applicable County and Sheriff's Office requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Standing and walking throughout detention areas	Frequently	Required for security rounds, inmate supervision, inspections, and response to incidents.
Bending, stooping, kneeling, crouching, and climbing	Occasionally	Required during searches, inspections, maintenance tasks, and emergency response.
Lifting, carrying, pushing, pulling, or physically controlling persons or objects	Occasionally	May be required during inmate movement, restraint, emergency response, or handling of equipment.
Exposure to violence, disease, bodily fluids, odors, and correctional hazards	Occasionally	Work is performed in a secured detention environment with direct inmate contact.

Work Environment

Work is primarily performed throughout a secure correctional facility with direct and frequent contact with incarcerated persons. Conditions may include noise, odors, bodily fluids, infectious disease, searches, inmate restraint, combative behavior, emergency situations, and potential exposure to violence or other correctional hazards. Work may also involve transportation vehicles, court or medical facilities, outdoor secured areas, and other Sheriff's Office locations.

Disclaimer

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every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

JAIL DEPUTY

Job Code	18JD	Department	18 - Jail
Reports To	Sergeant, Detention; Corporal, Detention; or other assigned Jail Supervisor	FLSA Status	Nonexempt
Pay Grade	Pending HR Review	Supervisory Role	No
Effective Date	Pending HR Review	Revision Date	September 04, 2026
Approved By	Pending HR Review	Document Status	Draft

Position Summary

The Jail Deputy performs correctional, security, custody, care, control, and related duties within the Effingham County Sheriff's Office Jail Division. Employees may be assigned, transferred, or rotated among posts, shifts, units, and functions based on operational needs. The position maintains the safety, security, and humane treatment of incarcerated persons and performs required jail operations in accordance with applicable law, County requirements, Sheriff's Office policies, POST Orders, directives, training, and supervisory instructions.

Essential Functions

- Perform duties related to the custody, supervision, care, security, and control of incarcerated persons.
- Maintain order and security within the facility and respond to emergencies, disturbances, security concerns, and other incidents.
- Perform inmate processing, movement, searches, counts, inspections, transportation, records, property, and other jail functions as assigned.
- Operate jail security, communications, computer, surveillance, restraint, access-control, and other equipment required for assigned duties.
- Prepare and maintain accurate reports, logs, records, and other documentation associated with inmate custody and jail operations.
- Communicate with inmates, employees, courts, law enforcement agencies, medical personnel, visitors, and the public as required to perform assigned duties.
- Use reasonable and lawful force when necessary, in accordance with Sheriff's Office policy, training, and applicable law.
- Comply with applicable laws, policies, procedures, POST Orders, directives, certification requirements, and training standards.

Additional Responsibilities

- May be assigned to booking, control-room, housing, inmate movement, transportation, visitation, property, records, or other jail functions based on operational needs.
- Assignment to a particular post, shift, unit, or function does not constitute a separate County classification or position.
- Detailed responsibilities for individual assignments may be established and maintained internally by the Sheriff's Office.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may provide routine assistance or direction within an assigned post as required by operational procedures.

Knowledge, Skills, and Abilities

- Knowledge of correctional security, inmate supervision, custody, care, control, and facility-safety practices applicable to assigned duties.
- Ability to follow laws, policies, procedures, POST Orders, directives, training, and supervisory instructions accurately and consistently.

- Ability to observe inmate behavior and facility conditions, recognize security concerns, and res
  appropriately to emergencies or disturbances.
- Ability to prepare accurate reports, logs, records, and other jail documentation.
- Ability to operate detention, communications, computer, surveillance, restraint, and transportation equipment required for assigned duties.
- Ability to communicate effectively and professionally with inmates, employees, courts, law enforcement agencies, medical personnel, visitors, and the public.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No prior correctional or law-enforcement experience is required. Prior experience in corrections, detention, security, public safety, military service, behavioral health, customer service, or another position involving responsibility for the safety or supervision of others is preferred.

Equivalent Combination

Education, training, military service, public-safety experience, or other relevant experience that demonstrates the ability to perform the essential functions may be considered. Statutory eligibility, certification, and training requirements established by Georgia law or Georgia POST may not be waived through equivalency.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Applicable jail/law enforcement certification and training	As required by law, County, or Sheriff's Office	Maintain all certifications and training required for assigned duties.
Valid driver's license	Before independently performing inmate transportation or other assigned driving duties	Maintain valid status while assigned to driving or transport functions.
Basic Jail Deputy / P.O.S.T. / CPR-First Aid requirements	Within six (6) months of initial employment as a jail officer, unless already certified	Maintain valid status while driving duties remain assigned.

Work Schedule and Availability

May be assigned, transferred, or rotated among posts, shifts, units, and functions based on operational needs. Specific shift schedules, rotation patterns, overtime, and call-back requirements are established by the Sheriff's Office.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Prolonged standing and walking	Frequently	Required for security, inmate supervision, rounds, movement, and other assigned jail duties.
Climbing, bending, lifting, carrying, or running	Occasionally	May be required during inspections, inmate movement, emergencies, or other assigned duties.
Physical control or restraint of individuals	Occasionally	May be necessary to maintain security, respond to incidents, or protect persons in accordance with policy and training.
Exposure to bodily fluids, infectious disease, hazardous conditions, violence, and noise	Occasionally	Work is performed in a correctional environment and may involve direct exposure to these conditions.

Work Environment

Work is primarily performed in a secure correctional facility with direct and frequent contact with incarcerated persons. Conditions may include confined or secured spaces, noise, odors, bodily fluids, infectious-disease exposure, combative or disruptive individuals, searches, restraints, emergency situations, and potential exposure to violence or other correctional hazards. Work may also involve inmate transportation, court or medical facilities, outdoor secured areas, and other Sheriff's Office locations. Employees must follow required security, infection-control, use-of-force, personal-protective-equipment, and emergency procedures.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Jail Deputy
FLSA: Non-Exempt

PURPOSE OF CLASSIFICATION

Performs correctional, security, custody, care, control, and related duties within the Effingham County Sheriff's Office Jail Division.

Employees in this classification may be assigned to any post, shift, unit, or function within the Jail Division based upon operational needs.

Specific duties, procedures, training requirements, and performance expectations may be established and maintained internally by the Sheriff's Office through policies, procedures, POST Orders, directives, training, and supervisory instructions.

ESSENTIAL FUNCTIONS

Performs duties related to the custody, supervision, care, security, and control of incarcerated persons.

Maintains order and security within the facility and responds to emergencies, disturbances, security concerns, and other incidents.

Performs inmate processing, movement, searches, counts, inspections, transportation, records, property, and other jail functions as assigned.

Operates jail security, communications, computer, surveillance, restraint, and other equipment required for assigned duties.

Prepares and maintains reports, logs, records, and other documentation.

Communicates with inmates, employees, courts, law enforcement agencies, medical personnel, visitors, and the public as required.

Uses reasonable and lawful force when necessary in accordance with Sheriff's Office policy and training.

Complies with applicable laws, policies, procedures, POST Orders, directives, and training requirements.

Performs other related duties as assigned.

ASSIGNMENT OF DUTIES

Jail Deputies may be assigned, transferred, or rotated among posts, shifts, units, and functions at the discretion of the Sheriff or designee.

Assignment to a specific post or function does not constitute a separate County classification or position.

Detailed responsibilities for individual assignments are established and maintained internally by the Sheriff's Office.

MINIMUM QUALIFICATIONS

High school diploma or GED.

Must meet applicable employment, certification, licensing, and training requirements established by law, Effingham County, and the Effingham County Sheriff's Office.

Must possess and maintain a valid driver's license when required for assigned duties.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

Must be capable of performing the essential functions of the position with or without reasonable accommodation.

Duties may require prolonged standing and walking, climbing, bending, lifting, carrying, running, operating vehicles and equipment, and physically controlling or restraining individuals.

Work may involve exposure to bodily fluids, infectious disease, hazardous conditions, physical confrontation, violence, noise, and other conditions associated with a correctional environment.

Effingham County, Georgia, is an Equal Opportunity Employer and will provide reasonable accommodations in accordance with applicable law.

CLERK, JAIL

Job Code	1800CLRJ	Department	1800 - JAIL - COMMAND STAFF
Reports To	Captain, Jail Commander/Jail Administrator	FLSA Status	Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	September 04, 2026
Approved By	ECBOC	Document Status	Complete

Position Summary

The Clerk, Jail provides administrative and financial support for jail operations, with primary responsibility for inmate funds, bond-related receipts, billing, and jail records. The position maintains accurate financial and inmate documentation, coordinates routine deposits and billing activities, and performs clerical support necessary for the efficient administration of the jail. The employee may provide limited assistance in booking or control-room functions when assigned and properly trained.

Essential Functions

- Receive and account for inmate funds, bond fees, and cash bonds; prepare deposits and maintain accurate financial records associated with inmate accounts.
- Balance inmate bank accounts and process authorized deductions, including medical expenses, in accordance with established procedures.
- Prepare monthly billing for inmates housed on behalf of other entities and maintain supporting documentation.
- Prepare checks or other authorized disbursements for released inmates and complete required financial or benefit-related documentation.
- Prepare, process, file, fax, and maintain jail records, reports, correspondence, GCIC jail reports, and state-required inmate paperwork.
- Maintain appropriate disposition and documentation of property left by released inmates.
- Operate computer systems and office software to enter, retrieve, verify, update, and maintain accurate administrative and financial information.
- Coordinate mail, banking, courthouse, annex, and other routine administrative errands required to support jail operations.
- Communicate with supervisors, employees, other departments, service providers, and the public to coordinate clerical and financial activities.

Additional Responsibilities

- Assist in the booking area or Control Room when assigned, trained, and authorized.
- Perform fingerprinting or other jail-support functions when assigned and properly trained.
- Provide telephone coverage and other general administrative assistance as needed.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of clerical, records-management, cash-handling, reconciliation, and basic bookkeeping practices.
- Ability to maintain accurate inmate financial accounts, receipts, deposits, billing records, and supporting documentation.
- Ability to organize and maintain confidential or sensitive jail records and process required forms accurately.
- Ability to use computers, spreadsheets, word-processing software, and other office systems used for jail administration.

- Ability to communicate effectively with employees, inmates, courts, governmental offices, service providers, and the public.
- Ability to work with accuracy and discretion in a secure correctional environment.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One (1) year of clerical, records, bookkeeping, cashiering, accounts-receivable, administrative-support, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain valid status while required to perform County driving or errands.
Booking/control-room or specialized jail credentials	Before performing applicable duties	No correctional or law-enforcement certification is required solely for performance of the Clerk's regular administrative duties. Employees must complete assignment-specific security, records, financial, computer-system, booking, control-room, fingerprinting, GCIC, or other Sheriff's Office training before independently performing those functions.

Work Schedule and Availability

Works the administrative schedule established by Jail Command. Operational needs, staffing shortages, audits, financial deadlines, emergencies, or jail-support assignments may occasionally require adjusted hours, evening, weekend, holiday, or call-back work. As a nonexempt position, all hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sitting, standing, and walking	Frequently	Required for clerical work, records handling, financial transactions, and movement within jail administrative areas.
Stooping, kneeling, crouching, lifting, carrying, pushing, or pulling moderate-weight materials	Occasionally	Occasionally lifts, carries, pushes, or pulls files, records, office supplies, deposit materials, or routine jail-support items weighing up to 20 pounds. Assistance should be used for heavier, awkward, or unstable loads.
Visual attention and oral communication	Continuously	Required for financial accuracy, record review, computer entry, telephone contact, and coordination with staff and the public.
Exposure to secured detention areas	Occasionally	May occur when assisting booking, Control Room, or other jail-support functions.

Work Environment

Work is primarily performed in an administrative office within or adjacent to a secure correctional facility. The employee may periodically enter booking, control-room, inmate-processing, or other secured areas and may encounter correctional-facility noise, odors, restricted access, inmates, law-enforcement activity, emergency conditions, or sensitive and confidential information. Employees must follow all applicable facilities-security, access-control, confidentiality, and emergency procedures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SERGEANT, DETENTION

Job Code	1800SRGD	Department	1800 - JAIL - COMMAND STAFF
Reports To	Captain, Jail Commander or Lieutenant, Assistant Jail Commander	FLSA Status	Nonexempt
Pay Grade		Supervisory Role	Yes - detention officers and assigned staff
Effective Date	09/01/2026	Revision Date	September 04, 2026
Approved By	ECBOC	Document Status	Complete

Position Summary

The Sergeant, Detention assists jail command staff with the daily operation and security of the Detention Center. The position supervises detention officers and assigned jail staff, coordinates shift activities, and ensures the safe, secure, and humane custody of inmates. The Sergeant assumes broader operational responsibility when designated and may oversee jail operations in the absence of the Jail Commander.

Essential Functions

- Supervise, direct, and evaluate assigned detention personnel; assign shifts and duties, address employee concerns, counsel or discipline staff, and assist with hiring activities as assigned.
- Monitor security within and around the detention facility, conduct or oversee inmate counts, intake procedures, searches, facility inspections, trustee activities, fire drills, and generator checks.
- Enforce jail rules and operating requirements; monitor inmate welfare, classification or segregation requirements, property security, and compliance with applicable procedures.
- Coordinate inmate transportation to courts, medical appointments, other detention facilities, and other authorized destinations.
- Respond to and assist in controlling jail disturbances, emergencies, and security incidents.
- Oversee jail operations in the absence of the Jail Commander when assigned.
- Prepare, review, and maintain incident reports, warrant affidavits, civil or criminal process documentation, operational records, and other required reports.
- Use County and Sheriff's Office computer systems to enter, retrieve, verify, and maintain accurate jail information.
- Communicate with command staff, employees, inmates, courts, law enforcement agencies, medical personnel, visitors, and the public to coordinate operations and resolve issues.

Additional Responsibilities

- Perform background checks, minor facility maintenance, warrant service, civil-process duties, or other jail-support functions when assigned and authorized.
- Provide assistance to other employees, shifts, or Sheriff's Office divisions as required.

Supervisory Responsibilities

Directly supervises assigned detention officers and other jail personnel on an assigned shift. Responsibilities include assigning work and posts, coordinating staffing, providing training and operational direction, monitoring compliance and performance, counseling employees, documenting performance or conduct concerns, completing or contributing to evaluations, administering corrective action within delegated authority, and making recommendations regarding hiring, promotion, discipline, and other personnel actions.

Knowledge, Skills, and Abilities

- Knowledge of detention facility security, inmate custody, shift operations, emergency response, and jail administrative practices.
- Knowledge of first-line supervision, work assignment, performance management, employee relations, and training oversight.

- Ability to assess security and inmate-welfare concerns, respond to disturbances, and coordina staff during changing or emergency conditions.
- Ability to interpret and apply jail rules, procedures, directives, and applicable legal requirements.
- Ability to prepare and review accurate reports, affidavits, records, and other operational documentation.
- Ability to communicate effectively with command staff, employees, inmates, courts, law enforcement partners, medical personnel, visitors, and the public.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training

Experience

Three (3) years of progressively responsible correctional, detention, or jail-officer experience, including demonstrated experience serving as a senior officer, acting supervisor, field-training officer, shift lead, or in another role involving employee training or operational leadership.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain valid status while required for County driving.
Basic Jail Officer certification	At appointment	Maintain current certification as required.
Georgia POST Jail Officer Certification	At appointment	Required only when sworn law-enforcement, warrant-service, civil-process, or other peace-officer duties are assigned; maintain current certification while such duties remain assigned.

Work Schedule and Availability

Works an assigned jail shift and may be required to rotate schedules, provide shift coverage, remain beyond the scheduled shift, respond to emergencies, attend required training, or report for call-back based on detention-center staffing and operational needs. All hours worked must be administered in accordance with County and Sheriff's Office timekeeping and overtime requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Standing and walking throughout detention areas	Frequently	Required for supervision, facility security, inspections, inmate movement, and response to incidents.
Bending, stooping, kneeling, crouching, and climbing	Occasionally	Required during searches, inspections, facility checks, and emergency response.
Lifting, carrying, pushing, pulling, or physically controlling persons or objects	Occasionally	May be required during inmate restraint, movement, disturbance control, emergency response, or equipment handling.
Exposure to violence, disease, bodily fluids, odors, and other correctional hazards	Occasionally	Work occurs in a secure detention environment with direct inmate contact and emergency-response responsibilities.

Work Environment

Work is primarily performed throughout a secure detention facility with frequent contact with incarcerated persons and detention personnel. Conditions may include noise, odors, bodily fluids, infectious disease, searches, restraints, combative individuals, emergency situations, and potential exposure to violence or other correctional hazards. Duties may also require inmate transportation, court or medical-facility activity, outdoor secured areas, training locations, and emergency response.

Disclaimer

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description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CAPTAIN, JAIL COMMANDER

Job Code	1800CJC	Department	1800 - JAIL - COMMAND STAFF
Reports To	Chief Deputy	FLSA Status	Exempt
Pay Grade		Supervisory Role	Yes - jail personnel
Effective Date	09/01/2026	Revision Date	September 04, 2026
Approved By	ECBOC	Document Status	Complete

Position Summary

The Captain, Jail Commander, directs the day-to-day operation, security, and administration of the Effingham County jail. The position supervises jail personnel, oversees inmate custody and care, coordinates operational resources, and ensures facility activities are carried out in accordance with applicable requirements and Sheriff's Office procedures. The position also serves as an operational point of coordination with other law enforcement and governmental agencies and responds to jail emergencies after normal duty hours.

Essential Functions

- Direct jail operations to maintain facility security, orderly operations, sanitary conditions, and the safe custody and humane treatment of incarcerated persons.
- Supervise, direct, evaluate, counsel, and discipline assigned personnel; organize work, address employee concerns, and ensure staff have the supplies and resources needed to perform assigned duties.
- Oversee inmate classification, housing, movement, work assignments, disciplinary matters, and population-management activities.
- Monitor inmate medical care needs and coordinate access to required services consistent with jail procedures and operational responsibilities.
- Oversee inmate meals, laundry, hygiene supplies, and other routine services necessary to support detention operations.
- Direct and respond to disturbances, security incidents, and other emergencies occurring within the jail facility.
- Coordinate jail-related activities with local, state, and federal agencies and exchange operational information as required.
- Maintain required jail records and prepare, review, process, and retain reports, correspondence, and other operational documentation.
- Use County and Sheriff's Office computer systems and software to enter, retrieve, review, and maintain accurate operational information.

Additional Responsibilities

- Serve warrants and perform other law-enforcement-related duties when required by assignment and current certification.
- Oversee legacy or specialized jail functions, including bond-related processes and Intoxilyzer operations, when assigned and currently authorized.
- Provide assistance to other Sheriff's Office employees or divisions as operational needs require.

Supervisory Responsibilities

Directly and indirectly supervises assigned jail command staff, supervisors, detention officers, and other Jail Division personnel. Responsibilities include establishing operational priorities, assigning and reviewing work, staffing coordination, employee development, performance evaluation, counseling, corrective action and discipline, and making recommendations regarding hiring, promotion, transfer, termination, and other personnel actions within Sheriff's Office and County authority.

Knowledge, Skills, and Abilities

- Knowledge of detention facility security, inmate custody, classification, movement, discipline, and operational control practices.
- Knowledge of supervisory practices, work assignment, performance management, employee relations, and operational decision-making.
- Ability to assess security risks, respond decisively to disturbances and emergencies, and coordinate resources under changing conditions.
- Ability to maintain accurate records, evaluate operational information, and prepare clear reports and correspondence.
- Ability to communicate effectively with employees, inmates, law enforcement agencies, service providers, governmental partners, and the public.
- Ability to operate computers, jail-related equipment, and other tools required to perform assigned functions.

Minimum Qualifications

Education

High school diploma or GED, supplemented by Police Academy training as stated in the source classification.

Experience

Five (5) years of progressively responsible correctional, detention, or law-enforcement experience, including at least three (3) years of supervisory or command-level experience in a jail, detention center, correctional facility, or comparable public-safety operation.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain valid status while required to drive on County business.
Georgia Jail Officer certification	At appointment	Maintain current certification as required.
Georgia P.O.S.T. certification	Required at appointment; maintain current status	Maintain current certification as required.

Work Schedule and Availability

Regular schedule is determined by jail operational needs. The position is required to remain available for after-hours jail emergencies and on-call responsibilities as assigned.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Standing, walking, climbing, stooping, kneeling, crouching, or crawling	Frequently	Required to inspect and move throughout detention areas and respond to security and operational needs.
Lifting, carrying, pushing, or pulling heavy objects or persons	Occasionally	May be required during emergencies, inmate-control situations, or movement of equipment and supplies.
Exposure to violence, confrontation, disease, or pathogenic substances	Occasionally	Work occurs in a correctional environment and may involve direct exposure to inmates, disturbances, and health-related hazards.

Requirement	Frequency	Job-Related Context
Visual observation and oral communication	Continuously	Required to monitor facility conditions, supervise staff, assess inmate behavior, and communicate instructions and emergency information.

Work Environment

Work is performed in administrative offices and throughout a secure correctional facility, including inmate housing, booking, control, medical, visitation, intake, and other secured areas. The position may be exposed to noise, odors, bodily fluids, infectious disease, combative individuals, security incidents, emergency conditions, and potential violence. Duties may also require inmate transportation, court appearances, interagency meetings, training locations, and after-hours emergency response.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PARAMEDIC

Job Code	19PMED	**Department**	19 - EMS
Reports To	Shift Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No formal personnel supervision
Effective Date	09/01/2026	**Revision Date**	August 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides advanced prehospital emergency assessment, treatment, and transportation within the employee's current Georgia Paramedic license, authorized scope of practice, medical direction, approved clinical guidelines, and departmental procedures. The Paramedic may serve as the clinician responsible for patient care and provide clinical direction to participating personnel without acquiring personnel-management authority.

Essential Functions

- Responds to emergency and non-emergency requests for medical assistance and other assigned incidents.
- Performs comprehensive assessment and monitoring and provides basic and advanced life-support care within the Paramedic scope of practice, medical direction, and approved clinical guidelines.
- Establishes clinical priorities, selects authorized treatment strategies, evaluates response, and obtains medical-control consultation or additional resources when required.
- Determines or coordinates patient destination and specialty-resource needs under approved destination procedures, regional requirements, and medical direction.
- Directs patient-care activity when serving as the responsible clinician, consistent with each participant's role, license, scope, and training.
- Moves and transports patients using trained techniques, available personnel, and approved patient-handling equipment.
- Operates ambulances and assigned vehicles under applicable law, County driver requirements, training, and departmental procedure.
- Completes accurate, timely, authenticated ePCR and transfer-of-care documentation.
- Maintains assigned medication security, counts, storage, use, waste, replacement, expiration, discrepancy, and documentation controls; promptly reports discrepancies through approved channels.
- Inspects, restocks, cleans, disinfects, and decontaminates vehicles, medical equipment, safety equipment, supplies, and work areas under approved procedures.

Additional Responsibilities

- Participates in continuing education, competency activities, meetings, community education, training, and departmental events.
- Maintains assigned stations, vehicles, equipment, medication records, and operational documentation.
- Performs other related duties consistent with the position's purpose, classification, licensure, delegated authority, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no formal administrative or personnel-management responsibilities solely by virtue of the Paramedic classification. Clinical direction during patient care does not include independent authority to hire, discipline, evaluate, approve leave or payroll, or make final employment decisions.

Knowledge, Skills, and Abilities

- Knowledge of advanced prehospital assessment and treatment, medication administration and accountability, medical direction, clinical guidelines, destination procedures, patient movement, documentation, infection control, scene safety, and ambulance operations.
- Ability to integrate assessment and diagnostic information, establish treatment priorities, reassess patients, and recognize when consultation or additional resources are required.
- Ability to direct patient-care activity while respecting each participant's authorized role and scope.
- Ability to secure medications and document counts, administration, waste, replacement, expiration, and discrepancies accurately.
- Ability to operate ePCR, communications, monitoring, medication-delivery, patient-moving, navigation, and other assigned systems.
- Ability to protect patient information and communicate professionally during stressful or hazardous conditions.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an approved Paramedic education program.

Experience

No prior EMS experience is required.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered; required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Previous EMS experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Paramedic license	At appointment	Maintain current, unrestricted status and comply with applicable Georgia EMS requirements.
BLS/CPR certification recognized by the Department	At appointment	Maintain current status.
Advanced Cardiac Life Support certification recognized by the Department	At appointment	Maintain current status.
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.

Work Schedule and Availability

Assigned EMS shift schedule, including nights, weekends, holidays, extended incidents, training, and approved overtime or call-back.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk, including on uneven terrain	Frequently	Reach patients, vehicles, equipment, and incident locations.
Bend, stoop, kneel, crouch, reach, climb, and balance	Frequently	Assess, treat, access, and move patients in vehicles, structures, and difficult locations.
Push, pull, lift, carry, and move patients and equipment	Frequently; substantial exertion may be required	Use available personnel, stretchers, lifting devices, and approved patient-handling equipment.
Sit and operate an ambulance or assigned vehicle	Frequently	Respond to and transport from incidents after required driver authorization and training.
Read monitors, medication labels, records, maps, warning indicators, and electronic systems; hear and exchange communications	Frequently	Assess patients, provide authorized care, navigate, recognize hazards, and communicate during routine and emergency operations, with or without reasonable accommodation.

Work Environment

Work occurs in ambulances, stations, healthcare facilities, roadways, residences, public places, and incident scenes. It may involve weather extremes, traffic, noise, poor lighting, unstable terrain, confined areas, violence, bodily fluids, infectious disease, smoke, chemicals, moving equipment, and other emergency hazards. Employees must use assigned protective equipment and follow exposure-control, scene-safety, and decontamination procedures.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OPERATIONS MANAGER

Job Code	1900OPRM	**Department**	1900 - EMS COMMAND STAFF
Reports To	EMS Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Operational direction
Effective Date	09/01/2026	**Revision Date**	August 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates EMS staffing coverage, logistics, vehicles, equipment, medications, supplies, facilities, vendors, and related resources to maintain operational readiness. The position administers approved systems and makes recommendations within delegated authority; it does not independently bind the County, approve contracts or payments, make final personnel decisions, or perform regulated clinical, pharmacy, mechanical, or safety determinations outside assigned qualifications.

Essential Functions

- Analyzes medication, supply, equipment, fleet, facility, staffing, utilization, cost, expiration, and readiness information and recommends purchasing, replacement, standardization, or process improvements.
- Coordinates procurement requests, inventory, secure storage, distribution, replenishment, counts, recalls, expiration, discrepancy review, and disposal of medications and supplies under County purchasing procedures, pharmacy controls, and delegated authority.
- Obtains and evaluates vendor information and coordinates approved service; does not independently award contracts, bind the County, alter procurement requirements, or approve payment beyond delegated authority.
- Maintains segregation of duties, access controls, inventory records, audit trails, and independent verification for medication, purchasing, receiving, payment, and inventory processes.
- Coordinates preventive maintenance, inspections, repairs, vendor service, backup-vehicle deployment, and availability records for vehicles and equipment; performs only minor work within documented training and authorization.
- Inspects EMS facilities, vehicles, equipment, storage areas, and operational areas and routes maintenance, safety, regulatory, or technical concerns to qualified and authorized personnel.
- Coordinates daily ambulance staffing, replacement coverage, special-event coverage, unit availability, and resource placement under approved scheduling, overtime, and chain-of-command procedures.
- Conducts only the initial administrative collection of information concerning employee injuries and vehicle collisions; preserves evidence and records and refers causation, compensability, discipline, legal conclusions, and corrective action to authorized County officials.
- Maintains accurate staffing, inventory, purchasing, vehicle, maintenance, vendor, facility, medication, incident, and project records under approved retention, confidentiality, and access requirements.
- When assigned to field duty, provides Paramedic-level patient care within current licensure, medical direction, approved clinical guidelines, and operational supervision.

Additional Responsibilities

- Coordinates approved projects, emergency operations, special events, logistical assignments, and operational-readiness activities.

- Maintains assigned Paramedic and incident-command credentials and continuing education.
- Performs other related duties consistent with the position's purpose, classification, licensure, delegated authority, and applicable wage-and-hour rules.

Supervisory Responsibilities

Provides operational direction regarding assigned staffing, fleet, equipment, supply, inventory, facility, maintenance, and logistical functions. The source states that the position does not exercise disciplinary authority over Shift Supervisors.

Knowledge, Skills, and Abilities

- Knowledge of EMS deployment, staffing, logistics, inventory, supply-chain controls, medication accountability, procurement, vendor coordination, fleet and equipment maintenance, facilities, incident documentation, and operational readiness.
- Ability to analyze utilization, cost, staffing, maintenance, inventory, and readiness data and present defensible recommendations.
- Ability to maintain segregation of duties, secure inventory and credentials, preserve audit trails, and promptly escalate suspected loss, diversion, fraud, or record-integrity concerns.
- Ability to coordinate staffing without independently changing pay, leave, discipline, or overtime rules.
- Ability to distinguish preliminary incident-information gathering from safety, workers' compensation, legal, insurance, and disciplinary determinations.
- Ability to perform Paramedic-level care when assigned and currently qualified.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an approved Paramedic education program.

Experience

Three years of progressively responsible EMS experience, including experience functioning as a Paramedic.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review; required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Experience with EMS operations, logistics, fleet or equipment management, inventory, staffing coordination, purchasing, leadership, project coordination, or supervision.
- College coursework or a degree in EMS, business administration, logistics, supply-chain management, public administration, management, or a related field.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Paramedic license	At appointment	Maintain current, unrestricted status and comply with applicable Georgia EMS requirements.
BLS/CPR certification recognized by the Department	At appointment	Maintain current status.
Advanced Cardiac Life Support certification recognized by the Department	At appointment	Maintain current status.

Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.
FEMA incident-command courses required by the Department, including IS-100, IS-200, IS-700, and IS-800 or successor courses	Within the Department-approved period	Maintain completion records.

Work Schedule and Availability

Full-time operational and administrative schedule. Staffing shortages, special events, emergencies, vehicle or equipment failures, inventory needs, training, and temporary field assignments may require evenings, weekends, holidays, extended hours, or call-back.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, scheduling, inventory, fleet, purchasing, and records systems	Frequently	Coordinate administrative and operational work.
Stand and walk through stations, storage areas, facilities, vehicle areas, and incident locations	Frequently	Inspect readiness, inventory, equipment, vehicles, and facilities.
Bend, stoop, kneel, crouch, reach, push, pull, lift, and carry supplies or equipment	Frequently for logistical work; potentially substantial during field assignment	Handle supplies and equipment with available personnel and mechanical assistance.
Operate an ambulance or assigned County vehicle	Occasionally or as operationally assigned	Travel, inspect operations, or provide temporary field coverage after authorization and training.
Read technical, medication, inventory, vehicle, staffing, and patient-care information; hear and exchange routine and emergency communications	Frequently	Coordinate operations, identify deficiencies, maintain records, and provide patient care.

Work Environment

Work occurs in offices, EMS stations, storage and maintenance areas, ambulances, healthcare facilities, roadways, vendor locations, and incident scenes. It may involve weather, traffic, noise, moving vehicles or equipment, chemicals, medications, bodily fluids, infectious disease, unstable terrain, violence, and other logistical or EMS hazards. Entry into hazardous or regulated work is limited to assigned training, authorization, and protective measures.

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every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

PARAMEDIC - TRAINING OFFICER

Job Code	19PTO	**Department**	19 - EMS
Reports To	EMS Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Functional direction of preceptors and Data and Outreach Coordinator
Effective Date	09/01/2026	**Revision Date**	August 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, delivers, documents, and evaluates EMS training, continuing education, competency, new-hire orientation, preceptor activities, clinical quality improvement, and assigned data functions. The position develops recommendations and administers approved programs under the EMS Director and EMS Medical Director; it does not independently establish clinical policy, alter another clinician's record, impose discipline, or make final employment or licensure decisions unless formally delegated.

Essential Functions

- Plans, develops, delivers, and evaluates approved in-service training, continuing education, competency activities, and professional-development programs.
- Prepares course requests, outlines, agendas, rosters, certificates, competency records, and other documentation required for approved continuing-education credit and maintains auditable training records.
- Monitors training, licensure, certification, instructor, and credential requirements and refers deficiencies through approved supervisory and personnel processes.
- Coordinates new-hire orientation and the Clinical Preceptor program, establishes approved evaluation criteria, reviews documented observations, and recommends progression, continued orientation, remediation, or further evaluation.
- Coordinates approved student clinical experiences with education programs and ensures students work only within authorized roles, supervision, affiliation requirements, and patient-consent and confidentiality procedures.
- Assists the EMS Medical Director with skills verification, competency evaluation, remediation, and clinical education while reserving final medical-direction decisions to the Medical Director.
- Drafts proposed Standard Operating Guidelines with the EMS Director and proposed clinical guidelines with the EMS Medical Director; implementation occurs only after required review and approval.
- Administers approved training, credentialing, ePCR, GEMSIS, Biospatial, and analytics access using role-based permissions, secure credentials, audit trails, and minimum-necessary patient information.
- Reviews patient-care documentation and clinical data for quality improvement, identifies deficiencies and trends, and routes documentation corrections to the responsible clinician; authorized administrative data corrections must preserve authorship and amendment history.
- Develops reports, dashboards, performance measures, and educational recommendations without presenting preliminary findings as final clinical, disciplinary, legal, licensing, or audit conclusions.

- When assigned to field duty, provides Paramedic-level care within current licensure, medical direction, approved clinical guidelines, and operational supervision.

Additional Responsibilities

- Coordinates approved equipment education, specialty-care initiatives, hospital and education-program relationships, committees, emergency operations, and professional-development activities.
- Maintains required Paramedic, instructor, BLS instructor, incident-command, continuing-education, and competency credentials.
- Performs other related duties consistent with the position's purpose, classification, delegated authority, licensure, and applicable wage-and-hour rules.

Supervisory Responsibilities

Provides functional direction to Clinical Preceptors and assigned work direction to the Data and Outreach Coordinator. Hiring, termination, formal discipline, leave, payroll, overtime, and final employment decisions require express delegation under County policy.

Knowledge, Skills, and Abilities

- Knowledge of Paramedic practice, adult learning, curriculum development, continuing education, instructor requirements, competency evaluation, precepting, remediation, quality improvement, ePCR, GEMSIS, clinical data, and record confidentiality.
- Ability to design and deliver training for personnel with different license levels while distinguishing education from medical-direction and personnel authority.
- Ability to evaluate competency objectively, document findings, recommend remediation, and preserve procedural fairness.
- Ability to draft operational and clinical guidance for authorized review without independently issuing County or medical policy.
- Ability to review and analyze patient-care data under minimum-necessary access and preserve clinician authorship and audit trails.
- Ability to identify trends and recommend education or process improvements without overstating preliminary findings.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an approved Paramedic education program.

Experience

Three years of progressively responsible EMS experience, including Paramedic experience, plus experience providing EMS continuing education, clinical instruction, skills evaluation, precepting, field training, or similar educational activity.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review; required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Quality-assurance, quality-improvement, ePCR, clinical-data, GEMSIS, guideline-development, or formal program-development experience.
- College coursework or a degree in EMS, education, healthcare, public administration, management, or a related field.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Georgia Paramedic license	At appointment	Maintain current, unrestricted status.
Georgia EMS Instructor license	At appointment	Maintain current status and required instructional activity.
BLS/CPR provider certification recognized by the Department	At appointment	Maintain current status.
BLS instructor credential recognized by the Department	At appointment	Maintain current status.
Advanced Cardiac Life Support certification recognized by the Department	At appointment	Maintain current status.
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.
FEMA incident-command courses required by the Department, including IS-100, IS-200, IS-700, and IS-800 or successor courses	Within the Department-approved period	Maintain completion records.

Work Schedule and Availability

Primarily an administrative and instructional schedule, with classes, meetings, emergency operations, and temporary field assignments that may require evenings, weekends, holidays, extended hours, or call-back.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk, including on uneven terrain	Frequently	Reach patients, personnel, vehicles, equipment, classrooms, and incident locations.
Bend, stoop, kneel, crouch, reach, climb, and balance	Frequently during field work	Assess, treat, access, and move patients in vehicles, structures, and difficult locations.
Push, pull, lift, carry, and move patients, equipment, or training materials	Frequently in field duties; occasionally for training materials	Use available personnel, lifting devices, and approved patient-handling equipment.
Sit and operate an ambulance or assigned vehicle	Frequently for the Supervisor; occasionally for the Training Officer	Respond to incidents or provide field coverage after driver authorization and training.

Read clinical, personnel, training, medication, operational, and electronic information; hear and exchange communications	Frequently	Provide care, supervise operations, evaluate competency, document decisions, and recognize hazards.

Work Environment

Work occurs in offices, classrooms, EMS stations, ambulances, healthcare facilities, roadways, residences, public places, and incident scenes. It may involve weather extremes, traffic, noise, unstable terrain, confined areas, violence, bodily fluids, infectious disease, smoke, chemicals, moving equipment, and other emergency hazards. Employees must use assigned protective equipment and follow exposure-control, scene-safety, and decontamination procedures.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EMERGENCY MEDICAL TECHNICIAN I

Job Code	19EMT1	**Department**	19 - EMS
Reports To	Shift Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides prehospital emergency assessment, treatment, and transportation within the employee's current Georgia EMS license, authorized scope of practice, medical direction, approved clinical guidelines, and departmental procedures. The position responds to emergency and non-emergency incidents, operates assigned vehicles and equipment, documents patient care, and maintains operational readiness.

Essential Functions

- Responds to emergency and non-emergency requests for medical assistance and other assigned incidents.
- Assesses and monitors patients and provides or assists with care only within the employee's current Georgia EMS license, authorized scope of practice, medical direction, and approved clinical guidelines.
- Prepares, positions, lifts, moves, loads, unloads, and transports patients using trained techniques, available personnel, and approved patient-handling equipment.
- Assists with patient access and removal from vehicles, structures, confined or difficult locations, and other scenes consistent with training, assignment, and scene safety.
- Operates ambulances and assigned vehicles during emergency and non-emergency operations in accordance with law, County driver requirements, training, and departmental procedure.
- Completes accurate, timely ePCR and transfer-of-care documentation and personally authenticates care provided; does not permit another person to document or attest in the employee's name.
- Inspects and restocks vehicles, medical equipment, safety equipment, medications within assigned authority, and supplies; reports deficiencies, damage, loss, malfunction, or security concerns.
- Cleans, disinfects, and decontaminates vehicles, equipment, and work areas under exposure-control and product-safety procedures.
- Maintains scene awareness, uses assigned protective equipment, and reports exposures, injuries, safety concerns, and patient-care events through approved channels.

Additional Responsibilities

- Participates in required meetings, continuing education, competency activities, training, community education, and departmental events.
- Maintains assigned stations, equipment, vehicles, and operational records.
- Performs other related duties consistent with the position's purpose, classification, current licensure, delegated authority, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no formal supervisory or personnel-management responsibilities. When responsible for patient care, the employee may coordinate care activities within the employee's license and approved clinical guidelines; this clinical coordination does not create personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of emergency assessment and treatment applicable to the employee's licensed level, medical terminology, patient-care documentation, transfer of care, patien`t movement, infection control, scene safety, and ambulance operations.
- Ability to assess patients, recognize changes, provide authorized care, and seek medical control or higher-level assistance when required.
- Ability to perform safely during stressful, rapidly changing, and potentially violent or hazardous conditions.
- Ability to operate ePCR, radio, navigation, monitoring, patient-moving, and other assigned systems and equipment.
- Ability to communicate professionally with patients, caregivers, coworkers, healthcare personnel, public-safety personnel, and the public.
- Ability to protect patient information and complete accurate, timely, authenticated records.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an EMS education program appropriate to the license level assigned to the position.

Experience

No prior EMS experience is required by the submitted source. Previous EMS experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, however, required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Previous prehospital, emergency services, healthcare, military medical, or closely related experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Current Georgia EMS personnel license at the level formally assigned to the position	At appointment	Maintain current, unrestricted status and comply with the applicable Georgia scope of practice.
BLS/CPR certification recognized by the Department	At appointment	Maintain current status.
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.

Work Schedule and Availability

Assigned EMS shift schedule, including nights, weekends, holidays, extended incidents, training, and approved overtime or call-back as operationally required.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk, including on uneven terrain	Frequently	Reach patients, equipment, vehicles, and incident locations.

Bend, stoop, kneel, crouch, reach, climb, and balance	Frequently	Assess, treat, access, and move patients in vehicles, structures, and difficult locations.
Push, pull, lift, carry, and move patients and equipment	Frequently; substantial exertion may be required	Use available personnel, stretchers, lifting devices, and patient-handling equipment according to training and scene conditions.
Sit and operate an ambulance or other assigned vehicle	Frequently	Respond to and transport from emergency and non-emergency incidents after required driver authorization and training.
Read monitors, medication labels, patient records, maps, warning indicators, and electronic systems; hear and exchange communications	Frequently	Assess patients, administer authorized care, navigate, recognize hazards, and communicate during routine and emergency operations.

Work Environment

Work occurs in ambulances, stations, healthcare facilities, roadways, residences, public places, and incident scenes. It may involve weather extremes, traffic, noise, poor lighting, unstable terrain, confined areas, violence, bodily fluids, infectious disease, smoke, chemicals, moving equipment, and other emergency hazards. Employees must use assigned protective equipment and follow exposure-control, scene-safety, and decontamination procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DATA AND OUTREACH COORDINATOR

Job Code	19DOCOR	**Department**	19 - EMS
Reports To	Training Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No formal personnel supervision
Effective Date	09/01/2026	**Revision Date**	August 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Supports EMS data quality, patient-care documentation review, quality-improvement administration, community outreach, public education, and approved departmental projects. The position maintains Paramedic credentials and may perform temporary field assignments when operationally necessary, but access to health information, correction of records, public communications, mandated reporting, and clinical activity remain limited to approved procedures and delegated authority.

Essential Functions

- Reviews ePCR and associated EMS data for completeness, timeliness, accuracy, validity, and compliance with approved documentation and Georgia reporting requirements.
- Identifies incomplete or failed records and validation errors, communicates deficiencies to the responsible clinician, and corrects or resubmits only those administrative or data elements the position is authorized to modify while preserving clinician authorship and audit history.
- Compares dispatch, ePCR, and GEMSIS information, documents discrepancies and corrective actions, and escalates recurring, material, clinical, billing, privacy, or integrity concerns to the appropriate authority.
- Creates routine reports, metrics, spreadsheets, and data summaries for approved quality-improvement and operational purposes; uses de-identified or minimum-necessary information when patient identity is not required.
- Maintains role-based access to GEMSIS, ePCR, analytics, and other systems and protects patient information, personnel information, credentials, exports, and portable data under County privacy and security requirements.
- Coordinates or supports approved community-outreach, recruitment, health-fair, school, public-education, standby, and special-event activities, including schedules, logistics, materials, and records.
- Drafts informational and educational content for review and approval; does not independently issue official policy, legal or medical advice, emergency warnings, media statements, or County commitments unless formally designated.
- Provides administrative support for mandated-reporting workflows but does not independently decide whether a legal reporting duty exists when the determination is disputed or outside established procedure.
- When assigned to field duty, provides Paramedic-level patient care and operates vehicles and equipment within current licensure, medical direction, approved clinical guidelines, driver authorization, and departmental procedures.

Additional Responsibilities

- Maintains assigned records for outreach, reporting, quality-improvement, special events, and projects under approved retention and access rules.
- Completes required incident-command, emergency-management, continuing-education, and competency training.
- Performs other related duties consistent with the position's purpose, classification, professional licensure, delegated authority, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no formal personnel-management responsibilities. It may coordinate employees, volunteers, students, or resources for approved projects and events and may provide clinical direction when responsible for patient care, but it does not independently hire, discipline, evaluate, or approve leave or overtime.

Knowledge, Skills, and Abilities

- Knowledge of EMS documentation, GEMSIS reporting, ePCR systems, data validation, record integrity, quality-improvement concepts, confidentiality, and role-based access controls.
- Knowledge of community outreach, public education, event coordination, recordkeeping, spreadsheets, presentations, and professional communications.
- Ability to identify discrepancies across data sources, document corrections, preserve audit trails, and distinguish administrative corrections from changes requiring the responsible clinician or authorized reviewer.
- Ability to create accurate routine reports and communicate trends without presenting preliminary findings as clinical, disciplinary, legal, or audit conclusions.
- Ability to protect patient and personnel information and apply minimum-necessary access and disclosure practices.
- Ability to perform Paramedic-level care and emergency-vehicle operations when assigned and currently qualified.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an approved Paramedic education program.

Experience

Previous EMS experience is required.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review; however, required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Experience with ePCR documentation, EMS quality improvement, data entry, records management, outreach, public relations, education, or administrative support.
- Experience with GEMSIS, spreadsheets, data analysis, or similar electronic systems.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Georgia Paramedic license	At appointment	Maintain current, unrestricted status and comply with applicable Georgia EMS requirements.
BLS/CPR certification recognized by the Department	At appointment	Maintain current status.
Advanced Cardiac Life Support certification recognized by the Department	At appointment	Maintain current status.
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.
FEMA incident-command courses required by the Department, including IS-100, IS-200, IS-700, and IS-800 or successor courses	Within the Department-approved period	Maintain completion records.

Work Schedule and Availability

Primarily an administrative and outreach schedule with community events, training, emergency operations, and temporary field assignments that may require evenings, weekends, holidays, extended hours, or call-back.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, spreadsheets, and electronic records	Frequently	Review records, analyze data, prepare reports, and coordinate projects.
Stand and walk at offices, stations, community events, and incident locations	Frequently	Coordinate outreach, inspect logistics, and perform assigned EMS support.
Bend, stoop, kneel, crouch, reach, push, pull, lift, carry, and move patients or equipment	Occasionally in routine duties; potentially frequent during field assignment	Perform outreach setup and Paramedic field duties using available personnel and patient-handling equipment.
Operate an ambulance or assigned County vehicle	Occasionally, when field or outreach duty is assigned	Travel and respond after required authorization and training.
Read detailed electronic records and monitoring equipment; hear and exchange routine and emergency communications	Frequently	Validate data, communicate with employees and the public, and provide patient care, with or without reasonable accommodation.

Work Environment

Work occurs in offices, EMS stations, community venues, ambulances, healthcare facilities, roadways, and incident scenes. Field assignments may involve weather, traffic, noise, unstable terrain, violence, bodily fluids, infectious disease, chemicals, moving equipment, and other EMS hazards. Exposure depends on actual field assignment and must be managed through training, protective equipment, and approved procedures.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EMS DIRECTOR

Job Code	1900EMSD	**Department**	1900 - EMS COMMAND STAFF
Reports To	Assistant County Manager	**FLSA Status**	Exempt - Executive
Pay Grade		**Supervisory Role**	Yes - department-wide
Effective Date	09/01/2026	**Revision Date**	August 7, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The EMS Director provides executive leadership, strategic direction, and administrative oversight for Effingham County Emergency Medical Services. The position directs departmental operations, emergency preparedness, clinical-service quality, personnel administration, budgeting, regulatory compliance, fleet and equipment readiness, and coordination with County leadership and community partners. Department management is the position's primary duty. The Director may provide paramedic-level emergency care or operate an emergency vehicle during major incidents or exceptional operational needs but does not routinely serve as minimum shift staffing.

Essential Functions

Executive Leadership and Administration

- Plans, directs, and evaluates all administrative and operational functions of Emergency Medical Services in alignment with County goals, adopted budgets, and applicable federal and Georgia requirements.
- Develops and implements departmental goals, performance measures, continuity plans, standard operating guidelines, and administrative procedures.
- Exercises departmental authority within the scope delegated by the County Manager and in accordance with County personnel, finance, procurement, records, and risk-management requirements.
- Represents the department at official meetings, conferences, advisory committees, public presentations, and other functions and coordinates public or media communications through authorized County procedures.

Personnel Management

- Leads, supervises, assigns, and evaluates administrative, clinical, and supervisory staff; establishes performance expectations and promotes professional, ethical, patient-centered service.
- Participates in recruitment, selection, onboarding, scheduling, coaching, performance management, corrective action, and discipline in coordination with Human Resource Services and within delegated authority.
- Reviews staffing levels, schedules, time records, overtime, leave use, and workforce deployment to maintain service coverage and responsible use of public funds.
- Ensures employee licenses, credentials, continuing education, competencies, and training records are current and appropriately documented.

Clinical Quality and Regulatory Compliance

- Ensures departmental compliance with Georgia Department of Public Health EMS requirements, applicable laws and regulations, approved clinical protocols, licensing standards, reporting obligations, and County policies.

- Uses authorized administrative access to GEMSIS, Biospatial, electronic patient-care reporting systems, and other operational platforms to monitor performance, evaluate documentation, identify trends, and prepare reports.
- Directs quality-assurance and quality-improvement activities, documentation audits, complaint investigations, corrective actions, and follow-up while protecting patient, employee, and confidential operational information.
- Safeguards protected health information and other confidential records in accordance with HIPAA, Georgia law, County policy, retention requirements, and system-access controls.

Emergency Operations and Preparedness

- Ensures continuous EMS readiness, appropriate unit deployment, mutual-aid coordination, and effective response to routine emergencies, mass-casualty incidents, disasters, severe weather, and other community threats.
- Responds to major incidents and other emergencies as required to provide departmental command, interagency coordination, operational support, and executive decision-making.
- When operationally necessary and legally authorized, operates an ambulance or provides Basic or Advanced Life Support within active licensure, approved protocols, and medical direction.
- Maintains availability through an established on-call or emergency-notification process and responds within expectations established by the County Manager or departmental policy.
- Conducts or assigns inspections of stations, work sites, ambulances, medical equipment, communications equipment, medications, and supplies to verify readiness and regulatory compliance.

Budget, Assets, Data, and Performance

- Develops, presents, administers, and monitors the departmental budget and reviews expenditures, revenues, billing coordination, grants, contracts, and purchasing needs in accordance with County procedures.
- Plans for the acquisition, replacement, maintenance, and safe operation of ambulances, medical equipment, technology, facilities, and other departmental assets.
- Evaluates operational, clinical, staffing, response-time, financial, and service-delivery data and recommends evidence-based improvements.
- Prepares and maintains accurate reports, correspondence, records, plans, and other documentation required by the County, regulatory agencies, auditors, and operational partners.

Additional Responsibilities

- Maintains effective working relationships with County leadership, elected officials, other departments, hospitals, dispatch and public-safety agencies, regional EMS partners, educational institutions, and community organizations.
- Oversees students and volunteers under approved agreements, County policies, applicable wage-and-hour requirements, and Georgia EMS rules.
- Provides assistance to other departments and public-safety partners during emergencies or significant County operations.
- Performs other related duties consistent with the purpose and level of the classification.

Supervisory Responsibilities

Provides executive direction to assigned administrative, clinical, and supervisory personnel. Oversees approved students and volunteers consistent with applicable agreements and law. Reports to the Assistant County Manager and performs work with broad administrative discretion within established goals, policies, budgets, laws, and delegated authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of EMS system administration, emergency medical operations, incident command, emergency preparedness, dispatch and communications, and interagency coordination.
- Working knowledge of Georgia EMS licensing and operational requirements, approved scopes of practice, clinical protocols, controlled-medication accountability, patient-care documentation, and quality-improvement principles.

- Knowledge of public-sector leadership, budgeting, procurement, personnel administration, rec management, risk management, and policy development.
- Ability to lead a continuous public-safety operation, set priorities, delegate effectively, evaluate performance, resolve conflict, and make timely decisions under emergency conditions.
- Ability to analyze clinical, operational, financial, and workforce data and translate findings into practical improvements and clear reports.
- Ability to communicate effectively in spoken and written English when required for emergency communication, radio traffic, patient-care documentation, regulatory reporting, public presentations, and supervision.
- Ability to use or rapidly learn electronic patient-care reporting systems, GEMSIS, Biospatial, timekeeping, scheduling, office-productivity, and other assigned systems.

Minimum Qualifications

Education

Bachelor's degree from an accredited college or university in emergency medical services, healthcare administration, public administration, business administration, or a closely related field.

Experience

Five years of progressively responsible EMS experience, including at least three years of supervisory or management experience in emergency medical services or a comparable public-safety operation.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive any legally required license or credential.

Preferred Qualifications

- Experience directing or providing senior management oversight for a governmental EMS system of comparable size and complexity.
- Advanced education or professional development in public administration, healthcare administration, emergency management, or executive leadership.
- Experience with EMS budgeting, accreditation, grants, quality improvement, fleet planning, and data analytics.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Paramedic license or other authorization permitting paramedic practice in Georgia	At appointment	Maintain active, unrestricted status throughout employment
Basic Life Support (BLS)	At appointment	Maintain current credential throughout employment
Advanced Cardiovascular Life Support (ACLS)	At appointment	Maintain current credential throughout employment
Valid driver's license	At appointment	Remain eligible to operate County vehicles
Additional credentials required by law or approved clinical protocols	As assigned	Maintain for the duration of the applicable assignment

Work Schedule and Availability

This is a full-time executive position. The Director must be able to work outside normal business hours, including nights, weekends, and holidays, and participate in an established on-call or emergency-response process. The position may be required to report during declared emergencies, significant incidents, severe weather, or other critical County operations.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Communicates by telephone, radio, electronic systems, and in person; reads and prepares detailed records; uses computers and standard office equipment.	Regularly	Executive leadership, emergency communication, reporting, and documentation
Moves within offices, stations, medical facilities, and emergency scenes; may stoop, kneel, crouch, climb, balance, crawl, or work in restricted spaces.	Frequently / as conditions require	Facility inspections, incident command, and operational response
Lifts, carries, pushes, or pulls equipment and materials weighing up to 50 pounds independently.	Occasionally	Equipment readiness and exceptional field response; heavier patient or equipment movement uses team assistance or available lifting devices
Perceives and responds to audible alarms, radio communications, visual signals, movement, depth, and safety information.	As required	Emergency operations and scene safety, with or without reasonable accommodation
Uses assigned personal protective equipment and follows exposure-control, infection-control, respiratory-protection, and safety procedures.	As exposure requires	Emergency scenes, medical environments, and inspections

Work Environment

Work is performed in offices, EMS stations, medical facilities, County vehicles, and emergency scenes. Emergency-response duties may expose the employee to traffic, moving machinery, electrical hazards, violence, traumatic events, blood or other potentially infectious materials, medications, fumes, odors, dust, smoke, noise, temperature extremes, inclement weather, and uneven or hazardous terrain.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PARAMEDIC SUPERVISOR

Job Code	19PRMS	**Department**	19 - EMS
Reports To	EMS Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Direct operational supervision of assigned shift personnel
Effective Date	09/01/2026	**Revision Date**	August 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Supervises EMS personnel and coordinates operations for an assigned shift while functioning as a Paramedic. The position deploys resources, maintains readiness, reviews assigned documentation, addresses routine operational and performance matters, and escalates decisions outside delegated authority while providing patient care under current licensure, medical direction, and approved clinical guidelines.

Essential Functions

- Provides Paramedic-level assessment, treatment, and transport within current Georgia licensure, authorized scope, medical direction, and approved clinical guidelines.
- Directs assigned shift operations, coordinates personnel and units, communicates service conditions, and adjusts resources within approved staffing, overtime, coverage, and chain-of-command procedures.
- Maintains supervisory availability during the assigned shift and promptly escalates significant clinical, safety, staffing, personnel, legal, or operational matters.
- Monitors employee conduct and performance, provides documented coaching and direction, and refers formal discipline or employment decisions through delegated County procedures.
- Reviews ePCR for assigned quality and completeness purposes, returns deficiencies to the responsible clinician, and preserves clinician authorship, amendment history, audit trails, and record integrity.
- Inspects work sites, ambulances, equipment, medications, and readiness; takes immediate protective action within training and authority and routes technical, regulatory, maintenance, or safety determinations to qualified personnel.
- Maintains and verifies assigned medication-box and pharmaceutical controls, including security, counts, distribution, replenishment, expiration, waste, discrepancies, and required documentation.
- Coordinates minor vehicle or equipment service only within training and authorization and does not perform regulated or specialized work outside assigned qualifications.
- Documents shift activity, staffing, incidents, performance matters, equipment or vehicle issues, medication discrepancies, and other required operational information.

Additional Responsibilities

- Coordinates shift handoffs, special assignments, emergency operations, projects, training, and departmental activities.
- Maintains required Paramedic credentials, continuing education, and competency.
- Performs other related duties consistent with the position’s purpose, classification, delegated authority, licensure, and applicable wage-and-hour rules.

Supervisory Responsibilities

Provides direct operational supervision to employees assigned to the designated shift. Hiring, termination, formal discipline, final evaluations, leave, payroll, and overtime approval are exercised only to the extent expressly delegated by the EMS Director and County policy. Clinical direction during patient care remains distinct from personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of Paramedic practice, EMS deployment, staffing, service readiness, documentation, medication accountability, personnel policies, conflict management, equipment readiness, infection control, and scene safety.
- Ability to supervise a shift, prioritize simultaneous clinical and operational demands, and deploy personnel and units within approved procedures.
- Ability to document performance objectively, provide coaching, and distinguish routine direction from formal disciplinary or employment decisions.
- Ability to review ePCR without altering another clinician’s account or exceeding authorized access.
- Ability to maintain medication security and audit controls and promptly report loss, diversion, or discrepancies.
- Ability to recognize when clinical, safety, personnel, legal, or operational matters require higher-level consultation.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an approved Paramedic education program.

Experience

Three years of progressively responsible EMS experience, including experience functioning as a Paramedic.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review; required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Supervisory, leadership, preceptor, or work-lead experience involving coordination of personnel.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Paramedic license	At appointment	Maintain current, unrestricted status.
BLS/CPR certification recognized by the Department	At appointment	Maintain current status.
Advanced Cardiac Life Support certification recognized by the Department	At appointment	Maintain current status.
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.

Work Schedule and Availability

Assigned EMS supervisory shift, including nights, weekends, holidays, extended incidents, required training, and approved overtime or call-back.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk, including on uneven terrain	Frequently	Reach patients, personnel, vehicles, equipment, classrooms, and incident locations.
Bend, stoop, kneel, crouch, reach, climb, and balance	Frequently during field work	Assess, treat, access, and move patients in vehicles, structures, and difficult locations.
Push, pull, lift, carry, and move patients, equipment, or training materials	Frequently in field duties; occasionally for training materials	Use available personnel, lifting devices, and approved patient-handling equipment. The Department must validate numerical lifting standards.
Sit and operate an ambulance or assigned vehicle	Frequently for the Supervisor; occasionally for the Training Officer	Respond to incidents or provide field coverage after driver authorization and training.
Read clinical, personnel, training, medication, operational, and electronic information; hear and exchange communications	Frequently	Provide care, supervise operations, evaluate competency, document decisions, and recognize hazards, with or without reasonable accommodation.

Work Environment

Work occurs in offices, classrooms, EMS stations, ambulances, healthcare facilities, roadways, residences, public places, and incident scenes. It may involve weather extremes, traffic, noise, unstable terrain, confined areas, violence, bodily fluids, infectious disease, smoke, chemicals, moving equipment, and other emergency hazards. Employees must use assigned protective equipment and follow exposure-control, scene-safety, and decontamination procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PARAMEDIC - ASSISTANT SUPERVISOR

Job Code	19PAS	**Department**	19 - EMS
Reports To	Shift Supervisor; Training Manager for assigned preceptor functions	**FLSA Status**	Hourly Non Exempt
Pay Grade		**Supervisory Role**	Delegated shift supervision; clinical/preceptor direction
Effective Date	09/01/2026	**Revision Date**	August 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Functions as a Paramedic and Clinical Preceptor, supports orientation and competency development, and assists the Shift Supervisor with assigned operations. When formally designated, the position temporarily performs delegated shift-supervision duties while continuing to provide patient care within the employee's Georgia Paramedic license, medical direction, approved clinical guidelines, and County authority.

Essential Functions

- Responds to emergency and non-emergency incidents and provides Paramedic-level assessment, treatment, and transport within the employee's authorized scope of practice, medical direction, and approved clinical guidelines.
- Serves as an assigned Clinical Preceptor and provides observation, instruction, demonstration, coaching, supervised field experience, and objective feedback to new EMS personnel and approved students.
- Documents competency and performance against approved criteria and recommends independent duty, continued orientation, additional training, or remediation to the Training Manager; does not make final employment or licensure decisions unless formally delegated.
- Assists the Shift Supervisor with staffing, unit readiness, resource coordination, communications, documentation review, equipment or vehicle issues, and other assigned shift operations.
- When formally designated to act for the Shift Supervisor, coordinates personnel, units, and available resources; maintains supervisory availability; and escalates significant clinical, personnel, safety, staffing, or operational matters through the chain of command.
- Reviews patient-care records only for assigned quality, completeness, and compliance purposes; routes corrections to the responsible clinician and preserves authorship, audit trails, and record integrity.
- Protects patient, student, and employee information through role-based access, minimum-necessary use, secure communications, and approved retention and disclosure procedures.
- Operates ambulances and assigned equipment in accordance with applicable law, required training, medical direction, County policy, and safe emergency-vehicle practices.

Additional Responsibilities

- Maintains assigned licenses, certifications, preceptor qualifications, continuing education, and clinical competency.

- Supports approved training, community education, special events, emergency operations, equipment readiness, and related departmental activities.
- Performs other related duties consistent with the position's purpose, classification, licensure, delegated authority, and applicable wage-and-hour rules.

Supervisory Responsibilities

Provides clinical and educational direction to assigned new personnel and students. When formally designated to act for the Shift Supervisor, provides temporary operational work direction to shift personnel within delegated authority. The position does not independently hire, terminate, formally discipline, approve leave or payroll, or make final employment decisions unless expressly authorized by County policy.

Knowledge, Skills, and Abilities

- Knowledge of Paramedic-level assessment and treatment, EMS operations, clinical guidelines, medical direction, patient-care documentation, infection control, emergency-vehicle operations, and scene safety.
- Knowledge of preceptor methods, adult learning, competency assessment, objective documentation, coaching, and remediation processes.
- Ability to lead clinical and operational activity during rapidly changing incidents while remaining within licensure and delegated authority.
- Ability to review records for completeness and quality without altering another clinician's documentation or exceeding assigned access.
- Ability to communicate difficult performance feedback professionally and escalate clinical, personnel, safety, or legal concerns.
- Ability to use ePCR, communications, scheduling, training, and operational systems and protect credentials and restricted information.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an approved Paramedic education program.

Experience

Three years of progressively responsible EMS experience, including experience functioning as a Paramedic.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review; however, required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Experience as a preceptor, field training provider, instructor, or mentor.
- Previous supervisory or formal work-lead experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Paramedic license	At appointment	Maintain current, unrestricted status and comply with applicable Georgia EMS requirements.
BLS/CPR certification recognized by the Department	At appointment	Maintain current status.

Advanced Cardiac Life Support certification recognized by the Department	At appointment	Maintain current status.
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.
Department Clinical Preceptor designation	Before independently serving as preceptor	Meet and maintain approved preceptor training, competency, and evaluation requirements.

Work Schedule and Availability

Assigned EMS shift schedule, including nights, weekends, holidays, extended incidents, mandatory training, and approved overtime or call-back as operationally required. This position is hourly nonexempt; all required clinical, documentation, training, remote, and after-hours work must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk, including on uneven terrain	Frequently	Reach patients, equipment, vehicles, and incident locations.
Bend, stoop, kneel, crouch, reach, climb, and balance	Frequently	Assess, treat, access, and move patients in vehicles, structures, and difficult locations.
Push, pull, lift, carry, and move patients and equipment	Frequently; substantial exertion may be required	Use available personnel, stretchers, lifting devices, and patient-handling equipment according to training and scene conditions.
Sit and operate an ambulance or other assigned vehicle	Frequently	Respond to and transport from emergency and non-emergency incidents after required driver authorization and training.
Read monitors, medication labels, patient records, maps, warning indicators, and electronic systems; hear and exchange communications	Frequently	Assess patients, administer authorized care, navigate, recognize hazards, and communicate during routine and emergency operations, with or without reasonable accommodation.

Work Environment

Work occurs in ambulances, stations, healthcare facilities, roadways, residences, public places, and incident scenes. It may involve weather extremes, traffic, noise, poor lighting, unstable terrain, confined areas, violence, bodily fluids, infectious disease, smoke, chemicals, moving equipment, and other emergency hazards. Employees must use assigned protective equipment and follow exposure-control, scene-safety, and decontamination procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of

every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY DIRECTOR EMERGENCY MANAGEMENT

Job Code	20DDEM	**Department**	20 - EMA
Reports To	EMA Director	**FLSA Status**	Salary Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the EMA Director with daily agency administration and countywide preparedness, response, recovery, mitigation, emergency-operations-center readiness, planning, training, exercises, outreach, grants, and interagency coordination. The position may act for the Director only through documented delegation or succession.

Essential Functions

- Coordinates development, maintenance, distribution, testing, and scheduled review of the County emergency operations plan, hazard mitigation plan, continuity procedures, contingency plans, and assigned supporting documents under Director approval.
- Manages assigned preparedness, response, recovery, mitigation, public-education, CERT, special-event, or emergency-operations-center programs by establishing schedules, records, readiness criteria, resource needs, and corrective actions.
- Coordinates with schools, businesses, municipalities, public-safety agencies, utilities, healthcare organizations, volunteer groups, state and federal partners, and community organizations to align plans, contacts, resource requests, and response procedures.
- Plans and conducts multi-agency training and exercises; establishes objectives, verifies participant and evaluator records, documents after-action findings, assigns corrective actions within delegated authority, and tracks completion.
- Assists with agency goals, procedures, budget development, purchasing requests, grants, reimbursement documentation, and alternative-funding research within approved appropriations, procurement rules, grant conditions, and delegated authority.
- Coordinates public information, school and community education, and preparedness outreach using approved messaging; routes emergency warnings, policy statements, and legally sensitive communications through authorized officials.
- Supports emergency-operations-center activation, incident coordination, situational reporting, resource requests, damage-assessment information, and recovery documentation without independently making legal eligibility, reimbursement, liability, or final damage determinations.
- Reviews complaints, incidents, exercises, plan deficiencies, and program performance; preserves records and recommends corrective action while routing final personnel, legal, financial, policy, and public-record decisions to authorized officials.
- Maintains emergency plans, contact lists, training records, grant files, incident documentation, damage information, and restricted records with role-based access, authorship, correction history, audit trails, retention, and secure handling.

Additional Responsibilities

- Acts for the EMA Director only when formally designated and within documented succession, policy, and delegated authority.
- Performs related emergency-management, training, outreach, and coordination duties consistent with assignment, training, and delegated authority.

Supervisory Responsibilities

Supervision and program administration, direct reports and authority for hiring, discipline, leave, overtime, evaluation, pay, and termination . Final budget, purchasing, contracting, grant acceptance, policy-exception, legal, and public-warning authority remains with the EMA Director or other authorized County official unless expressly delegated.

Knowledge, Skills, and Abilities

- Knowledge of emergency-management preparedness, response, recovery, mitigation, continuity, emergency-operations-center operations, NIMS/ICS, community preparedness, and interagency coordination.
- Skill in plan development, program administration, exercise design, training, grant support, public communication, administrative reporting, problem analysis, and corrective-action tracking.
- Ability to evaluate incomplete or rapidly changing information, establish coordination priorities, document assumptions, request resources, and escalate decisions beyond delegated authority.
- Ability to distinguish operational coordination and recommendations from final legal, financial, personnel, procurement, reimbursement, public-warning, and policy decisions.
- Ability to protect emergency plans, infrastructure information, personal information, grant records, incident documentation, and other restricted data through approved access, retention, and disclosure procedures.

Minimum Qualifications

Education

Bachelor's degree from an accredited college or university in emergency management, homeland security, public administration, public safety, business administration, or a closely related field.

Experience

Three (3) years of progressively responsible professional experience in emergency management, disaster preparedness or response, homeland security, public safety, continuity planning, or a closely related field. Experience must include emergency planning, exercises, Emergency Operations Center operations, interagency coordination, or emergency-management program administration. At least one (1) year of lead, supervisory, or program-management responsibility is required.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required emergency-management, planning, coordination, and program-administration capabilities. Equivalency does not waive required credentials, driving requirements, or assignment-specific authorization.

Preferred Qualifications

- Bachelor's degree in emergency management or a related field.
- Five (5) or more years of progressively responsible emergency-management or related public-safety experience, including supervisory responsibility, EOC leadership, multi-agency coordination, disaster recovery, grants, or continuity planning.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Certified Emergency Manager certification	Within the timeframe required by applicable Georgia law and the current GEMA/HS Certified Emergency Manager Program	Maintain current certification and required continuing education.

Credential	Required By	Maintenance Requirement
FAA Remote Pilot Certificate under 14 CFR Part 107	Complete NIMS/ICS training appropriate to the Deputy Director's assigned emergency-management, EOC, and incident-command responsibilities within the timeframe established by GEMA/HS, FEMA guidance, and the EMA Director. ICS-300 and ICS-400 are required when the assigned role involves the supervisory or Command/General Staff responsibilities for which those courses are intended.	Maintain currency and operate only within County authorization, FAA requirements, and approved procedures.
NIMS/ICS 100, 200, 300, 400, 700, and 800 training	Within 18 months of appointment, if operating a small, unmanned aircraft is assigned	Maintain assignment-appropriate training records.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and County driving eligibility.

Work Schedule and Availability

Full-time schedule with meetings, training, exercises, public events, emergency monitoring, emergency-operations-center activation, call-back, and extended or irregular hours during incidents. Actual on-call rotation, response expectations, and remote-monitoring requirements are determined by department. Exempt treatment remains subject to salary-basis and primary-duty review.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, radios, telephones, mapping systems, records systems, and office equipment	Frequently	Develops plans, maintains records, monitors incidents, communicates with partners, and prepares reports.
Stand and walk over indoor, outdoor, uneven, wet, or obstructed surfaces	Occasionally	Conducts site visits, exercises, damage-assessment support, outreach events, and emergency-operations assignments.
Bend, stoop, kneel, crouch, reach, or work in restricted areas	Occasionally	Sets up equipment, accesses supplies, inspects facilities, and supports field or emergency-operations activities.
Lift, carry, push, or pull emergency supplies, outreach materials, or equipment	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive a County vehicle to sites throughout the County or region	Occasionally	Applies only when driving is assigned and the employee holds a valid license and satisfies County driving requirements.

Work Environment

Work is performed in offices, emergency operations centers, meeting and training locations, vehicles, community sites, and field locations before, during, and after emergencies. Assignments may involve irregular hours, severe weather, traffic, debris, dust, noise, damaged facilities, utility hazards, communicable disease, distressed members of the public, and rapidly changing conditions. Employees must follow site controls, incident-command procedures, protective-equipment requirements,

accountability practices, and safety instructions and must escalate hazards beyond their training or authority.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EMA SPECIALIST

Job Code	20EMS	**Department**	20 - EMA
Reports To	EMA Deputy Director	**FLSA Status**	Hourly Non Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Supports countywide preparedness, response, recovery, mitigation, emergency planning, exercises, outreach, emergency communications, damage-information collection, grants, records, and emergency-operations-center activities under the EMA Deputy Director and EMA Director.

Essential Functions

- Coordinates assigned preparedness, response, recovery, mitigation, public-education, or community-resilience activities using approved plans, schedules, contacts, and procedures.
- Assists with drafting, reviewing, updating, distributing, and maintaining emergency operations plans, evacuation procedures, continuity materials, annual work plans, standard operating procedures, and supporting records for authorized review and approval.
- Coordinates exercises and planning activities with municipalities, industries, hospitals, public-safety agencies, schools, media representatives, volunteer groups, and community organizations and documents participation, findings, and follow-up items.
- Responds to routine questions and information requests from officials, organizations, partners, and the public using approved information and routes policy, legal, public-record, security-sensitive, or emergency-warning decisions to authorized officials.
- Prepares and maintains correspondence, plans, contact lists, forms, grant support, resource inventories, activity reports, and administrative records with authorship, correction history, audit trails, retention, and secure handling.
- Monitors weather, alerts, partner communications, and situational information; communicates verified information through assigned channels and does not independently issue public warnings or technical forecasts unless formally authorized.
- Supports warning-system activation, emergency-operations-center activities, notifications, situational reporting, resource tracking, and incident documentation within assigned procedures and delegated authority.
- Collects and compiles damage information and supporting documentation for authorized review without independently determining causation, eligibility, reimbursement, insurance coverage, or final damage estimates.
- Assists with grant applications and administration by preparing records, tracking deadlines, documenting expenditures or deliverables, and escalating exceptions without independently obligating funds or accepting awards.

Additional Responsibilities

- Provides operational coverage within documented succession only when trained, qualified, and formally designated; final executive, legal, financial, and policy authority remains with authorized officials.
- Performs related emergency-management, outreach, records, and coordination duties consistent with training and delegated authority.

Supervisory Responsibilities

No formal supervisory responsibility is established. The position may coordinate volunteers, exercise participants, vendors, or assigned tasks but does not independently hire, discipline, evaluate, approve leave or overtime, or terminate employees.

Knowledge, Skills, and Abilities

- Knowledge of emergency-management preparedness, response, recovery, mitigation, NIMS/ICS, public information, emergency communications, and records practices.
- Skills in research, plan and report preparation, project coordination, public speaking, outreach, problem solving, records management, and collaboration with diverse agencies and community groups.
- Ability to monitor and synthesize information, recognize inconsistencies, document sources and assumptions, communicate verified facts, and escalate time-sensitive concerns.
- Ability to distinguish coordination and information compilation from final public-warning, damage, eligibility, reimbursement, legal, financial, or policy determinations.
- Ability to protect emergency plans, infrastructure information, personal information, incident documentation, and other restricted records through approved access, retention, and disclosure procedures.

Minimum Qualifications

Education

Associate degree or equivalent college coursework in emergency management, homeland security, public safety, public administration, communications, or a closely related field.

Experience

One (1) year of experience in emergency management, disaster preparedness or response, homeland security, public safety, emergency communications, community preparedness, or a closely related field.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required planning, communication, records, outreach, and emergency-coordination capabilities. Equivalency does not waive required credentials, driving requirements, or assignment-specific authorization.

Preferred Qualifications

- Bachelor's degree in emergency management, homeland security, public administration, public safety, or a related field. Two (2) or more years of progressively responsible emergency-management or related public-safety experience is preferred.
- One to two years of professional emergency-management or closely related experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Certified Emergency Manager certification	Within 18 months of appointment	Maintain current certification and required continuing education.
FAA Remote Pilot Certificate under 14 CFR Part 107	Before serving as remote pilot in command of a small unmanned aircraft, if drone operation is assigned	Maintain the certificate and complete FAA-required recurrent training within each required recency period while drone-operation duties remain assigned.
NIMS/ICS 100, 200, 300, 400, 700, and 800 training	Within twelve (12) months of appointment	Maintain assignment-appropriate training records and complete updated training as required by FEMA, GEMA/HS, or the County.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and County driving eligibility.

Work Schedule and Availability

Full-time nonexempt schedule with meetings, exercises, community events, emergency monitoring, emergency-operations-center activations, call-back, and irregular or extended hours during incidents. All working time, including required monitoring, remote work, training, setup, cleanup, travel between

work sites, report completion, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, radios, telephones, mapping systems, records systems, and office equipment	Frequently	Develops plans, maintains records, monitors incidents, communicates with partners, and prepares reports.
Stand and walk over indoor, outdoor, uneven, wet, or obstructed surfaces	Occasionally	Conducts site visits, exercises, damage-assessment support, outreach events, and emergency-operations assignments.
Bend, stoop, kneel, crouch, reach, or work in restricted areas	Occasionally	Sets up equipment, accesses supplies, inspects facilities, and supports field or emergency-operations activities.
Lift, carry, push, or pull emergency supplies, outreach materials, or equipment	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive a County vehicle to sites throughout the County or region	Occasionally	Applies only when driving is assigned and the employee holds a valid license and satisfies County driving requirements.

Work Environment

Work is performed in offices, emergency operations centers, meeting and training locations, vehicles, community sites, and field locations before, during, and after emergencies. Assignments may involve irregular hours, severe weather, traffic, debris, dust, noise, damaged facilities, utility hazards, communicable disease, distressed members of the public, and rapidly changing conditions. Employees must follow site controls, incident-command procedures, protective-equipment requirements, accountability practices, and safety instructions and must escalate hazards beyond their training or authority.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FACILITIES MAINTENANCE TECHNICIAN I

Job Code	21FMTI	**Department**	21 - Facilities Maintenance
Reports To	Facilities Maintenance Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs entry-level facilities maintenance and routine preventive-maintenance and repair work for County buildings and equipment under established procedures and supervisory direction. Responds to work orders, maintains required records, operates assigned vehicles, tools, and equipment, and assists more experienced employees, licensed professionals, or contractors with complex or regulated work. This classification is the developmental level of the Facilities Maintenance Technician series.

Essential Functions

- Performs scheduled preventive maintenance and authorized repairs involving carpentry, painting, plumbing, electrical, HVAC, mechanical, and related building systems within assigned training, licensure, permits, and authority.
- Responds to breakdowns, service requests, and facility emergencies; secures affected areas, reduces immediate hazards when trained to do so, and escalates conditions requiring specialized or licensed assistance.
- Inspects assigned facilities, systems, tools, and equipment; identifies deficiencies; and recommends repair, replacement, or contractor support to the Facilities Maintenance Supervisor.
- Uses the County maintenance-management system to record work orders, time, materials, inspections, equipment condition, and completion status accurately.
- Coordinates assigned work with County departments and contractors while protecting occupants, County property, keys, access credentials, and restricted facility information.
- Operates assigned County vehicles, tools, and equipment after required training and inspection and promptly reports damage, malfunction, incidents, or unsafe conditions.
- Uses, stores, and disposes of maintenance chemicals and products according to labels, safety data sheets, training, ventilation requirements, and assigned protective equipment.
- Assists qualified employees or contractors with larger projects, inspections, diagnostics, and repairs while remaining within assigned training and authority.
- Directs an inmate or other approved work crew only when specifically assigned and only under the governing agreement, required supervision, site rules, training, and tool-control procedures.

Additional Responsibilities

- Loads, unloads, transports, and stores assigned tools, equipment, supplies, and materials using safe handling practices.

- Supports emergency preparation, response, recovery, special events, facility moves, and other departmental operations within assigned training and classification.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no direct personnel supervision responsibilities. It may direct a small, approved inmate work crew only when specifically assigned and subject to the governing agreement and required correctional or custodial supervision.

Knowledge, Skills, and Abilities

- Knowledge of preventive maintenance and basic carpentry, painting, plumbing, electrical, HVAC, and mechanical methods appropriate to the assigned level.
- Ability to recognize when work requires a permit, licensed contractor, specialized equipment, de-energization, or escalation to a supervisor.
- Ability to use hand and power tools, test equipment, ladders, vehicles, and assigned machinery safely and within training and authorization.
- Ability to read work orders, diagrams, equipment manuals, product labels, safety data sheets, and maintenance schedules.
- Ability to diagnose routine problems, document labor and materials in the maintenance-management system and maintain accurate inspection and repair records.
- Ability to coordinate work in occupied public buildings and communicate service impacts professionally to departments, contractors, coworkers, and the public.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

One (1) year of facilities maintenance, building repair, construction, mechanical, trades, or closely related experience or training.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Experience maintaining public, commercial, institutional, or governmental facilities.
- Relevant vocational or technical coursework.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
Applicable trade or contractor credential, if required for assigned regulated work	Before independently performing work for which the credential is legally required	Maintain active status and comply with applicable scope, supervision, permitting, and renewal requirements while the regulated work remains assigned.

Work Schedule and Availability

Full-time schedule with participation in an assigned night, weekend, holiday, and emergency call-out rotation. All working time, including callback and required remote work, must be accurately recorded and compensated. Standby-time treatment depends on the actual restrictions imposed and must be administered under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, stoop, kneel, crouch, reach, and work in varied positions	Frequently	Inspect facilities and perform assigned preventive maintenance and repairs.
Climb stairs or approved ladders and work at elevation	Occasionally	Reach and service building components after required training and with assigned protective measures.
Lift, carry, push, or pull tools, parts, supplies, and equipment up to 50 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, and equipment weighing up to 50 pounds while performing maintenance, material-handling, and emergency-response activities. Team or mechanical assistance should be used when task conditions or the characteristics of the load make individual handling inappropriate.
Operate a County vehicle and enter and exit multiple work sites	Frequently	Travel among facilities, obtain materials, and respond to work orders or emergencies.
Read work orders, plans, labels, safety data sheets, equipment indicators, and technical instructions and communicate warnings and directions	Frequently	Select safe methods, recognize hazards, document work, and coordinate with employees, contractors, or approved work crews.

Work Environment

Work is performed in occupied and unoccupied buildings, shops, mechanical spaces, repair areas, and outdoor sites. Work may involve weather, noise, dust, fumes, maintenance chemicals, traffic, energized or moving equipment, uneven surfaces, heights, biological materials, and emergency conditions. Entry into restricted or hazardous areas is limited to assigned training, authorization, and protective measures.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CUSTODIAN II

Job Code	21CUSII	**Department**	21 - Facilities Maintenance
Reports To	Custodial Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs experienced-level custodial work in County buildings, including routine and specialized cleaning, floor care, deep-cleaning assignments, minor authorized maintenance, supply replenishment, and related recordkeeping. Operates powered floor-care and custodial equipment and may be assigned among County facilities to address scheduled and special cleaning needs. Works with greater independence than the Custodian classification while remaining within established procedures, training, and safety requirements.

Essential Functions

- Sweeps, mops, vacuums, cleans, buffs, and waxes assigned resilient and non-resilient flooring and carpets using approved products and equipment.
- Dusts and cleans furniture, woodwork, metalwork, doors, windows, mirrors, display cases, and other assigned surfaces.
- Cleans and disinfects restroom, kitchen, touchpoint, and other assigned surfaces and fixtures using approved products and procedures.
- Empties and cleans waste and recycling receptacles and moves collected material to designated disposal locations.
- Operates assigned powered floor care and custodial equipment after required training and reports damage, malfunction, or unsafe conditions.
- Performs only minor maintenance specifically assigned within the employee's training and authorization and refers electrical, plumbing, HVAC, structural, regulated, or permit-requiring work to qualified personnel.
- Uses, stores, and disposes of cleaning products in accordance with labels, safety data sheets, training, and County procedures; does not mix products unless expressly authorized by product instructions.
- Completes cleaning logs, work orders, supply records, and other routine documentation and reports maintenance, security, spill, or safety concerns promptly.

Additional Responsibilities

- Provides deep-cleaning or custodial support at other County facilities as assigned within the position's training and classification.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of custodial methods, cleaning schedules, infection-control precautions, chemical labels, safety data sheets, and safe storage and use of cleaning products.

- Ability to operate assigned custodial equipment and use cleaning products in accordance with training, manufacturer instructions, labels, and County procedures.
- Ability to identify and report spills, damaged equipment, maintenance concerns, security concerns, and unsafe conditions promptly.
- Ability to follow written and oral instructions, cleaning logs, work orders, diagrams, schedules, and facility-specific security procedures.
- Ability to maintain accurate supply, cleaning, inspection, and work-order records.
- Ability to work independently in occupied and unoccupied public facilities while protecting keys, access credentials, confidential materials, and County property.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

One (1) year of custodial, housekeeping, institutional cleaning, or closely related experience, including experience operating powered floor-care equipment or performing comparable specialized cleaning duties.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Experience operating powered floor-care equipment and performing deep cleaning in public, commercial, institutional, or governmental facilities.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Schedule may include daytime or evening shifts and may be adjusted for building use, events, deep cleaning, emergencies, staffing needs, or assignments at other County facilities. This is a nonexempt position, and all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, reach, grasp, and handle tools or supplies	Continuously	Clean rooms, floors, fixtures, furnishings, and public areas and replenish supplies.
Bend, stoop, kneel, crouch, twist, and reach at or above shoulder height	Frequently	Clean low, high, and confined surfaces and operate custodial equipment.
Push or pull custodial carts and equipment and lift or carry objects up to 25 pounds	Frequently	Frequently pushes or pulls custodial carts and powered equipment and lifts or carries objects weighing up to 25 pounds while moving waste, supplies, mop buckets, floor-care equipment, and related materials. Team assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.

Climb a step stool or approved ladder and balance	Occasionally	Reach elevated surfaces or replenish supplies after required training and in accordance with County safety procedures.
Read labels, safety data sheets, work orders, and cleaning logs and identify visible soil, spills, damage, and warning indicators	Frequently	Select and use products safely, document work, and determine whether areas require cleaning or escalation.

Work Environment

Work is performed in occupied and unoccupied County facilities and may involve cleaning chemicals, dust, waste, wet floors, temperature changes, noise, vibration from floor-care equipment, moving equipment, bodily-fluid cleanup, and potential contact with sharp or contaminated objects. Employees must follow product labels, safety data sheets, exposure-control procedures, and assigned protective-equipment requirements.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR CUSTODIAN - MOBILE CLEANING CREW

Job Code	21SCMC	**Department**	21 - Facilities Maintenance
Reports To	Office Manager/Custodial Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Work Lead - No formal personnel supervision
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced custodial and mobile cleaning work and provides daily work direction to an assigned crew serving County facilities. The position coordinates cleaning assignments, operates assigned floor-care, pressure-washing, and access equipment after required training, inspects completed work, maintains supplies and records, and reports maintenance, safety, security, and personnel concerns to the supervisor.

Essential Functions

- Coordinates daily mobile-crew assignments, reviews schedules and work orders, distributes supplies and equipment, and communicates facility-specific priorities and access requirements.
- Sweeps, mops, vacuums, strips, finishes, buffs, and cleans assigned resilient and nonresilient flooring and carpets using approved products and equipment.
- Dusts and cleans furniture, woodwork, metalwork, doors, windows, mirrors, display cases, restrooms, kitchens, fixtures, touchpoints, and other assigned surfaces.
- Empties and cleans waste and recycling receptacles and moves collected material to designated disposal locations.
- Operates pressure-washing, powered floor-care, ladder, or personnel-lift equipment only after required equipment-specific training, inspection, authorization, and use of assigned protective measures.
- Monitors and replenishes supplies, maintains assigned inventory and equipment records, and promptly reports shortages, damage, malfunction, loss, or unsafe conditions.
- Performs only minor maintenance specifically assigned within the employee's training and authorization and refers electrical, plumbing, HVAC, structural, regulated, or permit-requiring work to qualified personnel.
- Uses, stores, transports, and disposes of cleaning products according to labels, safety data sheets, training, and County procedures and does not mix products unless expressly authorized by product instructions.
- Inspects completed work, provides task instruction and feedback, documents service issues, and refers attendance, conduct, performance, or disciplinary matters to the supervisor.
- Completes cleaning logs, work orders, vehicle and equipment checks, supply records, inspection records, and other required documentation.

- Operates an assigned County vehicle only when authorized and follows vehicle-use, inspectio accident-reporting, loading, and driving requirements.

Additional Responsibilities

- Supports emergency preparation, response, recovery, special events, facility moves, inventory, and other departmental operations within assigned training and authority.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

Provides daily work direction and task training to an assigned mobile cleaning crew. Responsibilities include coordinating assignments, communicating schedules and facility priorities, demonstrating cleaning and equipment procedures, inspecting completed work, documenting deficiencies, and reporting attendance, conduct, performance, or disciplinary concerns to the supervisor. The position does not independently hire, terminate, discipline, approve leave or overtime, or complete final performance evaluations.

Knowledge, Skills, and Abilities

- Knowledge of custodial methods, mobile work scheduling, cleaning-quality standards, powered floor-care, pressure washing, equipment checks, chemical labels, safety data sheets, and safe storage and transport of products.
- Ability to provide clear daily work direction and task training, inspect results, document deficiencies, and refer personnel matters to the supervisor.
- Ability to operate assigned custodial, floor-care, pressure-washing, access, and vehicle equipment safely after required training and authorization.
- Ability to follow work orders, diagrams, schedules, labels, access instructions, and facility-specific security procedures.
- Ability to maintain accurate supply, cleaning, inspection, vehicle, equipment, and work-order records.
- Ability to work across occupied and unoccupied County facilities while protecting keys, access credentials, confidential materials, and County property.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Two (2) years of custodial, housekeeping, institutional cleaning, or closely related experience, including at least one (1) year of work-lead, crew-coordination, or comparable experience. Experience should include powered floor-care equipment, mobile cleaning assignments, or specialized custodial work.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Experience leading a mobile cleaning crew.
- Experience with powered floor-care, pressure-washing, and personnel-lift equipment in public, commercial, institutional, or governmental facilities.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.

Personnel-lift or equipment qualification	Before independently operating assigned equipment	Complete County-approved, equipment-specific training and maintain any required authorization.

Work Schedule and Availability

Schedule may include daytime or evening shifts and may be adjusted for mobile assignments, staffing needs, building use, events, deep cleaning, incidents, emergencies, weekends, or holidays. This is a nonexempt position, and all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, reach, grasp, and handle tools or supplies	Continuously	Clean facilities, replenish supplies, direct assigned work, and inspect completed areas.
Bend, stoop, kneel, crouch, twist, and reach at or above shoulder height	Frequently	Clean low and elevated surfaces and operate assigned custodial equipment.
Push or pull custodial carts and equipment and lift or carry objects up to 25 pounds	Frequently	Frequently pushes or pulls custodial carts and equipment and lifts or carries objects weighing up to 25 pounds while moving waste, supplies, mop buckets, powered floor-care equipment, and other cleaning materials. Team assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Climb a step stool or approved ladder and use an assigned personnel lift	Occasionally	Reach elevated surfaces after required equipment-specific training and with applicable fall-protection measures.
Read labels, safety data sheets, work orders, schedules, and cleaning logs and identify visible soil, spills, damage, and warning indicators	Frequently	Use products safely, document work, inspect results, and escalate hazards or maintenance needs.

Work Environment

Work is performed in occupied and unoccupied County facilities and outdoor cleaning areas and may involve cleaning chemicals, dust, waste, wet floors, weather, temperature changes, noise, vibration, moving equipment, bodily-fluid cleanup, and potential contact with sharp or contaminated objects. Employees must follow labels, safety data sheets, exposure-control procedures, traffic and area-control measures, and assigned protective-equipment requirements.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FACILITIES MAINTENANCE TECHNICIAN II

Job Code	21FMTII	**Department**	21 - Facilities Maintenance
Reports To	Facilities Maintenance Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs journey-level preventive maintenance, troubleshooting, and repairs for County facilities with greater independence than Technician I. The position coordinates assigned work, documents labor and materials, operates vehicles and equipment, and assists with projects and emergency response within established authority.

Essential Functions

- Performs scheduled preventive maintenance and authorized repairs involving carpentry, painting, plumbing, electrical, HVAC, mechanical, and related building systems within assigned training, licensure, permits, and authority.
- Responds to breakdowns, service requests, and facility emergencies; secures affected areas, reduces immediate hazards when trained to do so, and escalates conditions requiring specialized or licensed assistance.
- Inspects assigned facilities, systems, tools, and equipment; identifies deficiencies; and recommends repair, replacement, or contractor support to the Facilities Maintenance Supervisor.
- Uses the County maintenance-management system to record work orders, time, materials, inspections, equipment condition, and completion status accurately.
- Coordinates assigned work with County departments and contractors while protecting occupants, County property, keys, access credentials, and restricted facility information.
- Operates assigned County vehicles, tools, and equipment after required training and inspection and promptly reports damage, malfunction, incidents, or unsafe conditions.
- Uses, stores, and disposes of maintenance chemicals and products according to labels, safety data sheets, training, ventilation requirements, and assigned protective equipment.
- Diagnoses and resolves routine multi-trade maintenance problems with limited direction and escalates complex, hazardous, regulated, or permit-requiring work.
- Coordinates assigned portions of projects and verifies that work orders, parts, materials, and completion records are accurate.
- Directs an inmate or other approved work crew only when specifically assigned and only under the governing agreement, required supervision, site rules, training, and tool-control procedures.

Additional Responsibilities

- Loads, unloads, transports, and stores assigned tools, equipment, supplies, and materials using safe handling practices.

- Supports emergency preparation, response, recovery, special events, facility moves, and other departmental operations within assigned training and classification.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no direct personnel supervision responsibilities. It may provide task guidance to less experienced employees or direct a small approved inmate work crew when specifically assigned, without authority to hire, discipline, evaluate, or approve leave.

Knowledge, Skills, and Abilities

- Knowledge of preventive maintenance and basic carpentry, painting, plumbing, electrical, HVAC, and mechanical methods appropriate to the assigned level.
- Ability to recognize when work requires a permit, licensed contractor, specialized equipment, de-energization, or escalation to a supervisor.
- Ability to use hand and power tools, test equipment, ladders, vehicles, and assigned machinery safely and within training and authorization.
- Ability to read work orders, diagrams, equipment manuals, product labels, safety data sheets, and maintenance schedules.
- Ability to diagnose routine problems, document labor and materials in the maintenance-management system and maintain accurate inspection and repair records.
- Ability to coordinate work in occupied public buildings and communicate service impacts professionally to departments, contractors, coworkers, and the public.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Three (3) years of progressively responsible facilities maintenance, building repair, construction, mechanical, or related multi-trade experience. Experience must demonstrate the ability to independently troubleshoot and complete routine maintenance and repair assignments with limited supervision.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Two or more years of progressively responsible facilities maintenance or building-repair experience.
- Relevant vocational or technical training and demonstrated competency in one or more building trades.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
Applicable trade or contractor credential, if required for assigned regulated work	Before independently performing work for which the credential is legally required	Maintain active status and comply with applicable scope, supervision, permitting, and renewal requirements while the regulated work remains assigned.

Work Schedule and Availability

Full-time schedule with participation in an assigned night, weekend, holiday, and emergency call-out rotation. All working time, including callback and required remote work, must be accurately recorded and

compensated. Standby-time treatment depends on the actual restrictions imposed and must be administered under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, stoop, kneel, crouch, reach, and work in varied positions	Frequently	Inspect facilities and perform assigned preventive maintenance and repairs.
Climb stairs or approved ladders and work at elevation	Occasionally	Reach and service building components after required training and with assigned protective measures.
Lift, carry, push, or pull tools, parts, supplies, and equipment up to 50 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, and equipment weighing up to 50 pounds while performing maintenance, material-handling, and emergency-response activities. Team or mechanical assistance should be used when task conditions or the characteristics of the load make individual handling inappropriate.
Operate a County vehicle and enter and exit multiple work sites	Frequently	Travel among facilities, obtain materials, and respond to work orders or emergencies.
Read work orders, plans, labels, safety data sheets, equipment indicators, and technical instructions and communicate warnings and directions	Frequently	Select safe methods, recognize hazards, document work, and coordinate with employees, contractors, or approved work crews.

Work Environment

Work is performed in occupied and unoccupied buildings, shops, mechanical spaces, repair areas, and outdoor sites. Work may involve weather, noise, dust, fumes, maintenance chemicals, traffic, energized or moving equipment, uneven surfaces, heights, biological materials, and emergency conditions. Entry into restricted or hazardous areas is limited to assigned training, authorization, and protective measures.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF FACILITIES AND FLEET SERVICES

Job Code	21FMD	**Department**	21 - Facilities Maintenance
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs County facilities, building maintenance, custodial, fleet, fuel-system, access-control, and related support operations under the County Manager's authority. The position plans budgets and capital needs, supervises personnel, administers maintenance and fleet programs, coordinates procurement and contracted work, and advises County leadership on safe, reliable, and cost-effective assets.

Essential Functions

- Directs departmental operations, establishes priorities and procedures, assigns and evaluates work, and administers personnel responsibilities within delegated authority and County policy.
- Develops proposed operating and capital budgets, monitors approved expenditures, maintains asset and cost records, and recommends facility and fleet replacement or improvement priorities.
- Plans and administers preventive-maintenance, work-order, inventory, custodial, fleet, fuel, access-control, surplus-storage, relocation, and emergency-support programs using appropriate controls and records.
- Develops scopes and technical specifications and coordinates solicitations, bids, proposals, contracts, purchase orders, invoices, and vendor performance with Procurement, Finance, counsel, and authorized officials; does not independently award contracts, bind the County, or approve payments beyond delegated authority.
- Coordinates vertical construction, renovation, capital improvement, inspection, and repair projects with the County Manager, project managers, architects, engineers, inspectors, contractors, and affected departments.
- Reviews work for quality, completeness, schedule, budget, approved plans, contract requirements, and applicable permits or codes and escalates disputed technical or legal interpretations to the appropriate licensed professional or authority having jurisdiction.
- Ensures electrical, conditioned-air, plumbing, low-voltage, elevator, fire-protection, backflow, access-control, and other regulated work is assigned only within applicable licensure, permit, training, and supervision requirements.
- Administers the County's underground-storage-tank and fuel-island responsibilities, including required registrations, inspections, testing, records, release response, and designation or training of required Class A, B, and C operators.

- Develops and enforces departmental safety, chemical-management, equipment, vehicle, key, access, incident-reporting, and emergency procedures consistent with County policy and applicable requirements.
- Coordinates facility and fleet response during emergencies and recovery operations and provides accurate condition, cost, schedule, and risk information to authorized decision-makers.
- Protects building-security, access-control, keying, fleet, fuel, vendor, personnel, and infrastructure information and limits access according to approved roles.

Additional Responsibilities

- Supports emergency preparation, response, recovery, special events, facility moves, inventory, and other departmental operations within assigned training and authority.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

Directly and indirectly supervises assigned Facilities and Fleet Services employees, including subordinate supervisors, managers, technical, maintenance, fleet, custodial, and administrative personnel. Responsibilities include establishing organizational priorities, assigning and reviewing work, evaluating performance, developing staff, addressing performance and conduct concerns, and making recommendations regarding hiring, promotion, discipline, termination, and other personnel actions within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of public facilities, building systems, fleet operations, preventive maintenance, capital planning, asset management, fuel systems, access control, procurement, contracts, budgets, and internal controls.
- Knowledge of construction and maintenance methods and the ability to recognize when licensed professionals, permits, inspections, or specialized contractors are required.
- Ability to lead a diverse operational workforce, set priorities, evaluate performance, document decisions, and administer personnel matters within delegated authority.
- Ability to read plans, specifications, diagrams, technical manuals, regulations, bids, proposals, contracts, budgets, and project schedules.
- Ability to analyze life-cycle cost, condition, utilization, energy, work-order, inventory, fuel, and fleet data and communicate recommendations to County leadership.
- Ability to establish safety, security, access, asset, vendor, purchasing, and records controls and escalate material risks or noncompliance.

Minimum Qualifications

Education

Associate degree from an accredited institution in facilities management, construction, engineering technology, fleet management, business or public administration, or a closely related field.

Experience

Seven (7) years of progressively responsible experience in facilities management, construction, building maintenance, fleet management, public works support, or a closely related field, including at least three (3) years of supervisory or management experience involving responsibility for personnel, budgets, contracts, projects, or major operational programs.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Bachelor's degree in a related field.
- Public-sector facilities or fleet management experience.

- Experience with capital projects, computerized maintenance-management systems, fleet replacement planning, fuel systems, procurement, and regulated building systems.
- Ten years of progressively responsible related experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
Georgia UST Class A Operator certification, and Class B certification if also designated for day-to-day UST operations	Before independently assuming the designated operator responsibilities	Maintain required certification and comply with Georgia EPD registration and operator requirements.
Applicable Georgia trade or contractor license, if required for assigned regulated work	Before independently performing, supervising, or contracting under a license for work that legally requires the credential	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, and equipment weighing up to 50 pounds while conducting inspections or supporting authorized maintenance and emergency-response activities. Team or mechanical assistance should be used when task conditions or the characteristics of the load make individual handling inappropriate.

Work Schedule and Availability

Full-time administrative and field schedule. Meetings, project deadlines, facility or fleet emergencies, severe weather, after-hours incidents, emergency response, and recovery operations may require evening, weekend, holiday, or on-call availability.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, stoop, kneel, crouch, reach, and work in varied positions	Frequently	Inspect facilities, direct work, and perform or assist with authorized maintenance and repairs.
Climb stairs or approved ladders and work at elevation	Occasionally	Inspect or service building components after required training and with assigned fall-protection measures.

Lift, carry, push, or pull tools, parts, supplies, and equipment up to 50 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, and equipment weighing up to 50 pounds while conducting inspections or supporting authorized maintenance and emergency-response activities. Team or mechanical assistance should be used when task conditions or the characteristics of the load make individual handling inappropriate.
Operate a County vehicle and enter and exit work sites	Frequently	Travel among County facilities, obtain materials, and respond to assigned work orders or emergencies.
Read plans, labels, safety data sheets, equipment indicators, work orders, and technical instructions and communicate warnings and directions	Frequently	Plan and verify work, recognize hazards, document results, and direct employees, contractors, or approved work crews.

Work Environment

Work is performed in offices, shops, mechanical areas, fuel facilities, occupied and unoccupied buildings, construction areas, and outdoor sites. Field work may involve noise, weather, dust, fumes, cleaning or maintenance chemicals, traffic, energized or moving equipment, uneven surfaces, heights, and emergency conditions. Entry into restricted or hazardous areas is limited to assigned training, authorization, and protective measures.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FLEET MANAGER

Job Code	21FLTM	**Department**	21 - Facilities Maintenance
Reports To	Director of Facilities and Fleet Services	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - assigned fleet employees
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Manages daily County fleet operations under the Director of Facilities and Fleet Services, including vehicle and equipment readiness, maintenance coordination, asset records, parts and fuel controls, and assigned employees. The position translates approved fleet plans into scheduled work and recommendations while exercising purchasing, personnel, regulatory, and disposal authority only as delegated.

Essential Functions

- Plans, prioritizes, assigns, and documents preventive maintenance, inspections, repairs, recalls, registrations, fueling support, and readiness activities for assigned vehicles and equipment.
- Supervises assigned employees, establishes schedules and work standards, provides training and coaching, evaluates work, and makes personnel recommendations within delegated authority and County policy.
- Maintains accurate vehicle, equipment, title, registration, warranty, inspection, maintenance, repair, fuel, mileage, utilization, parts, disposal, and cost records in approved systems.
- Inspects or verifies fleet condition and removes or recommends removal of unsafe assets from service under approved procedures; escalates technical, legal, regulatory, and risk determinations to authorized officials or qualified professionals.
- Coordinates repair work with employees, vendors, departments, and authorized service providers; verifies completion and supporting documentation before routing invoices for approval.
- Develops draft specifications, replacement schedules, life-cycle analyses, budget estimates, and procurement recommendations; does not independently award contracts, bind the County, dispose of assets, or approve payments beyond delegated authority.
- Issues and controls fuel cards, tags, keys, access credentials, and supporting equipment; reconciles usage, investigates exceptions within assigned authority, and promptly reports suspected misuse, loss, fraud, or security concerns.
- Reviews driver and telematics information only for authorized operational and safety purposes, protects confidential or restricted data, documents objective findings, and refers corrective or disciplinary action through the appropriate supervisor and County process.
- Performs assigned underground-storage-tank and fuel-island duties only after the County designates the operator class, provides required training, and documents the designation with Georgia EPD.
- Generates operational, readiness, cost, utilization, compliance, and replacement reports and recommends process improvements based on documented fleet data.

Additional Responsibilities

- Supports emergency preparation, response, recovery, special events, facility moves, inventory, and other departmental operations within assigned training and authority.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

Directly supervises assigned Fleet Services employees. Responsibilities include establishing work priorities and schedules, assigning and reviewing work, providing training and coaching, monitoring performance and safety, completing or contributing to performance evaluations, and making recommendations regarding hiring, corrective action, discipline, promotion, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of fleet operations, preventive maintenance, vehicle and equipment records, lifecycle planning, fuel controls, parts inventory, warranties, vendor coordination, procurement controls, and basic budgeting.
- Ability to supervise employees, plan work, document performance, and administer personnel matters within delegated authority.
- Ability to analyze maintenance, cost, mileage, utilization, fuel, telematics, downtime, and replacement data and communicate defensible recommendations.
- Ability to recognize when work requires a licensed technician, regulated inspection, manufacturer procedure, recall remedy, environmental response, or other specialized authority.
- Ability to protect keys, titles, registrations, fuel cards, access credentials, driver information, telematics data, and other restricted fleet records.
- Ability to operate office, fleet-management, diagnostic, communication, and assigned vehicle systems safely and accurately.

Minimum Qualifications

Education

Associate degree from an accredited institution in fleet management, automotive technology, business or public administration, logistics, or a closely related field.

Experience

Five (5) years of progressively responsible experience in fleet operations, vehicle or equipment maintenance, logistics, asset management, or a closely related field, including at least one (1) year of supervisory or management experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Bachelor's degree in a related field.
- Public-sector fleet experience.
- Experience with fleet-management systems, lifecycle costing, telematics, fuel controls, procurement, and vehicle replacement planning.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.

Georgia UST Class B Operator certification, and Class A certification if formally designated by the County	Before independently assuming the applicable designated UST operator responsibilities	Maintain required operator qualification and comply with Georgia EPD training, designation, notification, recordkeeping, and retraining requirements while serving as a designated operator.

Work Schedule and Availability

Full-time hourly nonexempt schedule. Fleet emergencies, breakdowns, severe weather, project deadlines, and operational needs may require assigned evening, weekend, holiday, or call-back work. All hours worked, including required remote and after-hours work, must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, stoop, kneel, crouch, and reach	Frequently	Inspect vehicles, equipment, shops, fuel facilities, and work areas.
Enter and exit vehicles and operate assigned County vehicles or equipment	Frequently	Travel among County sites, verify operation, and coordinate fleet service after required authorization and training.
Lift, carry, push, or pull tools, parts, supplies, or equipment up to 25 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, or equipment weighing up to 25 pounds while inspecting and supporting routine fleet operations. Team or mechanical assistance should be used for heavier, awkward, or unstable loads.
Read vehicle identifiers, inspection records, technical instructions, warning indicators, labels, and electronic fleet data	Frequently	Verify asset condition, track work, maintain records, and identify conditions requiring removal from service or escalation.

Work Environment

Work is performed in offices, fleet shops, parking areas, fuel facilities, roadways, vendor locations, and outdoor sites. Field work may involve weather, traffic, noise, dust, fumes, petroleum products, cleaning or maintenance chemicals, moving vehicles or equipment, uneven surfaces, and emergency conditions. Entry into restricted or hazardous areas is limited to assigned training, authorization, and protective measures.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to

applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FACILITIES MAINTENANCE TECHNICIAN III

Job Code	21FMTIII	**Department**	21 - Facilities Maintenance
Reports To	Facilities Maintenance Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced multi-trade troubleshooting, preventive maintenance, repair, controls monitoring, and project coordination for County facilities with substantial technical independence. Handles complex and recurring work orders, evaluates repair approaches, coordinates service impacts and contractors, maintains detailed work records, and serves as a technical resource to less-experienced employees while remaining within applicable licensure, permitting, safety, and delegated-authority requirements. This classification is the advanced technical level of the Facilities Maintenance Technician series.

Essential Functions

- Performs scheduled preventive maintenance and authorized repairs involving carpentry, painting, plumbing, electrical, HVAC, mechanical, and related building systems within assigned training, licensure, permits, and authority.
- Responds to breakdowns, service requests, and facility emergencies; secures affected areas, reduces immediate hazards when trained to do so, and escalates conditions requiring specialized or licensed assistance.
- Inspects assigned facilities, systems, tools, and equipment; identifies deficiencies; and recommends repair, replacement, or contractor support to the Facilities Maintenance Supervisor.
- Uses the County maintenance-management system to record work orders, time, materials, inspections, equipment condition, and completion status accurately.
- Coordinates assigned work with County departments and contractors while protecting occupants, County property, keys, access credentials, and restricted facility information.
- Operates assigned County vehicles, tools, and equipment after required training and inspection and promptly reports damage, malfunction, incidents, or unsafe conditions.
- Uses, stores, and disposes of maintenance chemicals and products according to labels, safety data sheets, training, ventilation requirements, and assigned protective equipment.
- Diagnoses complex or recurring facility and equipment problems; develops recommended repair approaches; and escalates design, code, permit, safety, or licensed-trade issues.
- Uses authorized mobile applications and controls interfaces for lighting, HVAC, generators, and maintenance systems while protecting credentials and following approved change controls.
- Coordinates assigned projects, contractors, and service interruptions and verifies documentation, materials, testing, and restoration of affected areas.

- Provides technical guidance to less experienced employees and directs an inmate or other approved work crew only under the governing agreement, required supervision, site rules, training, and tool-control procedures.

Additional Responsibilities

- Loads, unloads, transports, and stores assigned tools, equipment, supplies, and materials using safe handling practices.
- Supports emergency preparation, response, recovery, special events, facility moves, and other departmental operations within assigned training and classification.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no direct personnel supervision responsibilities. It may provide technical or task guidance to less-experienced employees or direct a small, approved inmate work crew when specifically assigned, without authority to hire, discipline, evaluate, or approve leave.

Knowledge, Skills, and Abilities

- Knowledge of preventive maintenance and basic carpentry, painting, plumbing, electrical, HVAC, and mechanical methods appropriate to the assigned level.
- Ability to recognize when work requires a permit, licensed contractor, specialized equipment, de-energization, or escalation to a supervisor.
- Ability to use hand and power tools, test equipment, ladders, vehicles, and assigned machinery safely and within training and authorization.
- Ability to read work orders, diagrams, equipment manuals, product labels, safety data sheets, and maintenance schedules.
- Ability to diagnose routine problems, document labor and materials in the maintenance-management system, and maintain accurate inspection and repair records.
- Ability to coordinate work in occupied public buildings and communicate service impacts professionally to departments, contractors, coworkers, and the public.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Five (5) years of progressively responsible facilities maintenance, building repair, construction, mechanical, or related multi-trade experience. Experience must include advanced troubleshooting and independent completion of complex maintenance or repair assignments involving multiple building systems.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Five years of progressively responsible facilities maintenance or building-repair experience.
- Relevant vocational or technical training, trade certification, or license.
- Demonstrated competency in building controls, HVAC, electrical, plumbing, generators, or another assigned specialty.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
Applicable trade or contractor credential, if required for assigned regulated work	Before independently performing work for which the credential is legally required	Maintain active status and comply with applicable scope, supervision, permitting, and renewal requirements while the regulated work remains assigned.

Work Schedule and Availability

Full-time schedule with participation in an assigned night, weekend, holiday, and emergency call-out rotation. All working time, including callback and required remote work, must be accurately recorded and compensated. Standby-time treatment depends on the actual restrictions imposed and must be administered under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, stoop, kneel, crouch, reach, and work in varied positions	Frequently	Inspect facilities and perform assigned preventive maintenance and repairs.
Climb stairs or approved ladders and work at elevation	Occasionally	Reach and service building components after required training and with assigned protective measures.
Lift, carry, push, or pull tools, parts, supplies, and equipment up to 50 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, and equipment weighing up to 50 pounds while performing maintenance, material-handling, and emergency-response activities. Team or mechanical assistance should be used when task conditions or the characteristics of the load make individual handling inappropriate.
Operate a County vehicle and enter and exit multiple work sites	Frequently	Travel among facilities, obtain materials, and respond to work orders or emergencies.
Read work orders, plans, labels, safety data sheets, equipment indicators, and technical instructions and communicate warnings and directions	Frequently	Select safe methods, recognize hazards, document work, and coordinate with employees, contractors, or approved work crews.

Work Environment

Work is performed in occupied and unoccupied buildings, shops, mechanical spaces, repair areas, and outdoor sites. Work may involve weather, noise, dust, fumes, maintenance chemicals, traffic, energized or moving equipment, uneven surfaces, heights, biological materials, and emergency conditions. Entry into restricted or hazardous areas is limited to assigned training, authorization, and protective measures.

Disclaimer

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every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FACILITIES MAINTENANCE SUPERVISOR

Job Code	21FMS	**Department**	21 - Facilities Maintenance
Reports To	Director of Facilities and Fleet Services	**FLSA Status**	Hourly Non Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, assigns, supervises, and inspects preventive and corrective maintenance for County buildings, systems, equipment, and grounds under the Director of Facilities and Fleet Services. The position directs assigned employees and approved work crews, coordinates contractors and materials, responds to facility emergencies, and performs authorized maintenance within the employee's training, credentials, and delegated authority.

Essential Functions

- Plans, prioritizes, assigns, and documents preventive maintenance, repairs, inspections, work orders, and emergency response for assigned County facilities and equipment.
- Supervises assigned employees, establishes schedules and work standards, provides training and coaching, evaluates work, addresses attendance or performance concerns, and makes personnel recommendations within delegated authority and County policy.
- Directs inmate or other approved work crews only under the governing agreement, correctional or custodial supervision requirements, site rules, training, tool-control procedures, and County policy; promptly reports security, conduct, injury, or safety concerns.
- Inspects County and contracted work for quality, completeness, approved specifications, schedule, and apparent safety concerns and escalates permit, code, design, legal, or licensed-trade questions to the Director or appropriate qualified authority.
- Estimates labor, material, and equipment needs; develops draft scopes and specifications; obtains quotes; and processes purchase, invoice, and work records within delegated purchasing authority and required approvals.
- Performs or assists with carpentry, painting, plumbing, electrical, HVAC, mechanical, access-control, and related maintenance only within the employee's training, licensure, permit, and authorization limits.
- Uses work-order and office systems to maintain maintenance schedules, damage reports, inspection records, inventory, project status, contractor records, and other required documentation.
- Operates assigned County vehicles and equipment after required training and inspection and reports unsafe conditions or maintenance needs.
- Coordinates with departments, contractors, vendors, employees, and the public to schedule work, protect occupied areas, communicate service impacts, and resolve routine operational concerns.

- Recommends facility-accessibility corrections and coordinates technical or legal determinations with the Director, Human Resource Services, counsel, design professionals, or other authorized specialists.

Additional Responsibilities

- Supports emergency preparation, response, recovery, special events, facility moves, inventory, and other departmental operations within assigned training and authority.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

Directly supervises assigned Facilities Maintenance employees and may provide operational direction to inmate or other approved work crews subject to applicable agreements, correctional or custodial supervision requirements, site rules, and County procedures. Responsibilities include scheduling and assigning work, establishing work standards, training and coaching employees, inspecting completed work, documenting performance, addressing attendance or performance concerns, and making recommendations regarding hiring, evaluation, corrective action, discipline, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of building maintenance, preventive maintenance, carpentry, plumbing, electrical, HVAC, mechanical systems, work-order administration, materials, tools, and standard safety practices.
- Ability to plan and inspect work, estimate labor and materials, read plans and technical instructions, maintain records, and recognize when licensed professionals, permits, or specialized contractors are required.
- Ability to supervise employees and approved work crews, provide clear instructions, maintain tool and site controls, document performance, and administer personnel matters within delegated authority.
- Ability to operate assigned tools, equipment, vehicles, computers, and maintenance-management systems safely and accurately.
- Ability to coordinate work in occupied public buildings, communicate service impacts, and respond professionally to departments, contractors, vendors, and the public.
- Ability to identify and escalate apparent accessibility, life-safety, code, security, environmental, and operational risks.

Minimum Qualifications

Education

Vocational or technical degree or diploma with emphasis in building construction, electrical, HVAC, mechanical systems, facilities maintenance, or a closely related field.

Experience

Four (4) years of progressively responsible building maintenance, facilities maintenance, construction, mechanical, or closely related experience, including at least one (1) year of work-lead or supervisory experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Georgia Conditioned Air Contractor Class II Unrestricted license.
- Georgia Electrical Contractor Class II Unrestricted license.
- Applicable Georgia low-voltage contractor license.
- Experience supervising inmate or other secured work crews under a governmental agreement.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
Applicable Georgia trade or contractor license, if required for assigned regulated work	Before independently performing, supervising, or contracting under a license for work that legally requires the credential	Maintain active licensure and comply with applicable scope-of-practice, supervision, permitting, renewal, and continuing-education requirements while the licensed duty remains assigned.

Work Schedule and Availability

Full-time hourly nonexempt schedule. The position participates in a scheduled night, weekend, and emergency call-out rotation. All hours worked, including call-back work and required remote work, must be accurately recorded and compensated. Whether standby time is compensable depends on the actual restrictions imposed and must be administered by Human Resource Services under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, stoop, kneel, crouch, reach, and work in varied positions	Frequently	Inspect facilities, direct work, and perform or assist with authorized maintenance and repairs.
Climb stairs or approved ladders and work at elevation	Occasionally	Inspect or service building components after required training and with assigned fall-protection measures.
Lift, carry, push, or pull tools, parts, supplies, and equipment up to 50 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, and equipment weighing up to 50 pounds while performing or assisting with maintenance and emergency-response activities. Team or mechanical assistance should be used when task conditions or the characteristics of the load make individual handling inappropriate.
Operate a County vehicle and enter and exit work sites	Frequently	Travel among County facilities, obtain materials, and respond to assigned work orders or emergencies.
Read plans, labels, safety data sheets, equipment indicators, work orders, and technical instructions and communicate warnings and directions	Frequently	Plan and verify work, recognize hazards, document results, and direct employees, contractors, or approved work crews.

Work Environment

Work is performed in offices, shops, mechanical areas, occupied and unoccupied buildings, construction or repair areas, and outdoor sites. Work may involve noise, weather, dust, fumes, cleaning or

maintenance chemicals, traffic, energized or moving equipment, uneven surfaces, heights, biological materials, and emergency conditions. Entry into restricted or hazardous areas is limited to assigned training, authorization, and protective measures.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CUSTODIAN

Job Code	21CSTD	**Department**	21 - Facilities Maintenance
Reports To	Custodial Supervisor	Nonexempt	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs routine custodial work to maintain clean, sanitary, orderly, and supplied County buildings. The position follows established schedules and product instructions, operates assigned cleaning equipment, removes waste and recycling, replenishes supplies, completes basic records, and reports maintenance or safety concerns.

Essential Functions

- Sweeps, mops, vacuums, and spot-cleans floors and carpets using assigned products and equipment.
- Dusts and cleans furniture, woodwork, metalwork, doors, windows, mirrors, display cases, and other assigned surfaces.
- Cleans and disinfects restroom, kitchen, touchpoint, and other assigned surfaces and fixtures using approved products and procedures.
- Empties and cleans waste and recycling receptacles and moves collected material to designated disposal locations.
- Monitors and replenishes restroom and custodial supplies and reports inventory needs through established procedures.
- Operates assigned custodial tools and equipment after required instruction and reports damage, malfunction, or unsafe conditions.
- Uses, stores, and disposes of cleaning products in accordance with labels, safety data sheets, training, and County procedures; does not mix products unless expressly authorized by product instructions.
- Completes cleaning logs, work orders, supply records, and other routine documentation and reports maintenance, security, spill, or safety concerns promptly.

Additional Responsibilities

- Assists with deep cleaning, event support, and work in other County facilities as assigned within the position’s training and classification.
- Performs other related duties consistent with the position’s purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Knowledge, Skills, and Abilities

- Knowledge of custodial methods, cleaning schedules, infection-control precautions, chemical labels, safety data sheets, and safe storage and use of cleaning products.
- Ability to operate assigned custodial equipment and use cleaning products in accordance with training, manufacturer instructions, labels, and County procedures.
- Ability to identify and report spills, damaged equipment, maintenance concerns, security concerns, and unsafe conditions promptly.
- Ability to follow written and oral instructions, cleaning logs, work orders, diagrams, schedules, and facility-specific security procedures.

- Ability to maintain accurate supply, cleaning, inspection, and work-order records.
- Ability to work independently in occupied and unoccupied public facilities while protecting keys, access credentials, confidential materials, and County property.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

At least five months of custodial, housekeeping, cleaning, or closely related experience or training.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Experience cleaning public, commercial, institutional, or governmental facilities.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Work Schedule and Availability

Schedule may include daytime or evening shifts and may be adjusted based on building use, events, deep cleaning, emergencies, staffing needs, or other operational requirements. This is a nonexempt position, and all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, reach, grasp, and handle tools or supplies	Continuously	Clean rooms, floors, fixtures, furnishings, and public areas and replenish supplies.
Bend, stoop, kneel, crouch, twist, and reach at or above shoulder height	Frequently	Clean low, high, and confined surfaces and operate custodial equipment.
Push or pull custodial carts and equipment and lift or carry objects up to 25 pounds	Frequently	Frequently pushes or pulls custodial carts and equipment and lifts or carries objects weighing up to 25 pounds in connection with waste removal, supply replenishment, floor care, and routine cleaning activities. Team assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Climb a step stool or approved ladder and balance	Occasionally	Reach elevated surfaces or replenish supplies after required training and in accordance with County safety procedures.
Read labels, safety data sheets, work orders, and cleaning logs and identify visible soil, spills, damage, and warning indicators	Frequently	Select and use products safely, document work, and determine whether areas require cleaning or escalation.

Work Environment

Work is performed in occupied and unoccupied County facilities and may involve cleaning chemicals, dust, waste, wet floors, temperature changes, noise, moving equipment, bodily-fluid cleanup, and potential contact with sharp or contaminated objects. Employees must follow product labels, safety data sheets, exposure-control procedures, and assigned protective-equipment requirements.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FACILITIES MAINTENANCE CREW LEADER

Job Code	21FMCL	**Department**	21 - Facilities Maintenance
Reports To	Facilities Maintenance Supervisor	**FLSA Status**	Hourly Non Exempt
Pay Grade		**Supervisory Role**	Work Lead - No formal personnel supervision
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Leads assigned Facilities Maintenance Technicians and approved inmate work crews performing preventive maintenance, repairs, and special projects in County facilities. The position plans daily work, coordinates materials and access, performs skilled maintenance, documents results, and reports progress and hazards to the Facilities Maintenance Supervisor. It provides work direction but does not independently exercise County personnel authority.

Essential Functions

- Performs scheduled preventive maintenance and authorized repairs involving carpentry, painting, plumbing, electrical, HVAC, mechanical, and related building systems within assigned training, licensure, permits, and authority.
- Responds to breakdowns, service requests, and facility emergencies; secures affected areas, reduces immediate hazards when trained to do so, and escalates conditions requiring specialized or licensed assistance.
- Inspects assigned facilities, systems, tools, and equipment; identifies deficiencies; and recommends repair, replacement, or contractor support to the Facilities Maintenance Supervisor.
- Uses the County maintenance-management system to record work orders, time, materials, inspections, equipment condition, and completion status accurately.
- Coordinates assigned work with County departments and contractors while protecting occupants, County property, keys, access credentials, and restricted facility information.
- Operates assigned County vehicles, tools, and equipment after required training and inspection and promptly reports damage, malfunction, incidents, or unsafe conditions.
- Uses, stores, and disposes of maintenance chemicals and products according to labels, safety data sheets, training, ventilation requirements, and assigned protective equipment.
- Plans and coordinates daily assignments, materials, site access, and safe work methods for assigned technicians and approved inmate work crews.
- Directs inmate work crews only under the governing agreement, required correctional or custodial supervision, site rules, training, tool-control procedures, and County policy; promptly reports security, conduct, injury, or safety concerns.
- Reviews completed work for quality and apparent compliance with assigned scope and refers personnel, permit, code, design, or licensed-trade issues to the Facilities Maintenance Supervisor.

Additional Responsibilities

- Loads, unloads, transports, and stores assigned tools, equipment, supplies, and materials using safe handling practices.
- Supports emergency preparation, response, recovery, special events, facility moves, and other departmental operations within assigned training and classification.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

Provides daily work direction to assigned Facilities Maintenance Technicians and may direct approved inmate or other authorized work crews in accordance with applicable agreements and supervision requirements. Responsibilities include coordinating daily assignments, communicating work methods and priorities, monitoring progress, inspecting completed work, and providing task instruction. The position does not have independent authority to hire, terminate, discipline, evaluate employees, approve leave or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of preventive maintenance and basic carpentry, painting, plumbing, electrical, HVAC, and mechanical methods appropriate to the assigned level.
- Ability to recognize when work requires a permit, licensed contractor, specialized equipment, de-energization, or escalation to a supervisor.
- Ability to use hand and power tools, test equipment, ladders, vehicles, and assigned machinery safely and within training and authorization.
- Ability to read work orders, diagrams, equipment manuals, product labels, safety data sheets, and maintenance schedules.
- Ability to diagnose routine problems, document labor and materials in the maintenance-management system and maintain accurate inspection and repair records.
- Ability to coordinate work in occupied public buildings and communicate service impacts professionally to departments, contractors, coworkers, and the public.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Vocational or technical training in building construction, electrical, HVAC, mechanical systems, facilities maintenance, or a closely related field, supplemented by at least three years of building maintenance and repair experience, including demonstrated work-lead experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Vocational or technical degree or diploma in a related trade.
- Experience leading maintenance employees or secured work crews in occupied public facilities.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.

Trade or contractor credential	Before independently performing, supervising, or contracting under a license for work that legally requires the credential	Maintain active licensure and comply with applicable scope-of-practice, supervision, permitting, renewal, and continuing-education requirements while the licensed duty remains assigned.

Work Schedule and Availability

Full-time schedule with participation in an assigned night, weekend, holiday, and emergency call-out rotation. All working time, including callback and required remote work, must be accurately recorded and compensated. Standby-time treatment depends on the actual restrictions imposed and must be administered under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, stoop, kneel, crouch, reach, and work in varied positions	Frequently	Inspect facilities and perform assigned preventive maintenance and repairs.
Climb stairs or approved ladders and work at elevation	Occasionally	Reach and service building components after required training and with assigned protective measures.
Lift, carry, push, or pull tools, parts, supplies, and equipment up to 50 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls tools, parts, supplies, and equipment weighing up to 50 pounds while performing maintenance and emergency-response work. Team or mechanical assistance must be used when the load, configuration, task conditions, or safety risk makes individual handling inappropriate.
Operate a County vehicle and enter and exit multiple work sites	Frequently	Travel among facilities, obtain materials, and respond to work orders or emergencies.
Read work orders, plans, labels, safety data sheets, equipment indicators, and technical instructions and communicate warnings and directions	Frequently	Select safe methods, recognize hazards, document work, and coordinate with employees, contractors, or approved work crews.

Work Environment

Work is performed in occupied and unoccupied buildings, shops, mechanical spaces, repair areas, and outdoor sites. Work may involve weather, noise, dust, fumes, maintenance chemicals, traffic, energized or moving equipment, uneven surfaces, heights, biological materials, and emergency conditions. Entry into restricted or hazardous areas is limited to assigned training, authorization, and protective measures.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE MANAGER/CUSTODIAL SUPERVISOR

Job Code	21OMCS	**Department**	21 - Facilities Maintenance
Reports To	Director of Facilities and Fleet Services	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates administrative operations and supervises custodial services for Facilities Maintenance. Maintains schedules, supplies, records, purchasing support, and office workflows; plans, assigns, and inspects custodial work; trains and directs assigned employees; and supports safe, consistent, and efficient building services. Reports operational, maintenance, safety, staffing, and personnel concerns through established County processes and exercises authority only within delegated policy and procedures.

Essential Functions

- Coordinates daily office workflows, schedules, records, communications, service requests, and resource needs using approved procedures and systems.
- Maintains inventories of office and custodial supplies and equipment and prepares requisitions, quotes, receiving records, and invoice documentation within delegated authority and required approvals.
- Plans, assigns, schedules, and inspects custodial work for County facilities and adjusts assignments based on building use, staffing, service requests, and documented priorities.
- Trains assigned employees on cleaning methods, equipment, chemical labels, safety data sheets, protective equipment, access controls, incident reporting, and facility-specific procedures.
- Supervises assigned employees, provides coaching, documents attendance and performance concerns, assists with evaluations, and makes personnel recommendations within delegated authority and County policy.
- Receives and documents incidents, hazards, injuries, spills, security concerns, and maintenance needs; implements only immediate controls within training and authority and routes investigations and corrective-action decisions to authorized County officials.
- Maintains cleaning schedules, inspection logs, work orders, supply records, training records, personnel documentation, correspondence, and other departmental records with required confidentiality, retention, and access controls.
- Uses approved office and work-order systems to enter, retrieve, verify, correct, and report operational information and protects passwords, keys, access credentials, personnel records, and other restricted information.

- Communicates with employees, departments, vendors, contractors, and the public to schedule services, resolve routine operational issues, and escalate complaints, policy questions, or disputed matters.
- Operates County vehicles only when assigned and authorized and follows County vehicle-use, inspection, accident-reporting, and driving requirements.

Additional Responsibilities

- Supports emergency preparation, response, recovery, special events, facility moves, inventory, and other departmental operations within assigned training and authority.
- Performs other related duties consistent with the position's purpose, classification, County policy, safety requirements, and applicable wage-and-hour rules.

Supervisory Responsibilities

Directly supervises assigned custodial and administrative employees. Responsibilities include scheduling and assigning work, establishing daily priorities, training employees, inspecting completed work, documenting attendance and performance, providing coaching and feedback, contributing to performance evaluations, and making recommendations regarding hiring, corrective action, discipline, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of office administration, custodial operations, work scheduling, inventory, records controls, cleaning methods, chemical labels, safety data sheets, and facility-access procedures.
- Ability to supervise employees, assign and inspect work, train staff, document performance, and administer personnel matters within delegated authority.
- Ability to maintain accurate schedules, inventories, work orders, inspection logs, training records, correspondence, and confidential personnel documentation.
- Ability to recognize and report safety, security, maintenance, employee-relations, and service concerns without exceeding delegated investigative or corrective authority.
- Ability to use office, spreadsheet, work-order, inventory, and communication systems accurately and protect credentials and restricted records.
- Ability to communicate professionally with employees, departments, vendors, contractors, and the public and resolve routine issues under established procedures.

Minimum Qualifications

Education

Associate degree from an accredited institution in office administration, business administration, facilities services, or a closely related field.

Experience

Three (3) years of progressively responsible experience in custodial operations, facilities support, office administration, or a closely related field, including at least one (1) year of work-lead or supervisory experience involving custodial or facilities-support employees.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Experience supervising custodial services in public, commercial, institutional, or governmental facilities.
- Experience with work-order systems, inventory, scheduling, employee training, records administration, and cleaning-quality inspections.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.

Work Schedule and Availability

Full-time schedule that may include daytime or evening work and schedule adjustments for staffing shortages, building use, events, deep cleaning, incidents, or emergencies. This is a nonexempt position, and all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, reach, grasp, and handle tools or supplies	Continuously	Clean facilities, replenish supplies, direct assigned work, and inspect completed areas.
Bend, stoop, kneel, crouch, twist, and reach at or above shoulder height	Frequently	Clean low and elevated surfaces and operate assigned custodial equipment.
Push or pull custodial carts and equipment and lift or carry objects up to 25 pounds	Frequently	Frequently pushes or pulls custodial carts and equipment and lifts or carries objects weighing up to 25 pounds while supporting cleaning operations, supply distribution, inspections, and facility services. Team assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Climb a step stool or approved ladder and use an assigned personnel lift	Occasionally	Reach elevated surfaces after required equipment-specific training and with applicable fall-protection measures.
Read labels, safety data sheets, work orders, schedules, and cleaning logs and identify visible soil, spills, damage, and warning indicators	Frequently	Use products safely, document work, inspect results, and escalate hazards or maintenance needs.

Work Environment

Work is performed in offices and occupied and unoccupied County facilities and may involve cleaning chemicals, dust, waste, wet floors, temperature changes, noise, moving equipment, bodily-fluid cleanup, and potential contact with sharp or contaminated objects. Entry into affected areas is limited to assigned training, authorization, and protective measures.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ANIMAL SHELTER OFFICE MANAGER

Job Code	22ASOM	**Department**	22 - Animal Control / Animal Shelter
Reports To	County Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - assigned shelter staff
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates the administrative and public-service functions of the County animal shelter. Supervises assigned staff, maintains operational and animal records, coordinates scheduling and customer service, supports intake and approved disposition processes, and manages office supplies, purchasing documentation, fees, and reconciliation support. The position assists with shelter operations when trained and authorized but does not independently make medical, enforcement, legal, contracting, payment, or policy-exception decisions.

Essential Functions

- Coordinates daily front-office and administrative operations, establishes priorities, assigns work, and resolves routine workflow and service issues within delegated authority.
- Maintains animal, owner, intake, disposition, licensing, financial, personnel, volunteer, incident, and operational records using role-based access, minimum-necessary use, authorship, correction history, audit trails, retention controls, and secure disposition.
- Prepares correspondence, reports, schedules, forms, statistics, invoices, purchase requests, deposit documentation, and other administrative records in accordance with County procedures.
- Coordinates administrative steps for intake, adoption, reclaim, surrender, rescue transfer, foster placement, quarantine, and other approved dispositions and verifies that required documentation is administratively complete.
- Provides approved procedural information regarding shelter services, fees, ordinances, and resources and escalates enforcement, veterinary, legal, public-record, safety, or policy matters to authorized personnel.
- Receives authorized fees and donations, issues receipts, balances assigned records, prepares deposits, and supports reconciliation and audit review with segregation of duties and independent verification.
- Monitors office and program supplies, initiates approved purchase and service requests, maintains inventory records, and routes invoices or payment documentation for authorized approval.
- Schedules, trains, assigns, and reviews assigned staff and provides documented input on hiring, evaluation, corrective action, and discipline within delegated authority.
- Coordinates with animal-control personnel, veterinary providers, rescue organizations, volunteers, vendors, other departments, and community partners while limiting access to information and areas according to role and need.
- Monitors facility and administrative conditions, reports hazards and maintenance needs, and supports documented emergency, sanitation, chemical-safety, exposure, and disease-control procedures.
- Records all hours worked, including required remote work, training, events, emergency call-in, and after-hours communications.

Additional Responsibilities

- Provides trained and authorized assistance with animal handling, shelter operations, outreach, adoption events, and emergency activities when staffing or conditions require.
- Performs related duties consistent with the classification and delegated authority.

Supervisory Responsibilities

Supervises assigned administrative, customer-service, and shelter personnel. Responsibilities include scheduling and assigning work, providing training and direction, reviewing work for accuracy and completion, documenting performance, and making recommendations regarding hiring, evaluation, corrective action, and discipline. Final authority for hiring, termination, compensation, leave, overtime, purchasing, payment approval, and policy exceptions remains with the County Manager or other authorized County official unless formally delegated.

Knowledge, Skills, and Abilities

- Knowledge of office administration, records management, customer service, scheduling, inventory, purchasing documentation, cash controls, and shelter intake and disposition workflows.
- Ability to supervise employees, establish priorities, review documentation, resolve routine service issues, and escalate exceptions consistently.
- Ability to communicate calmly with residents who may be distressed, angry, or grieving and to distinguish procedural assistance from legal, veterinary, or enforcement advice.
- Ability to recognize animal-welfare, disease-control, behavioral, chemical, and workplace-safety concerns and obtain appropriate assistance.
- Ability to use shelter-management, payment, records, scheduling, purchasing, and office systems accurately while maintaining secure audit trails.

Minimum Qualifications

Education

High school diploma or equivalent.

Experience

Three years of progressively responsible administrative, customer-service, or animal-shelter experience, including at least one year of lead or supervisory responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive the credential required by law or for a regulated assignment.

Preferred Qualifications

- Associate degree in business administration, public administration, animal services, or a related field.
- Experience with shelter software, public-sector records, cash controls, purchasing, customer-service operations, animal handling, de-escalation, or emergency preparedness.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and satisfy County driving requirements.
Assignment-specific animal-handling, euthanasia, rabies, chemical-safety, equipment, or regulated-duty training	Before performing the assigned duty	Maintain current certification, training, and authorization as required by law, policy, label, or assignment.

Work Schedule and Availability

This is a full-time position. Work may include early mornings, evenings, weekends, holidays, adoption events, emergency call-ins, severe-weather response, or other hours needed to support shelter operations. All hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Communicate, read and prepare detailed records, and use computers, radios, telephones, and office equipment	Frequently	Supervises staff, serves the public, coordinates partners, and maintains documentation.
Stand, walk, bend, stoop, kneel, crouch, reach, and move through kennels, storage	Frequently	Supports inspections, animal care, sanitation, events, and facility operations.

Requirement	Frequency	Job-Related Context
areas, vehicles, and outdoor locations		
Lift, carry, push, or pull animals, food, supplies, equipment, or waste containers	Occasionally	12 to 50 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Handle or assist with moving animals using approved techniques and equipment	Occasionally	Supports occasional animal handling, shelter operations, inventory, events, and emergency coverage. May lift, carry, push, or pull animals, food, supplies, equipment, or similar items weighing up to 50 pounds independently. Team assistance or appropriate equipment must be used for heavier, awkward, or unpredictable loads.
Recognize animal behavior, alarms, environmental conditions, and other observable safety cues	Frequently	Supports safe handling, welfare monitoring, and incident prevention.

Work Environment

Work occurs in offices, public-service areas, animal housing and isolation areas, treatment-support and storage spaces, County vehicles, and outdoor locations. The employee may encounter frightened, injured, ill, aggressive, or deceased animals; animal waste and bodily fluids; bites and scratches; zoonotic disease; cleaning chemicals; allergens; odors; high noise; wet or slippery surfaces; temperature extremes; and emotionally difficult situations. Required controls include assigned personal protective equipment, hand hygiene, sanitation and exposure procedures, product labels and safety data sheets, ventilation, secure chemical storage, prohibited product mixing, area controls, and prompt reporting of bites, exposures, spills, injuries, or unsafe conditions.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

KENNEL OPERATIONS MANAGER

Job Code	22KOM	**Department**	22 - Animal Control / Animal Shelter
Reports To	County Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - kennel operations staff
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs daily kennel and animal-care operations for the County animal shelter. Supervises kennel staff, establishes animal-care and sanitation workflows, monitors population and housing capacity, coordinates feeding, enrichment, movement, and treatment support, and maintains operational records and supplies. The position promotes humane care, disease control, employee safety, and reliable facility operations within delegated authority and qualified veterinary direction.

Essential Functions

- Plans, assigns, and verifies daily feeding, watering, cleaning, disinfection, enrichment, exercise, observation, animal movement, laundry, and waste-handling activities.
- Coordinates animal housing, compatibility, isolation, quarantine, capacity, and movement decisions with authorized shelter, veterinary, and animal-control personnel and documents changes accurately.
- Ensures that staff handle animals humanely and safely and promptly document and report observable changes in health, appetite, elimination, behavior, injury, distress, or condition without making unauthorized diagnoses.
- Coordinates animal preparation and movement for examinations, treatment, surgery, adoption, reclaim, foster care, rescue transfer, court holds, quarantine, or other authorized dispositions.
- Schedules, trains, assigns, and reviews kennel staff, conducts shift briefings, verifies work, documents incidents and performance, and provides recommendations on employment actions within delegated authority.
- Trains staff and approved volunteers before assignment in animal handling, bite prevention, personal protective equipment, sanitation, product labels and safety data sheets, dilution and contact times, ventilation, prohibited chemical mixing, infection control, exposure response, emergency procedures, and assigned equipment.
- Inspects animal housing, isolation, treatment-support, laundry, food-storage, exercise, waste, equipment, and work areas for cleanliness, security, safe operation, and maintenance needs and escalates conditions beyond authorized corrective action.
- Maintains food, bedding, cleaning-product, protective-equipment, medication-support, and animal-care inventories and prepares authorized purchasing, service, and replenishment requests without final contracting or payment authority.
- Maintains kennel, population, inventory, incident, exposure, training, sanitation, and operational records using role-based access, correction history, audit trails, retention controls, and secure disposition.
- Assists with difficult animal handling, emergency intake, transport, disaster response, and other operational needs only when trained, equipped, and authorized.
- Records all hours worked, including required training, schedule changes, emergencies, call-back, and after-hours communications.

Additional Responsibilities

- Coordinates operational matters with veterinary providers, animal-control personnel, shelter administration, rescue partners, volunteers, vendors, and other County departments.
- Performs related duties consistent with the classification and delegated authority.

Supervisory Responsibilities

Supervises assigned kennel, animal-care, and support personnel and may provide operational direction to approved volunteers. Responsibilities include scheduling and assigning work, conducting shift briefings, providing training, inspecting and reviewing work, documenting employee performance and incidents, maintaining appropriate staffing coverage, and making recommendations regarding hiring, evaluation, corrective action, and discipline. Final authority for hiring, termination, compensation, leave, overtime, purchasing, payment approval, and policy exceptions remains with the County Manager or other authorized County official unless formally delegated.

Knowledge, Skills, and Abilities

- Knowledge of humane animal care, kennel operations, sanitation and disinfection, animal behavior, safe handling, enrichment, population management, isolation, and basic disease-control principles.
- Knowledge of employee supervision, scheduling, inventory control, facility inspection, workplace safety, hazard communication, exposure response, and operational recordkeeping.
- Ability to recognize signs of illness, injury, distress, aggression, behavioral deterioration, overcrowding, contamination, and facility hazards and obtain appropriate assistance.
- Ability to organize physically demanding operations, enforce procedures, train staff, maintain coverage, and respond calmly to animal or facility emergencies.
- Ability to use shelter-management, inventory, scheduling, purchasing, incident-reporting, and office systems accurately and securely.

Minimum Qualifications

Education

High school diploma or equivalent.

Experience

Three years of progressively responsible kennel, veterinary, animal-care, or animal-shelter experience, including at least one year of lead or supervisory responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive a credential required by law or for a regulated assignment.

Preferred Qualifications

- Postsecondary coursework or professional training in animal science, veterinary technology, shelter management, public administration, or a related field.
- Experience supervising municipal, nonprofit, veterinary, boarding, or comparable animal-care operations and training in animal behavior, zoonotic-disease prevention, emergency sheltering, or chemical safety.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and satisfy County driving requirements.
Assignment-specific animal-handling, euthanasia, rabies, chemical-safety, equipment, or regulated-duty training	Before performing or directing the assigned duty	Maintain current certification, training, and authorization as required by law, policy, label, or assignment.

Work Schedule and Availability

This is a full-time position. Because animal care is continuous, work may include early mornings, evenings, weekends, holidays, emergency call-ins, severe-weather response, and schedule changes needed to maintain safe shelter operations. All hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk for extended periods; bend, stoop, kneel, crouch, reach, and move through kennels and outdoor areas	Frequently	Inspects work and performs or assists with animal care, sanitation, and emergency response.
Lift, carry, push, or pull animals, food, supplies, equipment, or waste	Occasionally	The submitted source states up to 50 pounds independently; the numerical

Requirement	Frequency	Job-Related Context
containers		requirement is Pending Department Validation. Use team assistance or equipment for heavier or unpredictable loads.
Handle, restrain, or move animals using approved techniques and equipment	Frequently	Supports intake, housing, treatment preparation, transport, and difficult-animal response.
Use hoses, cleaning and laundry equipment, carriers, doors, latches, computers, radios, and telephones	Frequently	Directs and performs kennel, sanitation, documentation, and coordination duties.
Recognize animal behavior, alarms, environmental conditions, and other observable safety cues	Frequently	Supports animal welfare, safe handling, staff direction, and incident prevention.

Work Environment

Work occurs in offices, public-service areas, animal housing and isolation areas, treatment-support and storage spaces, County vehicles, and outdoor locations. The employee may encounter frightened, injured, ill, aggressive, or deceased animals; animal waste and bodily fluids; bites and scratches; zoonotic disease; cleaning chemicals; allergens; odors; high noise; wet or slippery surfaces; temperature extremes; and emotionally difficult situations. Required controls include assigned personal protective equipment, hand hygiene, sanitation and exposure procedures, product labels and safety data sheets, ventilation, secure chemical storage, prohibited product mixing, area controls, and prompt reporting of bites, exposures, spills, injuries, or unsafe conditions.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

KENNEL ASSISTANT

Job Code	22KNNA	**Department**	22 - Animal Control / Animal Shelter
Reports To	Animal Shelter Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs direct animal-care, kennel-cleaning, intake-support, adoption-support, records, and public-service work at the County animal shelter. Provides feeding, watering, housing, enrichment, sanitation, observation, and safe movement of animals under established procedures and promptly reports health, behavior, facility, and safety concerns. The position may assist with fees, records, events, and transport but does not independently diagnose animals, prescribe treatment, determine legal compliance, or supervise employees.

Essential Functions

- Feeds, waters, exercises, enriches, observes, and safely moves assigned animals and documents changes in appetite, elimination, health, behavior, location, or condition for review by authorized personnel.
- Cleans and disinfects kennels, cages, runs, feeding equipment, laundry, public areas, and assigned shelter equipment using documented dilution, contact-time, ventilation, product-label, safety-datasheet, personal-protective-equipment, storage, and prohibited-mixing procedures.
- Supports animal intake, identification, housing, adoption, reclaim, rescue transfer, foster placement, quarantine, and other authorized processes by completing assigned records and verifying required administrative documentation.
- Assists trained and authorized personnel with animal handling, examinations, treatment support, transport, isolation, and emergency response without diagnosing conditions, selecting medication, or exceeding assigned training and authority.
- Provides approved procedural information about shelter services, adoptions, reclaims, surrender procedures, fees, rabies resources, and ordinances and refers enforcement, medical, legal, or policy questions to authorized personnel.
- Receives authorized fees, issues receipts, maintains assigned transaction records, and transfers funds and documentation for reconciliation, deposit preparation, and independent verification.
- Maintains animal, owner, adoption, incident, inventory, and operational records using role-based access, accurate authorship, correction history, retention requirements, and secure handling.
- Reports bites, scratches, exposures, suspected disease, aggressive behavior, escaped animals, equipment failures, chemical incidents, and unsafe conditions immediately and follows assigned response procedures.
- Operates a County vehicle only when driving is assigned, authorized, and consistent with County driving requirements and animal-transport procedures.
- Records all hours worked, including required training, events, cleaning completion, call-back, emergency work, and after-hours communications.

Additional Responsibilities

- Supports adoption events, website or outreach content, inventory, filing, meetings, and other shelter activities as assigned.
- Performs related duties consistent with training, authorized scope, and the classification.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may assist coworkers, volunteers, or new employees with routine animal-care procedures and established shelter practices but does not have authority to hire, discipline, evaluate, approve leave or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of basic humane animal care, feeding, sanitation, disinfection, behavior observation, enrichment, and bite-prevention practices.

- Skill in safe animal handling, cleaning, recordkeeping, customer service, fee receipting, and us standard shelter and office equipment.
- Ability to recognize and promptly report observable signs of illness, injury, distress, aggression, contamination, or unsafe facility conditions.
- Ability to follow written product labels, safety data sheets, personal-protective-equipment requirements, exposure procedures, and animal-care instructions.
- Ability to communicate calmly with residents who may be distressed or upset and to refer matters beyond assigned authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of animal-handling, kennel, veterinary-support, animal-shelter, boarding, or comparable experience or training.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive training required before a regulated or hazardous duty.

Preferred Qualifications

- Coursework or vocational training in veterinary assistance, animal care, animal science, or a related field.
- Experience with shelter software, public contact, fee handling, adoption events, or animal transport.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain license and satisfy County driving requirements.
Assignment-specific animal-handling, chemical-safety, infection-control, equipment, or regulated-duty training	Before performing the assigned duty	Maintain current training and authorization as required by policy, label, or law.

Work Schedule and Availability

Work schedules are established based on shelter staffing and animal-care requirements. Employees may be scheduled for early mornings, evenings, weekends, holidays, adoption events, emergency call-ins, severe-weather response, or other hours necessary to provide continuous animal care and maintain shelter operations. This is a nonexempt position, and all hours worked, including required training, call-back, after-hours work, and work performed remotely, must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk for extended periods; bend, stoop, kneel, crouch, reach, and move through kennels and outdoor areas	Frequently	Performs animal care, cleaning, transport preparation, and facility duties.
Lift, carry, push, or pull animals, food, supplies, equipment, or waste containers	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Handle, restrain, leash, crate, or move animals using approved techniques and equipment	Frequently	Supports intake, housing, care, adoption, reclaim, and transport.
Use hoses, cleaning tools, laundry equipment, carriers, doors, latches, computers, radios, and telephones	Frequently	Performs sanitation, animal care, records, and coordination duties.
Recognize animal behavior, alarms, environmental conditions, and other observable safety cues	Frequently	Supports animal welfare, safe handling, and incident prevention.

Work Environment

Work occurs in offices, public-service areas, animal housing and isolation areas, treatment-support and storage spaces, County vehicles, and outdoor locations. The employee may encounter frightened, injured, ill, aggressive, or deceased animals; animal waste and bodily fluids; bites and scratches; zoonotic disease; cleaning chemicals; allergens; odors; high noise; wet or slippery surfaces; temperature extremes; and emotionally difficult situations. Required controls include assigned personal protective equipment, hand hygiene, sanitation and exposure procedures, product labels and safety data sheets, ventilation, secure chemical storage, prohibited product mixing, area controls, and prompt reporting of bites, exposures, spills, injuries, or unsafe conditions.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PROGRAMS/SPECIAL EVENTS COORDINATOR

Job Code	27PSEC	**Department**	27 - Public Engagement Services
Reports To	Public Engagement Services Director	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - assigned temporary staff
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Programs/Special Events Coordinator plans, coordinates, operates, and evaluates County public, administrative, and employee events and administers assigned venue rentals. The position manages schedules, logistics, customers, vendors, volunteers, budgets, equipment, and on-site operations within approved policy, procurement requirements, safety plans, and delegated authority.

Essential Functions

- Plans, schedules, coordinates, and evaluates festivals, ceremonies, ribbon cuttings, groundbreakings, town halls, employee events, public programs, and other approved County events.
- Develops event work plans, schedules, layouts, staffing plans, accessibility arrangements, communication needs, contingency plans, and logistical requirements in coordination with responsible departments and public-safety personnel.
- Administers assigned pavilion and indoor-facility rentals; processes requests, maintains reservation records, communicates approved rules and fees, and provides customer support.
- Coordinates vendors, sponsors, instructors, volunteers, performers, temporary staff, and participating organizations and verifies required documentation, insurance, permits, approvals, and purchasing steps.
- Solicits quotes, prepares scopes and purchasing documentation, monitors vendor performance, and administers approved event expenditures and agreements without exceeding delegated purchasing or signature authority.
- Coordinates event setup, operation, and breakdown; controls equipment and supply inventory; opens, closes, and secures facilities when assigned; and documents pre-event and post-event facility conditions.
- Provides on-site event coordination and promptly refers security, medical, crowd-control, traffic, code, emergency, or law-enforcement decisions to the authorized department or incident authority.
- Supervises assigned temporary or part-time event employees within delegated authority; assigns and reviews work, trains staff, documents performance, and recommends personnel action under County policy.
- Coordinates volunteers, communicates assignments and safety expectations, and distinguishes volunteer coordination from employee supervision.
- Maintains event, rental, vendor, financial, incident, participant, and communication records in accordance with applicable retention and confidentiality requirements.
- Responds to public and departmental inquiries and coordinates across departments, elected offices, community organizations, vendors, and the public.

Additional Responsibilities

- Provides administrative and creative support to the Public Engagement Services Director and assists with Countywide initiatives and special projects.
- Maintains event files, schedules, supply records, correspondence, and routine reports and performs assigned local errands or equipment transport.
- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

Directly supervises assigned temporary, seasonal, or part-time event employees when formally assigned. Coordinates volunteers but does not treat volunteers as employees.

Knowledge, Skills, and Abilities

- Knowledge of public-sector communications, plain-language principles, County branding, and communication practices appropriate for diverse audiences.
- Working knowledge of Georgia open-records and records-retention requirements, copyright and licensing restrictions, confidentiality requirements, and digital accessibility standards applicable to assigned work.
- Ability to verify facts, preserve message accuracy, obtain required approvals, distinguish public information from confidential or legally protected information, and escalate legal or policy questions.
- Ability to manage multiple deadlines and coordinate effectively with County departments, elected officials, community partners, vendors, media representatives, and the public.
- Ability to communicate professionally during controversial, time-sensitive, or emergency situations while remaining nonpartisan and avoiding unauthorized policy or legal positions.
- Ability to use Microsoft 365 and the communication, content-management, analytics, design, photography, video, scheduling, and records systems assigned to the position.
- Knowledge of event planning, venue-rental administration, customer service, procurement, vendor coordination, budgeting, risk controls, and accessible event practices.
- Ability to prepare schedules, layouts, budgets, inventories, agreements, and contingency plans and to coordinate multiple events and stakeholders.
- Ability to supervise assigned temporary employees and coordinate volunteers while applying County policy consistently.

Minimum Qualifications

Education

High school diploma or recognized equivalent, supplemented by college coursework in event management, recreation, hospitality, public administration, business administration, or a related field.

Experience

At least two years of progressively responsible experience in event planning, recreation programming, venue operations, hospitality, public programs, or a closely related field, including supervisory or lead-worker responsibilities.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Associate or bachelor's degree in event management, recreation, hospitality, public administration, business administration, or a related field.
- Experience coordinating public-sector or large-attendance community events.
- Experience administering venue rentals, vendors, budgets, temporary staff, or volunteers.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Valid driver's license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.
Job-specific safety, crowd-management, food-service, or similar credential	As needed	Required only when an assigned event function or applicable rule makes the credential necessary.

Work Schedule and Availability

Full-time, hourly nonexempt schedule. Events, rentals, setup, breakdown, meetings, and operational needs regularly require evening, weekend, holiday, travel, or overtime work. All hours worked, including required calls, messages, setup, and after-hours event duties, must be recorded and compensated under County policy and applicable wage-and-hour requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, reservation system, and office equipment	Frequently; for extended periods	Plan events, administer rentals, communicate with participants, and maintain records.
Stand and walk	Frequently; for extended periods during events	Coordinate setup, oversee operations, inspect facilities, and assist participants.
Bend, stoop, kneel, crouch, reach, climb stairs, or work on uneven surfaces	Occasionally	Inspect event areas and arrange equipment, signage, displays, and supplies.
Lift, carry, push, or pull event equipment and supplies up to 20 pounds	Occasionally	Move routine event materials.
Read detailed schedules and records and exchange information orally and in writing	Frequently	Coordinate vendors, employees, volunteers, departments, and the public and respond to changing conditions.

Work Environment

Work is performed in office, facility, park, meeting, and event settings. Assignments may involve crowds, traffic, uneven terrain, stairs, weather, heat, cold, rain, noise, dust, low light, moving equipment, and extended standing or walking.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of

employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PUBLIC ENGAGEMENT SERVICES DIRECTOR

Job Code	27PESD	**Department**	27 - Public Engagement Services
Reports To	County Manager	**FLSA Status**	Salary Exempt
Pay Grade		**Supervisory Role**	Yes - department staff
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Public Engagement Services Director develops and directs the County's internal and external communication, media relations, digital content, public information, community engagement, and special event functions. The position advises executive leadership, supervises department staff, establishes communication strategies and controls, and serves as a County spokesperson only within authority delegated by the County Manager or other legally authorized official.

Essential Functions

- Develops and implements a countywide communication and public-engagement strategy aligned with priorities established by the Board of Commissioners, County Manager, and applicable law.
- Directs consistent, accurate, accessible, and timely messaging across press releases, statements, websites, social media, newsletters, publications, meetings, campaigns, and outreach materials.
- Advises the County Manager and senior leadership on communication strategy, public-information risk, stakeholder engagement, media response, and reputational considerations without independently establishing County policy.
- Coordinates media inquiries, prepares authorized statements and releases, and prepares designated representatives for interviews, news conferences, and public presentations.
- Serves as the primary media contact and spokesperson when designated; routes legal, personnel, law-enforcement, emergency-management, elected-official, or policy matters to the official with applicable authority.
- Develops and maintains crisis and emergency communication plans and coordinates public messaging with Emergency Management, public-safety agencies, executive leadership, and other authorized officials.
- Directs County social media, websites, digital campaigns, internal communications, publications, and content-management practices, including approval, accessibility, copyright, security, moderation, and records-retention controls.
- Plans and directs public meetings, forums, campaigns, ceremonies, events, and other engagement initiatives in coordination with responsible departments and officials.
- Measures communication effectiveness, media coverage, public engagement, accessibility, and campaign performance and reports findings and recommendations to leadership.
- Supervises department employees; assigns and reviews work, establishes priorities, trains staff, evaluates performance, and administers personnel actions within delegated authority and County policy.
- Develops and administers the department budget, contracts, purchasing, and vendor work within approved appropriations, procurement requirements, and delegated signature authority.

- Protects confidential, privileged, personnel, law-enforcement-sensitive, cybersecurity-sensitive, executive-session, and other legally restricted information.

Additional Responsibilities

- Builds professional working relationships with media organizations, departments, elected officials, community organizations, businesses, and other stakeholders.
- Monitors changes in communication technology, accessibility requirements, public-information law, platform practices, and community needs.
- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

Directly supervises assigned Public Engagement Services employees, which may include communication, public-information, digital-content, and special-event positions.

Knowledge, Skills, and Abilities

- Knowledge of public-sector communications, plain-language principles, County branding, and communication practices appropriate for diverse audiences.
- Working knowledge of Georgia open-records and records-retention requirements, copyright and licensing restrictions, confidentiality requirements, and digital accessibility standards applicable to assigned work.
- Ability to verify facts, preserve message accuracy, obtain required approvals, distinguish public information from confidential or legally protected information, and escalate legal or policy questions.
- Ability to manage multiple deadlines and coordinate effectively with County departments, elected officials, community partners, vendors, media representatives, and the public.
- Ability to communicate professionally during controversial, time-sensitive, or emergency situations while remaining nonpartisan and avoiding unauthorized policy or legal positions.
- Ability to use Microsoft 365 and the communication, content-management, analytics, design, photography, video, scheduling, and records systems assigned to the position.
- Advanced knowledge of strategic communications, media relations, crisis communication, public engagement, internal communications, digital governance, and communication measurement.
- Ability to formulate and implement significant communication strategies, advise executive leadership, direct a department, manage budgets and vendors, and exercise independent judgment within delegated authority.
- Ability to distinguish administrative communication strategy from policy decisions reserved to the Board, County Manager, elected officials, counsel, emergency command, or other authorized officials.

Minimum Qualifications

Education

Bachelor's degree in communications, public relations, journalism, marketing, public administration, or a closely related field.

Experience

At least five years of progressively responsible experience in communications, public relations, media relations, public information, or a closely related field, including responsibility for communication strategy and crisis or emergency communication. Supervisory experience is required.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required executive, strategic, technical, and supervisory capabilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Master's degree in a related field.
- Experience in local government or public administration.
- Experience leading a public-sector communication office and supervising professional staff.
- Bilingual communication skills aligned with community needs.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time senior administrative schedule. Public meetings, media inquiries, emergencies, crises, severe weather, community events, and urgent operational matters may require evening, weekend, holiday, travel, or on-call work.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, camera, and other communication equipment	Frequently; for extended periods	Draft, edit, publish, monitor, analyze, and archive communication materials.
Walk, bend, stoop, kneel, crouch, reach, or climb stairs	Occasionally	Capture content and support meetings, events, facilities, and project-site assignments.
Lift and carry cameras, tripods, displays, records, or event materials up to 20 pounds	Occasionally	Transport routine communication and event equipment.
Read and compare detailed printed and electronic information and visual content	Frequently	Verify facts, edit copy, review layouts, monitor platforms, assess accessibility and analytics.
Exchange information orally and in writing and recognize routine environmental or equipment alerts	Frequently	Coordinate assignments, conduct interviews, serve the public, and work safely at events and field locations.

Work Environment

Work is performed in office, meeting, media, event, and field settings. Assignments may involve high public visibility, urgent deadlines, contentious issues, crowds, traffic, weather, noise, and travel within or outside the County.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to

applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PUBLIC INFORMATION COORDINATOR

Job Code	27PIC	**Department**	27 - Public Engagement Services
Reports To	Public Engagement Services Director	**FLSA Status**	Exempt
Pay Grad		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Public Information Coordinator supports the County's external communications, media relations, public-information campaigns, multimedia production, and public events. The position drafts and distributes approved information, coordinates inquiries, gathers and analyzes engagement data, and creates accurate and accessible content under direction of the Public Engagement Services Director.

Essential Functions

- Coordinates incoming media inquiries, gathers verified information, prepares background material, and routes responses to the Director or designated spokesperson.
- Drafts press releases, media advisories, statements, talking points, presentations, public notices, and other communication materials for review and approval.
- Supports proactive communication plans and campaigns established by department leadership and coordinates approved distribution across print, digital, media, and community channels.
- Reviews assigned public communications for factual accuracy, plain language, accessibility, consistency, and alignment with approved County messaging.
- Develops informational, educational, and promotional materials and recommends communication methods based on audience, purpose, accessibility, and available data.
- Collects and analyzes website, social media, media-coverage, and campaign data to evaluate reach, engagement, trends, and communication effectiveness.
- Photographs and records County events, functions, educational content, facilities, parks, projects, and other approved subjects and organizes the resulting media assets.
- Assists with town halls, ribbon cuttings, public meetings, ceremonies, campaigns, and other County events.
- Maintains communication source files, approvals, published materials, inquiry logs, media contacts, photographs, video, and related records according to applicable retention requirements.
- Protects confidential, privileged, personnel, law-enforcement-sensitive, cybersecurity-sensitive, and other legally restricted information and escalates legally sensitive inquiries.

Additional Responsibilities

- Assists with public speaking, presentations, interviews, website updates, social media content, newsletters, and other department assignments.
- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

This position has no direct supervisory responsibilities. It may coordinate event participants, vendors, interns, or project contributors without formal personnel authority unless separately delegated.

Knowledge, Skills, and Abilities

- Knowledge of public-sector communications, plain-language principles, County branding, and communication practices appropriate for diverse audiences.
- Working knowledge of Georgia open-records and records-retention requirements, copyright and licensing restrictions, confidentiality requirements, and digital accessibility standards applicable to assigned work.
- Ability to verify facts, preserve message accuracy, obtain required approvals, distinguish public information from confidential or legally protected information, and escalate legal or policy questions.
- Ability to manage multiple deadlines and coordinate effectively with County departments, elected officials, community partners, vendors, media representatives, and the public.
- Ability to communicate professionally during controversial, time-sensitive, or emergency situations while remaining nonpartisan and avoiding unauthorized policy or legal positions.
- Ability to use Microsoft 365 and the communication, content-management, analytics, design, photography, video, scheduling, and records systems assigned to the position.
- Skill in news and public-information writing, copyediting, media coordination, photography, video production, presentations, and content distribution.
- Ability to analyze communication data, recommend appropriate tactics, and remain accurate and professional under deadlines and public scrutiny.

Minimum Qualifications

Education

Bachelor’s degree in journalism, marketing, communications, public relations, public administration, or a closely related field.

Experience

At least three years of progressively responsible experience in communications, public information, journalism, media relations, marketing, multimedia production, or a closely related field.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Experience in local government, public administration, public-sector communications, or emergency communication.
- Experience with media relations, accessible digital content, social media analytics, video production, and web content management.
- Bilingual communication skills aligned with community needs.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver’s license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time schedule. Public meetings, media needs, events, emergencies, and time-sensitive assignments may require evening, weekend, holiday, travel, or overtime work.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Sit or stand and use a computer, telephone, camera, and other communication equipment	Frequently; for extended periods	Draft, edit, publish, monitor, analyze, and archive communication materials.
Walk, bend, stoop, kneel, crouch, reach, or climb stairs	Occasionally	Capture content and support meetings, events, facilities, and project-site assignments.
Lift and carry cameras, tripods, displays, records, or event materials up to 20 pounds	Occasionally	Transport routine communication and event equipment.
Read and compare detailed printed and electronic information and visual content	Frequently	Verify facts, edit copy, review layouts, monitor platforms, assess accessibility and analytics.
Exchange information orally and in writing and recognize routine environmental or equipment alerts	Frequently	Coordinate assignments, conduct interviews, serve the public, and work safely at events and field locations.

Work Environment

Work is primarily performed in a climate-controlled office and includes County facilities, public meetings, community events, and project sites. Field assignments may involve crowds, traffic, uneven surfaces, weather, noise, dust, and changing light conditions.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIGITAL COMMUNICATIONS SPECIALIST

Job Code	27DCS	**Department**	27 - Public Engagement Services
Reports To	Public Engagement Services Director	**FLSA Status**	Salary Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 11, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Digital Communications Specialist creates, schedules, publishes, monitors, analyzes, and preserves approved content for official County digital channels. The position coordinates accurate information from departments, produces accessible multimedia content, supports public-information and emergency campaigns, and administers platforms only within delegated authority and approved County policy.

Essential Functions

- Creates, edits, schedules, publishes, and monitors approved content for official County social media, website, application, newsletter, and other digital channels in accordance with communication priorities and branding standards.
- Produces platform-ready copy, graphics, photographs, short-form video, captions, stories, event notices, public-service announcements, and related digital materials.
- Maintains a coordinated content calendar covering public meetings, notices, services, programs, events, projects, recruitment, emergency information, closures, and other approved initiatives.
- Collects information from County departments; verifies facts, source material, and approvals; and translates technical information into accurate, plain-language content.
- Monitors comments, messages, tags, and other account activity; applies any content-management or moderation action only under approved, viewpoint-neutral policy and routes service requests, complaints, threats, legal matters, and sensitive issues to the designated authority.
- Prepares and posts time-sensitive emergency, severe-weather, public-safety, road, facility, and service updates only after approval or under an authorized emergency communication protocol.
- Tracks reach, impressions, engagement, referrals, audience growth, conversions, and campaign performance and prepares reports and recommendations.
- Captures and organizes photographs and video at County events, meetings, facilities, and project sites, obtaining releases or permissions when required.
- Creates or remediates digital content for accessibility, including meaningful alternative text, captions or transcripts when required, readable visual design, descriptive links, and accessible source files.
- Preserves published content, messages, comments, source files, approvals, and analytics according to applicable records-retention requirements and litigation or legal holds.
- Identifies misinformation, emerging concerns, accessibility failures, security issues, or reputational risk and promptly escalates them through the communication chain of command.

- Protects confidential, privileged, personnel, law-enforcement-sensitive, cybersecurity-sensitive, and other legally restricted information.

Additional Responsibilities

- Supports public meetings, County-hosted events, media distribution lists, photography archives, public-information campaigns, and department communication requests.
- Maintains awareness of platform changes, public-sector communication practices, analytics tools, copyright requirements, and accessibility standards.
- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

This position has no direct supervisory responsibilities. It may coordinate contributors, vendors, interns, or project work without exercising formal personnel authority unless separately delegated.

Knowledge, Skills, and Abilities

- Knowledge of public-sector communications, plain-language principles, County branding, and communication practices appropriate for diverse audiences.
- Working knowledge of Georgia open-records and records-retention requirements, copyright and licensing restrictions, confidentiality requirements, and digital accessibility standards applicable to assigned work.
- Ability to verify facts, preserve message accuracy, obtain required approvals, distinguish public information from confidential or legally protected information, and escalate legal or policy questions.
- Ability to manage multiple deadlines and coordinate effectively with County departments, elected officials, community partners, vendors, media representatives, and the public.
- Ability to communicate professionally during controversial, time-sensitive, or emergency situations while remaining nonpartisan and avoiding unauthorized policy or legal positions.
- Ability to use Microsoft 365 and the communication, content-management, analytics, design, photography, video, scheduling, and records systems assigned to the position.
- Skill in concise digital writing, graphic design, photography, video production, content scheduling, platform administration, and audience analytics.
- Ability to make content recommendations and exercise judgment within approved strategy while obtaining authorization for official positions, emergency messaging, moderation decisions, or legally sensitive content.

Minimum Qualifications

Education

Associate degree in communications, public relations, journalism, marketing, digital media, graphic design, public administration, or a closely related field.

Experience

At least two years of professional experience creating social media, digital content, public information, marketing, communications, journalism, or multimedia content.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Bachelor's degree in a related field.
- Experience in local government, public-sector communications, public-safety or emergency communications, media-relations support, or community engagement.
- Experience with social media management and analytics tools, content-management systems, Canva or Adobe Creative Cloud, Microsoft 365, photography, video editing, and accessible digital content production.
- Bilingual communication skills aligned with community needs.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle or driving on assigned County business, if driving is assigned	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Work Schedule and Availability

Full-time schedule. Public meetings, events, emergency communications, severe weather, service disruptions, and time-sensitive campaigns may require evening, weekend, holiday, travel, or on-call work. Wage-and-hour treatment and compensable after-hours monitoring are subject to County policy.

Physical and Environmental Requirements

The following demands relate to the essential functions and may be performed with or without reasonable accommodation.

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, camera, and other communication equipment	Frequently; for extended periods	Draft, edit, publish, monitor, analyze, and archive communication materials.
Walk, bend, stoop, kneel, crouch, reach, or climb stairs	Occasionally	Capture content and support meetings, events, facilities, and project-site assignments.
Lift and carry cameras, tripods, displays, records, or event materials up to 20 pounds	Occasionally	Transport routine communication and event equipment.
Read and compare detailed printed and electronic information and visual content	Frequently	Verify facts, edit copy, review layouts, monitor platforms, assess accessibility and analytics.
Exchange information orally and in writing and recognize routine environmental or equipment alerts	Frequently	Coordinate assignments, conduct interviews, serve the public, and work safely at events and field locations.

Work Environment

Work is primarily performed in a climate-controlled office but includes County facilities, public meetings, community events, and project sites. Field assignments may involve crowds, traffic, uneven surfaces, weather, noise, dust, and changing light conditions.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE MANAGER

Job Code	29OFFM	**Department**	29 - Recreation and Sports Mgmt
Reports To	Director of Recreation and Sports Management	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - Assigned Office Staff
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates administrative operations for Recreation and Sports Management, including office workflows, records, schedules, payroll-support documentation, audit preparation, athletic rosters, public service, and assigned administrative staff. Ensures accurate and timely processing of departmental information, provides work direction and training to assigned employees, and supports department programs and operations in accordance with established County procedures. The position exercises administrative and supervisory responsibility within delegated authority while routing final personnel, payroll, financial, legal, and policy decisions to authorized officials.

Essential Functions

- Coordinates daily office workflows and prepares correspondence, memoranda, reports, mail, schedules, and administrative records under established procedures.
- Prepares and verifies timekeeping and payroll-support information for authorized review; preserves employee responsibility for accurate time records and does not independently alter or approve unsupported time.
- Assigns and reviews the work of designated office staff, provides training and feedback, and routes personnel concerns and formal actions through authorized supervisory and Human Resource Services processes.
- Prepares records and supporting schedules for the annual audit and responds to authorized requests while preserving source documentation, correction history, audit trails, and segregation of duties.
- Receives, reviews for administrative completeness, processes, routes, and securely retains forms, reports, correspondence, manuals, reference materials, and other department documentation.
- Uses approved office and recreation systems to enter, retrieve, verify, and correct data and protects personnel, participant, financial, and background-screening information through role-based access and minimum-necessary use.
- Coordinates interview scheduling and related administrative logistics without independently selecting or promising employment to candidates.
- Prepares district-play and association rosters from authorized source records and maintains birth-certificate and participant information securely without making eligibility exceptions outside assigned procedures.
- Schedules team practices and communicates approved facility and program information to staff, coaches, participants, departments, and the public.
- Records all hours worked, including required training, event support, weekend work, call-back, after-hours communications, and authorized remote work, in accordance with County timekeeping requirements.

Additional Responsibilities

- Maintains office supplies, copies, correspondence, and routine administrative support.
- Assists employees and departments with related records, scheduling, event, and office duties.

Supervisory Responsibilities

Supervises assigned administrative and office-support employees. Responsibilities include scheduling and assigning work, establishing priorities, providing training and guidance, reviewing work for accuracy and completion, documenting performance, providing coaching and feedback, contributing to performance evaluations, and making recommendations regarding hiring, corrective action, discipline, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of office administration, records management, timekeeping support, audit documentation, scheduling, recreation rosters, and public-service practices.

- Skill in office software, correspondence, data entry, records verification, scheduling, document control, and coordinating administrative staff.
- Ability to protect personnel, participant, financial, and restricted identity documents through role-based access, minimum-necessary use, retention, secure transmission, and authorized disposition.
- Ability to distinguish preparation, entry, review, and recommendation from final personnel, payroll, legal, eligibility, and financial approval.
- Ability to organize competing deadlines, identify discrepancies, preserve audit trails, and communicate professionally with employees and the public.

Minimum Qualifications

Education

Associate's degree with coursework in office technology, business administration, or a related field.

Experience

Three years of experience or training involving office administration, procedures, records, and public contact.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required administrative, records, technology, supervisory, and public-service capabilities may be considered.

Preferred Qualifications

- Knowledge of sports scheduling and terminology.
- Experience supporting recreation programs, athletic associations, rosters, timekeeping, audits, or public-sector administration.

Required Licenses and Certifications

No position-specific license or certification is established in the submitted source. Assignment-specific system, safety, food-service, equipment, or program training is required before performing the applicable duty.

Work Schedule and Availability

Regular full-time schedule during established County business hours. Athletic schedules, tournaments, special events, meetings, staffing needs, deadlines, or operational requirements may occasionally require evening, weekend, or after-hours work. This is a nonexempt position, and all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and office equipment	Frequently	Prepares records, schedules, correspondence, reports, rosters, and administrative documentation.
Stand, walk, reach, bend, or retrieve records and supplies	Occasionally	Supports meetings, public service, filing, inventory, and department activities.
Lift, carry, push, or pull records, office supplies, athletic materials, or equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, office supplies, athletic materials, or routine equipment weighing up to 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Communicate and exchange accurate information in person, by telephone, and electronically	Frequently	Coordinates employees, volunteers, participants, vendors, departments, and the public.

Work Environment

Work is primarily performed in an indoor office and public-service environment with frequent computer, telephone, records, and customer-service activity. The position may occasionally work in recreation facilities, athletic venues, concession areas, or outdoor event locations in support of meetings, programs, tournaments, or special events. Occasional field assignments may involve crowds, noise, weather exposure, uneven surfaces, active athletic areas, and dissatisfied members of the public.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ATHLETIC LEAD

Job Code	29ATHL	**Department**	29 - Recreation and Sports Mgmt
Reports To	Director of Recreation and Sports Management	**FLSA Status**	Nonexempt
Pay Grade		Supervisory Role	No - Work Lead
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates assigned County athletic programs and supports daily Recreation and Sports Management operations. Plans and implements leagues, tournaments, evaluations, camps, clinics, and special events; trains and provides work direction to assigned part-time and seasonal employees; coordinates volunteer-coach documentation; maintains program records; and assists participants, families, and community partners. The position serves as a work lead and program resource but does not exercise independent personnel, financial, or policy authority.

Essential Functions

- Coordinates the daily operation of assigned athletic programs and coverage in consultation with the Director and Assistant Directors.
- Plans and implements leagues, evaluations, tournaments, track meets, all-star activities, community events, and other assigned athletic programming.
- Recruits and trains part-time staff and provides work direction within approved staffing procedures; routes hiring recommendations and personnel actions to authorized officials.
- Confirms that volunteer-coach applications and required background-screening documentation are completed and routed through the County's authorized process before participation.
- Monitors athletic functions, travels with teams when assigned, addresses routine participant concerns, and escalates safety, conduct, policy, or disciplinary matters outside delegated authority.
- Provides coaching, task feedback, and documented performance information to assigned staff
- Prepares flyers, approved news releases, brochure content, photographs, schedules, rosters, reports, and other communications for assigned programs.
- Represents the department at approved public meetings, professional-development activities, and Georgia Recreation and Park Association committees within delegated authority.
- Maintains program, participant, volunteer, screening, training, incident, and personnel-related records using role-based access, minimum-necessary use, retention, correction-history, audit-trail, and secure-handling requirements.
- Records all hours worked, including required travel, training, meetings, event setup and cleanup, remote work, tournament, weekend, call-back, and after-hours work.

Additional Responsibilities

- Assists other Recreation and Sports Management employees with related programs, events, public information, and operational work.
- Performs related duties consistent with the classification and delegated authority.

Supervisory Responsibilities

This position has no formal personnel supervision responsibilities. The Athletic Lead may schedule, train, assign, direct, and review the work of assigned part-time, seasonal, or temporary employees and may coordinate volunteers. The position provides performance information and recommendations to management but does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of athletic-program administration, league and tournament operations, volunteer coordination, participant service, recordkeeping, basic budgeting, and public communications.
- Skill in scheduling programs and staff, training workers, coordinating events, preparing communications, maintaining records, and resolving routine participant concerns.
- Ability to distinguish work direction and recommendations from final personnel, legal, financial, purchasing, and policy authority.
- Ability to apply program rules consistently, identify conflicts or safety concerns, document material events, and obtain assistance when escalation is required.

- Ability to use office software and approved recreation systems to maintain accurate schedules, rosters, reports, and screening records.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three years of experience organizing recreation or athletic activities.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required athletic-program, staff-coordination, records, and public-service capabilities may be considered.

Preferred Qualifications

- College-level coursework or vocational training in recreation, sports management, public administration, or a related field.
- Experience coordinating leagues, tournaments, volunteers, part-time staff, or community athletic events.

Required Licenses and Certifications

No position-specific license or certification is established in the submitted source. Assignment-specific system, safety, food-service, equipment, or program training is required before performing the applicable duty.

Work Schedule and Availability

Full-time nonexempt schedule with substantial evening, weekend, and seasonal activity based on leagues, practices, tournaments, camps, clinics, special events, meetings, and athletic schedules. Holiday work, travel, schedule changes, and emergency or weather-related response may occasionally be required. All hours worked, including required training, setup, cleanup, travel between work sites, event work, call-back, and authorized remote work, must be accurately recorded and compensated. compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and office equipment	Frequently	Plans programs, schedules staff, maintains records, prepares budgets and reports, and communicates with stakeholders.
Stand and walk through offices, recreation facilities, athletic venues, concession areas, and event sites	Frequently	Observes operations, meets with staff and participants, and supports programs and events.
Bend, stoop, kneel, crouch, reach, climb, or balance	Occasionally	Inspects facilities, accesses supplies, and assists with athletic programs and event setup.
Lift, carry, push, or pull supplies, records, athletic equipment, or event materials	Occasionally	Occasionally lifts, carries, pushes, or pulls supplies, athletic equipment, event materials, or program materials weighing up to 25 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Drive and enter or exit a vehicle	Occasionally	Travels among facilities, meetings, competitions, and events when assigned.
Communicate and respond to changing visual and audible conditions	Frequently	Coordinates programs and responds to staff, participants, spectators, and observable hazards.

Work Environment

Work is performed in offices, recreation facilities, gymnasiums, athletic fields, concession areas, County vehicles, and indoor and outdoor event locations. Work may involve crowds, noise, active athletic activity, heat, cold, rain, humidity, sun exposure, uneven surfaces, moving equipment, food-service areas, dissatisfied participants or spectators, and rapidly changing event conditions. Employees must follow applicable program, facility, weather, equipment, food-safety, emergency, and personal-protective-equipment procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ASSISTANT DIRECTOR OF RECREATION AND SPORTS MANAGEMENT

Job Code	29ADRS	**Department**	29 - Recreation and Sports Mgmt
Reports To	Director of Recreation and Sports Management	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - Assigned Department Employees
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the Director in planning, coordinating, supervising, and evaluating Recreation and Sports Management programs, staff, seasonal operations, concessions, facilities, budgets, communications, and community partnerships. Serves as acting department head when formally designated and exercises authority only within County policy and written delegation.

Essential Functions

- Directs assigned department operations and serves in the Director's absence within documented acting authority, approved policy, budget, and County procedures.
- Coordinates, schedules, trains, and evaluates assigned employees, seasonal workers, volunteers and routes hiring, discipline, termination, payroll, leave, and overtime decisions through authorized processes.
- Administers assigned recreation-management systems and trains authorized users while maintaining role-based access, accurate records, correction history, audit trails, retention, and secure handling.
- Oversees concession operations, reviews operational and financial records, and provides periodic reports to the Director subject to segregation of duties and independent verification.
- Assists with departmental policies, procedures, work standards, strategic priorities, and program improvements and implements approved direction within delegated authority.
- Participates in preparation and monitoring of the annual budget; verifies supporting documentation and recommends or routes expenditures without bypassing final purchasing, payment, or contract approvals.
- Coordinates athletic programs, team drafts, camps, clinics, competitions, special events, coach and participant meetings, equipment inventory, and approved district or state rosters.
- Monitors facilities, concessions, and equipment for observable condition and safety concerns; corrects matters within authority and promptly controls or reports hazards, defects, injuries, or compliance issues.
- Promotes programs and events through approved media, brochures, community partners, boards, civic groups, and public communications.
- Works with authorized County personnel to identify grant opportunities and prepare supporting program information without independently committing the County or certifying legal compliance.
- Prepares, receives, reviews, routes, and securely maintains reports, correspondence, forms, rosters, manuals, inventories, and other operational records.

Additional Responsibilities

- Attends meetings, athletic competitions, and professional activities as required.
- Provides related operational assistance to other employees and departments.

Supervisory Responsibilities

Supervises assigned Recreation and Sports Management employees and provides operational direction to seasonal employees and volunteers. Responsibilities include scheduling and assigning work, establishing operational priorities, training and coaching employees, reviewing work, documenting performance, contributing to performance evaluations, participating in interviews, and making recommendations regarding hiring, corrective action, discipline, promotion, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of public recreation administration, athletic programming, seasonal staffing, concessions, budgeting, facility operations, volunteer management, marketing, and community partnerships.
- Skill in supervising staff, organizing programs, reviewing operational and financial records, preparing reports, and using recreation and office systems.
- Ability to develop recommendations, implement approved procedures, coordinate multiple facilities and events, and escalate legal, personnel, safety, or financial matters.
- Ability to maintain segregation of duties and distinguish preparation, verification, and recommendation from final approval.
- Ability to communicate effectively with employees, volunteers, participants, boards, civic groups, vendors, County officials, and the public.

Minimum Qualifications

Education

Bachelor's degree in recreation administration, recreation science, commercial recreation, public administration, or a closely related field.

Experience

Three (3) years of progressively responsible experience in recreation administration, sports management, parks and recreation programming, or a closely related field, including at least one (1) year of supervisory, work-lead, or program-management experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required management, program, supervisory, budget, and public-administration capabilities may be considered.

Preferred Qualifications

- Current parks and recreation professional certification.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements while driving is assigned.

Work Schedule and Availability

Full-time management schedule with regular participation in programs, athletic competitions, tournaments, meetings, and community events. The position may be required to work evenings, weekends, holidays, travel, or respond outside normal business hours to staffing, facility, program, weather, or emergency needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and office equipment	Frequently	Plans programs, schedules staff, maintains records, prepares budgets and reports, and communicates with stakeholders.
Stand and walk through offices, recreation facilities, athletic venues, concession areas, and event sites	Frequently	Observes operations, meets with staff and participants, and supports programs and events.

Requirement	Frequency	Job-Related Context
Bend, stoop, kneel, crouch, reach, climb, or balance	Occasionally	Inspects facilities, accesses supplies, and assists with athletic programs and event setup.
Lift, carry, push, or pull supplies, records, athletic equipment, or event materials	Occasionally	Occasionally lifts, carries, pushes, or pulls supplies, records, athletic equipment, or event materials weighing up to 25 pounds while supporting programs, facility operations, inspections, and special events. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Drive and enter or exit a vehicle	Occasionally	Travels among facilities, meetings, competitions, and events when assigned.
Communicate and respond to changing visual and audible conditions	Frequently	Coordinates programs and responds to staff, participants, spectators, and observable hazards.

Work Environment

Work is performed in offices, recreation facilities, athletic venues, concession areas, County vehicles, and outdoor program and event locations. Conditions may include crowds, noise, dissatisfied or contentious contacts, heat, cold, rain, humidity, sun exposure, uneven surfaces, moving equipment, food-service areas, and active recreational or athletic environments. Employees must follow applicable facility, event, vehicle, food-safety, emergency, and personal-protective-equipment procedures.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF RECREATION AND SPORTS MANAGEMENT

Job Code	29DRSM	**Department**	29 - Recreation and Sports Mgmt
Reports To	County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - Department Employees
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, directs, and evaluates County recreation and sports programs, personnel, facilities, concessions, volunteers, budgets, community relationships, and departmental operations. Establishes operational direction within County policy and delegated authority and remains accountable for accurate records, sound controls, and timely escalation of matters reserved to the County Manager, Board of Commissioners, or other authorized officials.

Essential Functions

- Plans, directs, coordinates, and evaluates department programs, services, staffing, facilities, concessions, equipment, and operational priorities.
- Develops and recommends departmental policies, procedures, work standards, and strategic priorities and implements approved direction within County ordinances and policy.
- Supervises assigned staff by establishing work expectations, scheduling and reviewing work, coaching performance, completing authorized evaluations, and carrying out personnel actions through County procedures and delegated authority.
- Prepares and administers the departmental budget; reviews expenditures, supporting records, and operational results while preserving purchasing, contracting, payment, and reconciliation controls.
- Coordinates with the County Manager, Board of Commissioners, boards, civic groups, associations, community partners, employees, participants, and the public regarding department priorities and services.
- Directs recreation programs, team-draft procedures, sports camps, coaching clinics, concessions, equipment inventory, volunteer standards, district and state rosters, and related athletic operations.
- Monitors facilities and equipment for observable condition and safety concerns and ensures that trained staff address hazards through inspections, maintenance procedures, area controls, and escalation.
- Identifies and recommends funding opportunities and coordinates supporting grant information through authorized County grant, finance, procurement, and approval processes.
- Promotes recreation services and events through approved communications and maintains professional community relationships.
- Prepares, receives, reviews, routes, and securely maintains budgets, reports, rosters, correspondence, forms, manuals, inventories, personnel information, and operational records.

Additional Responsibilities

- Attends meetings, athletic competitions, and professional activities as required.
- May assist with programs, concessions, officiating, events, and public information when operationally necessary.

Supervisory Responsibilities

Directly and indirectly supervises assigned Recreation and Sports Management employees and coordinates seasonal employees and volunteers as applicable. Responsibilities include establishing work priorities, assigning and reviewing work, developing staff, providing coaching and performance feedback, completing or contributing to performance evaluations, addressing performance and conduct concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of public recreation administration, athletic programming, personnel management, budgeting, concessions, facilities, volunteer programs, public communications, and community partnerships.

- Skill in strategic and operational planning, staff leadership, budget administration, program evaluation, conflict resolution, report preparation, and public presentation.
- Ability to set priorities, allocate authorized resources, evaluate operations, identify risk, and present defensible recommendations to County leadership.
- Ability to preserve financial, personnel, purchasing, contracting, records, and approval controls while directing a public department.
- Ability to communicate with elected and appointed officials, boards, employees, volunteers, participants, associations, vendors, and the public.

Minimum Qualifications

Education

Bachelor's degree in public or commercial recreation, recreation administration, sports management, public administration, or a closely related field.

Experience

Five (5) years of progressively responsible experience in public recreation, sports management, parks and recreation administration, community programming, or a closely related field, including at least two (2) years of supervisory or management experience involving responsibility for personnel, programs, budgets, facilities, or major operational functions.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required executive, supervisory, program, budget, and public-administration capabilities may be considered.

Preferred Qualifications

- Progressively responsible management experience in a public recreation or sports-management department.
- Current parks and recreation professional certification.

Required Licenses and Certifications

No position-specific license or certification is established. Assignment-specific system, safety, food-service, equipment, or program training is required before performing the applicable duty.

Work Schedule and Availability

Full-time management schedule with regular attendance at programs, meetings, athletic competitions, tournaments, and community events. Operational needs may require evening, weekend, holiday, travel, emergency-response, or other work outside normal County business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and office equipment	Frequently	Plans programs, schedules staff, maintains records, prepares budgets and reports, and communicates with stakeholders.
Stand and walk through offices, recreation facilities, athletic venues, concession areas, and event sites	Frequently	Observes operations, meets with staff and participants, and supports programs and events.
Bend, stoop, kneel, crouch, reach, climb, or balance	Occasionally	Inspects facilities, accesses supplies, and assists with athletic programs and event setup.
Lift, carry, push, or pull supplies, records, athletic equipment, or event materials	Occasionally	Occasionally lifts, carries, pushes, or pulls supplies, records, athletic equipment, or event materials weighing up to 25 pounds while supporting programs, inspections, meetings, and special events. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Drive and enter or exit a vehicle	Occasionally	Travels among facilities, meetings, competitions, and events when assigned.
Communicate and respond to changing visual and audible conditions	Frequently	Coordinates programs and responds to staff, participants, spectators, and observable hazards.

Work Environment

Work is performed in offices, recreation facilities, athletic venues, concession areas, County vehicles, and outdoor program and event locations. The employee may encounter crowds, noise, dissatisfied or contentious members of the public, heat, cold, rain, humidity, sun exposure, uneven surfaces, moving equipment, food-service areas, and active recreational or athletic environments. Employees must follow applicable facility, event, vehicle, food-safety, emergency, and personal-protective-equipment procedures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ASSISTANT DIRECTOR OF PARKS AND LANDSCAPE

Job Code	30ADPL	**Department**	30 - Parks and Landscape
Reports To	Director of Parks and Landscape	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the Director in planning, coordinating, and overseeing Parks and Landscape operations, personnel, administrative systems, purchasing support, equipment and inventory controls, projects, public-service response, and process improvement. Provides operational direction to assigned employees, monitors departmental workflows and resources, and assists with implementation of approved priorities and service standards. Serves as acting department leadership when formally designated and exercises authority within County policy and delegated responsibility.

Essential Functions

- Coordinates daily administrative workflows, calendars, records, supplies, communications, and staff support so department operations proceed efficiently.
- Maintains vehicle and equipment inventories, service histories, maintenance schedules, warranty or repair records, and related documentation; reports overdue maintenance, unsafe conditions, or discrepancies.
- Coordinates ordering and inventory practices within approved budgets, purchasing procedures, and delegated limits; prepares requisitions and supporting records without independently approving purchases or contracts.
- Tracks project schedules, milestones, assigned actions, and documentation; alerts the Director to delays, conflicts, resource needs, or unresolved obstacles.
- Prepares and routes hiring, onboarding, employee-change, and related personnel paperwork through Human Resource Services and authorized department approval processes.
- Receives and documents public complaints, service requests, and concerns; provides authorized procedural information and routes policy, liability, enforcement, or service exceptions to the appropriate official.
- Uses Microsoft Office, Paycor, and approved County systems to enter, retrieve, verify, and maintain operational, personnel, purchasing, and equipment information using role-based access and secure handling.
- Identifies routine workflow problems and recommends or implements process improvements within delegated authority while preserving required approvals and records.
- Records all hours worked, including required training, travel between work locations, setup, cleanup, call-back, remote, or after-hours work, and follows County timekeeping procedures.

Additional Responsibilities

- Operates a County vehicle and performs minor equipment or office troubleshooting only when assigned, trained, and authorized.
- Supports department meetings, projects, events, records requests, and related duties consistent with the classification.

Supervisory Responsibilities

Supervises assigned Parks and Landscape employees and provides operational direction to work leads, seasonal employees, temporary employees, and other assigned personnel as applicable. Responsibilities include establishing daily work priorities, assigning and reviewing work, coordinating staffing and coverage, providing training and coaching, documenting performance, contributing to performance evaluations, addressing routine performance or conduct concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, and other personnel matters within delegated County authority. Serves in an acting management capacity for the department when formally designated by the Director.

Knowledge, Skills, and Abilities

- Knowledge of office administration, records management, purchasing support, inventory control, maintenance tracking, project coordination, and public-service practices.
- Skill in Microsoft Office, Paycor, office equipment, data entry, correspondence, scheduling, deadline tracking, document control, and routine process improvement.
- Ability to organize competing tasks, verify records, identify discrepancies, preserve correction history and audit trails, and escalate matters outside delegated authority.
- Ability to protect personnel, purchasing, vendor, and operational information through role-based access, minimum-necessary use, retention, and secure handling.
- Ability to communicate professionally with employees, vendors, other departments, and the public and to document complaints without promising outcomes beyond the position's authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Four (4) years of progressively responsible experience in parks, grounds, public works, facilities, fleet, project administration, operational support, or a closely related governmental or service-delivery function, including at least one (1) year of supervisory, work-lead, or program-management responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required administrative records, technology, and coordination capabilities may be considered.

Preferred Qualifications

- Experience supporting public works, parks, grounds, fleet, facilities, purchasing, projects, or a comparable operational department.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.

Work Schedule and Availability

Work is primarily performed in an office environment with periodic work in shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. Field visits may involve heat, cold, rain, humidity, dust, pollen, noise, traffic, uneven or slippery terrain, insects, equipment, fuels, fertilizers, and pesticides. Field exposure is incidental to the position's administrative and management responsibilities and must be performed in accordance with applicable training, PPE, equipment, and site-safety procedures.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and office equipment	Frequently	Performs administrative, records, purchasing-support, and project-tracking work.
Stand, walk, reach, bend, stoop, kneel, or crouch	Occasionally	Accesses supplies, equipment records, vehicles, and department work areas.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull office supplies, parts, tools, or records	Occasionally	Occasionally lifts, carries, pushes, or pulls office supplies, records, parts, tools, or other routine materials weighing up to 20 pounds while supporting administrative, inventory, equipment-record, and project functions. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Drive and enter or exit a vehicle	Occasionally	Visits department sites or supports equipment and inventory functions when assigned.
Communicate and exchange accurate information	Frequently	Coordinates employees, vendors, departments, and public-service requests.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects. Most work is expected to be administrative; the frequency of shop, vehicle, and outdoor exposure is Pending Department Validation.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF PARKS AND LANDSCAPE

Job Code	30DPL	**Department**	30 - Parks and Landscape
Reports To	County Administrator	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs Parks and Landscape operations, employees, budgets, maintenance programs, projects, and long-range planning for County parks, athletic complexes, boat ramps, and landscaped public areas. Establishes departmental priorities, evaluates field conditions, coordinates resources, and remains accountable for safe, reliable service within approved budgets, laws, County policy, and delegated authority.

Essential Functions

- Plans, directs, and evaluates department services, staffing, budgets, schedules, maintenance programs, projects, and performance measures for parks, athletic complexes, boat ramps, and landscaped County properties.
- Develops turf-maintenance, landscape-design, installation, irrigation, fertilization, pest-management, and grounds-improvement programs based on site conditions, operational needs, approved resources, and applicable requirements.
- Inspects fields, parks, and public grounds to assess turf condition, weeds, insects, mowing height, irrigation performance, hazards, maintenance quality, and readiness for scheduled use.
- Makes or recommends field-use and closure decisions within delegated operational authority using documented, job-related conditions; communicates restrictions and escalates disputes or policy exceptions.
- Develops project scopes, priorities, goals, schedules, cost estimates, and long-range plans; tracks milestones and addresses operational obstacles within approved authority.
- Prepares and administers the department budget, purchasing requests, contracts support, and resource plans; monitors expenditures and maintains segregation between preparation, recommendation, purchasing, payment, and final approval.
- Supervises assigned employees through work planning, coaching, training, performance documentation, and recommendations; applies final personnel authority only as formally delegated and in coordination with Human Resource Services.
- Coordinates with the County Administrator, departments, contractors, leagues, event organizers, and the public; provides project and service updates without independently committing the County beyond delegated authority.
- Operates, inspects, or supports maintenance of irrigation systems, tractors, mowers, vehicles, hand and power tools, and related equipment only when trained, authorized, and necessary to department operations.
- Selects, mixes, applies, or supervises fertilizers and pesticides only within current Georgia credentials, label directions, site restrictions, documented training, and approved safety procedures.
- Directs or supervises inmate-detail work only under applicable correctional authority, agreements, training, security procedures, and clearly defined responsibility boundaries.

Additional Responsibilities

- Provides coverage for special events and tournaments and responds to urgent operational conditions as assigned.
- Maintains professional knowledge of turf, landscape, irrigation, pesticide, equipment, budget, and public-sector management practices.

Supervisory Responsibilities

Directly and indirectly supervises assigned Parks and Landscape employees and provides authorized operational direction to contractors, work leads, seasonal personnel, and inmate details as applicable. Responsibilities include establishing departmental priorities, assigning and reviewing work, developing staff, evaluating performance, addressing performance and conduct concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of parks and grounds management, sports-turf practices, landscape installation, irrigation, fertilizers, pesticides, equipment, preventive maintenance, project planning, budgeting, and public-sector administration.
- Skill in department leadership, employee development, inspection, project scoping, scheduling, cost estimating, budget monitoring, contractor coordination, and public communication.
- Ability to evaluate field and site conditions, prioritize resources, document operational decisions, identify hazards, and escalate legal, personnel, financial, contracting, or policy issues.
- Ability to apply pesticide labels, safety data sheets, product-mixing restrictions, storage controls, ventilation, PPE, reentry or area-control requirements, spill response, and recordkeeping.
- Ability to distinguish operational recommendations and delegated decisions from final County approval authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Five years of relevant parks, grounds, turf, landscape, irrigation, or comparable maintenance experience, including three years of supervisory experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required technical and management capabilities.

Preferred Qualifications

- Bachelor's degree in turf management, horticulture, landscape management, parks administration, or a related field.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Commercial Pesticide Applicator License, Category 24 - Ornamental and Turf, and any additional category required for assigned applications	Before independently using or supervising the use of restricted-use or State-restricted pesticides requiring certification	Maintain current licensure, applicable category authorization, continuing education, and required pesticide application records.
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.

Work Schedule and Availability

Full-time management schedule, generally Monday through Friday, with regular field responsibilities. Seasonal operations, severe weather, emergencies, meetings, projects, tournaments, special events, and operational needs may require evening, weekend, holiday, or other work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Stand and walk athletic fields, parks, ramps, and landscaped areas, including uneven ground	Frequently	Inspects conditions, maintenance quality, hazards, and readiness for public use.
Sit and use a computer, telephone, and office equipment	Frequently	Plans work, manages budgets and projects, and communicates with stakeholders.
Bend, stoop, kneel, crouch, reach, climb, and balance	Occasionally	Inspects, adjusts, or supports irrigation, turf, landscape, and equipment work.
Lift, carry, push, or pull equipment, materials, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls equipment, materials, or supplies weighing up to 30 pounds while conducting field inspections or supporting operational activities. Assistance or mechanical equipment should be used for heavier, awkward, or unstable loads.
Drive and operate authorized vehicles or grounds equipment	Occasionally to Frequently	Travels among sites and supports operational inspection or maintenance when necessary.
Communicate and respond to changing visual and audible conditions	Frequently	Directs work and identifies field, traffic, equipment, and public-area hazards.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

GROUNDS MAINTENANCE WORKER

Job Code	30GMW	**Department**	30 - Parks and Landscape
Reports To	Assistant Director of Parks and Landscape or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs manual grounds, park, athletic-field, landscape, sanitation, pressure-washing, irrigation-support, equipment-care, and project work throughout County properties.

Essential Functions

- Cleans restrooms, pavilions, athletic complexes, parks, boat ramps, landscaped areas, and other assigned public spaces; empties waste containers and replaces liners using approved sanitation procedures.
- Pressure washes buildings, sidewalks, equipment, boat ramps, and other authorized surfaces after inspecting the area, controlling public access, selecting approved pressure settings, and using required protective equipment.
- Mows, trims, weeds, plants, gardens, removes debris, supports erosion-control work, and performs other assigned turf and landscape maintenance using approved methods and equipment.
- Performs digging, trenching, backfilling, planting, irrigation-support, and project work using safe excavation, utility-location, shoring, access-control, and material-handling procedures applicable to the assignment.
- Operates assigned County vehicles, mowers, trailers, pressure washers, hand and power tools, and other grounds equipment only after required training, inspection, and authorization.
- Cleans, washes, greases, and performs operator-level care of assigned equipment; records or reports service needs, damage, defects, and unsafe conditions without exceeding authorized repair scope.
- Supports pest-management activities by observing and reporting conditions and performs pesticide handling or application only when authorized, trained, and acting within applicable credential, label, and supervision requirements.
- Assists with special projects, athletic-field or event setup, deliveries, cleanup, and related department work as assigned.
- Provides task instructions and communicates with authorized inmate details during daily work only within correctional procedures, tool controls, accountability requirements, and delegated authority.
- Records all hours worked, including required travel between sites, equipment inspection, setup, cleanup, training, special events, weekend, call-back, or after-hours work.

Additional Responsibilities

- Assists other employees and departments with related grounds, sanitation, setup, cleanup, and operational work.
- Maintains work, equipment, supply, inspection, and incident records required by department procedures.

Supervisory Responsibilities

This position has no established supervisory responsibility over County employees. Leading a special project or providing task instructions to inmates does not confer authority to hire, terminate, discipline, evaluate, approve payroll, leave or overtime, or make personnel decisions. Direction of inmate labor is operational and security-sensitive and must remain within correctional authorization.

Knowledge, Skills, and Abilities

- Knowledge of grounds and landscape maintenance, sanitation, pressure washing, irrigation support, erosion-control basics, equipment care, and safe manual-work practices.

- Skill in operating authorized vehicles, mowers, pressure washers, hand tools, power tools, and grounds equipment and in identifying observable hazards or defects.
- Ability to follow work orders, schedules, oral and written instructions, equipment manuals, product labels, safety data sheets, PPE requirements, and tool-control procedures.
- Ability to perform sustained outdoor and manual work, use assistance or mechanical devices when needed, and report injuries, spills, utility conflicts, equipment defects, and unsafe conditions promptly.
- Ability to communicate professionally with supervisors, coworkers, inmate details, event personnel, and the public while respecting authority boundaries.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of grounds-maintenance experience or related training.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required grounds, equipment, safety, sanitation, and manual-work capabilities may be considered.

Preferred Qualifications

- Experience maintaining parks, athletic fields, landscaped public property, irrigation, or grounds equipment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.
Inmate-detail supervision and security training required by the responsible correctional authority	Before directing inmate labor	Maintain authorization and follow all tool-control, accountability, transport, and incident procedures.

Work Schedule and Availability

The standard departmental maintenance schedule is generally Monday through Friday, 7:00 a.m. to 3:30 p.m.; individual schedules may vary based on position status and operational needs. Special events, tournaments, seasonal demands, severe weather, emergencies, or staffing requirements may require evening, weekend, holiday, call-back, or adjusted work hours. All hours worked, including required travel between work locations, training, equipment inspection, setup, cleanup, and after-hours work, must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk on turf, slopes, pavement, boat ramps, and uneven, wet, or loose ground	Frequently	Performs landscape, sanitation, inspection, and project work across County properties.
Bend, stoop, kneel, crouch, reach, climb, balance, dig, and trench	Frequently	Performs planting, irrigation-support, cleanup, equipment-care, and project duties.
Push, pull, lift, carry, load, or unload tools, equipment, waste, soil, plants, and materials	Frequently	Frequently pushes, pulls, lifts, carries, loads, or unloads tools, equipment, waste, soil, plants, supplies, and other materials weighing up to 50 pounds. Team assistance or appropriate mechanical equipment must be used for heavier, awkward, or unstable loads.

Requirement	Frequency	Job-Related Context
Use hands and arms for tools, controls, pressure washing, greasing, cleaning, and setup	Continuously	Operates equipment and performs manual maintenance tasks.
Drive or operate authorized vehicles and grounds equipment	Frequently	Travels among sites and performs hauling, grounds work, irrigation support, and cleanup.
Communicate and respond to visual and audible hazards	Frequently	Works around equipment, traffic, utilities, inmates, events, and the public.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects. Work also involves public restrooms, waste, pressurized water, digging or trenching, boat ramps, and authorized inmate details.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FIELD MAINTENANCE CREW LEADER

Job Code	30FMCL	**Department**	30 - Parks and Landscape
Reports To	Director of Parks and Landscape	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Work lead
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Leads and performs grounds, athletic-field, park, facility, irrigation, equipment, sanitation, and event-preparation work with an assigned crew. Coordinates daily tasks and may direct inmate-detail work within authorized procedures, while remaining an active participant in manual field-maintenance operations.

Essential Functions

- Assigns, demonstrates, monitors, and reviews daily crew tasks; communicates priorities, hazards, equipment needs, completed work, and performance concerns to the authorized supervisor.
- Mows, edges, trims, blows, sweeps, rakes, waters, and maintains turf, infields, grounds, landscape areas, playgrounds, bleachers, pavilions, sidewalks, and other park features.
- Prepares athletic fields for games and events by dragging and watering infields, chalking lines, setting bases and goals, installing temporary fencing, and completing other assigned setup.
- Inspects assigned fields, play areas, facilities, vehicles, tools, and equipment for observable hazards or defects; corrects conditions within training and authority and promptly closes, controls, or reports unsafe areas.
- Operates riding and push mowers, light-duty trucks, blowers, sweepers, trimmers, pressure washers, hand and power tools, and other authorized equipment after required training and inspection.
- Repairs or adjusts sprinkler heads, sets authorized irrigation times, and performs minor building, equipment, and beautification work within training and delegated scope.
- Cleans restrooms and public areas, empties trash, replaces liners, transports waste, and follows product labels, safety data sheets, PPE, ventilation, storage, and area-control procedures.
- Tracks vehicle and equipment use and maintenance needs and reports service intervals, damage, defects, or unsafe conditions; does not independently authorize repairs or purchases unless delegated.
- Directs inmate labor only under applicable correctional authority, agreements, training, accountability, tool-control, transportation, security, and incident-escalation procedures.
- Loads, unloads, moves, and stages supplies, equipment, benches, goals, fencing, and materials using safe handling methods and available assistance or mechanical devices.
- Records all hours worked, including required travel between sites, equipment inspection, setup, cleanup, training, special event, call-back, or after-hours work.

Additional Responsibilities

- Assists other employees and departments with related grounds, setup, cleanup, and operational work.
- Maintains work, inspection, equipment, supply, and incident records required by department procedures.

Supervisory Responsibilities

Serves as a working crew leader and provides daily task direction to assigned employees and authorized work crews. Responsibilities include assigning work, demonstrating methods, communicating priorities, monitoring progress and safety, inspecting completed work, and reporting performance, attendance, conduct, equipment, or safety concerns to the appropriate supervisor. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave, or overtime, or make other personnel decisions. Direction of inmate labor is operational and does not constitute County personnel supervision.

Knowledge, Skills, and Abilities

- Knowledge of athletic-field preparation, turf and grounds maintenance, sanitation, irrigation basics, minor repairs, preventive maintenance, and safe equipment operation.
- Skill in leading field tasks, demonstrating work methods, operating grounds equipment, inspecting work areas, documenting conditions, and communicating priorities.
- Ability to recognize hazards, stop or control unsafe work within authority, request assistance, and report equipment defects, injuries, spills, or security concerns.
- Ability to follow written and oral instructions, schedules, labels, safety data sheets, equipment manuals, PPE requirements, and tool-control procedures.
- Ability to work professionally with employees, inmate details, contractors, event personnel, and the public while respecting authority boundaries.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two (2) years of grounds, parks, athletic-field, landscape, or comparable maintenance experience, including demonstrated experience providing work direction, coordinating crews, training employees, or leading field assignments.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required grounds-maintenance, equipment, safety, and work-lead capabilities may be considered.

Preferred Qualifications

- Experience preparing athletic fields, leading grounds crews, maintaining irrigation, or coordinating inmate-detail work.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.
Inmate-detail supervision and security training required by the responsible correctional authority	Before directing inmate labor	Maintain current authorization and follow all tool-control, accountability, transport, and incident procedures.

Work Schedule and Availability

The regular schedule submitted by the department is Monday through Friday, 7:00 a.m. to 3:30 p.m. Operational needs may require schedule changes, special-event or tournament coverage, and other approved after-hours work. All working time, including required travel between work locations, training, equipment inspection, setup, cleanup, call-back, and work performed before or after the scheduled shift, must be recorded and compensated. Occasional weekend coverage may be required for special events or tournaments.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Stand and walk on turf, infields, slopes, pavement, and uneven or wet ground	Frequently	Performs grounds work, inspections, cleaning, and event setup.
Bend, stoop, kneel, crouch, reach, climb, and balance	Frequently	Maintains fields, irrigation, equipment, facilities, and landscaped areas.
Push, pull, lift, carry, load, or unload equipment, goals, bases, fencing, waste, and supplies	Frequently	Frequently pushes, pulls, lifts, carries, loads, or unloads equipment, goals, bases, fencing, waste, supplies, and other materials weighing up to 50 pounds. Team assistance or appropriate mechanical equipment must be used for heavier, awkward, or unstable loads.
Use hands and arms for tools, controls, repairs, painting, cleaning, and setup	Continuously	Operates equipment and performs manual maintenance tasks.
Drive or operate authorized vehicles and grounds equipment	Frequently	Travels between sites and performs mowing, hauling, sweeping, and field preparation.
Communicate and respond to visual and audible hazards	Frequently	Leads crew activity and works around equipment, traffic, inmates, and the public.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects. Work may also involve public restrooms, waste, pressure washing, paint, and authorized inmate details.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

LANDSCAPE COORDINATOR

Job Code	30LSCO	**Department**	30 - Parks and Landscape
Reports To	Assistant Director of Parks and Landscape	**FLSA Status**	Work Lead - No Formal Personnel Supervision
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates and performs Countywide landscape planning, installation, turf and grounds maintenance, irrigation support, equipment care, sanitation, beautification, and crew operations.

Essential Functions

- Assists with landscape concepts, designs, installations, beautification projects, and short- and long-range strategies for parks, athletic complexes, and other County properties.
- Coordinates and performs daily landscape, turf, grounds, irrigation, sanitation, equipment, and project work and communicates priorities and schedules to crew leaders and work crews.
- Assigns, demonstrates, monitors, and reviews crew work and reports staffing, performance, safety, quality, or resource issues to the Assistant Director.
- Inspects landscaped areas, parks, complexes, facilities, vehicles, tools, and equipment for observable condition, use, maintenance, and safety concerns; controls or reports hazards within delegated authority.
- Tracks vehicle and equipment use, condition, preventive-maintenance schedules, blades, tires, lubrication, damage, defects, and service needs and routes repairs or purchases through approved processes.
- Operates authorized vehicles and grounds equipment, transports leaves and branches, unloads shipments, cleans equipment, and performs minor building, irrigation, and beautification repairs within training and delegated scope.
- Repairs or adjusts assigned sprinkler heads and sets authorized irrigation times; escalates regulated plumbing, electrical, backflow, utility, or major-system work.
- Cleans or coordinates cleaning of restrooms, sidewalks, pavilions, and public areas using approved products, pressure-washing procedures, PPE, ventilation, storage, and area controls.
- Directs inmate labor only under applicable correctional authority, agreements, training, accountability, tool-control, transportation, security, and incident procedures.

Records all hours worked, including required travel between work sites, equipment inspection, setup, cleanup, training, special-event, weekend, call-back, and after-hours work in accordance with County timekeeping requirements.

Additional Responsibilities

- Assists other employees and departments with related landscape, grounds, setup, cleanup, and operational work.
- Maintains project, work, equipment, inspection, supply, and incident records required by department procedures.

Supervisory Responsibilities

- Provides daily work direction to assigned Landscape Crew Leaders, employees, and authorized work crews. Responsibilities include coordinating assignments, communicating priorities and schedules, demonstrating work methods, monitoring progress and quality, inspecting completed work, and documenting or reporting performance, attendance, safety, equipment, or resource concerns to the Assistant Director. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other personnel decisions. Direction of inmate labor is operational and does not constitute County personnel supervision.

Knowledge, Skills, and Abilities

- Knowledge of landscape installation and maintenance, turf and grounds practices, irrigation basics, equipment care, preventive maintenance, sanitation, project coordination, and safe manual work.
- Skill in organizing crews, planning daily work, inspecting landscapes and equipment, operating grounds equipment, documenting conditions, and coordinating beautification projects.
- Ability to distinguish work coordination and recommendations from final personnel, purchasing, legal, contracting, and policy authority.
- Ability to recognize hazards, stop or control unsafe work within authority, request assistance, and report equipment defects, injuries, spills, utility conflicts, or security concerns.
- Ability to follow schedules, written and oral instructions, product labels, safety data sheets, equipment manuals, PPE requirements, and tool-control procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three years of grounds, turf, landscape, or comparable maintenance experience or related training.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required landscape, equipment, coordination, safety, and work-lead capabilities may be considered.

Preferred Qualifications

- Experience coordinating landscape installations, beautification projects, grounds crews, irrigation work, equipment programs, or inmate details.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.
Inmate-detail supervision and security training required by the responsible correctional authority	Before directing inmate labor	Maintain authorization and follow all tool-control, accountability, transport, and incident procedures.

Work Schedule and Availability

The regular schedule is generally Monday through Friday, 7:00 a.m. to 3:30 p.m. Operational needs, seasonal conditions, special events, tournaments, projects, weather, or emergencies may require adjusted schedules, evening, weekend, holiday, or call-back work. All hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk on turf, slopes, pavement, and uneven, wet, or loose ground	Frequently	Coordinates and performs landscape, grounds, sanitation, inspection, and project work.
Bend, stoop, kneel, crouch, reach, climb, balance, dig, and perform repair work	Frequently	Installs and maintains landscapes, irrigation components, equipment, and public areas.
Push, pull, lift, carry, load, or unload tools, equipment, branches, leaves, shipments, waste, and materials	Frequently	Frequently pushes, pulls, lifts, carries, loads, or unloads tools, equipment, branches, leaves, shipments, waste, supplies, and landscape materials weighing up to 50 pounds. Team assistance or appropriate mechanical equipment must be used for heavier, awkward, unstable, or otherwise unsafe loads.

Requirement	Frequency	Job-Related Context
Use hands and arms for tools, controls, pressure washing, equipment care, cleaning, and setup	Continuously	Operates equipment and performs manual landscape and maintenance tasks.
Drive or operate authorized vehicles and grounds equipment	Frequently	Travels among sites and performs hauling, inspection, landscape, and project work.
Communicate and respond to visual and audible hazards	Frequently	Coordinates crews and works around equipment, traffic, utilities, inmates, events, and the public.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects. Work may also involve public restrooms, waste, pressure washing, minor repairs, transported landscape debris, and authorized inmate details.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

IRRIGATION TECH

Job Code	30IRRT	**Department**	30 - Parks and Landscape
Reports To	Assistant Director of Parks and Landscape or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs assigned irrigation support, grounds, landscape, sanitation, equipment-care, digging, trenching, and project work throughout parks and athletic facilities.

Essential Functions

- Performs assigned irrigation inspection, operation, digging, trenching, backfilling, and maintenance-support tasks within documented procedures, training, utility-location requirements, and delegated repair scope.
- Operates assigned vehicles, trailers, pumps, pressure washers, hand and power tools, and grounds or irrigation equipment only after required training, inspection, and authorization.
- Observes irrigation performance and reports leaks, breaks, pressure problems, overspray, drainage concerns, damaged components, unsafe conditions, or suspected utility conflicts to the authorized supervisor.
- Cleans, washes, greases, and performs operator-level equipment care and records or reports service needs, damage, defects, and unsafe conditions.
- Cleans restrooms, pavilions, athletic complexes, parks, landscaped areas, and other assigned public spaces and empties waste using approved sanitation and product-safety procedures.
- Pressure washes authorized buildings, sidewalks, equipment, boat ramps, and surfaces after controlling the area and following equipment and PPE procedures.
- Performs planting, gardening, grounds cleanup, erosion-control support, and related landscape work when assigned.
- Supports pest-management activities by observing and reporting conditions and performs pesticide handling or application only when authorized, trained, and within applicable credential and label requirements.
- Provides task instructions and communicates with authorized inmate details during daily work only within correctional procedures, tool controls, accountability requirements, and delegated authority.
- Records all hours worked, including required travel between sites, equipment inspection, setup, cleanup, training, special events, weekend, call-back, or after-hours work.

Additional Responsibilities

- Assists other employees and departments with related irrigation, grounds, sanitation, setup, cleanup, and operational work.
- Maintains work, irrigation, equipment, supply, inspection, and incident records required by department procedures.

Supervisory Responsibilities

This position has no established supervisory responsibility over County employees. Providing task instructions to inmates does not confer County personnel authority. Direction of inmate labor must remain within correctional authorization and does not include hiring, discipline, evaluation, payroll, leave, or overtime authority.

Knowledge, Skills, and Abilities

Knowledge of commercial and municipal irrigation systems, including controllers, valves, sprinkler heads, piping, pumps, basic electrical controls, water pressure, irrigation scheduling, leak detection, system inspection, preventive maintenance, and routine troubleshooting and repair methods appropriate to assigned duties.

- Skill in operating authorized vehicles, pressure washers, hand tools, power tools, and grounds or irrigation equipment and in identifying observable leaks, defects, or hazards.

- Ability to follow work orders, utility-location requirements, schedules, equipment manuals, proc labels, safety data sheets, PPE requirements, and tool-control procedures.
- Ability to distinguish operator-level irrigation support from regulated plumbing, electrical, backflow, utility, or excavation work requiring additional credential, permit, training, or authorization.
- Ability to communicate professionally with supervisors, coworkers, inmate details, event personnel, and the public and promptly report unsafe or unresolved conditions.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two (2) years of grounds, landscape, parks, irrigation, or closely related maintenance experience, including at least one (1) year of hands-on experience operating, inspecting, troubleshooting, maintaining, or repairing commercial, municipal, athletic-field, or comparable irrigation systems.

Equivalent Combination

Experience with commercial or municipal irrigation controllers, valves, pumps, wiring, irrigation scheduling, leak detection, system troubleshooting, and athletic-field irrigation. Manufacturer, irrigation-technician, backflow, pesticide, or related technical certification is preferred when relevant to assigned duties.

Preferred Qualifications

- Experience operating, inspecting, maintaining, or repairing park, landscape, or athletic-field irrigation systems.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific irrigation, excavation, utility-location, equipment, and safety training	Before independent work	Maintain required training and perform regulated work only within current credential, permit, and authorization requirements.
Inmate-detail supervision and security training required by the responsible correctional authority	Before directing inmate labor	Maintain authorization and follow all tool-control, accountability, transport, and incident procedures.

Work Schedule and Availability

The standard departmental maintenance schedule is generally Monday through Friday, 7:00 a.m. to 3:30 p.m.; individual schedules may vary based on position status and operational needs. Irrigation failures, water leaks, special events, tournaments, seasonal demands, severe weather, emergencies, or project requirements may require evening, weekend, holiday, call-back, or adjusted work hours. All hours worked must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk on turf, slopes, pavement, and uneven, wet, or loose ground	Frequently	Performs irrigation-support, grounds, sanitation, inspection, and project work.
Bend, stoop, kneel, crouch, reach, climb, balance, dig, and trench	Frequently	Accesses irrigation components and performs grounds and project duties.
Push, pull, lift, carry, load, or unload tools, equipment, pipe, soil, waste, and materials	Frequently	Frequently pushes, pulls, lifts, carries, loads, or unloads tools, pipe, irrigation components, equipment, soil, waste, and other materials weighing up to 50 pounds. Team assistance or appropriate mechanical equipment must be used for heavier, awkward, or unstable loads.

Requirement	Frequency	Job-Related Context
Use hands and arms for tools, controls, pressure washing, greasing, cleaning, and repair support	Continuously	Operates equipment and performs manual irrigation and grounds tasks.
Drive or operate authorized vehicles and equipment	Frequently	Travels among sites and performs hauling, inspection, irrigation support, and cleanup.
Communicate and respond to visual and audible hazards	Frequently	Works around equipment, traffic, utilities, excavations, inmates, events, and the public.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects. Work may also involve public restrooms, waste, pressurized water systems, digging or trenching, suspected underground utilities, and authorized inmate details.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PARK COORDINATOR

Job Code	30PRKC	**Department**	30 - Parks and Landscape
Reports To	Director of Parks and Landscape	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Work Lead - No Formal Personnel Supervision
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates day-to-day park coverage and performs patrols, visitor assistance, facility monitoring, event support, inspections, documentation, and general upkeep.

Essential Functions

- Coordinates daily park coverage and communicates assignments, priorities, and operating information to Park Attendants, temporary staff, or volunteers under Director guidance.
- Patrols assigned parks, parking areas, restrooms, playgrounds, trails, athletic fields, pavilions, and common areas to observe conditions, identify hazards, deter vandalism through visible presence, and promote appropriate use.
- Provides approved information about park rules, hours, reservations, amenities, and facility use and routes complaints, exceptions, or complex questions to authorized staff.
- Monitors park activity, programs, events, and rentals and coordinates routine opening, setup, closing, cleanup, and restoration of facilities.
- Provides calm rule reminders; documents unresolved issues and seeks supervisory, emergency, or law-enforcement assistance without detaining, searching, or physically intervening beyond trained emergency actions.
- Conducts and documents visual checks of playgrounds, athletic areas, restrooms, gates, signs, lighting, fences, fields, and equipment and submits work requests or reports hazards, damage, vandalism, or supply needs.
- Performs and coordinates litter removal, trash collection, restroom cleaning, sweeping, walkway blowing, bleacher or dugout cleaning, and related custodial work using approved safety controls.
- Coordinates and assists with dragging, marking, or painting fields; arranging spaces; and setting up or removing equipment for games, practices, meetings, rentals, or programs.
- Provides access to first-aid supplies, contacts emergency responders when needed, protects the immediate area when safe, and documents incidents without making medical conclusions.
- Operates County vehicles, utility carts, tools, and small equipment only when trained and authorized and maintains schedules, coverage notes, logs, work orders, incident reports, supply requests, and time records.
- Records all working time, including required setup, cleanup, training, event, holiday, inclement-weather, travel-between-sites, or after-hours documentation work.

Additional Responsibilities

- Assists with seasonal maintenance, storm preparation, inventory, supply pickup, special projects, and post-event cleanup.
- Provides basic orientation and task guidance without formal personnel authority unless separately designated in writing.

Supervisory Responsibilities

Provides daily work coordination and task guidance to assigned Park Attendants, temporary or seasonal employees, and volunteers. Responsibilities include communicating coverage assignments and priorities, providing orientation and task instruction, monitoring work completion, and reporting performance, attendance, conduct, safety, or staffing concerns to the appropriate supervisor. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of park operations, visitor service, facility and playground checks, custodial and athletic-field practices, hazard recognition, and PPE requirements.
- Skill in coverage coordination, calm rule reminders, routine inspection, incident documentation, event setup, custodial work, and safe equipment operation.
- Ability to distinguish task coordination from formal personnel authority and routine rule reminders from law-enforcement functions.
- Ability to recognize when a situation requires maintenance, emergency, supervisory, or law-enforcement assistance and to document and escalate it promptly.
- Ability to maintain schedules, logs, work orders, incident records, supply requests, and time records using paper or approved electronic systems.

Minimum Qualifications

Education

No specific education credential is established as a minimum requirement. A high school diploma or GED is preferred.

Experience

Two (2) years of experience in parks, recreation, groundskeeping, facility operations, athletic-field preparation, event support, public service, or a closely related field. Experience should demonstrate the ability to coordinate work assignments, facility coverage, programs, events, or public-facing operations.

Equivalent Combination

Education, training, and experience that provide the required park-operations, visitor-service, safety, equipment, documentation, and work-coordination capabilities may be considered.

Preferred Qualifications

- Current First Aid, CPR, or AED certification.
- Experience coordinating work assignments or facility coverage in public-sector parks, recreation, athletics, grounds, or public-facing operations.
- Experience with radios, mobile work-order systems, basic computer applications, or electronic incident tools.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.

Work Schedule and Availability

Regular evening, night, and weekend work is required based on park operations, athletic schedules, rentals, programs, and special events. Early-morning, holiday, inclement-weather, emergency, and seasonal assignments may also be required. The work schedule may vary according to operational needs. All hours worked, including required setup, cleanup, training, travel between work sites, and after-hours documentation, must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Stand and walk throughout parks, fields, trails, parking areas, and facilities	Frequently	Patrols areas, coordinates coverage, inspects conditions, and performs upkeep.
Bend, stoop, kneel, crouch, reach, climb, balance, push, and pull	Frequently	Cleans facilities, prepares fields, moves equipment, and completes inspections.
Lift or carry waste, supplies, tools, field equipment, and materials	Occasionally	Occasionally lifts or carries waste, supplies, tools, field equipment, or event materials weighing up to 50 pounds. Assistance or appropriate equipment must be used for heavier, awkward, unstable, or otherwise unsafe loads.
Use hands and arms for tools, carts, cleaning, field preparation, records, and setup	Frequently	Performs custodial, inspection, equipment, event-support, and documentation duties.
Communicate and respond to changing visual and audible conditions	Frequently	Coordinates staff and visitors and recognizes hazards, emergencies, and escalating conduct concerns.

Work Environment

Work is performed primarily outdoors in parks, athletic areas, parking areas, restrooms, playgrounds, trails, pavilions, public buildings, and related County spaces. The employee may encounter heat, cold, rain, humidity, sun, pollen, insects, wet or uneven ground, traffic, crowds, noise, cleaning products, waste, equipment, and contentious public contacts. Hazards must be addressed through documented training, inspection, product labels, safety data sheets, ventilation, storage, PPE, area controls, and prompt escalation.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

OFFICE MANAGER

Job Code	30OFFM	**Department**	30 - Parks and Landscape
Reports To	Director of Parks and Landscape	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates Parks and Landscape office operations, purchasing support, inventory and equipment records, project tracking, hiring paperwork, process improvement, and public-service response.

Essential Functions

- Coordinates daily administrative workflows, calendars, records, supplies, communications, and staff support so department operations proceed efficiently.
- Maintains vehicle and equipment inventories, service histories, maintenance schedules, warranty or repair records, and related documentation and reports overdue maintenance or discrepancies.
- Coordinates ordering and inventory practices within approved budgets, purchasing procedures, and delegated limits; prepares requisitions and supporting records without independently approving purchases or contracts.
- Tracks project schedules, milestones, assigned actions, and documentation and alerts the Director to delays, conflicts, resource needs, or unresolved obstacles.
- Prepares and routes hiring, onboarding, employee-change, and related personnel paperwork through Human Resource Services and authorized approval processes.
- Receives and documents public complaints, service requests, and concerns; provides authorized procedural information and routes policy, liability, enforcement, or service exceptions.
- Uses Microsoft Office, Paycor, and approved County systems to enter, retrieve, verify, and maintain operational, personnel, purchasing, and equipment information using role-based access and secure handling.
- Identifies routine workflow problems and recommends or implements process improvements within delegated authority while preserving required approvals and records.
- Records all hours worked, including required training, travel between work locations, setup, cleanup, call-back, remote, or after-hours work.

Additional Responsibilities

- Operates a County vehicle and performs minor equipment or office troubleshooting only when assigned, trained, and authorized.
- Supports department meetings, projects, events, records requests, and related administrative duties.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. The employee may coordinate administrative workflows, communicate assignments, assist employees with procedures or systems, and provide routine work guidance as directed by the Director. These responsibilities do not include independent authority to hire, terminate, discipline, complete performance evaluations, approve payroll, leave or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of office administration, records management, purchasing support, inventory control, maintenance tracking, project coordination, and public-service practices.
- Skill in Microsoft Office, Paycor, office equipment, data entry, correspondence, scheduling, deadline tracking, document control, and process improvement.
- Ability to organize competing tasks, verify records, identify discrepancies, preserve correction history and audit trails, and escalate matters outside delegated authority.
- Ability to protect personnel, purchasing, vendor, and operational information through role-based access, minimum-necessary use, retention, and secure handling.

- Ability to communicate professionally with employees, vendors, departments, and the public w promising outcomes beyond the position's authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two (2) years of progressively responsible office administration, records management, purchasing support, inventory, project support, public service, or closely related administrative experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required administrative, records, technology, and coordination capabilities may be considered.

Preferred Qualifications

- Experience supporting parks, grounds, fleet, facilities, purchasing, projects, or a comparable operational department.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.

Work Schedule and Availability

The regular schedule submitted by the department is Monday through Friday, 7:30 a.m. to 4:00 p.m. Operational needs may require schedule changes, special event or tournament coverage, and other approved after-hours work. All working time, including required travel between work locations, training, equipment inspection, setup, cleanup, call-back, and work performed before or after the scheduled shift, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and office equipment	Frequently	Performs administrative, records, purchasing-support, and project-tracking work.
Stand, walk, reach, bend, stoop, kneel, or crouch	Occasionally	Accesses supplies, equipment records, vehicles, and department work areas.
Lift, carry, push, or pull office supplies, parts, tools, or records	Occasionally	Occasionally lifts, carries, pushes, or pulls office supplies, records, parts, tools, or routine materials weighing up to 20 pounds while supporting administrative, inventory, records, and equipment-related functions. Assistance should be used for heavier, awkward, or unstable loads.
Drive and enter or exit a vehicle	Occasionally	Visits department sites or supports equipment and inventory functions when assigned.
Communicate and exchange accurate information	Frequently	Coordinates employees, vendors, departments, and public-service requests.

Work Environment

Work is primarily performed in an office environment with occasional travel to shops, parks, athletic complexes, boat ramps, landscaped public areas, and other County properties for inventory, project, equipment, meeting, or operational support. Occasional field exposure may include weather, dust, pollen, noise, traffic, uneven surfaces, equipment, fuels, fertilizers, or pesticides. Field activities must be performed in accordance with applicable training, site controls, and protective-equipment requirements.

Disclaimer

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every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

LANDSCAPE CREW LEADER

Job Code	30LCL	**Department**	30 - Parks and Landscape
Reports To	Director of Parks and Landscape or assigned supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Work lead
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Leads and performs landscape, grounds, sanitation, irrigation-support, equipment-care, hauling, minor-repair, and beautification work with an assigned crew throughout County parks and public properties. The position remains an active participant in manual maintenance while coordinating daily crew tasks.

Essential Functions

- Assigns, demonstrates, monitors, and reviews daily crew tasks and communicates priorities, completed work, hazards, equipment needs, and performance concerns to the authorized supervisor.
- Mows, edges, trims, blows, sweeps, removes litter, controls weeds, maintains landscape beds, and prunes shrubs and trees within training, approved specifications, and safe equipment limits.
- Cleans restrooms, pavilions, bleachers, playground areas, sidewalks, and other public spaces; empties waste containers and follows product labels, safety data sheets, PPE, ventilation, storage, and area-control procedures.
- Transports leaves, branches, waste, supplies, and materials to approved locations and loads or unloads shipments using safe handling methods and available assistance or mechanical devices.
- Operates riding and push mowers, light-duty trucks, blowers, sweepers, trimmers, pressure washers, hand tools, power tools, and other authorized equipment after required training and inspection.
- Repairs or adjusts assigned sprinkler heads, sets authorized irrigation times, and escalates regulated plumbing, electrical, backflow, utility, or major-system work.
- Tracks vehicle and equipment use, condition, preventive-maintenance schedules, damage, defects, and service needs and routes repairs or purchases through approved processes.
- Performs minor building repairs and beautification projects within documented training, permits, equipment instructions, and delegated scope.
- Inspects assigned work areas for observable hazards or defects; corrects conditions within authority and promptly controls or reports unsafe areas, spills, injuries, or equipment problems.
- Records all hours worked, including required travel between sites, equipment inspection, setup, cleanup, training, event, weekend, call-back, or after-hours work.

Additional Responsibilities

- Assists other employees and departments with related landscape, grounds, setup, cleanup, and operational work.
- Maintains work, equipment, inspection, supply, and incident records required by department procedures.

Supervisory Responsibilities

Serves as a working crew leader and provides daily task direction to assigned Landscape and Grounds employees. Responsibilities include assigning work, demonstrating methods, communicating priorities, monitoring safety and progress, inspecting completed work, providing task instruction and feedback, and reporting attendance, performance, conduct, equipment, or safety concerns to the appropriate supervisor. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave, or overtime, or make other personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of landscape and grounds maintenance, pruning, weed control, irrigation basics, sanitation, minor repairs, preventive maintenance, and safe equipment operation.

- Skill in leading field tasks, demonstrating work methods, operating grounds equipment, inspecting work areas, documenting conditions, and communicating priorities.
- Ability to distinguish work direction and recommendations from final personnel, purchasing, repair, legal, and policy authority.
- Ability to follow schedules, instructions, product labels, safety data sheets, equipment manuals, PPE requirements, and public-area controls.
- Ability to recognize hazards, stop or control unsafe work within authority, request assistance, and report equipment defects, injuries, spills, or utility concerns.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two (2) years of progressively responsible grounds, turf, landscape, irrigation, or comparable maintenance experience, including demonstrated experience providing work direction, coordinating crews, training employees, or leading field assignments.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required landscape, equipment, safety, and work-lead capabilities may be considered.

Preferred Qualifications

- Experience leading landscape or grounds crews, maintaining irrigation, pruning, performing beautification work, or coordinating public-area maintenance.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.

Work Schedule and Availability

The regular schedule submitted by the department is Monday through Friday, 7:00 a.m. to 3:30 p.m. Operational needs may require schedule changes, special-event or tournament coverage, and other approved after-hours work. All working time, including required travel between work locations, training, equipment inspection, setup, cleanup, call-back, and work performed before or after the scheduled shift, must be recorded and compensated. Occasional weekend coverage may be required for special events or tournaments.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk on turf, slopes, pavement, and uneven, wet, or loose ground	Frequently	Performs landscape, grounds, sanitation, inspection, and project work.
Bend, stoop, kneel, crouch, reach, climb, balance, dig, and perform repair work	Frequently	Maintains landscapes, irrigation components, equipment, and public areas.
Push, pull, lift, carry, load, or unload tools, equipment, branches, leaves, shipments, waste, and materials	Frequently	Frequently pushes, pulls, lifts, carries, loads, or unloads tools, equipment, branches, leaves, shipments, waste, landscape materials, and supplies weighing up to 50 pounds. Team assistance or appropriate mechanical equipment must be used for heavier, awkward, or unstable loads.
Use hands and arms for tools, controls, pressure washing, equipment care, cleaning, and setup	Continuously	Operates equipment and performs manual landscape and maintenance tasks.

Requirement	Frequency	Job-Related Context
Drive or operate authorized vehicles and grounds equipment	Frequently	Travels among sites and performs hauling, inspection, landscape, and project work.
Communicate and respond to visual and audible hazards	Frequently	Leads crew activity and works around equipment, traffic, utilities, events, and the public.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects. Work may also involve public restrooms, waste, pressure washing, pruning, transported landscape debris, and minor repairs.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

MAINTENANCE COORDINATOR

Job Code	30MNTC	**Department**	30 - Parks and Landscape
Reports To	Assistant Director of Parks and Landscape	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates and performs turf, athletic-field, park, facility, irrigation, equipment, sanitation, tournament, and grounds-maintenance operations throughout assigned County properties. Organizes daily work, coordinates crew and equipment resources, monitors field and facility conditions, supports projects and special events, and performs skilled maintenance activities alongside assigned personnel. Ensures work is documented and completed in accordance with established safety, operational, and County procedures.

Essential Functions

- Coordinates and performs daily turf, grounds, athletic-field, park, facility, sanitation, irrigation, equipment, and event-maintenance programs across assigned County properties.
- Distributes work to crew leaders and work crews, communicates priorities and schedules, monitors completion and quality, and reports staffing, performance, safety, or resource issues to the Assistant Director.
- Evaluates and reports field and complex conditions and availability; controls or recommends restrictions based on observable maintenance and safety conditions without making legal or policy determinations beyond delegated authority.
- Assists with short- and long-range maintenance projects; organizes routine operations, schedules resources, tracks progress, and escalates delays, conflicts, or unapproved changes.
- Mows, edges, trims, blows, sweeps, rakes, waters, and maintains turf and landscape areas and prepares athletic fields by dragging, chalking, setting bases and goals, and completing event setup.
- Coordinates tournament and special-event coverage and verifies that fields, restrooms, public areas, equipment, and assigned facilities are ready for scheduled use.
- Inspects fields, facilities, vehicles, tools, and equipment for observable hazards and maintenance needs; controls or reports unsafe conditions and preserves inspection and repair records.
- Operates and performs minor service or repairs on authorized grounds equipment within training, manufacturer guidance, and delegated scope; routes major repairs and purchasing decisions through approved processes.
- Tracks department vehicle and equipment maintenance schedules, use, condition, defects, and service needs and escalates overdue or unsafe equipment.
- Directs inmate labor only under applicable correctional authority, agreements, training, accountability, tool-control, transportation, security, and incident procedures.
- Records all hours worked, including required travel between work sites, equipment inspection, setup, cleanup, training, tournament coverage, call-back, and after-hours work in accordance with County timekeeping requirements.

Additional Responsibilities

- Cleans or coordinates cleaning of restrooms and public areas using approved products and safety controls.
- Assists other employees and departments with related grounds, setup, cleanup, and operational assignments.

Supervisory Responsibilities

Provides daily work direction to assigned Crew Leaders, employees, and authorized work crews. Responsibilities include coordinating assignments, communicating priorities and schedules, providing task instruction, monitoring progress and work quality, and documenting or reporting performance, attendance, safety, equipment, or staffing concerns to the Assistant Director. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other personnel decisions. Direction of inmate labor is operational and does not constitute County personnel supervision.

Knowledge, Skills, and Abilities

- Knowledge of turf and grounds maintenance, athletic-field preparation, irrigation, sanitation, preventive maintenance, equipment operation, scheduling, and work coordination.
- Skill in organizing crews, planning daily work, inspecting fields and equipment, operating grounds equipment, documenting conditions, and coordinating tournaments.
- Ability to distinguish work coordination and recommendations from final personnel, purchasing, legal, and policy authority.
- Ability to recognize hazards, stop or control unsafe work within authority, request assistance, and report equipment defects, injuries, spills, or security concerns.
- Ability to follow schedules, written and oral instructions, labels, safety data sheets, equipment manuals, PPE requirements, and tool-control procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three years of grounds-maintenance experience or related training.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required grounds-maintenance, equipment, coordination, and work-lead capabilities may be considered.

Preferred Qualifications

- Experience coordinating athletic-field maintenance, tournaments, grounds crews, equipment programs, or inmate details.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.
Inmate-detail supervision and security training required by the responsible correctional authority	Before directing inmate labor	Maintain current authorization and follow all tool-control, accountability, transport, and incident procedures.

Work Schedule and Availability

The regular schedule is generally Monday through Friday, 7:00 a.m. to 3:30 p.m. Seasonal conditions, field preparation, tournaments, special events, weather, emergencies, projects, and operational needs may require adjusted schedules, evening, weekend, holiday, or call-back work. All hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk on turf, infields, slopes, pavement, and uneven or wet ground	Frequently	Coordinates and performs grounds work, inspections, cleaning, and event setup.
Bend, stoop, kneel, crouch, reach, climb, and balance	Frequently	Maintains fields, facilities, equipment, and landscaped areas.

Requirement	Frequency	Job-Related Context
Push, pull, lift, carry, load, or unload equipment, goals, bases, fencing, waste, and supplies	Frequently	Frequently pushes, pulls, lifts, carries, loads, or unloads equipment, goals, bases, fencing, waste, supplies, and other maintenance materials weighing up to 50 pounds. Team assistance or appropriate mechanical equipment must be used for heavier, awkward, unstable, or otherwise unsafe loads.
Use hands and arms for tools, controls, minor repairs, cleaning, and setup	Continuously	Operates equipment and performs manual maintenance tasks.
Drive or operate authorized vehicles and grounds equipment	Frequently	Travels among sites and performs mowing, hauling, inspection, and field preparation.
Communicate and respond to visual and audible hazards	Frequently	Coordinates crews and works around equipment, traffic, inmates, events, and the public.

Work Environment

Work is performed in offices, shops, vehicles, athletic complexes, parks, boat ramps, landscaped public areas, and other County properties. The employee may encounter heat, cold, rain, humidity, dust, pollen, noise, vibration, traffic, uneven or slippery ground, insects, equipment, fuels, fertilizers, and pesticides. Exposure must be controlled through documented training, equipment inspection, product labels, safety data sheets, ventilation, storage and mixing rules, required protective equipment, area controls, and prompt reporting of hazards, spills, injuries, or equipment defects. Work may also involve public restrooms, waste, tournament crowds, and authorized inmate details.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PARK ATTENDANT

Job Code	30PRKA	**Department**	30 - Parks and Landscape
Reports To	Park Coordinator	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 26, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Supports clean, orderly, welcoming County parks through visitor assistance, facility monitoring, routine inspections and upkeep, athletic and community-event support, rule reminders, and prompt reporting of safety, maintenance, or conduct concerns.

Essential Functions

- Patrols assigned parks, parking areas, restrooms, playgrounds, trails, athletic fields, pavilions, and common areas to observe conditions, identify hazards, discourage misuse through visible presence, and report concerns.
- Greets visitors and provides approved information about park rules, hours, reservations, amenities, and facility use; refers complaints, exceptions, or complex questions to authorized staff.
- Monitors park activity, athletic events, rentals, and programs and assists with opening, setup, closing, cleanup, and restoration of facilities to usable condition.
- Provides calm, respectful reminders about posted rules when safe and appropriate; does not detain, search, physically intervene, or represent the position as law enforcement and requests assistance when escalation is needed.
- Completes visual checklists for playgrounds, athletic areas, restrooms, gates, signs, lighting, fences, fields, and equipment and promptly reports damage, hazards, vandalism, repairs, or supply needs.
- Performs litter removal, trash collection, restroom cleaning and restocking, sweeping, blowing walkways, cleaning bleachers or dugouts, and related minor custodial work using approved safety controls.
- Assists with dragging, marking, or painting fields; setting up or removing equipment; arranging spaces; and preparing facilities for games, practices, rentals, or programs.
- Provides access to first-aid supplies, contacts emergency responders when needed, protects the immediate area from further risk when safe, and documents incidents without making medical conclusions.
- Operates approved utility carts, tools, small equipment, or County vehicles only when trained and authorized and reports defects or unsafe conditions.
- Completes logs, checklists, incident notes, supply requests, and time records and records all working time, including setup, cleanup, training, event, holiday, or after-hours work.

Additional Responsibilities

- Assists with seasonal maintenance, storm preparation, inventory, supply pickup, special projects, and post-event cleanup.
- May provide routine task assistance to temporary, seasonal, or volunteer workers without supervisory authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. Providing routine task assistance to temporary, seasonal, or volunteer workers does not confer authority to hire, discipline, evaluate, approve leave or overtime, or make personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of basic park, facility, custodial, athletic-field, grounds, hazard-recognition, and PPE practices.
- Skill in visitor service, calm rule reminders, routine inspections, incident documentation, event setup, custodial work, and safe use of assigned tools and equipment.

- Ability to recognize when a situation requires maintenance, emergency, supervisory, or law-enforcement assistance and to avoid physical intervention beyond trained emergency actions.
- Ability to follow schedules, maps, posted procedures, work orders, equipment instructions, product labels, safety data sheets, and PPE requirements.
- Ability to complete basic written or electronic records and work independently within established procedures.

Minimum Qualifications

Education

No specific education credential is established as a minimum requirement. A high school diploma or GED is preferred.

Experience

No prior experience is established as a minimum requirement. Six months of parks, recreation, groundskeeping, facility maintenance, custodial, event-support, customer-service, or related experience is preferred.

Equivalent Combination

Education, training, and experience that provide the required visitor-service, safety, equipment, custodial, and documentation capabilities may be considered.

Preferred Qualifications

- Current First Aid, CPR, or AED certification.
- Public-sector parks, recreation, athletics, grounds, facilities, radio, mobile-work-order, or public-facing experience.
- Bilingual communication skills when supported by operational need.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle	Maintain the license and satisfy County driving requirements.
Assignment-specific equipment and safety training	Before independent operation	Maintain required training and follow inspection, guarding, PPE, and operating procedures.

Work Schedule and Availability

Part-time schedule with regular evening, night, and weekend assignments based on park operations, athletic schedules, rentals, programs, and special events. Holiday, inclement-weather, seasonal, and emergency assignments may also be required. Weekly hours may vary based on operational needs and do not guarantee a minimum number of hours. All hours worked, including required setup, cleanup, training, travel between work sites, and after-hours documentation, must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand and walk throughout parks, fields, trails, parking areas, and facilities	Frequently	Patrols areas, assists visitors, inspects conditions, and performs upkeep.
Bend, stoop, kneel, crouch, reach, climb, balance, push, and pull	Frequently	Cleans facilities, prepares fields, moves equipment, and completes inspections.
Lift or carry waste, supplies, tools, field equipment, and materials	Occasionally	Occasionally lifts or carries waste, supplies, tools, field equipment, or event materials weighing up to 50 pounds. Assistance or appropriate equipment must be used for heavier, awkward, unstable, or otherwise unsafe loads.
Use hands and arms for tools, carts, cleaning, field preparation, records, and setup	Frequently	Performs custodial, inspection, equipment, and event-support duties.

Requirement	Frequency	Job-Related Context
Communicate and respond to changing visual and audible conditions	Frequently	Assists visitors and recognizes hazards, emergencies, and escalating conduct concerns.

Work Environment

Work is performed primarily outdoors in parks, athletic areas, parking areas, restrooms, playgrounds, trails, pavilions, public buildings, and related County spaces. The employee may encounter heat, cold, rain, humidity, sun, pollen, insects, wet or uneven ground, traffic, crowds, noise, cleaning products, waste, equipment, and contentious public contacts. Hazards must be addressed through documented training, inspection, product labels, safety data sheets, ventilation, storage, PPE, area controls, and prompt escalation.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF ENGINEERING / COUNTY ENGINEER

Job Code	31CNTE	**Department**	31 - County Engineering Services
Reports To	County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Serves as the department head and senior technical authority for County engineering and capital project delivery. Plans, directs, and coordinates County Engineering Services; provides professional engineering oversight; establishes priorities and technical standards; and is accountable for the Roads & Transportation, Stormwater & Utilities, and Parks & Vertical Construction portfolios. Directly supervises the three division leads and three Project Coordinators and coordinates major capital projects from planning and funding through design, procurement, construction, closeout, and turnover.

Essential Functions

Department Leadership & Supervision

- Direct, organize, and evaluate the work of County Engineering Services, including the three division leads and three Project Coordinators.
- Establish departmental priorities, workloads, performance expectations, procedures, technical standards, and project assignment practices.
- Conduct or participate in hiring, coaching, performance management, training, and corrective action in coordination with Human Resource Services.
- Coordinate staff capacity across portfolios and reassign resources when project schedules, funding, or operational needs require.

Engineering & Capital Program Oversight

- Provide senior professional engineering review and technical direction for County infrastructure and capital projects.
- Oversee the County capital improvement portfolio, including scope development, feasibility, cost estimating, design, procurement, construction, change management, closeout, and turnover.
- Review plans, specifications, studies, calculations, contracts, and consultant deliverables for completeness, compliance, constructability, and alignment with County objectives.
- Oversee consultant and professional-service contracts, including scopes, solicitations, selection support, negotiations, performance, invoices, amendments, and deliverables.
- Administer and oversee public works contracts, and coordinate contract scope, performance, service levels, expenditures, compliance, and issue resolution with responsible departments and contractors.
- Identify project risks, schedule conflicts, cost pressures, and regulatory issues and provide recommendations to County leadership.

Budget, Grants & Administration

- Develop and administer the department budget and support development of the County capital improvement program.
- Monitor project budgets, expenditures, funding sources, change orders, encumbrances, and forecasts in coordination with Finance and Procurement.

- Ensure grant-funded and special-purpose-funded projects meet applicable documentation, reportin reimbursement, procurement, and compliance requirements.
- Hold division leads and Project Coordinators accountable for grant administration and project records within their assigned portfolios.

Intergovernmental & Public Coordination

- Serve as the primary engineering advisor to the County Manager and provide technical information and recommendations to the Board of Commissioners.
- Coordinate with County departments, elected offices, consultants, contractors, utilities, developers, GDOT, state and federal agencies, and other stakeholders.
- Coordinate closely with Development Services on development-related engineering matters, infrastructure impacts, plan review coordination, permitting issues, and projects affecting County facilities and infrastructure.
- Engage with residents, property owners, businesses, community groups, and other members of the public regarding engineering projects, infrastructure concerns, planned improvements, and County processes; communicate technical information in a clear and professional manner.
- Attend Board meetings, public meetings, preconstruction meetings, project meetings, and community outreach sessions as required.
- Respond to complex engineering, infrastructure, and capital project concerns and communicate project status, risks, and decisions to leadership.

Additional Responsibilities

- Maintain accurate project, contract, permit, budget, grant, correspondence, decision, and technical records in accordance with County requirements and applicable retention standards.
- Perform related duties consistent with the purpose and level of the classification and operational needs.

Supervisory Responsibilities

Directly supervises division leads and Project Coordinators and exercises department-head authority consistent with County policy. Responsibilities include work assignment, performance management, coaching, training, and participation in hiring and corrective action.

Knowledge, Skills, and Abilities

- Knowledge of applicable County standards, project delivery practices, public procurement processes, records requirements, and relevant local, state, and federal regulations.
- Ability to analyze technical, financial, operational, and project information and develop clear, supportable recommendations.
- Ability to read and interpret plans, specifications, contracts, schedules, estimates, reports, permits, and other technical documentation relevant to assigned work.
- Ability to coordinate effectively with County departments, consultants, contractors, regulatory agencies, elected officials, and the public.
- Skill in written and oral communication, project documentation, issue resolution, and presentation of technical information to nontechnical audiences.
- Ability to organize multiple priorities, exercise sound judgment, maintain accurate records, and identify issues requiring escalation or licensed professional review.

Minimum Qualifications

- Bachelor's degree in Civil Engineering or a closely related engineering field from an accredited institution.
- Professional Engineer (PE) license in the State of Georgia, or ability to obtain Georgia licensure by comity within a County-established timeframe.
- Seven (7) years or more of progressively responsible engineering, infrastructure, or capital project experience, including supervisory or program leadership responsibility.
- Demonstrated experience managing complex capital projects, consultant contracts, budgets, schedules, procurement processes, and construction activities.

- Knowledge of applicable local, state, and federal engineering, procurement, environmental, access and construction requirements.
- Valid driver's license.

Preferred Qualifications

- Experience in Georgia local government or a comparable public-sector environment.
- Experience with GDOT, state/federal funding, TSPLOST/SPLOST, grants, utilities, stormwater, transportation, and vertical capital projects.
- Project Management Professional (PMP), Certified Floodplain Manager (CFM), or related credentials.
- Experience presenting technical recommendations to governing bodies and the public.

Work Schedule and Availability

Full-time professional schedule. Capital projects, public meetings, emergencies, construction activities, inspections, deadlines, and operational needs may require travel and work outside normal business hours, including evenings or weekends.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, plans, documents, and project-management systems	Frequently	Performs professional, administrative, analytical, and project-management work.
Walk on uneven terrain; bend, stoop, kneel, climb, and move through active project or construction areas	Occasionally	Conducts site visits, inspections, observations, and project meetings.
Lift or carry plans, equipment, tools, samples, or supplies of moderate weight	Occasionally	Supports field review and project activities; assistance should be used when appropriate.
Observe field conditions and exchange accurate technical information	Frequently	Evaluates projects, coordinates work, and communicates with stakeholders.

Work Environment

Work is performed in offices, meeting spaces, vehicles, active construction areas, roadways, parks, utility locations, and other County facilities or project sites. Field work may involve exposure to traffic, construction activity, uneven terrain, noise, dust, wetness, humidity, temperature extremes, equipment, and other conditions typical of public infrastructure and capital projects. Appropriate training, personal protective equipment, traffic control, and site-safety procedures are required when applicable.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ENGINEERING PROJECT MANAGER

Job Code	31EPM	**Department**	31 - County Engineering Services
Reports To	County Engineer	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Manages planning, design coordination, construction administration, and closeout for assigned public and private-development projects under the County Engineer. The source does not require a current PE license, so professional engineering decisions and seals remain with a licensed engineer.

Essential Functions

- Develops project scopes, schedules, estimates, budgets, procurement materials, and coordination plans for facilities, road, drainage, utility, park, and other assigned capital projects.
- Coordinates architects, engineers, contractors, vendors, utilities, departments, regulators, officials, and the public and documents decisions, risks, responsibilities, deadlines, and unresolved items.
- Supports proposal evaluation and bid review and makes documented recommendations without awarding contracts, executing agreements, or making legal or procurement determinations.
- Administers assigned contracts and monitors schedules, costs, submittals, testing, inspections, permits, bonds, invoices, change documentation, and closeout within delegated authority.
- Reviews documents for completeness, constructability, functionality, and consistency with approved scope and routes engineering adequacy, design approval, and sealing to appropriately licensed professionals.
- Conducts or coordinates field observations, final and warranty inspections, and deficiency tracking without controlling contractor means and methods or independently accepting work beyond delegated authority.
- Reviews invoices and payment applications for documented progress, contract alignment, and supporting records and recommends approval without independently releasing payment.
- Coordinates GDOT and other funded-project documentation and compliance and preserves complete, version-controlled project and public records.
- Records all hours worked, including site visits, travel, meetings, remote work, and after-hours communications.

Additional Responsibilities

- Responds to project concerns and provides factual project information within assigned authority.
- Recommends improvements to project-management procedures and records.

Supervisory Responsibilities

No direct reports or final personnel authority. The position may coordinate project participants and provide functional direction within approved contracts and assignments, but may not hire, discipline, evaluate, set compensation, or control contractor means and methods.

Knowledge, Skills, and Abilities

- Knowledge of capital-project planning, construction administration, contracts, schedules, budgets, permitting, inspection, and closeout.
- Skill in reviewing project records, scopes, submittals, testing, estimates, schedules, invoices, and change documentation.
- Ability to coordinate complex projects and distinguish project administration from licensed engineering, procurement, legal, payment, permit, and Board authority.
- Ability to document decisions, deficiencies, corrections, approvals, and audit trails and escalate technical or safety issues.
- Ability to communicate clearly with technical and nontechnical stakeholders.

Minimum Qualifications

Education

Bachelor's degree in civil engineering, construction management, architecture, or a closely related field.

Experience

Three years of progressively responsible building-inspection, project-management, construction-inspection, design-coordination, or contract-administration experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required project and construction-management capabilities may be considered; regulated professional credentials may not be waived.

Preferred Qualifications

- Municipal or county capital-project experience.
- Current PE or architect license, or documented progress toward an applicable credential, when relevant to assigned work.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	When County driving is assigned	Maintain while operating a County vehicle.
Assignment-specific construction-site and traffic-control training	Before independent field work	Maintain as required by site responsibilities.

Work Schedule and Availability

Regular schedule and the frequency of field inspections, public meetings, travel, emergencies, call-back, and evening or weekend work are Pending Department Validation. All hours worked, including required travel between work sites, site preparation, meetings, remote work, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, engineering, project, records, and communication systems	Frequently	Reviews plans, records, schedules, budgets, reports, correspondence, and technical information.
Stand and walk in offices, public facilities, and field locations	Frequently	Attends meetings and observes projects, permits, infrastructure, and site conditions.
Traverse uneven ground; bend, stoop, kneel, crouch, reach, climb, or balance	Occasionally	Accesses project areas and observes construction or infrastructure conditions using required site controls.
Lift, carry, push, or pull plans, equipment, samples, supplies, or field materials	Occasionally	Submitted descriptions reference weights from 12 to 50 pounds; the essential threshold is Pending Department Validation.
Communicate and respond to visual and audible information and hazards	Frequently	Coordinates staff, contractors, consultants, agencies, officials, and the public in office and field settings.

Work Environment

Work is performed in offices, public meeting spaces, vehicles, and active construction or infrastructure sites. Field work may involve traffic, moving equipment, excavations, utilities, uneven or wet terrain, noise, dust, weather, and water or wastewater facilities. Follow site controls, traffic-control plans, permits, and PPE requirements; do not enter confined spaces or perform regulated work without required training and authorization.

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

PARKS & VERTICAL CONSTRUCTION MANAGER

Effingham County Georgia
Board of Commissioners

Job Code	31PVCM	**Department**	31 - County Engineering Services
Reports To	Director of Engineering / County Engineer	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, coordinates, and manages County facilities capital projects, parks and recreation infrastructure, and vertical construction projects from concept through turnover. This is a construction and capital project management role and does not require the incumbent to be a licensed engineer. Provides owner-side project leadership, manages consultants and contractors, controls scope, budget, schedule, quality, and documentation, and coordinates technical engineering or architectural review through appropriately licensed professionals when required.

Essential Functions

Vertical Construction & Facilities Capital Projects

- Manage new construction, renovations, additions, major repairs, building systems improvements, and other facilities capital projects from planning through closeout and turnover.
- Develop project scopes, budgets, schedules, procurement strategies, bid documents, and owner requirements in coordination with user departments and County leadership.
- Coordinate architects, engineers, construction managers, general contractors, specialty consultants, vendors, inspectors, and County stakeholders.
- Review project schedules, submittals, RFIs, pay applications, change requests, punch lists, closeout documents, warranties, and turnover requirements from an owner/project management perspective.
- Monitor construction quality, progress, safety coordination, budget performance, schedule performance, and contractual obligations and elevate material risks to the Engineering Director.

Parks & Recreation Capital Projects

- Manage capital improvements involving parks, athletic facilities, recreation buildings, trails, site improvements, parking, lighting, fields, courts, playgrounds, and related amenities.
- Coordinate project requirements with Parks & Landscape, Recreation, Facilities, Procurement, Finance, and other affected departments.
- Support long-range capital planning by assessing facility and park needs, project feasibility, probable costs, phasing, and delivery options.

Contracts, Budgets, Grants & Project Controls

- Assist with solicitations, scopes of work, consultant and contractor selection, contract administration, and vendor performance for assigned projects.
- Track budgets, commitments, invoices, allowances, contingencies, change orders, schedules, milestones, and closeout requirements.
- Work closely with the Parks & Vertical Construction Project Coordinator to maintain project files, grant documentation, reimbursement support, reporting, schedules, meeting records, and compliance deadlines.
- Ensure projects funded by grants, SPLOST, or other restricted sources maintain documentation necessary for audit, reimbursement, and reporting.

- Provide functional direction and project priorities to the assigned Project Coordinator while the Engineering Director retains overall departmental supervision and personnel accountability.

Coordination & Communication

- Conduct site visits and project meetings and document decisions, action items, schedule concerns, and construction issues.
- Prepare project status reports, cost and schedule updates, presentations, and recommendations for the Engineering Director and County leadership.
- Coordinate permitting, inspections, utilities, accessibility requirements, and occupancy/turnover activities with appropriate departments and authorities having jurisdiction.
- Recognize matters requiring professional engineering or architectural judgment and route them to the Engineering Director, design professional of record, or other appropriately licensed professional.
- Engage directly with residents, facility users, parks patrons, neighborhood groups, and other members of the public regarding parks, facilities, and vertical construction projects; communicate project scope, schedules, impacts, and County processes in a clear and professional manner.

Additional Responsibilities

- Maintain accurate project, contract, permit, budget, grant, correspondence, decision, and technical records in accordance with County requirements and applicable retention standards.
- Perform related duties consistent with the purpose and level of the classification and operational needs.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibility. The position may provide functional direction and project priorities to an assigned Project Coordinator and coordinate consultants and contractors, but those responsibilities do not confer personnel authority over County employees unless separately designated.

Knowledge, Skills, and Abilities

- Knowledge of applicable County standards, project delivery practices, public procurement processes, records requirements, and relevant local, state, and federal regulations.
- Ability to analyze technical, financial, operational, and project information and develop clear, supportable recommendations.
- Ability to read and interpret plans, specifications, contracts, schedules, estimates, reports, permits, and other technical documentation relevant to assigned work.
- Ability to coordinate effectively with County departments, consultants, contractors, regulatory agencies, elected officials, and the public.
- Skill in written and oral communication, project documentation, issue resolution, and presentation of technical information to nontechnical audiences.
- Ability to organize multiple priorities, exercise sound judgment, maintain accurate records, and identify issues requiring escalation or licensed professional review.

Minimum Qualifications

- Bachelor's degree in Construction Management, Building Construction, Architecture, Engineering Technology, Engineering, Project Management, or a closely related field; substantial directly related construction management experience may be considered in lieu of a degree.
- Five (5) years or more of progressively responsible experience managing commercial, institutional, governmental, parks, facilities, or vertical construction projects.
- Demonstrated experience with construction contracts, schedules, budgets, cost controls, change orders, RFIs, submittals, pay applications, inspections, and project closeout.
- Ability to read and interpret construction drawings, specifications, contracts, estimates, and project schedules.
- Knowledge of construction methods, procurement practices, building project delivery, and owner-side project management.
- Valid driver's license.

Preferred Qualifications

- Experience managing public-sector or local government capital projects.
- Certified Construction Manager (CCM), Project Management Professional (PMP), LEED credential, or comparable certification.
- Experience with parks and recreation construction, municipal facilities, SPLOST/grant-funded projects, and public procurement.
- Experience with project management software and construction document management systems.

Work Schedule and Availability

Full-time professional schedule. Capital projects, public meetings, emergencies, construction activities, inspections, deadlines, and operational needs may require travel and work outside normal business hours, including evenings or weekends.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, plans, documents, and project-management systems	Frequently	Performs professional, administrative, analytical, and project-management work.
Walk on uneven terrain; bend, stoop, kneel, climb, and move through active project or construction areas	Occasionally	Conducts site visits, inspections, observations, and project meetings.
Lift or carry plans, equipment, tools, samples, or supplies of moderate weight	Occasionally	Supports field review and project activities; assistance should be used when appropriate.
Observe field conditions and exchange accurate technical information	Frequently	Evaluates projects, coordinates work, and communicates with stakeholders.

Work Environment

Work is performed in offices, meeting spaces, vehicles, active construction areas, roadways, parks, utility locations, and other County facilities or project sites. Field work may involve exposure to traffic, construction activity, uneven terrain, noise, dust, wetness, humidity, temperature extremes, equipment, and other conditions typical of public infrastructure and capital projects. Appropriate training, personal protective equipment, traffic control, and site-safety procedures are required when applicable.

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ENGINEERING PROJECT COORDINATOR

Job Code	31EPC	**Department**	31 - County Engineering Services
Reports To	County Engineer	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates administrative and operational support for public infrastructure, utility, grant, and capital projects by tracking schedules, budgets, records, compliance requirements, risks, and deliverables. The workbook controls code 31EPC but labels the role Hourly Exempt; salary basis, actual primary duties, and the internally inconsistent designation require HR review.

Essential Functions

- Coordinates daily project activities and tracks schedules, budgets, milestones, risks, action items, deliverables, approvals, and unresolved items from initiation through closeout.
- Maintains meeting notes, correspondence, contracts, schedules, budgets, reports, compliance records, approvals, deliverables, reimbursement documentation, and complete project files.
- Coordinates information among County departments, contractors, consultants, vendors, funding agencies, regulators, officials, and the public and escalates missing, inconsistent, late, or disputed information.
- Assists with scopes, requests for proposals, bid summaries, vendor documents, and contracting materials without selecting vendors, awarding work, executing contracts, or making legal or procurement determinations.
- Supports grant research, applications, award administration, budgets, reimbursements, performance measures, reporting, monitoring, closeout, and records under applicable award and County requirements.
- Prepares progress reports, presentations, summaries, and briefing materials and clearly distinguishes verified facts, estimates, assumptions, risks, and recommendations.
- Supports site visits, meetings, and project closeout; observes and documents conditions without independently approving engineering designs, accepting construction, or directing contractor means and methods.
- Protects procurement-sensitive, financial, infrastructure-security, personal, and other restricted information through role-based access, retention, version control, audit trails, and authorized release procedures.
- Records all hours worked, including required meetings, travel between sites, remote work, and after-hours communications.

Additional Responsibilities

- Assists with research, records organization, presentations, and interdepartmental initiatives.
- Performs related coordination duties consistent with the classification and assigned authority.

Supervisory Responsibilities

No formal supervisory responsibility. Coordinating tasks, deadlines, vendors, consultants, or project participants does not confer personnel authority or control over contractor means and methods.

Knowledge, Skills, and Abilities

- Knowledge of project coordination, grants, procurement support, budgets, compliance, records, and project life cycles.
- Skill in tracking multiple schedules, budgets, deliverables, risks, reimbursements, and documentation accurately.
- Ability to identify missing information, approaching deadlines, unsupported costs, and unresolved issues and escalate them promptly.
- Ability to distinguish coordination and documentation from engineering, legal, procurement, contract, payment, and permit authority.
- Ability to use office, spreadsheet, presentation, document-management, grant, and project systems

Minimum Qualifications

Education

Bachelor's degree in public administration, business administration, project management, planning, engineering technology, construction management, or a closely related field.

Experience

Three years of progressively responsible project coordination, public administration, grants, infrastructure, capital-project, or closely related experience.

Equivalent Combination

An equivalent combination of relevant education, training, and experience that provides the required project, grant, budget, compliance, and records capabilities may be considered.

Preferred Qualifications

- Local-government or public-sector experience.
- Experience with infrastructure projects, grants, reimbursements, procurement, or document-control systems.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	When County driving is assigned	Maintain while operating a County vehicle.

Work Schedule and Availability

Regular schedule and the frequency of field inspections, public meetings, travel, emergencies, call-back, and evening or weekend work are Pending Department Validation. All hours worked, including required travel between work sites, site preparation, meetings, remote work, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, engineering, project, records, and communication systems	Frequently	Reviews plans, records, schedules, budgets, reports, correspondence, and technical information.
Stand and walk in offices, public facilities, and field locations	Frequently	Attends meetings and observes projects, permits, infrastructure, and site conditions.
Traverse uneven ground; bend, stoop, kneel, crouch, reach, climb, or balance	Occasionally	Accesses project areas and observes construction or infrastructure conditions using required site controls.
Lift, carry, push, or pull plans, equipment, samples, supplies, or field materials	Occasionally	Submitted descriptions reference weights from 12 to 50 pounds; the essential threshold is Pending Department Validation.
Communicate and respond to visual and audible information and hazards	Frequently	Coordinates staff, contractors, consultants, agencies, officials, and the public in office and field settings.

Work Environment

Work is performed in offices, public meeting spaces, vehicles, and active construction or infrastructure sites. Field work may involve traffic, moving equipment, excavations, utilities, uneven or wet terrain, noise, dust, weather, and water or wastewater facilities. Follow site controls, traffic-control plans, permits, and PPE requirements; do not enter confined spaces or perform regulated work without required training and authorization.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ROADS & TRANSPORTATION ENGINEER

Job Code	31RTE	**Department**	31 - County Engineering Services
Reports To	Director of Engineering / County Engineer	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, designs, reviews, and manages roadway and transportation-related capital improvement projects and associated drainage work. Manages projects from concept through construction, provides technical review of transportation plans and permits, coordinates with GDOT and other agencies, and supports safe, efficient, and well-designed County transportation infrastructure.

Essential Functions

Roads & Transportation Project Management

- Plan, design, and manage roadway and transportation capital projects from concept development through construction completion and closeout.
- Develop and review project scopes, engineering designs, cost estimates, schedules, specifications, bid documents, and budget forecasts.
- Perform and/or review roadway, traffic, and transportation-related drainage design for compliance with County, state, and federal standards.
- Support construction by reviewing submittals and shop drawings, responding to RFIs, conducting field visits, evaluating changing conditions, and resolving design-related issues.
- Coordinate consultant contracts and monitor consultant performance, schedules, invoices, and deliverables for assigned projects.
- Administer assigned public works contracts related to roads and transportation, including roadway maintenance, roadside mowing and vegetation management, and similar contracted services; monitor scope, performance, service levels, invoices, compliance, and contractor responsiveness.
- Prepare technical reports, maps, analyses, presentations, and recommendations for the Engineering Director and County leadership.

Permit Review & Regulatory Compliance

- Review driveway permits, right-of-way encroachment permits, road cut permits, transportation access requests, and transportation-related development plans.
- Ensure compliance with County development regulations, engineering standards, ADA requirements, and applicable GDOT requirements.
- Coordinate with developers, engineers, contractors, utilities, and County departments to resolve design deficiencies, conflicts, and permitting issues.
- Conduct field checks and maintain accurate technical and permit documentation.

Funding, Grants & Project Coordination

- Monitor transportation projects funded through TSPLOST, SPLOST, grants, or state/federal sources for technical and reporting compliance.
- Work closely with the Roads & Transportation Project Coordinator to maintain project schedules, records, funding documentation, reimbursement support, and grant deadlines.

- Provide technical direction for assigned transportation projects while ensuring administrative project controls remain current.
- Provide functional direction and project priorities to the assigned Project Coordinator while the Engineering Director retains overall departmental supervision and personnel accountability.

Coordination & Communication

- Coordinate with Public Works, Planning & Zoning, Utilities, Emergency Services, Finance, Procurement, consultants, and contractors regarding transportation needs and project delivery.
- Attend public meetings, Board meetings, project meetings, and community outreach sessions as required.
- Respond to citizen and stakeholder concerns involving roadway safety, traffic, access, drainage, and transportation infrastructure.
- Engage directly with residents, property owners, businesses, and other members of the public regarding roadway projects, maintenance concerns, transportation improvements, access issues, and project impacts; explain technical information and County processes in a clear and professional manner.

Additional Responsibilities

- Maintain accurate project, contract, permit, budget, grant, correspondence, decision, and technical records in accordance with County requirements and applicable retention standards.
- Perform related duties consistent with the purpose and level of the classification and operational needs.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibility. The position may provide functional direction, technical guidance, and project priorities to an assigned Project Coordinator, but the Director of Engineering / County Engineer retains personnel supervision and departmental accountability.

Knowledge, Skills, and Abilities

- Knowledge of applicable County standards, project delivery practices, public procurement processes, records requirements, and relevant local, state, and federal regulations.
- Ability to analyze technical, financial, operational, and project information and develop clear, supportable recommendations.
- Ability to read and interpret plans, specifications, contracts, schedules, estimates, reports, permits, and other technical documentation relevant to assigned work.
- Ability to coordinate effectively with County departments, consultants, contractors, regulatory agencies, elected officials, and the public.
- Skill in written and oral communication, project documentation, issue resolution, and presentation of technical information to nontechnical audiences.
- Ability to organize multiple priorities, exercise sound judgment, maintain accurate records, and identify issues requiring escalation or licensed professional review.

Minimum Qualifications

- Bachelor's degree in Civil Engineering, Transportation Engineering, or a closely related field; equivalent directly related engineering experience may be considered where appropriate.
- Five (5) years or more of progressively responsible experience in transportation engineering, roadway design, construction inspection, project management, or municipal permitting.
- Knowledge of roadway geometric design, transportation engineering principles, drainage, construction methods, and public infrastructure project delivery.
- Ability to interpret and produce engineering plans, plats, specifications, estimates, and technical studies.
- Familiarity with GDOT standards, permitting, right-of-way processes, and local government capital improvement procedures.
- Valid driver's license.

Preferred Qualifications

- Engineer-in-Training (EIT) or Professional Engineer (PE) certification/licensure.
- Experience designing or managing GDOT-funded projects, including local-let procedures.

- Experience with GIS, AutoCAD, Civil 3D, or project management software.
- Experience with transportation grants, TSPLOST/SPLOST, and public-sector procurement.

Work Schedule and Availability

Full-time professional schedule. Capital projects, public meetings, emergencies, construction activities, inspections, deadlines, and operational needs may require travel and work outside normal business hours, including evenings or weekends.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, plans, documents, and project-management systems	Frequently	Performs professional, administrative, analytical, and project-management work.
Walk on uneven terrain; bend, stoop, kneel, climb, and move through active project or construction areas	Occasionally	Conducts site visits, inspections, observations, and project meetings.
Lift or carry plans, equipment, tools, samples, or supplies of moderate weight	Occasionally	Supports field review and project activities; assistance should be used when appropriate.
Observe field conditions and exchange accurate technical information	Frequently	Evaluates projects, coordinates work, and communicates with stakeholders.

Work Environment

Work is performed in offices, meeting spaces, vehicles, active construction areas, roadways, parks, utility locations, and other County facilities or project sites. Field work may involve exposure to traffic, construction activity, uneven terrain, noise, dust, wetness, humidity, temperature extremes, equipment, and other conditions typical of public infrastructure and capital projects. Appropriate training, personal protective equipment, traffic control, and site-safety procedures are required when applicable.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PROJECT MANAGER, PE

Job Code	31PMP	**Department**	31 - County Engineering Services
Reports To	County Engineer	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Manages planning, design, permitting, construction administration, technical review, modeling, and closeout for water, sewer, and other capital projects. The workbook controls title and code 31PMP and makes the PE credential part of the classification. The submitted generic Project Manager description treats licensure as future or preferred; that conflicts with the controlled title and requires HR confirmation.

Essential Functions

- Plans and manages water, sewer, and other capital projects from needs analysis and scoping through design, procurement support, construction, commissioning, and closeout.
- Performs or reviews engineering analyses, models, calculations, plans, specifications, estimates, studies, and technical reports within professional competence and applicable Georgia licensure requirements.
- Prepares procurement materials, evaluates technical submissions, and recommends vendors or awards while reserving final procurement, contract, funding, and Board decisions to authorized officials.
- Administers assigned contracts, budgets, schedules, testing, submittals, change documentation, inspections, invoices, applications for payment, deficiencies, and closeout records within delegated authority.
- Reviews designs and permit materials for engineering compliance and signs or seals only work prepared under responsible charge and within the scope of a current Georgia PE license.
- Coordinates consultants, contractors, utilities, regulators, departments, customers, officials, and the public and documents technical assumptions, decisions, risks, and unresolved issues.
- Maintains water-distribution and wastewater-collection models and evaluates capacity, fire flow, operational conditions, and future infrastructure needs.
- Prepares and submits authorized technical and regulatory reports and maintains complete project, design, permit, funding, and public records with version control and audit trails.
- Records all hours worked, including required field inspections, meetings, travel between work sites, emergency response, remote work, and after-hours communications.

Additional Responsibilities

- Responds to infrastructure and customer concerns and provides factual or technical information within professional and delegated authority.
- Supports standards, specifications, capital planning, and interdepartmental technical work.

Supervisory Responsibilities

The workbook identifies this classification as nonsupervisory. Project leadership, consultant coordination, technical review, and contractor administration do not confer final County personnel authority or control over contractor means and methods.

Knowledge, Skills, and Abilities

- Advanced knowledge of civil, water, wastewater, hydraulic, construction, and project-management engineering principles and standards.
- Skill in modeling, design review, technical analysis, cost estimation, contract administration, inspection, reporting, and stakeholder coordination.
- Ability to exercise independent professional judgment while distinguishing engineering recommendations from Board, legal, procurement, payment, and property authority.
- Ability to manage multiple projects, preserve responsible charge and complete records, and identify technical, regulatory, budget, and safety risks.

- Ability to explain complex technical information clearly to officials, agencies, contractors, custo and the public.

Minimum Qualifications

Education

Bachelor's degree in civil engineering or another engineering discipline directly related to assigned water, wastewater, or capital-project work from an appropriately accredited program.

Experience

Six years of progressively responsible water, wastewater, civil, or capital-project experience, including two years of project-management responsibility.

Equivalent Combination

Relevant experience may supplement education only to the extent permitted by Georgia professional-engineering licensure requirements; the required PE license may not be waived by equivalency.

Preferred Qualifications

- Experience with local government, hydraulic modeling, CAD, public procurement, and Georgia EPD programs.
- Erosion and Sediment Control Level II certification when required by assignment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Current Georgia Professional Engineer license	At appointment	Maintain in good standing and practice only within competence and legal authority.
Valid driver's license and County driving eligibility	When County driving is assigned	Maintain while operating a County vehicle.

Work Schedule and Availability

Regular schedule and the frequency of field inspections, public meetings, travel, emergencies, call-back, and evening or weekend work are Pending Department Validation. All hours worked, including required travel between work sites, site preparation, meetings, remote work, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, engineering, project, records, and communication systems	Frequently	Reviews plans, records, schedules, budgets, reports, correspondence, and technical information.
Stand and walk in offices, public facilities, and field locations	Frequently	Attends meetings and observes projects, permits, infrastructure, and site conditions.
Traverse uneven ground; bend, stoop, kneel, crouch, reach, climb, or balance	Occasionally	Accesses project areas and observes construction or infrastructure conditions using required site controls.
Lift, carry, push, or pull plans, equipment, samples, supplies, or field materials	Occasionally	Submitted descriptions reference weights from 12 to 50 pounds; the essential threshold is Pending Department Validation.
Communicate and respond to visual and audible information and hazards	Frequently	Coordinates staff, contractors, consultants, agencies, officials, and the public in office and field settings.

Work Environment

Work is performed in offices, public meeting spaces, vehicles, and active construction or infrastructure sites. Field work may involve traffic, moving equipment, excavations, utilities, uneven or wet terrain, noise, dust, weather, and water or wastewater facilities. Follow site controls, traffic-control plans, permits, and PPE requirements; do not enter confined spaces or perform regulated work without required training and authorization.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

STORMWATER & UTILITIES ENGINEER

Job Code	31SWUE	**Department**	31 - County Engineering Services
Reports To	Director of Engineering / County Engineer	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, designs, reviews, and manages County stormwater, drainage, water, sewer, and utility infrastructure projects. Provides technical engineering expertise for drainage and utility systems, manages capital projects from planning through construction, supports regulatory compliance, and coordinates with internal departments, consultants, contractors, utilities, developers, and regulatory agencies.

Essential Functions

Stormwater & Utility Engineering

- Plan, design, review, and manage stormwater, drainage, water, sewer, and related utility infrastructure projects.
- Prepare and/or review hydrologic and hydraulic analyses, drainage studies, utility plans, technical calculations, specifications, cost estimates, and construction documents.
- Evaluate existing infrastructure, identify deficiencies and capacity needs, and develop technically sound capital improvement recommendations.
- Review plans and technical submittals for conformance with County standards and applicable state and federal requirements.
- Provide engineering support during construction, including submittal review, RFIs, field observations, change evaluation, testing coordination, and project closeout.

Regulatory & Technical Compliance

- Support compliance with applicable stormwater, environmental, erosion and sediment control, utility, and permitting requirements.
- Coordinate with EPD, utility providers, developers, consultants, and other agencies regarding permits, technical standards, system impacts, and infrastructure improvements.
- Assist with development and maintenance of engineering standards, specifications, details, and procedures for stormwater and utility infrastructure.
- Administer assigned public works contracts for stormwater infrastructure and maintenance; monitor scope, performance, service levels, invoices, compliance, and contractor responsiveness.
- Monitor County water and sewer operations and associated contracts, including contractor performance, operational service levels, infrastructure needs, regulatory or service concerns, expenditures, and coordination of corrective actions or capital improvements.
- Maintain appropriate engineering records, studies, calculations, and project documentation.

Capital Projects, Funding & Grants

- Develop project scopes, schedules, cost estimates, budget forecasts, consultant assignments, and procurement documents for assigned capital projects.
- Monitor project budgets, consultant performance, construction progress, change conditions, and project risks.

- Work closely with the Stormwater & Utilities Project Coordinator to maintain grant files, reimbursem documentation, schedules, reporting, project records, and compliance deadlines.
- Support projects funded through grants, SPLOST, utility funds, or state/federal sources and ensure required technical documentation is complete.
- Provide functional direction and project priorities to the assigned Project Coordinator while the Engineering Director retains overall departmental supervision and personnel accountability.

Coordination & Communication

- Coordinate with Engineering, Public Works, Development Services, Finance, Procurement, Emergency Services, and other departments on drainage and utility needs.
- Prepare technical reports, maps, presentations, and recommendations for the Engineering Director and County leadership.
- Attend project meetings, public meetings, Board meetings, and regulatory meetings as required and respond to stakeholder concerns within the assigned portfolio.
- Engage directly with residents, property owners, businesses, developers, utility customers, and other members of the public regarding stormwater, drainage, water, sewer, and utility matters; explain technical information, project impacts, and County processes in a clear and professional manner.

Additional Responsibilities

- Maintain accurate project, contract, permit, budget, grant, correspondence, decision, and technical records in accordance with County requirements and applicable retention standards.
- Perform related duties consistent with the purpose and level of the classification and operational needs.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibility. The position may provide functional direction, technical guidance, and project priorities to an assigned Project Coordinator, but the Director of Engineering / County Engineer retains personnel supervision and departmental accountability.

Knowledge, Skills, and Abilities

- Knowledge of applicable County standards, project delivery practices, public procurement processes, records requirements, and relevant local, state, and federal regulations.
- Ability to analyze technical, financial, operational, and project information and develop clear, supportable recommendations.
- Ability to read and interpret plans, specifications, contracts, schedules, estimates, reports, permits, and other technical documentation relevant to assigned work.
- Ability to coordinate effectively with County departments, consultants, contractors, regulatory agencies, elected officials, and the public.
- Skill in written and oral communication, project documentation, issue resolution, and presentation of technical information to nontechnical audiences.
- Ability to organize multiple priorities, exercise sound judgment, maintain accurate records, and identify issues requiring escalation or licensed professional review.

Minimum Qualifications

- Bachelor's degree in Civil Engineering, Environmental Engineering, Water Resources Engineering, or a closely related field.
- Five (5) years or more of progressively responsible experience in stormwater, drainage, water resources, utilities, civil engineering, or public infrastructure project delivery.
- Knowledge of hydrology/hydraulics, drainage design, utility infrastructure, construction methods, and applicable regulatory requirements.
- Ability to interpret and prepare engineering plans, specifications, calculations, studies, estimates, and technical reports.
- Experience managing consultants, contractors, schedules, budgets, and construction activities.
- Valid driver's license.

Preferred Qualifications

- Engineer-in-Training (EIT) or Professional Engineer (PE) certification/licensure, with Georgia PE preferred.
- Certified Floodplain Manager (CFM) or related stormwater/water resources credential.
- Experience with Georgia EPD requirements, public utility projects, grant-funded infrastructure, and local government capital programs.
- Experience with GIS, AutoCAD, Civil 3D, hydrologic/hydraulic modeling, or project management software.

Work Schedule and Availability

Full-time professional schedule. Capital projects, public meetings, emergencies, construction activities, inspections, deadlines, and operational needs may require travel and work outside normal business hours, including evenings or weekends.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, plans, documents, and project-management systems	Frequently	Performs professional, administrative, analytical, and project-management work.
Walk on uneven terrain; bend, stoop, kneel, climb, and move through active project or construction areas	Occasionally	Conducts site visits, inspections, observations, and project meetings.
Lift or carry plans, equipment, tools, samples, or supplies of moderate weight	Occasionally	Supports field review and project activities; assistance should be used when appropriate.
Observe field conditions and exchange accurate technical information	Frequently	Evaluates projects, coordinates work, and communicates with stakeholders.

Work Environment

Work is performed in offices, meeting spaces, vehicles, active construction areas, roadways, parks, utility locations, and other County facilities or project sites. Field work may involve exposure to traffic, construction activity, uneven terrain, noise, dust, wetness, humidity, temperature extremes, equipment, and other conditions typical of public infrastructure and capital projects. Appropriate training, personal protective equipment, traffic control, and site-safety procedures are required when applicable.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR CENTER ASSISTANT DIRECTOR

Job Code	32SCAD	**Department**	32 - Senior Citizens
Reports To	Senior Center Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists with daily Senior Center operations, home-delivered and congregate meal administration, food-safety monitoring, activity scheduling, records, participant service, and assigned staff or volunteer coordination.

Essential Functions

- Administers daily home-delivered meal counts, condiments, utensils, route and delivery documentation, participant information, missed-delivery follow-up, and required reconciliation under approved procedures.
- Receives congregate meals; verifies delivery counts, menu accuracy, observable condition, required temperatures, holding, placement, and documentation and isolates or escalates food-safety concerns.
- Coordinates meal setup, service, cleanup, sanitation, volunteers, and assigned employees and follows applicable handwashing, hygiene, illness-reporting, allergen, temperature, and cross-contamination controls.
- Plans and posts the monthly activity calendar using approved topics, participant feedback, accessibility considerations, program standards, and Director approval.
- Researches and discusses approved educational or informational topics while avoiding medical, legal, financial, benefits, or other professional advice outside assigned qualifications.
- Maintains meal counts, temperatures, inventories, routes, attendance, calendars, incidents, participant contacts, reports, and other records with appropriate accuracy, privacy, retention, and audit controls.
- Coordinates work and reviews observable quality, safety, attendance, and completion issues for assigned employees or volunteers and routes personnel decisions through the Director and authorized County processes.
- Provides operational coverage in the Director's absence only within documented delegation and does not assume contract, purchasing, payment, legal, program-eligibility, policy, or final personnel authority automatically.
- Directs inmate labor only when expressly assigned, trained, and authorized under applicable correctional agreements, accountability, tool-control, transport, security, and incident procedures.
- Observes and reports suspected abuse, neglect, exploitation, medical emergencies, missed-delivery concerns, or participant-safety issues through required procedures without independently investigating.
- Records all hours worked, including early meal receipt, preparation, cleanup, meetings, training, travel between work sites, call-back, and after-hours communications.

Additional Responsibilities

- Assists with crafts, ceramics, games, events, outreach, inventory, and related Senior Center programs when trained and assigned.
- Supports continuity of operations and communicates unresolved risks or service interruptions to the Director.

Supervisory Responsibilities

The position supervises congregate-meal preparation but does not identify direct reports or final personnel authority. The position may assign and review work and document concerns within delegated authority. Inmate-detail direction is not County employee supervision.

Knowledge, Skills, and Abilities

- Knowledge of congregate and home-delivered meal operations, food temperatures, sanitation, participant confidentiality, activities, records, and services for older adults.
- Skill in daily operational coordination, meal documentation, calendar preparation, recordkeeping, participant service, and resolving routine problems.
- Ability to distinguish temporary operational coverage from final Director, personnel, procurement, payment, legal, eligibility, or policy authority.
- Ability to protect participant information and preserve complete meal, route, temperature, incident, correction, and audit records.
- Ability to recognize and report food-safety concerns, missed deliveries, suspected abuse or neglect, medical emergencies, and unsafe conditions promptly.

Minimum Qualifications

Education

High school diploma or GED, supplemented by relevant coursework or training in food service, sanitation, aging services, administration, CPR, or a related field.

Experience

One year of experience or training involving food service and services for older adults.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required meal-program, operational, records, safety, and participant-service capabilities may be considered.

Preferred Qualifications

- Experience with congregate or home-delivered meal programs, Senior Center operations, employee or volunteer coordination, and public-sector records.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Current CPR and first-aid certification	At appointment	Maintain while applicable duties are assigned.
Assignment-specific food-safety and sanitation training	Before independent meal-program responsibility	Maintain as required by program and applicable rules.
Inmate-detail supervision and security training	Before directing inmate labor	Maintain authorization and follow correctional accountability, tool-control, transport, and incident procedures.

Work Schedule and Availability

Schedule follows meal deliveries and Senior Center operations. Exact days, hours, meal-service coverage, trips, special events, meetings, call-back, and emergency requirements are determined by department.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, telephones, records, scheduling, and communication systems	Frequently	Plans programs, maintain records, prepare reports, and coordinates participants, employees, volunteers, vendors, and agencies.
Stand and walk in offices, kitchens, dining rooms, classrooms, storage areas, vehicles, and activity locations	Frequently	Coordinates daily operations, meals, programs, events, and participant services.
Reach, bend, stoop, kneel, crouch, and use hands for supplies, equipment, food-service items, and activity materials	Occasionally	Supports setup, inventory, meal service, activities, inspections, and cleanup.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull supplies, meals, equipment, records, or activity materials	Occasionally	12 to 20 pounds
Communicate and respond to observable participant, food, equipment, traffic, and environmental conditions	Frequently	Coordinates services and identifies conditions requiring action or escalation.

Work Environment

Work is performed in Senior Center offices, kitchens, dining rooms, classrooms, ceramics areas, storage spaces, vehicles, community destinations, and public program areas. Exposure may include hot food and equipment, cleaning products, wet floors, allergens, clay or glaze dust, heated kilns, traffic, weather, participant medical or behavioral events, and frequent public contact. Follow food-safety, sanitation, driving, trip, emergency, privacy, ventilation, PPE, and equipment procedures applicable to the assignment.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CRAFT INSTRUCTOR ASSISTANT

Job Code	32CIA	**Department**	32 - Senior Citizens
Reports To	Senior Center Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists with ceramics and craft instruction, participant support, classroom setup and cleanup, material and equipment handling, and occasional meal-service support at the Senior Center. Works within assigned training and authority to maintain a safe, inclusive, and orderly environment for older adults and other program participants.

Essential Functions

- Assists the assigned instructor with demonstrations, techniques, projects, and individualized guidance for ceramics, pottery, and other approved craft activities.
- Prepares, organizes, distributes, collects, cleans, and stores clay, tools, brushes, paints, glazes, protective equipment, and other program materials.
- Observes participant use of tools, materials, and equipment; gives approved safety reminders and promptly reports spills, injuries, behavioral concerns, damaged equipment, or unsafe conditions.
- Assists with glazing, finishing, loading, unloading, and firing projects only after training and authorization and follows kiln-clearance, ventilation, burn-prevention, manufacturer, and emergency procedures.
- Uses wet-cleaning, ventilation, closed-storage, and approved housekeeping methods to control clay and glaze dust; does not dry sweep or use compressed air where hazardous dust could be dispersed.
- Supports participants with varying abilities while preserving dignity, choice, privacy, and independence and requests trained assistance rather than performing unassigned lifting, transfers, personal care, or medical tasks.
- Maintains clean workstations, aisles, exits, sinks, tools, and storage areas and labels or stores materials according to approved procedures and safety information.
- Assists with serving beverages or meals when assigned and follows handwashing, illness-reporting, hygiene, glove, hair-restraint, temperature, allergen, cross-contamination, and sanitation procedures applicable to the task.
- Observes and reports suspected abuse, neglect, exploitation, medical emergencies, or other participant-safety concerns immediately through required County and external reporting procedures without investigating independently.
- Records all hours worked, including required setup, cleanup, training, meetings, special events, exhibits, meal-service assistance, and work performed outside the scheduled class period.

Additional Responsibilities

- Assists with special events, exhibits, inventory counts, records, and program improvement suggestions.
- Performs related program-support duties consistent with training, the classification, and assigned authority.

Supervisory Responsibilities

No supervisory responsibility. Providing participant guidance or assisting volunteers does not confer authority to hire, discipline, evaluate, approve time, direct inmate labor, or make final program or personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of basic ceramics and craft materials, tools, classroom setup, cleanup, and participant-safety practices.
- Knowledge of kiln, glaze, paint, clay-dust, burn, ventilation, sanitation, food-service, and chemical-label precautions appropriate to assigned duties.

- Skill in clear demonstrations, supportive communication, manual craft work, organization, and adapting approved instruction to varying abilities.
- Ability to preserve participant dignity, privacy, and boundaries and distinguish activity assistance from medical care, personal care, transportation, or emergency-response authority.
- Ability to recognize and promptly report injuries, spills, equipment defects, suspected abuse or neglect, and other safety concerns.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No minimum experience beyond demonstrated ability to perform the essential functions safely. Ceramics, pottery, art, or instructional experience as preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required craft, communication, safety, and participant-support capabilities may be considered.

Preferred Qualifications

- Coursework or experience in ceramics, pottery, crafts, art instruction, recreation, or services for older adults.
- Experience assisting individuals with varying physical, sensory, cognitive, or communication needs.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Assignment-specific kiln, ceramics-material, and chemical-safety training	Before independent handling or kiln work	Maintain required training and follow manufacturer and County procedures.
Food service and sanitation training	Before independent meal-service duties	Maintain as required for assigned duties.
CPR and first-aid certification	Before independent work	Maintain while applicable duties are assigned.

Work Schedule and Availability

Schedule follows assigned Senior Center classes and operations. Exact days, hours, meal-service coverage, class schedules, special events, and call-back requirements are determined by department. All hours worked, including required setup, cleanup, meetings, training, meal preparation, deliveries, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand or sit and move within classrooms, studios, kitchens, and program areas	Frequently	Assists instruction, prepares workstations, serves participants, and cleans work areas.
Reach, bend, stoop, kneel, crouch, and use hands for fine manipulation	Frequently	Handles clay, tools, brushes, ceramics, supplies, dishes, and classroom materials.
Lift, carry, push, or pull clay, supplies, trays, equipment, or finished work	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Distinguish observable colors, textures, timers, alerts, odors, and equipment conditions	Frequently	Supports instruction and identifies potential quality or safety concerns; reasonable accommodation applies.
Communicate and exchange accurate information	Frequently	Assists participants, instructors, volunteers, coworkers, and visitors.

Work Environment

Work is primarily indoors in classrooms, ceramics studios, kitchens, and public program spaces. Exposure may include clay or glaze dust, paints, cleaning products, heated kilns and ceramics, sharp or breakable objects, wet floors, food, allergens, odors, and frequent participant contact. Required ventilation, wet-cleaning, PPE, food-safety, and equipment procedures must be followed.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR CENTER DIRECTOR

Job Code	32SCD	**Department**	32 - Senior Citizens
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs the operations, programs, services, staff, and resources of the County Senior Center to support the independence, health, safety, and quality of life of older adults. Oversees senior programming, congregate and home-delivered nutrition services, transportation coordination, volunteers, facilities, budgets, grants, records, and community partnerships. Ensures programs and services are administered in accordance with County policy, applicable Older Americans Act and Georgia aging-services requirements, funding conditions, and established safety, privacy, accessibility, and records procedures.

Essential Functions

- Directs Senior Center operations, programs, nutrition services, staffing, safety, records, budgets, grants, contracts, facilities, transportation, volunteers, and community partnerships.
- Develops operational plans, service priorities, schedules, performance measures, procedures, and recommendations consistent with Board policy, funding requirements, and participant needs.
- Oversees congregate and home-delivered meal programs and required food-safety, eligibility, reporting, reimbursement, monitoring, and corrective-action processes.
- Prepares and monitors budget, grant, procurement, contract, inventory, and financial-support documentation while reserving funding certification, awards, contract execution, legal review, and payment release to authorized officials.
- Establishes participant-safety, privacy, accessibility, incident, emergency, missed-delivery, transportation, volunteer, trip, facility, and records controls within approved policy.
- Assigns and reviews staff work, establishes operational priorities, provides training and feedback, and documents performance within delegated personnel authority.
- Coordinates County officials, agencies, providers, vendors, community organizations, participants, families, volunteers, and the public and routes legal, medical, benefits, eligibility, and policy decisions appropriately.
- Observes and ensures required reporting of suspected abuse, neglect, exploitation, medical emergencies, food-safety concerns, missed deliveries, and participant-safety issues without conducting unauthorized investigations.
- Maintains complete program, participant, nutrition, financial, grant, contract, personnel-support, incident, and public records with role-based access, retention, correction history, and audit trails.

Additional Responsibilities

- Provides operational coverage and emergency coordination within documented authority.
- Maintains professional knowledge of aging services, nutrition programs, accessibility, public administration, and community resources.

Supervisory Responsibilities

Directly supervises assigned Senior Center employees and provides operational direction to volunteers and other assigned personnel. Responsibilities include assigning and reviewing work, scheduling, training, coaching, performance evaluation, and making recommendations regarding hiring, discipline, and other personnel actions within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of Senior Center administration, aging services, nutrition programs, public budgeting, grants, procurement, contracts, records, accessibility, participant safety, and community partnerships.

- Skill in organizational leadership, program evaluation, financial and compliance oversight, pub communication, incident management, and employee development; actual requirements are determined by department.
- Ability to distinguish departmental recommendations and delegated administration from Board, County Manager, legal, procurement, payment, eligibility, and final personnel authority.
- Ability to establish privacy, records, food-safety, participant-safety, financial, grant, volunteer, transportation, and audit controls.
- Ability to recognize and escalate legal, safety, compliance, funding, staffing, facility, and service-continuity risks.

Minimum Qualifications

Education

Bachelor's degree in gerontology, social work, human services, recreation administration, public administration, or a closely related field.

Experience

Three (3) years of progressively responsible experience in senior services, aging programs, human services, recreation administration, public administration, or a closely related community-service program, including at least one (1) year in a lead, supervisory, or program-management capacity. Experience must demonstrate responsibility for program operations, service delivery, staff or volunteer coordination, and administrative functions.

Equivalent Combination

An equivalent combination of education, training, and progressively responsible experience may be considered when it provides the knowledge, skills, and abilities required to successfully manage Senior Center operations. Required licenses, certifications, and any qualifications imposed by law, grant, contract, or funding source may not be waived through equivalency.

Preferred Qualifications

Experience administering programs serving older adults, including programs funded under the Older Americans Act or through an Area Agency on Aging. Experience with congregate or home-delivered nutrition programs, public-sector budgeting, grants, compliance reporting, audits, volunteer programs, community partnerships, and senior-center operations is preferred.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Current CPR and first-aid certification	Within six (6) months of appointment	Maintain current certification while employed in the position.
Maintain current certification while employed in the position.	Before serving as the Center's designated CFSM or assuming assigned authority to direct food preparation and service	Maintain certification as required by Georgia food-service regulations and the certifying organization.

Work Schedule and Availability

Full-time administrative schedule, generally Monday through Friday, with flexibility to work early mornings, evenings, weekends, holidays, special events, trips, meal-service periods, meetings, and emergency situations as operational needs require. The Director may be required to respond to facility, participant-safety, staffing, transportation, or service-continuity issues outside normal business hours. Work schedules may be adjusted to meet program and operational requirements.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Sit and use computers, telephones, records, scheduling, and communication systems	Frequently	Plans programs, maintain records, prepares reports, and coordinates participants, employees, volunteers, vendors, and agencies.
Stand and walk in offices, kitchens, dining rooms, classrooms, storage areas, vehicles, and activity locations	Frequently	Coordinates daily operations, meals, programs, events, and participant services.
Reach, bend, stoop, kneel, crouch, and use hands for supplies, equipment, food-service items, and activity materials	Occasionally	Supports setup, inventory, meal service, activities, inspections, and cleanup.
Lift, carry, push, or pull supplies, meals, equipment, records, or activity materials	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Communicate and respond to observable participant, food, equipment, traffic, and environmental conditions	Frequently	Coordinates services and identifies conditions requiring action or escalation.

Work Environment

Work is performed in Senior Center offices, kitchens, dining rooms, classrooms, ceramics areas, storage spaces, vehicles, community destinations, and public program areas. Exposure may include hot food and equipment, cleaning products, wet floors, allergens, clay or glaze dust, heated kilns, traffic, weather, participant medical or behavioral events, and frequent public contact. Follow food-safety, sanitation, driving, trip, emergency, privacy, ventilation, PPE, and equipment procedures applicable to the assignment.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ACTIVITIES COORDINATOR

Job Code	32ACTC	**Department**	32 - Senior Citizens
Reports To	Senior Center Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, organizes, schedules, and conducts social, recreational, educational, arts, wellness, and community activities for Senior Center participants. Uses participant feedback and program data to support inclusive programming while preserving participant dignity, choice, privacy, and independence.

Essential Functions

- Assesses participant interests and program needs through approved feedback, attendance, and outreach methods and develops a balanced calendar of social, recreational, educational, creative, and wellness activities.
- Plans and coordinates activity content, schedules, locations, transportation, vendors, volunteers, supplies, equipment, accessibility, staffing needs, emergency information, and participant communications.
- Encourages voluntary participation without coercion, diagnosing mood or cognitive conditions, promising therapeutic outcomes, or exceeding approved program scope.
- Conducts or facilitates approved activities and adapts participation methods for varying abilities while requesting trained assistance for personal care, transfers, medication, or medical needs.
- Coordinates trips and outings under approved participant-registration, accessibility, supervision, headcount, transportation, emergency-contact, weather, cancellation, and incident procedures.
- Maintains activity attendance, calendars, evaluations, vendor and volunteer information, inventory, incident records, and other program documentation with appropriate privacy and retention controls.
- Identifies supply, equipment, volunteer, and vendor needs; prepares requisitions and supporting information without independently committing County funds, selecting vendors, or executing agreements.
- Coordinates community organizations, service providers, presenters, and businesses and routes sponsorships, solicitations, waivers, legal terms, fees, and commitments through authorized review.
- Inspects activity spaces and equipment for observable accessibility, sanitation, trip, weather, and safety concerns and documents or escalates deficiencies promptly.
- Observes and reports suspected abuse, neglect, exploitation, medical emergencies, or participant-safety concerns through required procedures without independently investigating or making medical conclusions.
- Records all hours worked, including activity planning, preparation, cleanup, trips, travel between work sites, meetings, training, special events, and after-hours communications.

Additional Responsibilities

- Assists with meal service, special-event, craft, outreach, and related Senior Center programs when trained and assigned.
- Maintains awareness of community resources and issues affecting older adults without providing legal, medical, financial, or benefits advice.

Supervisory Responsibilities

No formal supervisory responsibility. Coordinating participants, presenters, vendors, or volunteers and giving activity instructions do not confer County personnel authority or final responsibility for volunteer screening.

Knowledge, Skills, and Abilities

- Knowledge of recreation and enrichment programming, adult-learning support, activity planning, accessibility, community resources, and participant-safety practices.
- Skill in scheduling, facilitation, recordkeeping, public communication, inventory, event coordination, and Microsoft Office applications.

- Ability to plan inclusive activities without relying on personality traits, age stereotypes, medical assumptions, or promised emotional outcomes.
- Ability to distinguish program coordination from medical, personal-care, legal, financial, transportation, procurement, and personnel authority.
- Ability to recognize and report injuries, suspected abuse or neglect, accessibility barriers, unsafe conditions, and program concerns promptly.

Minimum Qualifications

Education

High school diploma or GED, supplemented by relevant training in recreation, activities, aging services, CPR, education, or a related field.

Experience

Required activity-planning or senior-services experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required programming, communication, organization, safety, and participant-support capabilities may be considered.

Preferred Qualifications

- Experience planning recreation, enrichment, wellness, educational, or community programs for older adults.
- Experience coordinating with volunteers, vendors, trips, community partners, or accessible activities.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Current CPR and first-aid certification	At appointment or within department-approved period	Maintain while applicable duties are assigned.
Assignment-specific trip, transportation, food service, or activity-equipment training	Before independent duty	Maintain while applicable duties are assigned.

Work Schedule and Availability

Schedule follows Senior Center activities and operations. Exact days, hours, meal-service coverage, trips, special events, meetings, call-back, and emergency requirements. All hours worked, including planning, setup, cleanup, training, travel between work sites, remote work, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, telephones, records, scheduling, and communication systems	Frequently	Plans programs, maintains records, prepares reports, and coordinates participants, employees, volunteers, vendors, and agencies.
Stand and walk in offices, kitchens, dining rooms, classrooms, storage areas, vehicles, and activity locations	Frequently	Coordinates daily operations, meals, programs, events, and participant services.
Reach, bend, stoop, kneel, crouch, and use hands for supplies, equipment, food-service items, and activity materials	Occasionally	Supports setup, inventory, meal service, activities, inspections, and cleanup.
Lift, carry, push, or pull supplies, meals, equipment, records, or activity materials	Occasionally	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.

Requirement	Frequency	Job-Related Context
Communicate and respond to observable participant, food, equipment, traffic, and environmental conditions	Frequently	Coordinates services and identifies conditions requiring action or escalation; reasonable accommodation applies.

Work Environment

Work is performed in Senior Center offices, kitchens, dining rooms, classrooms, ceramics areas, storage spaces, vehicles, community destinations, and public program areas. Exposure may include hot food and equipment, cleaning products, wet floors, allergens, clay or glaze dust, heated kilns, traffic, weather, participant medical or behavioral events, and frequent public contact. Follow food-safety, sanitation, driving, trip, emergency, privacy, ventilation, PPE, and equipment procedures applicable to the assignment.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

INSTRUCTOR, SENIOR CENTER

Job Code	32ISC	**Department**	32 - Senior Citizens
Reports To	Senior Center Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Plans, prepares, and instructs approved ceramics and craft classes for Senior Center participants and maintains related schedules, supplies, equipment, inventory, and gift-shop pricing information. Adapts instruction within program standards while protecting participant's safety, dignity, privacy, and independence.

Essential Functions

- Plans and instructs approved knitting, crocheting, sewing, quilting, beading, seasonal, ceramics, and other craft projects for participants with varying experience and abilities.
- Prepares workstations, demonstrations, materials, tools, stains, glazes, brushes, patterns, examples, and cleanup procedures for scheduled classes.
- Loads, unloads, and operates the kiln only after required training and follows clearance, ventilation, firing, burn-prevention, inspection, manufacturer, and emergency procedures.
- Controls clay and glaze dust through approved material selection, ventilation, wet-cleaning, closed storage, and housekeeping; does not dry sweep or use compressed air where hazardous dust could be dispersed.
- Monitors observable classroom conditions, participant use of tools and materials, and equipment condition; provides approved safety direction and reports injuries, spills, defects, or unsafe conditions promptly.
- Maintains supply and equipment inventory, identifies needs, prepares supporting information, and routes purchases through approved authorization and procurement processes.
- Prepares and provides the monthly project calendar by the department deadline and maintains attendance, inventory, project, kiln, safety, and incident records required by procedure.
- Calculates recommended gift-shop prices using approved methods and provides supporting information without independently changing County fees, retaining proceeds, or authorizing financial adjustments.
- Provides functional task direction and training to assigned assistants or volunteers without exercising final personnel authority.
- Observes and reports suspected abuse, neglect, exploitation, medical emergencies, or participant-safety concerns through required procedures without independently investigating or making medical conclusions.
- Records all hours worked, including planning, material preparation, cleanup, inventory, purchasing tasks, kiln work, meetings, training, events, and participant communications.

Additional Responsibilities

- Assists with special events, exhibits, gift-shop activities, and related Senior Center programs.
- Supports other employees with related program work consistent with training and assigned authority.

Supervisory Responsibilities

No formal employee supervision is established. The position may demonstrate work, assign routine classroom tasks, and monitor assistants or volunteers but may not hire, discipline, evaluate, approve payroll, leave, or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of ceramics, crafts, instructional planning, adult-learning support, inventory, classroom safety, kiln operation, and material handling.

- Knowledge of clay-dust, glaze, paint, burn, ventilation, sanitation, labeling, and chemical-safety precautions.
- Skill in demonstrating projects, adapting approved instruction, organizing materials, calculating prices, maintaining records, and communicating supportively.
- Ability to protect participant dignity, privacy, choice, and boundaries and distinguish activity instruction from medical or personal-care authority.
- Ability to recognize and promptly report injuries, equipment problems, unsafe conditions, and suspected abuse, neglect, or exploitation.

Minimum Qualifications

Education

High school diploma or GED, supplemented by relevant vocational, community, or continuing education in ceramics, crafts, instruction, recreation, or a related field.

Experience

One year of experience or training involving ceramics, crafts, or comparable instruction.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required instructional, ceramics, safety, organization, and participant-support capabilities may be considered.

Preferred Qualifications

- Experience providing arts, crafts, recreation, or enrichment programming for older adults.
- Experience operating and maintaining ceramics kilns and managing craft inventory.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Current CPR and first-aid certification	At appointment	Maintain while applicable duties are assigned.
Assignment-specific kiln, ceramics-material, and chemical-safety training	Before independent kiln or material work	Maintain required training and follow manufacturer and County procedures.

Work Schedule and Availability

Schedule follows Senior Center classes and operations. Exact days, hours, meal-service coverage, class schedules, special events, and call-back requirements are determined by department. All hours worked, including required setup, cleanup, meetings, training, meal preparation, deliveries, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand or sit and move within classrooms, studios, storage, and program areas	Frequently	Instructs classes, prepares workstations, retrieves materials, and monitors activities.
Reach, bend, stoop, kneel, crouch, and use hands for fine manipulation	Frequently	Demonstrates crafts and handles clay, tools, brushes, ceramics, and supplies.
Lift, carry, push, or pull clay, supplies, equipment, or finished work	Occasionally	5 to 20 pounds
Distinguish observable colors, textures, timers, alerts, odors, and equipment conditions	Frequently	Supports instruction and identifies potential quality or safety concerns; reasonable accommodation applies.
Communicate and exchange accurate information	Frequently	Instructs and assists participants and coordinates assistants, volunteers, coworkers, and visitors.

Work Environment

Work is primarily indoors in classrooms, ceramics studios, storage areas, and public program spaces. Exposure may include clay or glaze dust, paints, cleaning products, heated kilns and ceramics, sharp or breakable objects, wet floors, odors, and frequent participant contact. Required ventilation, wet-cleaning, PPE, and equipment procedures must be followed.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

NUTRITION AID-INSTRUCTOR

Job Code	32NAI	**Department**	32 - Senior Citizens
Reports To	Senior Center Director	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Supports congregate and home-delivered meal service, kitchen sanitation, meal delivery, supply inventory, records, and assigned ceramics or craft instruction.

Essential Functions

- Packs home-delivered meals, verifies assigned counts and route materials, supports loading, and protects food temperature, sanitation, participant information, and chain of custody.
- Delivers meals on assigned routes using approved driving, vehicle, contact, missed-delivery, emergency, privacy, and incident procedures without entering residences or providing personal or medical care unless specifically authorized and trained.
- Sets up, serves, and cleans up congregate meals and follows approved portion, temperature, allergen, cross-contamination, handwashing, glove, hair-restraint, illness-reporting, and sanitation procedures.
- Washes and sanitizes pots, pans, utensils, pitchers, equipment, counters, refrigerators, freezers, stoves, warmers, and food-contact surfaces using approved products and procedures.
- Monitors paper goods, utensils, condiments, cleaning products, food-service supplies, and program materials; reports needs and routes purchasing through approved authorization and procurement processes.
- Completes meal counts, temperatures, delivery, inventory, sanitation, incident, participant-contact, and other required records accurately and protects confidential participant information.
- Plans or instructs assigned craft and ceramics projects, prepares workstations and materials, and operates the kiln only after required training and authorization.
- Controls clay and glaze dust through ventilation, wet-cleaning, closed storage, and approved housekeeping and follows kiln, material-label, PPE, burn-prevention, and emergency procedures.
- Calculates recommended gift-shop prices using approved methods and maintains supporting information without independently changing County fees or controlling proceeds.
- Observes and reports suspected abuse, neglect, exploitation, unsafe living conditions, missed-delivery concerns, medical emergencies, or other participant-safety issues immediately through required procedures without investigating independently.
- Records all hours worked, including kitchen setup and cleanup, route preparation, deliveries, travel between work sites, class preparation, kiln work, meetings, training, and after-hours communications.

Additional Responsibilities

- Assists with special meals, events, exhibits, inventory, records, and related Senior Center programs.
- Provides routine task guidance to meal-service or delivery volunteers within approved procedures.

Supervisory Responsibilities

No formal supervisory responsibility. Providing routes, meal-service, or classroom instructions to volunteers does not confer County personnel authority or responsibility for volunteer screening decisions.

Knowledge, Skills, and Abilities

- Knowledge of food handling, temperature control, sanitation, allergen awareness, meal delivery, kitchen safety, inventory, and participant confidentiality.
- Knowledge of basic ceramics and craft instruction, kiln operation, clay and glaze precautions, material labeling, and safe cleanup.
- Skill in organizing meal service and routes, maintaining accurate records, communicating respectfully, and adapting approved instruction to varying abilities.
- Ability to distinguish meal delivery and activity support from medical advice, medication assistance, personal care, home assessment, or emergency-response authority.

- Ability to recognize and promptly report food-safety problems, injuries, missed deliveries, vehi issues, suspected abuse or neglect, and other participant-safety concerns.

Minimum Qualifications

Education

High school diploma or GED, supplemented by relevant training in food service, sanitation, CPR, crafts, or a related area.

Experience

One year of experience or training involving food service and craft or activity instruction.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required food service, delivery, instructional, safety, and participant-support capabilities may be considered.

Preferred Qualifications

- Experience with congregate or home-delivered meal programs, services for older adults, ceramics, crafts, or community programming.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before independently delivering meals in a County or personal vehicle for County business	Maintain while driving is assigned and comply with County vehicle and insurance requirements.
Current CPR and first-aid certification	At appointment or within department-approved period	CPR
Assignment-specific food-safety and sanitation training	Before independent food handling	Maintain as required by the meal program and applicable rules.
Assignment-specific kiln and ceramics-material safety training	Before independent kiln or material work	Maintain while ceramics duties are assigned.

Work Schedule and Availability

Schedule follows congregate meals, delivery routes, classes, and Senior Center operations. Exact days, hours, meal-service coverage, class schedules, special events, and call-back requirements are determined by department. All hours worked, including required setup, cleanup, meetings, training, meal preparation, deliveries, travel between work sites, and after-hours communications, must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, and move within kitchens, dining rooms, classrooms, vehicles, residences or delivery locations, and storage areas	Frequently	Prepares and serves meals, completes deliveries, cleans, and supports classes.
Reach, bend, stoop, kneel, crouch, climb vehicle steps, and use hands for food, dishes, tools, and controls	Frequently	Loads meals, cleans equipment, handles supplies, and performs craft work.
Lift, carry, push, or pull meal carriers, food, dishes, supplies, equipment, clay, or finished work	Frequently	12 to 40 pounds, essential weight, force, distance, duration, team assistance, and mechanical assistance.
Drive and enter or exit an assigned vehicle	Frequently when meal delivery is assigned	Completes approved delivery routes and transports meals or supplies.
Respond to observable temperatures, odors, timers, alerts, traffic, and environmental hazards	Frequently	Supports food safety, kiln work, driving, and participant safety; reasonable accommodation applies.

Requirement	Frequency	Job-Related Context
Communicate and exchange accurate information	Frequently	Coordinates participants, recipients, volunteers, coworkers, vendors, and the public.

Work Environment

Work occurs in commercial or program kitchens, dining rooms, classrooms, ceramics areas, vehicles, delivery locations, storage areas, and public spaces. Exposure may include hot equipment and food, steam, wet or greasy floors, cleaning chemicals, knives and breakable items, allergens, temperature changes, traffic, weather, participant residences or entrances, clay or glaze dust, and heated kilns. Required food safety, driving, ventilation, wet-cleaning, PPE, and equipment procedures must be followed.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CUSTOMER SERVICE REPRESENTATIVE I

Job Code	34CSR1	**Department**	34 - Customer Support Services
Reports To	Customer Support Supervisor	**FLSA Status**	Hourly Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Under the supervision of the Customer Support Manager or designated supervisor, this position provides frontline customer service and clerical support for utility and sanitation account services. The position maintains customer information, processes routine account activity and service requests, and assists customers through telephone, email, walk-in, and electronic channels. Work requires accurate documentation, confidentiality, timely follow-through, and courteous problem-solving in a high-volume public-service environment.

Essential Functions

- Provides accurate, timely, and courteous assistance to internal and external customers regarding County utility, sanitation, and general service inquiries.
- Maintains and updates customer records, including name and address changes, mergers, mailing instructions, account notes, and other routine account information.
- Coordinates meter setup, service connections and disconnects, meter changeouts, and related service requirements within assigned authority and established procedures.
- Applies customer deposits to the appropriate accounts and verifies supporting account information.
- Performs utility billing activities and assists the Customer Service Representative II with account establishment and maintenance.
- Enters customer service requests received by telephone, email, walk-in, and other channels into the electronic service request system; responds to and closes assigned requests.
- Identifies delinquent accounts, prepares routine past-due correspondence, and contacts account holders to request payment in accordance with established procedures.
- Maintains confidential files, account information, and materials in a manner that protects confidentiality and integrity.

Additional Responsibilities

- Coordinates with other County departments and public agencies to route requests, exchange information, and help customers locate the appropriate service provider.
- Performs general clerical duties, including typing, scanning, filing, record maintenance, and data entry.
- Performs other duties as assigned.

Supervisory Responsibilities

This position has no formal supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of County utility and sanitation services, rates, account processes, and customer-service procedures.
- Knowledge of proper payment collection and cash-handling practices consistent with County policy and confidentiality requirements.
- Ability to maintain accurate records, review account information, calculate decimals and percentages, and identify discrepancies requiring escalation.
- Ability to use standard County software, including Word, Excel, Outlook, utility billing systems, and electronic service request systems.
- Ability to communicate clearly and professionally, manage competing requests, exercise sound judgment within established procedures, and provide service under stressful or adverse circumstances.

Minimum Qualifications

Education

High school diploma or equivalent.

Experience

No specific prior experience requirement

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- One (1) year of customer-service, call-center, accounts-receivable, billing, cashiering, clerical, or other public-facing administrative experience.
- Experience with utility or sanitation accounts, payment processing, customer-information systems, electronic service requests, or local-government operations.

Required Licenses and Certifications

No external license or professional certification is required for this position. Employees must complete County-required training applicable to assigned duties, including utility and sanitation account procedures, payment handling, confidentiality, information security, Identity Theft Prevention procedures, and authorized system access before independently performing those functions.

Work Schedule and Availability

Regular full-time schedule during established County business hours. Operational needs, billing deadlines, system issues, customer-service demands, emergencies, or special assignments may occasionally require schedule adjustments or work outside normal business hours. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Use a computer, keyboard, telephone, and standard office equipment; read electronic and printed information.	Frequently	Required to maintain accounts, document service requests, communicate with customers, and complete administrative work.

Requirement	Frequency	Job-Related Context
Sit, stand, and move within the office and public-service areas.	Frequently	Required to assist customers, coordinate workflow, retrieve records, and use shared office resources.
Lift, carry, push, or pull office files, supplies, or materials weighing up to 20 pounds; bend or reach to access records and supplies.	Occasionally	Required to handle files, correspondence, outreach materials, and routine office supplies.

Work Environment

Work is performed primarily in an indoor office and public-service setting with frequent computer and telephone use, continuous interaction with customers and coworkers, and periodic exposure to high call volume, competing priorities, and dissatisfied customers. The position does not perform field inspections or enforcement activities.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CUSTOMER SUPPORT MANAGER

Job Code	34CSM	**Department**	34 - Customer Support Services
Reports To	County Manager or designee	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Manages Customer Support Services operations supporting utility and sanitation account establishment, maintenance, billing, payment processing, service requests, customer communications, and interdepartmental coordination. Establishes workflows, service standards, internal controls, staff coverage, and escalation practices while separating operational management from final rate, contract, legal, financial, and governing-body authority.

Essential Functions

- Plans, assigns, monitors, and improves Customer Support Services workflows, staffing coverage, customer-contact queues, service requests, billing support, account maintenance, and reporting.
- Provides day-to-day direction, training, coaching, quality review, and performance feedback to assigned staff; exercises hiring, discipline, evaluation, leave, overtime, compensation, or termination authority only when formally delegated.
- Implements governing-body-approved utility, sewer, reuse, and sanitation rates, agreements, policies, and procedures without independently changing rates, contract terms, service eligibility, or legal requirements.
- Ensures timely and accurate billing and account maintenance; reviews inactive accounts, low meter reads, leak documentation, deposits, meter information, service changes, credits, adjustments, and exceptions within written delegation and internal controls.
- Reviews and approves credits or adjustments only within documented thresholds and supporting evidence; routes waivers, refunds, write-offs, rate exceptions, disputed legal obligations, and unusual financial actions to authorized officials.
- Maintains segregation among transaction preparation, system entry, reconciliation, supervisory review, payment release, refund, and general-ledger functions and escalates discrepancies, suspected fraud, identity-theft concerns, or control failures.
- Monitors electronic service requests, assigns work, reviews status and closure documentation, coordinates cross-department response, and reports recurring issues and service trends.
- Provides escalation support for complex or contentious customer matters and communicates procedures and documented decisions without promising unauthorized outcomes or disclosing protected account information.
- Prepares operational, billing, service, exception, and performance reports for management, Finance and Accounting Services, utility operations, sanitation, and other authorized users.
- Coordinates with departments, agencies, and contractors to exchange authorized information and deliver services without independently modifying contracts, authorizing contractor payment, directing field enforcement, or binding the County.
- Maintains customer, payment, account, personnel, complaint, agreement, and operational records using role-based access, minimum-necessary use, retention, correction history, and audit trails.

- Records and ensures recording of all compensable work, including required training, remote activity, after-hours communications, emergencies, and schedule changes.

Additional Responsibilities

- Supports approved policies, procedures, forms, knowledge resources, system changes, and process-improvement initiatives.
- Performs related management duties consistent with the classification and delegated authority.

Supervisory Responsibilities

Provides management and supervision of assigned Customer Support Services employees, directly and through subordinate supervisory staff as applicable. Responsibilities include establishing work priorities and service standards, assigning and reviewing work, monitoring staffing and coverage, providing training and coaching, evaluating performance, addressing employee concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of utility and sanitation account administration, billing, rates, payments, adjustments, customer-service workflows, confidentiality, and financial controls.
- Knowledge of supervisory practices, queue and workload management, training, quality assurance, performance documentation, and service metrics.
- Ability to analyze account and process data, resolve complex customer issues, identify control failures, and distinguish operational decisions from legal, rate, contract, policy, and financial authority.
- Skill in utility billing and service-request systems, Microsoft Office, written communication, de-escalation, staff leadership, reporting, and cross-department coordination.
- Ability to protect account, payment, identity, personnel, and confidential information through authorized access and auditable handling.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Four years of progressively responsible customer service, accounts receivable, utility billing, sanitation-account, or related experience, including supervisory or management experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered, subject to HR review.

Preferred Qualifications

- College coursework or a degree in business administration, public administration, accounting, finance, customer service, or a related field.
- County-government, utility-billing, sanitation-service, cash-handling, and customer-support management experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Assignment-specific billing, payment, identity-theft, records, and security training	Before independent approval or system access	Maintain current authorization and complete required refresher training.

Work Schedule and Availability

Full-time management schedule. Billing deadlines, system issues, service interruptions, customer escalations, emergency conditions, and operational needs may require schedule adjustments or occasional work outside normal business hours. Regular and reliable availability is required to ensure continuity of Customer Support Services operations.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, telephones, billing systems, and office equipment	Frequently	Manages workflows, reviews accounts, prepares reports, and assists staff and customers.
Move through office and public-service areas and retrieve records or supplies	Occasionally	Supports staff, customers, files, and shared resources.
Lift or carry files, reports, or office supplies	Occasionally	Retrieves and moves routine files, reports, office supplies, and materials weighing up to approximately 20 pounds. Assistance or available equipment may be used when necessary.
Observe account data and exchange accurate information orally and in writing	Frequently	Reviews transactions, resolves issues, and directs work.

Work Environment

Work is primarily performed in an indoor office and public-service environment with frequent computer and telephone use, high customer-contact volume, competing deadlines, payment and billing disputes, confidential information, dissatisfied or escalated customers, and periodic operational or system interruptions.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

MULTICHANNEL PUBLIC SERVICE COORDINATOR

Job Code	34MPSC	**Department**	34 - Customer Support Services
Reports To	Customer Support Manager	**FLSA Status**	Nonexempt
Pay Grade	N/A	**Supervisory Role**	No
Effective Date	Upon Board Approval	**Revision Date**	October 5, 2026
Approved By	ECBOC	**Document Status**	Pending Approval

Position Summary

Serves as a centralized public-service coordinator for County residents, businesses, visitors, and other customers by receiving, triaging, routing, and tracking service requests across approved communication channels. Applies established County protocols and independent judgment within assigned authority to connect customers with the appropriate department, explain routine County processes, de-escalate difficult interactions, and support timely resolution. Maintains service directories and knowledge resources, monitors request patterns and response trends, and identifies opportunities to improve public-facing information and service delivery. The position does not make final policy, legal, regulatory, eligibility, or enforcement determinations reserved to the responsible department or authorized official.

Essential Functions

- Receives, documents, and responds to public inquiries and service requests through telephone and other approved communication channels; verifies key information and creates or updates service records as required.
- Triages and routes inquiries to the appropriate County department or service area using approved protocols, escalating requests based on urgency, complexity, safety concerns, or established service criteria.
- Explains routine County processes, service requirements, contact pathways, and publicly available information in clear, practical language while routing legal, regulatory, technical, eligibility, enforcement, or policy determinations to the responsible department.
- Coordinates with County departments to support timely follow-up, track the status of open service requests, and communicate available status information to customers within established procedures.
- Provides situational de-escalation and issue-resolution support during difficult public interactions and promptly escalates threats, emergencies, or matters outside assigned authority to the appropriate supervisor, department, or public-safety resource.
- Maintains and updates internal service directories, contact trees, routing protocols, knowledge-base content, frequently asked questions, and other approved reference materials used to support consistent public service.
- Reviews service-request patterns, contact types, recurring questions, response trends, and public knowledge gaps and communicates emerging operational or communication issues to the Customer Support Manager.

- Supports service audits, response-time monitoring, workflow review, and public-service reporting and recommends practical process or knowledge-base improvements based on observed service data.
- Protects confidential, sensitive, and restricted information and handles records and communications in accordance with County policy and applicable records requirements.

Additional Responsibilities

- Supports adjusted service coverage, emergency communications coordination, or high-impact public events when assigned within the scope of the position.
- Performs other related duties consistent with the position's purpose, classification, County policy, and applicable wage-and-hour requirements.

Supervisory Responsibilities

This position has no supervisory responsibilities. The employee may coordinate service requests, workflows, or cross-department follow-up and may provide procedural guidance to other employees without exercising personnel authority.

Knowledge, Skills, and Abilities

- Knowledge of high-volume customer-service, contact-center, service-coordination, and request-triage practices appropriate to a public-service environment.
- Ability to learn and accurately apply County service pathways, departmental responsibilities, routing protocols, public-facing procedures, and approved information resources.
- Ability to communicate clearly and professionally by telephone, in writing, and through approved digital channels and to translate complex processes into concise, understandable guidance.
- Ability to de-escalate difficult interactions, maintain neutrality, identify when escalation is required, and communicate effectively with frustrated, confused, or distressed customers.
- Ability to manage multiple simultaneous requests, prioritize competing inputs, maintain accurate service records, and meet response and follow-up expectations in a deadline-driven environment.
- Ability to use customer-relationship-management, service-ticketing, workflow, telecommunications, Microsoft 365, and related office or communication systems accurately and securely.
- Ability to review service data and trends, identify recurring issues or knowledge gaps, maintain useful reference content, and recommend process improvements within assigned authority.
- Ability to protect confidential and sensitive information and exercise sound judgment regarding access, disclosure, escalation, and documentation.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Two (2) years of progressively responsible experience in high-volume customer service, contact-center operations, dispatch, service coordination, public service, or a closely related function. Experience should demonstrate responsibility for handling multiple simultaneous requests, routing or resolving customer issues, and maintaining accurate service or case records.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required customer-service, communication, service-coordination, technology, and judgment capabilities may be considered, subject to Human Resource Services review.

Preferred Qualifications

- Experience in local government, public-sector customer service, 311-style service delivery, or another multi-department public-service environment.
- Experience using customer-relationship-management, service-ticketing, case-management, workflow, or knowledge-base software.
- Experience monitoring service metrics, response times, customer-contact trends, or workflow performance.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
None identified	Not applicable	Not applicable

Employment is contingent upon successful completion of County-required background screening.

Work Schedule and Availability

Full-time nonexempt schedule established to support County public-service operations. Staffing coverage, service demands, emergencies, major public events, special projects, or other operational needs may occasionally require adjusted hours or work outside the regular schedule. All hours worked, including required after-hours communications or approved remote work, must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, headset, and standard office equipment	Frequently; for extended periods	Receives and documents service requests, uses CRM or workflow systems, communicates with customers and departments, and maintains reference information.
Read and compare detailed printed and	Frequently	Reviews service records, knowledge-base content, routing protocols, contact

Requirement	Frequency	Job-Related Context
electronic information		information, messages, and service-status information.
Communicate orally and in writing	Frequently	Provides public-facing customer service, de-escalates difficult interactions, explains approved processes, documents requests, and coordinates with County departments.
Lift or carry routine office supplies, records, or materials up to 15 pounds	Occasionally	Moves routine office supplies, reference materials, records, or equipment associated with public-service operations.

Work Environment

Work is primarily performed in a climate-controlled office or customer-service environment with extensive telephone, computer, electronic-communication, and public-contact activity. The position may experience high contact volumes, frequent interruptions, competing service requests, urgent customer concerns, and interactions with frustrated or emotionally charged individuals. Temporary schedule adjustments or alternate service arrangements may be required during emergencies, high-impact public events, or significant County service disruptions.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CUSTOMER SERVICE REPRESENTATIVE II

Job Code	34CSR2	**Department**	34 - Customer Support Services
Reports To	Customer Support Manager	**FLSA Status**	Hourly Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Under the supervision of the Customer Support Manager or designated supervisor, this position performs advanced customer service and account administration for County utility and sanitation services. The position establishes and balances accounts, supports billing and payment activity, completes account adjustments, and resolves customer requests across telephone, email, walk-in, and electronic channels. Work requires independent judgment within established procedures, accurate financial and account records, confidentiality, and timely coordination with customers and County departments.

Essential Functions

- Establishes and maintains utility and sanitation accounts for residential, retail, development, septic, subdivision, and intergovernmental customers; verifies required account information.
- Balances customer accounts and processes corrective bills, billing adjustments, late penalties, electronic funds transfers, and automatic payment activity in accordance with established procedures.
- Performs utility billing, creates new sanitation accounts, and ensures customer payments are applied to the correct accounts.
- Processes work-order reports and coordinates account-related service requirements with the appropriate County staff.
- Maintains and updates customer files, including name and address changes, mergers, mailing addresses, and accurate notes in the billing system.
- Coordinates delivery and retrieval of polycarts for sanitation services and other account-related needs.
- Implements applicable Identity Theft Prevention procedures and protect confidential customer and account information.
- Enters customer service requests received by telephone, email, walk-in, and other channels into the electronic service request system; responds to and closes assigned requests.
- Provides accurate, timely, and courteous assistance to customers and coordinates with departments and public agencies to resolve account and service issues.

Additional Responsibilities

- Supports Customer Service Representative I staff with account questions and complex account activity within assigned authority.
- Performs other duties as assigned.

Supervisory Responsibilities

This position has no formal supervisory responsibilities but may provide technical guidance and workflow support to Customer Service Representative I staff.

Knowledge, Skills, and Abilities

- Knowledge of utility and sanitation account establishment, account management, billing, payment collection, and County rates and services.
- Knowledge of due-process requirements and confidentiality obligations applicable to account and customer-service functions.
- Ability to reconcile account information, calculate decimals and percentages, identify discrepancies, and complete billing corrections accurately.
- Ability to use standard County software, including Word, Excel, Outlook, utility billing systems, payment platforms, and electronic service request systems.
- Ability to exercise sound judgment, prioritize competing work, communicate clearly, and provide accurate and courteous service under stressful or adverse circumstances.

Minimum Qualifications

Education

High school diploma or equivalent.

Experience

Two years of progressively responsible experience in customer service, accounts payable, utility billing, or closely related work.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered, subject to HR review.

Preferred Qualifications

- Experience with municipal utility or sanitation billing, customer-information systems, payment processing, account reconciliation, or accounts receivable.
- Experience resolving complex customer account issues and providing technical guidance to other customer-service staff.

Required Licenses and Certifications

No external license or professional certification is required for this position. Employees must complete County-required training applicable to assigned duties, including utility and sanitation account administration, billing and payment processing, account adjustments, confidentiality, information security, Identity Theft Prevention procedures, and authorized system access before independently performing those functions.

Work Schedule and Availability

Regular work schedule and any required extended-hours, emergencies, weekend, or holiday availability.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Use a computer, keyboard, telephone, and standard office equipment; read electronic and printed information.	Frequently	Required to maintain accounts, document service requests, communicate with customers, and complete administrative work.
Sit, stand, and move within the office and public-service areas.	Frequently	Required to assist customers, coordinate workflow, retrieve records, and use shared office resources.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull office files, supplies, or materials weighing up to 20 pounds; bend or reach to access records and supplies.	Occasionally	Required to handle files, correspondence, outreach materials, and routine office supplies.

Work Environment

Work is performed primarily in an indoor office and public-service setting with frequent computer and telephone use, continuous interaction with customers and coworkers, and periodic exposure to high call volume, competing priorities, payment disputes, and dissatisfied customers. The position does not perform field inspections or enforcement activity.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CUSTOMER SUPPORT SUPERVISOR

Job Code	34CSSUP	**Department**	34 - Customer Support Services
Reports To	Customer Support Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - direct supervision
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Under the supervision of the Customer Support Manager, this position provides day-to-day operational leadership for the Customer Support Services team and directly supervises Customer Service Representative I and II positions and the Multichannel Public Service Coordinator. The position manages customer contact queues, utility and sanitation account-service workflows, service-request intake and routing, staff training, quality assurance, and performance monitoring. It also coordinates frontline sanitation-related customer service and contractor issue reporting while field inspections, enforcement, site audits, and operational compliance remain assigned to the responsible field, contractor, or departmental authority.

Essential Functions

- Provides daily supervision, direction, coaching, work assignment, coverage planning, and task prioritization for assigned Customer Support Services staff.
- Monitors customer contact queues and service-request workflows; redistributes workload to maintain service levels and timely response cycles.
- Serves as an escalation point for complex utility and sanitation account issues, billing questions, payment disputes, service interruptions, and multi-department inquiries.
- Assists the Customer Support Manager with implementing operational procedures for account maintenance, billing support, payment processing, and customer-service request processing.
- Ensures staff compliance with County cash-handling, payment-processing, confidentiality, and Identity Theft Prevention requirements.
- Oversees accurate entry, routing, tracking, and closure of requests submitted through the electronic service request system by telephone, email, walk-in, and online channels.
- Trains new and existing staff on customer service standards, billing and account processes, service-request workflows, and County systems; documents training and competency completion.
- Monitors response times, queue volume, error trends, and customer complaint patterns; recommends corrective action and process improvements to the Customer Support Manager.
- Receives, enters, updates, and monitors sanitation-related requests in the electronic service request system; responds to citizen contacts and routes field, enforcement, contractor, or operational matters to the responsible party.
- Coordinates administrative response to Atlantic Waste customer-service issues, including documenting priority factors, routing matters for field verification, tracking follow-up, and confirming completion.
- Resolves sanitation-related customer-service issues within assigned authority and refers matters to the appropriate department, agency, contractor, or work group.
- Documents and escalates recurring Atlantic Waste service issues and provides customer-service data, complaint trends, and service-request metrics to support contract administration and sanitation-program improvement.

Additional Responsibilities

- Coordinates with County departments and public agencies to facilitate information exchange, case resolution, and timely service delivery.
- Maintains internal service directories, contact trees, protocol maps, knowledge bases, and customer-facing frequently asked questions in coordination with the Multichannel Public Service Coordinator.
- Coordinates customer-facing sanitation communications, educational materials, and public-information efforts related to litter prevention and proper disposal practices; coordinates facility-specific presentations with appropriate operational staff.
- Uses public-facing publications, stickers, and other outreach resources to promote sanitation-program awareness.
- Drafts and reviews routine correspondence related to account issues, customer follow-up, and service-request documentation.
- Maintains confidential files and materials in a manner that preserves confidentiality and integrity.
- Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises assigned Customer Service Representative I and II positions and the Multichannel Public Service Coordinator. Responsibilities include assigning and reviewing work, establishing daily priorities and staffing coverage, training and coaching employees, monitoring quality and performance, documenting performance concerns, completing or contributing to performance evaluations, and making recommendations regarding hiring, promotion, corrective action, discipline, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of utility billing, customer-account administration, sanitation services, payment processing, service-ticketing workflows, and County customer-service standards.
- Knowledge of supervisory practices, including work assignment, training, performance coaching, documentation, and quality assurance.
- Ability to analyze response times, queue volume, error trends, complaint patterns, and other operational data and recommend practical corrective action.
- Ability to exercise independent judgment, manage competing priorities, coordinate across departments and contractors, and maintain service quality under high-volume and stressful conditions.
- High-level proficiency with Microsoft Office applications and the ability to use utility billing, customer relationship management, service ticketing, and workflow software platforms.

Minimum Qualifications

Education

High school diploma or equivalent.

Experience

Three years of progressively responsible experience in customer-service operations, utility billing, accounts receivable, dispatch, or related public-facing services, including at least one year of lead or supervisory experience involving training, work assignment, and performance coaching.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered, subject to HR review.

Preferred Qualifications

- Additional college coursework or a degree related to business administration, public administration, customer service, or a related field.

Required Licenses and Certifications

No position-specific license or professional certification is required. A valid driver's license and County driving eligibility are required only if operation of a County vehicle is assigned as an essential function.

Credential	Required By	Maintenance Requirement
Valid state-issued driver's license or State of Georgia-issued photo identification	At appointment	Maintain current, valid identification as applicable.

Work Schedule and Availability

Full-time schedule during established Customer Support Services operating hours. Billing deadlines, staffing needs, service interruptions, system issues, customer escalations, emergency conditions, or special assignments may occasionally require adjusted schedules, extended hours, or work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Use a computer, keyboard, telephone, and standard office equipment; read electronic and printed information.	Frequently	Required to maintain accounts, document service requests, communicate with customers, and complete administrative work.
Sit, stand, and move within the office and public-service areas.	Frequently	Required to assist customers, coordinate workflow, retrieve records, and use shared office resources.
Lift, carry, push, or pull office files, supplies, or materials weighing up to 20 pounds; bend or reach to access records and supplies.	Occasionally	Required to handle files, correspondence, outreach materials, and routine office supplies.

Work Environment

Work is performed primarily in an indoor office and public-service setting with frequent computer and telephone use, direct staff supervision, regular interaction with customers and contractors, and periodic exposure to high call volume, competing priorities, escalated complaints, and dissatisfied customers. Field inspections, enforcement activity, site audits, and operational compliance are not assigned to this position.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject

to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

911 TERMINAL AGENCY COORDINATOR

Job Code	35TAC	**Department**	35 - E911
Reports To	Deputy Director - E911	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	08/21/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates E911 compliance, access, training, validation, audit readiness, and records administration for GCIC, NCIC, NLETS, CJIS-related systems, and authorized criminal-justice information.

Essential Functions

- Enters, retrieves, reviews, modifies, validates, and cancels authorized records involving stolen property, missing or wanted persons, firearms, vehicles, tags, and other permitted GCIC/NCIC files within current access and certification.
- Verifies identity, source documents, data elements, record status, hit or confirmation requirements, and supporting authority before completing or approving assigned system actions.
- Disseminates criminal-history, driver, and other restricted information only for authorized purposes, through approved channels, and in accordance with role-based access, minimum-necessary use, logging, and security requirements.
- Assigns and maintains user access, awareness statements, agreements, certifications, recertifications, and security documentation for E911 and affiliated users within delegated access-administration authority.
- Coordinates terminal-operator certification and recertification and tracks completion, expiration, authorization, and required remedial action.
- Monitors GCIC, NCIC, NLETS, and CJIS-related bulletins, rules, policy changes, and advisories and communicates operational requirements to authorized leadership and users.
- Prepares for and participates in network and compliance audits; maintains evidence, policies, validation files, user records, corrective-action documentation, and agency-change notices.
- Prepares and reviews records for required validation, documents the review source and outcome, preserves correction history, and escalates unsupported, conflicting, expired, or inaccurate records before continued reliance.
- Processes authorized code requests, criminal-history checks, background checks, and record searches without independently determining employment suitability, legal sufficiency, or investigative conclusions.
- Serves as E911's primary operational liaison with GCIC and coordinates Local Agency Security Officer responsibilities only after obtaining and maintaining required designation, training, and authority.
- Maintains supply inventory, forecasts routine needs, documents stock and usage, and submits replenishment recommendations through County purchasing and approval controls.

Additional Responsibilities

- Performs filing, copying, correspondence, reports, document routing, and related administrative support within authorized access.
- Performs related TAC and E911 support duties consistent with current credentials, delegated authority, County policy, and applicable law.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may administer system access, coordinate certification, provide compliance direction, and require correction of unauthorized or inaccurate system activity without authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of GCIC, NCIC, NLETS, CJIS-related security and dissemination requirements, terminal operations, record validation, user access, certification, audits, and criminal-justice information handling.
- Skill in precise data entry, identity and source verification, record reconciliation, access administration, audit preparation, policy documentation, inventory tracking, and professional communication.
- Ability to distinguish system compliance and access decisions from criminal, employment, legal, procurement, or disciplinary determinations reserved to other authorities.
- Ability to identify and escalate suspected misuse, unusual activity, inaccurate records, access violations, security incidents, or audit deficiencies through approved procedures.
- Ability to safeguard criminal-history, law-enforcement, personnel, access, and security information using minimum-necessary access, secure transmission, audit trails, retention, and approved disposition.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or vocational training in criminal justice, law enforcement, information security, records management, or a related field.

Experience

Three years of emergency dispatch, communications, criminal-justice records, terminal operations, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, certification, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory access, designation, or certification requirements.

Preferred Qualifications

- Experience administering GCIC/NCIC access, conducting validations, coordinating terminal-operator certifications, preparing for CJIS-related audits, or maintaining criminal-justice records.
- Coursework or certification in criminal justice, records management, cybersecurity, information systems, auditing, or compliance.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Credential	Required By	Maintenance Requirement
Terminal Agency Coordinator designation or certification	Appointment as the agency TAC and completion of required TAC certification training and testing within ninety (90) days of appointment	Maintain TAC designation, required refresher training, terminal-operator qualification, and continuing compliance with GCIC/NCIC and CJIS requirements.
Georgia POST Communications Officer and terminal-operator credentials required for assigned access	Before independent operational or terminal duties	Maintain current certification, authorization, and continuing education.
Local Agency Security Officer designation or certification	Before independently performing LASO functions	Maintain designation, security training, and required compliance documentation.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements; driving is conditional on assignment.

Work Schedule and Availability

Standard nonexempt schedule with time-sensitive record entries, validations, audits, training, security incidents, and occasional after-hours requirements as assigned. All working time, including required remote access, training, setup, cleanup, call-back, and after-hours system work, must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use GCIC/NCIC, records, inventory, email, spreadsheet, telephone, and office systems	Frequently	Enters, validates, reviews, tracks, and communicates criminal-justice and administrative information.
Review detailed identity, criminal-justice, access, certification, audit, inventory, and policy information	Frequently	Supports accurate entries, authorized dissemination, user access, validation, and audit readiness.
Stand, walk, bend, stoop, and reach within communications, records, supply, training, and office areas	Occasionally	Retrieves records, conducts inventory, accesses equipment, and supports training or audit activities.
Lift, carry, push, or pull records, supplies, or portable equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, supplies, inventory, or portable equipment weighing up to 20 pounds. Assistance should be used for heavier, awkward, or unstable loads.
Travel to training, audit, County, public-safety, or affiliated-agency locations	Occasionally	Supports certification, compliance, liaison, and audit responsibilities when assigned.

Work Environment

Work is primarily performed in a secured emergency communications, records, supply, and office environment with prolonged computer use and exposure to restricted criminal-justice,

identity, and security information. Occasional travel to training, audits, affiliated agencies, or other County facilities may occur.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

COMMUNICATIONS OFFICER I

Job Code	35CO1	**Department**	35 - E911
Reports To	Communications Officer IV - Shift Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Serves as the entry and training level in the E911 Communications Officer progression. Performs assigned emergency and non-emergency call-taking, CAD, radio, dispatch, mapping, EMD, and criminal-justice information functions under direct training and supervisory review while completing required certification and proficiency standards.

Essential Functions

- Receives and processes assigned emergency, non-emergency, and officer-initiated calls under training or supervisory review; obtains, verifies, prioritizes, and documents information needed for response.
- Operates assigned CAD, 911 telephone, radio, mapping, recording, records, alerting, paging, and communications systems within completed training and demonstrated proficiency.
- Dispatches law-enforcement, fire, EMS, and other resources only for functions and channels authorized by the current training phase and follows established protocols and supervisory direction.
- Maintains accurate call, dispatch, unit-status, location, notification, and incident information in CAD and other required systems and promptly corrects identified errors.
- Provides authorized updates, safety information, location information, and available incident details to responding personnel.
- Uses approved EMD protocols and provides authorized pre-arrival instructions only after completing required training and under applicable quality and supervisory controls.
- Accesses, enters, retrieves, and disseminates GCIC/NCIC and related information only after receiving required authorization and training and for an approved purpose.
- Coordinates with public safety and partner agencies under established procedures and refers uncertain jurisdiction, resource, legal, or policy questions to training personnel or a supervisor.
- Completes classroom, agency, on-the-job, certification, and proficiency requirements and accepts documented coaching, remediation, and performance review throughout the training process.
- Maintains confidentiality and protects medical, personal, law-enforcement, criminal-justice, recording, and security information through role-based access and secure handling.

Additional Responsibilities

- Maintains assigned logs, forms, records, reference materials, workstation readiness, and training documentation.

- Performs related trainee-level communications duties consistent with completed training, credentials, supervision, and applicable law.

Supervisory Responsibilities

This position has no supervisory responsibilities and performs work under training and supervisory review. It does not independently direct employees, approve operational exceptions, or make final personnel, legal, policy, or disciplinary decisions.

Knowledge, Skills, and Abilities

- Foundational knowledge of emergency communications, call processing, radio procedures, CAD, mapping, public-safety terminology, confidentiality, and responder-safety practices.
- Skill in obtaining accurate information, data entry, listening, radio and telephone communication, multitasking, location verification, and following structured protocols.
- Ability to remain composed, prioritize tasks, follow training and supervisory direction, recognize limits of current proficiency, and request assistance promptly.
- Ability to learn multiple systems and process simultaneous audio, visual, location, and text information accurately under changing conditions.
- Ability to protect medical, personal, law-enforcement, recording, and criminal-justice information through authorized access and secure handling.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No prior emergency-communications experience is required. Customer service, public safety, dispatch, call-center, military, or related experience is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required foundational knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory training, access, or certification requirements.

Preferred Qualifications

- Experience or training involving emergency communications, public safety, customer service, call-center operations, radio communications, or related work.
- Coursework or training in public safety, emergency management, criminal justice, communications, information technology, or a related field.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST Basic Communications Officer certification	Complete the POST-approved Basic Communications Officer training within six (6) months of initial employment as a communications officer	Maintain certification and complete required annual continuing education, including applicable T-CPR requirements unless satisfied through qualifying Emergency Medical Dispatch certification.

Credential	Required By	Maintenance Requirement
Agency-required APCO, EMD, FEMA/NIMS, and related operational credentials	Within established training timeframes and before independent performance	Maintain current credentials and complete refresher training.
GCIC/NCIC, CJIS security awareness, and terminal-access authorization appropriate to assigned duties	Before independent restricted-system access	Maintain authorization, security compliance, and operator training.

Work Schedule and Availability

Rotating nonexempt training and shift schedule in a 24/7/365 operation, including days, nights, weekends, holidays, overtime, emergency activations, and schedule adjustments. All required classroom, online, field, setup, cleanup, remote, call-back, and after-hours working time must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand at a communications console and use CAD, radio, telephone, mapping, recording, headset, and computer systems	Continuously	Receives, prioritizes, documents, and dispatches emergency and non-emergency activity.
Use keyboards, pointing devices, touchscreens, controls, and written or electronic reference materials	Frequently	Enters and retrieves detailed information while operating multiple communications systems.
Review and accurately process simultaneous audio, visual, location, and text information and exchange critical information	Continuously	Supports call processing, dispatch, responder safety, documentation, and incident coordination.
Stand, walk, bend, stoop, and reach within communications, office, training, records, and backup-operating areas	Occasionally	Accesses workstations, equipment, records, supplies, and alternate operating positions.
Lift, carry, push, or pull records, supplies, or portable equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, supplies, headsets, portable communications equipment, or similar items weighing up to 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.

Work Environment

Work is primarily performed in an emergency communications center with continuous technology use, simultaneous communications, fluctuating workloads, distressed callers,

graphic or emotionally difficult information, and close supervisory review. Training, backup-center, EOC, or special-event assignments may occur.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY DIRECTOR - E911

Job Code	35DDE	**Department**	35 - E911
Reports To	911 Director	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the 911 Director with operational, technical, personnel, administrative, and project leadership for the County's 24-hour emergency communications center. Oversees assigned daily operations, staffing, training, quality assurance, mission-critical systems, continuity planning, and interagency coordination and acts as the Director's designee only within specifically delegated authority.

Essential Functions

- Plans, organizes, supervises, and evaluates assigned daily communications-center operations to support continuous emergency call-handling and dispatch services.
- Directs assigned coordinators, terminal-agency staff, shift supervisors, and other personnel by establishing expectations, assigning and reviewing work, coaching performance, and making documented personnel recommendations within delegated authority.
- Coordinates staffing, shift coverage, schedules, overtime needs, emergency assignments, and operational coverage while ensuring nonexempt working time is accurately recorded.
- Monitors call handling, radio dispatch, CAD documentation, service quality, and compliance with established procedures and coordinates quality-assurance, remedial-training, or operational follow-up.
- Supports recruitment, interviews, onboarding, training, employee development, and performance processes; makes recommendations without exercising final hiring or disciplinary authority unless formally delegated.
- Coordinates troubleshooting and escalation for call-handling, CAD, radio, recording, GIS, network-interface, alerting, backup, and other mission-critical systems with IT, vendors, service providers, and response agencies.
- Supports NG911, CAD, GIS-based routing, interoperability, redundancy, backup operations, disaster recovery, radio, technology-upgrade, and facility projects within assigned project authority.
- Acts as the Director's designee during an absence only within written or clearly communicated delegation and refers reserved legal, financial, personnel, policy, and contractual decisions to the appropriate authority.
- Analyzes call volume, staffing, quality, performance, and operational data and prepares reports, recommendations, presentations, and project documentation.
- Assists with budget development, procurement, vendor coordination, complaints, critical incidents, risk assessment, and corrective-action recommendations while preserving financial and approval controls.
- Maintains confidential law-enforcement, medical, personnel, operational, and security information using role-based access, minimum-necessary use, audit trails, retention, and secure handling.

- Performs Communications Officer or incident-support duties only when currently trained, credentialed, assigned, and operationally necessary.

Additional Responsibilities

- Represents E911 at meetings, training, recruitment, public education, community, and partner-agency events when assigned.
- Performs related deputy-director duties consistent with formal delegation, credentials, County policy, and applicable law.

Supervisory Responsibilities

Directly and indirectly supervises assigned E911 employees, including coordinators, terminal-agency personnel, Shift Supervisors, and other assigned staff. Responsibilities include establishing work expectations, assigning and reviewing work, coordinating staffing and coverage, providing coaching and employee development, evaluating performance, addressing performance and conduct concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of PSAP operations, call processing, law-enforcement, fire and EMS dispatch, responder safety, NG911, CAD, radio, recording, GIS, continuity, and emergency communications technology.
- Knowledge of quality assurance, training, staffing, employee development, CJIS-related controls, records, project coordination, budgeting, procurement, and operational risk.
- Skills in supervision, coaching, scheduling, operational analysis, technical troubleshooting coordination, report preparation, project management, and high-stress communication.
- Ability to exercise delegated authority during incidents or the Director's absence while escalating decisions reserved by the Director, County administration, counsel, IT, Finance, or the Board.
- Ability to protect sensitive law-enforcement, medical, personnel, operational, and security information through authorized access and secure handling.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Five years of progressively responsible public-safety communications-center experience, including at least three years in a supervisory or management capacity.

Equivalent Combination

An equivalent combination of education, training, certification, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory system-access or certification requirements.

Preferred Qualifications

- Advanced education or management training in emergency communications, public administration, emergency management, information technology, or a related field.

- Communications Training Officer, Terminal Agency Coordinator, Emergency Medical Dispatch, project-management, NG911, CAD, radio, GIS, quality-assurance, or continuity-planning experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST Communications Officer certification or documented eligibility	At appointment if the incumbent will independently perform Communications Officer duties; otherwise before independently performing those duties	Maintain certification and required annual continuing education while Communications Officer duties remain assigned.
GCIC/NCIC, CJIS, EMD, CPR, or other access and operational credentials required for assigned duties	Before independently performing the regulated function	Maintain current credentials, authorization, security compliance, and refresher training.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Full-time schedule with availability for a 24/7/365 critical public-safety operation, including nights, weekends, holidays, emergency staffing, major incidents, system outages, call-back, and after-hours technical response.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, CAD, radio, telephone, recording, mapping, records, and standard office systems	Frequently	Performs operational oversight, technical review, training, records work, reporting, and communications.
Walk, bend, stoop, reach, and move within communications, office, equipment, training, and public-safety facilities	Occasionally	Accesses workstations, records, training areas, backup facilities, and technology locations.
Lift, carry, push, or pull records, supplies, or portable equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, supplies, portable equipment, or similar materials weighing up to 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Travel to County facilities, public-safety sites, meetings, training, or emergency locations	Occasionally	Supports coordination, project work, system readiness, training, and emergency operations when assigned.

Requirement	Frequency	Job-Related Context
Review detailed visual, audio, location, operational, and technical information and exchange accurate information	Frequently	Supports emergency communications oversight, quality assurance, records, training, system response, and decision-making.

Work Environment

Work is primarily performed in an emergency communications center and office with continuous operations, frequent interruptions, high-consequence decisions, and exposure to sensitive or graphic emergency information. Travel to public-safety facilities, technology sites, training, meetings, and emergency locations may occur. Emergency assignments may involve severe weather, disasters, outages, elevated noise, or extended operational demands.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

911 DIRECTOR

Job Code	35911D	**Department**	35 - E911
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides executive, operational, technical, and administrative leadership for the County's 24-hour emergency communications center. Directs personnel, emergency call-handling and dispatch operations, mission-critical technology, radio and CAD systems, GIS coordination, cybersecurity support, continuity planning, budgeting, procurement, training, quality assurance, policy development, and interagency coordination.

Essential Functions

- Plans, directs, and evaluates daily and long-range E911 operations to maintain continuous emergency communications services for law enforcement, fire, EMS, emergency management, and the public.
- Directs assigned employees and supervisors by establishing expectations, assigning and reviewing work, coaching performance, completing authorized evaluations, and making documented personnel recommendations within County policy and delegated authority.
- Develops and maintains departmental policies, standard operating guidelines, training standards, quality-assurance practices, operational protocols, and continuity procedures subject to County approval requirements.
- Oversees staffing, shift coverage, scheduling, overtime planning, emergency staffing, and continuity arrangements; ensures all nonexempt working time is accurately recorded and escalates coverage risks.
- Directs lifecycle planning, operational readiness, troubleshooting, and vendor escalation for 911 call-handling, CAD, radio, recording, GIS, network-interface, alerting, backup, and related systems.
- Leads NG911 planning and readiness, including ESInet, core services, location-based routing, multimedia capabilities, interoperability, redundancy, backup operations, and disaster recovery.
- Coordinates GIS and location-data accuracy with County GIS, municipalities, service providers, addressing personnel, and response agencies while preserving documented review, source, and correction controls.
- Coordinates cybersecurity, physical security, access control, incident response, backup, and recovery needs with County Information Technology and other authorized entities without independently assuming IT security authority.
- Serves as the department's primary liaison with County leadership, elected officials, public-safety agencies, municipalities, vendors, service providers, and state and federal partners.
- Prepares and administers the departmental budget, monitors approved expenditures, supports procurement and grant activities, and recommends contracts, capital projects, equipment, and services through County financial and approval controls.
- Oversees complaints, critical-incident reviews, quality assurance, training, certification, records, and performance-review processes and documents or recommends corrective action within delegated authority.

- Maintains operational, personnel, financial, technical, law-enforcement, medical, and security records using role-based access, audit trails, correction history, retention schedules, and approved disclosure procedures.

Additional Responsibilities

- Attends Board, public safety, project, and departmental meetings and provides authorized reports, recommendations, presentations, and technical information.
- Performs related executive and operational duties consistent with formal authority, current credentials, County policy, and applicable law.

Supervisory Responsibilities

Directly and indirectly supervises assigned E911 employees, including the Deputy Director, coordinators, Shift Supervisors, Communications Officers, and other assigned personnel. Responsibilities include establishing departmental and operational priorities; assigning and reviewing work; coordinating staffing and coverage; providing coaching, training, and employee development; evaluating performance; addressing performance and conduct concerns; and making recommendations regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority. Final authority for compensation, payroll, policy exceptions, contracts, expenditures, and other actions reserved by County policy remains with the County Manager, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Advanced knowledge of PSAP operations, emergency call processing, law-enforcement, fire and EMS dispatch, responder safety, NG911, CAD, radio, recording, GIS, telecommunications, interoperability, and public-safety technology.
- Knowledge of continuity planning, disaster recovery, cybersecurity coordination, CJIS-related controls, public records, budgeting, procurement, grants, records retention, and public-sector personnel practices.
- Skill in executive leadership, workforce planning, policy development, operational analysis, technical project oversight, vendor coordination, budgeting, and high-stakes communication.
- Ability to make timely operational decisions during emergencies while distinguishing delegated operational command from legal, procurement, technology-security, and personnel decisions reserved to other authorities.
- Ability to safeguard sensitive law-enforcement, medical, personnel, financial, operational, and security information through minimum-necessary access and secure handling.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Seven (7) years of progressively responsible experience in public-safety communications, emergency dispatch, emergency services, telecommunications, or a closely related field, including at least three (3) years in a supervisory or management capacity within a 24-hour public-safety or emergency-communications operation.

Equivalent Combination

An equivalent combination of education, training, certification, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory system-access or certification requirements.

Preferred Qualifications

- Advanced education or management training in emergency communications, public administration, emergency management, information technology, business administration, or a related field.
- Experience with NG911, CAD, radio systems, GIS, cybersecurity coordination, budgeting, procurement, grants, project management, continuity planning, or public-safety technology.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST Communications Officer certification, if required for assigned operational duties	Upon appointment if already certified; otherwise within the timeframe established by Georgia POST and County policy after assignment as the 911 Director	Maintain certification and complete any continuing training required by Georgia POST.
Emergency Medical Dispatch, CPR, GCIC/NCIC, CJIS, or other access and operational credentials required for assigned duties	Before independently performing the regulated function	Maintain current credentials, authorization, security compliance, and required refresher training.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements.

Work Schedule and Availability

Full-time executive schedule with responsibility for a 24/7/365 critical public-safety operation. The position must be available as operationally necessary for nights, weekends, holidays, major incidents, severe weather, emergency staffing, system outages, emergency activations, call-back, and time-sensitive technical or administrative response.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, CAD, radio, telephone, recording, mapping, records, and standard office systems	Frequently	Performs operational oversight, technical review, training, records work, reporting, and communications.
Walk, bend, stoop, reach, and move within communications, office, equipment, training, and public-safety facilities	Occasionally	Accesses workstations, records, training areas, backup facilities, and technology locations.
Lift, carry, push, or pull records, supplies, or portable equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, supplies, portable technology, or similar equipment weighing up to 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads.
Travel to County facilities, public-safety sites, meetings, training, or emergency locations	Occasionally	Supports coordination, project work, system readiness, training, and emergency operations when assigned.
Review detailed visual, audio, location, operational, and technical information and exchange accurate information	Frequently	Supports emergency communications oversight, quality assurance, records, training, system response, and decision-making.

Work Environment

Work is primarily performed in an emergency communications center and office with continuous operations, frequent interruptions, high-consequence decisions, and exposure to sensitive or graphic emergency information. Travel to public-safety facilities, radio or technology sites, emergency operations locations, and other County facilities may occur. Emergency assignments may involve severe weather, disasters, outages, elevated noise, or extended operational demands.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

RECORDS AND TRAINING COORDINATOR

Job Code	35RTC	**Department**	35 - E911
Reports To	Deputy Director - E911	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates E911 training, certification records, quality assurance, public-record workflows, retention support, and related administration. Develops and delivers training, monitors trainee development, prepares responsive records under approved legal guidance, and maintains sensitive training, personnel, operational, and emergency-communications documentation.

Essential Functions

- Coordinates initial, continuing, remedial, and in-service training for communications personnel, trainees, Communications Training Officers, and other assigned employees.
- Develops and maintains structured training plans, lesson plans, reference guides, tests, scenarios, and instructional materials within current subject-matter and instructor qualifications.
- Schedules trainee and CTO assignments, reviews observation reports and evaluations, monitors progress, documents training needs, and recommends plan adjustments to supervisors or management.
- Tracks training hours, course completion, certifications, recertifications, expiration dates, and continuing-education requirements using source documentation, authorship, correction history, and audit trails.
- Coordinates Georgia POST, GPSTC, APCO, FEMA/NIMS, EMD, CTO, and other approved training or certification requirements applicable to assigned personnel.
- Reviews assigned calls, radio traffic, CAD documentation, and records for compliance with established criteria; documents findings and recommends coaching, remedial training, policy clarification, or operational improvement without imposing final discipline.
- Receives, logs, searches, retrieves, and compiles responsive CAD, audio, telephone, radio, and other E911 records through approved County open-record procedures.
- Applies only approved redactions and release instructions and routes exemption, withholding, legal-sufficiency, subpoena, affidavit, litigation-hold, and disputed-disclosure questions to the County Attorney or other authorized official.
- Maintains request correspondence, responsive records, redaction history, releases, fees, estimates, payments, retention actions, legal holds, and audit documentation using role-based access and secure handling.
- Provides classroom, practical, online, and scenario-based instruction only within current instructor credentials and authorized curriculum.
- Supports public education, recruitment, career events, reports, correspondence, and administrative projects and may provide qualified Communications Officer coverage when trained, credentialed, and assigned.

Additional Responsibilities

- Maintains organized electronic and physical training and records files and prepares certification-status, quality-assurance, training, and records reports.

- Performs related coordination duties consistent with current credentials, delegated access, legal guidance, County policy, and applicable law.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. It coordinates training, reviews trainee documentation, provides instruction and coaching, and may recommend remedial action or training-plan changes. It does not hire, terminate, discipline, complete final performance evaluations, approve leave or overtime, set pay, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of emergency communications, CAD, radio, call processing, adult learning, instructional design, quality assurance, training documentation, records retention, and public-record workflows.
- Skill in training development and delivery, objective performance review, records search and compilation, audio and CAD review, documentation, scheduling, and professional communication.
- Ability to distinguish factual compilation and approved redaction work from legal determinations concerning exemptions, withholding, subpoenas, litigation holds, affidavits, or final release authority.
- Ability to evaluate work consistently against documented standards and recommend coaching or training without exercising unauthorized disciplinary authority.
- Ability to safeguard sensitive law-enforcement, medical, personnel, training, performance, security, and emergency-incident information through restricted access and secure handling.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three (3) years of progressively responsible emergency communications, public-safety dispatch, training, quality assurance, records administration, or closely related experience. Experience should include demonstrated responsibility for employee training, performance documentation, quality review, records, certification tracking, or comparable program coordination.

Equivalent Combination

An equivalent combination of education, training, certification, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory access, operational, or instructor requirements.

Preferred Qualifications

- PSAP or 911 experience.
- Experience as a Communications Training Officer, trainer, lead worker, supervisor, records coordinator, quality-assurance reviewer, or comparable employee-development professional.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Credential	Required By	Maintenance Requirement
Georgia POST Basic Communications Officer certification	At appointment when Communications Officer coverage is an assigned essential function; otherwise before independently performing Communications Officer duties	Maintain certification and required annual continuing education while those duties remain assigned.
Agency-required APCO, EMD, CTO, FEMA/NIMS, instructor, or other training credentials	Before independently performing the credentialed function	Maintain current credentials and complete required refresher training.
GCIC/NCIC, CJIS, records-system, or other restricted-access authorization	Before independent access	Maintain authorization, security compliance, and required training.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements; driving is conditional on assignment.

Work Schedule and Availability

Regular full-time schedule that may be adjusted for classroom or on-the-job training, operational coverage, meetings, court appearances, public-record deadlines, recruitment activities, certification requirements, or emergency communications needs. Evening, weekend, holiday, call-back, or after-hours work may occasionally be required. As a nonexempt position, all hours worked, including required training, setup, records work, operational coverage, and authorized remote work, must be accurately recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, CAD, radio, telephone, recording, mapping, records, and standard office systems	Frequently	Performs operational oversight, technical review, training, records work, reporting, and communications.
Walk, bend, stoop, reach, and move within communications, office, equipment, training, and public-safety facilities	Occasionally	Accesses workstations, records, training areas, backup facilities, and technology locations.
Lift, carry, push, or pull records, supplies, or portable equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, instructional materials, supplies, or portable equipment weighing up to 20 pounds. Assistance should be used for heavier, awkward, or unstable loads.

Requirement	Frequency	Job-Related Context
Travel to County facilities, public-safety sites, meetings, training, or emergency locations	Occasionally	Supports coordination, project work, system readiness, training, and emergency operations when assigned.
Review detailed visual, audio, location, operational, and technical information and exchange accurate information	Frequently	Supports emergency communications oversight, quality assurance, records, training, system response, and decision-making.

Work Environment

Work is primarily performed in an emergency communications center, office, classroom, and records environment with frequent computer use, deadlines, interruptions, and exposure to confidential, emotionally difficult, or graphic emergency audio and records. Occasional travel to training, court, public-safety, community, or County locations may occur.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

COMMUNICATIONS OFFICER IV - SHIFT SUPERVISOR

Job Code	35CO4S	**Department**	35 - E911
Reports To	Deputy Director - E911	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes - Assigned Shift Personnel
Effective Date	09/01/2026	**Revision Date**	August 21, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides on-duty operational supervision and performs advanced emergency call-taking and dispatch functions for an assigned E911 shift. Coordinates staffing and console assignments, directs communications activity during routine and critical incidents, monitors performance and policy compliance, documents concerns, and escalates matters requiring administrative authority.

Essential Functions

- Coordinates and directs assigned shift operations, staffing, console and break assignments, workload distribution, and immediate coverage adjustments to maintain continuous emergency communications service.
- Provides immediate operational direction, coaching, and assistance to Communications Officers during routine activity, high-risk calls, major incidents, system disruptions, and periods of increased workload.
- Monitors call processing, dispatch, radio traffic, CAD documentation, responder-safety information, notifications, and shift activity and intervenes within established procedures when immediate correction is required.
- Coordinates communications during major incidents, severe weather, special events, multi-agency operations, radio congestion, backup-center activation, or communications-system failures.
- Maintains awareness of staffing, attendance, equipment, technology, certification, training, performance, and conduct issues and promptly documents and escalates significant matters through the chain of command.
- Provides documented observations, coaching, feedback, and recommendations for performance evaluations, training, remediation, staffing, selection, and employee development without exercising final personnel authority unless formally delegated.
- Supports trainees and Communications Training Officers during operational needs while preserving the assigned CTO's training role and referring formal training-plan decisions to authorized personnel.
- Performs the full range of qualified Communications Officer duties, including 911 and administrative call-taking, law-enforcement, fire and EMS dispatch, radio, CAD, mapping, EMD, notification, and authorized criminal-justice system functions.
- Identifies call-handling, CAD, radio, telephone, software, recording, mapping, equipment, or facility problems and coordinates troubleshooting, documentation, notification, and escalation.

- Maintains shift logs, reports, incident documentation, statistical information, and quality records with source attribution, correction history, audit trails, retention, and secure handling.
- Protects law-enforcement, medical, personnel, recording, CJIS, and other restricted information and ensures shift adherence to established access and security procedures.

Additional Responsibilities

- Supports quality assurance, continuing education, program implementation, budget information, equipment recommendations, meetings, exercises, EOC activations, and special assignments.
- Performs related shift-supervision and Communications Officer duties consistent with current credentials, delegated authority, and applicable law.

Supervisory Responsibilities

Directly supervises Communications Officers and other assigned personnel during an assigned shift. Responsibilities include coordinating staffing and console assignments, assigning and reviewing work, providing operational direction and coaching, monitoring performance and policy compliance, documenting employee performance or conduct concerns, contributing to performance evaluations, and making recommendations regarding training, remediation, staffing, selection, corrective action, and employee development. Final personnel actions remain subject to delegated County and department authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of emergency call processing, law-enforcement, fire and EMS dispatch, CAD, radio, EMD, mapping, responder safety, mutual aid, continuity operations, CJIS-related controls, and shift procedures.
- Knowledge of operational supervision, coaching, documentation, conflict management, quality assurance, training support, staffing, and escalation requirements.
- Skill in rapid prioritization, multi-channel communications, incident coordination, console operations, technical troubleshooting, documentation, and clear direction under pressure.
- Ability to exercise immediate shift authority during emergencies while distinguishing operational direction from final personnel, legal, policy, financial, or administrative decisions.
- Ability to protect sensitive law-enforcement, medical, personnel, operational, recording, and criminal-justice information through authorized access and secure handling.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three (3) years of progressively responsible public-safety emergency communications, 911, or closely related dispatch experience. Experience must demonstrate proficiency in emergency call-taking and dispatch operations and the ability to provide operational guidance to other communications personnel.

Equivalent Combination

An equivalent combination of education, training, certification, and experience that provides the required knowledge, skills, and abilities may be considered. Equivalency does not waive mandatory communications, access, or operational credentials.

Preferred Qualifications

- Experience as a Communications Training Officer, lead worker, acting supervisor, shift supervisor, or in a comparable leadership and employee-development role.
- Demonstrated proficiency across 911 call-taking, law-enforcement, fire and EMS dispatch, EMD, CAD, radio, quality assurance, and major-incident coordination.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia POST Basic Communications Officer certification	At appointment	Maintain certification and continuing education.
Agency-required APCO, EMD, CTO, FEMA/NIMS, and related operational credentials	Before independently performing the credentialed duty	Maintain current credentials and complete refresher training; CTO is required only when assigned training responsibilities.
GCIC/NCIC, CJIS security awareness, and terminal-access authorization appropriate to assigned duties	Before independent restricted-system access	Maintain authorization, security compliance, and operator training.
Valid driver's license and County driving eligibility	Before operating a County vehicle or performing assigned driving	Maintain license and satisfy County driving requirements; driving is conditional on assignment.

Work Schedule and Availability

Rotating nonexempt shift schedule in a 24/7/365 operation, including days, nights, weekends, holidays, overtime, emergency call-back, severe-weather operations, EOC activations, special events, and schedule adjustments. All hours worked must be recorded and compensated. Overtime requires advance approval but must be reported and compensated if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand at a communications console and use CAD, radio, telephone, mapping, recording, headset, and computer systems	Continuously	Receives, prioritizes, documents, and dispatches emergency and non-emergency activity.

Requirement	Frequency	Job-Related Context
Use keyboards, pointing devices, touchscreens, controls, and written or electronic reference materials	Frequently	Enters and retrieves detailed information while operating multiple communications systems.
Review and accurately process simultaneous audio, visual, location, and text information and exchange critical information	Continuously	Supports call processing, dispatch, responder safety, documentation, and incident coordination.
Stand, walk, bend, stoop, and reach within communications, office, training, records, and backup-operating areas	Occasionally	Accesses workstations, equipment, records, supplies, and alternate operating positions.
Lift, carry, push, or pull records, supplies, or portable equipment	Occasionally	Occasionally lifts, carries, pushes, or pulls records, supplies, portable communications equipment, or similar items weighing up to 20 pounds. Assistance should be used for heavier, awkward, or unstable loads.

Work Environment

Work is primarily performed in an emergency communications center with fluctuating workloads, continuous technology use, simultaneous communications, distressed callers, graphic or emotionally difficult information, critical incidents, and high-consequence decisions. Backup-center, EOC, training, meeting, or special-event assignments may occur.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

BATTALION CHIEF

Job Code	55BC	**Department**	55 – Fire Department
Reports To	Deputy Fire Chief	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	Pending HR Review	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Commands assigned Fire and Rescue shift operations across multiple stations, directs emergency incidents, supervises officers and firefighters, verifies staffing and training, and ensures apparatus, facilities, pre incident planning, hydrant, equipment, and reporting requirements are completed.

Essential Functions

- Directs daily shift operations across assigned stations; establishes personnel and apparatus assignments, verifies qualifications and minimum staffing, coordinates coverage, and documents staffing exceptions.
- Supervises assigned officers and firefighters through work direction, coaching, training verification, documented performance review, and personnel recommendations within delegated County authority.
- Commands emergency incidents using the incident command system, continuous risk assessment, accountability, communications, safety, mutual-aid, rehabilitation, medical, transfer-of-command, and after-action procedures.
- Performs or directs fire suppression, rescue, hazardous-materials, first-aid, apparatus, and EMS-assistance functions within current certification, medical clearance, training, equipment, and assignment.
- Ensures required in-service and special training is scheduled, delivered by qualified instructors, documented accurately, evaluated, and corrected when standards are not met.
- Ensures stations, apparatus, protective equipment, tools, hydrants, detection and suppression systems, and assigned facilities are inspected, tested, maintained, documented, and removed from service or escalated when unsafe.
- Ensures pre-incident plans, incident reports, exposure records, training records, apparatus logs, staffing records, and other shift documentation are completed, reviewed, corrected without obscuring audit history, and retained securely.
- Administers assigned specialized programs under Deputy Fire Chief oversight and routes budget, purchasing, contracting, medical, legal, discipline, and policy decisions to authorized officials.
- Reviews incidents, injuries, exposures, near misses, complaints, equipment failures, and policy concerns; preserves evidence and records and recommends corrective action without making unauthorized legal or medical findings.

Additional Responsibilities

- Provides temporary coverage for subordinate or higher-level assignments when trained, qualified, and formally designated.
- Performs related shift-command and emergency duties consistent with certification, staffing, and delegated authority.

Supervisory Responsibilities

Directly supervises assigned officers and firefighters across the Battalion Chief's shift. Responsibilities include establishing staffing and apparatus assignments, assigning and reviewing work, providing coaching and mentoring, verifying training and qualifications, evaluating performance, addressing operational and conduct concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, staffing, and employee development within delegated authority. Final employment actions, compensation, payroll, policy exceptions, and other authority reserved by County policy remain with the Deputy Fire Chief, Fire Chief, or other authorized official.

Knowledge, Skills, and Abilities

- Advanced knowledge of multi-station shift operations, fire suppression, rescue, hazardous-materials response, incident command, staffing, apparatus readiness, pre-incident planning, hydrant programs, and fire-service training.
- Skill in emergency command, staff supervision, resource deployment, training validation, operational inspection, report review, de-escalation, and interagency coordination.
- Ability to make time-critical risk decisions, maintain accountability, request resources, protect responder rehabilitation and medical evaluation, and adjust tactics as conditions change.
- Ability to distinguish emergency command and personnel recommendations from final medical, legal, HR, budget, purchasing, and policy decisions.
- Ability to protect personnel, patient, exposure, training, incident, investigative, and security-sensitive information through access controls, audit trails, retention, and approved disclosure.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Ten years of progressively responsible fire-service experience, including officer, incident-command, supervisory, and multi-station or specialized-program responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required shift-command capabilities. Equivalency does not waive statutory, GFSTC, driving, medical-clearance, or assignment-specific credentials.

Preferred Qualifications

- College coursework or advanced training in fire science, fire administration, emergency management, supervision, occupational safety, or a related field.
- Experience commanding multi-company or multi-station operations and coordinating hazardous-materials, training, pre-incident-planning, or readiness programs.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Firefighter II certification	Required at appointment to the Battalion Chief classification.	Maintain GFSTC status and continuing education.
Fire Officer II certification	At appointment	Maintain current qualification.
Fire Instructor II certification	At appointment	Maintain current qualification; this differs from the command-staff Battalion Chief requirement.
Hazardous Materials Technician certification	Before independently directing or performing technician-level functions	Maintain current qualification; this differs from the command-staff Battalion Chief requirement.
Specialized-program certifications assigned by the Deputy Fire Chief	Before independently directing the specialized function	Maintain current qualification; this differs from the command-staff Battalion Chief requirement.
Valid Class F driver's license and County driving eligibility	Before operating applicable apparatus or County vehicles	Maintain license, apparatus qualification, and County eligibility.

Work Schedule and Availability

Assigned 24-hour or other Fire and Rescue shift schedule, including nights, weekends, holidays, holdover, overtime, training, emergency call-back, and mandatory coverage as validated by the department. All working time, including shift briefing, equipment checks, required training, report completion, holdover, remote work, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Directs or performs fire suppression, rescue, inspections, apparatus operations, and incident command.
Bend, stoop, kneel, crouch, crawl, reach, balance, and work in restricted spaces	Occasionally	Accesses victims, equipment, apparatus compartments, structures, and emergency work areas.
Wear protective clothing and respiratory protection and work while carrying assigned emergency equipment	Occasionally	Performs or supports structural firefighting, hazardous-materials response, rescue, and other trained emergency functions.
Lift, carry, push, pull, drag, or assist in moving people, hose, ladders, tools, or equipment	Occasionally	Occasionally lifts, carries, pushes, pulls, drags, or assists in moving persons, hose, ladders, tools, and emergency equipment that may range from approximately 20 to 125 pounds. Team or mechanical assistance shall be used when operationally feasible and appropriate; emergency rescue and firefighter-assistance situations may require greater physical effort depending on incident conditions.
Sit or stand and use computers, radios, telephones, records systems, and office equipment	Frequently	Directs personnel, maintains records, develops programs, reviews incidents, and completes administrative work.
Drive or operate fire apparatus or County vehicles	Occasionally	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific apparatus.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility, noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must use documented incident-command, accountability, staffing, rehabilitation, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, and authorized.

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Employment Relationship

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applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

BATTALION CHIEF

Job Code	5500BTTC	**Department**	5500 - Fire Department Command Staff
Reports To	Fire Chief	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs assigned administrative, logistics, training, readiness, and specialized-program functions for Fire and Rescue. Provides program ownership, supervises assigned personnel, manages resources and operational readiness, supports departmental planning, and serves in incident-command or operational-support roles when required. This command-staff classification is distinguished from shift Battalion Chiefs by its primary responsibility for administrative management and department-wide programs.

Essential Functions

- Plans, administers, evaluates, and documents one or more specialized departmental programs or logistics functions assigned by the Fire Chief, including objectives, schedules, readiness standards, records, resources, and corrective actions.
- Supervises assigned officers and firefighters by establishing priorities, assigning and reviewing work, coaching, documenting performance, completing authorized evaluations, and making personnel recommendations within delegated County authority.
- Develops or recommends training, operational, safety, and administrative procedures consistent with law, County policy, recognized standards, and Fire Chief approval; does not independently create exceptions to binding policy.
- Assists the Fire Chief with program budgets, specifications, inventories, purchasing requests, grant or reimbursement records, and resource planning within approved appropriations, procurement procedures, and delegated authority.
- Maintains program qualifications, inventories, inspection and maintenance records, exposure documentation, training records, and other required files with authorship, correction history, audit trails, retention, and secure handling.
- Commands emergency incidents when assigned using the incident command system, risk assessment, accountability, communications, safety, mutual-aid, rehabilitation, medical, and after-action procedures.
- Performs fire suppression, rescue, first aid, apparatus, or EMS-assistance functions only when trained, qualified, medically cleared where required, equipped, and assigned within the employee's scope.
- Reviews program performance, incidents, near misses, injuries, equipment failures, and compliance concerns; recommends corrective action and routes medical, legal, disciplinary, procurement, and policy decisions to authorized officials.
- Coordinates with County departments, partner agencies, vendors, and the public on assigned programs without independently binding the County or making unauthorized legal or contractual commitments.

Additional Responsibilities

- Acts in a higher classification only under documented succession or temporary assignment and within the authority of that designation.
- Performs related command, emergency, training, and program duties consistent with certification, staffing, and delegated authority.

Supervisory Responsibilities

Directly and indirectly supervises assigned officers, firefighters, and other Fire Department personnel associated with assigned administrative or specialized programs. Responsibilities include establishing priorities, assigning and reviewing work, providing coaching and employee development, evaluating performance, enforcing approved policies and procedures, addressing performance and conduct concerns, and making recommendations regarding hiring, promotion, corrective action, discipline, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of fire suppression, rescue, incident command, firefighter safety, apparatus, emergency communications, departmental administration, logistics, training, and assigned specialized programs.
- Skill in program management, staff supervision, incident command, risk assessment, training, budgeting support, resource planning, record review, and interagency coordination.
- Ability to distinguish operational command and staff recommendations from final medical, legal, personnel, purchasing, contracting, and policy decisions.
- Ability to assess changing hazards, establish incident priorities, maintain accountability, request resources, document decisions, and conduct after-action review.
- Ability to protect personnel, medical, exposure, training, incident, investigative, and security-sensitive information through role-based access, audit trails, retention, and approved disclosure.

Minimum Qualifications

Education

Associate degree from an accredited college or university in Fire Science, Fire Administration, Emergency Management, Public Administration, Business Administration, or a closely related field. An equivalent combination of advanced fire-service education, certification, training, and experience may be considered.

Experience

Ten years of progressively responsible fire-service experience, including officer, incident command, supervisory, and specialized-program responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required command and program-management capabilities. Equivalency does not waive statutory, GFSTC, driving, medical-clearance, or assignment-specific credentials.

Preferred Qualifications

- College coursework or advanced training in fire administration, emergency management, public administration, occupational safety, logistics, or a related field.
- Experience managing department-wide logistics, training, safety, prevention, apparatus, communications, or another specialized fire program.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Firefighter II certification	At appointment	Maintain GFSTC status and required continuing education; completion deadline is Pending HR Review.
Fire Officer II certification	At appointment	Maintain current qualification.
Fire Instructor I certification	At appointment	Before independently assuming responsibility for a specialized program requiring that certification.
Hazardous Materials Operations certification	Before independently performing the regulated function	Maintain current qualification; technician-level work requires separate certification.

Credential	Required By	Maintenance Requirement
Specialized-program certifications assigned by the Fire Chief	Before independently directing the specialized function	Specific programs and deadlines are Pending Department Validation.
Valid Class F driver's license and County driving eligibility	Before operating applicable apparatus or County vehicles	Maintain license, qualification, and County eligibility.

Work Schedule and Availability

Full-time command-staff schedule, primarily assigned to administrative/day-shift operations, with availability for meetings, training, program deadlines, emergency response, major incidents, call-back, temporary operational coverage, and other after-hours needs associated with assigned programs and command responsibilities.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Directs or performs fire suppression, rescue, inspections, apparatus operations, and incident command.
Bend, stoop, kneel, crouch, crawl, reach, balance, and work in restricted spaces	Occasionally	Accesses victims, equipment, apparatus compartments, structures, and emergency work areas.
Wear protective clothing and respiratory protection and work while carrying assigned emergency equipment	Occasionally	Performs or supports structural firefighting, hazardous-materials response, rescue, and other trained emergency functions.
Lift, carry, push, pull, drag, or assist in moving people, hose, ladders, tools, or equipment	Occasionally	The sources state 20 to 125 pounds. The essential threshold, duration, team-lift practices, and mechanical assistance are Pending Department Validation.
Sit or stand and use computers, radios, telephones, records systems, and office equipment	Frequently	Directs personnel, maintains records, develops programs, reviews incidents, and completes administrative work.
Drive or operate fire apparatus or County vehicles	Occasionally	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific apparatus.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility, noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must use documented incident-command, accountability, staffing, rehabilitation, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, and authorized.

Disclaimer

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every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FIRE CHIEF

Job Code	5500FRC	**Department**	5500 - Fire Department Command Staff
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Formal Executive Supervision
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides executive, technical, administrative, and operational leadership for County fire services and, according to the submitted description, emergency-management functions. Directs preparedness, response, recovery, mitigation, suppression, rescue, prevention, life safety, emergency operations, personnel, resources, and intergovernmental coordination.

Essential Functions

- Directs County fire operations, programs, personnel, facilities, apparatus, equipment, readiness, prevention, training, community-risk-reduction, rescue, and life-safety activities through approved plans, policies, budgets, and performance measures.
- Directs assigned emergency-management preparedness, response, recovery, mitigation, continuity, emergency-operations-center, public-warning, exercise, resource-coordination, and recovery-documentation functions when formally designated as EMA Director.
- Establishes strategic and operational goals; develops and recommends policies, procedures, contingency plans, mutual-aid arrangements, and service improvements for approval when approval exceeds delegated authority.
- Serves in incident command or executive coordination roles during major incidents and disasters; establishes objectives, maintains accountability, evaluates risk, requests resources, coordinates agencies, and transfers command according to incident-command procedures.
- Supervises, directs, develops, and evaluates assigned command staff and employees; administers personnel actions only within County policy, delegated authority, due-process requirements, and applicable law.
- Develops and administers operating and capital budget recommendations; monitors appropriations and expenditures; maintains segregation of duties; and routes purchases, contracts, payments, transfers, and exceptions for required independent approval.
- Researches, prepares, recommends, and administers grants and alternative funding within authorized terms; maintains supporting records and does not independently obligate the County or make final eligibility, reimbursement, or legal determinations unless authorized.
- Plans and oversees apparatus, equipment, facility, technology, supply, and fleet specifications, acquisition, inspection, testing, maintenance, replacement, inventory, and removal-from-service controls.
- Directs training, credential, exercise, readiness, health-and-safety, exposure-control, respiratory-protection, and corrective-action programs using documented standards, qualified personnel, records, and escalation procedures.
- Represents the County with elected and appointed officials, GEMA/HS, state and federal agencies, mutual-aid partners, community organizations, businesses, media, and the public within approved communication and policy authority.
- Maintains and safeguards personnel, medical, incident, inspection, grant, financial, emergency-plan, infrastructure, investigative, and other restricted records using role-based access, minimum-necessary use, authorship, correction history, audit trails, retention, and secure handling.

Additional Responsibilities

- Maintains current professional knowledge of fire service, emergency management, incident management, emergency communications, ISO/PPC, fleet, grant, prevention, and life-safety practices.
- Performs related executive, emergency, and public-safety duties consistent with law, credential, policy, and delegated authority.

Supervisory Responsibilities

Provides formal executive supervision of the Fire Department through the established command structure and directly or indirectly supervises the Deputy Fire Chief, Battalion Chiefs, Captains, officers, firefighters, and other assigned personnel. Responsibilities include establishing organizational priorities, directing and evaluating departmental operations, developing command staff, overseeing staffing and succession planning, evaluating performance, addressing employee performance and conduct, and making recommendations or taking authorized action regarding hiring, promotion, discipline, termination, and other personnel matters within delegated County authority. Final authority for actions reserved by County policy, ordinance, or law remains with the County Manager, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of fire-service administration, suppression, rescue, prevention, community risk reduction, incident command, emergency management, continuity, disaster operations, applicable Georgia fire requirements, NIMS/ICS, and ISO/PPC concepts.
- Knowledge of public-sector budgeting, procurement, grants, fleet and capital planning, personnel administration, records governance, intergovernmental coordination, performance management, and organizational risk controls.
- Skill in executive leadership, strategic planning, policy development, negotiation, public communication, emergency decision-making, conflict resolution, grant administration, and complex operational analysis.
- Ability to establish priorities under incomplete and rapidly changing conditions, document assumptions, coordinate resources, evaluate risk, and distinguish immediate incident authority from final legal, financial, personnel, and policy authority.
- Ability to communicate complex technical and emergency information to officials, employees, partners, media, and the public using accurate, accessible, and authorized messaging.

Minimum Qualifications

Education

Bachelor's degree in fire science, emergency management, public administration, management, business, or a closely related field from an accredited college or university.

Experience

At least 15 years of fire-service experience, including at least 10 years of progressively responsible administrative and supervisory experience and at least two years at or above the Battalion Chief level or equivalent.

Equivalent Combination

An equivalent combination of education and experience may be considered when it provides the required executive, fire service, emergency-management, supervisory, and administrative capabilities. Equivalency does not waive statutory, GFSTC, driving, medical-clearance, NIMS/ICS, or assignment-specific credentials.

Preferred Qualifications

- Demonstrated municipal or county disaster-reimbursement or recovery-claim experience involving GEMA/HS or FEMA.
- Advanced education or executive development in fire administration, emergency management, public administration, or a related discipline.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement

Credential	Required By	Maintenance Requirement
Georgia Firefighter II qualification	At appointment	Maintain applicable GFSTC status and continuing education.
Fire Officer IV qualification	At appointment	Maintain current qualification.
Fire Instructor II qualification	At appointment	Maintain current qualification.
Hazardous Materials Technician qualification	At appointment if technician-level response remains assigned	Maintain current qualification and operate within assigned response level.
Georgia Certified Emergency Manager	Within six (6) months of appointment as EMA Director	Maintain certification, biennial renewal, and at least twenty-four (24) hours of approved continuing education annually as required by Georgia law.
Georgia Advanced Certified Emergency Manager	Within 18 months of appointment if EMA Director duties are formally assigned	Maintain current certification and continuing education.
NIMS/ICS 100, 200, 300, 400, 700, and 800	At appointment or by a department-validated deadline	Maintain current assignment-appropriate training.
Chief Officer Series, Fire Inspector, or other advanced credentials	As assigned under an HR-approved career matrix	Specific credentials and deadlines are Pending Department Validation.
Valid Class F driver's license and County driving eligibility	Before operating applicable apparatus or County vehicles	Maintain license, qualification, and County eligibility.

Work Schedule and Availability

Full-time executive schedule with responsibility for departmental operations and emergency readiness. The position must be available as operationally necessary for meetings, public events, emergency monitoring, incident command, Emergency Operations Center activations, severe weather, major incidents, call-back, travel, and extended or irregular hours during emergencies.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Performs suppression, rescue, inspections, apparatus operations, and crew leadership.
Bend, stoop, kneel, crouch, crawl, reach, balance, and work in restricted spaces	Occasionally	Accesses victims, equipment, apparatus compartments, structures, and emergency work areas.
Wear protective clothing and respiratory protection while carrying assigned emergency equipment	Occasionally	Performs structural firefighting, hazardous-materials response, rescue, and other trained emergency functions.

Requirement	Frequency	Job-Related Context
Lift, carry, push, pull, drag, or assist in moving people, hose, ladders, tools, or equipment	Occasionally	Occasionally lifts, carries, pushes, pulls, drags, or assists in moving persons, hose, ladders, tools, and emergency equipment during emergency-response or training activities. The work may involve loads in the approximately 20-to-125-pound range depending on the assignment. Team or mechanical assistance shall be used when operationally feasible and appropriate; emergency rescue conditions may require greater physical effort.
Sit or stand and use computers, radios, telephones, records systems, and office equipment	Frequently	Maintains records, develops programs, reviews incidents, schedules work, and completes administrative duties.
Drive or operate fire apparatus or County vehicles	Frequently during operational assignments	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific apparatus.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility, noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must follow documented incident-command, accountability, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, medically cleared where required, and authorized.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CAPTAIN FIREFIGHTER

Job Code	55CFF	**Department**	55 – Fire Department
Reports To	Shift Battalion Chief	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	limited supervision
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs and leads fire suppression, rescue, first-aid, apparatus, prevention, training, facility, preincident-planning, hydrant, equipment, and assigned-program duties during shift operations.

Essential Functions

- Operates assigned fire apparatus, pumps, hose, extinguishing systems, tools, and rescue equipment during suppression, rescue, training, inspection, and readiness activities within current qualification and authorization.
- Leads assigned crews during suppression, rescue, and emergency operations by communicating assignments, maintaining accountability, monitoring hazards, requesting resources, and following incident-command and transfer-of-command procedures.
- Administers first aid and assists EMS only within current certification, medical direction, training, equipment, and delegated scope.
- Plans, schedules, conducts, and documents fire-safety education, in-service training, and special training using approved curricula, qualified instructors, attendance records, evaluations, and remediation procedures.
- Inspects and prepares pre-incident plans for assigned buildings, grounds, and facilities; documents observable conditions and routes code, legal, engineering, or certified-inspection determinations to authorized officials.
- Coordinates assigned station, apparatus, hydrant, detection-system, suppression-system, tool, and equipment inspections, testing, maintenance records, and removal-from-service or escalation actions when unsafe conditions are identified.
- Administers assigned programs under Shift Battalion Chief oversight by maintaining schedules, qualifications, inventories, readiness criteria, records, and corrective-action tracking.
- Maintains incident, training, apparatus, inspection, exposure, maintenance, and program records with authorship, correction history, audit trails, retention, and secure handling.
- Reviews incidents, injuries, near misses, equipment failures, complaints, and shift concerns and recommends corrective action without making unauthorized medical, legal, personnel, purchasing, or policy determinations.

Additional Responsibilities

- Provides temporary coverage for subordinate or higher-level assignments when trained, qualified, and formally designated.
- Performs related shift, emergency, training, readiness, and assigned-program duties consistent with certification and delegated authority.

Supervisory Responsibilities

Provides operational supervision and crew leadership to assigned firefighters and subordinate officers. Responsibilities include assigning and reviewing work, providing coaching and training, coordinating station and incident activities, monitoring readiness and performance, documenting employee or operational concerns, and making recommendations regarding training, staffing, corrective action, and employee development. Final hiring, termination, compensation, payroll, leave, overtime, formal discipline, and policy-exception authority remains with authorized command or County officials.

Knowledge, Skills, and Abilities

- Knowledge of shift fire operations, suppression, rescue, incident command, apparatus, firefighter safety, hazardous-materials response, pre-incident planning, hydrant and equipment programs, public education, and training.
- Skill in crew leadership, risk assessment, apparatus operation, training delivery, program coordination, inspection documentation, report review, and emergency communication.
- Ability to make time-critical operational decisions, maintain accountability, recognize changing hazards, request resources, and document actions and conditions.
- Ability to distinguish operational direction and observations from final medical, legal, personnel, purchasing, code-enforcement, and policy determinations.
- Ability to protect patients, personnel, exposure, incident, training, investigative, and security-sensitive information through approved access, retention, and disclosure procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Five (5) years of progressively responsible fire-service experience, including demonstrated experience in crew leadership, incident operations, training, apparatus or equipment readiness, and fire-service program responsibilities.

Equivalent Combination

Additional fire-service education and training may supplement the required experience but does not waive the minimum fire-service experience, State certification, driving, medical-clearance, or assignment-specific requirements.

Preferred Qualifications

- Advanced fire-service leadership, training, apparatus, prevention, inspection, or specialized-program education relevant to the assignment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Firefighter II qualification	At appointment to the Captain classification	Maintain GFSTC status and required continuing education.
Fire Officer II qualification	At appointment	Maintain current qualification.
Fire Instructor II qualification	At appointment	Maintain current qualification.
Hazardous Materials Technician qualification	Before independently performing technician-level functions	Maintain current qualification.
CPR and AED certification	At appointment	Maintain current certification.
Specialized-area certifications assigned through the career matrix	Before independently performing the specialized function	Maintain required qualification while the specialized assignment remains in effect.
Valid Class F driver's license and County driving eligibility	Before operating applicable apparatus or County vehicles	Maintain license, apparatus qualification, and County eligibility.

Work Schedule and Availability

Assigned 24-hour or other Fire and Rescue shift schedule, including nights, weekends, holidays, holdover, overtime, training, emergency call-back, and mandatory coverage as validated by the department. All working time, including shift briefing, equipment checks, required training, setup, cleanup, report completion, holdover, remote work, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Performs suppression, rescue, inspections, apparatus operations, and crew leadership.
Bend, stoop, kneel, crouch, crawl, reach, balance, and work in restricted spaces	Occasionally	Accesses victims, equipment, apparatus compartments, structures, and emergency work areas.
Wear protective clothing and respiratory protection while carrying assigned emergency equipment	Occasionally	Performs structural firefighting, hazardous-materials response, rescue, and other trained emergency functions.
Lift, carry, push, pull, drag, or assist in moving people, hose, ladders, tools, or equipment	Occasionally	The source states 20 to 125 pounds. The essential threshold, duration, team-lift practices, and mechanical assistance.
Sit or stand and use computers, radios, telephones, records systems, and office equipment	Frequently	Maintains records, develops programs, reviews incidents, schedules work, and completes administrative duties.
Drive or operate fire apparatus or County vehicles	Frequently during operational assignments	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific apparatus.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility, noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must follow documented incident-command, accountability, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, medically cleared where required, and authorized.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY FIRE CHIEF

Job Code	5500DFC	**Department**	5500 - Fire Department Command Staff
Reports To	Fire Chief	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Executive Supervision
Effective Date	09/01/2026	**Revision Date**	August 20, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Assists the Fire Chief in directing department operations, staffing, readiness, training, facilities, apparatus, records, safety, planning, policy, budget development, and interagency coordination. Provides executive and operational leadership across departmental functions, supervises assigned command staff and personnel, and commands major emergency incidents or provides operational coverage when required.

Essential Functions

- Directs and evaluates daily department operations, staffing, station and apparatus coverage, readiness, training, safety, records, facilities, and assigned programs under Fire Chief direction.
- Supervises assigned officers and firefighters by establishing priorities, assigning and reviewing work, coaching, documenting performance, completing authorized evaluations, and applying or recommending personnel action within delegated County authority.
- Develops staffing plans and schedules that maintain validated minimum coverage, qualifications, rank, apparatus capability, fatigue controls, and operational continuity across stations and shifts.
- Inspects personnel readiness, stations, apparatus, protective equipment, tools, records, training, and assigned programs for compliance with law, County policy, recognized standards, and departmental procedures; directs or recommends corrective action.
- Assists the Fire Chief with strategic planning, policies, operating guidelines, budgets, specifications, procurement requests, grants, mutual-aid coordination, succession, and workforce development without exceeding delegated approval or contracting authority.
- Commands emergency incidents when assigned using incident command, risk assessment, accountability, communications, safety, mutual aid, responder rehabilitation, medical monitoring, transfer of command, and after-action procedures.
- Oversees training and mentoring of officers and firefighters and verifies instructors, curricula, records, evaluations, certifications, and remediation meet applicable requirements.
- Performs or supports suppression, rescue, investigation, first aid, apparatus, or EMS-assistance functions only within current certification, medical clearance, training, evidence protocols, and delegated scope.
- Represents the department with County officials, partner agencies, vendors, and the public and provides accurate operational information without making unauthorized legal, contractual, financial, or policy commitments.
- Reviews incidents, investigations, exposures, injuries, complaints, force, discipline, equipment failures, and compliance issues; preserves independent medical, legal, HR, and investigative determinations and routes them appropriately.

Additional Responsibilities

- Acts for the Fire Chief only through documented succession or temporary designation and within the Fire Chief's lawful and delegated authority.
- Performs related executive, command, emergency, and planning duties consistent with certification and delegated authority.

Supervisory Responsibilities

Directly and indirectly supervises assigned Battalion Chiefs, Captains, officers, firefighters, and other Fire Department personnel. Responsibilities include establishing operational and administrative priorities, assigning and reviewing work, developing command staff, evaluating performance, counseling employees, addressing performance and conduct concerns, administering corrective action within delegated authority, and making recommendations regarding hiring, promotion, discipline, termination, staffing, and other personnel matters. Final authority reserved by County policy remains with the Fire Chief, County administration, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Executive knowledge of fire and rescue operations, incident command, staffing, training, prevention, investigations, apparatus and facility readiness, budgeting, policy development, emergency management, and interagency coordination.
- Skill in organizational leadership, command decision-making, workforce deployment, inspection, planning, budget support, policy implementation, performance management, and executive communication.
- Ability to distinguish emergency command and administrative review from final medical, criminal, legal, HR, procurement, contracting, and governing-authority decisions.
- Ability to evaluate department-wide risk, maintain independent review functions, allocate resources, document decisions, develop officers, and escalate material safety or compliance concerns.
- Ability to protect personnel, patient, exposure, training, incident, investigative, and security-sensitive information through role-based access, audit trails, retention, and approved disclosure.

Minimum Qualifications

Education

Associate degree from an accredited college or university in Fire Science, Fire Administration, Emergency Management, Public Administration, Business Administration, or a closely related field. A bachelor's degree is preferred.

Experience

Ten (10) years of progressively responsible fire-service experience, including at least five (5) years of supervisory or command experience involving staffing, training, incident management, multi-station operations, program administration, or department-level responsibility. Experience at the Battalion Chief level or equivalent is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required executive fire-service capabilities. Equivalency does not waive statutory, GFSTC, driving, medical-clearance, or assignment-specific credentials.

Preferred Qualifications

- Associate, bachelor's, or graduate education in fire administration, fire science, emergency management, public administration, organizational leadership, or a related field.
- Experience as a deputy chief, battalion chief, or comparable command officer overseeing multi-station operations, budgeting, planning, training, and compliance.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Firefighter II certification	At appointment	Maintain GFSTC status and continuing education.
Fire Officer II certification	At appointment	Maintain current qualification.
Fire Instructor II certification	At appointment	Maintain current qualification.

Credential	Required By	Maintenance Requirement
Fire Investigator certification	Before independently conducting regulated investigative functions	Maintain current qualification and evidence-handling training.
Hazardous Materials Operations certification	Before independently directing or performing the regulated function	Maintain current qualification; technician duties require separate certification.
Specialized area certifications assigned by the Fire Chief	Before independently directing the specialized function	Specific areas and deadlines are Pending Department Validation.
Valid Class F driver's license and County driving eligibility	Before operating applicable apparatus or County vehicles	Maintain license, apparatus qualification, and County eligibility.

Work Schedule and Availability

Full-time executive command schedule with regular responsibility for meetings, inspections, training, planning deadlines, personnel and operational matters, major incidents, emergency response, call-back, and temporary command coverage. The position must remain available for after-hours response when departmental conditions require executive or command-level involvement.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Directs or performs fire suppression, rescue, inspections, apparatus operations, and incident command.
Bend, stoop, kneel, crouch, crawl, reach, balance, and work in restricted spaces	Occasionally	Accesses victims, equipment, apparatus compartments, structures, and emergency work areas.
Wear protective clothing and respiratory protection and work while carrying assigned emergency equipment	Occasionally	Performs or supports structural firefighting, hazardous-materials response, rescue, and other trained emergency functions.
Lift, carry, push, pull, drag, or assist in moving people, hose, ladders, tools, or equipment	Occasionally	The sources state 20 to 125 pounds. The essential threshold, duration, team-lift practices, and mechanical assistance are Pending Department Validation.
Sit or stand and use computers, radios, telephones, records systems, and office equipment	Frequently	Directs personnel, maintains records, develops programs, reviews incidents, and completes administrative work.
Drive or operate fire apparatus or County vehicles	Occasionally	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific apparatus.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility,

noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must use documented incident-command, accountability, staffing, rehabilitation, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, and authorized.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FIREFIGHTER I

Job Code	55FFI	**Department**	55 – Fire Department
Reports To	Fire Lieutenant	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No formal supervision established
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs fire suppression, rescue, first-aid, apparatus, prevention, training, station, equipment, hydrant, sprinkler, and preincident-planning duties during assigned shift operations.

Essential Functions

- Responds to fires, rescues, hazardous conditions, alarms, and other emergencies; performs assigned suppression, search, rescue, ventilation, forcible-entry, overhaul, salvage, and scene-support tasks within training, protective-equipment, accountability, and incident-command requirements.
- Operates assigned fire apparatus, pumps, hose, extinguishing systems, ladders, tools, and rescue equipment only when trained, qualified, medically cleared where required, and authorized.
- Administers first aid and assists EMS only within current certification, medical direction, training, equipment, and delegated scope.
- Participates in drills, exercises, continuing education, physical-readiness activities, and assigned training; assists with training others only within instructor qualification and delegated authority.
- Conducts fire-safety education and community outreach using approved materials, demonstrations, safety controls, and authorized messaging.
- Inspects, tests, cleans, services, and documents assigned apparatus, hose, ladders, protective equipment, detection and suppression equipment, hydrants, sprinkler equipment, tools, and station facilities; reports unsafe conditions and removes equipment from service when required by procedure.
- Assists with building, grounds, and facility observations and preparation of pre-incident plans; documents observable conditions and routes code, legal, engineering, or certified-inspection determinations to authorized personnel.
- Maintains accurate incident, patient, training, equipment, inspection, exposure, and station records using role-based access, authorship, correction history, audit trails, retention, and secure handling.
- Identifies injuries, exposures, near misses, equipment failures, scene hazards, and unusual activity and promptly reports them through the incident-command and departmental chain.

Additional Responsibilities

- Provides temporary coverage for other assignments only when trained, qualified, and formally designated.
- Performs related emergency, readiness, training, public-education, and station duties consistent with certification and delegated authority.

Supervisory Responsibilities

No formal supervisory responsibility is established. The employee may assist trainees or other firefighters as assigned but does not independently hire, discipline, evaluate, approve leave or overtime, set pay, or terminate employees.

Knowledge, Skills, and Abilities

- Knowledge of basic fire suppression, rescue, hazardous-materials operations, incident command, firefighter safety, apparatus, hose, ladders, tools, protective equipment, station readiness, and emergency communications.

- Skill in following emergency assignments, operating assigned equipment, maintaining accountability, communicating hazards, completing records, and working as part of a coordinated crew.
- Ability to perform observable emergency-response tasks under stressful, dangerous, and rapidly changing conditions, with or without reasonable accommodation.
- Ability to recognize limitations in training, certification, medical direction, equipment, or authority and request assistance or escalate hazards promptly.
- Ability to protect patient, personnel, incident, exposure, investigative, and security-sensitive information through approved access, retention, and disclosure procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No prior fire-service experience is required. Prior fire-service, emergency-response, military, public-safety, mechanical, or community-service experience related to the essential functions is preferred.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered when it provides the required job-related capabilities. Equivalency does not waive age, statutory, GFSTC, driving, medical-clearance, or assignment-specific requirements.

Preferred Qualifications

- Prior fire-service, emergency-response, military, public-safety, mechanical, or community-service experience relevant to the essential functions.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Minimum age 18	At appointment	Required by the submitted source and applicable Georgia firefighter standards.
Georgia Firefighter I qualification	Within twelve (12) months of initial employment as a career firefighter	Maintain GFSTC certification and complete required annual professional-development training.
Hazardous Materials Operations qualification	Within one year of employment	Maintain current qualifications and work within assigned response level.
CPR and AED certification	Within one year of employment	Maintain current certification.
Valid driver's license and County driving eligibility	At appointment if driving is assigned	Maintain license and County driving eligibility.
Valid Georgia driver's license and appropriate non-commercial Class E or F license for assigned apparatus	Valid driver's license at appointment; appropriate Class E or F before independently operating apparatus requiring that license class	Maintain required license, apparatus qualification, and County driving eligibility.

Work Schedule and Availability

Assigned 24-hour or other Fire and Rescue shift schedule, including nights, weekends, holidays, holdover, overtime, training, emergency call-back, and mandatory coverage as validated by the department. All working time, including shift briefing, equipment checks, required training, setup, cleanup, report completion, holdover, remote work, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, run, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Reaches emergency areas, advances hose, performs rescue, operates equipment, and completes station and training duties.
Bend, stoop, kneel, crouch, crawl, reach, balance, twist, and work in restricted spaces	Frequently during emergency assignments	Accesses victims, equipment, apparatus compartments, structures, and confined emergency work areas.
Wear protective clothing and respiratory protection while carrying assigned emergency equipment	Frequently during suppression or hazardous-atmosphere assignments	Performs structural firefighting, rescue, hazardous-materials response, overhaul, and other trained emergency functions.
Lift, carry, push, pull, drag, hoist, or assist in moving people, charged hose, ladders, tools, and equipment	Frequently during emergency or training assignments	Frequently lifts, carries, pushes, pulls, drags, hoists, or assists in moving people, charged hose, ladders, tools, and emergency equipment during emergency and training assignments. Must successfully perform department-approved, job-related physical ability tasks, which may include a 110-pound mannequin drag, equipment carries, hose advancement, ladder handling, and high-rise-pack operations. Team assistance or mechanical assistance shall be used when operationally feasible and appropriate to the task.
Use hands and arms for gripping, handling, chopping, pulling, coupling hose, operating controls, and manipulating tools	Frequently	Operates apparatus, ladders, hose, power tools, hand tools, radios, and protective equipment.
Drive or operate fire apparatus or County vehicles	Frequently during operational assignments	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific vehicle or apparatus.
Communicate, receive alarms and instructions, identify hazards, and maintain situational awareness	Continuously during emergency operations	Uses radios, face-to-face communication, visual indicators, alarms, touch, and other available information, with or without reasonable accommodation.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility, noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must follow documented incident-command, accountability, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, medically cleared where required, and authorized.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CAPTAIN FIREFIGHTER

Job Code	5500CPTF	**Department**	5500 - Fire Department Command Staff
Reports To	Administrative Battalion Chief	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Limited Supervision / Work Lead
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced fire-service and specialized-program responsibilities on a day-shift command-staff assignment. Leads assigned crews, performs fire suppression, rescue, apparatus, training, prevention, inspection, readiness, and emergency functions, and coordinates one or more departmental programs under the Administrative Battalion Chief. The position combines operational firefighter responsibilities with program coordination and limited work direction.

Essential Functions

- Operates assigned fire apparatus, pumps, hose, extinguishing systems, tools, and rescue equipment during suppression, rescue, training, inspection, and readiness activities within current qualification and authorization.
- Leads assigned crews during suppression, rescue, and emergency operations by communicating assignments, maintaining accountability, monitoring hazards, requesting resources, and following incident-command and transfer-of-command procedures.
- Administers first aid and assists EMS only within current certification, medical direction, training, equipment, and delegated scope.
- Plans, schedules, conducts, and documents fire-safety education, in-service training, and special training using approved curricula, qualified instructors, attendance records, evaluations, and remediation procedures.
- Inspects and prepares pre-incident plans for assigned buildings, grounds, and facilities; documents observable conditions and routes code, legal, engineering, or certified-inspection determinations to authorized officials.
- Coordinates assigned station, apparatus, hydrant, detection-system, suppression-system, tool, and equipment inspections, testing, maintenance records, and removal-from-service or escalation actions when unsafe conditions are identified.
- Administers one or more specialized programs assigned by the Fire Chief or administrative Battalion Chief by maintaining objectives, schedules, qualifications, inventories, records, readiness criteria, and corrective-action tracking.
- Maintains incident, training, apparatus, inspection, exposure, maintenance, and program records with authorship, correction history, audit trails, retention, and secure handling.
- Reviews incidents, injuries, near misses, equipment failures, complaints, and program concerns and recommends corrective action without making unauthorized medical, legal, personnel, purchasing, or policy determinations.

Additional Responsibilities

- Provides temporary coverage for subordinate or higher-level assignments when trained, qualified, and formally designated.
- Performs related emergency, training, readiness, and specialized-program duties consistent with certification and delegated authority.

Supervisory Responsibilities

Provides operational work direction and crew leadership to assigned personnel and may coordinate employees participating in specialized programs. Responsibilities include communicating assignments, providing training and coaching, monitoring work and readiness, documenting concerns, and making recommendations to command staff. The position does not independently exercise final authority for hiring, termination, compensation, payroll, leave, overtime, formal discipline, or policy exceptions.

Knowledge, Skills, and Abilities

- Knowledge of fire suppression, rescue, incident command, apparatus, firefighter safety, hazardous-materials response, preincident planning, hydrant and equipment programs, public education, and fire-service training.
- Skill in crew leadership, risk assessment, apparatus operation, training delivery, program coordination, inspection documentation, report review, and emergency communication.
- Ability to make time-critical operational decisions, maintain accountability, recognize changing hazards, request resources, and document actions and conditions.
- Ability to distinguish operational direction and observations from final medical, legal, personnel, purchasing, code-enforcement, and policy determinations.
- Ability to protect patient, personnel, exposure, incident, training, investigative, and security-sensitive information through approved access, retention, and disclosure procedures.

Minimum Qualifications

Education

High school diploma or GED

Experience

At least five years of relevant fire-service experience.

Equivalent Combination

An equivalent combination is not established for the five-year experience requirement and is Pending HR Review. Equivalency does not waive statutory, GFSTC, driving, medical-clearance, or assignment-specific credentials.

Preferred Qualifications

- Advanced fire-service leadership, training, apparatus, prevention, inspection, or specialized-program education relevant to the assignment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Firefighter II qualification	At appointment	Maintain GFSTC status and required continuing education.
Fire Officer II qualification	At appointment	Maintain current qualification.
Fire Instructor II qualification	At appointment	Maintain current qualification.
Hazardous Materials Technician qualification	Before independently performing technician-level functions	Maintain current qualification.
CPR and AED certification	At appointment	Maintain current certification.
Specialized-area certifications assigned through the career matrix	Before independently performing the specialized function	Specific areas and deadlines are Pending Department Validation.

Credential	Required By	Maintenance Requirement
Valid Class F driver's license and County driving eligibility	Before operating applicable apparatus or County vehicles	Maintain license, apparatus qualification, and County eligibility.

Work Schedule and Availability

Full-time day-shift command-staff schedule with training, inspections, specialized-program responsibilities, emergency response, call-back, and temporary operational coverage. Operational needs may require evening, weekend, holiday, or extended-hour assignments. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Performs suppression, rescue, inspections, apparatus operations, and crew leadership.
Bend, stoop, kneel, crouch, crawl, reach, balance, and work in restricted spaces	Occasionally	Accesses victims, equipment, apparatus compartments, structures, and emergency work areas.
Wear protective clothing and respiratory protection while carrying assigned emergency equipment	Occasionally	Performs structural firefighting, hazardous-materials response, rescue, and other trained emergency functions.
Lift, carry, push, pull, drag, or assist in moving people, hose, ladders, tools, or equipment	Occasionally	The source states 20 to 125 pounds. The essential threshold, duration, team-lift practices, and mechanical assistance are Pending Department Validation.
Sit or stand and use computers, radios, telephones, records systems, and office equipment	Frequently	Maintains records, develops programs, reviews incidents, schedules work, and completes administrative duties.
Drive or operate fire apparatus or County vehicles	Frequently during operational assignments	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific apparatus.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility, noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must follow documented incident-command, accountability, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, medically cleared where required, and authorized.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

LIEUTENANT FIREFIGHTER

Job Code	55LFF	**Department**	55 – Fire Department
Reports To	Shift Fire Captain	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	First-line crew supervision
Effective Date	09/01/2026	**Revision Date**	August 24, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs and directs fire suppression, rescue, first-aid, apparatus, water-supply, prevention, training, station, equipment, hydrant, and preincident-planning activities during assigned shift operations.

Essential Functions

- Directs assigned personnel during suppression, rescue, and emergency operations by communicating assignments, maintaining accountability, monitoring hazards, requesting resources, and following incident-command and transfer-of-command procedures.
- Operates assigned fire apparatus, pumps, hose, extinguishing systems, ladders, tools, and rescue equipment within current qualification, training, medical clearance where required, and authorization.
- Applies water-supply and hydraulic principles to position apparatus, establish and maintain water supply, calculate or verify pump operations, and communicate changing conditions during incidents and training.
- Administers first aid and assists EMS only within current certification, medical direction, training, equipment, and delegated scope.
- Conducts and documents fire-safety education, drills, and in-service or special training using approved curricula, qualified instructors, attendance records, evaluations, and remediation procedures.
- Inspects assigned buildings, grounds, and facilities and prepares pre-incident plans by documenting observable conditions and routing code, legal, engineering, or certified-inspection determinations to authorized officials.
- Schedules, oversees, and documents assigned hydrant, sprinkler, detection, suppression, apparatus, appliance, tool, equipment, and station inspections, testing, maintenance, readiness, and removal-from-service actions.
- Maintains incident, training, apparatus, inspection, exposure, maintenance, personnel, and station records with role-based access, authorship, correction history, audit trails, retention, and secure handling.
- Reviews incidents, injuries, near misses, equipment failures, conduct concerns, and readiness deficiencies and reports or recommends corrective action within delegated authority.

Additional Responsibilities

- Provides temporary coverage for subordinate or higher-level assignments only when trained, qualified, and formally designated.
- Performs related shift, emergency, training, readiness, and station duties consistent with certification and delegated authority.

Supervisory Responsibilities

Provides first-line operational supervision and work direction to assigned firefighters. Responsibilities include assigning and reviewing work, providing coaching and training, monitoring readiness and performance, maintaining crew accountability, documenting performance or conduct concerns, and making recommendations to higher command regarding training, corrective action, staffing, or employee development. Final hiring, termination, compensation, payroll, leave, overtime, formal discipline, and policy-exception authority remains with authorized command or County officials.

Knowledge, Skills, and Abilities

- Knowledge of fire suppression, rescue, water supply, hydraulics, pump operations, incident command, apparatus, firefighter safety, hazardous-materials response, preincident planning, hydrant and equipment programs, and training practices.
- Skill in crew leadership, hazard and risk assessment, apparatus and pump operation, emergency communication, training delivery, inspection documentation, and report preparation.
- Ability to make time-critical operational decisions, maintain accountability, recognize changing hazards, request resources, and modify tactics within incident-command authority.
- Ability to distinguish operational direction and observable findings from final medical, legal, personnel, purchasing, code-enforcement, and policy determinations.
- Ability to protect patient, personnel, exposure, incident, training, investigative, and security-sensitive information through approved access, retention, and disclosure procedures.

Minimum Qualifications

Education

High school diploma or GED.

Experience

Three (3) years of progressively responsible fire-service experience demonstrating competency in fire suppression, rescue, apparatus operations, incident response, equipment readiness, and related firefighter duties.

Equivalent Combination

Additional fire-service education and training may be considered in evaluating qualifications; however, required fire-service experience, State certification, licensure, medical qualification, and assignment-specific credentials may not be waived through equivalency.

Preferred Qualifications

- Advanced fire-service, apparatus, water-supply, training, leadership, or technical education relevant to the assignment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Firefighter II qualification	at appointment to the Lieutenant classification	Maintain GFSTC status and required continuing education.
Fire Officer I qualification	At appointment or by an HR	Maintain current qualification.
Fire Instructor I qualification	At appointment or by an HR	Maintain current qualification.
Hazardous Materials Operations qualification	Before independently performing operations-level functions	Maintain current qualification and work within assigned response level.
CPR and AED certification	At appointment	Maintain current certification.
Career-matrix certifications and training	By HR-approved deadlines	Specific requirements and deadlines are Pending Department Validation.
Valid Class F driver's license and County driving eligibility	Before operating applicable apparatus or County vehicles	Maintain license, apparatus qualification, and County eligibility.

Work Schedule and Availability

Assigned 24-hour or other Fire and Rescue shift schedule, including nights, weekends, holidays, holdover, overtime, training, emergency call-back, and mandatory coverage as validated by the department. All working time, including shift briefing, equipment checks, required training, setup, cleanup, report completion, holdover, remote work, and call-back, must be recorded and compensated. Overtime requires approval but must be reported and paid if worked.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Stand, walk, climb stairs or ladders, and move over uneven, wet, obstructed, or elevated surfaces	Frequently during emergency assignments	Performs suppression, rescue, inspections, apparatus operations, and crew leadership.
Bend, stoop, kneel, crouch, crawl, reach, balance, and work in restricted spaces	Occasionally	Accesses victims, equipment, apparatus compartments, structures, and emergency work areas.
Wear protective clothing and respiratory protection while carrying assigned emergency equipment	Occasionally	Performs structural firefighting, hazardous-materials response, rescue, and other trained emergency functions.
Lift, carry, push, pull, drag, or assist in moving people, hose, ladders, tools, or equipment	Occasionally	Occasionally lifts, carries, pushes, pulls, drags, or assists in moving persons, hose, ladders, tools, and equipment that may range from approximately 20 to 125 pounds. Team lifting or mechanical assistance shall be used when operationally feasible and appropriate; emergency rescue or firefighter-assistance situations may require greater physical effort based on incident conditions.
Sit or stand and use computers, radios, telephones, records systems, and office equipment	Frequently	Maintains records, develops programs, reviews incidents, schedules work, and completes administrative duties.
Drive or operate fire apparatus or County vehicles	Frequently during operational assignments	Applies only when licensed, qualified, medically cleared where required, and authorized for the specific apparatus.

Work Environment

Work is performed in offices, fire stations, apparatuses, training sites, roadways, elevated and confined areas, and emergency scenes. Conditions may include heat, cold, flame, smoke, reduced visibility, noise, traffic, unstable structures, electricity, hazardous materials, infectious disease, bodily fluids, violence, weather, and traumatic incidents. Employees must follow documented incident-command, accountability, respiratory-protection, exposure-control, protective-equipment, decontamination, and medical-monitoring procedures and may perform only functions for which they are trained, qualified, equipped, medically cleared where required, and authorized.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY CORONER

Job Code	58DPTC	**Department**	58 - Coroner
Reports To	Coroner	**FLSA Status**	Non-Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Deputy Coroner assists the Coroner in carrying out the statutory responsibilities of the Coroner's Office by responding to reportable deaths, conducting death investigations, coordinating with public-safety and medical partners, and maintaining accurate investigative records. The position serves on a part-time, as-needed basis and participates in an on-call rotation to support twenty-four-hour coverage. Work requires independent judgment, discretion, confidentiality, and professional interaction in sensitive and emotionally difficult circumstances.

Essential Functions

- Serves in an on-call capacity and responds to assigned deaths that fall within the jurisdiction of the Coroner's Office.
- Conducts death investigations in accordance with applicable Georgia law, County policy, and direction from the Coroner.
- Coordinates investigative activities with law enforcement agencies, emergency medical services, fire departments, hospitals, physicians, funeral homes, and the Georgia Bureau of Investigation as appropriate.
- Collects, documents, and preserves investigative information through written reports, interviews, photographs, observations, and other authorized methods.
- Assists with identification of deceased individuals and notification of next of kin in accordance with established procedures.
- Maintains chain of custody for personal property and evidence when applicable and ensures sensitive materials are handled securely.
- Coordinates or arranges transportation of decedents when necessary.
- Prepares accurate investigative reports, maintains confidential records, and protects sensitive information from unauthorized disclosure.
- Provides testimony in court or other official proceedings when required.
- Carries, maintains, and properly uses County-issued equipment required for assigned investigations and on-call response.

Additional Responsibilities

- Responds to emergency situations, natural disasters, and mass-casualty incidents when assigned by the Coroner.
- Performs other related duties as assigned by the Coroner.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of basic death-investigation practices, scene documentation, chain-of-custody principles, confidentiality requirements, and scene-safety practices applicable to Coroner's Office work.

- Skill in preparing clear, accurate investigative reports and maintaining organized confidential records.
- Skill in communicating professionally with law enforcement, emergency responders, healthcare providers, funeral-service personnel, family members, witnesses, and the public.
- Ability to observe and document scene conditions, evaluate information, exercise sound judgment, and follow legal and procedural requirements in sensitive investigations.
- Ability to remain composed around death, trauma, grief, and rapidly changing incident conditions while maintaining reliable communication and timely on-call response.

Minimum Qualifications

Education

High school diploma or GED.

Experience

No specific minimum prior experience requirement is stated in the submitted source materials; relevant experience is preferred as described below.

Equivalent Combination

No equivalent-combination substitution is specified in the submitted source materials.

Preferred Qualifications

- Associate's or Bachelor's degree in a related field.
- Experience in law enforcement, emergency medical services, fire service, healthcare, military service, funeral services, investigations, or emergency management.
- Current CPR certification.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license and acceptable driving history while required for assigned duties.
Georgia Coroners Training Council training	As required after appointment	Complete and maintain all training required by the Georgia Coroners Training Council and applicable law.

Work Schedule and Availability

This is a part-time, as-needed position with no guaranteed minimum number of work hours. The Deputy Coroner participates in an on-call rotation established by the Coroner and must maintain reliable telephone communication, respond within the timeframe established by the Coroner, and notify the Coroner immediately if unable to respond during an assigned on-call period. Work may include days, evenings, overnight hours, weekends, County holidays, emergency situations, natural disasters, and mass-casualty incidents.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walk, stand, bend, kneel, climb, and travel through varied indoor and outdoor environments	Occasionally to Frequently	Required to access death scenes and related locations throughout Effingham County.

Lift and carry up to 50 pounds and assist with movement of deceased persons using appropriate equipment and assistance	Occasionally	Required to support safe scene operations and movement of decedents when assigned.
Wear personal protective equipment and work around bloodborne pathogens, biohazards, decomposition, and other hazardous conditions	Occasionally	Required when scene conditions present biological or environmental hazards.

Work Environment

Work is performed in offices, vehicles, residences, healthcare facilities, roadways, outdoor locations, and other death-scene environments throughout Effingham County. The position may be exposed to adverse weather, darkness, traffic hazards, bloodborne pathogens, biohazards, decomposition, unpleasant odors, emotionally distressing scenes, and interactions with grieving family members and emergency-response personnel. Appropriate personal protective equipment and scene-safety practices are required when conditions are warranted.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

SENIOR EXECUTIVE ASSISTANT

Job Code	111SEAS	**Department**	111 - County Manager
Reports To	County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - Executive Assistant
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Senior Executive Assistant provides advanced executive-level administrative, operational, and coordination support to the County Manager and serves as the central integrator of executive workflows, priorities, and information flow. The position exercises substantial judgment and discretion in managing executive-office processes, communications, deadlines, and sensitive information. The role also provides day-to-day functional supervision of the Executive Assistant and establishes standards, work assignments, quality controls, and continuity for executive support services.

Essential Functions

- Serves as the primary senior administrative partner to the County Manager by proactively coordinating priorities, deadlines, executive workflows, and information flow.
- Provides day-to-day functional supervision to the Executive Assistant, including work assignments, coaching, quality review, workflow coordination, and performance feedback.
- Designs, documents, standardizes, and maintains executive administrative processes to improve consistency, reliability, continuity, and quality of support services.
- Maintains and actively manages County Manager directives, projects, and action items assigned to departments and staff; monitors progress, identifies delays, and escalates risks or unresolved issues.
- Exercises discretion in triaging communications, correspondence, meeting requests, and information presented to the County Manager.
- Coordinates high-level meetings, briefings, and executive sessions, including agenda development, materials preparation, logistics, and follow-up action tracking.
- Drafts, reviews, and finalizes correspondence, memoranda, reports, summaries, presentations, and briefing materials on behalf of or for review by the County Manager.
- Conducts research, prepares summaries, and synthesizes information from multiple departments or sources to support executive decision-making.
- Serves as a liaison between the County Manager's Office and department heads, elected officials, external partners, and the public as appropriate.
- Maintains strict confidentiality and professional discretion when handling sensitive, high-risk, personnel, legal, executive, or operational information.
- Oversees administrative operations of the County Manager's Office, including records management, supply inventory, purchasing coordination, travel arrangements, purchasing-card reconciliation, expense tracking, and process improvement.

- Identifies administrative inefficiencies and implements improvements to executive support systems and office workflows.

Additional Responsibilities

- Provides backup support for executive administrative functions as needed.
- Assists other departments with complex or high-level administrative initiatives when directed by the County Manager.
- Performs other related duties as required.

Supervisory Responsibilities

Provides day-to-day functional supervision of the Executive Assistant, including assigning work, setting standards, coaching, reviewing work quality, coordinating priorities, and providing performance feedback. Formal disciplinary, hiring, or termination authority is exercised only when delegated by the County Manager.

Knowledge, Skills, and Abilities

- Knowledge of advanced executive administrative practices, office operations, records management, purchasing and travel coordination, and process standardization in a complex organizational environment.
- Skill in executive-level written communication, briefing preparation, research, information synthesis, meeting coordination, action tracking, and quality review.
- Skill in prioritizing competing demands, identifying workflow risks, monitoring deadlines, and escalating issues requiring executive attention.
- Ability to exercise discretion and independent judgment when managing sensitive information, communications, scheduling requests, and executive priorities.
- Ability to coordinate and lead the work of administrative support staff while maintaining professional relationships with department heads, elected officials, external partners, County employees, and the public.

Minimum Qualifications

Education

Bachelor's degree in Business Administration, Public Administration, or a closely related field.

Experience

Five (5) years of progressively responsible executive or senior administrative experience, preferably in a governmental or complex organizational environment, including demonstrated experience coordinating or leading the work of others in an administrative or support capacity.

Equivalent Combination

Equivalent combinations of education, training, and experience that provide the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Executive or senior administrative experience in a governmental or similarly complex organizational environment.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license while required for assigned duties.

Work Schedule and Availability

Work is performed on the schedule established for the County Manager's Office. The position must maintain sufficient schedule flexibility to coordinate executive meetings, deadlines, briefings, and other County Manager's Office priorities as assigned.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and other office equipment for extended periods	Frequently	Required to manage executive communications, records, reports, scheduling, research, and administrative workflows.
Stand and walk within County offices and meeting locations	Occasionally to Frequently	Required for executive meetings, briefings, records handling, and coordination with departments and stakeholders.
Lift, carry, push, or pull office records, meeting materials, or supplies weighing up to approximately 20 pounds	Occasionally	Required to handle routine office files, supplies, and meeting materials.

Work Environment

Work is primarily performed in climate-controlled office and meeting spaces, with occasional travel to County facilities or other official meeting locations. Work routinely involves computers, telephones, office equipment, confidential records, meeting materials, and audiovisual equipment, with frequent interaction with County leadership, employees, external partners, and the public.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ASSISTANT COUNTY MANAGER

Job Code	111ACM	**Department**	111 - County Manager
Reports To	County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - Assigned Department Heads
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Assistant County Manager provides executive-level leadership and administrative support to the County Manager and assists with planning, coordination, and oversight of assigned County departments, programs, and strategic initiatives. The position supports development and implementation of long-range plans, budgets, grants, capital and infrastructure projects, operational improvements, and cross-departmental initiatives. The Assistant County Manager exercises substantial independent judgment, supervises assigned department heads and staff, and serves as a senior management resource for the Board of Commissioners, County leadership, employees, partner agencies, and the public.

Essential Functions

- Assists the County Manager with the development, maintenance, and implementation of County strategic and long-range planning initiatives, including the Comprehensive Plan, Transportation Master Plan, Stormwater Master Plan, Utility Infrastructure Master Plan, Facilities Master Plan, and other assigned planning efforts.
- Directs, coordinates, and monitors the day-to-day operations of departments and functions assigned by the County Manager, including Public Works, Water/Sewer, Parks and Landscape, and Facilities Maintenance when assigned within the position's portfolio.
- Supervises, directs, coaches, and evaluates assigned department heads and staff; establishes expectations and priorities; addresses employee concerns and performance issues; provides training and guidance; and supports effective, accountable department operations.
- Develops, reviews, and monitors operating and capital budgets for assigned departments and programs; evaluates expenditures, resource needs, and financial performance; and coordinates with Finance and other departments as required.
- Oversees purchasing and procurement responsibilities delegated to the position and reviews or approves transactions within established authority and current County policy.
- Receives, evaluates, and assists in resolving complaints or operational concerns raised by Commissioners, residents, departments, or other stakeholders; coordinates appropriate follow-up and communicates significant matters to the County Manager.
- Directs or coordinates preparation of documents, schedules, reports, and supporting materials for transportation, road improvement, infrastructure, facility, utility, and other assigned capital projects.
- Attends Board of Commissioners meetings, committee meetings, public hearings, project meetings, and other official meetings; assists with agendas, briefing materials, follow-up actions, and implementation of Board or County Manager direction.
- Advises the County Manager regarding operational issues, emerging risks, departmental needs, project status, and other matters affecting County operations.

- Conducts research, develops recommendations, and manages special projects related to County operations, service delivery, organizational effectiveness, or strategic priorities.
- Assists in developing and standardizing County operating procedures and management practices for assigned departments and cross-functional processes.
- Assists with grant development, administration, compliance, and financial monitoring, including applications or funding associated with FEMA, GEMA, and other governmental programs when assigned.
- Leads and supports cross-functional teams and continuous-improvement initiatives using appropriate process-improvement and change-leadership methods; develops metrics, identifies inefficiencies, evaluates alternatives, and supports sustainable operational improvements.
- Prepares or coordinates official documents, correspondence, reports, resolutions, ordinances, proclamations, grant materials, and other executive or administrative documents as assigned.
- Participates in and provides leadership support to task forces, committees, councils, and interdepartmental teams as assigned by the County Manager.
- Maintains professional knowledge through continuing education, professional development, and awareness of relevant governmental, operational, infrastructure, and management practices.

Additional Responsibilities

- Provides information and assistance to Commissioners, County leadership, employees, partner agencies, and the public regarding assigned programs and County operations.
- Leads unique or special projects as directed by the County Manager and assists departments with cost reduction, process improvement, and operational coordination initiatives.
- Assists Finance or other departments with capital expenditure review, reconciliation, reporting, or related administrative activities when assigned.
- Performs other related duties as required to support County operations and executive priorities.

Supervisory Responsibilities

Provides managerial oversight of department heads and other staff assigned by the County Manager. Supervisory responsibilities may include assigning and directing work, establishing priorities and performance expectations, coaching and training, reviewing work and results, completing or contributing to performance evaluations, addressing employee concerns, and recommending or administering corrective action within delegated authority and County policy.

Knowledge, Skills, and Abilities

- Knowledge of local government administration, departmental operations, strategic planning, public infrastructure and capital planning, budgeting, purchasing, grants, and organizational management.
- Knowledge of process improvement, change leadership, performance measurement, and methods for evaluating operational effectiveness and service delivery.
- Skill in analyzing complex operational, financial, policy, and project information and developing clear recommendations for executive decision-making.
- Skill in preparing professional correspondence, reports, presentations, official documents, budgets, project materials, and briefing information for senior leadership and public meetings.
- Ability to lead multiple departments or organizational functions, establish priorities, manage competing deadlines, coordinate cross-functional initiatives, and hold leaders accountable for results.
- Ability to communicate effectively and professionally with Commissioners, the County Manager, elected officials, department heads, employees, consultants, partner agencies, and members of the public.
- Ability to exercise discretion, independent judgment, political neutrality, and sound decision-making when handling sensitive operational, personnel, financial, legal, or public matters.
- Proficiency with Microsoft Office applications and the ability to use data, records, and technology to monitor projects, analyze performance, and communicate results.

Minimum Qualifications

Education

Bachelor's degree in Business Administration, Public Administration, or a closely related field.

Experience

Three (3) years of progressively responsible experience in governmental administration or management that includes accounting, budgeting, and supervisory or managerial responsibilities.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Professional Engineer (PE) licensure preferred.
- Floodplain Manager certification preferred.
- Experience overseeing public works, utilities, facilities, parks, infrastructure, capital projects, grants, or similar local-government operations.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license while required for assigned duties.

Work Schedule and Availability

Work is generally performed on the schedule established for the County Manager's Office. The position must maintain flexibility to attend Board meetings, public hearings, project meetings, emergency or disaster-related activities, and other County business outside normal office hours when operationally necessary.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and other office equipment for extended periods	Frequently	Required for executive administration, research, correspondence, budgeting, reporting, project management, and communication.
Stand and walk within County facilities, meeting locations, and assigned project areas	Occasionally to Frequently	Required for meetings, departmental coordination, inspections, briefings, and project or operational review.
Lift, carry, push, or pull records, meeting materials, plans, or office supplies weighing up to approximately 20 pounds	Occasionally	Required for routine handling of files, plans, supplies, and meeting or project materials.

Work Environment

Work is primarily performed in climate-controlled office, conference, and meeting spaces, with occasional travel to County facilities, project locations, public meetings, or external governmental locations. Site visits may involve temporary exposure to weather, traffic, construction activity, noise, uneven surfaces, or other conditions associated with public works, utilities, facilities, parks, and infrastructure operations.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

EXECUTIVE ASSISTANT

Job Code	111EXAS	**Department**	111 - County Manager
Reports To	Senior Executive Assistant	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Executive Assistant provides high-level administrative and operational support within the County Manager's Office under the direction of the Senior Executive Assistant. The position coordinates executive-office records, travel and purchasing documentation, meetings, correspondence, presentations, and assigned projects while handling confidential and sensitive information. The role works with department heads, County staff, external partners, and the public to support timely and accurate execution of County Manager's Office priorities.

Essential Functions

- Supports the Senior Executive Assistant in coordinating the daily administrative and operational functions of the County Manager's Office.
- Processes, reviews, and tracks travel request packets and supporting documentation in accordance with County policy and established approval procedures.
- Maintains Transportation Advisory Board meeting minutes and related records in accordance with County records-retention and public-access requirements.
- Prepares or assists with presentations, reports, briefing materials, correspondence, and other documents for Board of Commissioners retreats, workshops, meetings, and executive-office initiatives.
- Coordinates with departments and external stakeholders to compile information, monitor assigned projects and action items, and support timely completion of County Manager's Office priorities.
- Provides backup executive administrative support during absences of the Senior Executive Assistant, including scheduling, communications, meeting coordination, and document management.
- Maintains organized and secure electronic and paper filing systems for confidential and public records in accordance with County policy and applicable requirements.
- Coordinates scheduling, meeting logistics, travel arrangements, and purchasing documentation for the County Manager's Office as directed.
- Assists with preparation and reconciliation of purchasing-card statements and maintains accurate supporting records.
- Uses standard office technology and software to prepare correspondence, reports, spreadsheets, presentations, meeting materials, and communication tracking records.

Additional Responsibilities

- Provides general administrative and clerical support, including meeting coordination, minutes, records, and communication tracking.
- Performs other related duties as assigned to support effective County Manager's Office operations.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of executive-office administrative practices, records management, scheduling, meeting coordination, travel documentation, purchasing processes, and confidential-record handling.
- Skill in preparing clear, accurate correspondence, reports, spreadsheets, presentations, meeting materials, and administrative records.
- Skill in using Microsoft Office applications and electronic record-management systems to organize, track, and communicate information.
- Ability to coordinate multiple assignments and deadlines, follow established procedures, verify supporting documentation, and maintain accurate records.
- Ability to communicate professionally with County leadership, department staff, external partners, and the public while exercising discretion with sensitive or confidential information.

Minimum Qualifications

Education

Bachelor's degree in Business Administration, Public Administration, or a related field.

Experience

At least three (3) years of administrative experience in government or executive support.

Equivalent Combination

An equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be considered.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid Georgia driver's license	At appointment	Maintain a valid license while required for assigned duties.

Work Schedule and Availability

Work is performed on the schedule established for the County Manager's Office. The position must be available for meetings, deadlines, travel coordination, and other executive-office activities as assigned.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, and other office equipment for extended periods	Frequently	Required to prepare documents, maintain records, coordinate communications, and complete administrative work.
Stand and walk within County offices and meeting locations	Occasionally to Frequently	Required for meetings, records handling, coordination, and routine office support.
Lift, carry, push, or pull office records, meeting materials, or supplies weighing up to approximately 20 pounds	Occasionally	Required to handle routine office files, supplies, and meeting materials.

Work Environment

Work is primarily performed in climate-controlled office and meeting spaces, with occasional travel to other County facilities or meeting locations. Work involves routine use of computers, telephones, office equipment, records, meeting materials, and audiovisual equipment.

Disclaimer

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF INFORMATION TECHNOLOGY

Job Code	136DIT	**Department**	136 - Information Technology
Reports To	County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 28, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs County information technology strategy, operations, cybersecurity governance, infrastructure, applications, service delivery, budgeting, procurement planning, continuity, and staff development. Advises County leadership and elected offices while preserving each office's authority, data ownership, legal obligations, and approved governance.

Essential Functions

- Develops and recommends technology strategy, architecture, policies, standards, priorities, budgets, staffing, service levels, security controls, continuity plans, and multiyear investments for approval.
- Coordinates technology services with the County Manager, departments, elected officials, courts, public-safety agencies, vendors, and partners while respecting constitutional offices, CJIS and other regulated environments, data ownership, and authorized decision rights.
- Leads cybersecurity governance, risk assessment, access control, vulnerability and patch management, backup and recovery, incident response, logging, vendor risk, security awareness, and periodic testing; escalates material risk and incidents through approved channels.
- Directs IT staff work, coverage, training, performance feedback, and recommendations; exercises final hiring, discipline, evaluation, leave, overtime, compensation, or termination authority only when formally delegated.
- Evaluates technology and vendor proposals and makes defensible recommendations; separates technical evaluation from solicitation control, legal review, funding certification, contract execution, payment approval, and risk acceptance.
- Oversees authorized privileged access, system changes, projects, inventories, licensing, records, disaster recovery, and operational metrics with segregation of duties and auditable approvals.
- Provides or coordinates technical assistance and training while ensuring unsupported systems, shadow IT, and exceptions are documented and resolved through governance.
- Participates in emergency and hurricane responses when assigned and protects continuity, staff safety, time records, and recovery priorities.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Performs related technology duties consistent with training, access authorization, classification, and approved change procedures.

Supervisory Responsibilities

Directly and indirectly supervises assigned Information Technology employees and provides operational oversight of contractors and vendors as applicable. Responsibilities include establishing departmental priorities and service expectations; assigning and reviewing work; coordinating staffing and coverage; providing coaching, training, and employee development; evaluating performance; addressing performance and conduct concerns; and making recommendations regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority. Final authority for compensation, contracts, expenditures, policy exceptions, and other actions reserved by County policy remains with the County Manager, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Knowledge of assigned technology, security, service-management, change-control, documentation, backup, recovery, and customer-support practices.
- Ability to use least privilege access, approved credentials, secure administration methods, logging, testing, rollback, escalation, and incident-reporting procedures.
- Ability to troubleshoot methodically, protect confidential and security-sensitive information, document work, and communicate technical issues to nontechnical users.
- Ability to distinguish technical recommendations and system administration from final purchasing, contracting, legal, records-release, personnel, and risk-acceptance authority.

Minimum Qualifications

Education

Bachelor's degree in computer science, information systems, business administration, cybersecurity, or a related field.

Experience

Seven (7) years of progressively responsible information technology experience involving infrastructure, applications, cybersecurity, service delivery, technology planning, vendor management, or related enterprise technology functions, including at least three (3) years of supervisory or management responsibility.

Equivalent Combination

An equivalent combination of education, training, experience, and industry credentials may be considered; required security or regulated qualifications may not be waived.

Preferred Qualifications

- Master’s degree in computer science, information systems management, cybersecurity, business administration, or a related field.
- Relevant leadership, security, infrastructure, cloud, project-management, or governance certifications.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver’s license and County driving eligibility	Before assigned County driving	Maintain license and County eligibility.
Assignment-specific security, emergency-management, or regulated-system training	Before performing the assigned function	Maintain current training and authorization.

Work Schedule and Availability

Full-time management schedule with responsibility for continuity of County technology services. Maintenance windows, system outages, cybersecurity incidents, technology projects, emergencies, disaster response, and operational needs may require travel, remote work, evening, weekend, holiday, call-back, or other work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Supports, monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, peripherals, cabling, tools, or supplies	Occasionally	Occasionally lifts or carries computers, peripherals, cabling, tools, supplies, or similar technology equipment weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or rack-mounted equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and assists users.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel. Higher-risk work requires training, access authorization, appropriate tools, assistance, and protective measures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

NETWORK ADMINISTRATOR 2

Job Code	136NA2	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Independently administers County switching, routing, wireless, firewall, telecommunications, circuit, remote-access, and related connectivity services. Resolves complex incidents, implements approved changes, coordinates providers, and supports projects that improve network reliability, security, capacity, and continuity.

Level Distinction and Advancement

- Network Administrator 2 is the fully proficient network-administration level. Employees independently administer assigned switching, routing, firewall, wireless, telecommunications, circuit, remote-access, and related network services and resolve recurring complex network issues within established architecture, security, and change-management standards.
- External placement at this level generally requires three (3) to four (4) years of professional network-administration experience demonstrating independent responsibility for enterprise network services.
- Advancement to Network Administrator 3 generally requires approximately five (5) to seven (7) years of progressively responsible network-administration experience, together with demonstrated proficiency in advanced network design, troubleshooting, security, resilience, major change planning, project leadership, and the other competencies required of the Level 3 classification.
- Advancement is not automatic based solely on time in the classification. Promotion requires satisfactory performance, demonstrated ability to perform the higher-level work, department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Independently administers assigned switching, routing, firewall, wireless, telecommunications, circuit, VPN/remote-access, and related network services using secure and supportable configurations.
- Plans, tests, documents, communicates, and implements approved network changes, firmware updates, device replacements, routing or segmentation changes, circuit cutovers, and maintenance-window work with rollback plans.
- Investigates complex performance and availability issues using logs, monitoring, packet or traffic data, configuration review, provider information, and dependency analysis.
- Maintains segmentation, secure management access, authentication, certificates, logging, patching, configuration backups, vulnerability remediation, and access controls within assigned authority.

- Coordinates carriers, internet/service providers, telecommunications vendors, and equipment vendors for outages, installations, service changes, and technical escalations.
- Maintains accurate network diagrams, IP/addressing documentation, configurations, inventories, circuit records, provider information, warranty data, procedures, credentials, and change history.
- Analyzes department connectivity, wireless, capacity, resilience, and operational needs and recommends solutions and lifecycle priorities subject to management and procurement review.
- Provides technical guidance to IT staff and participates in facility, infrastructure, cybersecurity, continuity, and enterprise technology projects.
- Records all compensable maintenance-window, incident, travel, project, remote, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Strong working knowledge of routing, switching, firewalls, wireless, VLANs, VPN/remote access, telecommunications, WAN/circuits, DNS/DHCP concepts, monitoring, and network-security practices.
- Skill in complex troubleshooting, change planning, configuration management, carrier coordination, documentation, and service restoration.
- Ability to evaluate technical options, identify capacity and security risks, and make recommendations consistent with County architecture, procurement, and change controls.
- Ability to communicate planned changes, outages, dependencies, and technical findings to nontechnical stakeholders and coordinate work across multiple facilities and vendors.

Minimum Qualifications

Education

Bachelor’s degree in information technology, networking, computer science, information systems, or a related field, or an equivalent combination of education, training, experience, and industry credentials.

Experience

Three to four years of professional network-administration experience for external placement.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Intermediate network, firewall, wireless, telecommunications, cloud-networking, or security certification relevant to assigned systems.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific network, security, cloud, wireless, telecommunications, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

IT SUPPORT SPECIALIST 3

Job Code	136ISS3	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Serves as the advanced technical support specialist for County endpoint and end-user technology. Resolves complex escalated incidents, administers advanced endpoint-management functions, leads technical deployments and support workstreams, improves standards and automation, and mentors other support staff while remaining a nonsupervisory individual contributor.

Level Distinction and Advancement

- IT Support Specialist 3 is the advanced technical level of the IT Support Specialist series. Employees independently resolve the most complex endpoint and end-user technology issues, administer advanced endpoint-management functions, lead technical workstreams and deployments, develop standards and repeatable solutions, improve support processes, and provide technical guidance and mentoring to other IT staff.
- Placement at this level generally requires approximately six (6) years of progressively responsible IT support, endpoint administration, service-desk, or closely related experience, or an equivalent combination demonstrating advanced technical capability.
- IT Support Specialist 3 is the highest classification in the IT Support Specialist series. Continued professional growth may occur through advanced technical assignments, major projects, expanded system responsibilities, professional certifications, or competitive movement into another Information Technology job family.
- Placement or advancement is based on demonstrated job-related competency and sustained performance and is subject to department recommendation, organizational need, authorized staffing, and Human Resource Services approval.

Essential Functions

- Serves as the escalation point for complex endpoint, software, identity, collaboration, device-management, peripheral, printing, and user-experience issues that cannot be resolved through standard support procedures.
- Administers approved endpoint-management, software-deployment, configuration, encryption, patching, inventory, remote-support, and security tooling within assigned authority.
- Develops, tests, documents, and implements approved standard configurations, images, scripts, automated support tasks, deployment methods, and knowledge articles using change-control and security practices.
- Leads technical portions of endpoint refreshes, office moves, major software deployments, meeting-technology upgrades, and other end-user technology projects; coordinates dependencies with systems, network, security, and vendors.
- Analyzes recurring incidents, service metrics, device health, lifecycle data, and support patterns to identify root causes and recommend durable improvements.

- Performs advanced troubleshooting involving logs, authentication, policy application, software conflicts, device compliance, connectivity, and interactions between endpoint and enterprise services.
- Mentors Level 1 and Level 2 staff, reviews technical documentation, shares troubleshooting methods, and helps standardize support practices without formal supervisory authority.
- Maintains high-quality technical, asset, configuration, change, and support documentation and protects privileged or security-sensitive information.
- Records all compensable maintenance, project, incident, remote, travel, after-hours, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of endpoint administration, device management, operating systems, productivity and collaboration platforms, identity/access concepts, software deployment, security controls, and service-management practices.
- Skill in complex troubleshooting, root-cause analysis, scripting or automation, technical documentation, and coordinated deployment work.
- Ability to lead technical workstreams, mentor peers, communicate risk and recommendations, and work effectively across infrastructure, applications, security, and vendor teams.
- Ability to exercise independent technical judgment within approved standards while recognizing decisions reserved for management, procurement, legal, records, HR, and system owners.

Minimum Qualifications

Education

Associate degree in information technology, computer science, information systems, or a related field; a bachelor’s degree is preferred.

Experience

Approximately six years of progressively responsible IT support, endpoint administration, service-desk, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Advanced endpoint, Microsoft, service-management, networking, automation, or security certification relevant to assigned duties.

Required Licenses and Certifications

No position-specific license or certification is established. Assignment-specific security or system-access training may be required.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, bend, kneel, crouch, reach, and use computers and related equipment	Frequently	Provides desk-side, remote, and field technical support.
Lift and carry computers, monitors, printers, peripherals, tools, and supplies	Occasionally	Deploys and services technology; use assistance or team-lift methods for heavier equipment.
Work under desks, near cabling, and in equipment or telecommunications rooms	Occasionally	Installs, inspects, connects, or troubleshoots equipment and cabling.
Observe equipment and system information and exchange accurate technical information	Frequently	Diagnoses issues, documents work and assists users.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SYSTEMS ADMINISTRATOR 1

Job Code	136SA1	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Provides developing systems-administration support for County servers, cloud services, identity platforms, backups, enterprise applications, and related infrastructure. Performs routine administration and monitoring, supports approved changes, resolves assigned incidents, and escalates complex architecture, security, availability, or data-integrity issues.

Level Distinction and Advancement

- Systems Administrator 1 is the entry and developmental systems-administration level. Employees perform routine administration, monitoring, maintenance, troubleshooting, and well-defined system changes within established architecture, security, access, backup, recovery, and change-management procedures. Guidance is available for unfamiliar, complex, security-sensitive, or higher-risk assignments.
- External placement at this level generally requires two (2) to three (3) years of relevant information technology experience that includes demonstrated exposure to servers, cloud services, identity platforms, backup and recovery, enterprise applications, or related systems infrastructure.
- Advancement to Systems Administrator 2 generally requires demonstrated proficiency in systems administration and approximately two (2) to three (3) years of systems-administration experience, together with the technical knowledge, independent troubleshooting ability, security awareness, and performance required of the Level 2 classification.
- Advancement is not automatic based solely on time in the classification. Promotion requires demonstrated ability to perform the higher-level work, sustained satisfactory performance, department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Performs routine administration, monitoring, configuration, patching, and maintenance of assigned servers, cloud services, identity platforms, application services, file services, and backup systems using approved procedures.
- Responds to assigned systems incidents and service requests, reviews logs and alerts, documents diagnosis, and escalates complex security, performance, integration, availability, or data-integrity issues.
- Supports account, group, role, service-account, certificate, storage, file-share, and system-access administration within documented approvals and least privilege requirements.
- Performs approved installs, upgrades, configuration changes, and maintenance-window tasks with backup, testing, validation, rollback, and change documentation.

- Monitors backup jobs, system health, storage, capacity, service availability, and scheduled tasks and assist with approved restore testing and recovery activities.
- Maintains technical documentation including system inventories, diagrams, configurations, procedures, access records, certificates, licenses, dependencies, and change history.
- Supports enterprise applications and associated application servers in coordination with system owners, vendors, and other IT staff.
- Assists with system lifecycle, migration, cloud, security, and continuity projects as assigned.
- Records all compensable maintenance-window, incident, project, remote, travel, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participate in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Working knowledge of server operating systems, cloud services, identity and access management, virtualization, backup/recovery, storage, enterprise applications, and basic networking concepts.
- Ability to follow secure administration, change-control, patching, backup, testing, rollback, logging, and incident-escalation practices.
- Ability to troubleshoot routine systems issues, document work accurately, protect privileged information, and communicate clearly with users, vendors, and technical staff.
- Ability to distinguish technical administration from final purchasing, contracting, legal, records-release, personnel, and risk-acceptance authority.

Minimum Qualifications

Education

Associate degree or equivalent coursework in information technology, computer science, information systems, or a related field; a bachelor’s degree is preferred.

Experience

Two to three years of relevant professional IT experience for external placement, with demonstrable exposure to systems administration.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Entry/intermediate server, cloud, Microsoft, virtualization, backup, database, or security certification.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific server, cloud, identity, backup, database, application, security, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject

to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

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NETWORK ADMINISTRATOR 1

Job Code	136NA1	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Provides developing network-administration support for County switching, routing, wireless, telecommunications, circuits, remote access, and related connectivity. Performs routine configuration and monitoring, supports approved changes, resolves assigned incidents, and escalates complex design, security, availability, or provider issues.

Level Distinction and Advancement

- Network Administrator 1 is the entry and developmental network-administration level. Employees perform routine administration, monitoring, troubleshooting, equipment deployment, telecommunications support, and well-defined configuration changes within established architecture, security, and change-management standards. Guidance is available for complex design, security, routing, firewall, availability, or other higher-risk work.
- External placement at this level generally requires two (2) to three (3) years of relevant information technology experience that includes demonstrated exposure to networking, telecommunications, or infrastructure support.
- Advancement to Network Administrator 2 generally requires demonstrated proficiency in independent network administration and approximately two (2) to three (3) years of network-administration experience, together with the technical knowledge and performance required of the Level 2 classification.
- Advancement is not automatic based solely on time in the classification. Promotion requires satisfactory performance, demonstrated ability to perform the higher-level work, department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Performs routine configuration, monitoring, maintenance, and troubleshooting of assigned switches, wireless access points, network ports, circuits, telecommunications services, remote-access services, and related connectivity.
- Responds to network incidents and alerts, documents troubleshooting steps, verifies basic connectivity and configuration, and escalates complex routing, firewall, security, carrier, or service-availability issues.
- Implements approved standard changes such as port configurations, wireless assignments, device replacements, cabling changes, firmware updates, or access adjustments using documented change and rollback procedures.
- Maintains current device inventories, diagrams, circuit records, addressing information, configuration records, warranties, vendor contacts, and change history.

- Assists with network equipment deployment, office and facility connectivity, telecommunications, wireless coverage, and technology projects at County locations.
- Supports network security controls by following approved segmentation, access, credential, logging, patching, monitoring, and escalation requirements.
- Coordinates basic carrier/vendor tickets and onsite service activity and documents outages, service status, and resolution details.
- Uses approved administrative accounts and least-privilege practices and protects network configurations, credentials, diagrams, logs, and security-sensitive information.
- Records all compensable maintenance-window, incident, travel, project, remote, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Working knowledge of TCP/IP, switching, routing, wireless, VLANs, network addressing, cabling, telecommunications, remote access, monitoring, and basic network-security concepts.
- Ability to follow secure configuration, change-control, patching, backup, logging, troubleshooting, and incident-escalation practices.
- Ability to document network conditions accurately, communicate with users and providers, and distinguish routine connectivity issues from higher-risk security or infrastructure problems.
- Ability to work safely around racks, cabling, power, telecommunications spaces, and installed infrastructure.

Minimum Qualifications

Education

Associate degree or equivalent coursework in information technology, networking, computer science, information systems, or a related field; a bachelor’s degree is preferred.

Experience

Two to three years of relevant professional IT experience for external placement, with demonstrable exposure to networking, telecommunications, or infrastructure support.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Entry/intermediate network, wireless, telecommunications, cloud, or security certification.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific network, security, cloud, wireless, telecommunications, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

IT SUPPORT SPECIALIST 2

Job Code	136ISS2	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Provides independent intermediate technical support for County endpoints, approved software, user access, collaboration tools, peripherals, and local connectivity. Resolves moderately complex incidents, performs standard changes and deployments, supports lifecycle and identity-management processes, and serves as an escalation resource for routine service-desk issues.

Level Distinction and Advancement

- IT Support Specialist 2 is the fully proficient intermediate level of the IT Support Specialist series. Employees independently resolve recurring and moderately complex endpoint, software, identity, peripheral, collaboration, and connectivity issues and perform standard configuration, deployment, access, and lifecycle activities within approved procedures.
- External placement at this level generally requires two (2) to three (3) years of relevant IT support, service-desk, endpoint-administration, or closely related experience demonstrating independent troubleshooting and customer-support capability.
- Advancement to IT Support Specialist 3 generally requires approximately four (4) years of successful Level 2 service, together with demonstrated proficiency in advanced troubleshooting, endpoint administration, technical project work, automation or standardization, mentoring, and the other competencies required of the Level 3 classification.
- Advancement is not automatic based solely on time in the classification. Promotion requires satisfactory performance, demonstrated ability to perform the higher-level work, department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Independently diagnoses and resolves moderately complex endpoint, software, account, printing, collaboration, mobile-device, peripheral, and local-connectivity incidents and documents root cause when practical.
- Performs approved endpoint builds, replacements, software deployments, configuration changes, patching, encryption, security-tool enrollment, and device lifecycle activities using standard change procedures.
- Processes authorized identity and access tasks, including group membership, role changes, multifactor enrollment, shared-resource access, and account troubleshooting within documented approvals and least-privilege requirements.
- Coordinates technology setup and support for offices, meeting spaces, relocations, projects, and County events; identifies dependencies and escalates infrastructure or vendor issues.

- Reviews recurring service-desk trends, recommends knowledge articles, standard fixes, training, configuration changes, or process improvements, and helps maintain support standards.
- Maintains accurate asset, software, warranty, configuration, inventory, and ticket records and assists with technology replacement planning.
- Provides user training and targeted guidance on approved County systems, productivity tools, cybersecurity practices, and equipment use.
- Provides technical assistance to Level 1 staff through peer support and knowledge sharing without exercising formal supervisory authority.
- Records all compensable maintenance, deployment, travel, incident, remote, after-hours, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Working knowledge of endpoint administration, operating systems, productivity suites, mobile devices, identity/access concepts, software deployment, basic networking, and service-management practices.
- Skill in diagnosing multi-factor hardware/software issues, interpreting logs and error information, and determining when escalation is required.
- Ability to perform standard changes securely, maintain accurate technical records, protect sensitive information, and communicate effectively with users, vendors, and IT staff.
- Ability to prioritize competing service requests and provide informal technical guidance without assuming personnel or policy authority.

Minimum Qualifications

Education

Associate degree or equivalent coursework in information technology, computer science, information systems, or a related field.

Experience

Two to three years of relevant IT support, service-desk, endpoint administration, or closely related experience for external placement.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Industry certification in endpoint administration, service management, Microsoft technologies, networking, or security.

Required Licenses and Certifications

No position-specific license or certification is established. Assignment-specific security or system-access training may be required.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, bend, kneel, crouch, reach, and use computers and related equipment	Frequently	Provides desk-side, remote, and field technical support.
Lift and carry computers, monitors, printers, peripherals, tools, and supplies	Occasionally	Deploys and services technology; use assistance or team-lift methods for heavier equipment.
Work under desks, near cabling, and in equipment or telecommunications rooms	Occasionally	Installs, inspects, connects, or troubleshoots equipment and cabling.
Observe equipment and system information and exchange accurate technical information	Frequently	Diagnoses issues, documents work and assists users.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SYSTEMS ADMINISTRATOR 2

Job Code	136SA2	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Independently administers County server, cloud, identity, backup, application, and related infrastructure services. Resolves complex incidents, performs standard and moderately complex changes, coordinates vendors and system owners, and supports projects that improve reliability, security, performance, and continuity.

Level Distinction and Advancement

- Systems Administrator 2 is the fully proficient systems-administration level. Employees independently administer assigned server, cloud, identity, backup, application, storage, and related infrastructure services; resolve recurring complex technical issues; and implement standard and moderately complex changes within established architecture, security, and change-management standards.
- External placement at this level generally requires three (3) to four (4) years of professional systems-administration experience demonstrating independent responsibility for enterprise technology services.
- For internal career progression, advancement to Systems Administrator 3 generally requires approximately five (5) to seven (7) years of progressively responsible systems-administration experience together with demonstrated proficiency in complex troubleshooting, systems integration, automation, recovery, security, major change implementation, technical project work, and the other competencies required of the Level 3 classification.
- Advancement is not automatic based solely on time in the classification. Promotion requires demonstrated ability to perform the higher-level work, sustained satisfactory performance, department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Independently administers assigned physical, virtual, cloud, identity, application, file, storage, backup, and related systems and maintains secure, reliable, and supportable configurations.
- Plans, tests, documents, communicates, and implements approved patches, upgrades, configuration changes, migrations, integrations, and maintenance-window work with validation and rollback procedures.
- Investigates complex systems incidents and performance issues; analyzes logs, dependencies, authentication, storage, capacity, integrations, and service health; and coordinates resolution with vendors and other IT staff.
- Administers privileged and service accounts, certificates, permissions, group policy or equivalent configuration controls, and access reviews using least privilege, multifactor authentication, logging, and separation of duties.

- Maintains and tests backup, restore, recovery, retention, monitoring, alerting, and continuity procedures for assigned systems.
- Supports enterprise applications and databases within assigned scope, coordinates application-server changes, and protects business data and system availability.
- Develops scripts, automation, monitoring, technical standards, procedures, and documentation through approved development, testing, source-control, and change practices.
- Provides technical guidance to IT staff and system owners and participates in infrastructure, cloud, application, cybersecurity, and disaster-recovery projects.
- Records all compensable maintenance-window, incident, project, remote, travel, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Strong working knowledge of server and cloud administration, identity/access management, virtualization, backup/recovery, storage, enterprise applications, security hardening, monitoring, and related networking concepts.
- Skill in complex troubleshooting, change planning, recovery testing, automation, documentation, vendor coordination, and service restoration.
- Ability to evaluate technical options, identify operational and security risks, and make recommendations consistent with County architecture, procurement, and change controls.
- Ability to communicate technical issues and planned changes to nontechnical system owners and coordinate work across multiple departments and vendors.

Minimum Qualifications

Education

Bachelor’s degree in information technology, computer science, information systems, or a related field, or an equivalent combination of education, training, experience, and industry credentials.

Experience

Three to four years of professional systems-administration experience for external placement.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Intermediate server, cloud, Microsoft, virtualization, backup, database, automation, or security certification relevant to assigned systems.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific server, cloud, identity, backup, database, application, security, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SYSTEMS ADMINISTRATOR 3

Job Code	136SA3	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Serves as an advanced systems administrator responsible for complex County infrastructure, cloud, identity, backup, application, and integration environments. Designs and leads major technical changes, resolves high-impact incidents, improves architecture and automation, and provides advanced technical guidance while remaining a nonsupervisory individual contributor.

Level Distinction and Advancement

- Systems Administrator 3 is the advanced technical level of the Systems Administrator series. Employees independently design and implement complex infrastructure solutions, lead major technical changes and migrations, resolve high-impact and cross-system incidents, improve architecture and automation, and serve as an advanced technical resource to other Information Technology employees.
- External placement at this level generally requires eight (8) to nine (9) years of progressively responsible professional systems-administration experience demonstrating advanced responsibility for enterprise infrastructure, cloud services, identity, security, backup and recovery, applications, integrations, and complex technical projects.
- For internal career progression, consideration for Senior Systems Administrator generally begins after approximately ten (10) years of progressively responsible systems-administration experience together with demonstrated expert-level technical judgment, architecture capability, incident leadership, organizational impact, and sustained performance. The Senior Systems Administrator classification establishes a higher external-placement standard.
- Advancement is not automatic based solely on time in the classification. Promotion requires demonstrated ability to perform the higher-level work, sustained satisfactory performance, department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Designs, implements, and optimizes complex server, virtualization, cloud, identity, storage, backup, application, database, and integration solutions within approved County architecture and security standards.
- Leads technical planning and execution for major upgrades, migrations, consolidations, cloud transitions, application-platform changes, lifecycle replacements, and disaster-recovery improvements.
- Serves as an escalation point for high-impact incidents involving authentication, availability, performance, backup/recovery, integrations, data integrity, application services, or complex infrastructure dependencies.

- Develops and maintains advanced automation, configuration standards, monitoring, alerting, capacity-management, patching, hardening, and recovery practices.
- Conducts root-cause and risk analysis, develops corrective actions, and recommends architecture, lifecycle, redundancy, security, or process improvements.
- Coordinates complex vendor and system-owner work, reviews technical implementation plans, validates change readiness, and ensures documentation, backups, rollback, testing, and communications are complete.
- Leads or materially contributes to continuity, disaster-recovery, cybersecurity, enterprise-application, and infrastructure projects affecting multiple County departments or critical services.
- Mentors other IT staff, develops technical documentation and standards, and provides advanced guidance without exercising formal supervisory authority.
- Records all compensable maintenance-window, incident, project, remote, travel, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of enterprise server, cloud, virtualization, identity, storage, backup/recovery, enterprise application, database, automation, monitoring, security, and integration concepts.
- Advanced skill in architecture analysis, complex troubleshooting, root-cause analysis, change leadership, automation, recovery planning, and technical documentation.
- Ability to assess technical and operational risk, design resilient solutions, communicate tradeoffs, and coordinate high-impact work across departments and vendors.
- Ability to lead technical workstreams and mentor staff while recognizing management, procurement, legal, records, HR, and risk-acceptance boundaries.

Minimum Qualifications

Education

Bachelor’s degree in information technology, computer science, information systems, or a related field, or an equivalent combination of education, training, experience, and industry credentials.

Experience

Eight to nine years of progressively responsible professional systems-administration experience for external placement.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Advanced server, cloud, Microsoft, virtualization, backup, database, automation, architecture, or security certification relevant to assigned systems.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific server, cloud, identity, backup, database, application, security, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject

to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

IT SUPPORT SPECIALIST 1

Job Code	136ISS1	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Provides entry-level and developing technical support for County computers, peripherals, approved software, user accounts, collaboration tools, and basic connectivity. Receives and documents requests, resolves routine issues using established procedures, deploys approved equipment, assists users, and escalates complex or security-sensitive matters.

Level Distinction and Advancement

Occasionally lifts or carries computers, peripherals, cabling, tools, supplies, or similar technology equipment weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or rack-mounted equipment.

Essential Functions

- Receives, prioritizes, documents, and resolves routine service requests involving County-issued computers, peripherals, approved software, printing, email, collaboration tools, user accounts, and basic network connectivity.
- Troubleshoots hardware and software using approved diagnostic procedures, records steps and results, and escalates incidents involving infrastructure, cybersecurity, data integrity, privileged access, or unresolved technical complexity.
- Installs, configures, patches, and replaces approved endpoint devices and software using authorized accounts, licensing, security baselines, and change procedures.
- Supports employee onboarding, transfers, and separations by completing approved equipment and account tasks while following access authorization and asset-control procedures.
- Maintains accurate tickets, inventory records, device assignments, warranty information, configuration notes, and knowledge-based documentation.
- Provides basic user instruction on approved productivity tools, County systems, equipment, password/MFA practices, and cybersecurity expectations.
- Supports equipment deployment, return, secure handling, storage, and disposal using documented chain-of-custody and data-protection practices.
- Assists with conference room, meeting, and presentation technology and other approved end-user technology used in County operations.
- Records all compensable ticket, travel, deployment, training, remote, after-hours, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participate in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.

- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Working knowledge of computer hardware, operating systems, productivity software, peripherals, basic networking, and common service-desk practices.
- Ability to follow documented security, change-control, access, asset-management, and escalation procedures.
- Ability to troubleshoot routine issues methodically, document work accurately, protect confidential information, and communicate clearly with nontechnical users.
- Ability to provide professional customer service while distinguishing technical support from final purchasing, contracting, legal, records-release, personnel, or policy authority.

Minimum Qualifications

Education

High school diploma or GED supplemented by relevant information technology coursework, technical training, or industry-recognized training. An associate degree in information technology, computer science, or a related field is preferred.

Experience

Relevant technical training or experience sufficient to perform entry-level support duties. Prior service-desk, endpoint support, hardware repair, software support, or customer-facing technology experience is preferred.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Entry-level endpoint, service-desk, networking, Microsoft, or security certification.

Required Licenses and Certifications

No position-specific license or certification is established. Assignment-specific security or system-access training may be required.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit, stand, walk, bend, kneel, crouch, reach, and use computers and related equipment	Frequently	Provides desk-side, remote, and field technical support.

Requirement	Frequency	Job-Related Context
Lift and carry computers, monitors, printers, peripherals, tools, and supplies	Occasionally	Deploys and services technology; use assistance or team-lift methods for heavier equipment.
Work under desks, near cabling, and in equipment or telecommunications rooms	Occasionally	Installs, inspects, connects, or troubleshoots equipment and cabling.
Observe equipment and system information and exchange accurate technical information	Frequently	Diagnoses issues, documents work, and assists users.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

Disclaimer

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SR NETWORK ADMINISTRATOR

Job Code	136SNA	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Serves as the senior technical authority for County network, wireless, firewall, telecommunications, carrier, remote-access, and connectivity architecture. Establishes technical standards, leads the most complex changes and incidents, guides lifecycle and resilience strategy, and mentors technical staff while remaining a nonsupervisory individual contributor.

Level Distinction and Advancement

- Senior Network Administrator is the senior expert and highest technical classification in the Network Administrator series. Employees operate with broad technical independence, establish and maintain enterprise network architecture and standards, provide technical leadership during the most complex incidents and changes, guide long-term resilience and lifecycle strategy, and serve as a senior technical resource and mentor without exercising formal personnel supervision.
- External placement at this level generally requires twelve (12) or more years of progressively responsible professional network-administration experience, including advanced responsibility for enterprise routing, switching, security, wireless, telecommunications, carrier services, multi-site connectivity, architecture, and complex technical projects.
- Internal placement at the Senior level requires sustained expert-level performance and demonstrated capability in architecture, technical governance, complex incident leadership, enterprise risk analysis, major project leadership, mentoring, and organizationally significant technical decision support. Length of service alone does not qualify an employee for Senior placement.
- Placement is subject to department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Establishes and maintains network architecture, standards, lifecycle strategies, segmentation models, security baselines, resiliency expectations, monitoring, and operational practices for County connectivity services.
- Leads architecture and technical implementation for major network modernization, carrier transitions, facility expansions, firewall and wireless initiatives, segmentation projects, remote-access improvements, and cross-department connectivity programs.
- Serves as senior escalation and technical incident lead for major network outages, carrier failures, routing or firewall events, wireless disruptions, remote-access failures, network-security incidents, and multi-site connectivity problems.

- Evaluates emerging technologies, capacity needs, technical debt, carrier options, vendor roadmaps, security risks, service performance, and lifecycle conditions and develops evidence-based recommendations for management.
- Designs and oversees advanced redundancy, monitoring, configuration backup, network automation, hardening, privileged-access, segmentation, logging, vulnerability remediation, and recovery practices.
- Reviews high-risk network change plans, architecture decisions, vendor proposals, implementation methods, cutover plans, and rollback strategies for completeness, supportability, security, and service continuity.
- Coordinates and participates in continuity tests, disaster-response exercises, major maintenance events, and outage postmortems and drives technical corrective actions to completion.
- Mentors network administrators and other IT staff, develops standards and technical documentation, and transfers institutional knowledge without formal supervisory authority.
- Records all compensable maintenance-window, incident, project, remote, travel, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Expert knowledge of enterprise network architecture, routing, switching, firewalls, wireless, WAN/carrier services, telecommunications, segmentation, remote access, monitoring, redundancy, network security, and continuity practices.
- Expert skill in architecture design, complex troubleshooting, incident leadership, root-cause analysis, traffic analysis, carrier/vendor coordination, resilience engineering, and technical governance.
- Ability to translate organizational requirements into secure, supportable network standards and communicate risk, cost, lifecycle, capacity, and operational tradeoffs to leadership.
- Ability to provide senior technical leadership and mentorship without assuming personnel, procurement, contract, legal, records-release, or policy authority.

Minimum Qualifications

Education

Bachelor’s degree in information technology, networking, computer science, information systems, or a related field, or an equivalent combination of education, training, experience, and industry credentials.

Experience

Twelve or more years of progressively responsible professional network-administration experience, including advanced responsibility for enterprise routing, switching, security, wireless, carrier services, multi-site connectivity, and complex technical projects.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Advanced or expert-level network, firewall, wireless, telecommunications, architecture, automation, cloud-networking, or security certification relevant to assigned systems.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific network, security, cloud, wireless, telecommunications, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SR SYSTEMS ADMINISTRATOR

Job Code	136SSA	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Serves as the senior technical authority for County systems infrastructure, cloud services, identity, backup/recovery, enterprise application platforms, and related architecture. Establishes technical standards, leads the most complex changes and incidents, guides lifecycle and resilience strategy, and mentors technical staff while remaining a nonsupervisory individual contributor.

Level Distinction and Advancement

- Senior Systems Administrator is the senior expert and highest technical classification in the Systems Administrator series. Employees operate with broad technical independence, establish enterprise systems architecture and standards, provide technical leadership during the most complex incidents and changes, guide long-term lifecycle and resilience strategy, and serve as a senior technical resource and mentor without exercising formal personnel supervision.
- External placement at this level generally requires twelve (12) or more years of progressively responsible professional systems-administration experience, including advanced responsibility for enterprise infrastructure, cloud services, identity, security, backup and recovery, application platforms, integrations, architecture, and complex technical projects.
- Internal placement at the Senior level requires sustained expert-level performance and demonstrated capability in architecture, technical governance, automation, complex incident leadership, recovery and continuity planning, enterprise risk analysis, major project leadership, mentoring, and organizationally significant technical decision support. Length of service alone does not qualify an employee for Senior placement.
- Placement is subject to department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Establishes and maintains technical architecture, standards, lifecycle strategies, security baselines, recovery expectations, and operational practices for County systems, cloud, identity, backup, enterprise application, and related infrastructure.
- Leads architecture and technical implementation for major migrations, consolidations, platform replacements, cloud initiatives, identity modernization, resiliency improvements, and cross-department enterprise projects.
- Serves as senior escalation and technical incident lead for major systems outages, authentication failures, data-recovery events, application-platform failures, complex security events, and cross-system dependencies.

- Evaluates emerging technologies, capacity needs, technical debt, vendor roadmaps, licensing implications, security risks, and lifecycle conditions and develops evidence-based recommendations for management.
- Designs and oversees advanced automation, monitoring, hardening, patching, privileged-access, backup, recovery, continuity, logging, and configuration-management practices.
- Reviews high-risk technical change plans, architecture decisions, vendor proposals, implementation methods, and recovery strategies for completeness, supportability, security, and operational continuity.
- Coordinates and participates in disaster-recovery tests, continuity exercises, major maintenance events, and incident postmortems and drives corrective actions to completion.
- Mentors systems administrators and other IT staff, develops standards and technical documentation, and transfers institutional knowledge without formal supervisory authority.
- Records all compensable maintenance-window, incident, project, remote, travel, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participates in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Expert knowledge of enterprise systems architecture, cloud platforms, identity/access management, virtualization, storage, backup/recovery, enterprise applications, databases, automation, monitoring, security, and continuity practices.
- Expert skill in architecture design, complex troubleshooting, incident leadership, root-cause analysis, migration planning, automation, resilience engineering, and technical governance.
- Ability to translate organizational requirements into secure, supportable technical standards and to communicate risk, cost, lifecycle, and operational tradeoffs to leadership.
- Ability to provide senior technical leadership and mentorship without assuming personnel, procurement, contract, legal, records-release, or policy authority.

Minimum Qualifications

Education

Bachelor’s degree in information technology, computer science, information systems, or a related field, or an equivalent combination of education, training, experience, and industry credentials.

Experience

Twelve or more years of progressively responsible professional systems-administration experience, including advanced responsibility for enterprise infrastructure, cloud, identity, recovery, and complex technical projects.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Advanced or expert-level server, cloud, Microsoft, virtualization, backup, architecture, automation, or security certification relevant to assigned systems.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific server, cloud, identity, backup, database, application, security, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

NETWORK ADMINISTRATOR 3

Job Code	136NA3	Department	136 - Information Technology
Reports To	Director of Information Technology	FLSA Status	Hourly Nonexempt
Pay Grade		Supervisory Role	No
Effective Date	09/01/2026	Revision Date	09/01/2026
Approved By	ECBOC	Document Status	Complete

Position Summary

Serves as an advanced network administrator responsible for complex County network, wireless, firewall, telecommunications, circuit, remote-access, and connectivity environments. Designs and leads major technical changes, resolves high-impact incidents, strengthens architecture and resilience, and provides advanced technical guidance while remaining a nonsupervisory individual contributor.

Level Distinction and Advancement

- Network Administrator 3 is the advanced technical level of the Network Administrator series. Employees independently design and implement complex network solutions, lead major technical changes and projects, resolve high-impact and multi-site incidents, improve network architecture and resilience, and serve as an advanced technical resource to other Information Technology employees.
- External placement at this level generally requires eight (8) to nine (9) years of progressively responsible professional network-administration experience demonstrating advanced responsibility for enterprise networking, security, resilience, telecommunications, and complex technical projects.
- For internal career progression, consideration for Senior Network Administrator generally begins after approximately ten (10) years of progressively responsible network-administration experience together with demonstrated expert-level technical judgment, architecture capability, incident leadership, organizational impact, and sustained performance. The Senior Network Administrator classification establishes a higher external-placement standard.
- Advancement is not automatic based solely on time in the classification. Promotion requires demonstrated ability to perform the higher-level work, sustained satisfactory performance, department recommendation, organizational need, an authorized position, and Human Resource Services approval.

Essential Functions

- Designs, implements, and optimizes complex routing, switching, firewall, wireless, WAN, telecommunications, remote-access, segmentation, and connectivity solutions within approved County architecture and security standards.
- Leads technical planning and execution for major network upgrades, facility connectivity, carrier transitions, firewall or wireless replacements, segmentation initiatives, lifecycle projects, and resilience improvements.
- Serves as an escalation point for high-impact outages and complex incidents involving routing, firewall policy, wireless performance, carrier services, remote access, network security, or multi-site dependencies.

- Develops and maintains advanced monitoring, configuration-management, backup, hardening, segmentation, capacity, redundancy, logging, and network-recovery practices.
- Conducts root-cause and risk analysis, develops corrective actions, and recommends architecture, capacity, security, redundancy, carrier, or lifecycle improvements.
- Coordinates complex provider and vendor work, reviews implementation plans, validates change readiness, and ensures documentation, configuration backups, rollback, testing, and communications are complete.
- Leads or materially contributes to continuity, disaster-recovery, cybersecurity, facility, public-safety-supporting, and enterprise connectivity projects affecting multiple County locations or critical services.
- Mentors other IT staff, develops technical standards and documentation, and provides advanced guidance without formal supervisory authority.
- Records all compensable maintenance-window, incident, project, remote, travel, and call-back work.

Additional Responsibilities

- Maintains accurate tickets, inventories, configuration records, procedures, change history, and knowledge documentation appropriate to assigned systems.
- Participate in technology projects, testing, continuity activities, cybersecurity response, and cross-department support consistent with training and access authorization.
- Performs related technology duties consistent with classification, operational needs, approved change procedures, and County policy.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. Technical guidance, mentoring, project coordination, system administration, account administration, or vendor contact does not confer personnel, purchasing, contract, legal, records-release, or policy authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of enterprise routing, switching, firewalls, wireless, WAN, telecommunications, segmentation, VPN/remote access, carrier services, network monitoring, redundancy, and network-security architecture.
- Advanced skills in network design, complex troubleshooting, root-cause analysis, traffic and log analysis, change leadership, resilience planning, and technical documentation.
- Ability to assess technical and operational risk, design resilient multi-site solutions, communicate tradeoffs, and coordinate high-impact work across departments, carriers, and vendors.
- Ability to lead technical workstreams and mentor staff while recognizing management, procurement, legal, records, HR, and risk-acceptance boundaries.

Minimum Qualifications

Education

Bachelor’s degree in information technology, networking, computer science, information systems, or a related field, or an equivalent combination of education, training, experience, and industry credentials.

Experience

Eight to nine years of progressively responsible professional network-administration experience for external placement.

Equivalent Combination

An equivalent combination of education, training, relevant experience, and industry credentials may be considered. Required security, access, licensing, or regulated qualifications may not be waived.

Preferred Qualifications

- Advanced network, firewall, wireless, telecommunications, architecture, automation, cloud-networking, or security certification relevant to assigned systems.

Required Licenses and Certifications

No single position-specific certification is established. Assignment-specific network, security, cloud, wireless, telecommunications, or vendor credentials may be required based on assigned systems.

Work Schedule and Availability

Full-time technology-support schedule. Maintenance windows, outages, incidents, projects, emergencies, disaster response, and on-call assignments may require travel and evening, weekend, holiday, remote, or call-back work. Employees must record all compensable work in accordance with County policy.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use computers, phones, administrative consoles, and diagnostic tools	Frequently	Monitors, configures, documents, and troubleshoots technology.
Walk, bend, stoop, kneel, crouch, reach, and work near desks, racks, cabling, or equipment	Occasionally	Installs, inspects, connects, or services technology.
Lift or carry computers, servers, network devices, peripherals, cabling, tools, or supplies	Occasionally	Supports installation and lifecycle work; use assistance for heavier equipment.
Observe system information and exchange accurate technical information	Frequently	Diagnoses issues, coordinates changes, and communicates with users and vendors.

Work Environment

Work is performed in offices, equipment rooms, data and telecommunications spaces, vehicles, and County facilities. Exposure may include electrical equipment, cabling, ladders, confined equipment areas, noise, heat, dust, construction activity, and travel between County locations. Higher-risk work requires appropriate training, access authorization, tools, assistance, and protective measures. Work may involve supporting critical County services during outages, emergencies, and after-hours maintenance.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

G.I.S ANALYST

Job Code	225G1SA	**Department**	225 - Geographic Information Systems
Reports To	G.I.S. Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Creates, integrates, analyzes, quality-controls, automates, documents, and publishes enterprise spatial data, maps, applications, field solutions, and related databases for County departments, municipalities, partner agencies, and authorized public use.

Essential Functions

- Creates, converts, integrates, edits, analyzes, and quality-controls spatial and tabular data using approved schemas, coordinate systems, metadata, validation rules, source records, and change controls.
- Maintains authoritative and derivative GIS layers, applications, field solutions, models, scripts, and relational data and documents sources, assumptions, transformations, limitations, ownership, and update history.
- Compares zoning, parcel, soil, CAMA, addressing, plat, deed, and other legal records and routes, assessment, zoning, ownership, boundary, and final correction decisions to the authorized office.
- Coordinates addressing data with Planning and Zoning, E-911, postal officials, Tax Assessor staff, municipalities, and other stakeholders under approved addressing policy without independently creating legal property rights or policy exceptions.
- Maintains assigned user accounts, roles, licenses, groups, and application access using least privilege, approval, separation-of-duties, inventory, renewal, and deprovisioning procedures.
- Tests and supports approved software revisions, configurations, backups, retention, publishing, and data-transfer processes and coordinates infrastructure or security changes with Information Technology.
- Produces maps, reports, dashboards, extracts, and other deliverables using approved cartographic, accessibility, privacy, disclaimer, and data-release standards.
- Receives internal and public mapping or data requests, confirms scope and authorized use, preserves request and release records, and routes exemption, redaction, fee, or legal determinations through the County's authorized records process.
- Develops and maintains Python, Arcade, models, or comparable automation with version control, testing, peer review, documentation, credential protection, and rollback procedures appropriate to risk.
- Provides approved GIS training and technical assistance and completes Technician functions when assigned without assuming Manager personnel, purchasing, contract, or policy authority.
- Records all hours worked while FLSA status remains unresolved, including upgrades, maintenance windows, incident response, training, field travel, remote work, and after-hours support.

Additional Responsibilities

- Maintains professional knowledge through approved training and user communities.
- Supports audits, continuity planning, incident documentation, and recovery testing for assigned GIS systems and data.

Supervisory Responsibilities

No formal supervisory responsibility. Training users, coordinating data owners, and leading technical tasks do not confer authority to hire, discipline, evaluate, approve time, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Advanced knowledge of GIS data models, coordinate systems, cartography, spatial analysis, metadata, geodatabases, web GIS, field applications, and quality assurance.

- Skill in ArcGIS products, scripting or modeling, relational data, automation, troubleshooting, documentation, training, and accessible map production.
- Ability to distinguish GIS data maintenance from legal boundary, zoning, assessment, addressing-policy, public-record, cybersecurity, procurement, and contract decisions.
- Ability to apply least privilege, change control, version control, backup, retention, audit-trail, data-sharing, privacy, and secure-development practices.
- Ability to explain data sources, confidence, currency, assumptions, limitations, and appropriate uses to technical and nontechnical audiences.

Minimum Qualifications

Education

Bachelor's degree in GIS, geography, cartography, earth science, computer science, data science, or a closely related field.

Experience

Four years of progressively responsible GIS, spatial-data, database, web-mapping, automation, or closely related experience using contemporary ESRI or equivalent enterprise GIS tools.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required enterprise GIS, spatial-data, automation, security, and quality-control capabilities may be considered.

Preferred Qualifications

- GIS Professional certification or documented progress toward certification.
- Relevant current Esri or comparable GIS platform certification.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Assignment-specific cybersecurity, data-governance, records, and privacy training	Before privileged system or restricted-data access	Maintain as required by assigned access and systems.
Valid driver's license and County driving eligibility	When County driving is assigned	Maintain while operating a County vehicle.

Work Schedule and Availability

Full-time professional schedule. GIS projects, system upgrades, maintenance windows, data publishing, field collection, incident response, emergency operations, meetings, and operational needs may occasionally require travel, remote work, evening, weekend, holiday, call-back, or other work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, keyboards, pointing devices, scanners, plotters, and communication systems	Frequently	Creates, reviews, edits, analyzes, publishes, and supports spatial data, maps, applications, records, and reports.
Stand and walk in offices, records areas, public facilities, and field locations	Occasionally	Retrieves source material, supports equipment, and performs authorized data collection or verification.
Reach, bend, stoop, kneel, crouch, climb, or balance	Occasionally	Accesses equipment, stored records, plotter supplies, and field locations.
Lift, carry, push, or pull equipment, map paper, records, field devices, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls GIS equipment, map paper, records, field devices, supplies, or similar materials weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable items.

Requirement	Frequency	Job-Related Context
Interpret and communicate spatial, tabular, textual, visual, and audible information	Frequently	Performs quality control, mapping, analysis, troubleshooting, training, and public or interdepartmental service; reasonable accommodation applies.

Work Environment

Work is primarily performed in offices, equipment and records areas, public-service spaces, and technology environments. Assigned field work may involve traffic, construction activity, uneven terrain, weather, insects, vegetation, utilities, private-property boundaries, and remote locations. Work includes access to infrastructure, parcel, addressing, emergency-response, personnel, account, licensing, and other sensitive information. Follow field-safety, driving, access-control, cybersecurity, privacy, records, and equipment procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

GIS TECHNICIAN

Job Code	225G1ST	**Department**	225 - Geographic Information Systems
Reports To	G.I.S. Manager or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	September 1, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Produces, updates, verifies, scans, plots, organizes, and supports spatial data, parcel and zoning layers, maps, source records, and GIS equipment using current County systems.

Essential Functions

- Digitizes, scans, georeferences, enters, edits, converts, labels, organizes, and quality-checks approved spatial data, plats, maps, imagery, and related records under documented procedures.
- Compares parcel, zoning, tax-digest, plat, map, and source information and documents discrepancies for review without independently determining ownership, boundaries, assessments, zoning status, or legal corrections.
- Produces standard maps, plots, scans, exports, and data products using approved templates, cartographic standards, accessibility practices, metadata, disclaimers, and release procedures.
- Maintains assigned file structures, naming conventions, metadata, inventories, source records, map archives, and work logs and preserves version and correction history.
- Operates approved scanners, plotters, computers, field devices, and peripheral equipment; changes supplies and performs operator-level care within training and safety procedures.
- Supports approved software deployment, updates, backups, transfers, device configuration, account access, and troubleshooting under GIS Manager and Information Technology change controls.
- Does not independently remove software, purge official data, dismantle network infrastructure, create privileged accounts, alter security controls, or dispose of records outside authorized procedures.
- Researches plats and public records at authorized locations and protects originals, restricted information, chain of custody, and request documentation.
- Provides routine factual GIS and map assistance and routes complex analysis, legal interpretation, public-record exemptions, restricted-data requests, fees, or unusual releases to authorized staff.
- Supports authorized field data collection using approved equipment, access, driving, traffic, private-property, and site-safety procedures.
- Records all hours worked, including equipment setup, plotting, scanning, training, field travel, system maintenance, call-back, and after-hours support.

Additional Responsibilities

- Answers routine inquiries, routes messages, maintains map and plat files, monitors supplies, and assists with related GIS work.
- Participates in approved training on current GIS, records, privacy, cybersecurity, equipment, and field procedures.

Supervisory Responsibilities

No supervisory responsibility.

Knowledge, Skills, and Abilities

- Knowledge of basic GIS concepts, spatial and tabular data, coordinate systems, cartography, scanning, plotting, metadata, records, and quality-control practices.
- Skill in data entry, digitizing, editing, map production, scanning, plotting, source-record research, equipment care, and routine troubleshooting.
- Ability to compare records, document discrepancies, follow controlled workflows, and avoid unsupported legal, parcel, zoning, assessment, or addressing conclusions.

- Ability to follow access, cybersecurity, backup, retention, version-control, privacy, public-record, field-safety, and change-management procedures.
- Ability to communicate factual information clearly and escalate complex, restricted, technical, or legal requests.

Minimum Qualifications

Education

Associate degree or technical coursework in GIS, geography, cartography, surveying technology, computer systems, data management, or a closely related field.

Experience

Two (2) years of experience in GIS, mapping, spatial or tabular data maintenance, records research, scanning, plotting, field-data collection, or closely related technical work. Experience should demonstrate familiarity with GIS software, spatial-data editing, map production, data quality control, or related geospatial workflows.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required GIS production, records, equipment, quality-control, and security capabilities may be considered.

Preferred Qualifications

- Experience with contemporary Esri or equivalent GIS software, parcel or zoning data, scanning, plotters, records research, or field collection.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Assignment-specific cybersecurity, records, privacy, equipment, and field-safety training	Before independent access or operation	Maintain while applicable duties are assigned.
Valid driver's license and County driving eligibility	When County driving is assigned	Maintain while operating a County vehicle.

Work Schedule and Availability

Full-time nonexempt schedule. Field collection, mapping projects, equipment or system maintenance, data updates, emergency support, meetings, and operational needs may occasionally require travel, schedule adjustments, evening, weekend, holiday, call-back, or after-hours work. All hours worked, including required training, equipment setup, field travel between work sites, system maintenance, and authorized after-hours work, must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, keyboards, pointing devices, scanners, plotters, and communication systems	Frequently	Creates, reviews, edits, analyzes, publishes, and supports spatial data, maps, applications, records, and reports.
Stand and walk in offices, records areas, public facilities, and field locations	Occasionally	Retrieves source material, supports equipment, and performs authorized data collection or verification.
Reach, bend, stoop, kneel, crouch, climb, or balance	Occasionally	Accesses equipment, stored records, plotter supplies, and field locations.

Requirement	Frequency	Job-Related Context
Lift, carry, push, or pull equipment, map paper, records, field devices, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls GIS equipment, map paper, records, field devices, plotter or scanner supplies, or similar materials weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable items.
Interpret and communicate spatial, tabular, textual, visual, and audible information	Frequently	Performs quality control, mapping, analysis, troubleshooting, training, and public or interdepartmental service; reasonable accommodation applies.

Work Environment

Work is primarily performed in offices, equipment and records areas, public-service spaces, and technology environments. Assigned field work may involve traffic, construction activity, uneven terrain, weather, insects, vegetation, utilities, private-property boundaries, and remote locations. Work includes access to infrastructure, parcel, addressing, emergency-response, personnel, account, licensing, and other sensitive information. Follow field-safety, driving, access-control, cybersecurity, privacy, records, and equipment procedures.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

GIS COORDINATOR

Job Code	225G1SC	**Department**	225 - Geographic Information Systems
Reports To	G.I.S. Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates and performs advanced spatial-data, application, licensing, automation, quality-control, addressing, mapping, and user-support work.

Essential Functions

- Creates, converts, integrates, edits, analyzes, and quality-controls spatial and tabular data using approved schemas, coordinate systems, metadata, validation rules, source records, and change controls.
- Coordinates data exchanges, recurring updates, deliverables, deadlines, data-owner reviews, and issue resolution across County departments, municipalities, agencies, contractors, and authorized partners.
- Maintains assigned GIS layers, applications, field solutions, models, scripts, licenses, user accounts, and relational data under documented ownership, access, change, and publication procedures.
- Compares zoning, parcel, soil, CAMA, addressing, plat, deed, and other legal records and routes, assessment, zoning, ownership, boundary, and final correction decisions to the authorized office.
- Coordinates addressing data with Planning and Zoning, E-911, postal officials, Tax Assessor staff, municipalities, and stakeholders under approved policy without granting policy exceptions or creating legal property rights.
- Supports approved software updates, licensing agreements, backups, data transfers, configurations, retention, and user training in coordination with the Manager and Information Technology.
- Produces maps, reports, dashboards, extracts, and data products using approved cartographic, accessibility, privacy, disclaimer, metadata, and public-release standards.
- Develops Python, Arcade, models, or comparable automation with version control, documentation, testing, peer review, credential protection, and rollback appropriate to risk.
- Receives mapping and data requests and routes exemption, redaction, fee, legal, restricted-data, or unusual-use determinations through authorized processes.
- Provides functional coordination and technical guidance without formal employee supervision or final purchasing, contract, personnel, policy, or cybersecurity authority.
- Records all hours worked, including training, upgrades, maintenance, field travel, remote work, callback, and after-hours support.

Additional Responsibilities

- Completes Technician functions and supports Analyst or Manager work when assigned within demonstrated competence and authority.
- Maintains professional knowledge through approved training and technical communities.

Supervisory Responsibilities

No formal supervisory responsibility. Coordinating workflows, training users, or providing technical guidance does not confer personnel authority.

Knowledge, Skills, and Abilities

- Advanced knowledge of GIS data, coordinate systems, cartography, web and field applications, relational data, metadata, quality assurance, and data exchange.
- Skill in ArcGIS products, scripting, automation, troubleshooting, documentation, training, licensing, mapping, and cross-functional coordination.
- Ability to distinguish workflow coordination from formal supervision and from legal, public-record, zoning, assessment, addressing-policy, cybersecurity, procurement, and contract authority.

- Ability to apply change control, version control, least privilege, secure data exchange, backup, retention, audit, and privacy practices.
- Ability to identify and escalate data-integrity, security, access, licensing, service, and policy issues.

Minimum Qualifications

Education

Bachelor's degree in GIS, geography, cartography, earth science, computer science, data science, or a closely related field.

Experience

Six years of progressively responsible GIS, spatial-data, application, database, automation, or closely related experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required advanced GIS, coordination, automation, security, and quality-control capabilities may be considered.

Preferred Qualifications

- GIS Professional certification.
- Relevant current Esri or comparable GIS platform certification.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Assignment-specific cybersecurity, data-governance, records, and privacy training	Before privileged system or restricted-data access	Maintain as required by assigned access and systems.
Valid driver's license and County driving eligibility	When County driving is assigned	Maintain while operating a County vehicle.

Work Schedule and Availability

Full-time nonexempt schedule. GIS projects, field collection, data exchanges, system upgrades, maintenance windows, incident response, meetings, emergency operations, and operational needs may occasionally require travel, remote work, evening, weekend, holiday, call-back, or other work outside normal business hours. All hours worked, including required training, travel between work sites, remote work, maintenance activity, and after-hours communications, must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, keyboards, pointing devices, scanners, plotters, and communication systems	Frequently	Creates, reviews, edits, analyzes, publishes, and supports spatial data, maps, applications, records, and reports.
Stand and walk in offices, records areas, public facilities, and field locations	Occasionally	Retrieves source material, supports equipment, and performs authorized data collection or verification.
Reach, bend, stoop, kneel, crouch, climb, or balance	Occasionally	Accesses equipment, stored records, plotter supplies, and field locations.
Lift, carry, push, or pull equipment, map paper, records, field devices, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls GIS equipment, map paper, records, field devices, supplies, or similar materials weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable items.
Interpret and communicate spatial, tabular, textual, visual, and audible information	Frequently	Performs quality control, mapping, analysis, troubleshooting, training, and public or interdepartmental service; reasonable accommodation applies.

Work Environment

Work is primarily performed in offices, equipment and records areas, public-service spaces, and technology environments. Assigned field work may involve traffic, construction activity, uneven terrain, weather, insects, vegetation, utilities, private-property boundaries, and remote locations. Work includes access to infrastructure, parcel, addressing, emergency-response, personnel, account, licensing, and other sensitive information. Follow field-safety, driving, access-control, cybersecurity, privacy, records, and equipment procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

G.I.S. MANAGER

Job Code	225G1SM	**Department**	225 - Geographic Information Systems
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	09/01/2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Leads the County's enterprise GIS program, data governance, system and database administration, technical standards, service delivery, projects, staff, contracts, budget recommendations, addressing support, and interagency coordination.

Essential Functions

- Establishes enterprise GIS strategy, architecture, service priorities, data stewardship, standards, quality controls, metadata, publication practices, continuity, recovery, and performance measures.
- Oversees geodatabases, servers, portals, applications, integrations, field solutions, user access, licensing, backups, updates, security coordination, and technical support in partnership with Information Technology and data owners.
- Defines authoritative data ownership and approval workflows and ensures spatial products identify sources, currency, accuracy, assumptions, limitations, privacy, and appropriate uses.
- Plans and manages GIS projects and work programs; establishes schedules, assigns and reviews work, resolves operational issues, documents risk, and reports status to County leadership.
- Prepares scopes, solicitations, technical evaluations, negotiations, contract-administration records, and performance recommendations while reserving procurement awards, contract execution, legal review, funding certification, and payment release to authorized officials.
- Reviews invoices and deliverables for documented performance and contract alignment and recommends payment without independently releasing County funds.
- Develops budget and capital recommendations, monitors approved resources, and approves purchases only within documented delegation and County procurement controls.
- Administers addressing standards and road-name recommendations with Planning, E-911, postal officials, municipalities, and other stakeholders; routes ordinance, legal, final approval, and exception decisions appropriately.
- Responds to data and public-record requests through authorized processes and does not independently determine exemptions, redactions, fees, or legal release obligations.
- Assigns, trains, supervises, evaluates, and documents staff performance within delegated authority and routes hiring, termination, final discipline, compensation, payroll, leave, overtime, and policy exceptions through authorized County processes.
- Maintains incident, access, change, license, contract, purchasing, decision, training, and audit records and coordinates timely response to security, data-integrity, continuity, or service issues.

Additional Responsibilities

- Represents GIS in authorized meetings, staff reports, presentations, intergovernmental initiatives, and public communications.
- Performs technical GIS work when necessary for continuity without displacing management and governance responsibilities.

Supervisory Responsibilities

Directly supervises assigned GIS employees and provides functional oversight of contractors, consultants, interns, or other personnel supporting GIS projects as applicable. Responsibilities include establishing work priorities, assigning and reviewing work, providing training and employee development, evaluating performance, addressing performance and conduct concerns, and making recommendations regarding recruitment, selection, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority. Final authority for compensation, payroll, leave, overtime, policy exceptions, and other actions reserved by County policy remains with the Assistant County Manager, County Manager, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Advanced knowledge of enterprise GIS architecture, governance, geodatabases, web and field GIS, systems integration, cartography, spatial analysis, metadata, and quality assurance.
- Knowledge of cybersecurity, privacy, records, procurement, contracts, budgets, licensing, continuity, addressing, and public-sector administration.
- Skill in organizational leadership, staff development, project and vendor management, system planning, technical communication, and risk management.
- Ability to distinguish delegated GIS administration from legal, public-record, procurement, payment, zoning, assessment, road-naming, and final personnel authority.
- Ability to establish least privilege, separation of duties, change control, backup, recovery, audit, secure development, and data-sharing controls.

Minimum Qualifications

Education

Bachelor's degree in GIS, geography, cartography, earth science, computer science, information systems, public administration, or a closely related field.

Experience

Eight years of progressively responsible enterprise GIS experience, including at least two years of management, supervision, system administration, or program-lead responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required enterprise GIS, leadership, governance, security, project, and administrative capabilities may be considered.

Preferred Qualifications

- GIS Professional certification.
- Relevant current enterprise GIS architecture, geodatabase, administration, or platform certification.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Assignment-specific cybersecurity, privileged-access, records, privacy, and incident-response training	Before privileged system or restricted-data access	Maintain as required by role and systems.
Valid driver's license and County driving eligibility	When County driving is assigned	Maintain while operating a County vehicle.

Work Schedule and Availability

Full-time management schedule. GIS projects, system upgrades, maintenance windows, emergency operations, incident response, field activities, interagency meetings, public presentations, technology issues, and operational needs may occasionally require travel, remote work, evening, weekend, holiday, call-back, or other work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, keyboards, pointing devices, scanners, plotters, and communication systems	Frequently	Creates, reviews, edits, analyzes, publishes, and supports spatial data, maps, applications, records, and reports.
Stand and walk in offices, records areas, public facilities, and field locations	Occasionally	Retrieves source material, supports equipment, and performs authorized data collection or verification.
Reach, bend, stoop, kneel, crouch, climb, or balance	Occasionally	Accesses equipment, stored records, plotter supplies, and field locations.
Lift, carry, push, or pull equipment, map paper, records, field devices, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls GIS equipment, map paper, records, field devices, supplies, or similar materials weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable items.
Interpret and communicate spatial, tabular, textual, visual, and audible information	Frequently	Performs quality control, mapping, analysis, troubleshooting, training, and public or interdepartmental service; reasonable accommodation applies.

Work Environment

Work is primarily performed in offices, equipment and records areas, public-service spaces, and technology environments. Assigned field work may involve traffic, construction activity, uneven terrain, weather, insects, vegetation, utilities, private-property boundaries, and remote locations. Work includes access to infrastructure, parcel, addressing, emergency-response, personnel, account, licensing, and other sensitive information. Follow field-safety, driving, access-control, cybersecurity, privacy, records, and equipment procedures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PLANNER I

Job Code	272PLN1	**Department**	272 - Development Services
Reports To	Planning Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs entry-level professional planning work under regular technical direction. Reviews development applications, researches and analyzes land-use information, prepares maps and reports, supports public meetings, maintains official planning records, and provides procedural information to applicants and the public. The position applies to adopted plans and ordinances but does not exercise independent legal, engineering, permitting, records-release, or final land-use decision authority.

Essential Functions

- Develops planning studies, staff reports, maps, graphics, presentations, and supports analyses for new or updated plans, programs, ordinances, and development proposals.
- Reviews or assists with review of site plans, rezonings, ordinance amendments, special-use requests, variances, subdivisions, and other applications for administrative completeness and apparent conformity with adopted criteria; identifies issues and routes final determinations through the authorized process.
- Collects, verifies, analyzes, and documents demographic, land-use, housing, transportation, tax-base, occupancy, environmental, and other planning data from authoritative sources.
- Conducts assigned field observations and site assessments, records objective conditions, and coordinates questions requiring engineering, surveying, environmental, building, legal, or enforcement expertise with qualified personnel.
- Prepares public notices, agendas, packets, mailings, minutes, zoning notices, and records for the Planning Board and other assigned bodies in accordance with approved calendars, notice requirements, retention schedules, and review procedures.
- Presents factual staff information at public meetings and hearings when assigned and accurately documents recommendations and final actions without promising approval or speaking for a board or elected official.
- Provides applicants, residents, community groups, agencies, developers, and officials with accurate procedural information; distinguishes adopted requirements from staff recommendations and refers legal advice, interpretations, waivers, and policy exceptions to authorized officials.
- Coordinates assigned public-participation activities and project communications while maintaining neutrality, accessibility, complete records, and consistent information for affected parties.
- Maintains planning files, application records, maps, correspondence, public comments, notices, minutes, and decision records with version control, correction history, role-based access, retention, and authorized disclosure.
- Records all compensable work, including required meetings, hearings, field travel, training, remote work, and evening or weekend activity, and follows County approval and timekeeping procedures.

Additional Responsibilities

- Provides administrative coordination for consultants and interns without assuming contract-management or personnel authority.
- Performs related professional planning duties consistent with the classification, training, and delegated authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordination of consultants, interns, applicants, or public-participation activities does not confer authority to hire, discipline, evaluate, approve payment, alter contracts, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of introductory land-use planning, zoning, research, public-notice, public-participation, records, and development-review principles.
- Ability to read plans, maps, ordinances, and technical information; apply adopted criteria consistently; document facts; and recognize matters requiring senior, legal, engineering, or other professional review.
- Skill in research, data analysis, report writing, minute preparation, presentations, GIS or mapping applications, office software, and professional public contact.
- Ability to explain procedures without giving legal advice, guaranteeing outcomes, or creating unauthorized interpretations or commitments.
- Ability to manage concurrent deadlines and preserve accurate, accessible, auditable, and appropriately protected public records.

Minimum Qualifications

Education

Bachelor's degree from an accredited college or university in urban or regional planning, architecture, geography, public administration, public policy, or a closely related field.

Experience

No prior professional planning experience is required. Internship, practicum, local-government, development-review, GIS, research, public-engagement, or closely related planning experience is preferred.

Equivalent Combination

An equivalent combination of relevant education and progressively responsible planning, development-review, land-use, zoning, GIS, or closely related experience may be considered. Relevant experience may substitute for the required college education on a year-for-year basis. Required licenses, certifications, or legally regulated qualifications may not be waived through equivalency.

Preferred Qualifications

- Experience with local-government planning, development review, GIS, public meetings, or planning-board administration.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle or driving on assigned County business	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.

Credential	Required By	Maintenance Requirement
Assignment-specific planning, records, GIS, or safety training	Before independently performing the assigned function	Maintain current training and authorization as required by law, policy, or assigned scope.

Work Schedule and Availability

Full-time office, meeting, and field schedule. Public hearings, board meetings, deadlines, field observations, and community activities may require local travel and evening or weekend work. All hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, mapping software, and office equipment	Frequently	Reviews applications, analyzes information, creates maps, and prepares reports and correspondence.
Stand, walk, and move through meeting rooms, offices, and field locations	Occasionally	Conducts site observations and supports meetings and public hearings.
Bend, stoop, kneel, crouch, reach, and maintain balance	Occasionally	Observes property, infrastructure, signs, drainage, and development conditions.
Lift, carry, push, or pull plans, files, field materials, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls plans, files, field materials, or routine supplies weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Observe maps, plans, sites, and presentation materials and exchange accurate information orally and in writing	Frequently	Evaluates proposals, documents findings, and communicates with applicants, officials, boards, and the public.

Work Environment

Work is performed in offices, meeting rooms, vehicles, public facilities, and development or field locations. Field work may involve traffic, construction activity, uneven terrain, vegetation, dust, pollen, wetness, and weather. Entry onto nonpublic property and higher-risk activity require lawful authority, training, protective measures, and appropriate assistance.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SOLID WASTE COORDINATOR

Job Code	272SWC	**Department**	272 - Development Services
Reports To	Director of Development Services	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Coordinates County solid-waste, recycling, litter, illegal-dumping, convenience-center, closed-landfill, cart, contractor, maintenance, public-information, and emergency-debris activities. Conducts field audits, maintains program records, monitors service and contract requirements, and recommends corrective action without exercising independent law-enforcement, procurement, engineering, environmental-regulatory, payment, or contract authority.

Essential Functions

- Coordinates recycling, waste-reduction, litter, disposal, and public-information activities for County departments and residents and prepares educational materials, tours, presentations, and website updates.
- Monitors assigned solid-waste and hauling contracts through documented service data, complaints, invoices, field observations, and performance measures; reports deficiencies and recommends corrective action without modifying contracts or independently approving payment.
- Conducts field audits of major roads, dumping locations, mowing activity, convenience-center operations, cart service, and Watts Landfill conditions; documents facts and routes enforcement, cleanup, repair, or safety needs to authorized parties.
- Coordinates cart orders, inventory verification, missing or extra cart investigations, and service-discrepancy resolution with residents, staff, and contractors using auditable records.
- Reviews site security footage and access records for authorized business purposes and reports suspected misuse, damage, safety concerns, or criminal activity without conducting law-enforcement investigations.
- Coordinates access, mowing, landscaping, tree removal, well accessibility, and contractor scheduling supporting methane monitoring at the closed landfill; regulated monitoring and technical conclusions remain with qualified personnel under applicable requirements.
- Tracks maintenance, repairs, painting, scales, calibration, fencing, gates, locks, landscaping, oil collection, and site conditions and routes procurement, work orders, payments, and regulated service through authorized processes.
- Coordinates with emergency management and other departments on storm-debris planning and response within approved emergency plans, contracts, funding, safety, and disposal requirements.
- Compiles service, inspection, complaint, recycling, disposal, budget, and contract data; prepares reports and recommendations using documented sources and preserves required records.
- Responds to public inquiries and complaints professionally, explains approved disposal and recycling procedures, and escalates enforcement, hazardous-material, legal, medical, or emergency issues.
- Records all compensable field, travel, inspection, training, communication, remote, call-back, and emergency work.

Additional Responsibilities

- Supports specifications, scopes, budgets, procedures, and solicitations without exercising final procurement or financial authority.
- Performs related program duties consistent with training and delegated authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. Contractor coordination, inmate-detail requests, and site oversight do not confer personnel, correctional, law-enforcement, or contract authority.

Knowledge, Skills, and Abilities

- Knowledge of solid waste, recycling, litter, closed-landfill, contractor-monitoring, public-information, and field-safety practices.
- Ability to document site and service conditions, analyze trends, coordinate corrective work, and recognize regulated environmental, engineering, enforcement, procurement, or emergency matters.
- Skill in public communication, complaint resolution, inspection records, contract monitoring, data analysis, mapping, cameras, and work-order systems.
- Ability to protect security footage, customer data, investigative records, and contractor information through authorized access and retention controls.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college coursework or specialized training in environmental services, public administration, solid waste, contract administration, inspections, or a related field.

Experience

Three years of public contact, solid-waste, recycling, inspection, contract-monitoring, environmental-services, facilities, or related experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered; regulated qualifications may not be waived.

Preferred Qualifications

- Local-government solid-waste, recycling, landfill, hauling-contract, field-audit, or emergency-debris experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before assigned driving	Maintain license and County eligibility.
Assignment-specific solid-waste, landfill, methane-awareness, work-zone, records, or safety training	Before independent higher-risk work	Maintain current training and authorization.

Work Schedule and Availability

Full-time office and field schedule. Inspections, storm response, complaints, contractor activity, or emergencies may require changed schedules and evening, weekend, holiday, or call-back work. All hours worked must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Drive, walk, stand, and move over roadsides, disposal sites, uneven ground, vegetation, and stairs	Frequently	Conducts field audits and site coordination.
Bend, stoop, kneel, crouch, reach, and balance	Occasionally	Observes carts, gates, wells, litter, drainage, and facility conditions.
Use computers, cameras, phones, measuring or inspection tools	Frequently	Documents and coordinates program activity.
Lift or carry signs, records, tools, or supplies	Occasionally	Occasionally lifts or carries signs, records, inspection tools, program materials, or routine supplies weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable items.
Observe hazards and exchange accurate information	Frequently	Works with residents, contractors, and departments.

Work Environment

Work occurs in offices, vehicles, roadsides, convenience and disposal sites, and the closed landfill with exposure to traffic, moving equipment, waste, odors, dust, pollen, weather, uneven ground, insects, animals, sharp objects, and potentially hazardous materials. Regulated or dangerous conditions require training, PPE, exclusion, and qualified assistance.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SENIOR CODE ENFORCEMENT OFFICER

Job Code	272SCEO	**Department**	272 - Development Services
Reports To	Director of Development Services	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs advanced code-enforcement work and serves as a senior technical and work-lead resource for assigned Code Enforcement Officers. Coordinates cases and workloads, provides training and technical guidance, reviews documentation for quality and consistency, and handles complex or escalated investigations and specialized land-disturbance, erosion-control, timber-harvest, records, and limited electrical-compliance matters within credentialed and delegated authority.

Essential Functions

- Distributes, prioritizes, and monitors case and inspection assignments; balances workloads, coordinates field coverage, establishes follow-up expectations, and reviews case status for timely and consistent handling.
- Provides day-to-day lead direction, onboarding, training, coaching, and technical assistance to Code Enforcement Officers; reviews work for completeness and consistency and escalates performance, leave, overtime, discipline, policy, or staffing matters to the authorized supervisor.
- Reviews complex, sensitive, or escalated complaints, investigations, notices, photographs, citations, and evidence; conducts or coordinates follow-up and recommends appropriate administrative or legal action within established procedures.
- Coordinates and documents land-disturbance and erosion-and-sediment-control inspections within current GSWCC certification, approved permits and plans, County local-issuing-authority procedures, and delegated enforcement scope; refers design, engineering, or legal determinations to authorized personnel.
- Administers timber-harvest bond records, notices, and inspection schedules; documents pre-operation, active-operation, and post-operation roadway, drainage, and right-of-way conditions; and recommends bond release, retention, and corrective action, or escalation without exercising final financial or legal authority.
- Documents apparent electrical-code or permit-compliance concerns within assigned training and authority; verifies permit and inspection status through authorized records and refers technical electrical inspections, unsafe-condition determinations, and regulated electrical work to properly qualified personnel.
- Coordinates collection and review of code-enforcement records responsive to open-records requests; preserves responsive material and routes exemption, redaction, fee, withholding, and release decisions through the County's records custodian and authorized counsel.
- Administers and reviews OpenGov, SeeClickFix, and other approved case records; assigns complaints, monitors investigations and follow-up, verifies audit-ready documentation, and confirms administrative closure only when authorized criteria are documented.
- Conducts complex field investigations, assigned encroachment and culvert inspections, right-of-way sign activity, evidence preparation, court testimony, and interagency coordination under the same lawful-entry, safety, documentation, and authority limits applicable to the classification.
- Prepares operational reports and workload summaries, identifies recurring compliance issues and training needs, and recommends procedure, form, public-information, and process improvements to management.

- Records all compensable work, including training, report review, travel between work sites, court or hearing attendance, after-hours communications, remote system activity, and call-back work, and ensures assigned employees are not directed or permitted to work off the clock.

Additional Responsibilities

- Represents the program at authorized meetings, training, hearings, and coordination activities.
- Performs related advanced or lead-worker duties consistent with current credentials, classification, and delegated authority.

Supervisory Responsibilities

This position has no formal personnel supervisory responsibilities. As a senior work lead, the employee may distribute and coordinate case assignments, provide onboarding and technical training, establish routine follow-up expectations, review work for completeness and consistency, and provide factual performance feedback to the authorized supervisor. The position does not independently hire, terminate, discipline, complete final performance evaluations, approve payroll, leave or overtime, set compensation, or make other final personnel decisions.

Knowledge, Skills, and Abilities

- Advanced knowledge of code-enforcement investigation, notices, case administration, evidence, court preparation, land-disturbance inspections, erosion-control procedures, timber-harvest documentation, and interagency coordination.
- Ability to lead work without confusing technical direction with formal supervision and to escalate personnel, legal, engineering, financial, electrical, or records-release decisions to authorized officials.
- Skill in complex case assessment, workload coordination, training, quality review, de-escalation, report writing, photography, mapping, and use of case-management and mobile systems.
- Ability to apply current GSWCC inspector requirements and approved permit and plan criteria while recognizing matters outside certification or delegated scope.
- Ability to preserve responsive records, correction history, evidence integrity, confidentiality, role-based access, retention, and auditable case closure.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or specialized training in building trades, criminal justice, public administration, code enforcement, planning, environmental compliance, or related field.

Experience

Five years of progressively responsible experience in code enforcement, inspection, investigation, regulatory compliance, or a closely related field, including lead direction, training, or case-coordination experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required advanced technical and lead-worker capabilities may be considered; required licenses, certifications, and legally regulated qualifications may not be waived through equivalency.

Preferred Qualifications

- Completion of GACE Level III certification.
- Advanced experience with local issuing authority programs, land-disturbance enforcement, timber-harvest bonds, open-records coordination, or complex court cases.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle or driving on assigned County business	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.
GACE Level II certificate	At appointment	Maintain required GACE standing and continuing education.
GSWCC Level IB Certified Inspector certification	Before independently conducting regulated erosion-and-sediment-control inspections	Maintain current certification and complete applicable recertification requirements.
Assignment-specific inspection or safety credential	Before independently performing the regulated or higher-risk duty	Maintain current status, training, and authorization required by law, policy, or assigned scope.

Work Schedule and Availability

Full-time field, office, and lead-worker schedule. Court, hearings, training, urgent investigations, staff coverage, regulatory deadlines, or complaint response may require travel or occasional evening, weekend, holiday, remote-system, or call-back work. All hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Drive, enter and exit a vehicle, walk, stand, and move over roadsides, construction areas, uneven terrain, vegetation, and stairs	Frequently	Conducts and reviews field investigations, land-disturbance inspections, and complaint response.
Bend, stoop, kneel, crouch, reach, and maintain balance	Occasionally	Observes erosion controls, culverts, signs, timber operations, and site conditions.
Use a computer, mobile device, camera, telephone, and field-inspection tools	Frequently	Assigns, reviews, documents, and reports case and inspection activity.
Lift, carry, push, or pull signs, records, tools, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls signs, records, inspection tools, evidence materials, or routine supplies weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Observe field conditions and exchange accurate information orally and in writing	Frequently	Leads staff, interviews involved persons, explains compliance procedures, and prepares defensible records.

Work Environment

Work is performed in offices, vehicles, public rights-of-way, residential and commercial areas, construction and land-disturbance sites, timber operations, and other field locations. Exposure may include traffic, moving equipment, uneven ground, weather extremes, dust, pollen, wetness, vegetation, insects, animals, and hostile or distressed people. Entry, regulated inspection, and higher-risk activity require lawful authority, current credentials, training, protective equipment, and appropriate assistance.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

BUILDING INSPECTOR II

Job Code	272010BI2	**Department**	272010 – Inspectors
Reports To	Chief Building Official	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 7, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

This is the journey-level classification in the Building Inspector series. The position independently performs responsible inspections using thorough knowledge of building, plumbing, electrical, mechanical, and related requirements. Advancement from Building Inspector I is not automatic and depends on meeting applicable experience and credential requirements, an available position, and County approval.

Essential Functions

- Independently inspects buildings and similar structures under construction, alteration, relocation, or demolition to determine compliance with approved plans and applicable building, plumbing, electrical, mechanical, and related requirements.
- Inspects construction materials and methods, including footings, foundations, framing, concrete, steel, roofing, masonry, plumbing, electrical, and mechanical installations.
- Verifies required tests of structural materials and maintains accurate inspection records.
- Approves compliant work or documents required corrective action.
- Explains applicable codes and ordinances to builders, contractors, design professionals, tradespeople, and the public.
- Observes site safety practices and notifies the responsible party when apparent safety violations are observed.
- Operates a County vehicle to travel to assigned inspection sites.
- Provides testimony regarding inspection findings and code requirements when required.

Additional Responsibilities

- Performs other related duties consistent with the position’s purpose and classification.

Supervisory Responsibilities

This position has no supervisory responsibilities and works under general supervision of the Chief Building Official.

Knowledge, Skills, and Abilities

- Knowledge of applicable building, plumbing, electrical, mechanical, fire-safety, zoning, and related codes and ordinances within the position's assigned scope.
- Knowledge of construction methods, materials, inspection practices, occupational hazards, and standard safety precautions.
- Ability to read and interpret plans, specifications, technical documents, codes, regulations, and ordinances.

- Ability to identify deviations from approved plans, substandard workmanship, unsafe conditions, and code violations and to document required corrective action.
- Ability to maintain accurate inspection records and prepare clear reports and correspondence.
- Ability to communicate technical requirements clearly and professionally to contractors, design professionals, property owners, coworkers, and the public.
- Ability to use computers, mobile devices, permitting systems, and standard office software required for documentation and communication.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

One (1) year of satisfactory experience as a Building Inspector I with Effingham County or two (2) years of progressively responsible construction inspection, building-code inspection, or journey-level construction experience that provides knowledge and responsibility comparable to the Building Inspector I classification.

Equivalent Combination

An equivalent combination of education, technical training, construction experience, and inspection experience may be considered when it provides the required journey-level knowledge and capabilities. Required licenses, certifications, and inspection-discipline qualifications may not be waived through equivalency.

Preferred Qualifications

- Additional commercial inspection or plans-review credentials relevant to assigned work.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
ICC Residential Combination Inspector certification	At appointment	Maintain active status as required by the credentialing body.
County-required ICC, trade-license, BOAG, professional, or other qualification recognized under O.C.G.A. § 8-2-26.1 for each assigned inspection discipline	Before independently performing the applicable inspection	Maintain the credential or qualification required for each independently assigned discipline.

Work Schedule and Availability

Full-time schedule totaling 80 hours per biweekly pay period. Field assignments, travel between sites, variable workflow, and occasional overtime may be required based on operational needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sitting and operating a County vehicle	Frequently	Travel between inspection sites and document field activity.
Walking, standing, bending, stooping, and neck movement	Frequently	Inspect construction work and view components from multiple positions.
Squatting, crawling, climbing, reaching, balancing, pushing, and pulling	Occasionally	Access and examine construction areas, including confined spaces and elevated locations.
Lift and carry objects up to 25 pounds	Occasionally	Transport inspection equipment, plans, and reference materials.
Visual, auditory, verbal, and written communication	Frequently	Observe site conditions and warning signals; read plans; record findings; communicate requirements.

Work Environment

Work is performed in office and field settings at residential, commercial, industrial, and public construction sites and vacant land. Field work may involve heat, humidity, temperature changes, noise, dust, fumes, odors, moving equipment, electrical hazards, uneven terrain, heights, and confined areas.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DEPUTY BUILDING OFFICIAL

Job Code	272010DBO	**Department**	272010 - Inspectors
Reports To	Chief Building Official	**FLSA Status**	Non-exempt
Pay Grade		**Supervisory Role**	Yes - inspection/support staff
Effective Date	09/01/2026	**Revision Date**	August 7, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Deputy Building Official supports administration and enforcement of adopted construction codes and County regulations under general supervision of the Chief Building Official. The position performs inspections and plan review, resolves technical compliance issues, and provides day-to-day direction to inspection and support staff within delegated authority.

Essential Functions

- Performs and coordinates building inspections for new construction, alterations, relocation, and demolition.
- Reviews residential and other assigned construction plans for compliance with adopted codes and County requirements.
- Inspects construction materials and methods and verifies required testing documentation.
- Determines compliance, approves work within delegated authority, or documents required corrective action.
- Explains code requirements to builders, contractors, design professionals, tradespeople, staff, and the public.
- Maintains accurate inspection records and activity reports.
- Provides day-to-day direction and technical support to assigned inspection and support staff.
- Operates a County vehicle and provides court testimony regarding code matters when required.

Additional Responsibilities

- Performs other related duties consistent with the position’s purpose and classification.

Supervisory Responsibilities

Supervises assigned Building Inspectors and technical or support employees under authority delegated by the Chief Building Official. Responsibilities include assigning and coordinating work; establishing daily priorities and inspection coverage; providing technical direction, training, and coaching; reviewing work and documentation; monitoring performance; addressing routine performance or conduct concerns; and making recommendations regarding hiring, evaluation, corrective action, discipline, scheduling, leave, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of applicable building, plumbing, electrical, mechanical, fire-safety, zoning, and related codes and ordinances within the position's assigned scope.
- Knowledge of construction methods, materials, inspection practices, occupational hazards, and standard safety precautions.
- Ability to read and interpret plans, specifications, technical documents, codes, regulations, and ordinances.
- Ability to identify deviations from approved plans, substandard workmanship, unsafe conditions, and code violations and to document required corrective action.
- Ability to maintain accurate inspection records and prepare clear reports and correspondence.
- Ability to communicate technical requirements clearly and professionally to contractors, design professionals, property owners, coworkers, and the public.
- Ability to use computers, mobile devices, permitting systems, and standard office software required for documentation and communication.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Minimum three years of construction-inspection experience or journey-level construction experience, or two years of experience as a Building Inspector II with Effingham County.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered if it provides the required knowledge and abilities, subject to Human Resource Services review.

Preferred Qualifications

- Additional commercial inspection or plans-review credentials relevant to assigned work.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
ICC Residential Combination Inspector certification	At appointment	Maintain active status.
ICC Residential Plans Examiner certification	At appointment	Maintain active status.
Fire Inspector I certification	At appointment	Maintain active status and any Georgia-required status.

Qualifications required by O.C.G.A. § 8-2-26.1 for each assigned inspection discipline	Before independently performing the applicable inspection	Maintain required qualification.

Work Schedule and Availability

Full-time schedule totaling 80 hours per biweekly pay period. Field assignments, travel, variable workflow, and occasional overtime may be required based on operational needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sitting and operating a County vehicle	Frequently	Travel between inspection sites and document field activity.
Walking, standing, bending, stooping, and neck movement	Frequently	Inspect construction work and view components from multiple positions.
Squatting, crawling, climbing, reaching, balancing, pushing, and pulling	Occasionally	Access and examine construction areas, including confined spaces and elevated locations.
Lift and carry objects up to 25 pounds	Occasionally	Transport inspection equipment, plans, and reference materials.
Visual, auditory, verbal, and written communication	Frequently	Observe site conditions and warning signals; read plans; record findings; communicate requirements.

Work Environment

Work is performed in office and field settings at residential, commercial, industrial, and public construction sites and vacant land. Field work may involve heat, humidity, temperature changes, noise, dust, fumes, odors, equipment hazards, uneven terrain, heights, confined areas, and fast-paced conditions.

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Employment Relationship

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

DIRECTOR OF DEVELOPMENT SERVICES

Job Code	272DDS	**Department**	272 - Development Services
Reports To	Assistant County Manager	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Directs Development Services operations and coordinates Building and Inspections, Planning, Zoning, Code Enforcement, GIS, development review, departmental administration, and assigned improvement initiatives. Provides executive leadership, establishes departmental priorities and service standards, coordinates professional and technical functions, and provides recommendations to County administration and the Board of Commissioners within delegated authority.

Essential Functions

- Plans and coordinates departmental priorities, service delivery, workflows, staffing needs, performance measures, budgets, and improvement initiatives consistent with approved policy and resources.
- Directs or coordinates work across Building and Inspections, Planning, Zoning, Code Enforcement, GIS, and related functions; resolves operational conflicts and escalates legal, engineering, personnel, financial, procurement, and policy matters to authorized officials.
- Provides day-to-day work direction, coaching, performance feedback, and personnel recommendations; exercises hiring, discipline, evaluation, leave, overtime, or termination authority only when formally delegated.
- Reviews complex complaints and development matters, coordinates factual investigation and multidisciplinary response, and avoids promising approvals, waivers, enforcement outcomes, or Board action.
- Attends Board, committee, project, and public-hearing meetings; prepares or reviews staff materials and presents recommendations without binding the County outside delegated authority.
- Develops and recommends departmental policies, procedures, service standards, and ordinance changes through required management, legal, public, and Board review.
- Coordinates consultants, architects, contractors, and project stakeholders; separates scope review and performance recommendations from contract amendment, funding certification, payment approval, professional design, and contract execution authority.
- Leads process-improvement work using documented baselines, controls, performance measures, implementation responsibilities, and post-change review without bypassing legal, safety, procurement, records, or personnel requirements.
- Performs Engineering Project Manager coordination only when formally assigned and within education, licensure, procurement, contract, and professional-practice limits; regulated engineering decisions remain with qualified professionals.
- Maintains complete executive, project, personnel, budget, complaint, policy, and decision records with appropriate access, retention, version control, and audit trails.

Additional Responsibilities

- Represents the department in authorized interdepartmental and intergovernmental activities.
- Performs related executive duties consistent with the classification and delegated authority.

Supervisory Responsibilities

Directly and indirectly supervises assigned Development Services managers, supervisors, professional, technical, and administrative employees. Responsibilities include establishing departmental priorities; assigning and reviewing work; coordinating staffing and resources; providing coaching and employee development; evaluating performance; addressing performance and conduct concerns; and making recommendations regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority. Final authority for compensation, payroll, contracts, expenditures, policy exceptions, and other actions reserved by County policy remains with the County Manager, Board of Commissioners, or other authorized official.

Knowledge, Skills, and Abilities

- Advanced knowledge of local-government development services, planning, zoning, inspections, code enforcement, GIS, budgeting, project coordination, and administrative controls.
- Ability to distinguish executive recommendations from final Board, County Manager, legal, engineering, procurement, financial, and personnel authority.
- Skill in leadership, process improvement, negotiation, data analysis, public presentation, conflict management, policy development, and cross-functional coordination.
- Ability to maintain defensible decisions, consistent treatment, complete records, and appropriate confidentiality during complex or contentious matters.

Minimum Qualifications

Education

Bachelor's degree in business administration, public administration, engineering, architecture, planning, or a closely related field.

Experience

Ten (10) years of progressively responsible experience in local-government development services, planning, building and inspections, code enforcement, engineering or construction administration, project management, public administration, or a closely related field, including at least four (4) years of supervisory or management responsibility involving professional or technical employees, budgets, programs, projects, or major operational functions.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered; legally regulated professional qualifications may not be waived.

Preferred Qualifications

- Master's degree.
- Professional Engineer licensure or recognized project-management certification when relevant to assigned duties.
- County-government and comprehensive construction-management experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle or driving on County business	Maintain a valid license and satisfy County driving requirements.
Assignment-specific professional license or project credential	Before independently performing a regulated function	Maintain current status and work within the credential and delegated scope.

Work Schedule and Availability

Full-time executive schedule. Board meetings, public hearings, project activity, departmental deadlines, emergencies, community matters, and operational needs may require travel and evening, weekend, or other work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use computers, telephones, documents, plans, and office systems	Frequently	Directs operations and reviews technical and administrative work.
Stand, walk, and move through offices, meetings, and development or construction locations	Occasionally	Attends meetings and observes projects or operating conditions.
Bend, stoop, kneel, reach, and maintain balance	Occasionally	Observes field conditions when necessary.
Lift or carry plans, files, equipment, or supplies	Occasionally	Occasionally lifts or carries plans, files, technology equipment, meeting materials, or routine supplies weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable items
Exchange accurate information and observe plans, sites, data, and presentations	Frequently	Leads staff, evaluates work, and communicates recommendations.

Work Environment

Work is performed primarily in offices and meetings with occasional travel to construction, development, and field locations involving traffic, weather, uneven ground, dust, noise, and moving equipment.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PLANNING MANAGER

Job Code	272PLNM	**Department**	272 - Development Services
Reports To	Director of Development Services	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Manages planning operations and coordinates professional planning, development-review, public-hearing, comprehensive-planning, transportation-planning, floodplain, and related work. Provides technical leadership, work coordination, quality review, and recommendations to management and appointed or elected bodies.

Essential Functions

- Plans, prioritizes, assigns, coordinates, and reviews planning-section work; establishes schedules and technical expectations; monitors application, ordinance, plan, meeting, and reporting deadlines; and escalates staffing or resource needs.
- Reviews complex rezonings, variances, conditional uses, subdivision and site plans, plats, rural or residential business requests, and other applications; coordinates multidisciplinary reviews and prepares or approves staff recommendations within delegated authority.
- Coordinates pre-application meetings and communication with applicants, developers, residents, consultants, agencies, departments, and officials while providing consistent procedural information and avoiding unauthorized commitments or guarantees.
- Manages preparation and maintenance of the Comprehensive Plan, Capital Improvements Element, subdivision, zoning and floodplain ordinances, small-area plans, technical studies, and related implementation records; routes adoption and legal decisions through authorized processes.
- Coordinates subdivision and site-construction review with the County Engineer and other qualified reviewers; reviews minor plats and major-subdivision materials only within delegated approval authority and applicable professional requirements.
- Manages notices, agendas, packets, presentations, minutes, recommendations, and follow-up for the Planning Board, Board of Commissioners, Transportation Advisory Board, and other assigned bodies in accordance with notice, meeting, records, and accessibility requirements.
- Represents the County on authorized planning and transportation committees, including CORE MPO technical activities, and coordinates with DCA, regional organizations, the development authority, emergency management, municipalities, and partner agencies without independently binding the County.
- Coordinates GIS maps and databases used for planning and public information; establishes data-quality, source, version, access, correction, retention, and release controls with GIS and records personnel.
- Reviews planning reports, analyses, presentations, ordinance drafts, public information, and recommendations for accuracy, consistency, and defensibility; refers final legal interpretations, engineering determinations, policy exceptions, funding commitments, contracts, and records-release decisions to authorized officials.
- Responds to complex or sensitive inquiries and complaints, documents material communications, supports neutral public participation, and escalates threats, conflicts, ethics concerns, or contested legal issues.
- Maintains professional knowledge through approved training and organizations and identifies needed procedures, credentials, systems, and staff development.

Additional Responsibilities

- Assists with complex reviews and special projects when operationally necessary.
- Performs related management and advanced planning duties consistent with the classification and delegated authority.

Supervisory Responsibilities

Directly supervises assigned Planning employees and provides technical and operational direction to consultants, interns, or other personnel supporting Planning activities as applicable. Responsibilities include establishing work priorities and technical expectations; assigning and reviewing work; coordinating schedules and workloads; providing training, coaching, and employee development; evaluating performance; addressing performance and conduct concerns; and making recommendations regarding hiring, promotion, corrective action, discipline, and other personnel matters within delegated County authority. Final authority for compensation, payroll, contracts, policy exceptions, and other actions reserved by County policy remains with the Director of Development Services or other authorized official.

Knowledge, Skills, and Abilities

- Advanced knowledge of land-use and community planning, zoning, subdivision and development review, comprehensive planning, public processes, transportation coordination, floodplain considerations, and local-government administration.
- Ability to manage complex workflows, establish defensible review standards, evaluate competing evidence, and distinguish staff recommendations from legislative, quasi-judicial, legal, engineering, and policy decisions.
- Skill in leadership, project and workload management, technical review, negotiation, facilitation, public presentations, GIS and data use, ordinance and report drafting, and conflict management.
- Ability to maintain neutrality, consistent treatment, complete records, appropriate public access, and secure handling of sensitive or privileged information.
- Ability to coordinate across departments and agencies without exceeding delegated contracting, financial, personnel, legal, or representational authority.

Minimum Qualifications

Education

Bachelor's degree in urban or regional planning, engineering, geography, public administration, or a related field.

Experience

Six (6) years of progressively responsible professional planning, land-use, development-review, or closely related experience, including at least two (2) years in a supervisory, work-lead, program-management, or senior planning role involving responsibility for staff, major projects, or complex planning programs.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required advanced planning and management capabilities may be considered, subject to mandatory professional or regulatory requirements.

Preferred Qualifications

- American Institute of Certified Planners certification.
- Experience managing local-government planning staff, comprehensive-plan updates, development review, public hearings, transportation planning, and intergovernmental coordination.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle or driving on assigned County business	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.
Assignment-specific planning, floodplain, erosion-control, records, GIS, or safety credential	Before independently directing or performing a regulated or specialized function	Maintain current credential, training, and authorization as required by law, policy, or assigned scope.

Work Schedule and Availability

Full-time management schedule involving office, meeting, public-hearing, and field responsibilities. Board and committee meetings, public hearings, deadlines, field activity, emergencies, major projects, and community events may require travel and evening, weekend, or other work outside normal business hours.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, telephone, mapping software, and office equipment	Frequently	Reviews work, manages projects, analyzes information, and prepares reports and presentations.
Stand, walk, and move through meeting rooms, offices, and field locations	Occasionally	Attends hearings and meetings and observes development conditions.
Bend, stoop, kneel, crouch, reach, and maintain balance	Occasionally	Observes property, infrastructure, drainage, and construction conditions when field review is necessary.
Lift, carry, push, or pull plans, files, field materials, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls plans, files, field materials, meeting supplies, or routine equipment weighing up to approximately 20 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable items.
Observe maps, plans, sites, and presentations and exchange accurate information orally and in writing	Frequently	Reviews technical work, leads meetings, and presents recommendations.

Work Environment

Work is performed primarily in offices, meeting rooms, vehicles, public facilities, and occasional development or field locations. Field exposure may include traffic, construction activity, uneven terrain, vegetation, dust, pollen, wetness, and weather. Entry and higher-risk activity require lawful authority, training, protective measures, and appropriate assistance.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PERMIT TECHNICIAN

Job Code	272PRMT	**Department**	272 - Development Services
Reports To	Development Services Supervisor	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs technical, administrative, financial-receipting, and customer-service work supporting the intake, routing, tracking, and issuance workflow for development, building, zoning, and utility permits. Reviews submissions against administrative requirements and communicates status without independently approving technical compliance, utility capacity, inspections, certificates, variances, or legal interpretations.

Essential Functions

- Receives applications and plans; reviews administrative completeness, required documents, contractor and parcel information, and established submittal standards; documents deficiencies and routes technical review to authorized staff.
- Creates and maintains permit and project records in the electronic system and routes materials to Building, Planning and Zoning, Engineering, Fire, Water and Sanitation, Environmental Health, and outside agencies as required.
- Tracks review deadlines, comments, conditions, expiration dates, inspections, re-inspections, and applicant responses and provides accurate status information without promising approval or completion dates.
- Calculates permit, impact, tap, connection, utility, and administrative fees using approved schedules; receives payments and issues receipts subject to balancing, reconciliation, correction, refund, waiver, payment approval, and release controls.
- Assists customers with portal accounts, uploads, inspection requests, review comments, permit procedures, and fee information while referring code interpretations, design advice, exceptions, and disputes to authorized reviewers.
- Processes water and sewer applications, capacity requests, tap documents, parcel and GIS information, and utility records; service-availability and capacity determinations remain with authorized Water and Sanitation or Engineering personnel.
- Schedules inspections after verifying documented prerequisites; communicates recorded results and correction notices; and supports certificate and utility-release processing only after required approvals are documented.
- Scans, indexes, verifies, retains, and secures permit, plan, utility, payment, inspection, and certificate records with correction history and audit trails; routes open-record exemption, redaction, fee, and release decisions to authorized custodians.
- Prepares reports on volume, turnaround, fees, inspections, and workflow exceptions and supports approved forms, procedures, portal content, and system improvements.
- Records all compensable work, including training, setup, cleanup, remote activity, and authorized after-hours work.

Additional Responsibilities

- Provides administrative support to Development Services and Water and Sanitation.
- Performs related permit-processing duties consistent with training and delegated authority.

Supervisory Responsibilities

This position has no supervisory responsibilities and does not direct technical reviewers, inspectors, contractors, or utility personnel.

Knowledge, Skills, and Abilities

- Knowledge of permit intake, routing, inspection coordination, fee schedules, records, and customer-service practices.
- Ability to read basic plans, maps, parcel data, ordinances, comments, and utility documents and recognize matters requiring qualified review.
- Skill in electronic permitting, GIS, digital records, calculations, receipting, reconciliation support, and high-volume public communication.
- Ability to separate administrative processing from technical approval, code interpretation, utility-capacity, inspection, certificate, financial, and legal authority.

Minimum Qualifications

Education

High school diploma or GED.

Experience

One year of permitting, utilities, planning, construction, technical customer service, database, or related government experience.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered.

Preferred Qualifications

- Local-government permitting, electronic plan review, GIS, utility, fee, payment, or records experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
ICC Permit Technician certification	Within 12 months of hire	Maintain certification and required renewal or continuing education while required.
Assignment-specific system, records, payment, or security training	Before independent performance	Maintain current authorization and training.

Work Schedule and Availability

Full-time office schedule with deadline, training, system, or operational work as assigned. All hours worked must be recorded and compensated.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit or stand and use a computer, telephone, scanner, and office systems	Frequently	Processes applications and assists customers.
Reach, bend, kneel, and retrieve plans or files	Occasionally	Accesses records and materials.

Requirement	Frequency	Job-Related Context
Lift or carry plans, files, or supplies	Occasionally	Occasionally lifts or carries plans, files, permit materials, records, or office supplies weighing up to 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Observe plans and screens and exchange accurate information	Frequently	Reviews documents and communicates with customers and staff.

Work Environment

Work is primarily indoors with frequent public contact and occasional brief travel or exposure to construction-related outdoor conditions.

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FIRE INSPECTOR

Job Code	272010FI	**Department**	272010 - Inspectors
Reports To	Chief Building Official	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 7, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Fire Inspector conducts fire and life-safety inspections and related plan review within the authority assigned by the County. The position evaluates new and existing properties for compliance, documents hazards and corrective action, provides public education, and supports emergency or disaster operations as assigned.

Essential Functions

- Inspects residential, educational, institutional, commercial, hazardous, and industrial properties for compliance with applicable fire and life-safety laws, codes, ordinances, regulations, and approved plans.
- Reviews building and site plans for fire access, water supply, and assigned fire-protection requirements in coordination with developers, design professionals, contractors, water providers, and building officials.
- Performs technical inspections and witnesses testing of assigned fire-protection system elements within the employee's credentials and delegated authority.
- Investigates complaints involving immediate fire or life-safety hazards, documents findings, communicates required corrective action, and conducts follow-up inspections.
- Prepares reports, correspondence, and enforcement documentation within delegated authority and provides court testimony when required.
- Researches, interprets, and applies fire-prevention laws, codes, and ordinances.
- Educates businesses and the public regarding fire hazards and prevention practices.
- Identifies and reports safety hazards and performs emergency or disaster-related duties as assigned.

Additional Responsibilities

- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

This position has no formal supervisory responsibilities. The employee may provide technical guidance regarding fire and life-safety requirements and may coordinate inspection activities with other employees, contractors, businesses, or agencies, but does not independently hire, discipline, evaluate employees, approve payroll, leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of modern fire-prevention principles, inspection practices, and fire-protection equipment.
- Knowledge of applicable fire and life-safety codes and the ability to interpret and apply them within delegated authority.
- Ability to evaluate evidence, determine compliance, document findings, and identify appropriate corrective action.
- Ability to communicate technical requirements orally and in writing and provide effective public education.

- Ability to work independently, coordinate inspection schedules, and maintain accurate electron records.
- Ability to use computers, tablets, smartphones, inspection systems, and standard office software.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Three years of experience as a firefighter or fire inspector.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered if it provides the required knowledge and abilities, subject to Human Resource Services review.

Preferred Qualifications

- Experience applying adopted fire and life-safety codes in a public-agency setting.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
Georgia State Certified Fire Inspector / Fire Inspector I training and certification	Within one (1) year of appointment when applicable	Maintain certification and comply with O.C.G.A. §§ 25-4-8 and 25-4-9 and applicable Georgia Firefighter Standards and Training Council rules.

Work Schedule and Availability

Full-time schedule. Field travel, public education events, emergency or disaster assignments, and occasional evening, weekend, holiday, or overtime work may be required based on operational needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Walking, standing, climbing, balancing, stooping, kneeling, crouching, and crawling	Regularly; sustained at times	Access and inspect structures, equipment, and fire-protection features.
Lift, carry, push, or pull objects up to 50 pounds	Occasionally	Occasionally lifts, carries, pushes, or pulls inspection equipment, testing materials, educational supplies, or similar items weighing up to 50 pounds. Assistance or appropriate equipment should be used for heavier, awkward, or unstable loads
Color, depth, texture, visual-cue, and sound discrimination	Frequently	Identify alarms, indicators, fire-protection components, site conditions, and warning signals, with or without reasonable accommodation.
Oral and written communication	Frequently	Interview occupants, explain findings, prepare reports, educate the public, and testify when required.

Work Environment

Work is performed in office and field settings, including commercial, institutional, industrial, residential, construction, and other inspection locations. Field conditions may include dirt, dust, pollen, odors, wetness, weather extremes, fumes, noise, machinery, vibration, electrical hazards, traffic, hazardous materials, communicable-disease exposure, distressed or hostile individuals, and emergency conditions. Employees must follow applicable access, inspection, hazard-control, PPE, decontamination, and emergency-response procedures.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CHIEF BUILDING OFFICIAL

Job Code	272010BLDO	**Department**	272010 - Inspectors
Reports To	Director, Development Services	**FLSA Status**	Exempt
Pay Grade		**Supervisory Role**	Yes - division staff
Effective Date	09/01/2026	**Revision Date**	August 7, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

The Building Official leads the County building-inspection and code-administration function with limited supervision. The position interprets and enforces applicable construction codes and County regulations for residential and commercial work, oversees inspection operations, and serves as the County's designated authority for building-code interpretations within delegated legal authority.

Essential Functions

- Directs building-inspection, plan-review, permitting, and code-administration activities for assigned residential and commercial construction.
- Interprets and applies adopted building, plumbing, electrical, mechanical, fire-safety, zoning, and related requirements within delegated authority.
- Reviews plans and inspection findings, determines compliance, and authorizes or directs corrective action.
- Assigns and coordinates inspection work, reviews routes and workload, and establishes operational priorities.
- Advises inspectors, builders, contractors, design professionals, tradespeople, and the public regarding code requirements and acceptable compliance methods.
- Monitors state and local code updates and recommends procedural or policy revisions.
- Maintains or oversees complete inspection, permitting, and enforcement records and periodic reports.
- Represents the County and provides testimony regarding code matters when required.

Additional Responsibilities

- Performs other related duties consistent with the position's purpose and classification.

Supervisory Responsibilities

Directly and indirectly supervises assigned Building and Inspections employees, including inspectors, the Deputy Building Official, permit and administrative personnel, and other assigned technical or support staff. Responsibilities include establishing work priorities and inspection coverage; assigning and reviewing work; providing technical direction, coaching, and employee development; evaluating performance; addressing performance and conduct concerns; and making recommendations regarding hiring, promotion, corrective action, discipline, termination, and other personnel matters within delegated County authority.

Knowledge, Skills, and Abilities

- Knowledge of applicable building, plumbing, electrical, mechanical, fire-safety, zoning, and related codes and ordinances within the position's assigned scope.
- Knowledge of construction methods, materials, inspection practices, occupational hazards, and standard safety precautions.
- Ability to read and interpret plans, specifications, technical documents, codes, regulations, and ordinances.
- Ability to identify deviations from approved plans, substandard workmanship, unsafe conditions, and code violations and to document required corrective action.
- Ability to maintain accurate inspection records and prepare clear reports and correspondence.
- Ability to communicate technical requirements clearly and professionally to contractors, design professionals, property owners, coworkers, and the public.
- Ability to use computers, mobile devices, permitting systems, and standard office software required for documentation and communication.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

Five (5) years of progressively responsible experience in construction, building inspection, code administration, plan review, or a closely related field, including at least two (2) years of supervisory, work-lead, or program-administration responsibility.

Equivalent Combination

An equivalent combination of education, training, and experience may be considered only if it provides the required technical, administrative, and supervisory capabilities.

Preferred Qualifications

- Experience in a county or municipal building-inspections department.
- Postsecondary education in architecture, engineering, construction, public administration, or a related field.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
ICC Certified Building Official certification	At appointment	Maintain active status as required by the credentialing body.

Qualifications required by O.C.G.A. § 8-2-26.1 for any inspection discipline personally performed	Before independently performing the applicable inspection	Maintain required qualification.

Work Schedule and Availability

Full-time administrative and field schedule. Attendance at meetings, travel between sites, after-hours response, and schedule changes may be required when operational or emergency needs warrant.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sitting, standing, and walking	Frequently	Perform office administration and field oversight.
Driving and entering or exiting a vehicle	Frequently	Travel between County facilities and inspection sites.
Squatting, kneeling, climbing, reaching, and balancing	Occasionally	Observe field conditions, including elevated or confined areas.
Lift and carry objects up to 35 pounds	Occasionally	Transport plans, references, and inspection equipment.
Visual, auditory, verbal, and written communication	Frequently	Review technical material, observe sites, direct staff, document decisions, and communicate requirements.

Work Environment

Work is performed in office and field settings. Field work may involve travel, noise, dust, inclement weather, uneven terrain, heights, confined areas, and potentially contentious public contacts.

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Employment Relationship

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ZONING TECHNICIAN

Job Code	272ZNNT	**Department**	272 - Development Services
Reports To	Zoning Manager or designee	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Provides technical and administrative support for zoning, development-review, permitting, public-hearing, and records functions. Assists applicants and the public, reviews submissions for administrative completeness and apparent conformity with established criteria, prepares notices and Planning Board materials, conducts assigned research, and maintains accurate zoning records. The position does not independently approve or deny permits or applications, issue binding zones or legal interpretations, waive requirements, or exercise board authority.

Essential Functions

- Receives telephone, electronic, and in-person inquiries; provides accurate procedural and status information; documents material communications; and routes technical, legal, enforcement, policy, or safety concerns to authorized personnel.
- Assists customers with zoning-permit and related application processes; reviews submitted forms and supporting material for administrative completeness and apparent conformity with established checklists without promising approval or making final eligibility, compliance, or legal determinations.
- Enters, verifies, updates, and retrieves permit and application data in approved systems; prepares required forms and correspondence; and corrects records while preserving authorship, correction history, and audit trails.
- Maintains zoning permit, application, verification, hearing, ordinance, correspondence, and supporting records in accordance with approved filing, retention, access, and disposition requirements.
- Serves as assigned administrative secretary to the Planning Board by preparing agendas, packets, notices, mailings, files, and draft minutes; records motions, votes, recommendations, and actions accurately without participating in deliberations or exercising board authority.
- Coordinates required public-hearing advertisements, mailed notices, and hearing-sign placement using approved calendars, recipient and property data, templates, review steps, and proof-of-completion records; promptly escalates discrepancies or missed deadlines.
- Performs preliminary administrative review of business-license referrals, minor-subdivision plats, 911-address requests, sign-permit applications, and other assigned submissions; documents findings and routes final technical or approval decisions to authorized reviewers.
- Researches adopted County ordinances, historical records, maps, prior actions, and relevant municipal materials to support case review and proposed updates; distinguishes source material and staff research from binding interpretations or legal advice.
- Prepares draft zoning-verification letters and responses from authoritative records and approved language for review and signature by authorized personnel; does not independently certify title, legality, vested rights, compliance, or future approval.
- Checks forms, data, notices, maps, and correspondence for accuracy, completeness, consistency, and established standards and reports conflicts, missing information, suspected record errors, or unusual requests before processing continues.

- Collects and preserves potentially responsive zoning records and routes public-record requests through the County's authorized process; exemption, redaction, fee, withholding, and release decisions remain with the records custodian and authorized counsel.
- Records all compensable work, including required meetings, training, setup, cleanup, remote work, and evening, weekend, or changed-schedule activity, and follows County approval and timekeeping procedures.

Additional Responsibilities

- Maintains forms, reference materials, agenda files, office supplies, and routine administrative workflows.
- Performs related technical and administrative duties consistent with the classification, training, and delegated authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. Providing procedural assistance, coordinating board materials, or implementing approved office procedures does not confer authority to hire, discipline, evaluate, approve payroll, leave or overtime, direct board members, alter policy, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Knowledge of zoning-office procedures, public-hearing administration, application intake, records management, and basic planning and zoning terminology.
- Ability to read and compare applications, plats, maps, notices, ordinances, and supporting documents against established administrative criteria and to identify matters requiring professional or legal review.
- Skill in accurate data entry, document preparation, agenda and minute support, research, proofreading, scheduling, office software, and professional public contact.
- Ability to explain procedures without guaranteeing outcomes, giving legal advice, creating unauthorized interpretations, or appearing to speak for the Planning Board or County officials.
- Ability to manage competing deadlines and protect complete, accessible, auditable, and appropriately restricted public records.
- Ability to remain neutral and professional during contentious land-use matters and to recognize when de-escalation, management, security, or emergency assistance is required.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or vocational training in office technology, planning, public administration, records management, GIS, or related field.

Experience

Three years of progressively responsible administrative, clerical, records, permitting, development services, or comparable public-contact experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Associate degree in planning, public administration, office technology, business administration, GIS, or a related field.
- Prior local-government zoning, planning, permitting, public-hearing, records, or development-services experience.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle or driving on assigned County business	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.
Assignment-specific records, meeting, permitting-system, GIS, or safety training	Before independently performing the assigned function	Maintain current training and authorization as required by law, policy, or assigned scope.

Work Schedule and Availability

Full-time office schedule with required Planning Board meetings, public hearings, training, notice deadlines, and occasional field activity. Evening or adjusted work hours may be required for scheduled public meetings, hearings, notice activities, deadlines, or operational needs. As a nonexempt position, all hours worked must be accurately recorded and compensated in accordance with County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, scanner, copier, and other office equipment	Frequently	Processes applications, maintains records, researches information, and prepares notices, packets, minutes, and correspondence.
Stand, walk, reach, bend, stoop, and retrieve files, records, signs, or supplies	Occasionally	Supports filing, meetings, mailings, hearing materials, and assigned posting activity.
Travel to and move through meeting rooms, public facilities, and assigned sign or notice locations	Occasionally	Supports public meetings and verifies or coordinates hearing-sign activity when assigned.
Lift, carry, push, or pull files, packets, signs, records, or office supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls files, packets, signs, records, or office supplies weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Observe maps, plats, applications, signs, computer displays, and meeting activity and exchange accurate information orally and in writing	Frequently	Reviews submissions, assists customers, documents proceedings, and communicates with staff and the public.

Work Environment

Work is performed primarily in offices and public meetings with frequent public contact, including contentious land-use matters. Occasional sign or notice activity may involve travel, traffic, uneven surfaces, weather, vegetation, and construction surroundings and requires lawful access and appropriate safety measures.

Disclaimer

Effingham County will provide reasonable accommodation to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job

description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CODE ENFORCEMENT OFFICER

Job Code	272010CEO	**Department**	272010 - Inspectors
Reports To	Senior Code Enforcement Officer	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Completed

Position Summary

Performs technical field and administrative work supporting the County's code-enforcement program. Investigates complaints, inspects properties and permitted work, documents apparent violations, issues authorized notices, coordinates compliance activity, maintains case records, and provides procedural information to regulated parties and the public. The position exercises enforcement authority only within County ordinance, adopted procedure, assigned credentials, and formal delegation.

Essential Functions

- Investigates assigned complaints and apparent violations involving zoning, land use, nuisance conditions, environmental requirements, solid waste, building-related requirements, and other County ordinances within assigned authority.
- Conducts field inspections, interviews complainants, witnesses, property owners, occupants, contractors, or other relevant persons, and documents observations without entering nonpublic property or structures except with lawful consent, warrant, emergency authority, or other legal authorization.
- Issues and posts authorized warnings and notices of violation, explains available compliance methods and deadlines, conducts follow-up inspections, and escalates citations, abatement, court action, or other remedies through the authorized process.
- Creates and maintains complete electronic case records in OpenGov, SeeClickFix, and other approved systems, including complaints, inspections, photographs, correspondence, notices, status, follow-up, correction history, and closure documentation.
- Compiles factual records and evidence for authorized administrative or legal action; coordinates with management and counsel; appears and testifies in court or hearings when required without making independent legal conclusions or promising an enforcement outcome.
- Patrols assigned County areas to identify apparent violations, traffic or public-safety concerns, and conditions requiring referral, and coordinates appropriate response with Development Services, public health, environmental, law-enforcement, and neighboring code-enforcement agencies.
- Conducts and documents assigned encroachment-permit and culvert-installation inspections within approved plans, checklists, training, and delegated scope; reports technical matters outside that scope to authorized engineering or inspection personnel.
- Removes illegal, prohibited, or temporary signs from County right-of-way only under applicable ordinance and approved safety, evidence, storage, and disposition procedures; coordinates placement, verification, maintenance, and removal of public-hearing signs with Planning and Zoning.
- Maintains accurate daily activity, case, inspection, travel, training, court, and time records and records all compensable work, including required after-hours communications, report completion, travel between work sites, and call-back activity.

Additional Responsibilities

- Assists with forms, informational materials, procedure updates, training, meetings, and interdepartmental projects.
- Performs related duties consistent with the classification, assigned training, and lawful authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. Coordination with complainants, regulated parties, contractors, departments, or agencies does not confer authority to direct County employees or make personnel, legal, contracting, payment, or policy-exception decisions.

Knowledge, Skills, and Abilities

- Knowledge of code-enforcement investigation, inspection, documentation, notice, follow-up, evidence, and court-preparation practices within assigned ordinances and procedures.
- Ability to distinguish observed facts and apparent violations from legal conclusions, technical determinations, law-enforcement action, and decisions reserved to authorized officials.
- Skill in de-escalation, interviewing, professional public contact, conflict management, report writing, photography, mapping, and use of OpenGov, SeeClickFix, mobile devices, and office systems.
- Ability to protect complainant, property, investigative, legal, and system information through role-based access, authorized disclosure, retention, and secure handling.
- Ability to work safely near traffic, construction activity, uneven terrain, vegetation, animals, insects, weather, and potentially hostile people and to request assistance when conditions exceed training or assigned authority.

Minimum Qualifications

Education

High school diploma or GED, supplemented by college-level coursework or specialized training in building trades, criminal justice, public administration, code enforcement, or a related field.

Experience

Three years of public-contact experience, including experience in enforcement, inspection, investigation, regulatory compliance, or a closely related customer-service setting.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Prior local-government code-enforcement, zoning, building, environmental, inspection, or investigative experience.
- Relevant GACE or ICC coursework or certification beyond the required entry credential.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle or driving on assigned County business	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.
County-approved code-enforcement credential through GACE, ICC, or another accepted program	Within eighteen (18) months of appointment, subject to course and examination availability	Maintain the credential, membership, continuing education, and renewal requirements designated by the County.

Credential	Required By	Maintenance Requirement
Assignment-specific inspection or safety training	Before independently performing the regulated or higher-risk duty	Maintain current training and authorization as required by law, policy, or assigned scope.

Work Schedule and Availability

Full-time field and office schedule. Court, hearings, training, complaint response, investigations, or urgent conditions may require travel or occasional evening, weekend, holiday, or call-back work. All hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Drive, enter and exit a vehicle, walk, stand, and move over roadsides, construction areas, uneven terrain, vegetation, and stairs	Frequently	Travels to and conducts field inspections and complaint investigations.
Bend, stoop, kneel, crouch, reach, and maintain balance	Occasionally	Observes culverts, signs, property conditions, and permitted or apparent violation areas.
Use a computer, mobile device, camera, telephone, and field-inspection tools	Frequently	Documents cases, inspections, communications, photographs, and notices.
Lift, carry, push, or pull signs, records, tools, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls signs, records, inspection tools, evidence materials, or routine supplies weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Observe field conditions and exchange accurate information orally and in writing	Frequently	Identifies conditions, interviews involved people, explains procedures, and prepares defensible records.

Work Environment

Work is performed in offices, vehicles, public rights-of-way, residential and commercial areas, construction sites, and other field locations. Exposure may include traffic, moving equipment, uneven ground, weather extremes, dust, pollen, wetness, vegetation, insects, animals, and hostile or distressed people. Entry onto nonpublic property and higher-risk activity require lawful authority, training, protective equipment, and appropriate assistance.

Disclaimer

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Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject

to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PLANNER II

Job Code	272PLN2	**Department**	272 - Development Services
Reports To	Planning Manager	**FLSA Status**	Nonexempt
Pay Grade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 27, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

Performs journey-level professional planning work of moderate complexity with increasing independence and specialized knowledge. Conducts development review, long-range and community planning, regulatory research, public engagement, and assigned floodplain and erosion-control coordination. The position prepares technical recommendations but does not independently amend ordinances, approve funding, authorize enforcement, issue legal interpretations, or exercise regulated professional authority outside current credentials and delegation.

Essential Functions

- Reviews plats, permits, site plans, variance requests, rezonings, special uses, and other development applications against adopted plans, ordinances, and documented review criteria; prepares findings and recommendations for authorized action.
- Researches and applies relevant County, state, and federal planning requirements; identifies conflicts, missing information, and policy implications and coordinates legal, engineering, environmental, surveying, or enforcement review when required.
- Prepares technical reports, working papers, maps, ordinance or regulation drafts, presentations, correspondence, and public information for management, boards, elected officials, agencies, applicants, and community groups.
- Supports updates to the Comprehensive Plan, land-development regulations, small-area plans, capital and community-facility analyses, and implementation priorities using defensible data and documented public input.
- Conducts research and analysis concerning land use, housing, transportation, environmental conditions, redevelopment, economic development, public facilities, and community needs; identifies reasonable alternatives and implementation considerations.
- Coordinates assigned elements of the County's floodplain-management and erosion-and-sediment-control processes only within current training, credentials, approved procedures, plans, and delegated authority; refers regulated technical determinations to authorized personnel.
- Facilitates workshops, public meetings, and stakeholder activities; presents staff analysis, records public input accurately, and avoids prejudging applications or promising governmental action.
- Provides procedural and technical planning information while referring legal advice, final ordinance interpretations, waivers, enforcement actions, funding commitments, and policy exceptions to authorized officials.
- Maintains complete planning, application, public-hearing, research, map, correspondence, and decision records with source documentation, version control, correction history, retention, role-based access, and authorized disclosure.
- Records all compensable work, including required hearings, meetings, training, field travel, remote work, and evening or weekend activity, and follows County approval and timekeeping procedures.

Additional Responsibilities

- Provides technical assistance to less experienced staff and coordinates discrete projects without exercising formal personnel authority.

- Performs related journey-level planning duties consistent with the classification, credentials, and delegated authority.

Supervisory Responsibilities

This position has no supervisory responsibilities. It may provide project coordination, peer assistance, or technical guidance without authority to hire, discipline, evaluate, approve leave or overtime, or make final personnel decisions.

Knowledge, Skills, and Abilities

- Working knowledge of land-use and community planning, zoning, development review, research methods, public participation, and one or more planning specialties.
- Ability to interpret and apply adopted criteria consistently, analyze moderately complex proposals, identify material issues, and prepare defensible findings and recommendations.
- Skill in technical writing, presentations, facilitation, GIS or mapping, quantitative analysis, project coordination, and professional communication during contentious matters.
- Ability to distinguish planning analysis from final legal, engineering, environmental, enforcement, funding, and policy decisions.
- Ability to maintain accurate, accessible, auditable, and appropriately protected records supporting administrative and legislative decisions.

Minimum Qualifications

Education

Bachelor's degree in urban or regional planning, architecture, geography, public administration, public policy, or a related field.

Experience

Two years of progressively responsible professional planning experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required professional planning capabilities may be considered, subject to any mandatory credential requirements.

Preferred Qualifications

- American Institute of Certified Planners certification.
- Experience with comprehensive planning, development review, floodplain management, erosion control, redevelopment, transportation, or environmental planning.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license and County driving eligibility	Before operating a County vehicle or driving on assigned County business	Maintain a valid license and satisfy County driving requirements while driving duties remain assigned.
Assignment-specific floodplain, erosion-control, planning, records, GIS, or safety credential	Before independently performing a regulated or specialized function	Maintain current training, credential, and authorization as required by law, policy, or assigned scope.

Work Schedule and Availability

Full-time office, meeting, and field schedule. Public hearings, board meetings, deadlines, field observations, and community activities may require local travel and evening or weekend work. All hours worked must be recorded and compensated under County policy and applicable law.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sit and use a computer, keyboard, telephone, mapping software, and office equipment	Frequently	Reviews applications, analyzes information, creates maps, and prepares reports and correspondence.
Stand, walk, and move through meeting rooms, offices, and field locations	Occasionally	Conducts site observations and supports meetings and public hearings.
Bend, stoop, kneel, crouch, reach, and maintain balance	Occasionally	Observes property, infrastructure, signs, drainage, and development conditions.
Lift, carry, push, or pull plans, files, field materials, or supplies	Occasionally	Occasionally lifts, carries, pushes, or pulls plans, files, field materials, or routine supplies weighing up to approximately 20 pounds. Assistance should be used for heavier, awkward, or unstable items.
Observe maps, plans, sites, and presentation materials and exchange accurate information orally and in writing	Frequently	Evaluates proposals, documents findings, and communicates with applicants, officials, boards, and the public.

Work Environment

Work is performed in offices, meeting rooms, vehicles, public facilities, and development or field locations. Field work may involve traffic, construction activity, uneven terrain, vegetation, dust, pollen, wetness, and weather. Entry onto nonpublic property and higher-risk activity require lawful authority, training, protective measures, and appropriate assistance.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

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Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

EFFINGHAM COUNTY HUMAN RESOURCE SERVICES

BUILDING INSPECTOR I

Job Code	272010BI1	**Department**	272010 - Inspectors
Reports To	Chief Building Official	**FLSA Status**	Non-exempt
Paygrade		**Supervisory Role**	No
Effective Date	09/01/2026	**Revision Date**	August 7, 2026
Approved By	ECBOC	**Document Status**	Complete

Position Summary

This is the entry-level classification in the Building Inspector series. The position performs code-compliance inspections under close supervision while learning County counter, office, and field operations. Work requires construction or inspection experience and developing knowledge of building, plumbing, electrical, mechanical, and related requirements. The position may progress to Building Inspector II only after meeting applicable experience, credential, vacancy, and County advancement requirements.

Essential Functions

- Inspects buildings and similar structures under construction, alteration, relocation, or demolition to determine compliance with approved plans and applicable building, plumbing, electrical, mechanical, and related requirements.
- Inspects construction materials and methods, including footings, foundations, framing, concrete, steel, roofing, masonry, plumbing, electrical, and mechanical installations.
- Verifies required tests of structural materials and records inspection results and actions taken.
- Communicates observed deficiencies and required corrective action to responsible parties.
- Explains applicable codes and ordinances to builders, contractors, design professionals, tradespeople, and the public.
- Observes site safety practices and notifies the responsible party when apparent safety violations are observed.
- Operates a County vehicle to travel to assigned inspection sites.
- Provides testimony regarding inspection findings and code requirements when required.

Additional Responsibilities

- Performs other related duties consistent with the position’s purpose and classification.

Supervisory Responsibilities

This position has no supervisory responsibilities. Work is performed under immediate supervision of the Chief Building Official while the employee learns work methods, progressing to general supervision as competence is demonstrated.

Knowledge, Skills, and Abilities

- Knowledge of applicable building, plumbing, electrical, mechanical, fire-safety, zoning, and related codes and ordinances within the position's assigned scope.

- Knowledge of construction methods, materials, inspection practices, occupational hazards, and standard safety precautions.
- Ability to read and interpret plans, specifications, technical documents, codes, regulations, and ordinances.
- Ability to identify deviations from approved plans, substandard workmanship, unsafe conditions, and code violations and to document required corrective action.
- Ability to maintain accurate inspection records and prepare clear reports and correspondence.
- Ability to communicate technical requirements clearly and professionally to contractors, design professionals, property owners, coworkers, and the public.
- Ability to use computers, mobile devices, permitting systems, and standard office software required for documentation and communication.

Minimum Qualifications

Education

High school diploma or recognized equivalent.

Experience

One year of construction inspection or general construction experience.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered.

Preferred Qualifications

- Coursework or training in construction inspection or a related field.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driving requirements.
ICC Residential Building Inspector certification	Within eighteen (18) months of appointment	Maintain active status as required by the credentialing body.
County-required ICC, trade-license, BOAG, professional, or other qualification recognized under O.C.G.A. § 8-2-26.1 for each assigned inspection discipline	Before independently serving as the County's qualified inspector for the applicable code or inspection discipline	Maintain the credential or qualification required for each independently assigned discipline.

Work Schedule and Availability

Full-time schedule totaling 80 hours per biweekly pay period. Field assignments, travel between sites, variable workflow, and occasional overtime may be required based on operational needs.

Physical and Environmental Requirements

Requirement	Frequency	Job-Related Context
Sitting and operating a County vehicle	Frequently	Travel between inspection sites and document field activity.
Walking, standing, bending, stooping, and neck movement	Frequently	Inspect construction work and view components from multiple positions.
Squatting, crawling, climbing, reaching, balancing, pushing, and pulling	Occasionally	Access and examine construction areas, including confined spaces and elevated locations.
Lift and carry objects up to 25 pounds	Occasionally	Transport inspection equipment, plans, and reference materials.
Visual, auditory, verbal, and written communication	Frequently	Observe site conditions and warning signals; read plans; record findings; communicate requirements.

Work Environment

Work is performed in office and field settings at residential, commercial, industrial, and public construction sites and vacant land. Field work may involve heat, humidity, temperature changes, noise, dust, fumes, odors, moving equipment, electrical hazards, uneven terrain, heights, and confined areas.

Disclaimer

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Employment Relationship

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Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Staff Report

Subject: Approval of Change Order #3 – Hodgeville Sanitary Sewer Force Main Construction
Author: Lauren Shuman, Engineering Project Coordinator
Department: Engineering, Procurement
Meeting Date: November 17, 2026
Item Description: Consideration to approve Change Order #3 for the Hodgeville Sanitary Sewer Force Main Construction Project with Legacy Water Group, LLC

Summary Recommendation: Staff recommends approval of Change Order #3 with Legacy Water Group, LLC, for a net contract decrease of $430,192.25 and an additional 159 calendar days.

Executive Summary / Background:
Staff recommends approval of Change Order #3 with Legacy Water Group, LLC, for a net contract decrease of $430,192.25 and an additional 159 calendar days, establishing a revised contract completion date of December 31, 2026.

Executive Summary / Background
Effingham County entered into a construction contract with Legacy Water Group, LLC for the Hodgeville Sanitary Sewer Force Main Construction Project, with an original contract amount of $8,917,308.50.
Change Order #3 provides a reconciliation of contract quantities based on the work performed, including adjustments to force main installation, directional drilling, erosion and sediment control, earthwork, and other associated construction items.
The proposed change order includes $239,002.00 in contract increases and $669,194.25 in contract decreases, resulting in a net reduction of $430,192.25.
Additionally, the contractor has requested a 159-day contract extension due to material delivery delays experienced during construction. According to the contractor's justification, delays in receiving C900 PVC and fusible PVC pipe impacted the installation schedule, including directional drilling operations and final connections.
The contractor has indicated that construction is complete and the system is ready to be placed into service.
Approval of Change Order #3 will reconcile the contract amount and establish December 31, 2026, as the revised contract completion date.

Alternatives for Commission to Consider:

1. Approve Change Order #3
2. Do not approve
3. Provide staff with direction.

Recommended Alternative: 1
Other Alternatives: 2, 3
Department Review: Procurement, Engineering
Funding Source: Capital Improvement Budget
Attachments: Change Order #3 Proposal

Change Order # 3

Project: 23-ITB-060 Hodgeville Sanitary Sewer Force Main - Construction

Contract Date: 06/24/2025

Change Order Effective Date: 11/9/26

Change Order Issued for: Legacy Water Group
10130 Bob Williams Parkway
Covington. GA 30014

You are directed to make the following changes to this Contract.

ITEM NO.	DESCRIPTION	Unit Price	Total
1	Summary Change Order (See Attached Breakdown)	$(430,192.25)	$(430,192.25)
2	Additional Contract Time (See Attached Justification)	$ 0.00	$ 0.00
	TOTAL		$(430,192.25)

The original Contract Sum was.....$8,917,308.50

Net change by previously authorized Change Orders.....$170,015.00

The Contract Sum prior to this Change Order was.....$9,087,323.50

The Contract Sum will be decreased by this Change Order.....$ 430,192.25

The new Contract Sum including this Change Order will be.....$8,657,131.25

The Contract Time will be increased by 159 days

The Time *allowed* for completion is therefore 12/31/26

Owner
Effingham County Board of Commissioners
804 S. Laurel Street

By:_____

Date: _____

Contractor
Legacy Water Group
10130 Bob Williams Parkway
Covington, GA 30014

By:_____

Date: _____

Sydney Edwards

Sydney Edwards, Purchasing Coordinator
REVIEWED & APPROVED
BY THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Hodgeville Sanitary Force Main

Summary Change Order 11/9/2026

Item	Description	Quantity	Unit	Unit Price	Contract Increase	Contract Decrease
	Clearing					
1	Clearing	0.04	AC	$15,250.00		$609.35
2	Remove and Replace Misc. Items	0	LS	$10,500.00	$0.00	$0.00
	Earthwork					
1	Grading	0	LS	$4,500.00	$0.00	$0.00
2	Mucking	4000	CY	$2.00		$8,000.00
	Erosion and Sediment Control					
1	Construction Exit	3	EA	$1,800.00		$5,400.00
2	Tree Protection Fence	500	LF	$3.25		$1,625.00
3	Haybale Check Dams	10	EA	$130.00		$1,300.00
4	Non-Sensitive Silt Fence	14431	LF	$1.50		$21,646.50
5	Sensitive Silt Fence	17224	LF	$2.85		$49,088.40
6	Temporary Grassing	0	SY	$0.30	$0.00	$0.00
7	Permanent Grassing	0	SY	$1.00	$0.00	$0.00
8	Type 3 Rip Rap	20	SY	$85.00		$1,700.00
	Storm Drainage					
1	18" RCP	6	LF	$68.00	$408.00	
2	18" FES	0	EA	$1,550.00	$0.00	$0.00
	Force Main					
1	18" PVC Force Main Direct Bury	346	LF	$154.00	$53,284.00	
2	18" FPVC Force Main HDD	0	LF	$415.00	$0.00	$0.00
3	18" DIP Force Main Jack and Bore	72	LF	$345.00	$24,840.00	
4	18" DIP Force Main Direct Bury	223	LF	$275.00		$61,325.00
5	30" Steel Casing Jack and Bore	1	LF	$1,050.00	$1,050.00	
6	30" Steel Casing Direct Bury	0	LF	$325.00	$0.00	$0.00
7	16" Steel Casing Jack and Bore	0	LF	$800.00	$0.00	$0.00
8	8" PVC Force Main Direct Bury	100	LF	$72.00	$7,200.00	
9	8" DIP Jack and Bore	0	LF	$110.00	$0.00	$0.00

10	18" Plug Valve In Manhole	0	EA	$32,000.00	$0.00	$0.00
11	Sand Backfill	5000	CY	$1.00		$5,000.00
12	Stone Backfill	5000	CY	$1.00		$5,000.00
13	Connect To Existing 18" FM at Hodgeville Road Lift Station	1	LS	$21,000.00		$21,000.00
14	Install FM at Effingham Treatment Plant	0	LS	$725,000.00	$0.00	$0.00
15	Borrow Material for Trench Backfill	6600	CY	$10.00		$66,000.00
16	Connect FPVC To PVC Force Main	3	EA	$7,500.00		$22,500.00
17	Connect FPVC To PVC FM at Gas Crossing	1	EA	$11,500.00		$11,500.00
18	Air Release Valve	2	EA	$10,500.00		$21,000.00
19	24" FPVC Casing HDD	260	LF	$500.00		$130,000.00
	Pavement					
1	Remove and Replace Asphalt Pavement and Drives	0	SY	$275.00	$0.00	$0.00
2	Remove and Replace Gravel Drives	0	SY	$26.00	$0.00	$0.00
	Miscellaneous Items					
1	Mobilization (5% Max.)	0	LS	$375,000.00	$0.00	$0.00
2	Construction Staking and As-Builts	0	LS	$210,000.00	$0.00	$0.00
3	Traffic Control	0	LS	$7,000.00	$0.00	$0.00
4	Pothole Existing Utilities	0	EA	$295.00	$0.00	$0.00
	Alternates					
1	18" HDD Sta. 200+51.59 to 221+66.94	354	LF	$430.00	$152,220.00	
2	18" HDD Sta. 223+19.48 to 230+99.04	550	LF	$430.00		$236,500.00
3	Connect FPVC To PVC Force Main			$4,675.00		
	Change Orders					
1	4" Valve Cut in	0	LS	$113,825.00	$0.00	$0.00
2	Additional Pipe Work	0	LS	$56,190.00	$0.00	$0.00
	Total Increase				$239,002.00	
	Total Decrease					$669,194.25
	Net					-$430,192.25

Time Extension Justification:

Even though we had a notice to proceed in June 2025, we were unable to receive any pipe until the end of August 2025. We were only able to receive two loads of the C900 pipe in August and then it was almost mid-September 2025 before we were able to get any more. Additionally, there was a major delay in receiving the Fusible PVC pipe. This delay also pushed out our ability to complete the directional drills, which in turn held up our ability to tie everything together. The project is now completed and ready to go online whenever the County is ready.

Staff Report

Subject: Approval of Change Order #1 – Blue Jay Road Sewer Extension Project
Author: Lauren Shuman, Engineering Project Coordinator
Department: Engineering, Procurement
Meeting Date: November 17, 2026
Item Description: Consideration to approve Change Order #1 Blue Jay Road Sewer Extension Project with Southeast Connections

Summary Recommendation

Staff recommends approval of Change Order #1 in the amount of $2,078,141.27 for the Blue Jay Road Sewer Extension Project.

Executive Summary / Background

The Blue Jay Road Sewer Extension Project includes the construction of sanitary sewer infrastructure to support the County's wastewater collection system.

During construction, revisions to the original design became necessary, including changes to sewer alignments, pipe sizes, installation depths, and the conversion of certain force main segments to gravity sewer. These modifications resulted in adjustments to the originally contracted quantities and additional construction requirements.

Change Order #1 includes additional costs associated with revised gravity sewer installation, deeper manholes, additional directional drilling, modifications to jack-and-bore installations, additional clearing, and other related construction activities.

The contractor has also included costs associated with construction delays resulting from design revisions and the availability of updated construction drawings. According to the contractor, these changes required adjustments to the construction sequence and contributed to downtime while crews remained on-site.

The proposed change order includes credits for portions of the original construction scope that have been eliminated or replaced by the revised design.

The total proposed Change Order #1 is $2,078,141.27. Approval of this change order would incorporate the revised construction quantities and associated costs into the project contract.

Alternatives for Commission to Consider:

1. Approve Change Order #1
2. Do not approve
3. Provide staff with direction.

Recommended Alternative: 1
Other Alternatives: 2, 3
Department Review: Procurement, Engineering
Funding Source: Capital Improvement Budget
Attachments: Change Order #1

Effingham County Georgia
Board of Commissioners

804 S. Lau
Springfield, GA 31329
Phone: (912) 754-8080
www.effinghamcounty.org

Contract Change Order

Change Order No. Change Order 1

Project: 25-ITB-107 - Blue Jay, Midland, and Low Ground Road Sewer Extension

Contract Date: Tuesday, June 23, 2026

Change Order Effective Date: 12/01/2026

Change Order Issued to: Southeast Connections, LLC, 2720 Dogwood Drive, Conyers, GA 30013

Contact: Matt Stonica

Line Item Changes

You are directed to make the following changes to this Contract.

ITEM NO.	DESCRIPTION	UNITS	UNIT PRICE	TOTAL
1	Additional costs for revised sewer installations, directional drilling, piping, manholes, materials, and project delays, including applicable deductions.	1	$2,078,141.27	$2,078,141.27
	TOTAL			**$2,078,141.27**

History

The original Contract Sum was.....$ 11,913,406.60

Net change by previously authorized Change Orders.....$ 0.00

The Contract Sum prior to this Change Order was.....$ 11,913,406.60

The Contract Sum will be increased by this Change Order.....$ 2,078,141.27

The new Contract Sum including this Change Order will be.....**$** 13,991,547.87

Increase in Contract Time

The Contract Time will be increased by 158 days.

The Time allowed for completion is therefore 11/20/2027.

CONTRACTOR

SIGNATURE

FULL NAME

DATE SIGNED

TITLE

EFFINGHAM COUNTY BOARD OF COMMISSIONERS

SIGNATURE

FULL NAME

DATE SIGNED

TITLE

Exhibits List

A - Change order 1

Exhibit A

Change order 1

AN ARTERA COMPANY

Change Order		Project Name:
		Blue Jay Road Sewer Extension
	#1	Submitted By Name
Date of Request:	10/15/26	Ryan Wells
		Submitted By Title
Respond By:		Assistant Project manager
Subject:	Project changes	

RFI Clarification

Item	QTY	Unit	Unit Price	Total
12 C153 P401 ID DI LP SLEEVE MJ IMP (Tie ins from where we had to connect to Fusible pipe and from stopping and moving to other areas due to plans not being available	8	EA	$2,296.00	$18,368.00
12" C900 Restrained Gasket (Reiber RLOK12) (RFI#6)	6	EA	$368.50	$2,211.00
Project Delays	3780	MnHR	$57.08	$215,762.40
Additional drill cost for 2000ft drill	2000	LF	$59.25	$118,500.00
12" FPVC over run	1683	LF	$96.60	$162,577.80
20" FPVC Casing & over run of Directional Drills	1782	LF	$485.50	$865,161.00

20" FPVC material deduct	-1789	LF	$97.63	-$174,660.07
Additonal cost for jack and bores at Midland & Bluejay Intersection	1	LS	$46,345.00	$46,345.00
Additional clearing for right-a-way	0.96	ACRE	$18,372.00	$17,637.12
16" FM, replaced by gravity	-1864	LF	$94.30	-$175,775.20
12" FM, replaced by gravity	-4321	LF	$77.60	-$335,309.60
original 18" GS PVC	-1848	LF	$102.00	-$188,496.00
original 24" GS DIP	-59	LF	$285.00	-$16,815.00
revised 18" GS PVC	4181	LF	$102.00	$426,462.00
revised 21" GS PVC	3855	LF	$231.98	$894,282.90
revised 24" GS PVC	116	LF	$259.62	$30,115.92
Additional Bedding stone for B-	160	TN	$70.50	$11,280.00
Additional manhole cost for deeper structures				
deduct 48" sewer Manhole >8ft	-4	EA	$5,200.00	-$20,800.00
deduct 72" sewer Manhole 4-8 ft	-1	EA	$11,152.00	-$11,152.00
deduct 48" sewer Manhole 4-8ft	-1	EA	$4,295.00	-$4,295.00
48" sewer manhole >16 ft	7	Ea	$12,178.00	$85,246.00
48" sewer manhole 8-16 ft	13	Ea	$7,730.00	$100,490.00
48" sewer manhole 4-8 ft	2	Ea	$4,295.00	$8,590.00
Additonal rock for LS2 Driveway	42	TN	$57.50	$2,415.00
Subtotal				**$2,078,141.27**
Total Amount				**$2,078,141.27**

NOTE:

REQUESTED BY:		APPROVAL RESPONSE BY:			
Print Name:	Ryan Wells	Print Name:		Date:	
Signature:	Ryan Wells	Signature:			

Staff Report

Subject: Approval of Guaranteed Maximum Price (GMP) for Marlow Water & Sewer CMAR Project
Author: Lauren Shuman, Engineering Project Coordinator
Department: Engineering, Procurement
Meeting Date: November 17, 2026
Item Description: Consideration to approve Guaranteed Maximum Price for Marlow Water & Sewer Project with Reeves Young

Summary Recommendation: Staff recommends approval of the GMP Proposal in the amount of $24,949,127.81

Executive Summary / Background:
Effingham County previously selected Reeves Young, LLC, as the Construction Manager at Risk (CMAR) for the Marlow Water & Sewer Project.
The project includes construction of water and sewer infrastructure, including force mains, the Marlow Road Regional Lift Station, and the Hinley Water Well, to support the County's growing utility needs.
Reeves Young submitted a Guaranteed Maximum Price (GMP) proposal for Phase 2 construction based on the project plans and specifications prepared by Coleman Company. The GMP includes construction costs, general conditions, general requirements, bonds and insurance, contractor fees, and project contingency.
County staff, the project engineer, Procurement, and legal counsel have reviewed the GMP proposal and coordinated with Reeves Young to address outstanding comments and finalize the construction scope and contractual requirements.
The final GMP establishes the construction cost for Phase 2 of the project and allows the County to proceed with the construction phase.

Approval of this GMP revision is necessary to maintain the project schedule, allowing for contract amendment, issuance of Notice to Proceed, and timely mobilization for construction.

Alternatives for Commission to Consider:
1. Approve Reeves Young’s GMP Proposal
2. Do not approve
3. Provide staff with direction.

Recommended Alternative: 1
Other Alternatives: 2, 3
Department Review: Procurement, Engineering
Funding Source: Capital Improvement Budget
Attachments: Guaranteed Maximum Price (GMP) Proposal – Marlow Water & Sewer

FINAL GMP SUBMITTAL

Marlow Water & Sewer CMAR

Book 1 of 1
November 5, 2026

REEVES YOUNG

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02 EXHIBIT B – Qualifications and Exclusions

03 EXHIBIT C – Contract Document Log

04 EXHIBIT D – Subcontractor Quotes

05 EXHIBIT E – Project Schedule

REEVES YOUNG

1

FINAL GMP SUBMITTAL
EXHIBIT A – Executive Summary, Pricing, Takeoffs
November 5, 2026

Marlow Water & Sewer
CMAR

REEVES YOUNG

November 5, 2026

Mr. Tim Callanan
County Manager
Effingham County, Georgia
804 South Laurel Street
Springfield, GA 31329

RE: Marlow Water & Sewer CMAR — Final Guaranteed Maximum Price (GMP) Submittal

Dear Mr. Callanan

Reeves Young is pleased to submit the Final Guaranteed Maximum Price (GMP) for the Marlow Water and Sewer CMAR project, established based on the construction plans and specifications identified in Exhibit C of this submittal. The scope of work in this GMP is for the linear force mains, Regional Lift Station, and Hinley Water Well, and is ready to proceed to construction upon Owner acceptance.

This submittal package includes the GMP Pricing Summary, an explanation of Reeves Young's self-performed scope, our approach to subcontractor and vendor selection, our qualifications, exclusions, and allowances, and a list of the exhibits and supporting cost documentation attached in support of this GMP. Please take a moment to review the attached materials, which are intended to give the County a complete and transparent understanding of the basis for our pricing.

We appreciate the opportunity to continue working alongside Effingham County and Coleman Company on this important project, and we look forward to delivering a successful outcome for the local community. If you have any questions or require additional information, please do not hesitate to contact us.

Respectfully submitted,

Greg Rosinski

Greg Rosinski
Senior Preconstruction Manager
grosinski@reevesyoung.com

cc: Matt Olson, Business Unit Lead – Heavy Civil, Reeves Young
Daniel Farley, Director of Preconstruction – Heavy Civil, Reeves Young
Greg VandenHeuvel, Director of Preconstruction – Water Resources, Reeves Young
Donald Brown, PE, Coleman Company
Christopher Pease, PE, Coleman Company

REEVES YOUNG

CMAR PRICE PROPOSAL

Marlow Water & Sewer CMAR Project | Reeves Young, LLC | RFP 25-CMAR RFP-106

Summary of Changes

The Direct Cost of Work used to calculate Phase 2 fees is replaced with the priced GMP Direct Cost of Work of $21,739,274.00, per the GMP Pricing Summary dated 9/10/2026 — in place of the County's original $23,000,000 estimate used in the executed Exhibit B. Line items 2A through 2E are recalculated at the same percentages fixed in the executed Exhibit B (5.00% / 1.75% / 1.50% / 3.00% / 2.00%), applied to the new $21,739,274.00 base. Line item 1 (Phase 1 – Preconstruction Services, $55,960.00) and line item 3 (CMAR's Daily Rate Compensation for Compensable Delay, $3,660.00/day) are unchanged — neither is calculated as a percentage of the Direct Cost of Work, so neither moves when that cost changes.

Comparison — Executed Exhibit B vs. GMP

Line Item	Rate	Executed Exhibit B ($23,000,000 basis)	Final GMP ($21,739,274 basis)	Variance
Direct Cost of Work (basis for 2A–2E)	—	$23,000,000.00	$21,739,274.00	-$1,260,726.00
2A – CMAR's General Conditions	5.00%	$1,150,000.00	$1,086,963.70	-$63,036.30
2B – CMAR's General Requirements	1.75%	$402,500.00	$380,437.30	-$22,062.70
2C – Bonds and Insurance	1.50%	$345,000.00	$326,089.11	-$18,910.89
2D – CMAR's Overhead/Profit & Fees	3.00%	$690,000.00	$652,178.22	-$37,821.78
2E – Project Contingency	2.00%	$460,000.00	$434,785.48	-$25,214.52
3 – Daily Rate Compensable Delay (90 days)	$3,660.00/day	$329,400.00	$329,400.00	$0.00
4 – TOTAL (Phase 2)	**—**	**$26,376,900.00**	**$24,949,127.81**	**-$1,427,772.19**

REEVES YOUNG

CMAR PRICE PROPOSAL

Refer to the RFP documents (including the Standard Contract Agreement, General Terms & Conditions, etc.) for definitions of the below price categories. Line item (1) represents the "Total Contract Award Amount" for Phase 1, Pre-Construction Services. This replacement form substitutes the GMP Direct Cost of Work $21,739,274.00 for the County's original $23,000,000 estimate wherever that figure is used to calculate Phase 2 fees below.

Company Name: Reeves Young, LLC

SCOPE OF SERVICES FOR EVALUATION	FOR EVALUATION	PRICE FOR PHASE 1 PRECONSTRUCTION SERVICES
GMP DIRECT COST OF WORK (Does NOT include general conditions, general requirements, bonds, insurance, Contractor's OH&P nor Project contingencies. Replaces the County's original $23,000,000 estimate — per GMP Pricing Summary dated 9/10/2026.)	**$21,739,274.00**	
1. PHASE 1 – PRECONSTRUCTION SERVICES (unchanged — separate Phase 1 award, not a percentage of Direct Cost of Work)		**$55,960.00**
A. Project Management		
B. Design Related Preconstruction Services		
C. Construction Management Plan		
D. Quality and Risk Management		
E. Value Engineering and Constructability		
F. Basic Procurement Services		
G. Equipment Purchases		
H. Additional Preconstruction Services; geotechnical investigation, survey services, underground utility locations, etc.		
I. Guaranteed Maximum Price Development		
2. PHASE 2 – CONSTRUCTION (CMAR's fixed percentage rates for all indirect costs)		
A. CMAR'S GENERAL CONDITIONS (2A) 5.00% x $21,739,274.00 = 2A		$1,086,963.70 (2A)
B. CMAR'S GENERAL REQUIREMENTS (2B) 1.75% x $21,739,274.00= 2B		$380,437.30 (2B)

REEVES YOUNG

C. BONDS AND INSURANCE (2C) 1.50% x $21,739,274.00= 2C		$326,089.11 (2C)
D. CMAR'S OVERHEAD/PROFIT & FEES (2D) 3.00% x $21,739,274.00= 2D		$652,178.22 (2D)
E. PROJECT CONTINGENCY (2E) 2.00% x $21,739,274.00= 2E		$434,785.48 (2E)
3. CMAR'S DAILY RATE COMPENSATION FOR COMPENSABLE DELAY (unchanged) $3,660.00/day x 90 days (“multiplier”)		$329,400.00 (3)
4. TOTAL = $21,739,274.00+ 2A + 2B + 2C + 2D + 2E + 3		**$24,949,127.81**

45 Peachtree Industrial Boulevard, NW, Suite 200
Sugar Hill, GA 30518

770.271.1159
reevesyoung.com

BID PROPOSAL

Biditem	Description	Quantity	Units	Unit Price	Bid Total
20	TRAFFIC CONTROL	1.000	LSUM	63,600.00	63,600.00
30	8" DR18 PVC FORCE MAIN	3,234.000	LNFT	84.30	272,626.20
40	10" HDD HDPE	1,732.000	LNFT	470.20	814,386.40
50	16" DR18 PVC FORCE MAIN	9,790.000	LNFT	145.10	1,420,529.00
60	18" HDD HDPE	3,100.000	LNFT	535.10	1,658,810.00
70	16" HDD HDPE W/ 8" FPVC	791.000	LNFT	438.60	346,932.60
80	JACK AND BORE 24"	52.000	LNFT	784.00	40,768.00
90	16" PVC DR18 GRAVITY SEWER	800.000	LNFT	136.00	108,800.00
100	SANITARY SEWER MANHOLE	6.000	EACH	5,110.00	30,660.00
110	2" ARV IN PEDESTAL	2.000	EACH	11,050.00	22,100.00
120	8" PLUG VALVE	1.000	EACH	7,650.00	7,650.00
130	4" ARV IN PEDESTAL	8.000	EACH	22,310.00	178,480.00
180	EROSION CONTROL	1.000	LSUM	169,870.00	169,870.00
190	DEMOLITION/RESTORATION	1.000	LSUM	10,120.00	10,120.00
210	MOBILIZATION AND SETUP	1.000	LSUM	381,817.80	381,817.80
220	LIFT STATION MARLOW ROAD	1.000	LSUM	8,011,920.00	8,011,920.00
230	WELL SITE	1.000	LSUM	8,200,204.00	8,200,204.00
	Bid Total				$21,739,274.00

REEVES YOUNG

November 05, 2026

RE: Marlow Water & Sewer CMAR — Heavy Civil Scope of Work
Guaranteed Maximum Price (GMP) Support — Final GMP Submittal
Effingham County, Georgia

This Heavy Civil Bid summarizes Reeves Young Heavy Civil's priced scope of work in support of the Guaranteed Maximum Price (GMP) for the Marlow Water & Sewer CMAR project, and serves as the companion bid document to the attached Heavy Civil Cost Report. Pricing includes furnishing of all management, supervision, labor, equipment, and material necessary for construction of the scope described below, and reflects Reeves Young Water Resources' self-performed process/mechanical scope carried as an internal cost within the Lift Station and Well Site bid items (see Self-Performed Work and Qualifications, below).

Prices are based upon the following contract documents and correspondence:

Drawings: 100% Civil Construction Plans Issued for Permitting by Coleman Company, dated 3/31/2026; updated sheets C4.0–C4.4 (revised for GSWCC, GDOT, and GAEPD) dated 8/12/2026; Alternate Lift Station Site Sheet EX1 dated 7/20/2026

Specifications: Technical Specifications by Coleman Company, dated March 2026, including supplemental Sections 033000, 042000, 061053, and 061753 dated April 3, 2026

Reports: Geotechnical Report by Terracon, dated 2/2/2026

Other: RY Water Resources GMP Qualifications and Exclusions memo dated 9/9/2026; Marlow GMP Pricing / Heavy Civil Bid Summary dated 9/10/2026

BID PROPOSAL SUMMARY

Item	Description	Amount
20	Traffic Control	$63,600.00
30	8" Dr18 Pvc Force Main	$272,626.20
40	10" Hdd Hdpe	$814,386.40
50	16" Dr18 Pvc Force Main	$1,420,529.00
60	18" Hdd Hdpe	$1,658,810.00
70	16" Hdd Hdpe W/ 8" Fpvc	$346,932.60
80	Jack And Bore 24"	$40,768.00
90	16" Pvc Dr18 Gravity Sewer	$108,800.00
100	Sanitary Sewer Manhole	$30,660.00
110	2" Arv In Pedestal	$22,100.00
120	8" Plug Valve	$7,650.00
130	4" Arv In Pedestal	$178,480.00
180	Erosion Control	$169,870.00
190	Demolition/Restoration	$10,120.00
210	Mobilization And Setup	$381,817.80
220	Lift Station Marlow Road	$8,011,920.00
230	Well Site	$8,200,204.00
	BID TOTAL	**$21,739,274.00**

QUALIFICATIONS AND CLARIFICATIONS

1. Construction cost is based on the 100% Civil Construction Plans Issued for Permitting by Coleman Company dated 3/31/2026 (including revised sheets C4.0–C4.4 dated 8/12/2026 and Alternate Lift Station Site Sheet EX1 dated 7/20/2026), Technical Specifications dated March 2026, and the Geotechnical Report by Terracon dated 2/2/2026.
2. The work schedule is based upon five (5), 10-hour days, consistent with the RY Water Resources GMP qualifications for this project.
3. Pricing is based upon a classified site; this proposal assumes onsite soils are suitable for structural backfill without soil conditioning or off-site borrow/haul.
4. Horizontal Directional Drilling (10", 16", and 18" crossings) and the 24" Jack and Bore casing are priced as specialty-subcontracted scope; all other pipe, valve, manhole, earthwork, erosion control, demolition/restoration, and mobilization line items are self-performed by Reeves Young Heavy Civil crews.
5. The Lift Station and Well Site bid items each carry RY Water Resources' self-performed process/mechanical/electrical scope as an internal cost component (Regional Lift Station: $7,451,025; Hinley Water Well: $7,539,830 — see WR Cost Report and WR Qualifications and Exclusions memo dated 9/9/2026).
6. Our work is warranted for one year from substantial completion.
7. Pricing is valid for 90 days from the date of this GMP submission. Time is of the essence on this project and Reeves Young reserves the right to submit revised pricing for changes after that date.

Exclusions

1. Permits and associated fees/costs; easements and property acquisition.
2. Unforeseen conditions, unsuitable soils, or rock (including mass, trench, and rippable rock), and below-grade debris or trash, and fill materials required to address such conditions.
3. Construction materials testing and special inspections (Owner-furnished per Specifications 01 45 00 / 01 45 23).
4. Geotechnical services beyond the referenced Terracon report.
5. American Iron & Steel (AIS) and Build America, Buy America (BABA) requirements; Davis-Bacon wage rates.
6. Utility impact fees, tap fees, and NPDES/Erosion Control permitting or agency concurrence submittals.

This proposal and associated pricing is valid for thirty (30) days from the date above.

If you have any questions or require additional information, please do not hesitate to contact us at (770) 271-1159 or via email at grosinski@reevesyoung.com.

Sincerely,

Greg Rosinski

Greg Rosinski
Preconstruction

cc: Matt Olson, Business Unit Leader – Heavy Civil
Daniel Farley, Director of Preconstruction – Heavy Civil

BID ITEM DETAIL

BID ITEM 20 TRAFFIC CONTROL

015528 TRAFFIC CONTROL - ADVANCED WARNING SIGNS	18.00 EACH
015530 TRAFFIC CONTROL - BARRELS	40.00 EACH
015532 TRAFFIC CONTROL - FLAGGERS	10.00 WEEK
015623 TRAFFIC CONTROL - TEMPORARY BARRICADES	15.00 EACH

TRAFFIC CONTROL TOTAL **$63,600.00**

BID ITEM 30 8" DR18 PVC FORCE MAIN

333032 SS - PVC - 08" - PIPE MATERIAL	3,300.00 LNFT
333032.1 SS - PVC - 08" - INSTALL	3,300.00 LNFT

8" DR18 PVC FORCE MAIN TOTAL **$272,626.20**

BID ITEM 40 10" HDD HDPE

333032 SS - PVC - 10" HD - PIPE MATERIAL	3,510.00 LNFT
333032.1 SS - PVC - 10" HDD - FORCE MAIN	19.00 EACH
333032.2 SS - PVC - 10" HDD - HDD SUB	1,732.00 LNFT

10" HDD HDPE TOTAL **$814,386.40**

BID ITEM 50 16" DR18 PVC FORCE MAIN

333032 SS - PVC - FORCE MAIN - 16" - PIPE MATERIAL	10,100.00 LNFT
333032.1 SS - PVC - FORCE MAIN - 16" - INSTALL	10,100.00 LNFT

16" DR18 PVC FORCE MAIN TOTAL **$1,420,529.00**

BID ITEM 60 18" HDD HDPE

333032 SS - PVC - 18" HDD 16" PVC - PIPE MATERIAL	3,100.00 LNFT
333032.1 SS - PVC - 18" HDD 16" PVC - FORCE MAIN	18.00 EACH
333032.2 SS - PVC - 18" HDD 16" PVC - HDD SUB	3,100.00 LNFT

18" HDD HDPE TOTAL **$1,658,810.00**

BID ITEM 70 16" HDD HDPE W/ 8" FPVC

333032 SS - PVC - 16" HDD 8" FPVC - MATERIAL	791.00 LNFT
333032.1 SS - PVC - 16" HDD 8" FPVC - FORCE MAIN	2.00 EACH
333032.2 SS - PVC - 16" HDD 8" FPVC - HDD SUB	791.00 LNFT

16" HDD HDPE W/ 8" FPVC TOTAL **$346,932.60**

BID ITEM 80 JACK AND BORE 24"

333032 SS - JACK AND BORE 24" (16" PVC)	52.00 LNFT

JACK AND BORE 24" TOTAL **$40,768.00**

BID ITEM 90 16" PVC DR18 GRAVITY SEWER

333032 SS - PVC - 16" GRAVITY SEWER - MATERIAL	800.00 LNFT

333032.1 SS - PVC - 16" GRAVITY SEWER - INSTALL	800.00 LNFT
16" PVC DR18 GRAVITY SEWER TOTAL	**$108,800.00**

BID ITEM 100 SANITARY SEWER MANHOLE

333913 SS - SANITARY SEWER MANHOLE	6.00 EACH
SANITARY SEWER MANHOLE TOTAL	**$30,660.00**

BID ITEM 110 2" ARV IN PEDESTAL

331160.12 SS - AIR RELEASE VALVE - MATERIAL	2.00 EACH
331160.121 SS - AIR RELEASE VALVE - INSTALL	2.00 EACH
2" ARV IN PEDESTAL TOTAL	**$22,100.00**

BID ITEM 120 8" PLUG VALVE

331160.12 SS - PLUG VALVE - 8" - MATERIAL	1.00 EACH
331160.121 SS - PLUG VALVE - 8" - INSTALL	1.00 EACH
8" PLUG VALVE TOTAL	**$7,650.00**

BID ITEM 130 4" ARV IN PEDESTAL

331160.12 SS - AIR RELEASE VALVE - MATERIAL	8.00 EACH
331160.121 SS - AIR RELEASE VALVE - INSTALL	8.00 EACH
4" ARV IN PEDESTAL TOTAL	**$178,480.00**

BID ITEM 180 EROSION CONTROL

312545 EROSION CONTROL - SILT FENCE - TYPE A	3,897.00 LNFT
312550 EROSION CONTROL - SILT FENCE - TYPE C	20,234.00 LNFT
312540 EROSION CONTROL - PERMANENT GRASSING	1.00 LSUM
EROSION CONTROL TOTAL	**$169,870.00**

BID ITEM 190 DEMOLITION/RESTORATION

024151.01 DEMO - ASPHALT PAVING - 04"	64.00 SQFT
024121.01 DEMO - SAWCUTTING - ASPHALT	16.00 LNFT
200 ASPHALT PAVING SUB	7.00 SQYD
024160 DEMO - RESET MAILBOX	7.00 EACH
024151.05 DEMO - GRAVEL PAVING	150.00 SQFT
321123.05 COURSES - AGGREGATE GAB - 08"	17.00 SQYD
DEMOLITION/RESTORATION TOTAL	**$10,120.00**

BID ITEM 210 MOBILIZATION AND SETUP

202 SURVEYING	1.00 LSUM
011000 MOBILIZATION	1.00 LSUM
321123.02 MATERIAL STAGING	2,000.00 SQYD
013100 LOCATE EXISTING UTILITIES	1.00 LSUM
MOBILIZATION AND SETUP TOTAL	**$381,817.80**

BID ITEM 220 LIFT STATION MARLOW ROAD

EARTHWORK

311110 EARTHWORK - CLEARING AND GRUBBING - MASS	1.00 ACRE
311412.04 STRIP/STKPILE/RESPREAD/WASTE	467.00 CUYD
312216.3 EARTHWORK - FINE - ROUGH GRADE	18,902.00 SQFT
312216.2 EARTHWORK - FINE - HARDSCAPES	11,073.00 SQFT
312325 EARTHWORK - BACKFILL CURB	503.00 LNFT
321123.02 CONSTRUCTION LAYDOWN / ACCESS ROAD	2,000.00 SQYD

DEMOLITION/RESTORATION

024121.01 DEMO - SAWCUTTING - ASPHALT	70.00 LNFT

EROSION CONTROL

312545 EROSION CONTROL - SILT FENCE - TYPE A	500.00 LNFT
312565 EROSION CONTROL - CONSTRUCTION EXIT	1.00 EACH
312570.2 EROSION CONTROL - CONCRETE WASHDOWN	1.00 EACH

LIFT STATION

REGIONAL LIFT STATION (RY Water Resources scope - see WR Cost Report)	1.00 LSUM

LIFT STATION MARLOW ROAD TOTAL	**$8,011,920.00**

BID ITEM 230 WELL SITE

EARTHWORK

311110 EARTHWORK - CLEARING AND GRUBBING - MASS	4.00 ACRE
311412.04 STRIP/STKPILE/RESPREAD/WASTE	1,425.00 CUYD
312200.04 EARTHWORK - HAULING - IMPORT	638.00 CUYD
312200.02 EARTHWORK - PLACE & COMPACT	638.00 CUYD
312216.3 EARTHWORK - FINE - ROUGH GRADE	13,854.00 SQFT
312325 EARTHWORK - BACKFILL CURB	47.00 LNFT
312216.2 EARTHWORK - FINE - HARDSCAPES	43,459.00 SQFT
321123.02 CONSTRUCTION LAYDOWN / ACCESS ROAD	2,000.00 SQYD

EROSION CONTROL

312545 EROSION CONTROL - SILT FENCE - TYPE A	2,340.00 LNFT
312641 EROSION CONTROL - TEMP SEDIMENT TRAP	1.00 EACH
312570.2 EROSION CONTROL - CONCRETE WASHDOWN	1.00 EACH
312565 EROSION CONTROL - CONSTRUCTION EXIT	1.00 EACH

DEMOLITION

024121.01 DEMO - SAWCUTTING - ASPHALT	47.00 LNFT
024121.04 DEMO - SAWCUTTING - CURB CUTS	2.00 EACH
024115 DEMO - CURB & GUTTER	47.00 LNFT

WELL

HINLEY WATER WELL (RY Water Resources scope - see WR Cost Report)	1.00 LSUM

WELL SITE TOTAL	**$8,200,204.00**

HEAVY CIVIL BID TOTAL	**$21,739,274.00**

Estimate Summary - Costs and Prices

Direct Biditems

Manhours	Labor	Perm Materials	Const Materials	Equipment	Subs	9-INDIRECT	Direct Total	Indirect Charge	Addon Bond	Total Cost	Balanced Bid (TO) Markup	Balanced Bid (TO) Total	Bid Prices Markup	Bid Prices Total
20 - TRAFFIC CONTROL				**1 LSUM**										**U - Unbalanced**
1,075	45,230	14,861		357			60,447	3,152		63,599		63,599.23	1	63,600.00
1,075.00										63,599.23		63,599.23		63,600.00
30 - 8" DR18 PVC FORCE MAIN				**3,234 LNFT**										**U - Unbalanced**
1,600	75,400	106,262		77,403			259,065	13,509		272,574		272,573.81	52	272,626.20
.49										84.28		84.28	.02%	84.30
40 - 10" HDD HDPE				**1,732 LNFT**										**U - Unbalanced**
2,930	137,625	139,702		127,187	369,469		773,983	40,358		814,341		814,340.63	46	814,386.40
1.69										470.17		470.17	.01%	470.20
50 - 16" DR18 PVC FORCE MAIN				**9,790 LNFT**										**U - Unbalanced**
5,360	252,590	827,720		269,959			1,350,269	70,408		1,420,677		1,420,676.82	-148	1,420,529.00
.55										145.12		145.12	-.01%	145.10
60 - 18" HDD HDPE				**3,100 LNFT**										**U - Unbalanced**
2,240	105,560	396,862		112,819	961,291		1,576,533	82,206		1,658,738		1,658,738.44	72	1,658,810.00
.72										535.08		535.08		535.10
70 - 16" HDD HDPE W/ 8" FPVC				**791 LNFT**										**U - Unbalanced**
320	15,080	70,098		16,117	228,458		329,754	17,194		346,948		346,948.14	-16	346,932.60
.40										438.62		438.62		438.60
80 - JACK AND BORE 24"				**52 LNFT**										**U - Unbalanced**
80	3,770	4,950		4,029	26,000		38,749	2,021		40,770		40,769.74	-2	40,768.00
1.54										784.03		784.03		784.00
90 - 16" PVC DR18 GRAVITY SEWER				**800 LNFT**										**U - Unbalanced**
400	18,850	64,419		20,146			103,415	5,392		108,807		108,807.40	-7	108,800.00
.50										136.01		136.01	-.01%	136.00
100 - SANITARY SEWER MANHOLE				**6 EACH**										**U - Unbalanced**
104	4,901	18,994		5,238			29,133	1,519		30,652		30,652.37	8	30,660.00
17.33										5,108.73		5,108.73	.02%	5,110.00
110 - 2" ARV IN PEDESTAL				**2 EACH**										**U - Unbalanced**
80	3,770	13,203		4,029			21,002	1,095		22,098		22,097.54	2	22,100.00
40.00										11,048.77		11,048.77	.01%	11,050.00
120 - 8" PLUG VALVE				**1 EACH**										**U - Unbalanced**
40	1,885	3,371		2,015			7,271	379		7,650		7,649.92		7,650.00
40.00										7,649.92		7,649.92		7,650.00
130 - 4" ARV IN PEDESTAL				**8 EACH**										**U - Unbalanced**
320	15,080	138,433		16,117			169,630	8,845		178,475		178,475.27	5	178,480.00
40.00										22,309.41		22,309.41		22,310.00

180 - EROSION CONTROL				**1 LSUM**										**U - Unbalanced**
1,325	60,553	12,960		12,648	75,290		161,451	8,419		169,870		169,869.61		169,870.00
1,325.00										169,869.61		169,869.61		169,870.00
190 - DEMOLITION/RESTORATION				**1 LSUM**										**U - Unbalanced**
53	2,492	1,283	670	1,367	3,804		9,616	501		10,117		10,117.00	3	10,120.00
53.00										10,117.00		10,117.00	.03%	10,120.00
210 - MOBILIZATION AND SETUP				**1 LSUM**										**U - Unbalanced**
150	7,317	101,196		6,506	107,875	140,000	362,894	18,923		381,817		381,816.96	1	381,817.80
150.00										381,816.96		381,816.96		381,817.80
220 - LIFT STATION MARLOW ROAD				**1 LSUM**										**U - Unbalanced**
455	21,816	107,160		18,700	7,467,180		7,614,855	397,065		8,011,920		8,011,920.10		8,011,920.00
455.00										8,011,920.10		8,011,920.10		8,011,920.00
230 - WELL SITE				**1 LSUM**										**U - Unbalanced**
983	46,942	107,700	12,970	41,984	7,584,213		7,793,809	406,396		8,200,205		8,200,204.73	-1	8,200,204.00
983.00										8,200,204.73		8,200,204.73		8,200,204.00
Direct Totals														
17,515	**818,859**	**2,129,175**	**13,640**	**736,622**	**16,823,580**	**140,000**	**20,661,877**	**1,077,381**		**21,739,258**		**21,739,258**	**16**	**21,739,274**

Indirect Charges

MHs	Labor	Perm Materials	Const Materials	Equipment	Subcontract	9-INDIRECT	Misc 2	Misc 3	Total
1000 - INDIRECTS									
5,250	247,170	-	278,881	90,644	179,856	280,830			1,077,381
Indirect Totals									
5,250	**247,170**	**-**	**278,881**	**90,644**	**179,856**	**280,830**			**1,077,381**

Summary Information

Last Summary: 11/6/2026 9:36:00 AM

Last Spread: 11/6/2026 9:36:00 AM

Cost Report

Reeves Young 10 Greg Rosinski

MARLOWGMP MARLOW WATER & SEWER GMP 11/6/2026 10:33 AM

Biditem

20

TRAFFIC CONTROL

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	45,230.00	0.00	45,230.00	356.50	14,860.80	0.00	0.00	0.00	60,447.30
Total	45,230.00	0.00	45,230.00	356.50	14,860.80	0.00	0.00	0.00	60,447.30

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
1,075.0000	0.0009	1,075.0000	56.2300	42.0744	42.0744	0.0019

Activity: 015528 TRAFFIC CONTROL - ADVANCED WARNING SIGNS (Unreviewed) Quantity: 18.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	22.87	0.00	22.87	2.38	10.80	0.00	0.00	0.00	36.04
Total	411.60	0.00	411.60	42.78	194.40	0.00	0.00	0.00	648.78

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
25.2433	0.1667	6.0000	151.4600	0.3000	60.0000	0.0167	2,162.6000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
9.0000	2.0000	0.5000	45.7333	22.8667

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 015528 SETUP & MAINTAIN Prod: UH 6 Eff: 100.00 Crew Hrs: 3.00 Labor Pcs: 3.00 Equipment Pcs: 1.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2TCAWS	TC - ADVANCED WARNING SIGNS	1.00	18.00	EACH	10.00	108.000	10.80	194.40
8TR101	PICK UP TRUCK	1.00	3.00	HR	14.26	100.000	14.26	42.78
FORE-01	FOREMAN	1.00	3.00	MH	67.00	80.000	53.60	160.80
LAB-01	LABORER	2.00	6.00	MH	38.00	110.000	41.80	250.80

Activity: 015530 TRAFFIC CONTROL - BARRELS (Unreviewed) Quantity: 40.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	6.86	0.00	6.86	0.71	56.16	0.00	0.00	0.00	63.73
Total	274.40	0.00	274.40	28.52	2,246.40	0.00	0.00	0.00	2,549.32

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
7.5730	0.0500	20.0000	151.4600	0.2000	200.0000	0.0050	12,746.6000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
6.0000	6.6667	0.1500	45.7333	6.8600

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 015528 SETUP & MAINTAIN Prod: UH 20 Eff: 100.00 Crew Hrs: 2.00 Labor Pcs: 3.00 Equipment Pcs: 1.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2TCCONBAR	TRAFFIC CONTROL BARRELS	1.00	40.00	EA	52.00	108.000	56.16	2,246.40
8TR101	PICK UP TRUCK	1.00	2.00	HR	14.26	100.000	14.26	28.52
FORE-01	FOREMAN	1.00	2.00	MH	67.00	80.000	53.60	107.20
LAB-01	LABORER	2.00	4.00	MH	38.00	110.000	41.80	167.20

Activity: 015532 TRAFFIC CONTROL - FLAGGERS (Unreviewed) Quantity: 10.00 Unit: WEEK

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
4,180.0000	50.0000	0.0200	83.6000	50.0000	0.2000	5.0000	836.0000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labo

1,000.0000	0.0100	100.0000	41.8000	

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 015526 TRAFFIC CONTROL - FLAGGERS Prod: UH 0.02 Eff: 100.00 Crew Hrs: 500.00 Labor Pcs: 2.00 Equipment Pcs: 0.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
LAB-01	LABORER	2.00	1,000.00	MH	38.00	110.000	41.80	41,800.00

Activity: 015623 TRAFFIC CONTROL - TEMPORARY BARRICADES (Unreviewed) Quantity: 15.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	182.93	0.00	182.93	19.01	828.00	0.00	0.00	0.00	1,029.95
Total	2,744.00	0.00	2,744.00	285.20	12,420.00	0.00	0.00	0.00	15,449.20

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
201.9467	1.3333	0.7500	151.4600	2.0000	7.5000	0.1333	7,724.6000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
60.0000	0.2500	4.0000	45.7333	182.9333

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 015528 SETUP & MAINTAIN Prod: 0 Eff: 100.00 Crew Hrs: 20.00 Labor Pcs: 3.00 Equipment Pcs: 1.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2TCBARJB01	TC - JERSEY BARRIER	1.00	100.00	LNFT	115.00	108.000	124.20	12,420.00
8TR101	PICK UP TRUCK	1.00	20.00	HR	14.26	100.000	14.26	285.20
FORE-01	FOREMAN	1.00	20.00	MH	67.00	80.000	53.60	1,072.00
LAB-01	LABORER	2.00	40.00	MH	38.00	110.000	41.80	1,672.00

Biditem

30

8" DR18 PVC FORCE MAIN

Takeoff Qty: 3,234.000 LNFT

Bid Qty: 3,234.000 LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	23.31	0.00	23.31	23.93	32.86	0.00	0.00	0.00	80.11
Total	75,400.00	0.00	75,400.00	77,403.00	106,262.26	0.00	0.00	0.00	259,065.26

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
1,600.0000	2.0213	0.4947	161.9158	47.1250	47.1250	16.1700

Activity: 333032 SS - PVC - 08" - PIPE MATERIAL (Unreviewed) Quantity: 3300.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	21.40	0.00	0.00	0.00	21.40
Total	0.00	0.00	0.00	0.00	70,622.26	0.00	0.00	0.00	70,622.26

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2DR18PVC8	PVC - DR18 - 08"	1.10	3,300.00	LNFT	18.12	108.000	19.57	64,579.68
2PVC0845D	08" 45 DEG BEND	1.00	6.00	EACH	720.00	108.000	777.60	4,665.60
2WIRETAPE8PV	WIRE/TAPE - 08" PVC	1.00	1.00	LSUM	1,274.98	108.000	1,376.98	1,376.98

Activity: 333032.1 SS - PVC - 08" - INSTALL (Unreviewed) Quantity: 3300.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	22.85	0.00	22.85	23.46	10.80	0.00	0.00	0.00	57.10
Total	75,400.00	0.00	75,400.00	77,403.00	35,640.00	0.00	0.00	0.00	188,443.00

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
46.3039	0.0606	16.5000	764.0150	20.0000	165.0000	0.0061	9,422.1500

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labo
1,600.0000	2.0625	0.4848	47.125	22.

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 (Mod) PIPE - PC220 - CL3 Prod: UH 16.5 Eff: 100.00 Crew Hrs: 200.00 Labor Pcs: 8.00 Equipment Pcs: 9.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	420.00	TON	76.00	108.000	82.08	34,473.60
2WATB	THRUST BLOCK	1.00	6.00	EACH	180.00	108.000	194.40	1,166.40
8EX228	EXCAVATOR KOMATSU PC228	2.00	400.00	HR	131.38	100.000	131.38	52,552.00
8PL100	PIPE LAZER	1.00	200.00	HR	4.13	100.000	4.13	826.00
8PU100	PUMP	2.00	400.00	HR	10.36	100.000	10.36	4,144.00
8TB105	TRENCH BOX 20' X 8'	1.00	200.00	HR	3.98	100.000	3.98	796.00
8TC100	TRENCH COMPACTOR (LARGE)	1.00	200.00	HR	22.26	100.000	22.26	4,451.00
8TR101	PICK UP TRUCK	1.00	200.00	HR	14.26	100.000	14.26	2,852.00
8WL250	WHEEL LOADER KOMATSU WA250	1.00	200.00	HR	58.91	100.000	58.91	11,782.00
FORE-01	FOREMAN	1.00	200.00	MH	67.00	80.000	53.60	10,720.00
LAB-01	LABORER	3.00	600.00	MH	38.00	110.000	41.80	25,080.00
OPER-01	OPERATOR CLASS A	3.00	600.00	MH	45.00	110.000	49.50	29,700.00
OPER-02	OPERATOR CLASS B	1.00	200.00	MH	45.00	110.000	49.50	9,900.00

Biditem

40

10" HDD HDPE

Takeoff Qty: 1,732.000 LNFT

Bid Qty: 1,732.000 LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	79.46	0.00	79.46	73.43	80.66	0.00	213.32	0.00	446.87
Total	137,625.00	0.00	137,625.00	127,187.15	139,701.87	0.00	369,468.51	0.00	773,982.53

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
2,930.0000	0.5911	1.6917	264.1579	46.9710	46.9710	4.4410

Activity: 333032 SS - PVC - 10" HD - PIPE MATERIAL (Unreviewed) Quantity: 3510.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	39.80	0.00	0.00	0.00	39.80
Total	0.00	0.00	0.00	0.00	139,701.87	0.00	0.00	0.00	139,701.87

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
210HDTO8PVC	10" HDPE TO 8" PVC CONNECTION	1.00	19.00	EACH	1,463.00	108.000	1,580.04	30,020.76
2FITHDD10	HDD - 10" FITTINGS	1.00	1.00	LSUM	34,140.91	108.000	36,872.18	36,872.18
2HDPE10	HDPE - 10"	1.10	3,510.00	LNFT	15.65	108.000	16.90	59,326.02
2TESTCAPS	TEMPORARY TESTING CAPS - 10"	1.00	1.00	LSUM	11,958.00	108.000	12,914.64	12,914.64
2WIRETAPE10H	WIRE/TAPE 10" HDPE	1.00	1.00	LSUM	526.18	108.000	568.27	568.27

Activity: 333032.1 SS - PVC - 10" HDD - FORCE MAIN CONNECTIONS (Unreviewed) Quantity: 19.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3,275.00	0.00	3,275.00	2,452.75	0.00	0.00	0.00	0.00	5,727.75
Total	62,225.00	0.00	62,225.00	46,602.25	0.00	0.00	0.00	0.00	108,827.25

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
5,727.7500	10.0000	0.1000	572.7750	19.0000	1.0000	1.0000	5,727.7500

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
1,330.0000	0.0143	70.0000	46.7857	3,275.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 (Mod) PIPE - PC220 - CL3 Prod: UH 0.1 Eff: 100.00 Crew Hrs: 190.00 Labor Pcs: 7.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8EX228	EXCAVATOR KOMATSU PC228	1.00	190.00	HR	131.38	100.000	131.38	24,962.20
8PL100	PIPE LAZER	1.00	190.00	HR	4.13	100.000	4.13	784.70
8PU100	PUMP	1.00	190.00	HR	10.36	100.000	10.36	1,968.40
8TB105	TRENCH BOX 20' X 8'	1.00	190.00	HR	3.98	100.000	3.98	756.20
8TC100	TRENCH COMPACTOR (LARGE)	1.00	190.00	HR	22.26	100.000	22.26	4,228.45
8TR101	PICK UP TRUCK	1.00	190.00	HR	14.26	100.000	14.26	2,709.40
8WL250	WHEEL LOADER KOMATSU WA250	1.00	190.00	HR	58.91	100.000	58.91	11,192.90
FORE-01	FOREMAN	1.00	190.00	MH	67.00	80.000	53.60	10,184.00
LAB-01	LABORER	3.00	570.00	MH	38.00	110.000	41.80	23,826.00
OPER-01	OPERATOR CLASS A	2.00	380.00	MH	45.00	110.000	49.50	18,810.00
OPER-02	OPERATOR CLASS B	1.00	190.00	MH	45.00	110.000	49.50	9,405.00

Activity: 333032.2 SS - PVC - 10" HDD - HDD SUB (Unreviewed) Quantity: 1732.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	43.53	0.00	43.53	46.53	0.00	0.00	213.32	0.00	303.38
Total	75,400.00	0.00	75,400.00	80,584.90	0.00	0.00	369,468.51	0.00	525,453.41

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
90.0606	0.1155	8.6600	779.9245	20.0000	86.6000	0.0115	26,272.6705

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
1,600.0000	1.0825	0.9238	47.1250	43.5335

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: 0 Eff: 100.00 Crew Hrs: 200.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4HDD	HORIZONTAL DIRECTIONAL DRILL SUB	1.00	1,732.00	LNFT	213.32	100.000	213.32	369,468.51
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	400.00	HR	131.38	100.000	144.52	57,807.20
8PL100	PIPE LAZER 110%110	1.00	200.00	HR	4.13	100.000	4.54	908.60
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	200.00	HR	3.98	100.000	4.38	875.60
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	200.00	HR	22.26	100.000	24.48	4,896.10
8TR101	PICK UP TRUCK 110%110	1.00	200.00	HR	14.26	100.000	15.69	3,137.20
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	200.00	HR	58.91	100.000	64.80	12,960.20
FORE-01	FOREMAN	1.00	200.00	MH	67.00	80.000	53.60	10,720.00
LAB-01	LABORER	3.00	600.00	MH	38.00	110.000	41.80	25,080.00
OPER-01	OPERATOR CLASS A	3.00	600.00	MH	45.00	110.000	49.50	29,700.00
OPER-02	OPERATOR CLASS B	1.00	200.00	MH	45.00	110.000	49.50	9,900.00

Biditem

50

16" DR18 PVC FORCE MAIN

Takeoff Qty: 9,790.000 LNFT

Bid Qty: 9,790.000 LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	25.80	0.00	25.80	27.58	84.55	0.00	0.00	0.00	137.92
Total	252,590.00	0.00	252,590.00	269,959.42	827,719.74	0.00	0.00	0.00	1,350,269.16

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
5,360.0000	1.8265	0.5475	251.9159	47.1250	47.1250	14.6119

Activity: 333032 SS - PVC - FORCE MAIN - 16" - PIPE MATERIAL (Unreviewed) Quantity: 10100.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	53.32	0.00	0.00	0.00	
Total	0.00	0.00	0.00	0.00	538,538.94	0.00	0.00	0.00	538,5

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2DR18PVC16	PVC - DR18 - 16"	1.10	10,605.00	LNFT	43.05	108.000	46.49	493,068.87
2FM161125BND	16" FORCE MAIN 11.25 DEG BEND	1.00	1.00	EACH	2,169.00	108.000	2,342.52	2,342.52
2FM16225BND	16" FORCE MAIN 22.5 DEG BEND	1.00	1.00	EACH	2,560.00	108.000	2,764.80	2,764.80
2FM1645BND	16" FORCE MAIN 45 DEG BEND	1.00	9.00	EACH	2,820.00	108.000	3,045.60	27,410.40
2WIRETAPE60	WIRE & TAPE RJ PIPE	1.00	1.00	LSUM	2,585.00	108.000	2,791.80	2,791.80
2WR16	PVC WEDGE RESTRAINT - 16"	1.00	23.00	EACH	409.04	108.000	441.76	10,160.55

Activity: 333032.1 SS - PVC - FORCE MAIN - 16" - INSTALL (Unreviewed) Quantity: 10100.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	25.01	0.00	25.01	26.73	28.63	0.00	0.00	0.00	80.37
Total	252,590.00	0.00	252,590.00	269,959.42	289,180.80	0.00	0.00	0.00	811,730.22

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
51.7376	0.0663	15.0746	779.9245	67.0000	150.7463	0.0066	12,115.3764

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
5,360.0000	1.8843	0.5307	47.1250	25.0089

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 15.0746 Eff: 100.00 Crew Hrs: 670.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	3,460.00	TON	76.00	108.000	82.08	283,996.80
2WATB16	THRUST BLOCK - 16" LINE	1.00	12.00	EACH	400.00	108.000	432.00	5,184.00
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	1,340.00	HR	131.38	100.000	144.52	193,654.12
8PL100	PIPE LAZER 110%110	1.00	670.00	HR	4.13	100.000	4.54	3,043.81
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	670.00	HR	3.98	100.000	4.38	2,933.26
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	670.00	HR	22.26	100.000	24.48	16,401.94
8TR101	PICK UP TRUCK 110%110	1.00	670.00	HR	14.26	100.000	15.69	10,509.62
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	670.00	HR	58.91	100.000	64.80	43,416.67
FORE-01	FOREMAN	1.00	670.00	MH	67.00	80.000	53.60	35,912.00
LAB-01	LABORER	3.00	2,010.00	MH	38.00	110.000	41.80	84,018.00
OPER-01	OPERATOR CLASS A	3.00	2,010.00	MH	45.00	110.000	49.50	99,495.00
OPER-02	OPERATOR CLASS B	1.00	670.00	MH	45.00	110.000	49.50	33,165.00

Biditem

60

18" HDD HDPE

Takeoff Qty: 3,100.000 LNFT

Bid Qty: 3,100.000 LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	34.05	0.00	34.05	36.39	128.02	0.00	310.09	0.00	508.56
Total	105,560.00	0.00	105,560.00	112,818.86	396,862.37	0.00	961,291.40	0.00	1,576,532.63

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
2,240.0000	1.3839	0.7226	703.8092	47.1250	47.1250	11.0714

Activity: 333032 SS - PVC - 18" HDD 16" PVC - PIPE MATERIAL (Unreviewed) Quantity: 3100.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	128.02	0.00	0.00	0.00	128.02
Total	0.00	0.00	0.00	0.00	396,862.37	0.00	0.00	0.00	396,862.37

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
216PVCTO18HD	16" PVC TO 18" HDPE CONNECTION	1.00	18.00	EACH	4,436.00	108.000	4,790.88	86,235.84
2HDD18FIT	HDD 18" FITTINGS	1.00	1.00	LSUM	105,117.84	108.000	113,527.27	113,527.27
2HDPE18	HDPE - 18"	1.10	3,410.00	LNFT	46.41	108.000	50.12	170,918.75
2TESTCAPS18	TEMPORARY TEST CAPS - 18"	1.00	1.01	LSUM	22,878.00	108.000	24,708.24	24,955.32
2WIRETAPE18H	WIRE/TAPE - 18" HDD	1.00	1.01	LSUM	1,123.20	108.000	1,213.06	1,225.19

Activity: 333032.1 SS - PVC - 18" HDD 16" PVC - FORCE MAIN CONNECTIONS (Unreviewed) **Quantity: 18.00** **Unit: EACH**

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3,770.00	0.00	3,770.00	4,029.25	0.00	0.00	0.00	0.00	7,799.25
Total	67,860.00	0.00	67,860.00	72,526.41	0.00	0.00	0.00	0.00	140,386.41

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
7,799.2450	10.0000	0.1000	779.9245	18.0000	1.0000	1.0000	7,799.2450

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
1,440.0000	0.0125	80.0000	47.1250	3,770.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 0.1 Eff: 100.00 Crew Hrs: 180.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	360.00	HR	131.38	100.000	144.52	52,026.48
8PL100	PIPE LAZER 110%110	1.00	180.00	HR	4.13	100.000	4.54	817.74
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	180.00	HR	3.98	100.000	4.38	788.04
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	180.00	HR	22.26	100.000	24.48	4,406.49
8TR101	PICK UP TRUCK 110%110	1.00	180.00	HR	14.26	100.000	15.69	2,823.48
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	180.00	HR	58.91	100.000	64.80	11,664.18
FORE-01	FOREMAN	1.00	180.00	MH	67.00	80.000	53.60	9,648.00
LAB-01	LABORER	3.00	540.00	MH	38.00	110.000	41.80	22,572.00
OPER-01	OPERATOR CLASS A	3.00	540.00	MH	45.00	110.000	49.50	26,730.00
OPER-02	OPERATOR CLASS B	1.00	180.00	MH	45.00	110.000	49.50	8,910.00

Activity: 333032.2 SS - PVC - 18" HDD 16" PVC - HDD SUB (Unreviewed) **Quantity: 3100.00** **Unit: LNFT**

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	12.16	0.00	12.16	13.00	0.00	0.00	310.09	0.00	335.25
Total	37,700.00	0.00	37,700.00	40,292.45	0.00	0.00	961,291.40	0.00	1,039,283.85

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
25.1589	0.0323	31.0000	779.9245	10.0000	310.0000	0.0032	103,928.3850

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
800.0000	3.8750	0.2581	47.1250	12.1613

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: 0 Eff: 100.00 Crew Hrs: 100.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4HDD	HORIZONTAL DIRECTIONAL DRILL SUB	1.00	3,100.00	LNFT	310.09	100.000	310.09	961,291.40
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	200.00	HR	131.38	100.000	144.52	28,903.60
8PL100	PIPE LAZER 110%110	1.00	100.00	HR	4.13	100.000	4.54	454.30
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	100.00	HR	3.98	100.000	4.38	437.80
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	100.00	HR	22.26	100.000	24.48	2,448.05
8TR101	PICK UP TRUCK 110%110	1.00	100.00	HR	14.26	100.000	15.69	1,5[illegible]

8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	100.00	HR	58.91	100.000	64.80	
FORE-01	FOREMAN	1.00	100.00	MH	67.00	80.000	53.60	5,360.00
LAB-01	LABORER	3.00	300.00	MH	38.00	110.000	41.80	12,540.00
OPER-01	OPERATOR CLASS A	3.00	300.00	MH	45.00	110.000	49.50	14,850.00
OPER-02	OPERATOR CLASS B	1.00	100.00	MH	45.00	110.000	49.50	4,950.00

Biditem

70

16" HDD HDPE W/ 8" FPVC

Takeoff Qty: 791.000 LNFT

Bid Qty: 791.000 LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	19.06	0.00	19.06	20.38	88.62	0.00	288.82	0.00	416.88
Total	15,080.00	0.00	15,080.00	16,116.98	70,098.48	0.00	228,458.20	0.00	329,753.66

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
320.0000	2.4719	0.4046	1,030.4802	47.1250	47.1250	19.7750

Activity: 333032 SS - PVC - 16" HDD 8" FPVC - MATERIAL (Unreviewed) Quantity: 791.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	88.62	0.00	0.00	0.00	88.62
Total	0.00	0.00	0.00	0.00	70,098.48	0.00	0.00	0.00	70,098.48

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
28HDTO8PVC	8" HDPE TO 8" PVC CONNECTION	1.00	2.00	EACH	897.00	108.000	968.76	1,937.52
2FPVC08	PVC - 08" FUSIBLE	1.00	800.00	LNFT	35.87	108.000	38.74	30,991.68
2HDPEFUS16	HDPE - 16" FUSIBLE	1.10	800.00	LNFT	38.34	108.000	41.41	33,125.76
2WIRETAPE16H	WIRE/TAPE - 16" HDD	1.00	1.00	LSUM	3,744.00	108.000	4,043.52	4,043.52

Activity: 333032.1 SS - PVC - 16" HDD 8" FPVC - FORCE MAIN CONNECTIONS (Unreviewed) Quantity: 2.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3,770.00	0.00	3,770.00	4,029.25	0.00	0.00	0.00	0.00	7,799.25
Total	7,540.00	0.00	7,540.00	8,058.49	0.00	0.00	0.00	0.00	15,598.49

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
7,799.2450	10.0000	0.1000	779.9245	2.0000	1.0000	1.0000	7,799.2450

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
160.0000	0.0125	80.0000	47.1250	3,770.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 0.1 Eff: 100.00 Crew Hrs: 20.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	40.00	HR	131.38	100.000	144.52	5,780.72
8PL100	PIPE LAZER 110%110	1.00	20.00	HR	4.13	100.000	4.54	90.86
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	20.00	HR	3.98	100.000	4.38	87.56
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	20.00	HR	22.26	100.000	24.48	489.61
8TR101	PICK UP TRUCK 110%110	1.00	20.00	HR	14.26	100.000	15.69	313.72
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	20.00	HR	58.91	100.000	64.80	1,296.02
FORE-01	FOREMAN	1.00	20.00	MH	67.00	80.000	53.60	1,072.00
LAB-01	LABORER	3.00	60.00	MH	38.00	110.000	41.80	2,508.00
OPER-01	OPERATOR CLASS A	3.00	60.00	MH	45.00	110.000	49.50	2,97
OPER-02	OPERATOR CLASS B	1.00	20.00	MH	45.00	110.000	49.50	99

Activity: 333032.2 SS - PVC - 16" HDD 8" FPVC - HDD SUB (Unreviewed) Quantity: 791.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	9.53	0.00	9.53	10.19	0.00	0.00	288.82	0.00	308.54
Total	7,540.00	0.00	7,540.00	8,058.49	0.00	0.00	228,458.20	0.00	244,056.69

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
19.7200	0.0253	39.5500	779.9245	2.0000	395.5000	0.0025	122,028.3450

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
160.0000	4.9438	0.2023	47.1250	9.5322

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: 0 Eff: 100.00 Crew Hrs: 20.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4HDD	HORIZONTAL DIRECTIONAL DRILL SUB	1.00	791.00	LNFT	288.82	100.000	288.82	228,458.20
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	40.00	HR	131.38	100.000	144.52	5,780.72
8PL100	PIPE LAZER 110%110	1.00	20.00	HR	4.13	100.000	4.54	90.86
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	20.00	HR	3.98	100.000	4.38	87.56
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	20.00	HR	22.26	100.000	24.48	489.61
8TR101	PICK UP TRUCK 110%110	1.00	20.00	HR	14.26	100.000	15.69	313.72
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	20.00	HR	58.91	100.000	64.80	1,296.02
FORE-01	FOREMAN	1.00	20.00	MH	67.00	80.000	53.60	1,072.00
LAB-01	LABORER	3.00	60.00	MH	38.00	110.000	41.80	2,508.00
OPER-01	OPERATOR CLASS A	3.00	60.00	MH	45.00	110.000	49.50	2,970.00
OPER-02	OPERATOR CLASS B	1.00	20.00	MH	45.00	110.000	49.50	990.00

Biditem

80

JACK AND BORE 24"

Takeoff Qty: 52.000 LNFT

Bid Qty: 52.000 LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	72.50	0.00	72.50	77.49	95.19	0.00	500.00	0.00	745.18
Total	3,770.00	0.00	3,770.00	4,029.25	4,949.97	0.00	26,000.00	0.00	38,749.22

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
80.0000	0.6500	1.5385	484.3653	47.1250	47.1250	5.2000

Activity: 333032 SS - JACK AND BORE 24" (16" PVC) (Unreviewed) Quantity: 52.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	72.50	0.00	72.50	77.49	95.19	0.00	500.00	0.00	745.18
Total	3,770.00	0.00	3,770.00	4,029.25	4,949.97	0.00	26,000.00	0.00	38,749.22

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
149.9856	0.1923	5.2000	779.9250	1.0000	52.0000	0.0192	38,749.2200

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
80.0000	0.6500	1.5385	47.1250	72.5000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 5.2 Eff: 100.00 Crew Hrs: 10.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2BR16	PVC BELL RESTRAINTS - 16"	1.00	4.00	EACH	409.04	108.000	441.76	1,767.05
2DR18PVC16	PVC - DR18 - 16"	1.10	63.00	LNFT	43.05	108.000	46.49	2,929.12
2WIRETAPE50	WIRE & TAPE JACK & BORE IN CASING	1.00	1.00	LSUM	235.00	108.000	253.80	25

4JBSUB	JACK & BORE SUB	1.00	52.00	LNFT	500.00	100.000	500.00	
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	20.00	HR	131.38	100.000	144.52	2,890.36
8PL100	PIPE LAZER 110%110	1.00	10.00	HR	4.13	100.000	4.54	45.43
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	10.00	HR	3.98	100.000	4.38	43.78
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	10.00	HR	22.26	100.000	24.48	244.81
8TR101	PICK UP TRUCK 110%110	1.00	10.00	HR	14.26	100.000	15.69	156.86
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	10.00	HR	58.91	100.000	64.80	648.01
FORE-01	FOREMAN	1.00	10.00	MH	67.00	80.000	53.60	536.00
LAB-01	LABORER	3.00	30.00	MH	38.00	110.000	41.80	1,254.00
OPER-01	OPERATOR CLASS A	3.00	30.00	MH	45.00	110.000	49.50	1,485.00
OPER-02	OPERATOR CLASS B	1.00	10.00	MH	45.00	110.000	49.50	495.00

Biditem

90

16" PVC DR18 GRAVITY SEWER

Takeoff Qty: 800.000 LNFT

Bid Qty: 800.000 LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	23.56	0.00	23.56	25.18	80.52	0.00	0.00	0.00	129.27
Total	18,850.00	0.00	18,850.00	20,146.23	64,418.76	0.00	0.00	0.00	103,414.99

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
400.0000	2.0000	0.5000	258.5375	47.1250	47.1250	16.0000

Activity: 333032 SS - PVC - 16" GRAVITY SEWER - MATERIAL (Unreviewed) Quantity: 800.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	52.31	0.00	0.00	0.00	52.31
Total	0.00	0.00	0.00	0.00	41,846.76	0.00	0.00	0.00	41,846.76

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2DR18PVC16	PVC - DR18 - 16"	1.10	840.00	LNFT	43.05	108.000	46.49	39,054.96
2WIRETAPE60	WIRE & TAPE RJ PIPE	1.00	1.00	LSUM	2,585.00	108.000	2,791.80	2,791.80

Activity: 333032.1 SS - PVC - 16" GRAVITY SEWER - INSTALL (Unreviewed) Quantity: 800.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	23.56	0.00	23.56	25.18	28.22	0.00	0.00	0.00	76.96
Total	18,850.00	0.00	18,850.00	20,146.23	22,572.00	0.00	0.00	0.00	61,568.23

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
48.7453	0.0625	16.0000	779.9246	5.0000	160.0000	0.0063	12,313.6460

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
400.0000	2.0000	0.5000	47.1250	23.5625

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 16 Eff: 100.00 Crew Hrs: 50.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	275.00	TON	76.00	108.000	82.08	22,572.00
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	100.00	HR	131.38	100.000	144.52	14,451.80
8PL100	PIPE LAZER 110%110	1.00	50.00	HR	4.13	100.000	4.54	227.15
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	50.00	HR	3.98	100.000	4.38	218.90
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	50.00	HR	22.26	100.000	24.48	1,224.03
8TR101	PICK UP TRUCK 110%110	1.00	50.00	HR	14.26	100.000	15.69	78

8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	50.00	HR	58.91	100.000	64.80	
FORE-01	FOREMAN	1.00	50.00	MH	67.00	80.000	53.60	2,680.00
LAB-01	LABORER	3.00	150.00	MH	38.00	110.000	41.80	6,270.00
OPER-01	OPERATOR CLASS A	3.00	150.00	MH	45.00	110.000	49.50	7,425.00
OPER-02	OPERATOR CLASS B	1.00	50.00	MH	45.00	110.000	49.50	2,475.00

Biditem

100

SANITARY SEWER MANHOLE

Takeoff Qty: 6.000 EACH

Bid Qty: 6.000 EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	816.83	0.00	816.83	873.00	3,165.71	0.00	0.00	0.00	4,855.54
Total	4,901.00	0.00	4,901.00	5,238.02	18,994.24	0.00	0.00	0.00	29,133.26

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
104.0000	0.0577	17.3333	280.1275	47.1250	47.1250	0.4615

Activity: 333913 SS - SANITARY SEWER MANHOLE (Unreviewed) Quantity: 6.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	816.83	0.00	816.83	873.00	3,165.71	0.00	0.00	0.00	4,855.54
Total	4,901.00	0.00	4,901.00	5,238.02	18,994.24	0.00	0.00	0.00	29,133.26

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
1,689.8367	2.1667	0.4615	779.9246	1.3000	4.6154	0.2167	22,410.2000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
104.0000	0.0577	17.3333	47.1250	816.8333

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 0.4615 Eff: 100.00 Crew Hrs: 13.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	6.00	TON	76.00	108.000	82.08	492.48
2BVTRL	INVERT - ROWLOCK BRICK - 48"	1.00	5.00	EACH	350.00	108.000	378.00	1,890.00
2BVTRL72	INVERT - ROWLOCK BRICK - 72"	1.00	1.00	EACH	800.00	108.000	864.00	864.00
2SSPCMH	SANITARY - PRECAST - MANHOLE	1.00	6.00	EACH	2,410.21	108.000	2,603.03	15,618.16
2WATCOL	CONCRETE COLLAR - 4"	1.00	6.00	CYDS	20.00	108.000	21.60	129.60
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	26.00	HR	131.38	100.000	144.52	3,757.47
8PL100	PIPE LAZER 110%110	1.00	13.00	HR	4.13	100.000	4.54	59.06
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	13.00	HR	3.98	100.000	4.38	56.91
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	13.00	HR	22.26	100.000	24.48	318.25
8TR101	PICK UP TRUCK 110%110	1.00	13.00	HR	14.26	100.000	15.69	203.92
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	13.00	HR	58.91	100.000	64.80	842.41
FORE-01	FOREMAN	1.00	13.00	MH	67.00	80.000	53.60	696.80
LAB-01	LABORER	3.00	39.00	MH	38.00	110.000	41.80	1,630.20
OPER-01	OPERATOR CLASS A	3.00	39.00	MH	45.00	110.000	49.50	1,930.50
OPER-02	OPERATOR CLASS B	1.00	13.00	MH	45.00	110.000	49.50	643.50

Biditem

110

2" ARV IN PEDESTAL

Takeoff Qty: 2.000 EACH

Bid Qty: 2.000 EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	

U. Cost	1,885.00	0.00	1,885.00	2,014.63	6,601.58	0.00	0.00	0.00	[illegible]
Total	3,770.00	0.00	3,770.00	4,029.25	13,203.15	0.00	0.00	0.00	21,002.40

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
80.0000	0.0250	40.0000	262.5300	47.1250	47.1250	0.2000

Activity: 331160.12 SS - AIR RELEASE VALVE - MATERIAL (Unreviewed) Quantity: 2.00 Unit: EACH

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2SSARV02	VALVE - AIR RELEASE VALVE - 02"	1.00	2.00	EACH	6,036.57	108.000	6,519.50	13,038.99

Activity: 331160.121 SS - AIR RELEASE VALVE - INSTALL (Unreviewed) Quantity: 2.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1,885.00	0.00	1,885.00	2,014.63	82.08	0.00	0.00	0.00	3,981.71
Total	3,770.00	0.00	3,770.00	4,029.25	164.16	0.00	0.00	0.00	7,963.41

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
3,899.6250	5.0000	0.2000	779.9250	1.0000	2.0000	0.5000	7,963.4100

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
80.0000	0.0250	40.0000	47.1250	1,885.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 0.2 Eff: 100.00 Crew Hrs: 10.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	2.00	TON	76.00	108.000	82.08	164.16
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	20.00	HR	131.38	100.000	144.52	2,890.36
8PL100	PIPE LAZER 110%110	1.00	10.00	HR	4.13	100.000	4.54	45.43
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	10.00	HR	3.98	100.000	4.38	43.78
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	10.00	HR	22.26	100.000	24.48	244.81
8TR101	PICK UP TRUCK 110%110	1.00	10.00	HR	14.26	100.000	15.69	156.86
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	10.00	HR	58.91	100.000	64.80	648.01
FORE-01	FOREMAN	1.00	10.00	MH	67.00	80.000	53.60	536.00
LAB-01	LABORER	3.00	30.00	MH	38.00	110.000	41.80	1,254.00
OPER-01	OPERATOR CLASS A	3.00	30.00	MH	45.00	110.000	49.50	1,485.00
OPER-02	OPERATOR CLASS B	1.00	10.00	MH	45.00	110.000	49.50	495.00

Biditem

120

8" PLUG VALVE

Takeoff Qty: 1.000 EACH

Bid Qty: 1.000 EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1,885.00	0.00	1,885.00	2,014.63	3,371.17	0.00	0.00	0.00	7,270.80
Total	1,885.00	0.00	1,885.00	2,014.63	3,371.17	0.00	0.00	0.00	7,270.80

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
40.0000	0.0250	40.0000	181.7700	47.1250	47.1250	0.2000

Activity: 331160.12 SS - PLUG VALVE - 8" - MATERIAL (Unreviewed) Quantity: 1.00 Unit: EACH

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2SSPV08	VALVE - PLUG VALVE - 08"	1.00	1.00	EACH	3,045.45	108.000	3,289.09	3,289.09

Activity: 331160.121 SS - PLUG VALVE - 8" - INSTALL (Unreviewed) Quantity: 1.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	
U. Cost	1,885.00	0.00	1,885.00	2,014.63	82.08	0.00	0.00	0.00	3,981.71
Total	1,885.00	0.00	1,885.00	2,014.63	82.08	0.00	0.00	0.00	3,981.71

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
3,899.6300	5.0000	0.2000	779.9260	0.5000	2.0000	0.5000	7,963.4200

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
40.0000	0.0250	40.0000	47.1250	1,885.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 0.2 Eff: 100.00 Crew Hrs: 5.00 Labor Pcs: 8.00 Equipment Pcs: 7.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	1.00	TON	76.00	108.000	82.08	82.08
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	10.00	HR	131.38	100.000	144.52	1,445.18
8PL100	PIPE LAZER 110%110	1.00	5.00	HR	4.13	100.000	4.54	22.72
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	5.00	HR	3.98	100.000	4.38	21.89
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	5.00	HR	22.26	100.000	24.48	122.40
8TR101	PICK UP TRUCK 110%110	1.00	5.00	HR	14.26	100.000	15.69	78.43
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	5.00	HR	58.91	100.000	64.80	324.01
FORE-01	FOREMAN	1.00	5.00	MH	67.00	80.000	53.60	268.00
LAB-01	LABORER	3.00	15.00	MH	38.00	110.000	41.80	627.00
OPER-01	OPERATOR CLASS A	3.00	15.00	MH	45.00	110.000	49.50	742.50
OPER-02	OPERATOR CLASS B	1.00	5.00	MH	45.00	110.000	49.50	247.50

Biditem

130

4" ARV IN PEDESTAL

Takeoff Qty: 8.000 EACH

Bid Qty: 8.000 EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1,885.00	0.00	1,885.00	2,014.62	17,304.15	0.00	0.00	0.00	21,203.77
Total	15,080.00	0.00	15,080.00	16,116.98	138,433.19	0.00	0.00	0.00	169,630.17

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
320.0000	0.0250	40.0000	530.0943	47.1250	47.1250	0.2000

Activity: 331160.12 SS - AIR RELEASE VALVE - MATERIAL (Unreviewed) Quantity: 8.00 Unit: EACH

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2SSARV04	VALVE - AIR RELEASE VALVE - 04"	1.00	8.00	EACH	15,946.36	108.000	17,222.07	137,776.55

Activity: 331160.121 SS - AIR RELEASE VALVE - INSTALL (Unreviewed) Quantity: 8.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1,885.00	0.00	1,885.00	2,014.62	82.08	0.00	0.00	0.00	3,981.70
Total	15,080.00	0.00	15,080.00	16,116.98	656.64	0.00	0.00	0.00	31,853.62

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
3,899.6225	5.0000	0.2000	779.9245	4.0000	2.0000	0.5000	7,963.4050

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
320.0000	0.0250	40.0000	47.1250	1,885.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 331304 PIPE - PC220 - CL3 Prod: UH 0.2 Eff: 100.00 Crew Hrs: 40.00 Labor Pcs: 8.00 Equipment Pcs: 7

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total

2AG57	STONE - #57	1.00	8.00	TON	76.00	108.000	82.08	
8EX228	EXCAVATOR KOMATSU PC228 110%110	2.00	80.00	HR	131.38	100.000	144.52	11,561.44
8PL100	PIPE LAZER 110%110	1.00	40.00	HR	4.13	100.000	4.54	181.72
8TB105	TRENCH BOX 20' X 8' 110%110	1.00	40.00	HR	3.98	100.000	4.38	175.12
8TC100	TRENCH COMPACTOR (LARGE) 110%110	1.00	40.00	HR	22.26	100.000	24.48	979.22
8TR101	PICK UP TRUCK 110%110	1.00	40.00	HR	14.26	100.000	15.69	627.44
8WL250	WHEEL LOADER KOMATSU WA250 110%110	1.00	40.00	HR	58.91	100.000	64.80	2,592.04
FORE-01	FOREMAN	1.00	40.00	MH	67.00	80.000	53.60	2,144.00
LAB-01	LABORER	3.00	120.00	MH	38.00	110.000	41.80	5,016.00
OPER-01	OPERATOR CLASS A	3.00	120.00	MH	45.00	110.000	49.50	5,940.00
OPER-02	OPERATOR CLASS B	1.00	40.00	MH	45.00	110.000	49.50	1,980.00

Biditem - Parent

180

EROSION CONTROL

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	60,552.50	0.00	60,552.50	12,648.45	12,960.00	0.00	75,290.05	0.00	161,451.00
Total	60,552.50	0.00	60,552.50	12,648.45	12,960.00	0.00	75,290.05	0.00	161,451.00

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
1,325.0000	0.0008	1,325.0000	121.8498	45.7000	45.7000	0.0000

Biditem

181

MARLOW/MIDLAND ROADS

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	60,552.50	0.00	60,552.50	12,648.45	12,960.00	0.00	75,290.05	0.00	161,451.00
Total	60,552.50	0.00	60,552.50	12,648.45	12,960.00	0.00	75,290.05	0.00	161,451.00

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
1,325.0000	0.0008	1,325.0000	121.8498	45.7000	45.7000	0.0038

Activity: 312545 EROSION CONTROL - SILT FENCE - TYPE A (Unreviewed) Quantity: 3897.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1.76	0.00	1.76	0.37	0.55	0.00	1.75	0.00	4.43
Total	6,855.00	0.00	6,855.00	1,431.90	2,160.00	0.00	6,819.75	0.00	17,266.65

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
2.1265	0.0077	129.9000	276.2300	3.0000	1,299.0000	0.0008	5,755.5500

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
150.0000	25.9800	0.0385	45.7000	1.7590

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312500 EROSION CONTROL - FENCING Prod: UH 129.9 Eff: 100.00 Crew Hrs: 30.00 Labor Pcs: 5.00 Equipment Pcs: 2.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2DP30YD	DUMPSTER - 30 YARD	1.00	4.00	EACH	500.00	108.000	540.00	2,160.00
4ECSFTA	SILT FENCE TYPE-A	1.00	3,897.00	LNFT	1.75	100.000	1.75	6,819.75
8LO100	SKID STEER LOADER SK35-1	1.00	30.00	HR	33.47	100.000	33.47	1,004.10
8TR101	PICK UP TRUCK	1.00	30.00	HR	14.26	100.000	14.26	427.80
FORE-01	FOREMAN	1.00	30.00	MH	67.00	80.000	53.60	1,608.00
LAB-01	LABORER	3.00	90.00	MH	38.00	110.000	41.80	3,7
OPER-01	OPERATOR CLASS A	1.00	30.00	MH	45.00	110.000	49.50	1,4

Activity: 312550 EROSION CONTROL - SILT FENCE - TYPE C (Unreviewed) Quantity: 20234.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2.65	0.00	2.65	0.55	0.53	0.00	2.95	0.00	6.69
Total	53,697.50	0.00	53,697.50	11,216.55	10,800.00	0.00	59,690.30	0.00	135,404.35

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
3.2082	0.0116	86.1021	276.2300	23.5000	861.0213	0.0012	5,761.8872

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
1,175.0000	17.2204	0.0581	45.7000	2.6538

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312500 EROSION CONTROL - FENCING Prod: UH 86.1021 Eff: 100.00 Crew Hrs: 235.00 Labor Pcs: 5.00 Equipment Pcs: 2.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2DP30YD	DUMPSTER - 30 YARD	1.00	20.00	EACH	500.00	108.000	540.00	10,800.00
4ECSFTC	SILT FENCE TYPE-C	1.00	20,234.00	LNFT	2.95	100.000	2.95	59,690.30
8LO100	SKID STEER LOADER SK35-1	1.00	235.00	HR	33.47	100.000	33.47	7,865.45
8TR101	PICK UP TRUCK	1.00	235.00	HR	14.26	100.000	14.26	3,351.10
FORE-01	FOREMAN	1.00	235.00	MH	67.00	80.000	53.60	12,596.00
LAB-01	LABORER	3.00	705.00	MH	38.00	110.000	41.80	29,469.00
OPER-01	OPERATOR CLASS A	1.00	235.00	MH	45.00	110.000	49.50	11,632.50

Activity: 312540 EROSION CONTROL - PERMANENT GRASSING (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4ECPG	PERMANENT GRASSING	1.00	4.00	ACRE	2,195.00	100.000	2,195.00	8,780.00

Biditem - Parent

190

DEMOLITION/RESTORATION

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2,491.50	0.00	2,491.50	1,367.07	1,283.04	670.00	3,804.00	0.00	9,615.61
Total	2,491.50	0.00	2,491.50	1,367.07	1,283.04	670.00	3,804.00	0.00	9,615.61

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
53.0000	0.0189	53.0000	181.4266	47.0094	47.0094	0.0000

Biditem

191

MARLOW/MIDLAND ROADS

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2,491.50	0.00	2,491.50	1,367.07	1,283.04	670.00	3,804.00	0.00	9,615.61
Total	2,491.50	0.00	2,491.50	1,367.07	1,283.04	670.00	3,804.00	0.00	9,615.61

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
53.0000	0.0189	53.0000	181.4266	47.0094	47.0094	0.0909

Activity: 024151.01 DEMO - ASPHALT PAVING - 04" (Unreviewed) Quantity: 64.00 Unit: SQFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3.16	0.00	3.16	4.68	0.00	3.91	0.00	0.00	11.75
Total	202.10	0.00	202.10	299.60	0.00	250.00	0.00	0.00	751.70

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
7.8391	0.0156	64.0000	501.7000	0.1000	640.0000	0.0016	7.517

Manhours	Unit/MH	MH/Unit	Total Labor/MH	
4.0000	16.0000	0.0625	50.5250	3.1578

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 024151 DEMO - PAVING REMOVAL Prod: UH 64 Eff: 100.00 Crew Hrs: 1.00 Labor Pcs: 4.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
5HAULLD	HAULING - LOAD	1.00	1.00	LOAD	250.00	100.000	250.00	250.00
8EX228	EXCAVATOR KOMATSU PC228	1.00	1.00	HR	131.38	100.000	131.38	131.38
8TL100	TRACK LOADER CAT 953	1.00	1.00	HR	95.05	100.000	95.05	95.05
8TR101	PICK UP TRUCK	1.00	1.00	HR	14.26	100.000	14.26	14.26
8WL250	WHEEL LOADER KOMATSU WA250	1.00	1.00	HR	58.91	100.000	58.91	58.91
FORE-01	FOREMAN	1.00	1.00	MH	67.00	80.000	53.60	53.60
OPER-01	OPERATOR CLASS A	3.00	3.00	MH	45.00	110.000	49.50	148.50

Activity: 024121.01 DEMO - SAWCUTTING - ASPHALT (Unreviewed) Quantity: 16.00 Unit: LNFT

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4SAWASP	SAWCUTTING - ASPHALT	1.00	16.00	LNFT	4.00	100.000	4.00	64.00

Activity: 200 ASPHALT PAVING SUB (Unreviewed) Quantity: 7.00 Unit: SQYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	0.00	0.00	534.29	0.00	534.29
Total	0.00	0.00	0.00	0.00	0.00	0.00	3,740.00	0.00	3,740.00

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4ASPH	ASPHALT PAVING SUB	1.00	7.00	SQYD	500.00	100.000	500.00	3,500.00
4GABPATCH	GAB PATCH	1.00	3.00	TON	80.00	100.000	80.00	240.00

Activity: 024160 DEMO - RESET MAILBOX (Unreviewed) Quantity: 7.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	228.50	0.00	228.50	47.73	0.00	0.00	0.00	0.00	276.23
Total	1,599.50	0.00	1,599.50	334.11	0.00	0.00	0.00	0.00	1,933.61

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
276.2300	1.0000	1.0000	276.2300	0.7000	10.0000	0.1000	2,762.3000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
35.0000	0.2000	5.0000	45.7000	228.5000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312500 EROSION CONTROL - FENCING Prod: UH 1 Eff: 100.00 Crew Hrs: 7.00 Labor Pcs: 5.00 Equipment Pcs: 2.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8LO100	SKID STEER LOADER SK35-1	1.00	7.00	HR	33.47	100.000	33.47	234.29
8TR101	PICK UP TRUCK	1.00	7.00	HR	14.26	100.000	14.26	99.82
FORE-01	FOREMAN	1.00	7.00	MH	67.00	80.000	53.60	375.20
LAB-01	LABORER	3.00	21.00	MH	38.00	110.000	41.80	877.80
OPER-01	OPERATOR CLASS A	1.00	7.00	MH	45.00	110.000	49.50	346.50

Activity: 024151.05 DEMO - GRAVEL PAVING (Unreviewed) Quantity: 150.00 Unit: SQFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1.35	0.00	1.35	2.00	0.00	2.80	0.00	0.00	6.14
Total	202.10	0.00	202.10	299.60	0.00	420.00	0.00	0.00	921.70

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
3.3447	0.0067	150.0000	501.7000	0.1000	1,500.0000	0.0667	7,217.

Manhours	Unit/MH	MH/Unit	Total Labor/MH	
4.0000	37.5000	0.0267	50.5250	1.3473

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 024151 DEMO - PAVING REMOVAL Prod: UH 150 Eff: 100.00 Crew Hrs: 1.00 Labor Pcs: 4.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
5HAULLD	HAULING - LOAD	1.00	2.00	LOAD	210.00	100.000	210.00	420.00
8EX228	EXCAVATOR KOMATSU PC228	1.00	1.00	HR	131.38	100.000	131.38	131.38
8TL100	TRACK LOADER CAT 953	1.00	1.00	HR	95.05	100.000	95.05	95.05
8TR101	PICK UP TRUCK	1.00	1.00	HR	14.26	100.000	14.26	14.26
8WL250	WHEEL LOADER KOMATSU WA250	1.00	1.00	HR	58.91	100.000	58.91	58.91
FORE-01	FOREMAN	1.00	1.00	MH	67.00	80.000	53.60	53.60
OPER-01	OPERATOR CLASS A	3.00	3.00	MH	45.00	110.000	49.50	148.50

Activity: 321123.05 COURSES - AGGREGATE GAB - 08" (Unreviewed) Quantity: 17.00 Unit: SQYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	28.69	0.00	28.69	25.52	75.47	0.00	0.00	0.00	129.68
Total	487.80	0.00	487.80	433.76	1,283.04	0.00	0.00	0.00	2,204.60

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
54.2094	0.1176	8.5000	460.7800	0.2000	85.0000	0.0118	11,023.0000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
10.0000	1.7000	0.5882	48.7800	28.6941

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 321123 COURSES - AGGREGATE Prod: UH 8.5 Eff: 100.00 Crew Hrs: 2.00 Labor Pcs: 5.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AGGAB	STONE - GAB	1.00	18.00	TON	66.00	108.000	71.28	1,283.04
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	2.00	HR	64.01	100.000	64.01	128.02
8DO105	DOZER KOMATSU D51	1.00	2.00	HR	79.70	100.000	79.70	159.40
8TR101	PICK UP TRUCK	1.00	2.00	HR	14.26	100.000	14.26	28.52
8WL250	WHEEL LOADER KOMATSU WA250	1.00	2.00	HR	58.91	100.000	58.91	117.82
FORE-01	FOREMAN	1.00	2.00	MH	67.00	80.000	53.60	107.20
LAB-01	LABORER	1.00	2.00	MH	38.00	110.000	41.80	83.60
OPER-01	OPERATOR CLASS A	2.00	4.00	MH	45.00	110.000	49.50	198.00
OPER-02	OPERATOR CLASS B	1.00	2.00	MH	45.00	110.000	49.50	99.00

Biditem

210

MOBILIZATION AND SETUP

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	7,317.00	0.00	7,317.00	6,506.40	101,196.00	0.00	107,875.00	140,000.00	362,894.40
Total	7,317.00	0.00	7,317.00	6,506.40	101,196.00	0.00	107,875.00	140,000.00	362,894.40

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
150.0000	0.0067	150.0000	2,419.2960	48.7800	48.7800	0.0333

Activity: 202 SURVEYING (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4SURVEY	SURVEYING/LAYOUT	1.50	1.50	LSUM	65,250.00	100.000	65,250.00	97,8

Activity: 011000 MOBILIZATION (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 508 5 Shifts - 8 Hours Hrs/Shift: 8 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
9MOBEQUIP	MOBILIZATION	1.00	1.00	LSUM	75,000.00	100.000	75,000.00	75,000.00

Activity: 321123.02 MATERIAL STAGING (Unreviewed) Quantity: 2000.00 Unit: SQYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3.66	0.00	3.66	3.25	50.60	0.00	5.00	0.00	62.51
Total	7,317.00	0.00	7,317.00	6,506.40	101,196.00	0.00	10,000.00	0.00	125,019.40

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
6.9117	0.0150	66.6667	460.7800	3.0000	666.6667	0.0015	41,673.1333

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
150.0000	13.3333	0.0750	48.7800	3.6585

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 321123 COURSES - AGGREGATE Prod: UH 66.6667 Eff: 100.00 Crew Hrs: 30.00 Labor Pcs: 5.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	1,200.00	TON	76.00	108.000	82.08	98,496.00
2FAB60ZSTRAT	FABRIC - STRATATEX WOVEN GEO	1.00	2,000.00	SQYD	1.25	108.000	1.35	2,700.00
4FENCE	FENCING	1.00	500.00	LNFT	20.00	100.000	20.00	10,000.00
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	30.00	HR	64.01	100.000	64.01	1,920.30
8DO105	DOZER KOMATSU D51	1.00	30.00	HR	79.70	100.000	79.70	2,391.00
8TR101	PICK UP TRUCK	1.00	30.00	HR	14.26	100.000	14.26	427.80
8WL250	WHEEL LOADER KOMATSU WA250	1.00	30.00	HR	58.91	100.000	58.91	1,767.30
FORE-01	FOREMAN	1.00	30.00	MH	67.00	80.000	53.60	1,608.00
LAB-01	LABORER	1.00	30.00	MH	38.00	110.000	41.80	1,254.00
OPER-01	OPERATOR CLASS A	2.00	60.00	MH	45.00	110.000	49.50	2,970.00
OPER-02	OPERATOR CLASS B	1.00	30.00	MH	45.00	110.000	49.50	1,485.00

Activity: 013100 LOCATE EXISTING UTILITIES (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 508 5 Shifts - 8 Hours Hrs/Shift: 8 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
9LOCATE	LOCATE EXISTING UTILITIES	1.00	1.00	LSUM	65,000.00	100.000	65,000.00	65,000.00

Biditem - Parent

220

LIFT STATION MARLOW ROAD

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	21,815.60	0.00	21,815.60	18,699.96	107,159.90	0.00	7,467,180.00	0.00	7,614,855.46
Total	21,815.60	0.00	21,815.60	18,699.96	107,159.90	0.00	7,467,180.00	0.00	7,614,855.46

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
455.0000	0.0022	455.0000	16,735.9461	47.9464	47.9464	0.0000

Biditem

221

EARTHWORK

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT

U. Cost	19,431.60	0.00	19,431.60	18,104.84	101,196.00	0.00	15,000.00	0.00	[illegible]
Total	19,431.60	0.00	19,431.60	18,104.84	101,196.00	0.00	15,000.00	0.00	153,732.44

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
403.0000	0.0025	403.0000	381.4701	48.2174	48.2174	0.0137

Activity: 311110 EARTHWORK - CLEARING AND GRUBBING - MASS (Unreviewed) Quantity: 1.00 Unit: ACRE

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2,857.00	0.00	2,857.00	3,348.20	0.00	0.00	15,000.00	0.00	21,205.20
Total	2,857.00	0.00	2,857.00	3,348.20	0.00	0.00	15,000.00	0.00	21,205.20

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
6,205.2000	10.0000	0.1000	620.5200	1.0000	1.0000	1.0000	21,205.2000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
60.0000	0.0167	60.0000	47.6167	2,857.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 311000 CLEARING - MASS Prod: UH 0.1 Eff: 100.00 Crew Hrs: 10.00 Labor Pcs: 6.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4CLEAR	CLEARING & GRUBBING	1.00	1.00	ACRE	15,000.00	100.000	15,000.00	15,000.00
8DO110	DOZER KOMATSU D61	1.00	10.00	HR	107.22	100.000	107.22	1,072.20
8EX336E	EXCAVATOR CATERPILLAR 336-E	1.00	10.00	HR	154.43	100.000	154.43	1,544.30
8TR101	PICK UP TRUCK	1.00	10.00	HR	14.26	100.000	14.26	142.60
8WL250	WHEEL LOADER KOMATSU WA250	1.00	10.00	HR	58.91	100.000	58.91	589.10
FORE-01	FOREMAN	1.00	10.00	MH	67.00	80.000	53.60	536.00
LAB-01	LABORER	2.00	20.00	MH	38.00	110.000	41.80	836.00
OPER-01	OPERATOR CLASS A	3.00	30.00	MH	45.00	110.000	49.50	1,485.00

Activity: 311412.04 EARTHWORK - STRIP/STKPILE/RESPREAD/WASTE (Unreviewed) Quantity: 467.00 Unit: CUYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	6.28	0.00	6.28	8.17	0.00	0.00	0.00	0.00	14.45
Total	2,934.00	0.00	2,934.00	3,813.20	0.00	0.00	0.00	0.00	6,747.20

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
14.4480	0.0214	46.7000	674.7200	1.0000	467.0000	0.0021	6,747.2000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
60.0000	7.7833	0.1285	48.9000	6.2827

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 311413 STRIP & STOCKPILE Prod: UH 46.7 Eff: 100.00 Crew Hrs: 10.00 Labor Pcs: 6.00 Equipment Pcs: 5.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8AD100	ARTICULATING DUMP 30TON	1.00	10.00	HR	112.62	100.000	112.62	1,126.15
8DO105	DOZER KOMATSU D51	2.00	20.00	HR	79.70	100.000	79.70	1,594.00
8TL100	TRACK LOADER CAT 953	1.00	10.00	HR	95.05	100.000	95.05	950.45
8TR101	PICK UP TRUCK	1.00	10.00	HR	14.26	100.000	14.26	142.60
FORE-01	FOREMAN	1.00	10.00	MH	67.00	80.000	53.60	536.00
LAB-01	LABORER	1.00	10.00	MH	38.00	110.000	41.80	418.00
OPER-01	OPERATOR CLASS A	3.00	30.00	MH	45.00	110.000	49.50	1,485.00
OPER-02	OPERATOR CLASS B	1.00	10.00	MH	45.00	110.000	49.50	495.00

Activity: 312216.3 EARTHWORK - FINE - ROUGH GRADE (Unreviewed) Quantity: 18902.00 Unit: SQFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.12	0.00	0.12	0.09	0.00	0.00	0.00	0.00	[illegible]
Total	2,285.60	0.00	2,285.60	1,735.04	0.00	0.00	0.00	0.00	4,02[illegible]

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
0.2127	0.0004	2,362.7500	502.5800	0.8000	23,627.5000	0.0000	5,025.8000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
48.0000	393.7917	0.0025	47.6167	0.1209

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312216 FINE GRADING Prod: UH 2362.75 Eff: 100.00 Crew Hrs: 8.00 Labor Pcs: 6.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	8.00	HR	64.01	100.000	64.01	512.08
8DO105	DOZER KOMATSU D51	1.00	8.00	HR	79.70	100.000	79.70	637.60
8TR101	PICK UP TRUCK	1.00	8.00	HR	14.26	100.000	14.26	114.08
8WL250	WHEEL LOADER KOMATSU WA250	1.00	8.00	HR	58.91	100.000	58.91	471.28
FORE-01	FOREMAN	1.00	8.00	MH	67.00	80.000	53.60	428.80
LAB-01	LABORER	2.00	16.00	MH	38.00	110.000	41.80	668.80
OPER-01	OPERATOR CLASS A	2.00	16.00	MH	45.00	110.000	49.50	792.00
OPER-02	OPERATOR CLASS B	1.00	8.00	MH	45.00	110.000	49.50	396.00

Activity: 312216.2 EARTHWORK - FINE - HARDSCAPES (Unreviewed) Quantity: 11073.00 Unit: SQFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.26	0.00	0.26	0.20	0.00	0.00	0.00	0.00	0.45
Total	2,857.00	0.00	2,857.00	2,168.80	0.00	0.00	0.00	0.00	5,025.80

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
0.4539	0.0009	1,107.3000	502.5800	1.0000	11,073.0000	0.0001	5,025.8000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
60.0000	184.5500	0.0054	47.6167	0.2580

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312216 FINE GRADING Prod: UH 1107.3 Eff: 100.00 Crew Hrs: 10.00 Labor Pcs: 6.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	10.00	HR	64.01	100.000	64.01	640.10
8DO105	DOZER KOMATSU D51	1.00	10.00	HR	79.70	100.000	79.70	797.00
8TR101	PICK UP TRUCK	1.00	10.00	HR	14.26	100.000	14.26	142.60
8WL250	WHEEL LOADER KOMATSU WA250	1.00	10.00	HR	58.91	100.000	58.91	589.10
FORE-01	FOREMAN	1.00	10.00	MH	67.00	80.000	53.60	536.00
LAB-01	LABORER	2.00	20.00	MH	38.00	110.000	41.80	836.00
OPER-01	OPERATOR CLASS A	2.00	20.00	MH	45.00	110.000	49.50	990.00
OPER-02	OPERATOR CLASS B	1.00	10.00	MH	45.00	110.000	49.50	495.00

Activity: 312325 EARTHWORK - BACKFILL CURB (Unreviewed) Quantity: 503.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2.35	0.00	2.35	1.06	0.00	0.00	0.00	0.00	3.41
Total	1,181.00	0.00	1,181.00	533.20	0.00	0.00	0.00	0.00	1,714.20

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
3.4080	0.0099	100.6000	342.8400	0.5000	1,006.0000	0.0010	3,428.4000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
25.0000	20.1200	0.0497	47.2400	2.3479

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312325 EARTHWORK - BACKFILL CURB Prod: UH 100.6 Eff: 100.00 Crew Hrs: 5.00 Labor Pcs: 5.00 Equipment Pcs: 3.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total

8LO100	SKID STEER LOADER SK35-1	1.00	5.00	HR	33.47	100.000	33.47	
8TR101	PICK UP TRUCK	1.00	5.00	HR	14.26	100.000	14.26	71.30
8WL250	WHEEL LOADER KOMATSU WA250	1.00	5.00	HR	58.91	100.000	58.91	294.55
FORE-01	FOREMAN	1.00	5.00	MH	67.00	80.000	53.60	268.00
LAB-01	LABORER	2.00	10.00	MH	38.00	110.000	41.80	418.00
OPER-01	OPERATOR CLASS A	2.00	10.00	MH	45.00	110.000	49.50	495.00

Activity: 321123.02 CONSTRUCTION LAYDOWN / ACCESS ROAD (Unreviewed) Quantity: 2000.00 Unit: SQYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3.66	0.00	3.66	3.25	50.60	0.00	0.00	0.00	57.51
Total	7,317.00	0.00	7,317.00	6,506.40	101,196.00	0.00	0.00	0.00	115,019.40

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
6.9117	0.0150	66.6667	460.7800	3.0000	666.6667	0.0015	38,339.8000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
150.0000	13.3333	0.0750	48.7800	3.6585

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 321123 COURSES - AGGREGATE Prod: UH 66.6667 Eff: 100.00 Crew Hrs: 30.00 Labor Pcs: 5.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	1,200.00	TON	76.00	108.000	82.08	98,496.00
2FAB60ZSTRAT	FABRIC - STRATATEX WOVEN GEO	1.00	2,000.00	SQYD	1.25	108.000	1.35	2,700.00
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	30.00	HR	64.01	100.000	64.01	1,920.30
8DO105	DOZER KOMATSU D51	1.00	30.00	HR	79.70	100.000	79.70	2,391.00
8TR101	PICK UP TRUCK	1.00	30.00	HR	14.26	100.000	14.26	427.80
8WL250	WHEEL LOADER KOMATSU WA250	1.00	30.00	HR	58.91	100.000	58.91	1,767.30
FORE-01	FOREMAN	1.00	30.00	MH	67.00	80.000	53.60	1,608.00
LAB-01	LABORER	1.00	30.00	MH	38.00	110.000	41.80	1,254.00
OPER-01	OPERATOR CLASS A	2.00	60.00	MH	45.00	110.000	49.50	2,970.00
OPER-02	OPERATOR CLASS B	1.00	30.00	MH	45.00	110.000	49.50	1,485.00

Biditem

222

DEMOLITION/RESTORATION

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

Activity: 024121.01 DEMO - SAWCUTTING - ASPHALT (Unreviewed) Quantity: 70.00 Unit: LNFT

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4SAWASP	SAWCUTTING - ASPHALT	1.00	70.00	LNFT	4.00	100.000	4.00	280.00

Biditem

223

EROSION CONTROL

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2,384.00	0.00	2,384.00	595.12	5,963.90	0.00	875.00	0.00	9,818.02
Total	2,384.00	0.00	2,384.00	595.12	5,963.90	0.00	875.00	0.00	9,818.02

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
52.0000	0.0192	52.0000	188.8081	45.8462	45.8462	0.1000

Activity: 312545 EROSION CONTROL - SILT FENCE - TYPE A (Unreviewed) Quantity: 500.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1.37	0.00	1.37	0.29	1.08	0.00	1.75	0.00	4.49
Total	685.50	0.00	685.50	143.19	540.00	0.00	875.00	0.00	2,243.69

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
1.6574	0.0060	166.6667	276.2300	0.3000	1,666.6667	0.0006	7,478.9667

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
15.0000	33.3333	0.0300	45.7000	1.3710

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312500 EROSION CONTROL - FENCING Prod: UH 166.6667 Eff: 100.00 Crew Hrs: 3.00 Labor Pcs: 5.00 Equipment Pcs: 2.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2DP30YD	DUMPSTER - 30 YARD	1.00	1.00	EACH	500.00	108.000	540.00	540.00
4ECSFTA	SILT FENCE TYPE-A	1.00	500.00	LNFT	1.75	100.000	1.75	875.00
8LO100	SKID STEER LOADER SK35-1	1.00	3.00	HR	33.47	100.000	33.47	100.41
8TR101	PICK UP TRUCK	1.00	3.00	HR	14.26	100.000	14.26	42.78
FORE-01	FOREMAN	1.00	3.00	MH	67.00	80.000	53.60	160.80
LAB-01	LABORER	3.00	9.00	MH	38.00	110.000	41.80	376.20
OPER-01	OPERATOR CLASS A	1.00	3.00	MH	45.00	110.000	49.50	148.50

Activity: 312565 EROSION CONTROL - CONSTRUCTION EXIT (Unreviewed) Quantity: 1.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1,142.50	0.00	1,142.50	238.65	4,343.90	0.00	0.00	0.00	5,725.05
Total	1,142.50	0.00	1,142.50	238.65	4,343.90	0.00	0.00	0.00	5,725.05

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
1,381.1500	5.0000	0.2000	276.2300	0.5000	2.0000	0.5000	11,450.1000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
25.0000	0.0400	25.0000	45.7000	1,142.5000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312500 EROSION CONTROL - FENCING Prod: UH 0.2 Eff: 100.00 Crew Hrs: 5.00 Labor Pcs: 5.00 Equipment Pcs: 2.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG04	STONE - #04	1.10	79.20	TON	48.00	108.000	51.84	4,105.73
2FABFW700	FABRIC - MIRAFI FW700 RIP RA	1.10	123.20	S.Y.	1.79	108.000	1.93	238.17
8LO100	SKID STEER LOADER SK35-1	1.00	5.00	HR	33.47	100.000	33.47	167.35
8TR101	PICK UP TRUCK	1.00	5.00	HR	14.26	100.000	14.26	71.30
FORE-01	FOREMAN	1.00	5.00	MH	67.00	80.000	53.60	268.00
LAB-01	LABORER	3.00	15.00	MH	38.00	110.000	41.80	627.00
OPER-01	OPERATOR CLASS A	1.00	5.00	MH	45.00	110.000	49.50	247.50

Activity: 312570.2 EROSION CONTROL - CONCRETE WASHDOWN (Unreviewed) Quantity: 1.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	556.00	0.00	556.00	213.28	1,080.00	0.00	0.00	0.00	1,849.28
Total	556.00	0.00	556.00	213.28	1,080.00	0.00	0.00	0.00	1,849.28

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
769.2800	2.0000	0.5000	384.6400	0.2000	5.0000	0.2000	9,246.4000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
12.0000	0.0833	12.0000	46.3333	556.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 311414 RESPREAD Prod: UH 0.5 Eff: 100.00 Crew Hrs: 2.00 Labor Pcs: 6.00 Equipment Pcs: 3.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2WASHOUT	WASHOUT MATERIALS	1.00	1.00	EACH	1,000.00	108.000	1,080.00	1,0
8LO100	SKID STEER LOADER SK35-1	1.00	2.00	HR	33.47	100.000	33.47	

8TR101	PICK UP TRUCK	1.00	2.00	HR	14.26	100.000	14.26	
8WL250	WHEEL LOADER KOMATSU WA250	1.00	2.00	HR	58.91	100.000	58.91	117.82
FORE-01	FOREMAN	1.00	2.00	MH	67.00	80.000	53.60	107.20
LAB-01	LABORER	3.00	6.00	MH	38.00	110.000	41.80	250.80
OPER-01	OPERATOR CLASS A	1.00	2.00	MH	45.00	110.000	49.50	99.00
OPER-02	OPERATOR CLASS B	1.00	2.00	MH	45.00	110.000	49.50	99.00

Biditem

224

LIFT STATION

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

Activity: 224 LIFT STATION Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4REGIONLS	REGIONAL LIFT STATION	1.00	1.00	LSUM	7,451,025.00	100.000	7,451,025.00	7,451,025.00

Biditem - Parent

230

WELL SITE

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	46,941.80	0.00	46,941.80	41,984.15	107,699.90	12,970.00	7,584,213.00	0.00	7,793,808.85
Total	46,941.80	0.00	46,941.80	41,984.15	107,699.90	12,970.00	7,584,213.00	0.00	7,793,808.85

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
983.0000	0.0010	983.0000	7,928.5950	47.7536	47.7536	0.0000

Biditem

231

EARTHWORK

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	38,409.40	0.00	38,409.40	36,983.21	101,196.00	12,760.00	40,000.00	0.00	229,348.61
Total	38,409.40	0.00	38,409.40	36,983.21	101,196.00	12,760.00	40,000.00	0.00	229,348.61

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
801.0000	0.0012	801.0000	286.3279	47.9518	47.9518	0.0070

Activity: 311110 EARTHWORK - CLEARING AND GRUBBING - MASS (Unreviewed) Quantity: 4.00 Unit: ACRE

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2,857.00	0.00	2,857.00	3,348.20	0.00	0.00	10,000.00	0.00	16,205.20
Total	11,428.00	0.00	11,428.00	13,392.80	0.00	0.00	40,000.00	0.00	64,820.80

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
6,205.2000	10.0000	0.1000	620.5200	4.0000	1.0000	1.0000	16,205.2000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
240.0000	0.0167	60.0000	47.6167	2,857.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 311000 CLEARING - MASS Prod: UH 0.1 Eff: 100.00 Crew Hrs: 40.00 Labor Pcs: 6.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4CLEAR	CLEARING & GRUBBING	1.00	4.00	ACRE	10,000.00	100.000	10,000.00	40,00
8DO110	DOZER KOMATSU D61	1.00	40.00	HR	107.22	100.000	[illegible]	4,28

8EX336E	EXCAVATOR CATERPILLAR 336-E	1.00	40.00	HR	154.43	100.000	154.43	
8TR101	PICK UP TRUCK	1.00	40.00	HR	14.26	100.000	14.26	570.40
8WL250	WHEEL LOADER KOMATSU WA250	1.00	40.00	HR	58.91	100.000	58.91	2,356.40
FORE-01	FOREMAN	1.00	40.00	MH	67.00	80.000	53.60	2,144.00
LAB-01	LABORER	2.00	80.00	MH	38.00	110.000	41.80	3,344.00
OPER-01	OPERATOR CLASS A	3.00	120.00	MH	45.00	110.000	49.50	5,940.00

Activity: 311412.04 EARTHWORK - STRIP/STKPILE/RESPREAD/WASTE (Unreviewed) Quantity: 1425.00 Unit: CUYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3.09	0.00	3.09	4.01	0.00	0.00	0.00	0.00	7.10
Total	4,401.00	0.00	4,401.00	5,719.81	0.00	0.00	0.00	0.00	10,120.81

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
7.1023	0.0105	95.0000	674.7207	1.5000	950.0000	0.0011	6,747.2067

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
90.0000	15.8333	0.0632	48.9000	3.0884

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 311413 STRIP & STOCKPILE Prod: UH 95 Eff: 100.00 Crew Hrs: 15.00 Labor Pcs: 6.00 Equipment Pcs: 5.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8AD100	ARTICULATING DUMP 30TON	1.00	15.00	HR	112.62	100.000	112.62	1,689.23
8DO105	DOZER KOMATSU D51	2.00	30.00	HR	79.70	100.000	79.70	2,391.00
8TL100	TRACK LOADER CAT 953	1.00	15.00	HR	95.05	100.000	95.05	1,425.68
8TR101	PICK UP TRUCK	1.00	15.00	HR	14.26	100.000	14.26	213.90
FORE-01	FOREMAN	1.00	15.00	MH	67.00	80.000	53.60	804.00
LAB-01	LABORER	1.00	15.00	MH	38.00	110.000	41.80	627.00
OPER-01	OPERATOR CLASS A	3.00	45.00	MH	45.00	110.000	49.50	2,227.50
OPER-02	OPERATOR CLASS B	1.00	15.00	MH	45.00	110.000	49.50	742.50

Activity: 312200.04 EARTHWORK - HAULING - IMPORT (Unreviewed) Quantity: 638.00 Unit: CUYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.66	0.00	0.66	0.00	0.00	20.00	0.00	0.00	20.66
Total	418.00	0.00	418.00	0.00	0.00	12,760.00	0.00	0.00	13,178.00

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
0.6552	0.0078	127.6000	83.6000	0.5000	1,276.0000	0.0008	26,356.0000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
10.0000	63.8000	0.0157	41.8000	0.6552

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312200 HAULING Prod: UH 127.6 Eff: 100.00 Crew Hrs: 5.00 Labor Pcs: 2.00 Equipment Pcs: 0.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
5HAULCY	HAULING - CY	1.00	638.00	CY	20.00	100.000	20.00	12,760.00
LAB-01	LABORER	2.00	10.00	MH	38.00	110.000	41.80	418.00

Activity: 312200.02 EARTHWORK - PLACE & COMPACT (Unreviewed) Quantity: 638.00 Unit: CUYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2.30	0.00	2.30	2.01	0.00	0.00	0.00	0.00	4.31
Total	1,467.00	0.00	1,467.00	1,281.08	0.00	0.00	0.00	0.00	2,748.08

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
4.3073	0.0078	127.6000	549.6160	0.5000	1,276.0000	0.0008	5,496.1600

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
30.0000	21.2667	0.0470	48.9000	2.

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312202 PLACE & COMPACT Prod: UH 127.6 Eff: 100.00 Crew Hrs: 5.00 Labor Pcs: 6.00 Equipment Pcs: 5.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8BR1OO	SWEEPER SM 300	1.00	5.00	HR	26.62	100.000	26.62	133.08
8CO120	COMPACTOR (LARGE)	1.00	5.00	HR	63.16	100.000	63.16	315.80
8DO110	DOZER KOMATSU D61	1.00	5.00	HR	107.22	100.000	107.22	536.10
8TR100	WATER TRUCK	1.00	5.00	HR	44.96	100.000	44.96	224.80
8TR101	PICK UP TRUCK	1.00	5.00	HR	14.26	100.000	14.26	71.30
FORE-01	FOREMAN	1.00	5.00	MH	67.00	80.000	53.60	268.00
LAB-01	LABORER	1.00	5.00	MH	38.00	110.000	41.80	209.00
OPER-01	OPERATOR CLASS A	1.00	5.00	MH	45.00	110.000	49.50	247.50
OPER-02	OPERATOR CLASS B	3.00	15.00	MH	45.00	110.000	49.50	742.50

Activity: 312216.3 EARTHWORK - FINE - ROUGH GRADE (Unreviewed) Quantity: 13854.00 Unit: SQFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.12	0.00	0.12	0.09	0.00	0.00	0.00	0.00	0.22
Total	1,714.20	0.00	1,714.20	1,301.28	0.00	0.00	0.00	0.00	3,015.48

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
0.2177	0.0004	2,309.0000	502.5800	0.6000	23,090.0000	0.0000	5,025.8000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
36.0000	384.8333	0.0026	47.6167	0.1237

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312216 FINE GRADING Prod: UH 2309 Eff: 100.00 Crew Hrs: 6.00 Labor Pcs: 6.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	6.00	HR	64.01	100.000	64.01	384.06
8DO105	DOZER KOMATSU D51	1.00	6.00	HR	79.70	100.000	79.70	478.20
8TR101	PICK UP TRUCK	1.00	6.00	HR	14.26	100.000	14.26	85.56
8WL250	WHEEL LOADER KOMATSU WA250	1.00	6.00	HR	58.91	100.000	58.91	353.46
FORE-01	FOREMAN	1.00	6.00	MH	67.00	80.000	53.60	321.60
LAB-01	LABORER	2.00	12.00	MH	38.00	110.000	41.80	501.60
OPER-01	OPERATOR CLASS A	2.00	12.00	MH	45.00	110.000	49.50	594.00
OPER-02	OPERATOR CLASS B	1.00	6.00	MH	45.00	110.000	49.50	297.00

Activity: 312325 EARTHWORK - BACKFILL CURB (Unreviewed) Quantity: 47.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	5.03	0.00	5.03	2.27	0.00	0.00	0.00	0.00	7.29
Total	236.20	0.00	236.20	106.64	0.00	0.00	0.00	0.00	342.84

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
7.2945	0.0213	47.0000	342.8400	0.1000	470.0000	0.0021	3,428.4000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
5.0000	9.4000	0.1064	47.2400	5.0255

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312325 EARTHWORK - BACKFILL CURB Prod: UH 47 Eff: 100.00 Crew Hrs: 1.00 Labor Pcs: 5.00 Equipment Pcs: 3.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8LO100	SKID STEER LOADER SK35-1	1.00	1.00	HR	33.47	100.000	33.47	33.47
8TR101	PICK UP TRUCK	1.00	1.00	HR	14.26	100.000	14.26	14.26
8WL250	WHEEL LOADER KOMATSU WA250	1.00	1.00	HR	58.91	100.000	58.91	58.91
FORE-01	FOREMAN	1.00	1.00	MH	67.00	80.000	53.60	
LAB-01	LABORER	2.00	2.00	MH	38.00	110.000	41.80	

OPER-01	OPERATOR CLASS A	2.00	2.00	MH	45.00	110.000	49.50	

Activity: 312216.2 EARTHWORK - FINE - HARDSCAPES (Unreviewed) Quantity: 43459.00 Unit: SQFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.26	0.00	0.26	0.20	0.00	0.00	0.00	0.00	0.46
Total	11,428.00	0.00	11,428.00	8,675.20	0.00	0.00	0.00	0.00	20,103.20

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
0.4626	0.0009	1,086.4750	502.5800	4.0000	10,864.7500	0.0001	5,025.8000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
240.0000	181.0792	0.0055	47.6167	0.2630

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312216 FINE GRADING Prod: UH 1086.475 Eff: 100.00 Crew Hrs: 40.00 Labor Pcs: 6.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	40.00	HR	64.01	100.000	64.01	2,560.40
8DO105	DOZER KOMATSU D51	1.00	40.00	HR	79.70	100.000	79.70	3,188.00
8TR101	PICK UP TRUCK	1.00	40.00	HR	14.26	100.000	14.26	570.40
8WL250	WHEEL LOADER KOMATSU WA250	1.00	40.00	HR	58.91	100.000	58.91	2,356.40
FORE-01	FOREMAN	1.00	40.00	MH	67.00	80.000	53.60	2,144.00
LAB-01	LABORER	2.00	80.00	MH	38.00	110.000	41.80	3,344.00
OPER-01	OPERATOR CLASS A	2.00	80.00	MH	45.00	110.000	49.50	3,960.00
OPER-02	OPERATOR CLASS B	1.00	40.00	MH	45.00	110.000	49.50	1,980.00

Activity: 321123.02 CONSTRUCTION LAYDOWN / ACCESS ROAD (Unreviewed) Quantity: 2000.00 Unit: SQYD

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	3.66	0.00	3.66	3.25	50.60	0.00	0.00	0.00	57.51
Total	7,317.00	0.00	7,317.00	6,506.40	101,196.00	0.00	0.00	0.00	115,019.40

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
6.9117	0.0150	66.6667	460.7800	3.0000	666.6667	0.0015	38,339.8000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
150.0000	13.3333	0.0750	48.7800	3.6585

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 321123 COURSES - AGGREGATE Prod: UH 66.6667 Eff: 100.00 Crew Hrs: 30.00 Labor Pcs: 5.00 Equipment Pcs: 4.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG57	STONE - #57	1.00	1,200.00	TON	76.00	108.000	82.08	98,496.00
2FAB60ZSTRAT	FABRIC - STRATATEX WOVEN GEO	1.00	2,000.00	SQYD	1.25	108.000	1.35	2,700.00
8CO130	COMPACTOR SMOOTH DRUM ROLLER	1.00	30.00	HR	64.01	100.000	64.01	1,920.30
8DO105	DOZER KOMATSU D51	1.00	30.00	HR	79.70	100.000	79.70	2,391.00
8TR101	PICK UP TRUCK	1.00	30.00	HR	14.26	100.000	14.26	427.80
8WL250	WHEEL LOADER KOMATSU WA250	1.00	30.00	HR	58.91	100.000	58.91	1,767.30
FORE-01	FOREMAN	1.00	30.00	MH	67.00	80.000	53.60	1,608.00
LAB-01	LABORER	1.00	30.00	MH	38.00	110.000	41.80	1,254.00
OPER-01	OPERATOR CLASS A	2.00	60.00	MH	45.00	110.000	49.50	2,970.00
OPER-02	OPERATOR CLASS B	1.00	30.00	MH	45.00	110.000	49.50	1,485.00

Biditem

232

EROSION CONTROL

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	
U. Cost	8,288.50	0.00	8,288.50	4,690.46	6,503.90	0.00	4,095.00	0.00	23,577.86
Total	8,288.50	0.00	8,288.50	4,690.46	6,503.90	0.00	4,095.00	0.00	23,577.86

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
177.0000	0.0056	177.0000	133.2082	46.8277	46.8277	0.0303

Activity: 312545 EROSION CONTROL - SILT FENCE - TYPE A (Unreviewed) Quantity: 2340.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1.56	0.00	1.56	0.33	0.46	0.00	1.75	0.00	4.10
Total	3,656.00	0.00	3,656.00	763.68	1,080.00	0.00	4,095.00	0.00	9,594.68

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
1.8888	0.0068	146.2500	276.2300	1.6000	1,462.5000	0.0007	5,996.6750

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
80.0000	29.2500	0.0342	45.7000	1.5624

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312500 EROSION CONTROL - FENCING Prod: UH 146.25 Eff: 100.00 Crew Hrs: 16.00 Labor Pcs: 5.00 Equipment Pcs: 2.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2DP30YD	DUMPSTER - 30 YARD	1.00	2.00	EACH	500.00	108.000	540.00	1,080.00
4ECSFTA	SILT FENCE TYPE-A	1.00	2,340.00	LNFT	1.75	100.000	1.75	4,095.00
8LO100	SKID STEER LOADER SK35-1	1.00	16.00	HR	33.47	100.000	33.47	535.52
8TR101	PICK UP TRUCK	1.00	16.00	HR	14.26	100.000	14.26	228.16
FORE-01	FOREMAN	1.00	16.00	MH	67.00	80.000	53.60	857.60
LAB-01	LABORER	3.00	48.00	MH	38.00	110.000	41.80	2,006.40
OPER-01	OPERATOR CLASS A	1.00	16.00	MH	45.00	110.000	49.50	792.00

Activity: 312641 EROSION CONTROL - TEMP SEDIMENT TRAP (Unreviewed) Quantity: 1.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	2,934.00	0.00	2,934.00	3,474.85	0.00	0.00	0.00	0.00	6,408.85
Total	2,934.00	0.00	2,934.00	3,474.85	0.00	0.00	0.00	0.00	6,408.85

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
6,408.8500	10.0000	0.1000	640.8850	1.0000	1.0000	1.0000	6,408.8500

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
60.0000	0.0167	60.0000	48.9000	2,934.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312201 EXCAVATE & LOAD Prod: UH 0.1 Eff: 100.00 Crew Hrs: 10.00 Labor Pcs: 6.00 Equipment Pcs: 5.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8BR1OO	SWEEPER SM 300	1.00	10.00	HR	26.62	100.000	26.62	266.15
8DO110	DOZER KOMATSU D61	1.00	10.00	HR	107.22	100.000	107.22	1,072.20
8EX336E	EXCAVATOR CATERPILLAR 336-E	1.00	10.00	HR	154.43	100.000	154.43	1,544.30
8TR100	WATER TRUCK	1.00	10.00	HR	44.96	100.000	44.96	449.60
8TR101	PICK UP TRUCK	1.00	10.00	HR	14.26	100.000	14.26	142.60
FORE-01	FOREMAN	1.00	10.00	MH	67.00	80.000	53.60	536.00
LAB-01	LABORER	1.00	10.00	MH	38.00	110.000	41.80	418.00
OPER-01	OPERATOR CLASS A	2.00	20.00	MH	45.00	110.000	49.50	990.00
OPER-02	OPERATOR CLASS B	2.00	20.00	MH	45.00	110.000	49.50	990.00

Activity: 312570.2 EROSION CONTROL - CONCRETE WASHDOWN (Unreviewed) Quantity: 1.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	556.00	0.00	556.00	213.28	1,080.00	0.00	0.00	0.00	1,849.28
Total	556.00	0.00	556.00	213.28	1,080.00	0.00	0.00	0.00	1,849.28

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift

769.2800	2.0000	0.5000	384.6400	0.2000	5.0000	0.2000	

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
12.0000	0.0833	12.0000	46.3333	556.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 311414 RESPREAD Prod: UH 0.5 Eff: 100.00 Crew Hrs: 2.00 Labor Pcs: 6.00 Equipment Pcs: 3.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2WASHOUT	WASHOUT MATERIALS	1.00	1.00	EACH	1,000.00	108.000	1,080.00	1,080.00
8LO100	SKID STEER LOADER SK35-1	1.00	2.00	HR	33.47	100.000	33.47	66.94
8TR101	PICK UP TRUCK	1.00	2.00	HR	14.26	100.000	14.26	28.52
8WL250	WHEEL LOADER KOMATSU WA250	1.00	2.00	HR	58.91	100.000	58.91	117.82
FORE-01	FOREMAN	1.00	2.00	MH	67.00	80.000	53.60	107.20
LAB-01	LABORER	3.00	6.00	MH	38.00	110.000	41.80	250.80
OPER-01	OPERATOR CLASS A	1.00	2.00	MH	45.00	110.000	49.50	99.00
OPER-02	OPERATOR CLASS B	1.00	2.00	MH	45.00	110.000	49.50	99.00

Activity: 312565 EROSION CONTROL - CONSTRUCTION EXIT (Unreviewed) Quantity: 1.00 Unit: EACH

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	1,142.50	0.00	1,142.50	238.65	4,343.90	0.00	0.00	0.00	5,725.05
Total	1,142.50	0.00	1,142.50	238.65	4,343.90	0.00	0.00	0.00	5,725.05

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
1,381.1500	5.0000	0.2000	276.2300	0.5000	2.0000	0.5000	11,450.1000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
25.0000	0.0400	25.0000	45.7000	1,142.5000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312500 EROSION CONTROL - FENCING Prod: UH 0.2 Eff: 100.00 Crew Hrs: 5.00 Labor Pcs: 5.00 Equipment Pcs: 2.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
2AG04	STONE - #04	1.10	79.20	TON	48.00	108.000	51.84	4,105.73
2FABFW700	FABRIC - MIRAFI FW700 RIP RA	1.10	123.20	S.Y.	1.79	108.000	1.93	238.17
8LO100	SKID STEER LOADER SK35-1	1.00	5.00	HR	33.47	100.000	33.47	167.35
8TR101	PICK UP TRUCK	1.00	5.00	HR	14.26	100.000	14.26	71.30
FORE-01	FOREMAN	1.00	5.00	MH	67.00	80.000	53.60	268.00
LAB-01	LABORER	3.00	15.00	MH	38.00	110.000	41.80	627.00
OPER-01	OPERATOR CLASS A	1.00	5.00	MH	45.00	110.000	49.50	247.50

Biditem

233

DEMOLITION

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	243.90	0.00	243.90	310.48	0.00	210.00	288.00	0.00	1,052.38
Total	243.90	0.00	243.90	310.48	0.00	210.00	288.00	0.00	1,052.38

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
5.0000	0.2000	5.0000	210.4760	48.7800	48.7800	1.0000

Activity: 024121.01 DEMO - SAWCUTTING - ASPHALT (Unreviewed) Quantity: 47.00 Unit: LNFT

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4SAWASP	SAWCUTTING - ASPHALT	1.00	47.00	LNFT	4.00	100.000	4.00	188.00

Activity: 024121.04 DEMO - SAWCUTTING - CURB CUTS (Unreviewed) Quantity: 2.00 Unit: EACH

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4SAWCURB	SAWCUTTING - CURB CUTS	1.00	2.00	EACH	50.00	100.000	50.00	100.00

Activity: 024115 DEMO - CURB & GUTTER (Unreviewed) Quantity: 47.00 Unit: LNFT

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	5.19	0.00	5.19	6.61	0.00	4.47	0.00	0.00	16.26
Total	243.90	0.00	243.90	310.48	0.00	210.00	0.00	0.00	764.38

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
11.7953	0.0213	47.0000	554.3800	0.1000	470.0000	0.0021	7,643.8000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
5.0000	9.4000	0.1064	48.7800	5.1894

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 024100 DEMO - CONCRETE Prod: UH 47 Eff: 100.00 Crew Hrs: 1.00 Labor Pcs: 5.00 Equipment Pcs: 5.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
5HAULLD	HAULING - LOAD	1.00	1.00	LOAD	210.00	100.000	210.00	210.00
8EX228	EXCAVATOR KOMATSU PC228	1.00	1.00	HR	131.38	100.000	131.38	131.38
8HH01	HYDRAULIC HAMMER - ATTACHMEN	1.00	1.00	HR	10.88	100.000	10.88	10.88
8TL100	TRACK LOADER CAT 953	1.00	1.00	HR	95.05	100.000	95.05	95.05
8TR101	PICK UP TRUCK	1.00	1.00	HR	14.26	100.000	14.26	14.26
8WL250	WHEEL LOADER KOMATSU WA250	1.00	1.00	HR	58.91	100.000	58.91	58.91
FORE-01	FOREMAN	1.00	1.00	MH	67.00	80.000	53.60	53.60
LAB-01	LABORER	1.00	1.00	MH	38.00	110.000	41.80	41.80
OPER-01	OPERATOR CLASS A	3.00	3.00	MH	45.00	110.000	49.50	148.50

Biditem

234

WELL

Takeoff Qty: 1.000 LSUM

Bid Qty: 1.000 LSUM

Activity: 234 WELL Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4WELLSITE	HINLEY WATER WELL	1.00	1.00	LSUM	7,539,830.00	100.000	7,539,830.00	7,539,830.00

Biditem

1000

INDIRECTS

Takeoff Qty: 1.000 LS

Bid Qty: 1.000 LS

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	247,170.00	0.00	247,170.00	90,644.00	0.00	278,881.00	179,856.00	280,830.00	1,077,381.00
Total	247,170.00	0.00	247,170.00	90,644.00	0.00	278,881.00	179,856.00	280,830.00	1,077,381.00

Manhours	Unit/MH	MH/Unit	$/MH	Base Labor/MH	Total Labor/MH	Unit/CH
5,250.0000	0.0002	5,250.0000	205.2154	47.0800	47.0800	0.0009

Activity: 101097 TRAVEL EXPENSES (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
7TRAVEL	TRAVEL EXPENSES	1.00	1.00	LSUM	278,881.00	100.000	278,881.00	278,8

Activity: 312300 DEWATERING (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4DEWATERING	DEWATERING	1.00	13,113.00	LNFT	10.00	100.000	10.00	131,130.00

Activity: 011500 ICE, WATER, CUPS (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
9*THIWC	ICE, WATER, CUPS	1.00	22,765.00	LBHR	2.00	100.000	2.00	45,530.00

Activity: 312325 STRINGING/STAGING/SUPPORT CREW (Unreviewed) Quantity: 1.00 Unit: LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	153,530.00	0.00	153,530.00	69,316.00	0.00	0.00	0.00	0.00	222,846.00
Total	153,530.00	0.00	153,530.00	69,316.00	0.00	0.00	0.00	0.00	222,846.00

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
222,846.0000	650.0000	0.0015	342.8400	65.0000	0.0154	65.0000	3,428.4000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
3,250.0000	0.0003	3,250.0000	47.2400	153,530.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312325 EARTHWORK - BACKFILL CURB Prod: UH 0.0015 Eff: 100.00 Crew Hrs: 650.00 Labor Pcs: 5.00 Equipment Pcs: 3.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8LO100	SKID STEER LOADER SK35-1	1.00	650.00	HR	33.47	100.000	33.47	21,755.50
8TR101	PICK UP TRUCK	1.00	650.00	HR	14.26	100.000	14.26	9,269.00
8WL250	WHEEL LOADER KOMATSU WA250	1.00	650.00	HR	58.91	100.000	58.91	38,291.50
FORE-01	FOREMAN	1.00	650.00	MH	67.00	80.000	53.60	34,840.00
LAB-01	LABORER	2.00	1,300.00	MH	38.00	110.000	41.80	54,340.00
OPER-01	OPERATOR CLASS A	2.00	1,300.00	MH	45.00	110.000	49.50	64,350.00

Activity: 312325.1 UTILITY COORDINATION (Unreviewed) Quantity: 1.00 Unit: LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	47,240.00	0.00	47,240.00	21,328.00	0.00	0.00	0.00	0.00	68,568.00
Total	47,240.00	0.00	47,240.00	21,328.00	0.00	0.00	0.00	0.00	68,568.00

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
68,568.0000	200.0000	0.0050	342.8400	20.0000	0.0500	20.0000	3,428.4000

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
1,000.0000	0.0010	1,000.0000	47.2400	47,240.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 312325 EARTHWORK - BACKFILL CURB Prod: UH 0.005 Eff: 100.00 Crew Hrs: 200.00 Labor Pcs: 5.00 Equipment Pcs: 3.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
8LO100	SKID STEER LOADER SK35-1	1.00	200.00	HR	33.47	100.000	33.47	6,694.00
8TR101	PICK UP TRUCK	1.00	200.00	HR	14.26	100.000	14.26	2,852.00
8WL250	WHEEL LOADER KOMATSU WA250	1.00	200.00	HR	58.91	100.000	58.91	11,782.00
FORE-01	FOREMAN	1.00	200.00	MH	67.00	80.000	53.60	10,720.00
LAB-01	LABORER	2.00	400.00	MH	38.00	110.000	41.80	16,720.00
OPER-01	OPERATOR CLASS A	2.00	400.00	MH	45.00	110.000	49.50	19,800.00

Activity: 012420 PERSONAL PROTECTIVE EQUIPMENT (Unreviewed) Quantity: 1.00 Unit: LSUM

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
9*THPPE	PROTECTIVE EQUIPMENT	1.00	22,765.00	LBHR	5.50	100.000	5.50	125,207.50

Activity: 014400 SMALL TOOLS & MISCELLANEOUS (Unreviewed) Quantity: 1.00 Unit: LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	0.00	0.00	22,500.00	102,442.50	124,942.50
Total	0.00	0.00	0.00	0.00	0.00	0.00	22,500.00	102,442.50	124,942.50

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4STORAGE	MOBILE MINI STORAGE	1.00	9.00	MON	2,500.00	100.000	2,500.00	22,500.00
9*THST&M	SMALL TOOLS AND MISC.	1.00	22,765.00	LBHR	4.50	100.000	4.50	102,442.50

Activity: 010209 INDIRECT MONTHLY ITEMS (Unreviewed) Quantity: 9.00 Unit: MON

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	850.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,650.00	7,650.00

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
9DRUG	DRUG TEST	1.00	9.00	MON	150.00	100.000	150.00	1,350.00
9FIRSTAID	FIRST AID AND SUPPLIES	1.00	9.00	MON	350.00	100.000	350.00	3,150.00
9REPRO	REPROGRAGHICS AND PRINTING	1.00	9.00	MON	250.00	100.000	250.00	2,250.00
9SHIPPING	COURIER FED EX UPS MAIL	1.00	9.00	MON	100.00	100.000	100.00	900.00

Activity: 014100.01 TESTING & COMMISSIONING (Unreviewed) Quantity: 1.00 Unit: LSUM

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
U. Cost	46,400.00	0.00	46,400.00	0.00	0.00	0.00	26,226.00	0.00	72,626.00
Total	46,400.00	0.00	46,400.00	0.00	0.00	0.00	26,226.00	0.00	72,626.00

Crew $/Unit	Crew Hrs/Unit	Units/Crew Hr	$/Crew Hour	Shifts	Units/Shift	Shifts/Unit	$/Shift
46,400.0000	250.0000	0.0040	185.6000	25.0000	0.0400	25.0000	2,905.0400

Manhours	Unit/MH	MH/Unit	Total Labor/MH	Base Labor/Unit
1,000.0000	0.0010	1,000.0000	46.4000	46,400.0000

Calendar: 510 5 Shifts - 10 Hours Hrs/Shift: 10 WC: Code not found.

Crew: 410002 EQUIPMENT - 3 MAN CREW Prod: 0 Eff: 100.00 Crew Hrs: 250.00 Labor Pcs: 4.00 Equipment Pcs: 0.00

Resource	Description	Pcs/Wste	Quantity	Unit	Unit Cost	Tax/OT %	Actual UC	Total
4TESTSUPPLIE	TESTING SUPPLIES	1.00	13,113.00	LNFT	2.00	100.000	2.00	26,226.00
FORE-01	FOREMAN	1.00	250.00	MH	67.00	80.000	53.60	13,400.00
LAB-01	LABORER	2.00	500.00	MH	38.00	110.000	41.80	20,900.00
PIPEFIT-01	PIPE FITTER	1.00	250.00	MH	44.00	110.000	48.40	12,100.00

Report Summary

	Base Labor	Burden	Total Labor	Equipment	Perm Matls	Const Matls	Sub	9-INDIRECT	Total
Total	1,066,029	0	1,066,029	827,266	2,129,175	292,521	17,003,436	420,830	21,739,258

Calendars Used In Estimate

510	5 Shifts - 10 Hours
508	5 Shifts - 8 Hours

In equipment resources, Rent % and EOE % that are not 100% are represented as XXX%YYY, where XXX = Rent % and YYY = EOE %

Marlow Water and Sewer Improvements
Hard Bid for W/R & GMP for H/C
QUALIFICATIONS AND EXCLUSIONS
November 05, 2026

I. General Qualifications

1. Construction cost is based on the following design documents
   - 100% Submittal Marlow Ground Water Well Design by Raymond dated 6/02/2026
   - 100% Civil Construction Plans Issued for Permitting by Coleman Company dated 3/31/2026
     - Updated sheets C4.0, C4.1, C4.2, C4.3, C4.4 – Revised for GSWCC, GDOT, and GAEPD dated 8/12/2026
     - Alternate Lift Station Site Sheet EX1 dated 7/20/2026
   - 90% For Construction Drinking Water Well Electrical Plans by Coleman Company dated 2/##/2026
   - 90% Regional Lift Station Plans Issued for Review by Coleman Company dated 3/9/2026
   - Technical Specifications by Coleman Company dated March 2026
     - Supplemental Sections 033000, 042000, 061053, and 061753 Issued for Permit Set dated April 3, 2026
   - Equipment List by Coleman Company (undated)
   - Geotechnical Report by Terracon dated 2/2/2026
2. Final Completion shall be as denoted in the Reeves Young CMAR Contract.
3. The work schedule is based upon five (5), 10-hour days.
4. Project costs include Contractor's Overhead & Profit.

II. Division Specific Qualifications and Exclusions

Division 1 – General Requirements & Conditions

Qualifications:

1. It is assumed Reeves Young will have access to a power source at the project site for Construction and Temporary Power usage. Reeves Young remains responsible for temporary service, generators, connections, distribution and other construction power needs.

Exclusions:

1. American Iron & Steel (AIS) requirements.
2. Build America, Buy America (BABA) requirements.
3. Davis Bacon Wages rates
4. Construction materials testing. Per Specifications 01 45 00 and 01 45 23, the Owner to appoint and employ services of an independent testing agency or laboratory to perform specified testing.
5. Special Inspections.
6. Geotechnical services.
7. Post as-built hydrology study and reports.
8. Design/Engineering services.
9. Easement/property acquisition.
10. Erosion Control permit(s), GA EPD DDR Concurrence, GA EPD Plans/Specification Concurrence, Local Land Disturbance permits, and/or right-of-entry permits.

Division 2 – Site Work

Qualifications:

1. Earthwork:
   a) Wet Well Hoisting and Install Method – Reeves Young will submit lifting plans for approval prior to installation

2. Pipe, Fittings, and Valves:
   a) Lift Station Scope Limits – our scope begins at the 6-ft receiving SS manhole to the second 45-deg bend on the 16" SSFM effluent line east of the site limits. Both bends and the manhole are included in our scope; all work beyond these limits are excluded.
      i. For pricing purposes, we assumed all above ground pipe connections were flanged connections instead of MJs as shown on plans.
   b) Hinley Water Well Scope Limits – our scope begins at the 12" water main plug and everything within the limits of disturbance as shown on C4.1.
      i. For pricing purposes, we assumed all above ground pipes are DIP instead of C-900 as shown on plans.
      ii. All Below Ground Pipe is priced as C-900 PVC
   c) All pipe supports as shown on plans have been included. Where supports were not indicated but deemed necessary, we assumed an average spacing of 10' on center.
   d) All valves and fittings as shown on plans have been included.
   e) The following allowances have been included for heat tracing.
      i. Lift Station: $20,000.00
      ii. Hinely Water Well Station - $45,000.00

3. Fence:
   a) Cost of Chain-Link Fence & Gates for Lift Station and Well Site is based on 8'-0" tall, per specification section 02451, part 2.1.1 in lieu of the 6'-0" height as called out on plans.

4. Landscaping:
   a) Landscaping is included as an allowance of $50,250 for the Hinley Water Well Station until a schedule or specification section is provided.

5. Precast Structures:
   a) Reeves Young to take responsibility for the full furnish and install of all precast wet well assembly including joint treatment, finishes, ladder, fillets, and ancillary parts.

Exclusions:

1. All landscaping irrigation

Division 3 – Concrete

Qualifications:

1. N/A

Exclusions:

1. N/A

Division 4 - Masonry

Qualifications:

1. The cost of masonry is included based on the provided Hinely Water Well Station plans.

Exclusions:

1. N/A

Division 5 - Metals

Qualifications:

2. Cost of misc. metals is included based on the provided plans.

Exclusions:

1. N/A

Division 6 – Wood, Plastic & Composite

Qualifications:

1. Cost of rough carpentry is included based on the plans provided by the Engineer.
2. Cost of wood trusses are included for the Hinley Water Well building based on the plans provided by the Engineer.

Exclusions:

1. N/A

Division 7 – Thermal and Moisture Protection

Qualifications:

1. We assumed an allowance of $1,000 for joint sealants at the Lift Station
2. Cost of Joint Sealants at the Hinely Water Well Station is based on the plans provided by the Engineer.
3. Cost of Roofing is based on the plans provided for the Hinely Water Well Station.

Exclusions:

1. Waterproofing/Damp-proofing.
2. Roofing at the Lift Station

Division 8 – Doors and Windows

Qualifications:

1. Cost of doors and windows is based on the plans provided by the Engineer.

Exclusions:

1. Overhead doors.
2. Glass and glazing

Division 9 - Finishes

Qualifications:

1. Cost of Flooring is included based on the plans provided by the Engineer.
2. Cost of Coatings for the Lift Station is included based on standard coating systems for DIP Pipe, Pumps, and Valves as well as any below grade Concrete Structures that will hold water.
3. Cost of Coatings for the Hinely Water Well Station is included based on standard DIP Coatings, Interior and Exterior Architectural Coatings, and any concrete coating for structures that hold water and are below grade.

Exclusions:

1. N/A

Division 10 – Specialties

Qualifications:

1. An allowance for 10 interior signs per site, furnish and install, has been included.

Exclusions:

1. N/A

Divisions 11 & 13 – Equipment & Special Construction

Qualifications:

1. Cost is included for Process Equipment per the "Equipment List" provided by Coleman Company.
    a. Submersible Vertical Turbine Pumps – **Franklin Electric**
        i. Variable Frequency Drives – **Franklin Electric X-Drive**
        ii. Well Site Control/SCADA VT Pump Control Panel – **Hinley Tract PC Control Panel (GWI)**
    b. Chlorine System
        i. Chlorine Disinfection Pumps – **Sta-Rite HPS30G-01 Booster Pumps**
        ii. Chlorine Injector – **Superior EJ-1**
        iii. Chlorine Chlorinator – **Superior CL-2**
        iv. Chlorine Dosing Autovalve – **Superior AV-21**
        v. Chlorine Residual Monitoring – **Hach**
        vi. Chlorine Scales – **Scaletron AccuPro 1000**
        vii. Chlorine Tank Automatic Switch Over – **Superior CL-15**
        viii. Chlorine Leak Detector with Gas Sensor – **Superior**
    c. Fluoride System
        i. Fluoride Dosing Pumps – **Grundfos DDA Dosing Skid with Grundfos DDA 7.5-16 FCM-PV/T/T-F-31U7U7BS Pumps**
        ii. Fluoride Scale – **PlantPRO Digital Drum Scale**
    d. Submersible Lift Station Pumps – **Grundfos S2.40.A80.1610.4.70M.C.355.G.Ex.D.611.Z**
        i. Variable Frequency Drives – **Danfoss VLT Aqua Drive FC 202**
        ii. Lift Station Control/SCADA Duplex Pump Control Panel – **Grundfos**
    e. Diesel Bypass Pump – **BBA Pumps BA300E D388**
    f. 15,000 Gallon Water Storage Tank with 150 Gallon Air Compressor System – **Pulsco CT-120-15000**
    g. Control Room Pre-Manufactured Building – **Warminster Fiberglass**
2. The following Special Construction scopes of work are included as allowances:
    a. SCADA programming/system integration services at the Lift Station Site - $40,000
    b. Radio Path Survey at the Lift Station Site - $15,000
    c. SCADA programming/system integration services at the Wells Site - $75,000
    d. One (1) Level/Pressure Control Panel & Motor Starter Panel (Shown on C4.4) - $60,000
    e. Two (2) Chlorine Injection Pumps Variable Frequency Drives (Shown on E3) - $20,000/Each
3. Cost includes a 120-gallon air receiver in accordance with the manufacturer's standard sizing, in lieu of the 150-gallon air receiver. This sizing is based on Southern Water Technologies' standard equipment configuration and prior coordination with the engineer, and does not represent a design recommendation by Reeves Young.

Exclusions:

1. The following specification sections were excluded from the GMP because they were included in the project specifications but were neither referenced in the design drawings nor identified in the Coleman Company Equipment List. As a result, these sections were not incorporated into our scope of work or pricing.

a. 11064 - Submersible Pumps
b. 11100 – Submersible Wastewater Pumps 5-25 Horsepower Duplex Across the Line Magnetic

Division 15 – Mechanical

Qualifications:

1. Cost for HVAC is included for the Hinley Well Site per Sheet E3 as provided by the Engineer.
2. Cost for plumbing is included for the Hinley Well Stite per P-drawings provided by the Engineer.

Exclusions:

1. HVAC at the Lift Station
2. Plumbing at the Lift Station

Division 16 – Electrical

Qualifications:

1. Reeves Young Water Resources has assumed electrical duct banks are to be direct buried unless noted otherwise.

Exclusions:

1. N/A

Division 21 – Fire Suppression

Qualifications:

1. N/A

Exclusions:

1. No cost included for a Fire Suppression system at both sites.

III. Allowances

The following allowances, based on similar projects or historical data, have been included in our estimate. All unused allowances are reconciled through the contractual adjustment process and are not automatically converted to contractor contingency.

1. Heat Tracing
    a. Lift Station - $20,000
    b. Hinley Water Well Station - $45,000
2. Joint Sealants for the Lift Station - $1,000
3. Lift Station SCADA programming/system integration services - $40,000
4. Lift Station Radio Path Survey - $15,000
5. Hinley Water Well SCADA programming/system integration services - $75,000
6. Hinley Water Well – One (1) Level/Pressure Control Panel & Motor Starter Panel (Shown on C4.4) - $60,000
7. Hinley Water Well – Two (2) Chlorine Injection Pumps Variable Frequency Drives (Shown on E3) - $20,000/Each

IV. Project Costs

Reeves Young is pleased to present our proposal for the Marlow Water and Sewer Improvement project. Total lump sum price for the Regional Lift Station and Hinley Water Well is as follows:

- **Regional Lift Station**: $ 7,451,025
- **Hinley Water Well**: $ 7,539,830

Sincerely,
Reeves Young, LLC

John Jung

John Jung, PE
Preconstruction Manager

cc: Ty Kelley, Reeves Young
Greg VandenHeuvel, Reeves Young
Greg Rosinski, Reeves Young
Donald Brown, PE, Coleman Company
Christopher Pease, PE, Coleman Company

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total

PARENT ITEM = 1000001
Description = LIFT STATION Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000001:

BID ITEM = 11001 Land Item SCHEDULE: 1 100
Description = CONSTRUCTION EQUIPMENT Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 0.000

017000	**EQUIP RENT/EOE/MOB**				**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**	
											**Unreviewed
4MOBILIZ	MOBILIZATION COST	1.00	10,000.00	DOL	1.000					10,000	10,000
8ZEOEADJ	==> EQUIPMENT EOE A	1.00	26,684.50	DOL	1.000				26,685		26,685
8ZRENTADJ	==> EQUIPMENT RENTA	1.00	84,087.50	DOL	1.000				84,088		84,088
$120,772.00					[ ]				110,772	10,000	120,772
=====> Item Totals:	**11001**				**- CONSTRUCTION EQUIPMENT**						
$120,772.00					[ ]				110,772	10,000	**120,772**
120,772.000		1	LSUM						110,772.00	10,000.00	120,772.00

Total of Above Sub-Biditems

=====> Item Totals:	**1000001**				**- LIFT STATION**						
$120,772.00					**[ ]**				**110,772**	**10,000**	**120,772**
120,772.000		**1**	**LSUM**						**110,772.00**	**10,000.00**	**120,772.00**

PARENT ITEM = 1000002
Description = WELL SITE Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000002:

BID ITEM = 21001 Land Item SCHEDULE: 1 100
Description = CONSTRUCTION EQUIPMENT Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 0.000

017000	**EQUIP RENT/EOE/MOB**				**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**	
											**Unreviewed
4MOBILIZ	MOBILIZATION COST	1.00	10,000.00	DOL	1.000					10,000	10,000
8ZEOEADJ	==> EQUIPMENT EOE A	1.00	26,684.50	DOL	1.000				26,685		26,685
8ZRENTADJ	==> EQUIPMENT RENTA	1.00	84,087.50	DOL	1.000				84,088		84,088
$120,772.00					[ ]				110,772	10,000	120,772
=====> Item Totals:	**21001**				**- CONSTRUCTION EQUIPMENT**						
$120,772.00					[ ]				110,772	10,000	**120,772**
120,772.000		1	LSUM						110,772.00	10,000.00	120,772.00

Total of Above Sub-Biditems

=====> Item Totals:	**1000002**				**- WELL SITE**						
$120,772.00					**[ ]**				**110,772**	**10,000**	**120,772**
120,772.000		**1**	**LSUM**						**110,772.00**	**10,000.00**	**120,772.00**

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
PARENT ITEM = 1000001											
Description = LIFT STATION				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 22001				Land Item	SCHEDULE: 1 100						
Description = SURVEYING & LAYOUT				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		0.000
022100	**CONSTRUCTION LAYOUT**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
4CLSURVEY	CONSTRUCTION LAYO	1.00	1.00 LSUM	10,000.000						10,000	10,000
					Total of Above Sub-Biditems						
=====> Item Totals: 1000001 - LIFT STATION											
$10,000.00					**[ ]**					**10,000**	**10,000**
10,000.000		**1 LSUM**								**10,000.00**	**10,000.00**
PARENT ITEM = 1000002											
Description = WELL SITE				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 22002				Land Item	SCHEDULE: 1 100						
Description = SURVEYING & LAYOUT				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		0.000
022100	**CONSTRUCTION LAYOUT**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
4CLSURVEY	CONSTRUCTION LAYO	1.00	1.00 LSUM	30,000.000						30,000	30,000
					Total of Above Sub-Biditems						
=====> Item Totals: 1000002 - WELL SITE											
$30,000.00					**[ ]**					**30,000**	**30,000**
30,000.000		**1 LSUM**								**30,000.00**	**30,000.00**
PARENT ITEM = 1000001											
Description = LIFT STATION				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 27001				Land Item	SCHEDULE: 1 100						
Description = DEWATERING				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		0.000
027000.10	**DEWATERING - INSTALLATION**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
4SUB 027000	DEWATERING SUB	1.00	1.00 LSUM	15,000.000						15,000	15,000

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 27001				Land Item	SCHEDULE: 1 100						
Description = DEWATERING					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		0.000
027000.11	**DEWATERING - RENTAL**				**Quan: 2.00 MO Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2DEWATRENT	DEWATERING RENTAL	1.00	2.00 MO		10,000.000		21,600				21,600
027000.12	**DEWATERING - FUEL/POWER**				**Quan: 1.00 MO Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2DEWATFUEL	DEWATERING FUEL@10	1.00	2.00 MO		1,000.000		2,160				2,160
027000.13	**DEWATERING - TEARDOWN**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 027000	DEWATERING SUB	1.00	1.00 LSUM		15,000.000					15,000	15,000
027000.14	**DEWATERING - RY SUPPORT**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		100.00	CH	**Prod: 0.0000**		Lab Pcs: 5.00		Eqp Pcs:		4.00
2MISCM	MISC MATERIAL@108%	1.00	1.00 LSUM		25,000.000		27,000				27,000
8EX220	EXCAVATOR KOMATSU	1.00	100.00 HR		87.680				8,768		8,768
8TB105	TRENCH BOX 20' X 8'	1.00	100.00 HR		3.980				398		398
8TC100	TRENCH COMPACTOR (	1.00	100.00 HR		14.670				1,467		1,467
8WL270	WHEEL LOADER KOMA	1.00	100.00 HR		45.180				4,518		4,518
FORE-02	FOREMAN - YARD PIPE	1.00	100.00 MH		115.500	9,240					9,240
LAB-01	LABORER	2.00	200.00 MH		53.200	11,704					11,704
OPER-01	OPERATOR CLASS A	1.00	100.00 MH		63.000	6,930					6,930
OPER-02	OPERATOR CLASS B	1.00	100.00 MH		63.000	6,930					6,930
$76,955.00	500.0000 MH/LSUM		500.00 MH		[34804]	34,804	27,000		15,151		76,955
======> Item Totals:	**27001 - DEWATERING**										
$130,715.00	500.0000 MH/LSUM		500.00 MH		[34804]	34,804	50,760		15,151	30,000	**130,715**
130,715.000	1 LSUM					34,804.00	50,760.00		15,151.00	30,000.00	130,715.00
					Total of Above Sub-Biditems						
======> Item Totals:	**1000001 - LIFT STATION**										
$130,715.00	**500.0000 MH/LSUM**		**500.00 MH**		**[34804]**	**34,804**	**50,760**		**15,151**	**30,000**	**130,715**
130,715.000	**1 LSUM**					**34,804.00**	**50,760.00**		**15,151.00**	**30,000.00**	**130,715.00**
PARENT ITEM = 1000002											
Description = WELL SITE					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 27002				Land Item	SCHEDULE: 1 100						
Description = DEWATERING					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		0.000
027000.14	**DEWATERING - RY SUPPORT**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		50.00	CH	**Prod: 0.0000**		Lab Pcs: 5.00		Eqp Pcs:		4.00
2MISCM	MISC MATERIAL@108%	1.00	1.00 LSUM		10,000.000		10,800				10,800
8EX220	EXCAVATOR KOMATSU	1.00	50.00 HR		87.680				4,384		4,384
8TB105	TRENCH BOX 20' X 8'	1.00	50.00 HR		3.980				199		199
8TC100	TRENCH COMPACTOR (	1.00	50.00 HR		14.670				734		734

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 27002				Land Item	SCHEDULE: 1 100						
Description =	DEWATERING				Unit = LSUM	Takeoff Quan:		1.000	Engr Quan:		0.000
8WL270	WHEEL LOADER KOMA	1.00	50.00	HR	45.180				2,259		2,259
FORE-02	FOREMAN - YARD PIPE	1.00	50.00	MH	115.500	4,620					4,620
LAB-01	LABORER	2.00	100.00	MH	53.200	5,852					5,852
OPER-01	OPERATOR CLASS A	1.00	50.00	MH	63.000	3,465					3,465
OPER-02	OPERATOR CLASS B	1.00	50.00	MH	63.000	3,465					3,465
$35,777.50	250.0000 MH/LSUM		250.00	MH	[17402]	17,402	10,800		7,576		35,778
=====> **Item Totals:**	**27002 - DEWATERING**										
$35,777.50	250.0000 MH/LSUM		250.00	MH	[17402]	17,402	10,800		7,576		**35,778**
35,777.500	1 LSUM					17,402.00	10,800.00		7,575.50		35,777.50
BID ITEM = 42002				Land Item	SCHEDULE: 1 100						
Description =	MASONRY				Unit = LSUM	Takeoff Quan:		1.000	Engr Quan:		0.000
42000.00	**MASONRY SUB - BASE**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
4SUB 042000	MASONRY SUB	1.00	1.00	LSUM	1.000					1	1
42000.01	**WTR WELL - 8" CMU**				**Quan: 2,901.00 SQF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 042000	MASONRY SUB	1.00	2,901.00	SQFT	40.000					116,040	116,040
=====> **Item Totals:**	**42002 - MASONRY**										
$116,041.00					[ ]					116,041	**116,041**
116,041.000	1 LSUM									116,041.00	116,041.00
BID ITEM = 55002				Land Item	SCHEDULE: 1 100						
Description =	MISC METALS				Unit = LSUM	Takeoff Quan:		1.000	Engr Quan:		0.000
55000.00	**MISC METALS VENDOR - BASE**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
2VEND 055000	MISC METALS VENDO@	1.00	1.00	LSUM	1.000		1				1
55000.01	**WTR WELL - 4" BOLLARDS**				**Quan: 6.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		12.00	CH	**Prod: 0.0000**			Lab Pcs: 5.00	Eqp Pcs:		0.00
2MISCM	MISC MATERIAL@108%	1.00	6.00	EACH	250.000		1,620				1,620
2VEND 055000	MISC METALS VENDO@	1.00	6.00	EACH	650.000		4,212				4,212
FORE-05	FOREMAN - MISC META	1.00	12.00	MH	115.500	1,109					1,109
LAB-01	LABORER	4.00	48.00	MH	53.200	2,809					2,809
$9,749.76	10.0000 MH/EACH		60.00	MH	[652.96]	3,918	5,832				9,750
55000.02	**>>>WTR WELL - GALV GRATING @ DISCHARG**				**Quan: 13.00 SQF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		3.00	CH	**Prod: 4.3333 UH**			Lab Pcs: 5.00	Eqp Pcs:		0.00
2VEND 055000	MISC METALS VENDO@	1.00	13.00	SQFT	65.000		913				913
FORE-05	FOREMAN - MISC META	1.00	3.00	MH	115.500	277					277
LAB-01	LABORER	4.00	12.00	MH	53.200	702					702
$1,892.04	1.1538 MH/SQFT		15.00	MH	[75.342]	979	913				1,892
=====> **Item Totals:**	**55002 - MISC METALS**										
$9,750.84	60.0000 MH/LSUM		60.00	MH	[3917.76]	3,918	5,833				**9,751**
9,750.840	1 LSUM					3,917.76	5,833.08				9,750.84

Direct Cost Report

Activity / Resource	Desc	Quantity Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 61002			Land Item	SCHEDULE: 1 100						
Description =	ROUGH CARPENTRY & WOOD TRUSSES		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
61000.00	**ROUGH CARPENTRY & WOOD TRUSS SUB - BAS**	**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 061000	ROUGH CARPENTRY SU 1.00	1.00	LSUM	61,480.000					61,480	61,480
61000.01	**WTR WELL - PLYWOOD CEILING**	**Quan: 1,525.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	1,525.00	SQFT	0.000						
61000.02	**WTR WELL - 2X6 PT SILL PLATE**	**Quan: 256.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	256.00	LNFT	0.000						
61000.03	**WTR WELL - 2X6 WOOD FRAMING W/ R-19 INSU**	**Quan: 200.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	200.00	SQFT	0.000						
61000.04	**WTR WELL - VINYL LAP SIDING**	**Quan: 200.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	200.00	SQFT	0.000						
61000.05	**WTR WELL - 1/2" SHEATHING**	**Quan: 200.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	200.00	SQFT	0.000						
61000.06	**WTR WELL - 2X2 NAILER**	**Quan: 167.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	167.00	LNFT	0.000						
61000.07	**WTR WELL - R-30 BATT INSULATION @ CEILIN**	**Quan: 1,525.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	1,525.00	SQFT	0.000						
61000.08	**WTR WELL - 2X10 FACIA BOARD**	**Quan: 196.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	196.00	LNFT	0.000						
61000.09	**WTR WELL - 2X10 FRIEZE BOARD**	**Quan: 167.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	167.00	LNFT	0.000						
61000.10	**WTR WELL - WOOD TRUSSES @ 16" OC**	**Quan: 35.00**	**EAC**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	35.00	EACH	0.000						
61000.11	**WTR WELL - WOOD OUTRIGGERS @ 16" OC**	**Quan: 64.00**	**EAC**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 061000	ROUGH CARPENTRY SU 1.00	64.00	EACH	0.000						
=====> Item Totals:	**61002 - ROUGH CARPENTRY & WOOD TRUSSES**									
$61,480.46				[ ]					61,480	**61,480**
61,480.460	1 LSUM								61,480.46	61,480.46
				Total of Above Sub-Biditems						
=====> Item Totals:	**1000002 - WELL SITE**									
$223,049.80	**310.0000 MH/LSUM**	**310.00**	**MH**	**[21319.76]**	**21,320**	**16,633**		**7,576**	**177,521**	**223,050**

Direct Cost Report

Activity / Resource	Desc	Quantity Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 61002				Land Item	SCHEDULE: 1	100				
Description =	ROUGH CARPENTRY & WOOD TRUSSES			Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
223,049.800		**1 LSUM**			**21,319.76**	**16,633.08**		**7,575.50**	**177,521.46**	**223,049.80**
PARENT ITEM = 1000001										
Description =	LIFT STATION			Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:										
BID ITEM = 71001				Land Item	SCHEDULE: 1	100				
Description =	WATERPROOFING			Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
71000.00	**WATERPROOFING SUB - BASE**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
4SUB 071000	WATERPROOING SUB	1.00	1.00 LSUM	0.000						
71000.01	**LIFT STATION - WATERPROOFING**			**Quan: 1,504.00 SQF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
										**Unreviewed
4SUB 071000	WATERPROOING SUB	1.00	1,504.00 SQFT	0.000						
=====> Item Totals:	**71001**	**- WATERPROOFING**								
$0.00				[ ]						
0.000		1 LSUM								
				Total of Above Sub-Biditems						
=====> Item Totals:	**1000001**	**- LIFT STATION**								
$0.00				**[ ]**						
0.000		**1 LSUM**								
PARENT ITEM = 1000002										
Description =	WELL SITE			Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:										
BID ITEM = 71002				Land Item	SCHEDULE: 1	100				
Description =	WATERPROOFING			Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
71000.00	**WATERPROOFING SUB - BASE**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
										**Unreviewed
4SUB 071000	WATERPROOING SUB	1.00	1.00 LSUM	0.000						
71000.01	**WTR WELL - WATERPROOFING**			**Quan: 297.00 SQF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
										**Unreviewed
4SUB 071000	WATERPROOING SUB	1.00	297.00 LSUM	0.000						
=====> Item Totals:	**71002**	**- WATERPROOFING**								
$0.00				[ ]						
0.000		1 LSUM								

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 75002				Land Item	SCHEDULE: 1 100						
Description = ROOFING				Unit = LSUM	Takeoff Quan: 1.000					Engr Quan:	0.000
75000.00	**ROOFING SUB - BASE**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	1.00	LSUM	1.000					1	1
75000.01	**WTR WELL - ASPAHLT SHINGLE ROOFING**		**Quan: 2,152.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	2,152.00	SQFT	25.000					53,800	**Unreviewed 53,800
75000.02	**WTR WELL - SELF-ADHERED WATERPROOFIN**		**Quan: 2,152.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	2,152.00	SQFT	5.000					10,760	**Unreviewed 10,760
75000.03	**WTR WELL - 5/8" PLYWOOD SHEATHING**		**Quan: 2,152.00**	**SQF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	2,152.00	SQFT	2.000					4,304	**Unreviewed 4,304
75000.04	**WTR WELL - VENTED ALUM SOFFIT @ EAVE**		**Quan: 106.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	106.00	LNFT	2.000					212	**Unreviewed 212
75000.05	**WTR WELL SOLID ALUM SOFFIT @ GABLE**		**Quan: 74.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	74.00	LNFT	2.000					148	**Unreviewed 148
75000.06	**WTR WELL - ALUM FACIA**		**Quan: 196.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	196.00	LNFT	2.000					392	**Unreviewed 392
75000.07	**WTR WELL - PRE-FINISHED METAL TRIM**		**Quan: 167.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	167.00	LNFT	2.000					334	**Unreviewed 334
75000.08	**WTR WELL - METAL RAIN DIVERTER**		**Quan: 17.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	17.00	LNFT	5.000					85	**Unreviewed 85
75000.09	**WTR WELL - METAL RIDGE VENT**		**Quan: 53.00**	**LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
4SUB 075000	ROOFING SUB	1.00	53.00	LNFT	5.000					265	**Unreviewed 265
======> Item Totals:	**75002**		**- ROOFING**								
$70,301.00					[ ]					70,301	**70,301**
70,301.000			1 LSUM							70,301.00	70,301.00

Total of Above Sub-Biditems

======> Item Totals:	**1000002**		**- WELL SITE**								
$70,301.00					**[ ]**					**70,301**	**70,301**
70,301.000			**1 LSUM**							**70,301.00**	**70,301.00**

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
PARENT ITEM = 1000001											
Description = LIFT STATION				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 79001				Land Item	SCHEDULE: 1 100						
Description = SEALANTS & CAULKING				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		0.000
79000.00	**SEALANTS SUB - BASE**			**Quan:**	**1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
4SUB 071000	WATERPROOING SUB	1.00	1.00 LSUM		0.000						
79000.01	**LIFT STATION - JOINT SEALANTS**			**Quan:**	**1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 071000	WATERPROOING SUB	1.00	1.00 LSUM		1,000.000					1,000	1,000
=====> Item Totals: 79001 - SEALANTS & CAULKING											
$1,000.00					[ ]					1,000	**1,000**
1,000.000			1 LSUM							1,000.00	1,000.00
					Total of Above Sub-Biditems						
=====> Item Totals: 1000001 - LIFT STATION											
$1,000.00					**[ ]**					**1,000**	**1,000**
1,000.000			**1 LSUM**							**1,000.00**	**1,000.00**
PARENT ITEM = 1000002											
Description = WELL SITE				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 79002				Land Item	SCHEDULE: 1 100						
Description = SEALANTS & CAULKING				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		0.000
79000.00	**SEALANTS SUB - BASE**			**Quan:**	**1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 071000	WATERPROOING SUB	1.00	1.00 LSUM		6,574.000					6,574	6,574
79000.01	**WTR WELL - JOINT SEALANTS**			**Quan:**	**1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 071000	WATERPROOING SUB	1.00	1.00 LSUM		0.000						
=====> Item Totals: 79002 - SEALANTS & CAULKING											
$6,574.00					[ ]					6,574	**6,574**
6,574.000			1 LSUM							6,574.00	6,574.00
BID ITEM = 81002				Land Item	SCHEDULE: 1 100						
Description = DOORS, FRAMES, & HARDWARE				Unit = LSUM	Takeoff Quan:		1.000		Engr Quan:		0.000
81002.00	**DOOR VENDOR - BASE**			**Quan:**	**1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
2VEND 081000	DFH VENDOR@108%	1.00	1.00 LSUM		40,605.000		43,853				43,853

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 81002				Land Item	SCHEDULE: 1 100						
Description = DOORS, FRAMES, & HARDWARE					Unit = LSUM Takeoff Quan: 1.000					Engr Quan:	0.000
81002.01	**WELL BLDG - 7' X 2'-8", FRP DOORS & FRAM**		**Quan:**		**1.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		2.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2VEND 081000	DFH VENDOR@108%	1.00	1.00	EACH	0.000						
FORE-05	FOREMAN - MISC META	1.00	2.00	MH	115.500	185					185
LAB-01	LABORER	4.00	8.00	MH	53.200	468					468
$652.96	10.0000 MH/EACH		10.00	MH	[652.96]	653					653
81002.02	**WELL BLDG - 7' X 4', FRP DOORS & FRAME (**		**Quan:**		**2.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		4.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2VEND 081000	DFH VENDOR@108%	1.00	2.00	EACH	0.000						
FORE-05	FOREMAN - MISC META	1.00	4.00	MH	115.500	370					370
LAB-01	LABORER	4.00	16.00	MH	53.200	936					936
$1,305.92	10.0000 MH/EACH		20.00	MH	[652.96]	1,306					1,306
81002.03	**WELL BLDG - 8' X 8'-6"', FRP DOORS & FRA**		**Quan:**		**1.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		2.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2VEND 081000	DFH VENDOR@108%	1.00	1.00	EACH	0.000						
FORE-05	FOREMAN - MISC META	1.00	2.00	MH	115.500	185					185
LAB-01	LABORER	4.00	8.00	MH	53.200	468					468
$652.96	10.0000 MH/EACH		10.00	MH	[652.96]	653					653
81002.04	**WELL BLDG - 7' X 3', FRP DOORS & FRAME (**		**Quan:**		**1.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		2.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2VEND 081000	DFH VENDOR@108%	1.00	1.00	EACH	0.000						
FORE-05	FOREMAN - MISC META	1.00	2.00	MH	115.500	185					185
LAB-01	LABORER	4.00	8.00	MH	53.200	468					468
$652.96	10.0000 MH/EACH		10.00	MH	[652.96]	653					653
81002.05	**WELL BLDG - DOOR HARDWARE**		**Quan:**		**5.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		10.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2VEND 081000	DFH VENDOR@108%	1.00	5.00	EACH	0.000						
FORE-05	FOREMAN - MISC META	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	4.00	40.00	MH	53.200	2,341					2,341
$3,264.80	10.0000 MH/EACH		50.00	MH	[652.96]	3,265					3,265
81002.06	**WELL BLDG - LOUVERS**		**Quan:**		**7.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
055004	MISC METALS - 4 MAN CREW		14.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2VEND 081000	DFH VENDOR@108%	1.00	7.00	EACH	0.000						
FORE-05	FOREMAN - MISC META	1.00	14.00	MH	115.500	1,294					1,294
LAB-01	LABORER	4.00	56.00	MH	53.200	3,277					3,277
$4,570.72	10.0000 MH/EACH		70.00	MH	[652.96]	4,571					4,571
=====> Item Totals:	**81002**		**- DOORS, FRAMES, & HARDWARE**								
$54,953.72	170.0000 MH/LSUM		170.00	MH	[11100.32]	11,100	43,853				**54,954**
54,953.720	1 LSUM					11,100.32	43,853.40				54,953.72
BID ITEM = 84002				Land Item	SCHEDULE: 1 100						
Description = GLASS & GLAZING					Unit = LSUM Takeoff Quan: 1.000					Engr Quan:	0.000

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 84002				Land Item	SCHEDULE: 1 100						
Description =	GLASS & GLAZING			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
84000.00	**GLASS & GLAZING SUB - BASE**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
4SUB 084000	STOREFRONT & GLAZIN	1.00	1.00 LSUM	8,000.000						8,000	8,000
84000.01	**WINDOWS @ 5'-8" X 4' - ASSUME INSUL, TEM**		**Quan: 2.00 EAC**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 084000	STOREFRONT & GLAZIN	1.00	2.00 EACH	0.000							
=====> Item Totals:	**84002 - GLASS & GLAZING**										
$8,000.00					[ ]					8,000	**8,000**
8,000.000			1 LSUM							8,000.00	8,000.00
BID ITEM = 96002				Land Item	SCHEDULE: 1 100						
Description =	FLOORING			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
96000.00	**FLOORING SUB - BASE**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
4SUB 096000	FLOORING SUB	1.00	1.00 LSUM	1.000						1	1
96000.01	**WTR WELL - SEALED CONCRETE FLOORING**		**Quan: 1,538.00 SQF**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 096000	FLOORING SUB	1.00	1,538.00 SQFT	15.000						23,070	23,070
96000.02	**WTR WELL - VINYL BASE COVE**		**Quan: 309.00 LNF**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 096000	FLOORING SUB	1.00	309.00 LNFT	5.000						1,545	1,545
=====> Item Totals:	**96002 - FLOORING**										
$24,616.00					[ ]					24,616	**24,616**
24,616.000			1 LSUM							24,616.00	24,616.00
					Total of Above Sub-Biditems						
=====> Item Totals:	**1000002 - WELL SITE**										
$94,143.72		**170.0000 MH/LSUM**	**170.00 MH**		**[11100.32]**	**11,100**	**43,853**			**39,190**	**94,144**
94,143.720			**1 LSUM**			**11,100.32**	**43,853.40**			**39,190.00**	**94,143.72**
PARENT ITEM = 1000001											
Description =	LIFT STATION			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	1.000	
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 99001				Land Item	SCHEDULE: 1 100						
Description =	PAINTING & COATINGS			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
99000.00	**PAINTING SUB - BASE**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	1.00 LSUM	0.000							

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 99001				Land Item	SCHEDULE: 1 100						
Description =	PAINTING & COATINGS			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
99000.01	**LFT STN - DIP COATINGS**		**Quan: 4,239.00**	**SQF**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	4,329.00	SQFT	10.000					43,290	43,290
99000.02	**LFT STN - CONCRETE COATINGS**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	1.00	LSUM	10,000.000					10,000	10,000
=====> Item Totals:	**99001 - PAINTING & COATINGS**										
$53,290.00					[ ]					53,290	**53,290**
53,290.000		1 LSUM								53,290.00	53,290.00
					Total of Above Sub-Biditems						
=====> Item Totals:	**1000001 - LIFT STATION**										
$53,290.00					**[ ]**					**53,290**	**53,290**
53,290.000		**1 LSUM**								**53,290.00**	**53,290.00**
PARENT ITEM = 1000002											
Description =	WELL SITE			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 99002				Land Item	SCHEDULE: 1 100						
Description =	PAINTING & COATINGS			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
99000.00	**PAINTING SUB - BASE**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
4SUB 099000	PAINTING & COATINGS	1.00	1.00	LSUM	0.000						
99000.01	**WTR WELL - EPOXY PAINTED CEILING**		**Quan: 1,525.00**	**SQF**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	1,525.00	SQFT	5.000					7,625	7,625
99000.02	**WTR WELL - INTERIOR WALL COATINGS**		**Quan: 4,018.00**	**SQF**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	4,018.00	SQFT	5.000					20,090	20,090
99000.03	**WTR WELL - EXTERIOR WALL COATINGS**		**Quan: 2,196.00**	**SQF**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	2,196.00	SQFT	5.000					10,980	10,980
99000.04	**WTR WELL - DIP COATINGS**		**Quan: 10,777.00**	**SQF**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	10,777.00	SQFT	10.000					107,770	107,770
99000.05	**WTR WELL - CONCRETE COATINGS**		**Quan: 1.00**	**LS**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	1.00	LSUM	10,000.000					10,000	10,000

Activity / Resource	Desc	Quantity Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 99002			Land Item	SCHEDULE: 1 100						
Description =	PAINTING & COATINGS		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 0.000		
99000.06	**WTR WELL - MISC METALS COATINGS**	**Quan: 1.00 LS**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**					
										**Unreviewed
4SUB 099000	PAINTING & COATINGS	1.00	1.00 LSUM	1,000.000					1,000	1,000
======> Item Totals:	**99002**	**- PAINTING & COATINGS**								
$157,465.00				[ ]					157,465	**157,465**
157,465.000		1 LSUM							157,465.00	157,465.00
				Total of Above Sub-Biditems						
======> Item Totals:	**1000002**	**- WELL SITE**								
$157,465.00				**[ ]**					**157,465**	**157,465**
157,465.000		**1 LSUM**							**157,465.00**	**157,465.00**
PARENT ITEM = 1000001										
Description =	LIFT STATION		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 1.000		
Listing of Sub-Biditems of Parent Item 1000001:										
BID ITEM = 102001			Land Item	SCHEDULE: 1 100						
Description =	INTERIOR SIGNAGE		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 0.000		
102000.01	**INTERIOR SIGNS**	**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**					
015528	SETUP & MAINTAIN	3.00	CH	**Prod: 0.0000**		Lab Pcs: 3.00		Eqp Pcs: 0.00		
2VEND 102000	INTERIOR SPECIALT@10	1.00	1.00 LSUM	500.000		540				540
FORE-01	FOREMAN - LABOR	1.00	3.00 MH	115.500	277					277
LAB-01	LABORER	2.00	6.00 MH	53.200	351					351
$1,168.32		9.0000 MH/LSUM	9.00 MH	[628.32]	628	540				1,168
======> Item Totals:	**102001**	**- INTERIOR SIGNAGE**								
$1,168.32		9.0000 MH/LSUM	9.00 MH	[628.32]	628	540				**1,168**
1,168.320		1 LSUM			628.32	540.00				1,168.32
				Total of Above Sub-Biditems						
======> Item Totals:	**1000001**	**- LIFT STATION**								
$1,168.32		**9.0000 MH/LSUM**	**9.00 MH**	**[628.32]**	**628**	**540**				**1,168**
1,168.320		**1 LSUM**			**628.32**	**540.00**				**1,168.32**
PARENT ITEM = 1000002										
Description =	WELL SITE		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 1.000		
Listing of Sub-Biditems of Parent Item 1000002:										

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 102002				Land Item	SCHEDULE: 1 100						
Description =	INTERIOR SIGNAGE			Unit =	LSUM Takeoff Quan:	1.000		Engr Quan:			0.000
102000.01	**INTERIOR SIGNS**		**Quan:**	**1.00**	**LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
015528	SETUP & MAINTAIN		10.00	CH	**Prod:**	**0.0000**		Lab Pcs: 3.00		Eqp Pcs:	0.00
2VEND 102000	INTERIOR SPECIALT@10	1.00	1.00	LSUM	1,500.000		1,620				1,620
FORE-01	FOREMAN - LABOR	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	2.00	20.00	MH	53.200	1,170					1,170
$3,714.40	30.0000 MH/LSUM		30.00	MH	[2094.4]	2,094	1,620				3,714
=====>	**Item Totals: 102002 - INTERIOR SIGNAGE**										
$3,714.40	30.0000 MH/LSUM		30.00	MH	[2094.4]	2,094	1,620				**3,714**
3,714.400	1 LSUM					2,094.40	1,620.00				3,714.40
BID ITEM = 220002				Land Item	SCHEDULE: 1 100						
Description =	PLUMBING			Unit =	LSUM Takeoff Quan:	1.000		Engr Quan:			0.000
22002.00	**PLUMBING SUB - BASE**		**Quan:**	**1.00**	**LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
4SUB 220000	PLUMBING SUB	1.00	1.00	LSUM	100,000.000					100,000	100,000
22002.01	**ESEW - BRADLEY S19314EW COMBO SHOWER A**		**Quan:**	**1.00**	**EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	1.00	EACH	0.000						
22002.02	**IWH - 20 GPM, BRADLEY SNA IWH, ANTI-FREE**		**Quan:**	**1.00**	**EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	1.00	EACH	0.000						
22002.03	**FD - JOSAM 30000 W/ 88244 TRAP SEAL INSE**		**Quan:**	**4.00**	**EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	4.00	EACH	0.000						
22002.04	**BFP @ 1" CW**		**Quan:**	**1.00**	**EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	1.00	EACH	0.000						
22002.05	**PRV @ 1" CW**		**Quan:**	**1.00**	**EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	1.00	EACH	0.000						
22002.06	**SAN - 4" PVC(?)**		**Quan:**	**65.00**	**LNF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	65.00	LNFT	0.000						
22002.07	**VENT - 2" PVC(?)**		**Quan:**	**49.00**	**LNF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	49.00	LNFT	0.000						
22002.08	**CW - 1" COPPER(?)**		**Quan:**	**13.00**	**LNF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 220000	PLUMBING SUB	1.00	13.00	LNFT	0.000						
=====>	**Item Totals: 220002 - PLUMBING**										
$100,000.01					[ ]					100,000	**100,000**
100,000.010	1 LSUM									100,000.01	100,000.01

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 230002				Land Item	SCHEDULE: 1 100						
Description =	HVAC			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
230000.00	**HVAC SUB - BASE**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
4SUB 230000	HVAC SUB	1.00	1.00 LSUM	125,000.000						125,000	125,000
230000.01	**HEATER - QMARK MUH - 5KW**			**Quan: 3.00 EAC**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 230000	HVAC SUB	1.00	3.00 EACH	0.000							
230000.02	**LOUVER - 32"X24" INTAKE - GREENHECK ESD-**			**Quan: 1.00 EAC**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 230000	HVAC SUB	1.00	1.00 EACH	0.000							
230000.03	**WHU - BARD W36HFLCQZBPXX2J**			**Quan: 3.00 EAC**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 230000	HVAC SUB	1.00	3.00 EACH	0.000							
230000.04	**FAN - BOTTOM MOUNT - GREENHECK CUE-WA**			**Quan: 1.00 EAC**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 230000	HVAC SUB	1.00	1.00 EACH	0.000							
230000.05	**FAN - TOP MOUNT - CREEKHECK CUE-WALL**			**Quan: 2.00 EAC**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 230000	HVAC SUB	1.00	2.00 EACH	0.000							
=====> Item Totals:	**230002**		**- HVAC**								
$125,000.00					[ ]					125,000	**125,000**
125,000.000			1 LSUM							125,000.00	125,000.00
					Total of Above Sub-Biditems						
=====> Item Totals:	**1000002**		**- WELL SITE**								
$228,714.41			**30.0000 MH/LSUM**	**30.00 MH**	**[2094.4]**	**2,094**	**1,620**			**225,000**	**228,714**
228,714.410			**1 LSUM**			**2,094.40**	**1,620.00**			**225,000.01**	**228,714.41**
PARENT ITEM =	**1000001**										
Description =	LIFT STATION			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	1.000	
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 260001				Land Item	SCHEDULE: 1 100						
Description =	ELECTRICAL			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
260001.00	**ELECTRICAL - BASE BID**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00 LSUM	2,898,028.000						2,898,028	2,898,028
260001.01	**GENERATOR - DIESEL 500KW 480/277V 3P 4W**			**Quan: 1.00 EA**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB@108	1.00	1.00 LSUM	168,240.000						181,699	181,699

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 260001				Land Item	SCHEDULE: 1 100						
Description = ELECTRICAL					Unit = LSUM Takeoff Quan: 1.000					Engr Quan:	0.000
260001.01F	**GENERATOR - DIESEL FUEL (INITIAL & START**				**Quan: 1,800.00 GAL Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2MISCM	MISC MATERIAL@108%	2.00	3,600.00	GAL	6.000		23,328				23,328
260001.01I	**GENERATOR - INSTALL**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		15.00	CH	**Prod: 0.0000**			Lab Pcs: 5.00		Eqp Pcs:	0.00
2DAYCRANE	DAY CRANE@108%	1.00	1.00	DAY	7,500.000		8,100				8,100
2MISCM	MISC MATERIAL@108%	2.00	1.00	LSUM	500.000		540				540
FORE-06	FOREMAN - EQUIPMEN	1.00	15.00	MH	115.500	1,386					1,386
LAB-01	LABORER	3.00	45.00	MH	53.200	2,633					2,633
PIPEFIT-01	PIPE FITTER	1.00	15.00	MH	61.600	1,016					1,016
$13,675.80	75.0000 MH/EA		75.00	MH	[5035.8]	5,036	8,640				13,676
260001.02	**ATS - NEMA1 800A 480V 3P 4W**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.03	**MCB - NEMA4X 800A 65KAIC**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.04	**POWER PANEL - 480V**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.05	**VFD - INSTALL ONLY - DANFOSS VLT AQUA DR**				**Quan: 2.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	2.00	LSUM	0.000						
260001.06	**TRANSFORMER - NEMA1 480-120/240V**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.07	**PUMP DISCONNECT FRAME**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.08	**SERVICE DISCONNECT FRAME**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.09	**NON-FUSED DISCONNECTS**				**Quan: 2.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	2.00	LSUM	0.000						
260001.10	**GROUNDING PLAN**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.11	**LED FLOOD LIGHT W/ PHOTO CONTROL**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.12	**CABLE/CONDUIT**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 260001				Land Item	SCHEDULE: 1 100						
Description = ELECTRICAL				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
260001.13	**DUCT BANK - EXCAVATION AND BACKFILL**		**Quan: 276.00**	**LF**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	1.000				1	1	
260001.14	**>>>PERMITS**		**Quan: 1.00**	**EA**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.15	**TEMP POWER**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	20,000.000				20,000	20,000	
260001.16	**SCADA CONTROL PANEL - INSTALL ONLY**		**Quan: 1.00**	**EA**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260001.17	**JUNCTION BOX - NEMA4X**		**Quan: 2.00**	**EA**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
=====> Item Totals: 260001 - ELECTRICAL											
$3,136,732.00	75.0000 MH/LSUM		75.00	MH	[5035.8]	5,036	31,968		3,099,728	**3,136,732**	
3,136,732.000	1 LSUM					5,035.80	31,968.00		3,099,728.20	3,136,732.00	

Total of Above Sub-Biditems

=====> Item Totals: 1000001 - LIFT STATION											
$3,136,732.00	**75.0000 MH/LSUM**		**75.00**	**MH**	**[5035.8]**	**5,036**	**31,968**		**3,099,728**	**3,136,732**	
3,136,732.000	**1 LSUM**					**5,035.80**	**31,968.00**		**3,099,728.20**	**3,136,732.00**	

PARENT ITEM = 1000002
Description = WELL SITE — Unit = LSUM — Takeoff Quan: 1.000 — Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000002:

BID ITEM = 260002				Land Item	SCHEDULE: 1 100						
Description = ELECTRICAL				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
260002.00	**ELECTRICAL - BASE BID**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.01	**GENERATOR - DIESEL 900KW 480/277V 3P 4W**		**Quan: 1.00**	**EA**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB@108	1.00	1.00	LSUM	450,460.000				486,497	486,497	
260002.01F	**GENERATOR - DIESEL FUEL (INITIAL & START**		**Quan: 3,000.00**	**GAL**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2MISCM	MISC MATERIAL@108%	2.00	6,000.00	GAL	6.000		38,880			38,880	

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 260002				Land Item	SCHEDULE: 1 100						
Description = ELECTRICAL				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
260002.01I	**GENERATOR - INSTALL**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		15.00	CH	**Prod: 0.0000**			Lab Pcs: 5.00	Eqp Pcs:		0.00
2DAYCRANE	DAY CRANE@108%	1.00	1.00	DAY	7,500.000		8,100				8,100
2MISCM	MISC MATERIAL@108%	2.00	1.00	LSUM	500.000		540				540
FORE-06	FOREMAN - EQUIPMEN	1.00	15.00	MH	115.500	1,386					1,386
LAB-01	LABORER	3.00	45.00	MH	53.200	2,633					2,633
PIPEFIT-01	PIPE FITTER	1.00	15.00	MH	61.600	1,016					1,016
$13,675.80	75.0000 MH/EA		75.00	MH	[5035.8]	5,036	8,640				13,676
260002.02	**ATS - 1600A 4P 4XSS**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.03	**DOCKING STATION - 1600A 3P 4XSS**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.04	**SWITHCBOARD HDA - 480V 3P 3W**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.05	**TRANSFORMER - 30KVA 480V-120V 3P 4W**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.06	**VFD- INSTALL ONLY - 300HP 3P 4W 460V**				**Quan: 2.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.07	**PANEL A - NEMA1 208/120V 3P 4W**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.08	**CABLE/CONDUIT**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.09	**DISCONNECT SWITCH**				**Quan: 2.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.10	**>>>PERMITS**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.11	**DUCT BANK - EXCAVATION AND BACKFILL**				**Quan: 342.00 LF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	1.000					1	1
260002.12	**GROUNDING PLAN**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.13	**LIGHTING SYSTEMS**				**Quan: 1.00 EA Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 260002				Land Item	SCHEDULE: 1 100						
Description = ELECTRICAL				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
260002.14	**TEMP POWER**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	20,000.000					20,000	20,000
260002.15	**EMERGENCY STOP STATION - INSTALL ONLY**		**Quan: 1.00**	**EA**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
260002.17	**SINE-WAVE FILTERS - INSTALL ONLY**		**Quan: 2.00**	**EA**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
4SUB 260000	ELECTRICAL SUB	1.00	1.00	LSUM	0.000						
=====> Item Totals: 260002 - ELECTRICAL											
$559,053.60	75.0000 MH/LSUM		75.00	MH	[5035.8]	5,036	47,520			506,498	**559,054**
559,053.600	1 LSUM					5,035.80	47,520.00			506,497.80	559,053.60
					Total of Above Sub-Biditems						
=====> Item Totals: 1000002 - WELL SITE											
$559,053.60	**75.0000 MH/LSUM**		**75.00**	**MH**	**[5035.8]**	**5,036**	**47,520**			**506,498**	**559,054**
559,053.600	**1 LSUM**					**5,035.80**	**47,520.00**			**506,497.80**	**559,053.60**
PARENT ITEM = 1000001											
Description = LIFT STATION				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 312001				Land Item	SCHEDULE: 1 100						
Description = LIFT STATION - EARTHWORK				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
311412.01	**LIFT STATION - SOIL STRIPPING**		**Quan: 374.00**	**CUY**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
311412	STRIPPING		4.00	CH	**Prod: 93.5000 UH**			Lab Pcs: 5.00	Eqp Pcs:		3.00
5HAULCY	HAULING - CY	1.00	374.00	CY	20.000			7,480			7,480
8AD100	ARTICULATING DUMP 3	1.00	4.00	HR	78.400				314		314
8DO105	DOZER KOMATSU D51	1.00	4.00	HR	56.920				228		228
8TL100	TRACK LOADER CAT 95	1.00	4.00	HR	70.240				281		281
FORE-07	FOREMAN - GRADING	1.00	4.00	MH	115.500	370					370
LAB-01	LABORER	1.00	4.00	MH	53.200	234					234
OPER-01	OPERATOR CLASS A	2.00	8.00	MH	63.000	554					554
OPER-02	OPERATOR CLASS B	1.00	4.00	MH	63.000	277					277
$9,737.52	0.0534 MH/CUYD		20.00	MH	[3.838]	1,435		7,480	822		9,738
312200.01	**LIFT STATION - EXCAVATE & LOAD WETWELL**		**Quan: 669.00**	**CUY**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
`20'x20'x 30' deep base. 25' Shored. 5' Ledge. 2:1 daylight`											
312201	(Mod) EXCAVATE & LOAD		33.45	CH	**Prod: 20.0000 UH**			Lab Pcs: 4.00	Eqp Pcs:		2.00
5HAULCY	HAULING - CY	1.00	669.00	CY	20.000			13,380			13,380
8DO110	DOZER KOMATSU D61	1.00	33.45	HR	70.210				2,349		2,349
8EX336E	EXCAVATOR CATERPIL	1.00	33.45	HR	102.370				3,424		3,424
FORE-07	FOREMAN - GRADING	1.00	33.45	MH	115.500	3,091					3,091

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 312001				Land Item	SCHEDULE: 1 100						
Description =	LIFT STATION - EARTHWORK				Unit = LSUM	Takeoff Quan:		1.000	Engr Quan:		0.000
LAB-01	LABORER	1.00	33.45	MH	53.200	1,957					1,957
OPER-01	OPERATOR CLASS A	2.00	66.90	MH	63.000	4,636					4,636
$28,837.23	0.2000 MH/CUYD		133.80	MH	[14.476]	9,684		13,380	5,773		28,837
312200.02	**LIFT STATION - PLACE & COMPACT WETWELL**		**Quan:**	**493.00 CUY**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
312202	(Mod) PLACE & COMPACT		19.72	CH	**Prod:**	**25.0000 UH**		Lab Pcs: 4.00	Eqp Pcs:	2.00	
2AG57	STONE - #57@108%	1.00	887.00	TON	50.000		47,898				47,898
8CO120	COMPACTOR (LARGE)	1.00	19.72	HR	29.660			585			585
8DO110	DOZER KOMATSU D61	1.00	19.72	HR	70.210			1,385			1,385
FORE-07	FOREMAN - GRADING	1.00	19.72	MH	115.500	1,822					1,822
LAB-01	LABORER	1.00	19.72	MH	53.200	1,154					1,154
OPER-01	OPERATOR CLASS A	1.00	19.72	MH	63.000	1,367					1,367
OPER-02	OPERATOR CLASS B	1.00	19.72	MH	63.000	1,367					1,367
$55,576.77	0.1600 MH/CUYD		78.88	MH	[11.581]	5,709	47,898		1,969		55,577
312200.03	**LIFT STATION - CUT TO FILL**		**Quan:**	**388.00 CUY**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
312000	CUT & FILL - ONSITE		10.00	CH	**Prod:**	**38.8000 UH**		Lab Pcs: 7.00	Eqp Pcs:	5.00	
8AD100	ARTICULATING DUMP 3	2.00	20.00	HR	78.400			1,568			1,568
8CO120	COMPACTOR (LARGE)	1.00	10.00	HR	29.660			297			297
8DO110	DOZER KOMATSU D61	1.00	10.00	HR	70.210			702			702
8EX336E	EXCAVATOR CATERPIL	1.00	10.00	HR	102.370			1,024			1,024
FORE-07	FOREMAN - GRADING	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	1.00	10.00	MH	53.200	585					585
OPER-01	OPERATOR CLASS A	2.00	20.00	MH	63.000	1,386					1,386
OPER-02	OPERATOR CLASS B	3.00	30.00	MH	63.000	2,079					2,079
$8,564.60	0.1804 MH/CUYD		70.00	MH	[12.82]	4,974			3,590		8,565
314100	**SHORING - SLIDE RAIL**		**Quan:**	**2,000.00 SQF**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
312201	(Mod) EXCAVATE & LOAD		30.00	CH	**Prod:**	**66.6667 UH**		Lab Pcs: 4.00	Eqp Pcs:	2.00	
4SUB 316000	SPECIAL FOUNDATIONS	1.00	2,000.00	SQFT	45.000				90,000		90,000
8DO110	DOZER KOMATSU D61	1.00	30.00	HR	70.210			2,106			2,106
8EX336E	EXCAVATOR CATERPIL	1.00	30.00	HR	102.370			3,071			3,071
FORE-07	FOREMAN - GRADING	1.00	30.00	MH	115.500	2,772					2,772
LAB-01	LABORER	1.00	30.00	MH	53.200	1,756					1,756
OPER-01	OPERATOR CLASS A	2.00	60.00	MH	63.000	4,158					4,158
$103,863.00	0.0600 MH/SQFT		120.00	MH	[4.343]	8,686			5,177	90,000	103,863
=====> Item Totals:	**312001 - LIFT STATION - EARTHWORK**										
$206,579.12	422.6800 MH/LSUM		422.68	MH	[30488.86]	30,489	47,898	20,860	17,332	90,000	**206,579**
206,579.120	1 LSUM					30,488.86	47,898.00	20,860.00	17,332.26	90,000.00	206,579.12

Total of Above Sub-Biditems

=====> Item Totals:	**1000001 - LIFT STATION**										
$206,579.12	**422.6800 MH/LSUM**		**422.68**	**MH**	**[30488.86]**	**30,489**	**47,898**	**20,860**	**17,332**	**90,000**	**206,579**
206,579.120	**1 LSUM**					**30,488.86**	**47,898.00**	**20,860.00**	**17,332.26**	**90,000.00**	**206,579.12**

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total

PARENT ITEM = 1000002
Description = WELL SITE Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000002:

BID ITEM = 312002 Land Item SCHEDULE: 1 100
Description = WELL SITE - EARTHWORK Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 0.000

311412.01	**>>>WELL SITE - SOIL STRIPPING**		**Quan:**	**1.00 CUY**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
RY HEAVY CIVIL											
311412	STRIPPING		0.01	CH	**Prod:**	**93.4579 UH**	Lab Pcs:	5.00	Eqp Pcs:	3.00	
8AD100	ARTICULATING DUMP 3	1.00	0.01	HR	78.400			1		1	
8DO105	DOZER KOMATSU D51	1.00	0.01	HR	56.920			1		1	
8TL100	TRACK LOADER CAT 95	1.00	0.01	HR	70.240			1		1	
FORE-07	FOREMAN - GRADING	1.00	0.01	MH	115.500	1				1	
LAB-01	LABORER	1.00	0.01	MH	53.200	1				1	
OPER-01	OPERATOR CLASS A	2.00	0.02	MH	63.000	1				1	
OPER-02	OPERATOR CLASS B	1.00	0.01	MH	63.000	1				1	
$5.61	0.0500 MH/CUYD		0.05	MH	[3.59]	4		2		6	
312200.01	**WELL SITE - EXCAVATE & LOAD BLDG & ROAD**		**Quan:**	**821.00 CUY**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
312201	(Mod) EXCAVATE & LOAD		20.00	CH	**Prod:**	**41.0500 UH**	Lab Pcs:	4.00	Eqp Pcs:	2.00	
5HAULCY	HAULING - CY	1.00	821.00	CY	20.000		16,420			16,420	
8DO110	DOZER KOMATSU D61	1.00	20.00	HR	70.210			1,404		1,404	
8EX336E	EXCAVATOR CATERPIL	1.00	20.00	HR	102.370			2,047		2,047	
FORE-07	FOREMAN - GRADING	1.00	20.00	MH	115.500	1,848				1,848	
LAB-01	LABORER	1.00	20.00	MH	53.200	1,170				1,170	
OPER-01	OPERATOR CLASS A	2.00	40.00	MH	63.000	2,772				2,772	
$25,662.00	0.0974 MH/CUYD		80.00	MH	[7.053]	5,790	16,420	3,452		25,662	
312200.02	**WELL SITE - PLACE & COMPACT - BLDG AND P**		**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
312202	(Mod) PLACE & COMPACT		20.00	CH	**Prod:**	**0.0500 UH**	Lab Pcs:	4.00	Eqp Pcs:	2.00	
8CO120	COMPACTOR (LARGE)	1.00	20.00	HR	29.660			593		593	
8DO110	DOZER KOMATSU D61	1.00	20.00	HR	70.210			1,404		1,404	
FORE-07	FOREMAN - GRADING	1.00	20.00	MH	115.500	1,848				1,848	
LAB-01	LABORER	1.00	20.00	MH	53.200	1,170				1,170	
OPER-01	OPERATOR CLASS A	1.00	20.00	MH	63.000	1,386				1,386	
OPER-02	OPERATOR CLASS B	1.00	20.00	MH	63.000	1,386				1,386	
$7,787.80	80.0000 MH/LSUM		80.00	MH	[5790.4]	5,790		1,997		7,788	
312200.03	**>>>WELL SITE - CUT TO FILL**		**Quan:**	**1.00 CUY**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
RY HEAVY CIVIL											
312000	CUT & FILL - ONSITE		0.02	CH	**Prod:**	**38.7597 UH**	Lab Pcs:	7.00	Eqp Pcs:	5.00	
8AD100	ARTICULATING DUMP 3	2.00	0.05	HR	78.400			4		4	
8CO120	COMPACTOR (LARGE)	1.00	0.03	HR	29.660			1		1	
8DO110	DOZER KOMATSU D61	1.00	0.03	HR	70.210			2		2	
8EX336E	EXCAVATOR CATERPIL	1.00	0.03	HR	102.370			3		3	
FORE-07	FOREMAN - GRADING	1.00	0.03	MH	115.500	3				3	
LAB-01	LABORER	1.00	0.03	MH	53.200	2				2	
OPER-01	OPERATOR CLASS A	2.00	0.05	MH	63.000	3				3	
OPER-02	OPERATOR CLASS B	3.00	0.08	MH	63.000	6				6	
$23.51	0.1900 MH/CUYD		0.19	MH	[13.54]	14		10		24	
=====>	**Item Totals: 312002 - WELL SITE - EARTHWORK**										
$33,449.80	160.0000 MH/LSUM		160.00	MH	[11580.8]	11,581	16,420	5,449		**33,450**	
33,449.800	1 LSUM					11,580.80	16,420.00	5,449.00		33,449.80	

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 312002				Land Item	SCHEDULE: 1 100						
Description =	WELL SITE - EARTHWORK			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
					Total of Above Sub-Biditems						
=====> Item Totals: 1000002 - WELL SITE											
$33,449.80	**160.0000 MH/LSUM**		**160.00 MH**		**[11580.8]**	**11,581**		**16,420**	**5,449**		**33,450**
33,449.800	**1 LSUM**					**11,580.80**		**16,420.00**	**5,449.00**		**33,449.80**
PARENT ITEM = 1000001											
Description =	LIFT STATION			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 312501				Land Item	SCHEDULE: 1 100						
Description =	EROSION CONTROL			Unit =	Takeoff Quan: 1.000				Engr Quan:		0.000
312501.04	**EROSION CONTROL - SILT FENCE - TYPE C**		**Quan:**	**542.00 LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
312500	EROSION CONTROL - FENCING		3.63	CH	**Prod:**	**149.2537 UH**		Lab Pcs: 5.00		Eqp Pcs:	1.00
4ECSFTC	SILT FENCE TYPE-C	1.00	542.00	LNFT	2.950					1,599	1,599
8LO100	SKID STEER LOADER S	1.00	3.63	HR	24.860				90		90
FORE-07	FOREMAN - GRADING	1.00	3.63	MH	115.500	335					335
LAB-01	LABORER	3.00	10.89	MH	53.200	637					637
OPER-01	OPERATOR CLASS A	1.00	3.63	MH	63.000	252					252
$2,913.39	0.0334 MH/LNFT		18.15	MH	[2.259]	1,224			90	1,599	2,913
312501.05	**EROSION CONTROL - CONSTRUCTION EXIT**		**Quan:**	**1.00 EAC**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
312500	EROSION CONTROL - FENCING		5.00	CH	**Prod:**	**0.2000 UH**		Lab Pcs: 5.00		Eqp Pcs:	1.00
2AG04	STONE - #04@108%	1.10	79.20	TON	50.000		4,277				4,277
2FABFW700	FABRIC - MIRAFI F@108	1.10	123.20	S.Y.	1.790		238				238
8LO100	SKID STEER LOADER S	1.00	5.00	HR	24.860				124		124
FORE-07	FOREMAN - GRADING	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	3.00	15.00	MH	53.200	878					878
OPER-01	OPERATOR CLASS A	1.00	5.00	MH	63.000	347					347
$6,325.57	25.0000 MH/EACH		25.00	MH	[1686.3]	1,686	4,515		124		6,326
312501.06	**EROSION CONTROL - MAINTENANCE OF EXIT**		**Quan:**	**1.00 EAC**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
311414	RESPREAD		1.00	CH	**Prod:**	**1.0000 UH**		Lab Pcs: 6.00		Eqp Pcs:	2.00
2AG03	STONE - #03@108%	1.00	18.00	TON	41.000		797				797
8LO100	SKID STEER LOADER S	1.00	1.00	HR	24.860				25		25
8WL250	WHEEL LOADER KOMA	1.00	1.00	HR	41.710				42		42
FORE-07	FOREMAN - GRADING	1.00	1.00	MH	115.500	92					92
LAB-01	LABORER	3.00	3.00	MH	53.200	176					176
OPER-01	OPERATOR CLASS A	1.00	1.00	MH	63.000	69					69
OPER-02	OPERATOR CLASS B	1.00	1.00	MH	63.000	69					69
$1,270.17	6.0000 MH/EACH		6.00	MH	[406.56]	407	797		67		1,270
312501.07	**EROSION CONTROL - CONCRETE WASHOUT**		**Quan:**	**1.00 EAC**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
311414	RESPREAD		2.00	CH	**Prod:**	**0.5000 UH**		Lab Pcs: 6.00		Eqp Pcs:	2.00
2WASHOUT	WASHOUT MATERIALS	1.00	1.00	EACH	1,000.000		1,080				1,080
8LO100	SKID STEER LOADER S	1.00	2.00	HR	24.860				50		50
8WL250	WHEEL LOADER KOMA	1.00	2.00	HR	41.710				83		83
FORE-07	FOREMAN - GRADING	1.00	2.00	MH	115.500	185					185

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 312501				Land Item	SCHEDULE: 1 100						
Description =	EROSION CONTROL			Unit =	Takeoff Quan: 1.000				Engr Quan:		0.000
LAB-01	LABORER	3.00	6.00 MH		53.200	351					351
OPER-01	OPERATOR CLASS A	1.00	2.00 MH		63.000	139					139
OPER-02	OPERATOR CLASS B	1.00	2.00 MH		63.000	139					139
$2,026.26	12.0000 MH/EACH		12.00 MH		[813.12]	813	1,080		133		2,026
312535	**EROSION CONTROL - TEMPORARY GRASSING**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00**		**Cal: 510**		**WC: NONE**		
											**Unreviewed
4ECTG	TEMPORARY GRASSING	1.00	1.00 ACRE		1,795.000					1,795	1,795
312540	**EROSION CONTROL - PERMANENT GRASSING**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00**		**Cal: 510**		**WC: NONE**		
											**Unreviewed
4ECPG	PERMANENT GRASSING	1.00	1.00 ACRE		3,495.000					3,495	3,495
======> Item Totals:	**312501**		**- EROSION CONTROL**								
$17,825.39	61.1500 MH/		61.15 MH		[4130.23]	4,130	6,392		414	6,889	**17,825**
17,825.390	1					4,130.23	6,392.01		414.25	6,888.90	17,825.39
					Total of Above Sub-Biditems						
======> Item Totals:	**1000001**		**- LIFT STATION**								
$17,825.39	**61.1500 MH/LSUM**		**61.15 MH**		**[4130.23]**	**4,130**	**6,392**		**414**	**6,889**	**17,825**
17,825.390	**1 LSUM**					**4,130.23**	**6,392.01**		**414.25**	**6,888.90**	**17,825.39**
PARENT ITEM = 1000002											
Description =	WELL SITE			Unit =	LSUM	Takeoff Quan: 1.000			Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 312502				Land Item	SCHEDULE: 1 100						
Description =	EROSION CONTROL			Unit =	LSUM	Takeoff Quan: 1.000			Engr Quan:		0.000
312502.01	**EROSION CONTROL - MULCHING**		**Quan: 0.42 ACR**		**Hrs/Shft: 10.00**		**Cal: 510**		**WC: NONE**		
											**Unreviewed
4ECTM	TEMPORARY MULCHIN	1.00	0.42 ACRE		1,400.000					588	588
312502.02	**EROSION CONTROL - TEMPORARY GRASSING**		**Quan: 0.42 ACR**		**Hrs/Shft: 10.00**		**Cal: 510**		**WC: NONE**		
											**Unreviewed
4ECTG	TEMPORARY GRASSING	1.00	0.42 ACRE		1,795.000					754	754
312502.03	**EROSION CONTROL - PERMANENT GRASSING (**		**Quan: 0.42 ACR**		**Hrs/Shft: 10.00**		**Cal: 510**		**WC: NONE**		
											**Unreviewed
4ECPG	PERMANENT GRASSING	1.00	0.42 ACRE		3,495.000					1,468	1,468
312502.04	**EROSION CONTROL - SILT FENCE - TYPE C**		**Quan: 961.00 LNF**		**Hrs/Shft: 10.00**		**Cal: 510**		**WC: NONE**		
											**Unreviewed
312500	EROSION CONTROL - FENCING		6.43 CH		**Prod: 149.2537 UH**	Lab Pcs: 5.00				Eqp Pcs:	1.00
4ECSFTC	SILT FENCE TYPE-C	1.00	961.00 LNFT		2.950					2,835	2,835
8LO100	SKID STEER LOADER S	1.00	6.44 HR		24.860				160		160
FORE-07	FOREMAN - GRADING	1.00	6.44 MH		115.500	595					595
LAB-01	LABORER	3.00	19.32 MH		53.200	1,131					1,131
OPER-01	OPERATOR CLASS A	1.00	6.44 MH		63.000	446					446
$5,167.00	0.0335 MH/LNFT		32.20 MH		[2.26]	2,172			160	2,835	5,167

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 312502				Land Item	SCHEDULE: 1 100						
Description = EROSION CONTROL					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		0.000
312502.05	**EROSION CONTROL - CONSTRUCTION EXIT**				**Quan: 1.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
312500	EROSION CONTROL - FENCING		5.00	CH	**Prod: 0.2000 UH**			Lab Pcs: 5.00	Eqp Pcs:		1.00
2AG04	STONE - #04@108%	1.10	79.20	TON	50.000		4,277				4,277
2FABFW700	FABRIC - MIRAFI F@108	1.10	123.20	S.Y.	1.790		238				238
8LO100	SKID STEER LOADER S	1.00	5.00	HR	24.860				124		124
FORE-07	FOREMAN - GRADING	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	3.00	15.00	MH	53.200	878					878
OPER-01	OPERATOR CLASS A	1.00	5.00	MH	63.000	347					347
$6,325.57	25.0000 MH/EACH		25.00	MH	[1686.3]	1,686	4,515		124		6,326
312502.06	**EROSION CONTROL - MAINTENANCE OF EXIT**				**Quan: 1.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
311414	RESPREAD		1.00	CH	**Prod: 1.0000 UH**			Lab Pcs: 6.00	Eqp Pcs:		2.00
2AG03	STONE - #03@108%	1.00	18.00	TON	41.000		797				797
8LO100	SKID STEER LOADER S	1.00	1.00	HR	24.860				25		25
8WL250	WHEEL LOADER KOMA	1.00	1.00	HR	41.710				42		42
FORE-07	FOREMAN - GRADING	1.00	1.00	MH	115.500	92					92
LAB-01	LABORER	3.00	3.00	MH	53.200	176					176
OPER-01	OPERATOR CLASS A	1.00	1.00	MH	63.000	69					69
OPER-02	OPERATOR CLASS B	1.00	1.00	MH	63.000	69					69
$1,270.17	6.0000 MH/EACH		6.00	MH	[406.56]	407	797		67		1,270
312502.07	**EROSION CONTROL - CONCRETE WASHOUT**				**Quan: 1.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
311414	RESPREAD		2.00	CH	**Prod: 0.5000 UH**			Lab Pcs: 6.00	Eqp Pcs:		2.00
2WASHOUT	WASHOUT MATERIALS	1.00	1.00	EACH	1,000.000		1,080				1,080
8LO100	SKID STEER LOADER S	1.00	2.00	HR	24.860				50		50
8WL250	WHEEL LOADER KOMA	1.00	2.00	HR	41.710				83		83
FORE-07	FOREMAN - GRADING	1.00	2.00	MH	115.500	185					185
LAB-01	LABORER	3.00	6.00	MH	53.200	351					351
OPER-01	OPERATOR CLASS A	1.00	2.00	MH	63.000	139					139
OPER-02	OPERATOR CLASS B	1.00	2.00	MH	63.000	139					139
$2,026.26	12.0000 MH/EACH		12.00	MH	[813.12]	813	1,080		133		2,026
312502.08	**NPDES MONITORING**				**Quan: 12.00 MON Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 312500	EROSION CONTROL SU	1.00	14.00	MON	450.000					6,300	6,300
312502.09	**EROSION CONTROL - TEMP SEDIMENT TRAP**				**Quan: 1.00 EAC Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
312201	(Mod) EXCAVATE & LOAD		15.00	CH	**Prod: 0.0667 UH**			Lab Pcs: 5.00	Eqp Pcs:		3.00
4ECEXSDT	EXCAVATED SEDIMENT	1.00	1.00	EACH	450.000					450	450
4ECSFTC	SILT FENCE TYPE-C	1.00	185.00	LNFT	2.950					546	546
8BR1OO	SWEEPER SM 300	1.00	15.00	HR	19.030				285		285
8DO110	DOZER KOMATSU D61	1.00	15.00	HR	70.210				1,053		1,053
8EX336E	EXCAVATOR CATERPIL	1.00	15.00	HR	102.370				1,536		1,536
FORE-07	FOREMAN - GRADING	1.00	15.00	MH	115.500	1,386					1,386
LAB-01	LABORER	1.00	15.00	MH	53.200	878					878
OPER-01	OPERATOR CLASS A	2.00	30.00	MH	63.000	2,079					2,079
OPER-02	OPERATOR CLASS B	1.00	15.00	MH	63.000	1,040					1,040
$9,252.20	75.0000 MH/EACH		75.00	MH	[5382.3]	5,382			2,874	996	9,252
=====> **Item Totals: 312502 - EROSION CONTROL**											
$33,151.00	150.2000 MH/LSUM		150.20	MH	[10460.24]	10,460	6,392		3,358	12,941	**33,151**
33,151.000	1 LSUM					10,460.24	6,392.01		3,358.25	12,940.50	33,151.00

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 321123				Land Item	SCHEDULE: 1 100						
Description = AGGREGATES					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		0.000
321123.01	**16' GRAVEL ACCESS ROAD**				**Quan: 222.00 SQY Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
321123	COURSES - AGGREGATE		10.00	CH	**Prod: 22.2000 UH**			Lab Pcs: 5.00	Eqp Pcs:		3.00
2AG57	STONE - #57@108%	1.00	333.00	TON	50.000		17,982				17,982
2FABGEOGRID	FABRIC - GEOGRID @10	1.00	222.00	SQYD	2.000		480				480
8CO130	COMPACTOR SMOOTH	1.00	10.00	HR	45.790				458		458
8DO105	DOZER KOMATSU D51	1.00	10.00	HR	56.920				569		569
8WL250	WHEEL LOADER KOMA	1.00	10.00	HR	41.710				417		417
FORE-07	FOREMAN - GRADING	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	1.00	10.00	MH	53.200	585					585
OPER-01	OPERATOR CLASS A	2.00	20.00	MH	63.000	1,386					1,386
OPER-02	OPERATOR CLASS B	1.00	10.00	MH	63.000	693					693
$23,493.92	0.2252 MH/SQYD		50.00	MH	[16.163]	3,588	18,462		1,444		23,494
321123.02	**6" CRUSHED ROCK**				**Quan: 4,306.00 SQY Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
321123	COURSES - AGGREGATE		30.00	CH	**Prod: 143.5333 UH**			Lab Pcs: 5.00	Eqp Pcs:		3.00
2AG57	STONE - #57@108%	1.00	1,077.00	TON	50.000		58,158				58,158
2FABGEOGRID	FABRIC - GEOGRID @10	1.00	4,306.00	SQYD	2.000		9,301				9,301
8CO130	COMPACTOR SMOOTH	1.00	30.00	HR	45.790				1,374		1,374
8DO105	DOZER KOMATSU D51	1.00	30.00	HR	56.920				1,708		1,708
8WL250	WHEEL LOADER KOMA	1.00	30.00	HR	41.710				1,251		1,251
FORE-07	FOREMAN - GRADING	1.00	30.00	MH	115.500	2,772					2,772
LAB-01	LABORER	1.00	30.00	MH	53.200	1,756					1,756
OPER-01	OPERATOR CLASS A	2.00	60.00	MH	63.000	4,158					4,158
OPER-02	OPERATOR CLASS B	1.00	30.00	MH	63.000	2,079					2,079
$82,556.16	0.0348 MH/SQYD		150.00	MH	[2.5]	10,765	67,459		4,333		82,556
=====> Item Totals: 321123 - AGGREGATES											
$106,050.08	200.0000 MH/LSUM		200.00	MH	[14352.8]	14,353	85,920		5,777		**106,050**
106,050.080	1 LSUM					14,352.80	85,920.48		5,776.80		106,050.08
					Total of Above Sub-Biditems						
=====> Item Totals: 1000002 - WELL SITE											
$139,201.08	**350.2000 MH/LSUM**		**350.20**	**MH**	**[24813.04]**	**24,813**	**92,312**		**9,135**	**12,941**	**139,201**
139,201.080	**1 LSUM**					**24,813.04**	**92,312.49**		**9,135.05**	**12,940.50**	**139,201.08**
PARENT ITEM = 1000001											
Description = LIFT STATION					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 323101				Land Item	SCHEDULE: 1 100						
Description = FENCE AND GATES					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		0.000
323101.00	**FENCE AND GATE - BASE BID**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 323100	FENCING & GATES SUB	1.00	1.00	LSUM	27,226.315					27,226	27,226

Activity / Resource	Desc	Quantity / Pcs	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 323101			Land Item	SCHEDULE: 1 100						
Description =	FENCE AND GATES		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
323101.01	**8+1' BLACK VINYL CHAIN LINK FENCE W/ BAR**	**Quan: 372.00**	**LF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 323100	FENCING & GATES SUB	1.00 372.00	LF	0.000						
323101.02	**20' WIDE DOUBLE GATE**	**Quan: 1.00**	**EA**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 323100	FENCING & GATES SUB	1.00 1.00	EA	0.000						
=====> Item Totals:	**323101**	**- FENCE AND GATES**								
$27,226.36				[ ]					27,226	**27,226**
27,226.360		1 LSUM							27,226.36	27,226.36
				Total of Above Sub-Biditems						
=====> Item Totals:	**1000001**	**- LIFT STATION**								
$27,226.36				**[ ]**					**27,226**	**27,226**
27,226.360		**1 LSUM**							**27,226.36**	**27,226.36**
PARENT ITEM =	**1000002**									
Description =	WELL SITE		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:										
BID ITEM = 323102			Land Item	SCHEDULE: 1 100						
Description =	FENCE AND GATES		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
323102.00	**FENCE AND GATE - BASE BID**	**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 323100	FENCING & GATES SUB	1.00 1.00	LSUM	42,400.000					42,400	42,400
323102.01	**8+1' BLACK VINYL CHAIN LINK FENCE W/ BAR**	**Quan: 813.00**	**LF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 323100	FENCING & GATES SUB	1.00 813.00	LF	0.000						
323102.02	**20' WIDE DOUBLE GATE**	**Quan: 1.00**	**EA**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 323100	FENCING & GATES SUB	1.00 1.00	EA	0.000						
=====> Item Totals:	**323102**	**- FENCE AND GATES**								
$42,400.08				[ ]					42,400	**42,400**
42,400.080		1 LSUM							42,400.08	42,400.08
BID ITEM = 329002			Land Item	SCHEDULE: 1 100						
Description =	LANDSCAPING		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
329000	**LANDSCAPING**	**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 329000	LANDSCAPING SUB	1.00 67.00	EA	750.000					50,250	50,250

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 329002				Land Item	SCHEDULE: 1 100						
Description = LANDSCAPING				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 0.000		
329000.01	**>>>IRRIGATION - EXCLUDE**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
There are no cost resources for this activity.											
					Total of Above Sub-Biditems						
=====> Item Totals: 1000002 - WELL SITE											
$92,650.08					**[ ]**					**92,650**	**92,650**
92,650.080		**1 LSUM**								**92,650.08**	**92,650.08**
PARENT ITEM = 1000001											
Description = LIFT STATION				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 1.000		
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 330000				Land Item	SCHEDULE: 1 100						
Description = STRUCTURAL CONCRETE				Unit = CY	Takeoff Quan: 15.000				Engr Quan: 0.000		
330000D	**MARK UP**		**Quan: 1.00 LS**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
15% MARKUP											
4CONCRETE	CONCRETE SUBCONTR	1.00	1.00 LSUM		-4,274.710					-4,276	-4,276
4MARKUP	FEE / MARKUP	1.00	1.00 LS		2,000.000					2,000	2,000
$-2,274.71					[ ]					-2,276	-2,276
03SOG01FGSTN	**FINEGRADE / PLACE STONE**		**Quan: 576.00 SF**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
03FGST	(Mod) FINEGRADE / STONE		4.00 CH		**Prod: 0.0417 MU**			Lab Pcs: 6.00		Eqp Pcs: 3.00	
2AG57	STONE - #57@108%	1.00	13.95 TON		50.000		753				753
8EM0110	EXCAVATOR - MINI - 11,	1.00	4.00 HR		34.875				151		151
8LSK025	LOADER - SKID STEER T	1.00	4.00 HR		21.625				93		93
8TC110	TRENCH COMPACTOR/	1.00	4.00 HR		11.020				44		44
FORE-03	FOREMAN - CONCRETE	1.00	4.00 MH		115.500	370					370
LAB-01	LABORER	2.00	8.00 MH		53.200	468					468
OPER-01	OPERATOR CLASS A	2.00	8.00 MH		63.000	554					554
OPER-02	OPERATOR CLASS B	1.00	4.00 MH		63.000	277					277
$2,710.82	0.0416 MH/SF		24.00 MH		[2.898]	1,669	753		288		2,711
03SOG03FW	**E/S SOG 0-4' FORMS**		**Quan: 65.00 SF**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
03FSLB	(Mod) FORM SLAB, FTG, STOOP		1.87 CH		**Prod: 0.1734 MU**			Lab Pcs: 6.00		Eqp Pcs: 0.00	
3CFORMACC	FORMWORK ACCESSOR	1.00	65.00 SQFT		0.250			18			18
3CFORMSOG	FORMS SLAB/FTG/PA@1	1.00	65.00 SQFT		2.250			158			158
3CONT	FORM OIL, NAILS, @108	1.00	65.00 SQFT		0.500			35			35
CARP	CARPENTER	3.00	5.64 MH		61.600	382					382
FORE-03	FOREMAN - CONCRETE	1.00	1.88 MH		115.500	174					174
LAB-01	LABORER	2.00	3.76 MH		53.200	220					220
$986.52	0.1735 MH/SF		11.28 MH		[11.937]	776		211			987
03SOG04PLP	**PLACE CONCRETE SOG 0-4' PUMP**		**Quan: 15.00 CY**		**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 330000				Land Item	SCHEDULE: 1 100						
Description =	STRUCTURAL CONCRETE				Unit = CY	Takeoff Quan: 15.000			Engr Quan: 0.000		
03CSLB	PLACE CONC SLAB, FTG, ELV		3.57	CH	**Prod: 1.4286 MU**	Lab Pcs: 6.00				Eqp Pcs: 0.00	
FN	FINISHER	2.00	7.14	MH	58.800	462					462
FORE-03	FOREMAN - CONCRETE	1.00	3.57	MH	115.500	330					330
LAB-01	LABORER	3.00	10.71	MH	53.200	627					627
$1,418.44	1.4280 MH/CY		21.42	MH	[94.563]	1,418					1,418
03SOG05FIN	**FINISH CONCRETE SOG 0-4'**				**Quan: 576.00 SF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
03FNSH	(Mod) FINISH, P&P, RUB		1.88	CH	**Prod: 0.0196 MU**	Lab Pcs: 6.00				Eqp Pcs: 0.00	
FN	FINISHER	3.00	5.64	MH	58.800	365					365
FORE-03	FOREMAN - CONCRETE	1.00	1.88	MH	115.500	174					174
LAB-01	LABORER	2.00	3.76	MH	53.200	220					220
$758.55	0.0195 MH/SF		11.28	MH	[1.317]	759					759
03PURCCONC	**PURCHASE CONCRETE**				**Quan: 15.00 CY**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
2C4000PSI	CONCRETE 4000 PSI@10	1.00	15.00	CUYD	179.000		2,900				2,900
2CENVFEE	ENVIRONMENTAL FEE	1.00	15.00	CY	4.440		72				72
2CFUELSR	FUEL SURCHARGE@108	1.00	15.00	CY	3.330		54				54
4CPUMP	CONCRETE PUMPING	1.00	15.00	CUYD	45.000					675	675
$3,700.68					[ ]		3,026			675	3,701
03REBAR	**REBAR**				**Quan: 2.00 TN**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
2REBARA	REBAR ACCESSORIES@	1.00	1.00	TON	60.000		65				65
2REBARM	REBAR MATERIALS@10	1.00	2.00	TON	1,450.000		3,132				3,132
4REBARS	REBAR INSTALLATION	1.00	2.00	TON	850.000					1,700	1,700
$4,896.80					[ ]		3,197			1,700	4,897
======> Item Totals:	**330000 - STRUCTURAL CONCRETE**										
$12,197.10	4.5320 MH/CY		67.98	MH	[308.151]	4,622	6,976	211	288	100	**12,197**
813.140	15 CY					308.15	465.05	14.04	19.21	6.69	813.14

Total of Above Sub-Biditems

======> Item Totals:	**1000001 - LIFT STATION**										
$12,197.10	**67.9800 MH/LSUM**		**67.98**	**MH**	**[4622.27]**	**4,622**	**6,976**	**211**	**288**	**100**	**12,197**
12,197.100	**1 LSUM**					**4,622.27**	**6,975.78**	**210.60**	**288.16**	**100.29**	**12,197.10**

PARENT ITEM = 1000002
Description = WELL SITE — Unit = LSUM — Takeoff Quan: 1.000 — Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000002:

BID ITEM = 330002				Land Item	SCHEDULE: 1 100						
Description =	STRUCTURAL CONCRETE				Unit = CY	Takeoff Quan: 121.000			Engr Quan: 0.000		
330002D	**MARK UP**				**Quan: 1.00 LS**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
15% MARKUP											
4CONCRETE	CONCRETE SUBCONTR	1.00	1.00	LSUM	-34,043.750					-34,045	-34,045
4MARKUP	FEE / MARKUP	1.00	1.00	LS	19,000.000					19,000	19,000

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 330002				Land Item	SCHEDULE: 1 100						
Description =	STRUCTURAL CONCRETE				Unit = CY	Takeoff Quan:		121.000	Engr Quan:		0.000
$-15,043.75					[ ]					-15,045	-15,045
03FTG01FGSTN	**FINEGRADE / PLACE STONE**				**Quan: 496.00 SF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
03FGST	(Mod) FINEGRADE / STONE		8.00	CH	**Prod: 0.0968 MU**			Lab Pcs: 6.00	Eqp Pcs:		3.00
8EM0110	EXCAVATOR - MINI - 11,	1.00	8.00 HR		34.875			301			301
8LSK025	LOADER - SKID STEER T	1.00	8.00 HR		21.625			187			187
8TC110	TRENCH COMPACTOR/	1.00	8.00 HR		11.020			88			88
FORE-03	FOREMAN - CONCRETE	1.00	8.00 MH		115.500	739					739
LAB-01	LABORER	2.00	16.00 MH		53.200	936					936
OPER-01	OPERATOR CLASS A	2.00	16.00 MH		63.000	1,109					1,109
OPER-02	OPERATOR CLASS B	1.00	8.00 MH		63.000	554					554
$3,915.04	0.0967 MH/SF		48.00 MH		[6.731]	3,339			576		3,915
03FTG03FW	**E/S FOOTING FORMS**				**Quan: 496.00 SF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
03FSLB	FORM SLAB, FTG, STOOP		10.00	CH	**Prod: 0.0806 MU**			Lab Pcs: 4.00	Eqp Pcs:		0.00
3CFORMACC	FORMWORK ACCESSOR	1.00	496.00 SQFT		0.250			134			134
3CFORMSOG	FORMS SLAB/FTG/PA@1	1.00	496.00 SQFT		2.250			1,205			1,205
3CONT	FORM OIL, NAILS, @108	1.00	496.00 SQFT		0.500			268			268
CARP	CARPENTER	1.00	10.00 MH		61.600	678					678
FORE-03	FOREMAN - CONCRETE	1.00	10.00 MH		115.500	924					924
LAB-01	LABORER	2.00	20.00 MH		53.200	1,170					1,170
$4,379.04	0.0806 MH/SF		40.00 MH		[5.589]	2,772		1,607			4,379
03FTG06PLC	**PLACE FOOTING CONCRETE CHUTE**				**Quan: 20.00 CY**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
03CSLB	(Mod) PLACE CONC SLAB, FTG, ELV		8.00	CH	**Prod: 1.6000 MU**			Lab Pcs: 4.00	Eqp Pcs:		0.00
FN	FINISHER	2.00	16.00 MH		58.800	1,035					1,035
FORE-03	FOREMAN - CONCRETE	1.00	8.00 MH		115.500	739					739
LAB-01	LABORER	1.00	8.00 MH		53.200	468					468
$2,242.24	1.6000 MH/CY		32.00 MH		[112.112]	2,242					2,242
03FTG07FIN	**FINISH FOOTING CONCRETE**				**Quan: 496.00 SF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
03FNSH	(Mod) FINISH, P&P, RUB		4.00	CH	**Prod: 0.0323 MU**			Lab Pcs: 4.00	Eqp Pcs:		0.00
FN	FINISHER	2.00	8.01 MH		58.800	518					518
FORE-03	FOREMAN - CONCRETE	1.00	4.01 MH		115.500	371					371
LAB-01	LABORER	1.00	4.01 MH		53.200	235					235
$1,123.28	0.0323 MH/SF		16.03 MH		[2.265]	1,123					1,123
03SOG01FGSTN	**FINEGRADE / PLACE STONE**				**Quan: 1,899.00 SF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
03FGST	(Mod) FINEGRADE / STONE		10.00	CH	**Prod: 0.0316 MU**			Lab Pcs: 6.00	Eqp Pcs:		3.00
2AG57	STONE - #57@108%	1.00	46.00 TON		50.000		2,484				2,484
8EM0110	EXCAVATOR - MINI - 11,	1.00	10.00 HR		34.875				377		377
8LSK025	LOADER - SKID STEER T	1.00	10.00 HR		21.625				234		234
8TC110	TRENCH COMPACTOR/	1.00	10.00 HR		11.020				110		110
FORE-03	FOREMAN - CONCRETE	1.00	10.00 MH		115.500	924					924
LAB-01	LABORER	2.00	20.00 MH		53.200	1,170					1,170
OPER-01	OPERATOR CLASS A	2.00	20.00 MH		63.000	1,386					1,386
OPER-02	OPERATOR CLASS B	1.00	10.00 MH		63.000	693					693
$7,377.80	0.0315 MH/SF		60.00 MH		[2.198]	4,173	2,484		720		7,378
03SOG03FW	**E/S SOG 0-4' FORMS**				**Quan: 692.00 SF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
03FSLB	(Mod) FORM SLAB, FTG, STOOP		19.99	CH	**Prod: 0.1734 MU**			Lab Pcs: 6.00	Eqp Pcs:		0.00
3CFORMACC	FORMWORK ACCESSOR	1.00	692.00 SQFT		0.250			187			187
3CFORMSOG	FORMS SLAB/FTG/PA@1	1.00	692.00 SQFT		2.250			1,682			1,682

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 330002				Land Item	SCHEDULE: 1 100						
Description =	STRUCTURAL CONCRETE				Unit = CY	Takeoff Quan:		121.000	Engr Quan:		0.000
3CONT	FORM OIL, NAILS, @108	1.00	692.00	SQFT	0.500			374			374
CARP	CARPENTER	3.00	60.00	MH	61.600	4,066					4,066
FORE-03	FOREMAN - CONCRETE	1.00	20.00	MH	115.500	1,848					1,848
LAB-01	LABORER	2.00	40.00	MH	53.200	2,341					2,341
$10,496.48	0.1734 MH/SF		120.00	MH	[11.928]	8,254		2,242			10,496
03SOG04PLP	**PLACE CONCRETE SOG 0-4' PUMP**		**Quan:**	**42.00 CY**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
03CSLB	PLACE CONC SLAB, FTG, ELV		10.00	CH	**Prod:**	**1.4286 MU**	Lab Pcs:	6.00	Eqp Pcs:		0.00
FN	FINISHER	2.00	20.00	MH	58.800	1,294					1,294
FORE-03	FOREMAN - CONCRETE	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	3.00	30.00	MH	53.200	1,756					1,756
$3,973.20	1.4285 MH/CY		60.00	MH	[94.6]	3,973					3,973
03SOG05FIN	**FINISH CONCRETE SOG 0-4'**		**Quan:**	**1,531.00 SF**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
03FNSH	(Mod) FINISH, P&P, RUB		5.00	CH	**Prod:**	**0.0196 MU**	Lab Pcs:	6.00	Eqp Pcs:		0.00
FN	FINISHER	3.00	15.00	MH	58.800	970					970
FORE-03	FOREMAN - CONCRETE	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	2.00	10.00	MH	53.200	585					585
$2,017.40	0.0195 MH/SF		30.00	MH	[1.318]	2,017					2,017
03EP04FW	**E/S EQUIP PAD FORMS**		**Quan:**	**545.00 SF**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
03FSLB	(Mod) FORM SLAB, FTG, STOOP		68.12	CH	**Prod:**	**0.7500 MU**	Lab Pcs:	6.00	Eqp Pcs:		0.00
3CFORMACC	FORMWORK ACCESSOR	1.00	545.00	SQFT	0.250			147			147
3CFORMSOG	FORMS SLAB/FTG/PA@1	1.00	545.00	SQFT	2.250			1,324			1,324
3CONT	FORM OIL, NAILS, @108	1.00	545.00	SQFT	0.500			294			294
CARP	CARPENTER	3.00	204.38	MH	61.600	13,849					13,849
FORE-03	FOREMAN - CONCRETE	1.00	68.13	MH	115.500	6,295					6,295
LAB-01	LABORER	2.00	136.25	MH	53.200	7,973					7,973
$29,883.15	0.7500 MH/SF		408.76	MH	[51.591]	28,117		1,766			29,883
03EP11D&G	**DRILL & GROUT DOWELS**		**Quan:**	**315.00 EA**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
03LAB	(Mod) LABOR CREW		20.00	CH	**Prod:**	**0.2540 MU**	Lab Pcs:	4.00	Eqp Pcs:		0.00
2CD&G	MATERIALS FOR DRI@1	1.00	315.00	EA	10.000		3,402				3,402
CARP	CARPENTER	1.00	20.00	MH	61.600	1,355					1,355
FORE-03	FOREMAN - CONCRETE	1.00	20.00	MH	115.500	1,848					1,848
LAB-01	LABORER	2.00	40.01	MH	53.200	2,341					2,341
$8,946.59	0.2540 MH/EA		80.01	MH	[17.602]	5,545	3,402				8,947
03EP05PLP	**PLACE CONCRETE EQUIP PADS PUMP**		**Quan:**	**59.00 CY**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
03CSLB	(Mod) PLACE CONC SLAB, FTG, ELV		30.00	CH	**Prod:**	**2.0339 MU**	Lab Pcs:	4.00	Eqp Pcs:		0.00
FN	FINISHER	2.00	60.00	MH	58.800	3,881					3,881
FORE-03	FOREMAN - CONCRETE	1.00	30.00	MH	115.500	2,772					2,772
LAB-01	LABORER	1.00	30.00	MH	53.200	1,756					1,756
$8,408.40	2.0338 MH/CY		120.00	MH	[142.515]	8,408					8,408
03EP06FIN	**FINISH CONCRETE EQUIP PADS**		**Quan:**	**2,207.00 SF**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
03FNSH	(Mod) FINISH, P&P, RUB		15.00	CH	**Prod:**	**0.0272 MU**	Lab Pcs:	4.00	Eqp Pcs:		0.00
FN	FINISHER	2.00	30.00	MH	58.800	1,940					1,940
FORE-03	FOREMAN - CONCRETE	1.00	15.00	MH	115.500	1,386					1,386
LAB-01	LABORER	1.00	15.00	MH	53.200	878					878
$4,204.20	0.0271 MH/SF		60.00	MH	[1.905]	4,204					4,204

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 330002				Land Item	SCHEDULE: 1 100						
Description = STRUCTURAL CONCRETE					Unit = CY Takeoff Quan: 121.000				Engr Quan:		0.000
03PURCCONC	**PURCHASE CONCRETE**				**Quan: 121.00 CY Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2C4000PSI	CONCRETE 4000 PSI@10	1.00	121.00	CUYD	179.000		23,392				23,392
2CENVFEE	ENVIRONMENTAL FEE	1.00	121.00	CY	4.440		580				580
2CFUELSR	FUEL SURCHARGE@108	1.00	121.00	CY	3.330		435				435
4CPUMP	CONCRETE PUMPING	1.00	121.00	CUYD	45.000					5,445	5,445
$29,852.10					[ ]		24,407			5,445	29,852
03REBAR	**REBAR**				**Quan: 10.00 TN Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2REBARA	REBAR ACCESSORIES@	1.00	5.00	TON	60.000		324				324
2REBARM	REBAR MATERIALS@10	1.00	10.00	TON	1,450.000		15,660				15,660
4REBARS	REBAR INSTALLATION	1.00	10.00	TON	950.000					9,500	9,500
$25,484.00					[ ]		15,984			9,500	25,484
03EP01FGSTN	**FINEGRADE / PLACE STONE**				**Quan: 1,404.00 SF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
03FGST	(Mod) FINEGRADE / STONE		12.61	CH	**Prod: 0.0539 MU**	Lab Pcs: 6.00			Eqp Pcs:		3.00
2AG57	STONE - #57@108%	1.00	36.66	TON	50.000		1,980				1,980
8EM0110	EXCAVATOR - MINI - 11,	1.00	12.61	HR	34.875				475		475
8LSK025	LOADER - SKID STEER T	1.00	12.61	HR	21.625				294		294
8TC110	TRENCH COMPACTOR/	1.00	12.61	HR	11.020				139		139
FORE-03	FOREMAN - CONCRETE	1.00	12.61	MH	115.500	1,165					1,165
LAB-01	LABORER	2.00	25.23	MH	53.200	1,476					1,476
OPER-01	OPERATOR CLASS A	2.00	25.23	MH	63.000	1,748					1,748
OPER-02	OPERATOR CLASS B	1.00	12.61	MH	63.000	874					874
$8,151.96	0.0539 MH/SF		75.68	MH	[3.749]	5,264	1,980		908		8,152
======> Item Totals: 330002 - STRUCTURAL CONCRETE											
$135,411.13	9.5080 MH/CY		1,150.48	MH	[656.472]	79,433	48,257	5,615	2,205	-100	**135,411**
1,119.100	121 CY					656.47	398.82	46.40	18.22	-0.81	1,119.10
					Total of Above Sub-Biditems						
======> Item Totals: 1000002 - WELL SITE											
$135,411.13	**1,150.4800 MH/LSUM**		**1,150.48**	**MH**	**[79433.11]**	**79,433**	**48,257**	**5,615**	**2,205**	**-99**	**135,411**
135,411.130	**1 LSUM**					**79,433.11**	**48,256.74**	**5,614.92**	**2,205.11**	**-98.74**	**135,411.13**
PARENT ITEM = 1000001											
Description = LIFT STATION					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 332001				Land Item	SCHEDULE: 1 100						
Description = YARD PIPING					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		0.000
332000.00	**YARD PIPE PURCHASE**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00	LSUM	30,004.516		32,405				32,405

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 332001				Land Item	SCHEDULE: 1 100						
Description = YARD PIPING					Unit = LSUM Takeoff Quan: 1.000					Engr Quan:	0.000
332000.02	**SITE - 16" - SSFM - PVC C-900 - PIPE**				**Quan: 95.00 LF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		15.83	CH	**Prod: 6.0000 UH**			Lab Pcs: 5.00		Eqp Pcs:	4.00
2AG57	STONE - #57@108%	1.00	10.00	TON	50.000		540				540
8EX220	EXCAVATOR KOMATSU	1.00	15.83	HR	87.680				1,388		1,388
8TB105	TRENCH BOX 20' X 8'	1.00	15.83	HR	3.980				63		63
8TC100	TRENCH COMPACTOR (	1.00	15.83	HR	14.670				232		232
8WL270	WHEEL LOADER KOMA	1.00	15.83	HR	45.180				715		715
FORE-02	FOREMAN - YARD PIPE	1.00	15.83	MH	115.500	1,463					1,463
LAB-01	LABORER	2.00	31.67	MH	53.200	1,853					1,853
OPER-01	OPERATOR CLASS A	1.00	15.83	MH	63.000	1,097					1,097
OPER-02	OPERATOR CLASS B	1.00	15.83	MH	63.000	1,097					1,097
$8,448.44	0.8332 MH/LF		79.16	MH	[58.001]	5,510	540		2,398		8,448
332000.03	**SITE - 30" - SSFM - PVC C-900 - PIPE**				**Quan: 84.00 LF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		20.00	CH	**Prod: 4.2000 UH**			Lab Pcs: 5.00		Eqp Pcs:	4.00
2AG57	STONE - #57@108%	1.00	23.00	TON	50.000		1,242				1,242
8EX220	EXCAVATOR KOMATSU	1.00	20.00	HR	87.680				1,754		1,754
8TB105	TRENCH BOX 20' X 8'	1.00	20.00	HR	3.980				80		80
8TC100	TRENCH COMPACTOR (	1.00	20.00	HR	14.670				293		293
8WL270	WHEEL LOADER KOMA	1.00	20.00	HR	45.180				904		904
FORE-02	FOREMAN - YARD PIPE	1.00	20.00	MH	115.500	1,848					1,848
LAB-01	LABORER	2.00	40.00	MH	53.200	2,341					2,341
OPER-01	OPERATOR CLASS A	1.00	20.00	MH	63.000	1,386					1,386
OPER-02	OPERATOR CLASS B	1.00	20.00	MH	63.000	1,386					1,386
$11,233.00	1.1904 MH/LF		100.00	MH	[82.867]	6,961	1,242		3,030		11,233
332000.99	**YARD PIPE TESTING**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		10.00	CH	**Prod: 0.0000**			Lab Pcs: 5.00		Eqp Pcs:	0.00
2MISCMATPT	MISC MATERIAL - P@10	1.00	1.00	LSUM	1,500.000		1,620				1,620
FORE-04	FOREMAN - PROCESS PI	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	3.00	30.00	MH	53.200	1,756					1,756
PIPEFIT-01	PIPE FITTER	1.00	10.00	MH	61.600	678					678
$4,977.20	50.0000 MH/LSUM		50.00	MH	[3357.2]	3,357	1,620				4,977
======> Item Totals: 332001 - YARD PIPING											
$57,063.52	229.1600 MH/LSUM		229.16	MH	[15828.06]	15,828	35,807		5,429		**57,064**
57,063.520	1 LSUM					15,828.06	35,806.88		5,428.58		57,063.52
					Total of Above Sub-Biditems						
======> Item Totals: 1000001 - LIFT STATION											
$57,063.52	**229.1600 MH/LSUM**		**229.16 MH**		**[15828.06]**	**15,828**	**35,807**		**5,429**		**57,064**
57,063.520	**1 LSUM**					**15,828.06**	**35,806.88**		**5,428.58**		**57,063.52**
PARENT ITEM = 1000002											
Description = WELL SITE					Unit = LSUM Takeoff Quan: 1.000					Engr Quan:	1.000

Listing of Sub-Biditems of Parent Item 1000002:

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 332002				Land Item	SCHEDULE: 1 100						
Description =	YARD PIPING				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
332000.00	**YARD PIPE PURCHASE**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00	LSUM	41,694.404		45,030				45,030
332000.02	**SITE - 12" - SSFM - PVC C-900 - PIPE**				**Quan: 50.00 LNF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
350220	YARD PIPE - PC220		15.00	CH	**Prod: 3.3333 UH**		Lab Pcs: 5.00		Eqp Pcs: 4.00		
2AG57	STONE - #57@108%	1.00	4.00	TON	50.000		216				216
8EX220	EXCAVATOR KOMATSU	1.00	15.00	HR	87.680				1,315		1,315
8TB105	TRENCH BOX 20' X 8'	1.00	15.00	HR	3.980				60		60
8TC100	TRENCH COMPACTOR (	1.00	15.00	HR	14.670				220		220
8WL270	WHEEL LOADER KOMA	1.00	15.00	HR	45.180				678		678
FORE-02	FOREMAN - YARD PIPE	1.00	15.00	MH	115.500	1,386					1,386
LAB-01	LABORER	2.00	30.00	MH	53.200	1,756					1,756
OPER-01	OPERATOR CLASS A	1.00	15.00	MH	63.000	1,040					1,040
OPER-02	OPERATOR CLASS B	1.00	15.00	MH	63.000	1,040					1,040
$7,709.25	1.5000 MH/LNFT		75.00	MH	[104.412]	5,221	216		2,273		7,709
332000.99	**YARD PIPE TESTING**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		5.00	CH	**Prod: 0.0000**		Lab Pcs: 5.00		Eqp Pcs: 0.00		
2MISCMATPT	MISC MATERIAL - P@10	1.00	1.00	LSUM	1,000.000		1,080				1,080
FORE-04	FOREMAN - PROCESS PI	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	3.00	15.00	MH	53.200	878					878
PIPEFIT-01	PIPE FITTER	1.00	5.00	MH	61.600	339					339
$2,758.60	25.0000 MH/LSUM		25.00	MH	[1678.6]	1,679	1,080				2,759
=====> Item Totals:	**332002 - YARD PIPING**										
$55,497.81	100.0000 MH/LSUM		100.00	MH	[6899.2]	6,899	46,326		2,273		**55,498**
55,497.810	1 LSUM					6,899.20	46,325.96		2,272.65		55,497.81

Total of Above Sub-Biditems

=====> Item Totals:	**1000002 - WELL SITE**										
$55,497.81	**100.0000 MH/LSUM**		**100.00**	**MH**	**[6899.2]**	**6,899**	**46,326**		**2,273**		**55,498**
55,497.810	**1 LSUM**					**6,899.20**	**46,325.96**		**2,272.65**		**55,497.81**

PARENT ITEM = 1000003
Description = ALTERNATE LIFT STATION LAYOUT Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000003:

BID ITEM = 332003				Land Item	SCHEDULE: 1 100						
Description =	YARD PIPING				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
332000.00	**YARD PIPE PURCHASE - DELTA**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00	LSUM	2,320.950		2,507				2,507
332000.02	**SITE - 16" - SSFM - PVC C-900 - PIPE - D**				**Quan: 132.00 LF**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 332003				Land Item	SCHEDULE: 1 100						
Description =	YARD PIPING				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
350220	YARD PIPE - PC220		41.68	CH	**Prod: 3.1667 UH**			Lab Pcs: 5.00		Eqp Pcs: 4.00	
2AG57	STONE - #57@108%	1.00	14.00	TON	50.000		756				756
8EX220	EXCAVATOR KOMATSU	1.00	41.68	HR	87.680				3,655		3,655
8TB105	TRENCH BOX 20' X 8'	1.00	41.68	HR	3.980				166		166
8TC100	TRENCH COMPACTOR (	1.00	41.68	HR	14.670				611		611
8WL270	WHEEL LOADER KOMA	1.00	41.68	HR	45.180				1,883		1,883
FORE-02	FOREMAN - YARD PIPE	1.00	41.68	MH	115.500	3,851					3,851
LAB-01	LABORER	2.00	83.37	MH	53.200	4,879					4,879
OPER-01	OPERATOR CLASS A	1.00	41.68	MH	63.000	2,888					2,888
OPER-02	OPERATOR CLASS B	1.00	41.68	MH	63.000	2,888					2,888
$21,577.80	1.5788 MH/LF		208.41	MH	[109.901]	14,507	756		6,315		21,578
332000.04	**SITE - 30" - SSFM - PVC C-900 - PIPE - D**				**Quan: -64.00 LF**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
350220	YARD PIPE - PC220		-15.23	CH	**Prod: 4.2000 UH**			Lab Pcs: 5.00		Eqp Pcs: 4.00	
2AG57	STONE - #57@108%	1.00	-17.00	TON	50.000		-919				-919
8EX220	EXCAVATOR KOMATSU	1.00	-15.24	HR	87.680				-1,337		-1,337
8TB105	TRENCH BOX 20' X 8'	1.00	-15.24	HR	3.980				-62		-62
8TC100	TRENCH COMPACTOR (	1.00	-15.24	HR	14.670				-225		-225
8WL270	WHEEL LOADER KOMA	1.00	-15.24	HR	45.180				-690		-690
FORE-02	FOREMAN - YARD PIPE	1.00	-15.24	MH	115.500	-1,409					-1,409
LAB-01	LABORER	2.00	-30.48	MH	53.200	-1,785					-1,785
OPER-01	OPERATOR CLASS A	1.00	-15.24	MH	63.000	-1,057					-1,057
OPER-02	OPERATOR CLASS B	1.00	-15.24	MH	63.000	-1,057					-1,057
$-8,531.13	1.1906		-76.20		[ ]	-5,305	-919		-2,310		-8,532
332000.99	**YARD PIPE TESTING**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		5.00	CH	**Prod: 0.0000**			Lab Pcs: 5.00		Eqp Pcs: 0.00	
2MISCMATPT	MISC MATERIAL - P@10	1.00	1.00	LSUM	2,000.000		2,160				2,160
FORE-04	FOREMAN - PROCESS PI	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	3.00	15.00	MH	53.200	878					878
PIPEFIT-01	PIPE FITTER	1.00	5.00	MH	61.600	339					339
$3,838.60	25.0000 MH/LSUM		25.00	MH	[1678.6]	1,679	2,160				3,839
=====> Item Totals:	**332003**		**- ######### NON-ADDITIVE BIDITEM ########**								
$19,391.90	157.2100 MH/LSUM		157.21	MH	[ ]	10,881	4,505		4,006		**19,392**
19,391.900	1 LSUM					10,881.35	4,504.63		4,005.92		19,391.90

Total of Above Sub-Biditems

=====> Item Totals: 1000003 - ALTERNATE LIFT STATION LAYOUT
$0.00 **[ ]**
0.000 **1 LSUM**

PARENT ITEM = 1000001
Description = LIFT STATION Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000001:

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 335001				Land Item	SCHEDULE: 1 100						
Description = PRECAST STRUCTURES					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:	0.000	
335000.00	**PRECAST PURCHASE**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 334000	PRECAST STRUCTURE	1.00	1.00	LSUM	192,462.063		207,859				207,859
335000.01	**LFT STN - LIFT STATION @ 12' DIA**				**Quan: 30.00 VF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
Excavation included in Earthwork											
350450	YARD PIPE - PC450		15.00	CH	**Prod: 2.0000 UH**			Lab Pcs: 6.00		Eqp Pcs: 4.00	
2AG57	STONE - #57@108%	1.00	27.00	TON	50.000		1,458				1,458
2DAYCRANE	DAY CRANE@108%	1.00	2.00	DAY	7,500.000		16,200				16,200
8EX450	EXCAVATOR KOMATSU	1.00	15.00	HR	133.230				1,998		1,998
8TB105	TRENCH BOX 20' X 8'	1.00	15.00	HR	3.980				60		60
8TC100	TRENCH COMPACTOR (	1.00	15.00	HR	14.670				220		220
8WL270	WHEEL LOADER KOMA	1.00	15.00	HR	45.180				678		678
FORE-02	FOREMAN - YARD PIPE	1.00	15.00	MH	115.500	1,386					1,386
LAB-01	LABORER	3.00	45.00	MH	53.200	2,633					2,633
OPER-01	OPERATOR CLASS A	1.00	15.00	MH	63.000	1,040					1,040
OPER-02	OPERATOR CLASS B	1.00	15.00	MH	63.000	1,040					1,040
$26,712.30	3.0000 MH/VF		90.00	MH	[203.28]	6,098	17,658		2,956		26,712
335000.02	**LIFT STN - RECEIVING MH @ 6' DIA**				**Quan: 8.00 VF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		5.00	CH	**Prod: 1.6000 UH**			Lab Pcs: 5.00		Eqp Pcs: 4.00	
2AG57	STONE - #57@108%	1.00	4.00	TON	50.000		216				216
8EX220	EXCAVATOR KOMATSU	1.00	5.00	HR	87.680				438		438
8TB105	TRENCH BOX 20' X 8'	1.00	5.00	HR	3.980				20		20
8TC100	TRENCH COMPACTOR (	1.00	5.00	HR	14.670				73		73
8WL270	WHEEL LOADER KOMA	1.00	5.00	HR	45.180				226		226
FORE-02	FOREMAN - YARD PIPE	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	2.00	10.00	MH	53.200	585					585
OPER-01	OPERATOR CLASS A	1.00	5.00	MH	63.000	347					347
OPER-02	OPERATOR CLASS B	1.00	5.00	MH	63.000	347					347
$2,713.75	3.1250 MH/VF		25.00	MH	[217.525]	1,740	216		758		2,714
335000.04	**>>>PRECAST HDPE LINER**				**Quan: 1,300.00 SQF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 334000	PRECAST STRUCTURE	1.00	1,300.00	SQFT	0.000						
=====> Item Totals: 335001 - PRECAST STRUCTURES											
$237,285.08	115.0000 MH/LSUM		115.00	MH	[7838.6]	7,839	225,733		3,713		**237,285**
237,285.080	1 LSUM					7,838.60	225,733.03		3,713.45		237,285.08
					Total of Above Sub-Biditems						
=====> Item Totals: 1000001 - LIFT STATION											
$237,285.08	**115.0000 MH/LSUM**		**115.00**	**MH**	**[7838.6]**	**7,839**	**225,733**		**3,713**		**237,285**
237,285.080	**1 LSUM**					**7,838.60**	**225,733.03**		**3,713.45**		**237,285.08**

PARENT ITEM = 1000002
Description = WELL SITE Unit = LSUM Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000002:

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 335002				Land Item	SCHEDULE: 1 100						
Description = PRECAST STRUCTURES					Unit = LSUM Takeoff Quan: 1.000				Engr Quan:		0.000
335000.00	**PRECAST PURCHASE**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 334000	PRECAST STRUCTURE	1.00	1.00	LSUM	7,517.406		8,119				8,119
335000.01	**WTR WELL - DISCHARGE MH @ 6' DIA**				**Quan: 3.00 VF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		3.00	CH	**Prod: 1.0000 UH**			Lab Pcs: 5.00		Eqp Pcs:	4.00
2AG57	STONE - #57@108%	1.00	4.00	TON	50.000		216				216
8EX220	EXCAVATOR KOMATSU	1.00	3.00	HR	87.680				263		263
8TB105	TRENCH BOX 20' X 8'	1.00	3.00	HR	3.980				12		12
8TC100	TRENCH COMPACTOR (	1.00	3.00	HR	14.670				44		44
8WL270	WHEEL LOADER KOMA	1.00	3.00	HR	45.180				136		136
FORE-02	FOREMAN - YARD PIPE	1.00	3.00	MH	115.500	277					277
LAB-01	LABORER	2.00	6.00	MH	53.200	351					351
OPER-01	OPERATOR CLASS A	1.00	3.00	MH	63.000	208					208
OPER-02	OPERATOR CLASS B	1.00	3.00	MH	63.000	208					208
$1,714.65	5.0000 MH/VF		15.00	MH	[348.04]	1,044	216		455		1,715
335000.02	**WTR WELL - BUBBLER STRUCTURE @ 4' X 4'**				**Quan: 5.00 VF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		4.00	CH	**Prod: 1.2500 UH**			Lab Pcs: 5.00		Eqp Pcs:	4.00
2AG57	STONE - #57@108%	1.00	3.00	TON	50.000		162				162
8EX220	EXCAVATOR KOMATSU	1.00	4.00	HR	87.680				351		351
8TB105	TRENCH BOX 20' X 8'	1.00	4.00	HR	3.980				16		16
8TC100	TRENCH COMPACTOR (	1.00	4.00	HR	14.670				59		59
8WL270	WHEEL LOADER KOMA	1.00	4.00	HR	45.180				181		181
FORE-02	FOREMAN - YARD PIPE	1.00	4.00	MH	115.500	370					370
LAB-01	LABORER	2.00	8.00	MH	53.200	468					468
OPER-01	OPERATOR CLASS A	1.00	4.00	MH	63.000	277					277
OPER-02	OPERATOR CLASS B	1.00	4.00	MH	63.000	277					277
$2,160.20	4.0000 MH/VF		20.00	MH	[278.432]	1,392	162		606		2,160
335000.03	**WTR WELL - 18" RCP**				**Quan: 128.00 LNF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
350220	YARD PIPE - PC220		16.00	CH	**Prod: 8.0000 UH**			Lab Pcs: 5.00		Eqp Pcs:	4.00
2AG57	STONE - #57@108%	1.00	16.00	TON	50.000		864				864
8EX220	EXCAVATOR KOMATSU	1.00	16.00	HR	87.680				1,403		1,403
8TB105	TRENCH BOX 20' X 8'	1.00	16.00	HR	3.980				64		64
8TC100	TRENCH COMPACTOR (	1.00	16.00	HR	14.670				235		235
8WL270	WHEEL LOADER KOMA	1.00	16.00	HR	45.180				723		723
FORE-02	FOREMAN - YARD PIPE	1.00	16.00	MH	115.500	1,478					1,478
LAB-01	LABORER	2.00	32.00	MH	53.200	1,873					1,873
OPER-01	OPERATOR CLASS A	1.00	16.00	MH	63.000	1,109					1,109
OPER-02	OPERATOR CLASS B	1.00	16.00	MH	63.000	1,109					1,109
$8,856.80	0.6250 MH/LNFT		80.00	MH	[43.505]	5,569	864		2,424		8,857
335000.04	**>>>PRECAST HDPE LINER**				**Quan: 60.00 SQF Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 334000	PRECAST STRUCTURE	1.00	60.00	SQFT	0.000						
=====> Item Totals: 335002 - PRECAST STRUCTURES											
$20,850.45	115.0000 MH/LSUM		115.00	MH	[8004.92]	8,005	9,361		3,485		**20,850**
20,850.450	1 LSUM					8,004.92	9,360.80		3,484.73		20,850.45

Total of Above Sub-Biditems

Direct Cost Report

Activity / Resource	Desc	Quantity Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 335002				Land Item	SCHEDULE: 1 100					
Description =	PRECAST STRUCTURES			Unit = LSUM	Takeoff Quan: 1.000			Engr Quan: 0.000		
=====> Item Totals: 1000002 - WELL SITE										
$20,850.45	**115.0000 MH/LSUM**	**115.00**	**MH**	**[8004.92]**	**8,005**	**9,361**		**3,485**		**20,850**
20,850.450	**1 LSUM**				**8,004.92**	**9,360.80**		**3,484.73**		**20,850.45**
PARENT ITEM = 1000001										
Description =	LIFT STATION			Unit = LSUM	Takeoff Quan: 1.000			Engr Quan: 1.000		
Listing of Sub-Biditems of Parent Item 1000001:										
BID ITEM = 400001				Land Item	SCHEDULE: 1 100					
Description =	PROCESS PIPING			Unit = LSUM	Takeoff Quan: 1.000			Engr Quan: 0.000		
400000.00	**PROCESS PIPE PURCHASE**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
										**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00 LSUM	130,893.408		141,365				141,365
400000.01	**PROCESS PIPE DWG PURCHASE**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
										**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00 LSUM	9,288.000		10,031				10,031
400000.04	**PROCESS PIPE SB PURCHASE**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
										**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00 LSUM	22,357.436		24,146				24,146
400000.05	**PROCESS PIPE INSTALL**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
										**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		77.80 CH	**Prod:**	**0.0000**	Lab Pcs: 5.00		Eqp Pcs: 0.00		
FORE-04	FOREMAN - PROCESS PI	1.00	77.80 MH	115.500	7,189					7,189
LAB-01	LABORER	3.00	233.40 MH	53.200	13,659					13,659
PIPEFIT-01	PIPE FITTER	1.00	77.80 MH	61.600	5,272					5,272
$26,119.02	389.0000 MH/LSUM		389.00 MH	[26119.02]	26,119					26,119
400000.06	**PROCESS PIPE TESTING**			**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**			
										**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		20.00 CH	**Prod:**	**0.0000**	Lab Pcs: 5.00		Eqp Pcs: 0.00		
2MISCMATPT	MISC MATERIAL - P@10	1.00	1.00 LSUM	5,000.000		5,400				5,400
FORE-04	FOREMAN - PROCESS PI	1.00	20.00 MH	115.500	1,848					1,848
LAB-01	LABORER	3.00	60.00 MH	53.200	3,511					3,511
PIPEFIT-01	PIPE FITTER	1.00	20.00 MH	61.600	1,355					1,355
$12,114.40	100.0000 MH/LSUM		100.00 MH	[6714.4]	6,714	5,400				12,114
=====> Item Totals: 400001 - PROCESS PIPING										
$213,775.37	489.0000 MH/LSUM		489.00 MH	[32833.42]	32,833	180,942				**213,775**
213,775.370	1 LSUM				32,833.42	180,941.95				213,775.37
					Total of Above Sub-Biditems					
=====> Item Totals: 1000001 - LIFT STATION										
$213,775.37	**489.0000 MH/LSUM**		**489.00 MH**	**[32833.42]**	**32,833**	**180,942**				**213,775**
213,775.370	**1 LSUM**				**32,833.42**	**180,941.95**				**213,775.37**

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
PARENT ITEM = 1000002											
Description = WELL SITE					Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 400002					Land Item	SCHEDULE:	1	100			
Description = PROCESS PIPING					Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
400000.00	**PROCESS PIPE PURCHASE**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00	LSUM	161,689.780		174,625				174,625
400000.01	**PROCESS PIPE DWG PURCHASE**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00	LSUM	9,288.000		10,031				10,031
400000.04	**PROCESS PIPE SB PURCHASE**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
2VEND 400000	PROCESS PIPE VEND@1	1.00	1.00	LSUM	21,890.649		23,642				23,642
400000.05	**PROCESS PIPE INSTALL**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		89.60	CH	**Prod: 0.0000**		Lab Pcs: 5.00		Eqp Pcs:		0.00
FORE-04	FOREMAN - PROCESS PI	1.00	89.60	MH	115.500	8,279					8,279
LAB-01	LABORER	3.00	268.80	MH	53.200	15,730					15,730
PIPEFIT-01	PIPE FITTER	1.00	89.60	MH	61.600	6,071					6,071
$30,080.52	448.0000 MH/LSUM		448.00	MH	[30080.52]	30,081					30,081
400000.06	**PROCESS PIPE TESTING**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		30.00	CH	**Prod: 0.0000**		Lab Pcs: 5.00		Eqp Pcs:		0.00
2MISCMATPT	MISC MATERIAL - P@10	1.00	1.00	LSUM	5,000.000		5,400				5,400
FORE-04	FOREMAN - PROCESS PI	1.00	30.00	MH	115.500	2,772					2,772
LAB-01	LABORER	3.00	90.00	MH	53.200	5,267					5,267
PIPEFIT-01	PIPE FITTER	1.00	30.00	MH	61.600	2,033					2,033
$15,471.60	150.0000 MH/LSUM		150.00	MH	[10071.6]	10,072	5,400				15,472
=====> Item Totals: 400002 - PROCESS PIPING											
$253,850.02	598.0000 MH/LSUM		598.00	MH	[40152.12]	40,152	213,698				**253,850**
253,850.020	1 LSUM					40,152.12	213,697.90				253,850.02
Total of Above Sub-Biditems											
=====> Item Totals: 1000002 - WELL SITE											
$253,850.02	**598.0000 MH/LSUM**		**598.00**	**MH**	**[40152.12]**	**40,152**	**213,698**				**253,850**
253,850.020	**1 LSUM**					**40,152.12**	**213,697.90**				**253,850.02**
PARENT ITEM = 1000001											
Description = LIFT STATION					Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 400501					Land Item	SCHEDULE:	1	100			
Description = PROCESS PIPE SUPPORTS					Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 400501				Land Item	SCHEDULE: 1 100						
Description =	PROCESS PIPE SUPPORTS				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
400500.01	**PROCESS PIPE SUPPORTS PURCHASE**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2VEND 400500	PROCESS PIPE SUPP@10	1.00	1.00	LSUM	13,500.000		14,580				14,580
400500.03	**PROCESS PIPE SUPPORTS INSTALL**		**Quan: 18.00 EA**		**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
Concrete Labor & Material Included in here											
402304	INT. PIPE / I&C - 4 MAN CREW		36.00	CH	**Prod:**	**0.5000 UH**	Lab Pcs:	5.00	Eqp Pcs:		0.00
2MISCMATPS	MISC MATERIAL - P@10	1.00	18.00	EACH	150.000		2,916				2,916
FORE-04	FOREMAN - PROCESS PI	1.00	36.00	MH	115.500	3,326					3,326
LAB-01	LABORER	3.00	108.00	MH	53.200	6,320					6,320
PIPEFIT-01	PIPE FITTER	1.00	36.00	MH	61.600	2,439					2,439
$15,001.92	10.0000 MH/EA		180.00	MH	[671.44]	12,086	2,916				15,002
=====> Item Totals:	**400501**	**- PROCESS PIPE SUPPORTS**									
$29,581.92	180.0000 MH/LSUM		180.00	MH	[12085.92]	12,086	17,496				**29,582**
29,581.920	1 LSUM					12,085.92	17,496.00				29,581.92
Total of Above Sub-Biditems											
=====> Item Totals:	**1000001**	**- LIFT STATION**									
$29,581.92	**180.0000 MH/LSUM**		**180.00**	**MH**	**[12085.92]**	**12,086**	**17,496**				**29,582**
29,581.920	**1 LSUM**					**12,085.92**	**17,496.00**				**29,581.92**
PARENT ITEM = 1000002											
Description =	WELL SITE				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 400502				Land Item	SCHEDULE: 1 100						
Description =	PROCESS PIPE SUPPORTS				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
400500.01	**PROCESS PIPE SUPPORTS PURCHASE**		**Quan: 1.00 LSU**		**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2VEND 400500	PROCESS PIPE SUPP@10	1.00	1.00	LSUM	14,700.000		15,876				15,876
400500.03	**PROCESS PIPE SUPPORTS INSTALL**		**Quan: 21.00 EA**		**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		42.00	CH	**Prod:**	**0.5000 UH**	Lab Pcs:	5.00	Eqp Pcs:		0.00
2MISCMATPS	MISC MATERIAL - P@10	1.00	21.00	EA	150.000		3,402				3,402
FORE-04	FOREMAN - PROCESS PI	1.00	42.00	MH	115.500	3,881					3,881
LAB-01	LABORER	3.00	126.00	MH	53.200	7,374					7,374
PIPEFIT-01	PIPE FITTER	1.00	42.00	MH	61.600	2,846					2,846
$17,502.24	10.0000 MH/EA		210.00	MH	[671.44]	14,100	3,402				17,502
=====> Item Totals:	**400502**	**- PROCESS PIPE SUPPORTS**									
$33,378.24	210.0000 MH/LSUM		210.00	MH	[14100.24]	14,100	19,278				**33,378**
33,378.240	1 LSUM					14,100.24	19,278.00				33,378.24

Direct Cost Report

Activity / Resource	Desc	Quantity Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 400502			Land Item	SCHEDULE: 1 100						
Description =	PROCESS PIPE SUPPORTS		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
				Total of Above Sub-Biditems						
=====> Item Totals:	**1000002 - WELL SITE**									
$33,378.24	**210.0000 MH/LSUM**	**210.00 MH**		**[14100.24]**	**14,100**	**19,278**				**33,378**
33,378.240	**1 LSUM**				**14,100.24**	**19,278.00**				**33,378.24**
PARENT ITEM = 1000001										
Description =	LIFT STATION		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	1.000	
Listing of Sub-Biditems of Parent Item 1000001:										
BID ITEM = 404101			Land Item	SCHEDULE: 1 100						
Description =	PROCESS HEAT TRACE & INSULATION		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
404100	**PROCESS PIPING AND EQUIPMENT HEAT TRAC**	**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 404100	PROCESS PIPE HEAT TR	1.00	1.00 LSUM	20,000.000					20,000	20,000
				Total of Above Sub-Biditems						
=====> Item Totals:	**1000001 - LIFT STATION**									
$20,000.00				**[ ]**					**20,000**	**20,000**
20,000.000	**1 LSUM**								**20,000.00**	**20,000.00**
PARENT ITEM = 1000002										
Description =	WELL SITE		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	1.000	
Listing of Sub-Biditems of Parent Item 1000002:										
BID ITEM = 404102			Land Item	SCHEDULE: 1 100						
Description =	PROCESS HEAT TRACE & INSULATION		Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:	0.000	
404100	**PROCESS PIPING AND EQUIPMENT HEAT TRAC**	**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
										**Unreviewed
4SUB 404100	PROCESS PIPE HEAT TR	1.00	1.00 LSUM	45,000.000					45,000	45,000
				Total of Above Sub-Biditems						
=====> Item Totals:	**1000002 - WELL SITE**									
$45,000.00				**[ ]**					**45,000**	**45,000**
45,000.000	**1 LSUM**								**45,000.00**	**45,000.00**

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
PARENT ITEM = 1000001											
Description =	LIFT STATION				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 405001					Land Item	SCHEDULE:	1	100			
Description =	PROCESS VALVES				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
405000.01	**PROCESS VALVES PURCHASE**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2VEND 405000	PROCESS VALVES VE@	1.00	1.00	LSUM	28,710.000		31,007				31,007
405000.03	**PROCESS VALVES INSTALL**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		14.40	CH	**Prod:**	**0.0000**	Lab Pcs:	5.00	Eqp Pcs:		0.00
FORE-04	FOREMAN - PROCESS PI	1.00	14.40	MH	115.500	1,331					1,331
LAB-01	LABORER	3.00	43.20	MH	53.200	2,528					2,528
PIPEFIT-01	PIPE FITTER	1.00	14.40	MH	61.600	976					976
$4,834.36	72.0000 MH/LSUM		72.00	MH	[4834.36]	4,834					4,834
======> Item Totals:	**405001 - PROCESS VALVES**										
$35,841.16	72.0000 MH/LSUM		72.00	MH	[4834.36]	4,834	31,007				**35,841**
35,841.160	1 LSUM					4,834.36	31,006.80				35,841.16
					Total of Above Sub-Biditems						
======> Item Totals:	**1000001 - LIFT STATION**										
$35,841.16	**72.0000 MH/LSUM**		**72.00**	**MH**	**[4834.36]**	**4,834**	**31,007**				**35,841**
35,841.160	**1 LSUM**					**4,834.36**	**31,006.80**				**35,841.16**
PARENT ITEM = 1000002											
Description =	WELL SITE				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 405002					Land Item	SCHEDULE:	1	100			
Description =	PROCESS VALVES				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
405000.01	**PROCESS VALVES PURCHASE**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2VEND 405000	PROCESS VALVES VE@	1.00	1.00	LSUM	57,420.000		62,014				62,014
405000.03	**PROCESS VALVES INSTALL**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		39.20	CH	**Prod:**	**0.0000**	Lab Pcs:	5.00	Eqp Pcs:		0.00
FORE-04	FOREMAN - PROCESS PI	1.00	39.20	MH	115.500	3,622					3,622
LAB-01	LABORER	3.00	117.60	MH	53.200	6,882					6,882
PIPEFIT-01	PIPE FITTER	1.00	39.20	MH	61.600	2,656					2,656
$13,160.22	196.0000 MH/LSUM		196.00	MH	[13160.22]	13,160					13,160
======> Item Totals:	**405002 - PROCESS VALVES**										
$75,173.82	196.0000 MH/LSUM		196.00	MH	[13160.22]	13,160	62,014				**75,174**
75,173.820	1 LSUM					13,160.22	62,013.60				75,173.82

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 405002				Land Item	SCHEDULE: 1 100						
Description =	PROCESS VALVES			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
					Total of Above Sub-Biditems						
=====> Item Totals: 1000002 - WELL SITE											
$75,173.82	**196.0000 MH/LSUM**		**196.00**	**MH**	**[13160.22]**	**13,160**	**62,014**				**75,174**
75,173.820	**1 LSUM**					**13,160.22**	**62,013.60**				**75,173.82**
PARENT ITEM = 1000001											
Description =	LIFT STATION			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 407001				Land Item	SCHEDULE: 1 100						
Description =	LIFT STATION - I&C			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
407001.01	**LIFT STATION - I&C SCADA PANEL PURCHASE**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	0.000						
407001.02	**LIFT STATION - SCADA PROGRAMMING ALLO**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	40,000.000		43,200				43,200
407001.03	**LIFT STATION - 11100 - RADIO PATH SURVEY**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	15,000.000		16,200				16,200
407001.04	**LIFT STATION - I&C TESTING/CALIBRATION**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		3.00	CH	**Prod: 0.0000**			Lab Pcs: 5.00		Eqp Pcs:	0.00
2MISCMATICT	MISC MATERIAL - I@108	1.00	1.00	LSUM	1,000.000		1,080				1,080
FORE-04	FOREMAN - PROCESS PI	1.00	3.00	MH	115.500	277					277
LAB-01	LABORER	3.00	9.00	MH	53.200	527					527
PIPEFIT-01	PIPE FITTER	1.00	3.00	MH	61.600	203					203
$2,087.16	15.0000 MH/LSUM		15.00	MH	[1007.16]	1,007	1,080				2,087
407001.05	**LIFT STATION - FIELD LOOSE INSTRUMENTS &**		**Quan: 1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		5.80	CH	**Prod: 0.0000**			Lab Pcs: 5.00		Eqp Pcs:	0.00
2MISCMATIC	MISC MATERIAL - I@108	1.00	1.00	LSUM	1,650.000		1,782				1,782
FORE-04	FOREMAN - PROCESS PI	1.00	5.80	MH	115.500	536					536
LAB-01	LABORER	3.00	17.40	MH	53.200	1,018					1,018
PIPEFIT-01	PIPE FITTER	1.00	5.80	MH	61.600	393					393
$3,729.18	29.0000 MH/LSUM		29.00	MH	[1947.18]	1,947	1,782				3,729
=====> Item Totals: 407001 - LIFT STATION - I&C											
$65,216.34	44.0000 MH/LSUM		44.00	MH	[2954.34]	2,954	62,262				**65,216**
65,216.340	1 LSUM					2,954.34	62,262.00				65,216.34
					Total of Above Sub-Biditems						
=====> Item Totals: 1000001 - LIFT STATION											
$65,216.34	**44.0000 MH/LSUM**		**44.00**	**MH**	**[2954.34]**	**2,954**	**62,262**				**65,216**

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 407001				Land Item	SCHEDULE: 1 100						
Description = LIFT STATION - I&C				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 0.000		
65,216.340	**1 LSUM**					**2,954.34**	**62,262.00**				**65,216.34**
PARENT ITEM = 1000002											
Description = WELL SITE				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 1.000		
Listing of Sub-Biditems of Parent Item 1000002:											
BID ITEM = 407002				Land Item	SCHEDULE: 1 100						
Description = WELLS - I&C				Unit = LSUM	Takeoff Quan: 1.000				Engr Quan: 0.000		
407002.01	**WELLS - I&C SCADA PANEL PURCHASE**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		33.20	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00	Eqp Pcs:		0.00
2MISCMATIC	MISC MATERIAL - I@108	1.00	1.00	LSUM	3,850.000		4,158				4,158
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	0.000						
FORE-04	FOREMAN - PROCESS PI	1.00	33.20	MH	115.500	3,068					3,068
LAB-01	LABORER	3.00	99.60	MH	53.200	5,829					5,829
PIPEFIT-01	PIPE FITTER	1.00	33.20	MH	61.600	2,250					2,250
$15,303.90	166.0000 MH/LSUM		166.00	MH	[11145.9]	11,146	4,158				15,304
407002.02	**WELLS - SCADA PROGRAMMING ALLOWANCE**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	75,000.000		81,000				81,000
407002.03	**WELLS - MAGNETIC FLOW METER PURCHASE**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	38,225.000		41,283				41,283
407002.04	**WELLS - PRESSURE GAUGES PURCHASE**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	360.000		389				389
407002.05	**WELLS - CHLORINE INJECTION PUMPS VFDS**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	40,000.000		43,200				43,200
407002.06	**WELLS - LEVEL/PRESSURE CONTROL PANEL &**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
2VEND 407000	PROCESS I&C VENDO@	1.00	1.00	LSUM	60,000.000		64,800				64,800
407002.07	**WELLS - DOOR CONTACTS ALLWOANCE**		**Quan:**	**5.00 EAC**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		5.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00	Eqp Pcs:		0.00
2MISCMATIC	MISC MATERIAL - I@108	1.00	5.00	EACH	75.000		405				405
2VEND 407000	PROCESS I&C VENDO@	1.00	5.00	EACH	3,000.000		16,200				16,200
FORE-04	FOREMAN - PROCESS PI	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	3.00	15.00	MH	53.200	878					878
PIPEFIT-01	PIPE FITTER	1.00	5.00	MH	61.600	339					339
$18,283.60	5.0000 MH/EACH		25.00	MH	[335.72]	1,679	16,605				18,284
407002.08	**WELLS - I&C TESTING/CALIBRATION**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		10.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00	Eqp Pcs:		0.00
2MISCMATICT	MISC MATERIAL - I@108	1.00	1.00	LSUM	1,500.000		1,620				1,620

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 407002				Land Item	SCHEDULE: 1 100						
Description =	WELLS - I&C				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
FORE-04	FOREMAN - PROCESS PI	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	3.00	30.00	MH	53.200	1,756					1,756
PIPEFIT-01	PIPE FITTER	1.00	10.00	MH	61.600	678					678
$4,977.20	50.0000 MH/LSUM		50.00	MH	[3357.2]	3,357	1,620				4,977
407002.09	**WELLS - FIELD LOOSE INSTRUMENTS & PANEL**	**Quan:**	**1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
402304	INT. PIPE / I&C - 4 MAN CREW		33.20	CH	**Prod:**	**0.0000**		Lab Pcs:	5.00	Eqp Pcs:	0.00
2MISCMATIC	MISC MATERIAL - I@108	1.00	1.00	LSUM	10,850.000		11,718				11,718
FORE-04	FOREMAN - PROCESS PI	1.00	33.20	MH	115.500	3,068					3,068
LAB-01	LABORER	3.00	99.60	MH	53.200	5,829					5,829
PIPEFIT-01	PIPE FITTER	1.00	33.20	MH	61.600	2,250					2,250
$22,863.90	166.0000 MH/LSUM		166.00	MH	[11145.9]	11,146	11,718				22,864
======> Item Totals:	**407002**	**- WELLS - I&C**									
$292,100.40	407.0000 MH/LSUM		407.00	MH	[27327.6]	27,328	264,773				**292,100**
292,100.400	1 LSUM					27,327.60	264,772.80				292,100.40
					Total of Above Sub-Biditems						
======> Item Totals:	**1000002**	**- WELL SITE**									
$292,100.40	**407.0000 MH/LSUM**		**407.00**	**MH**	**[27327.6]**	**27,328**	**264,773**				**292,100**
292,100.400	**1 LSUM**					**27,327.60**	**264,772.80**				**292,100.40**
PARENT ITEM = 1000001											
Description =	LIFT STATION				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 440001				Land Item	SCHEDULE: 1 100						
Description =	LIFT STATION - PROCESS EQUIP.				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
440001.001	**LIFT STATION - SUBM. RAW SEWAGE PUMPS**	**Quan:**	**1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		29.00	CH	**Prod:**	**0.0000**		Lab Pcs:	5.00	Eqp Pcs:	0.00
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	650.000		702				702
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	256,700.000		277,236				277,236
FORE-06	FOREMAN - EQUIPMEN	1.00	29.00	MH	115.500	2,680					2,680
LAB-01	LABORER	3.00	87.00	MH	53.200	5,091					5,091
PIPEFIT-01	PIPE FITTER	1.00	29.00	MH	61.600	1,965					1,965
$287,673.88	145.0000 MH/LSUM		145.00	MH	[9735.88]	9,736	277,938				287,674
440001.002	**LIFT STATION - PERMANENT DIESEL BYPASS P**	**Quan:**	**1.00**	**LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		12.00	CH	**Prod:**	**0.0000**		Lab Pcs:	5.00	Eqp Pcs:	0.00
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	500.000		540				540
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	265,305.000		286,529				286,529
FORE-06	FOREMAN - EQUIPMEN	1.00	12.00	MH	115.500	1,109					1,109
LAB-01	LABORER	3.00	36.00	MH	53.200	2,107					2,107
PIPEFIT-01	PIPE FITTER	1.00	12.00	MH	61.600	813					813
$291,098.04	60.0000 MH/LSUM		60.00	MH	[4028.64]	4,029	287,069				291,098

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 440001				Land Item	SCHEDULE: 1 100						
Description = LIFT STATION - PROCESS EQUIP.					Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
440001.003	**LIFT STATION - CONTROL ROOM PRE-MFR'D B**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		15.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	1,000.000		1,080				1,080
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	82,427.000		89,021				89,021
FORE-06	FOREMAN - EQUIPMEN	1.00	15.00	MH	115.500	1,386					1,386
LAB-01	LABORER	3.00	45.00	MH	53.200	2,633					2,633
PIPEFIT-01	PIPE FITTER	1.00	15.00	MH	61.600	1,016					1,016
$95,136.96	75.0000 MH/LSUM		75.00	MH	[5035.8]	5,036	90,101				95,137
440001.02	**LIFT STATION. - PRE. OPER. CHECKOUT**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		5.00	CH	**Prod:**	**0.0000**		Lab Pcs: 4.00		Eqp Pcs:	0.00
2MISCMATET	MISC MATERIAL - E@10	1.00	1.00	LSUM	1,000.000		1,080				1,080
FORE-06	FOREMAN - EQUIPMEN	1.00	5.00	MH	115.500	462					462
LAB-01	LABORER	2.00	10.00	MH	53.200	585					585
PIPEFIT-01	PIPE FITTER	1.00	5.00	MH	61.600	339					339
$2,466.00	20.0000 MH/LSUM		20.00	MH	[1386]	1,386	1,080				2,466
440001.03	**LIFT STATION - FUNCTIONAL TEST**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		20.00	CH	**Prod:**	**0.0000**		Lab Pcs: 4.00		Eqp Pcs:	0.00
2MISCMATET	MISC MATERIAL - E@10	1.00	1.00	LSUM	5,000.000		5,400				5,400
FORE-06	FOREMAN - EQUIPMEN	1.00	20.00	MH	115.500	1,848					1,848
LAB-01	LABORER	2.00	40.00	MH	53.200	2,341					2,341
PIPEFIT-01	PIPE FITTER	1.00	20.00	MH	61.600	1,355					1,355
$10,944.00	80.0000 MH/LSUM		80.00	MH	[5544]	5,544	5,400				10,944
440001.04	**LIFT STATION - PERFORMANCE TEST**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		10.00	CH	**Prod:**	**0.0000**		Lab Pcs: 4.00		Eqp Pcs:	0.00
2MISCMATET	MISC MATERIAL - E@10	1.00	1.00	LSUM	1,500.000		1,620				1,620
FORE-06	FOREMAN - EQUIPMEN	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	2.00	20.00	MH	53.200	1,170					1,170
PIPEFIT-01	PIPE FITTER	1.00	10.00	MH	61.600	678					678
$4,392.00	40.0000 MH/LSUM		40.00	MH	[2772]	2,772	1,620				4,392
440001.05	**LIFT STATION - STARTUP/COMMISSIONING**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		25.00	CH	**Prod:**	**0.0000**		Lab Pcs: 4.00		Eqp Pcs:	0.00
FORE-06	FOREMAN - EQUIPMEN	1.00	25.00	MH	115.500	2,310					2,310
LAB-01	LABORER	2.00	50.00	MH	53.200	2,926					2,926
PIPEFIT-01	PIPE FITTER	1.00	25.00	MH	61.600	1,694					1,694
$6,930.00	100.0000 MH/LSUM		100.00	MH	[6930]	6,930					6,930
440001.06	**LIFT STATION - LUBRICANTS & SIGNAGE**		**Quan:**	**1.00 LSU**	**Hrs/Shft: 10.00**	**Cal: 510**	**WC: NONE**				
											**Unreviewed
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	5,000.000		5,400				5,400
======> Item Totals: 440001 - LIFT STATION - PROCESS EQUIP.											
$704,040.88	520.0000 MH/LSUM		520.00	MH	[35432.32]	35,432	668,609				**704,041**
704,040.880	1 LSUM					35,432.32	668,608.56				704,040.88
											Total of Above Sub-Biditems
======> Item Totals: 1000001 - LIFT STATION											

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 440001				Land Item	SCHEDULE: 1 100						
Description =	LIFT STATION - PROCESS EQUIP.				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
$704,040.88	**520.0000 MH/LSUM**		**520.00 MH**		**[35432.32]**	**35,432**	**668,609**				**704,041**
704,040.880	**1 LSUM**					**35,432.32**	**668,608.56**				**704,040.88**

PARENT ITEM = 1000002
Description = WELL SITE — Unit = LSUM — Takeoff Quan: 1.000 — Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 1000002:

BID ITEM = 440002 — Land Item — SCHEDULE: 1 100
Description = WELLS - PROCESS EQUIP. — Unit = LSUM — Takeoff Quan: 1.000 — Engr Quan: 0.000

440002.001	**WELLS - SUBM. VT PUMPS (RY SUPPORT WELL**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
410004	(Mod) EQUIPMENT - 4 MAN CREW		40.00	CH	**Prod:**	**0.0000**		Lab Pcs: 6.00		Eqp Pcs:	1.00
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	1,000.000		1,080				1,080
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	1,676,951.000		1,811,107				1,811,107
5HAUL	HAULING	1.00	2.00	EACH	450.000			900			900
8WL270	WHEEL LOADER KOMA	1.00	40.00	HR	45.180				1,807		1,807
FORE-06	FOREMAN - EQUIPMEN	1.00	40.00	MH	115.500	3,696					3,696
LAB-01	LABORER	3.00	120.00	MH	53.200	7,022					7,022
OPER-01	OPERATOR CLASS A	1.00	40.00	MH	63.000	2,772					2,772
PIPEFIT-01	PIPE FITTER	1.00	40.00	MH	61.600	2,710					2,710
$1,831,095.08	240.0000 MH/LSUM		240.00	MH	[16200.8]	16,201	1,812,187	900	1,807		1,831,095
440002.001C	**WELLS - SUBM. VT PUMPS CONTROLS PURCHA**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	142,155.000		153,527				153,527
440002.002	**WELLS - FLUORIDE SYSTEM**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		6.60	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	4,650.000		5,022				5,022
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	76,850.000		82,998				82,998
FORE-06	FOREMAN - EQUIPMEN	1.00	6.60	MH	115.500	610					610
LAB-01	LABORER	3.00	19.80	MH	53.200	1,159					1,159
PIPEFIT-01	PIPE FITTER	1.00	6.60	MH	61.600	447					447
$90,235.76	33.0000 MH/LSUM		33.00	MH	[2215.76]	2,216	88,020				90,236
440002.003	**WELLS - CHLORINE INJECTION PUMPS**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		10.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	300.000		324				324
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	0.000						
FORE-06	FOREMAN - EQUIPMEN	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	3.00	30.00	MH	53.200	1,756					1,756
PIPEFIT-01	PIPE FITTER	1.00	10.00	MH	61.600	678					678
$3,681.20	50.0000 MH/LSUM		50.00	MH	[3357.2]	3,357	324				3,681
440002.004	**WELLS - CHLORINE SYSTEM**				**Quan: 1.00 LSU**	**Hrs/Shft: 10.00**		**Cal: 510**	**WC: NONE**		
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		15.00	CH	**Prod:**	**0.0000**		Lab Pcs: 5.00		Eqp Pcs:	0.00
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	8,450.000		9,126				9,126
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	68,800.000		74,304				74,304
FORE-06	FOREMAN - EQUIPMEN	1.00	15.00	MH	115.500	1,386					1,386

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 440002				Land Item	SCHEDULE: 1 100						
Description =	WELLS - PROCESS EQUIP.				Unit = LSUM	Takeoff Quan:	1.000		Engr Quan:		0.000
LAB-01	LABORER	3.00	45.00	MH	53.200	2,633					2,633
PIPEFIT-01	PIPE FITTER	1.00	15.00	MH	61.600	1,016					1,016
$88,465.80	75.0000 MH/LSUM		75.00	MH	[5035.8]	5,036	83,430				88,466
440002.005	**WELLS - 15K GALLON WATER STORAGE TANK**		**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
410004	EQUIPMENT - 4 MAN CREW		32.60	CH	**Prod:**	**0.0000**	Lab Pcs:	5.00	Eqp Pcs:		0.00
2DAYCRANE	DAY CRANE@108%	1.00	2.00	DAY	7,500.000		16,200				16,200
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	1,200.000		1,296				1,296
2VEND 440000	WASTE WATER EQUIP@	1.00	1.00	LSUM	304,400.000		328,752				328,752
FORE-06	FOREMAN - EQUIPMEN	1.00	32.60	MH	115.500	3,012					3,012
LAB-01	LABORER	3.00	97.80	MH	53.200	5,723					5,723
PIPEFIT-01	PIPE FITTER	1.00	32.60	MH	61.600	2,209					2,209
$357,192.48	163.0000 MH/LSUM		163.00	MH	[10944.48]	10,944	346,248				357,192
440002.02	**WELLS - PRE. OPER. CHECKOUT**		**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		10.00	CH	**Prod:**	**0.0000**	Lab Pcs:	4.00	Eqp Pcs:		0.00
2MISCMATET	MISC MATERIAL - E@10	1.00	1.00	LSUM	1,000.000		1,080				1,080
FORE-06	FOREMAN - EQUIPMEN	1.00	10.00	MH	115.500	924					924
LAB-01	LABORER	2.00	20.00	MH	53.200	1,170					1,170
PIPEFIT-01	PIPE FITTER	1.00	10.00	MH	61.600	678					678
$3,852.00	40.0000 MH/LSUM		40.00	MH	[2772]	2,772	1,080				3,852
440002.03	**WELLS - FUNCTIONAL TEST**		**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		50.00	CH	**Prod:**	**0.0000**	Lab Pcs:	4.00	Eqp Pcs:		0.00
2MISCMATET	MISC MATERIAL - E@10	1.00	1.00	LSUM	5,000.000		5,400				5,400
FORE-06	FOREMAN - EQUIPMEN	1.00	50.00	MH	115.500	4,620					4,620
LAB-01	LABORER	2.00	100.00	MH	53.200	5,852					5,852
PIPEFIT-01	PIPE FITTER	1.00	50.00	MH	61.600	3,388					3,388
$19,260.00	200.0000 MH/LSUM		200.00	MH	[13860]	13,860	5,400				19,260
440002.04	**WELLS - PERFORMANCE TEST**		**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		25.00	CH	**Prod:**	**0.0000**	Lab Pcs:	4.00	Eqp Pcs:		0.00
2MISCMATET	MISC MATERIAL - E@10	1.00	1.00	LSUM	1,500.000		1,620				1,620
FORE-06	FOREMAN - EQUIPMEN	1.00	25.00	MH	115.500	2,310					2,310
LAB-01	LABORER	2.00	50.00	MH	53.200	2,926					2,926
PIPEFIT-01	PIPE FITTER	1.00	25.00	MH	61.600	1,694					1,694
$8,550.00	100.0000 MH/LSUM		100.00	MH	[6930]	6,930	1,620				8,550
440002.05	**WELLS - STARTUP/COMMISSIONING**		**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
410003	EQUIPMENT - 3 MAN CREW		50.00	CH	**Prod:**	**0.0000**	Lab Pcs:	4.00	Eqp Pcs:		0.00
FORE-06	FOREMAN - EQUIPMEN	1.00	50.00	MH	115.500	4,620					4,620
LAB-01	LABORER	2.00	100.00	MH	53.200	5,852					5,852
PIPEFIT-01	PIPE FITTER	1.00	50.00	MH	61.600	3,388					3,388
$13,860.00	200.0000 MH/LSUM		200.00	MH	[13860]	13,860					13,860
440002.06	**WELLS - LUBRICANTS & SIGNAGE**		**Quan:**	**1.00 LSU**	**Hrs/Shft:**	**10.00**	**Cal: 510**	**WC: NONE**			
											**Unreviewed
2MISCMATE	MISC MATERIAL - E@10	1.00	1.00	LSUM	5,000.000		5,400				5,400
=====> Item Totals:	**440002**		**- WELLS - PROCESS EQUIP.**								
$2,575,119.72	1,101.0000 MH/LSUM		1,101.00	MH	[75176.04]	75,176	2,497,236	900	1,807		**2,575,120**
2,575,119.720	1 LSUM					75,176.04	2,497,236.48	900.00	1,807.20		2,575,119.72

Direct Cost Report

Activity / Resource	Desc	Pcs	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 440002				Land Item	SCHEDULE: 1 100						
Description =	WELLS - PROCESS EQUIP.			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
					Total of Above Sub-Biditems						
=====> Item Totals:	**1000002 - WELL SITE**										
$2,575,119.72	**1,101.0000 MH/LSUM**		**1,101.00 MH**		**[75176.04]**	**75,176**	**2,497,236**	**900**	**1,807**		**2,575,120**
2,575,119.720	**1 LSUM**					**75,176.04**	**2,497,236.48**	**900.00**	**1,807.20**		**2,575,119.72**
PARENT ITEM = 1000001											
Description =	LIFT STATION			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		1.000
Listing of Sub-Biditems of Parent Item 1000001:											
BID ITEM = 3212161				Land Item	SCHEDULE: 1 100						
Description =	ASPHALT PAVING			Unit = LSUM	Takeoff Quan: 1.000				Engr Quan:		0.000
321216.01	**ASPHALT PAVING - BASE BID**				**Quan: 1.00 LSU Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 321216	ASPHALT PAVING SUB	1.00	1.00 LSUM		47,977.000					47,977	47,977
321216.02	**ASPHALT PAVING - 2" SURFACE / 2" BINDER**				**Quan: 1,177.00 SY Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
4SUB 321216	ASPHALT PAVING SUB	1.00	1.00 SY		0.000						
321216.03	**ASPHALT PAVING - SUBGRADE PREP**				**Quan: 1,177.00 SY Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
312202	(Mod) PLACE & COMPACT		15.65 CH		**Prod: 75.1880 UH**			Lab Pcs: 4.00		Eqp Pcs: 2.00	
8CO120	COMPACTOR (LARGE)	1.00	15.65 HR		29.660			464			464
8DO110	DOZER KOMATSU D61	1.00	15.65 HR		70.210			1,099			1,099
FORE-07	FOREMAN - GRADING	1.00	15.65 MH		115.500	1,446					1,446
LAB-01	LABORER	1.00	15.65 MH		53.200	916					916
OPER-01	OPERATOR CLASS A	1.00	15.65 MH		63.000	1,085					1,085
OPER-02	OPERATOR CLASS B	1.00	15.65 MH		63.000	1,085					1,085
$6,093.95	0.0531 MH/SY		62.60 MH		[3.85]	4,531			1,563		6,094
321216.04	**STONE PREP FOR PAVING**				**Quan: 1,177.00 SQY Hrs/Shft: 10.00 Cal: 510 WC: NONE**						
											**Unreviewed
321123	COURSES - AGGREGATE		53.01 CH		**Prod: 22.2000 UH**			Lab Pcs: 5.00		Eqp Pcs: 3.00	
2AG57	STONE - #57@108%	1.00	40.00 TON		50.000		2,160				2,160
2FABGEOGRID	FABRIC - GEOGRID @10	1.00	1,177.00 SQYD		2.000		2,542				2,542
8CO130	COMPACTOR SMOOTH	1.00	53.02 HR		45.790			2,428			2,428
8DO105	DOZER KOMATSU D51	1.00	53.02 HR		56.920			3,018			3,018
8WL250	WHEEL LOADER KOMA	1.00	53.02 HR		41.710			2,211			2,211
FORE-07	FOREMAN - GRADING	1.00	53.02 MH		115.500	4,899					4,899
LAB-01	LABORER	1.00	53.02 MH		53.200	3,103					3,103
OPER-01	OPERATOR CLASS A	2.00	106.04 MH		63.000	7,349					7,349
OPER-02	OPERATOR CLASS B	1.00	53.02 MH		63.000	3,674					3,674
$31,384.09	0.2252 MH/SQYD		265.10 MH		[16.164]	19,025	4,702		7,657		31,384
=====> Item Totals:	**3212161 - ASPHALT PAVING**										
$85,455.04	327.7000 MH/LSUM		327.70 MH		[23555.64]	23,556	4,702		9,220	47,977	**85,455**
85,455.040	1 LSUM					23,555.64	4,702.32		9,220.08	47,977.00	85,455.04
					Total of Above Sub-Biditems						

Direct Cost Report

Activity / Resource	Desc	Quantity Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 3212161				Land Item	SCHEDULE: 1 100					
Description = ASPHALT PAVING				Unit = LSUM	Takeoff Quan: 1.000			Engr Quan: 0.000		
=====> Item Totals: 1000001 - LIFT STATION										
$85,455.04	**327.7000 MH/LSUM**		**327.70 MH**	**[23555.64]**	**23,556**	**4,702**		**9,220**	**47,977**	**85,455**
85,455.040	**1 LSUM**				**23,555.64**	**4,702.32**		**9,220.08**	**47,977.00**	**85,455.04**

>>> indicates Non Additive Activity
------Report Notes:------
The estimate was prepared with TAKEOFF Quantities.
This report shows TAKEOFF Quantities with the resources.

'Unreviewed' Activities are marked.

Bid Date: Owner: Engineering Firm:
Estimator-In-Charge:

JOB NOTES

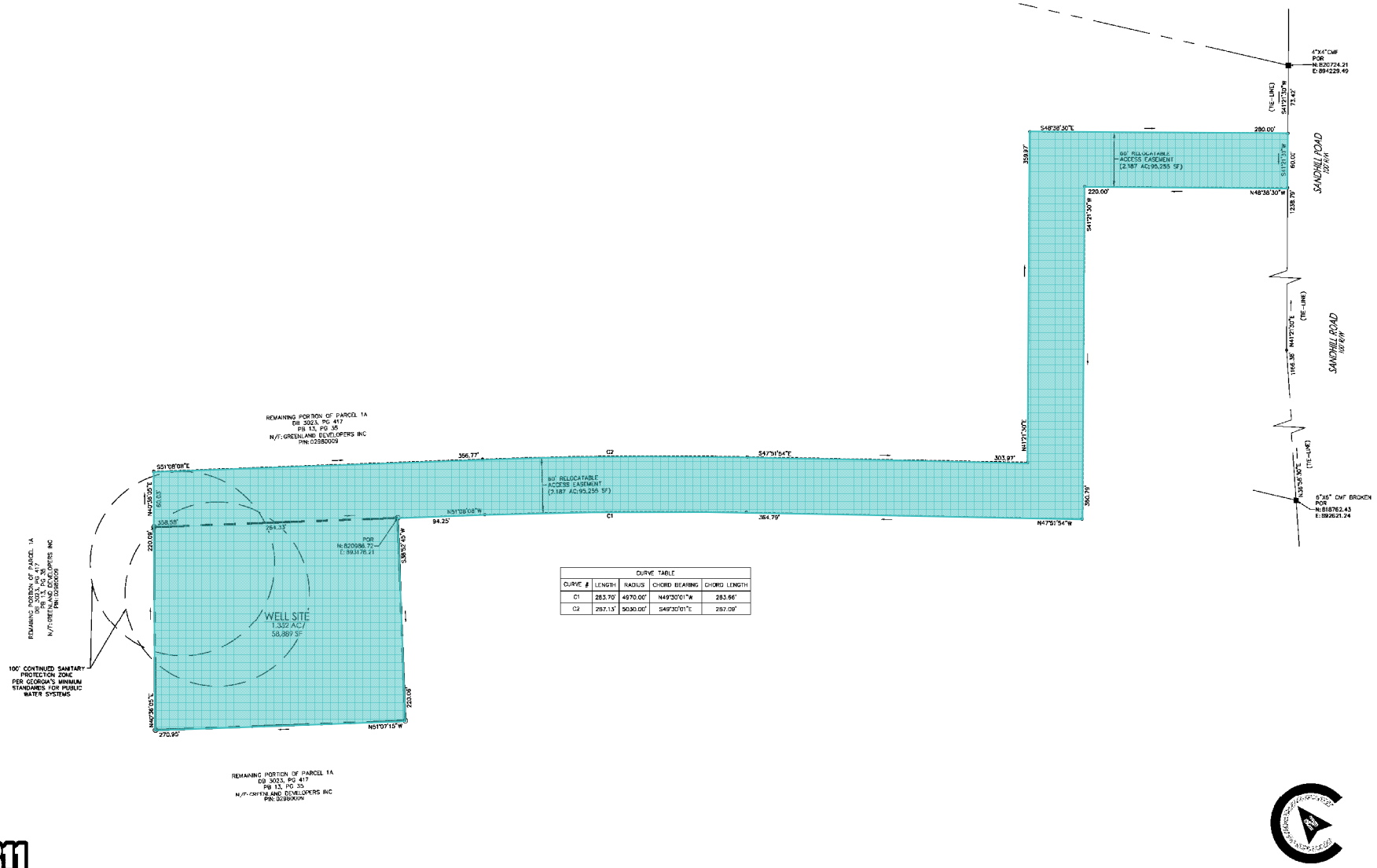
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Source estimate used: Z:\EST\WATER-M-25

************Estimate created on: 01/06/2026 by User#: 20 - Melissa Roldan
Source estimate used: Z:\EST\WATER-M-26

************Estimate created on: 08/17/2026 by User#: 57 - John Jung
Source estimate used: Z:\EST\WATER-M-2026
```

* on units of MH indicate average labor unit cost was used rather than base rate.
[ ] in the Unit Cost Column = Labor Unit Cost Without Labor Burdens
In equipment resources, rent % and EOE % not = 100% are represented as XXX%YYY where XXX=Rent% and YYY=EOE%
------Calendar Codes------

410	4 SHIFTS 10 HRS
508	5 Shifts - 8 Hours
510	**5 Shifts - 10 Hours (Default Calendar)**
512	5 SHIFTS 12 HRS
610	6 SHIFTS 10 HRS



DURVE TABLE				
CURVE #	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH
C1	283.70'	4970.00'	N49°30'01"W	283.66'
C2	297.13'	5030.00'	S49°30'01"E	297.09'

GRAPHIC SCALE: 1" = 50'

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ENGINEERS • SURVEYORS
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COA: LSF001187 | EIN: 270475 | 81-0552328

NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE036607 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

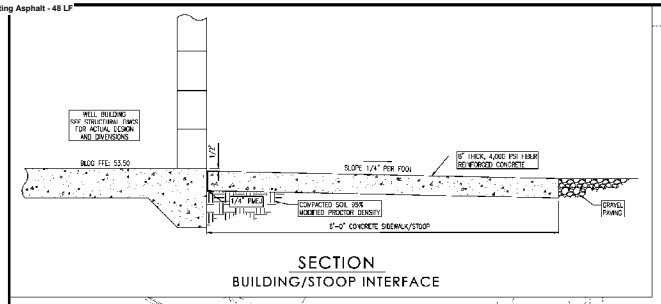
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-261.001
DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

WELL SITE STAKING PLAN

SHEET: C4.0

Demo - Curb & Gutter - 48 LF
Demo - Curb Cuts - 2 EA
Demo - Sawcutting Asphalt - 48 LF



SECTION
BUILDING/STOOP INTERFACE

811 Know what's below. Call before you dig.

SCALE: 1"=20'
0' 10' 20' 40'

COLEMAN COMPANY, INC.
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(912) 238-0041 | colemancompany.com
COA: PENGINEERS
EXPIRATION: 06/30/2026

NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE028507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026
3. GA EPD	8/12/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-281.001
DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

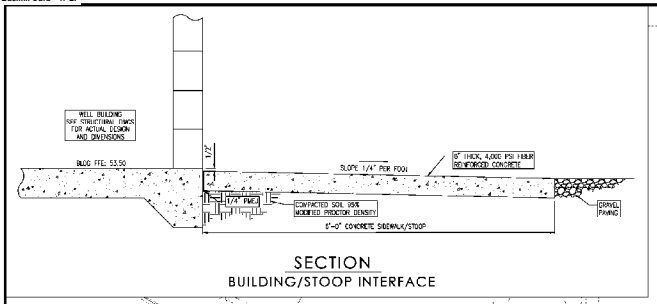
WELL PLAN

SHEET:
C4.1

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DATE PLOTTED: 8/27/2026 4:47 PM BY: Julia Coleman DRAWING PATH: C:\2026\JULIA-281.001\SHEETS\CNP24-281.001_WELL PLAN.dwg

Earthwork - Backfill Curb - 47 LF



SECTION
BUILDING/STOOP INTERFACE

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COA: PEENGINEERING
EXPIRATION: 06/30/2026

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REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026
3. GA EPD	8/12/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-281.001
DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

WELL PLAN

SHEET: C4.1

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- Sanitary - PVC - 08" Bend 45 - 5 EA
- Sanitary - HDD - 16" HDPE to 8" PVC Connection - 3 EA
- Sanitary - PVC - 08" DR18 - 308 LF
- Sanitary - HDD - 16" HDPE DIPS - 168 LF
- Sanitary - HDD - 16" HDPE Casing - 08" FPVC C900 - 791 LF
- Sanitary - Valves - ARV - 02" In Pedestal - 1 EA
- Sanitary - Valves - Plug Valve - 08" - 1 EA
- Sanitary - PVC - Vertical Bends for 16" HDD - 4 EA
- Sanitary - HDD - 16" HDPE DIPS - Surface Level Length - 457 LF
- Sanitary - HDD - 16" HDPE Casing - 08" FPVC C900 - Surface Level Length - 899 LF
- Sanitary - HDD - 8" FPVC to 8" PVC Connection - 2 EA

SCALE: 1"=50'

Know what's below. Call before you dig.

MATCHLINE: SEE SHEET C3.2

CONTRACTOR TO RELOCATE/REPLACE EXISTING SIGNAGE AND MAILBOXES AS NECESSARY, TYP.

±5,760 LF OF 8" PVC C-900 DR18 FORCE MAIN

CONTRACTOR TO PROVIDE PLUG IN PIPE TO BE REMOVED BY CONTRACTOR INSTALLING UPSTREAM FORCE MAIN SECTIONS

STA=72+64.57

BEGIN CMAR CONTRACT

8" 45° DRJ BEND STA=73+30.72

8" 45° DRJ BEND STA=73+18.77

8" 45° DRJ BEND STA=72+69.59

DIRECTIONAL DRILL 47 LF OF 10" HDPE DIPS ASTM-D3550 PE4710 SDR17

FORCE MAIN ALONG SAND HILL ROAD BY OTHERS

SAND HILL ROAD

STA=75+71.43

MARLOW ROAD

DIRECTIONAL DRILL 790 LF OF 16" HDPE ASTM D3350 PE4710 SR17 CASING PIPE 800 LF OF 8" FPVC C900 DR18 FORCE MAIN (STA. 75+71 TO 83+61)

CDOT CROSSING
CONTRACTOR SHALL COORDINATE WITH CDOT PRIOR TO COMMENCING WORK IN THIS AREA

U.S. HWY 17

HICKORY LN

3" AIR RELEASE VALVE STA=83+86.34

STA=83+61.35

8" 45° DRJ BEND STA=84+02.05

8" 45° DRJ BEND STA=83+73.89

STA=84+12.05

DIRECTIONAL DRILL 488 LF OF 10" HDPE DIPS ASTM-D3550 PE4710 SDR17

BY OTHERS START OF CMAR PROJECT

TEMPORARILY CAP ENDS OF COMPLETED HDD TO PREVENT DIRT AND DEBRIS FROM ENTERING THE PIPELINE

SAND HILL RD. (ASPHALT ROAD)

EXISTING GRADE

CAUTION UNDERGROUND COMMUNICATION IN THIS AREA

PLUG VALVE

PROVIDE BENDS AND FITTINGS AS NECESSARY TO COMPLETE THE PROPOSED HDD CONNECTION

DIRECTIONAL DRILL 47 LF OF 10" HDPE DIPS ASTM-D3550 PE4710 SDR17

8" PVC C-900 DR18 FORCE MAIN

U.S. HWY. 17 R/W

ASPHALT ROAD

PROVIDE BENDS AND FITTINGS AS NECESSARY

5.46'

9.08'

DIRECTIONAL DRILL 790 LF OF 16" HDPE ASTM D3350 PE4710 SR17 CASING PIPE 800 LF OF 8" FPVC C900 DR18 FORCE MAIN (STA. 75+71 TO 83+61)

CDOT CROSSING
CONTRACTOR SHALL COORDINATE WITH CDOT PRIOR TO COMMENCING WORK IN THIS AREA

HICKORY LN R/W

3" AIR RELEASE VALVE (PER DETAIL PW-2)

ASPHALT DRIVE

ASPHALT ROAD

60'

DIRECTIONAL DRILL 488 LF OF 10" HDPE DIPS ASTM-D3550 PE4710 SDR17

VERTICAL SCALE 1" = 5'
HORIZONTAL SCALE 1" = 50'

HINELY LS FM CENTERLINE PROFILE
STA. 71+00.00 TO STA. 85+50.00

NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE026507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS FOR

MARLOW WATER AND SEWER

PRELIMINARY DESIGN

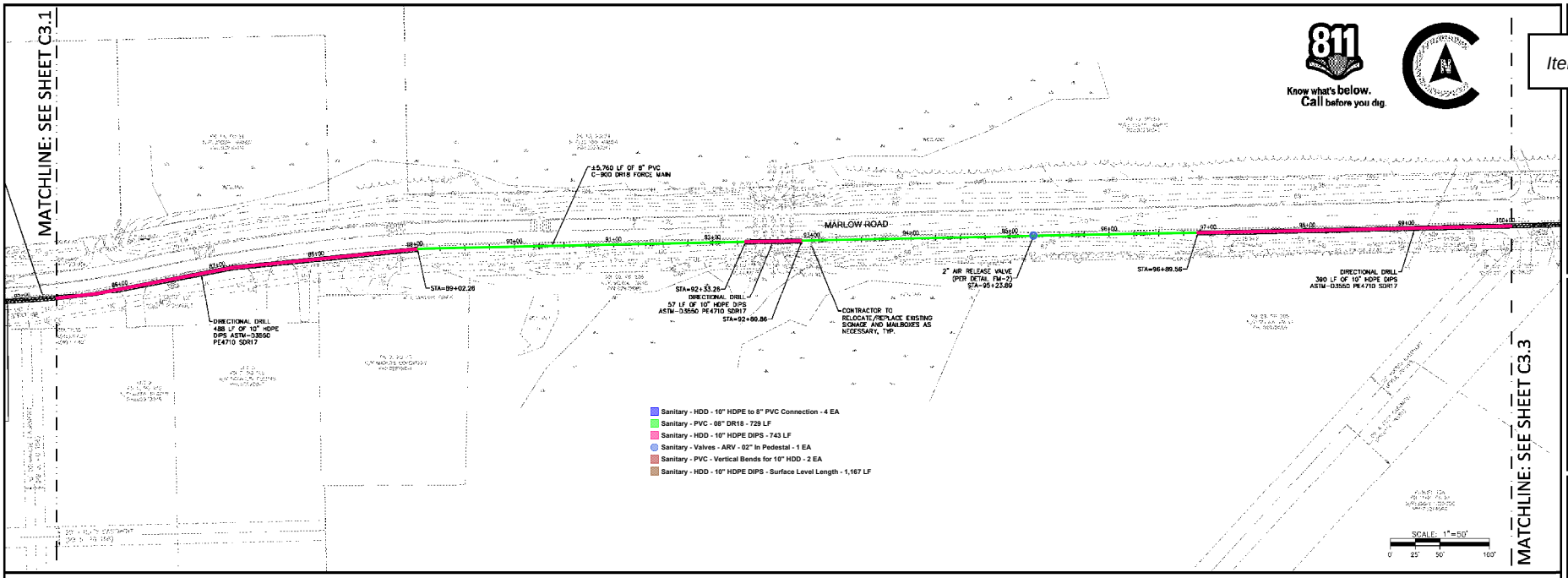
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

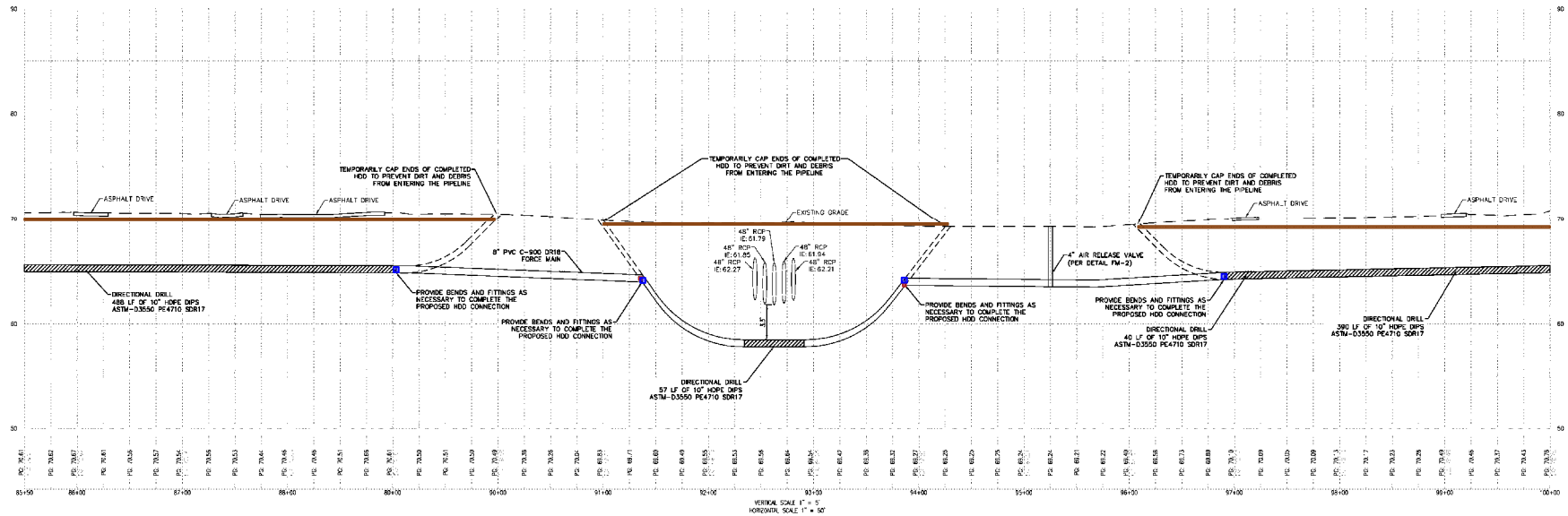
JOB NUMBER: 24-281.001
DATE: 3/31/2026
DRAWN BY: MCS
CHECKED BY: CJP
SCALE: AS NOTED

PLAN & PROFILE

SHEET: C3.1

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HINELY LS FM CENTER_LINE PROFILE
STA. 85+50.00 TO STA. 100+00.00

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REVISIONS:

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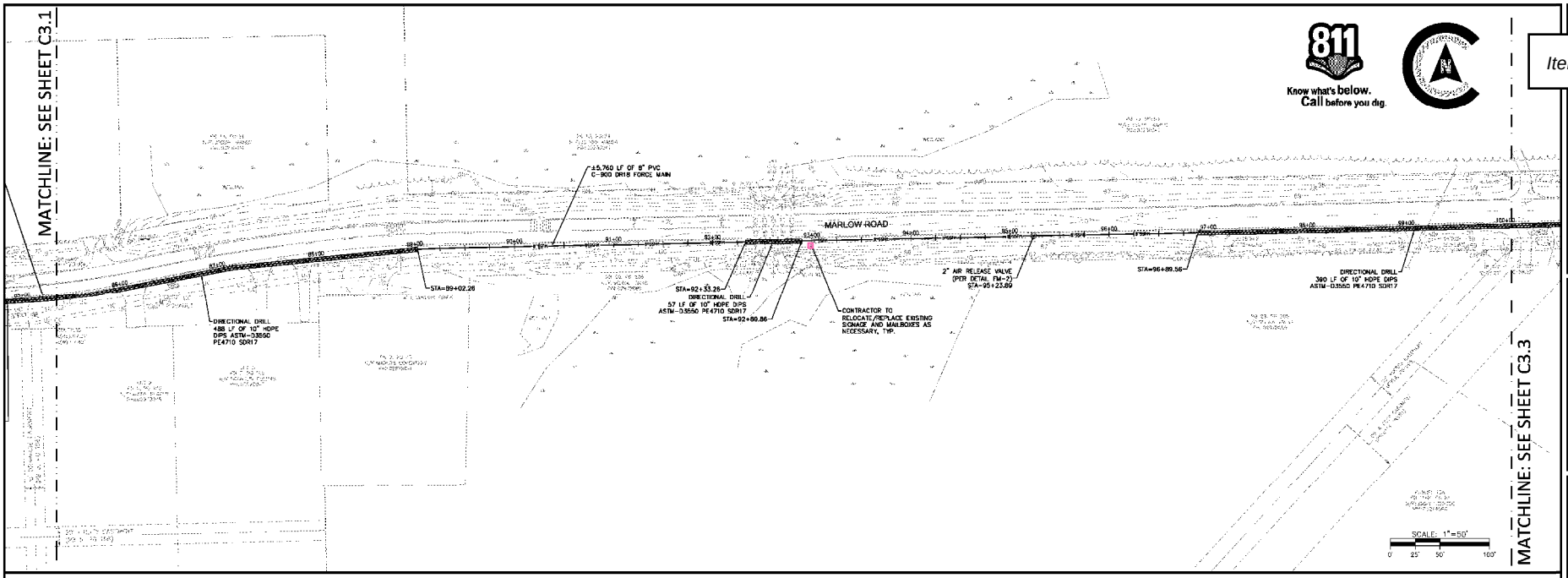
100% CIVIL CONSTRUCTION PLANS FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
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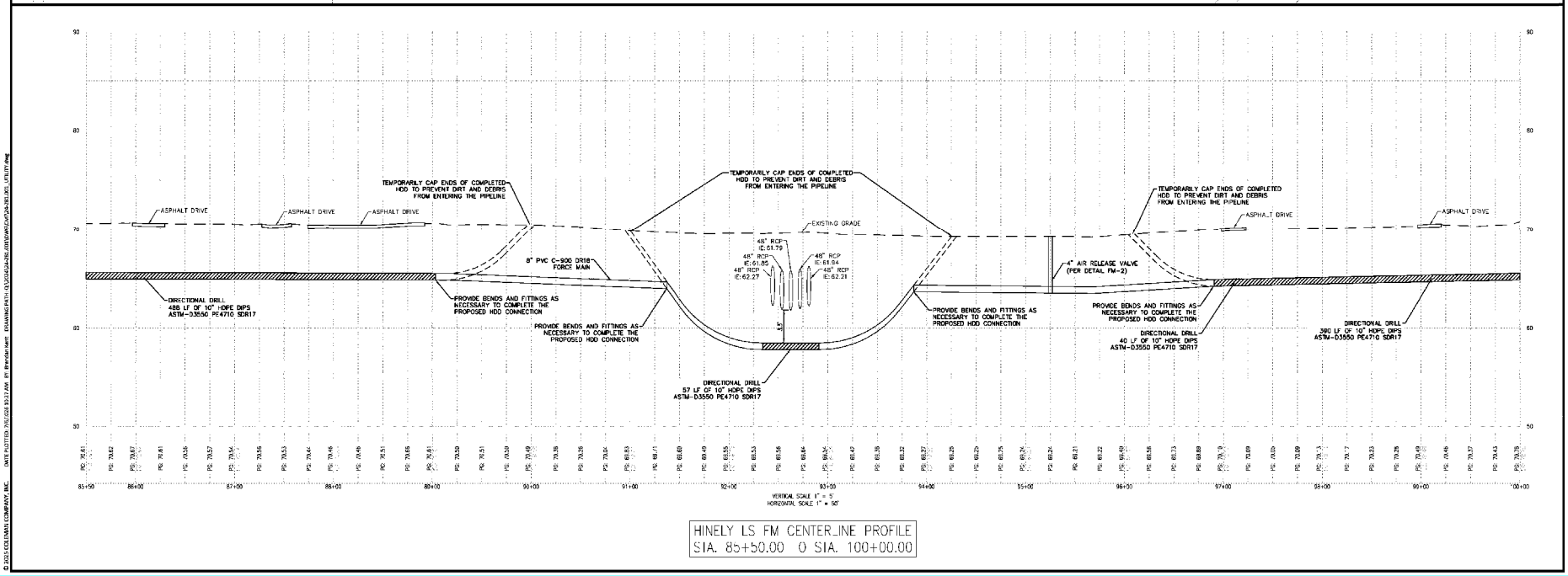
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DATE:	3/31/2026
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CHECKED BY:	CJP
SCALE:	AS NOTED

PLAN & PROFILE

SHEET: C3.2

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STA. 85+50.00 TO STA. 100+00.00

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REVISIONS:

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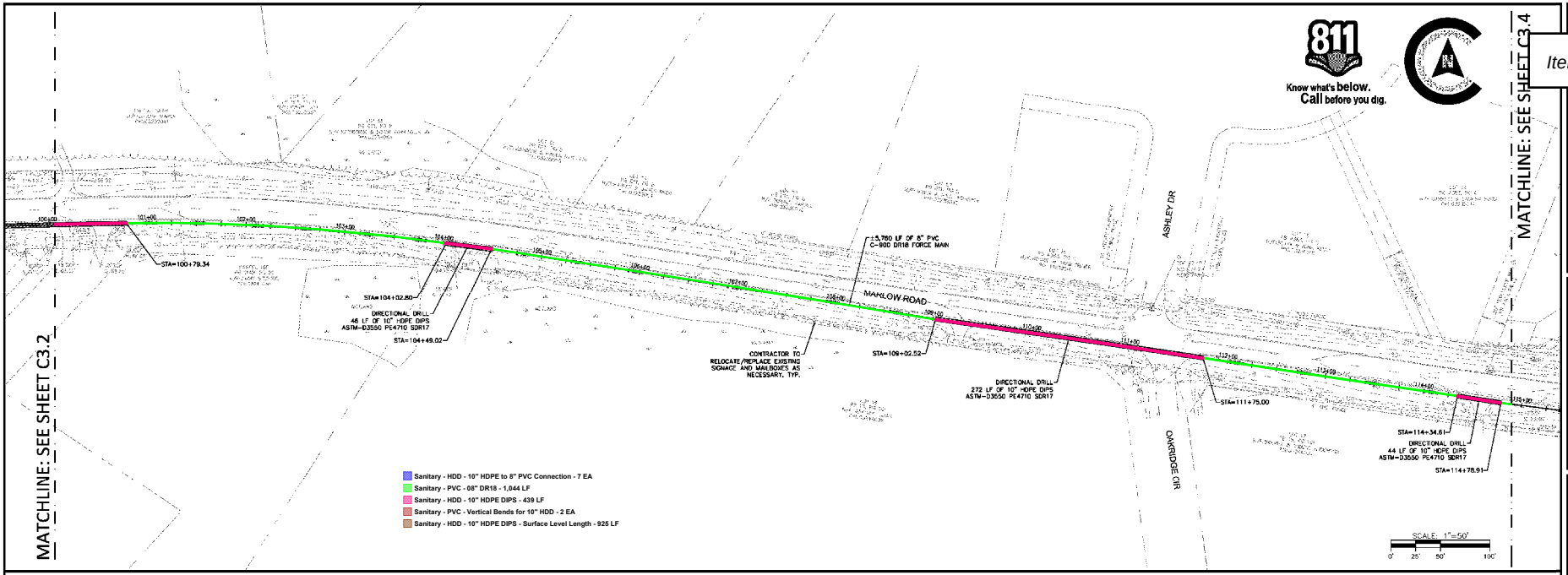
100% CIVIL CONSTRUCTION PLANS FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

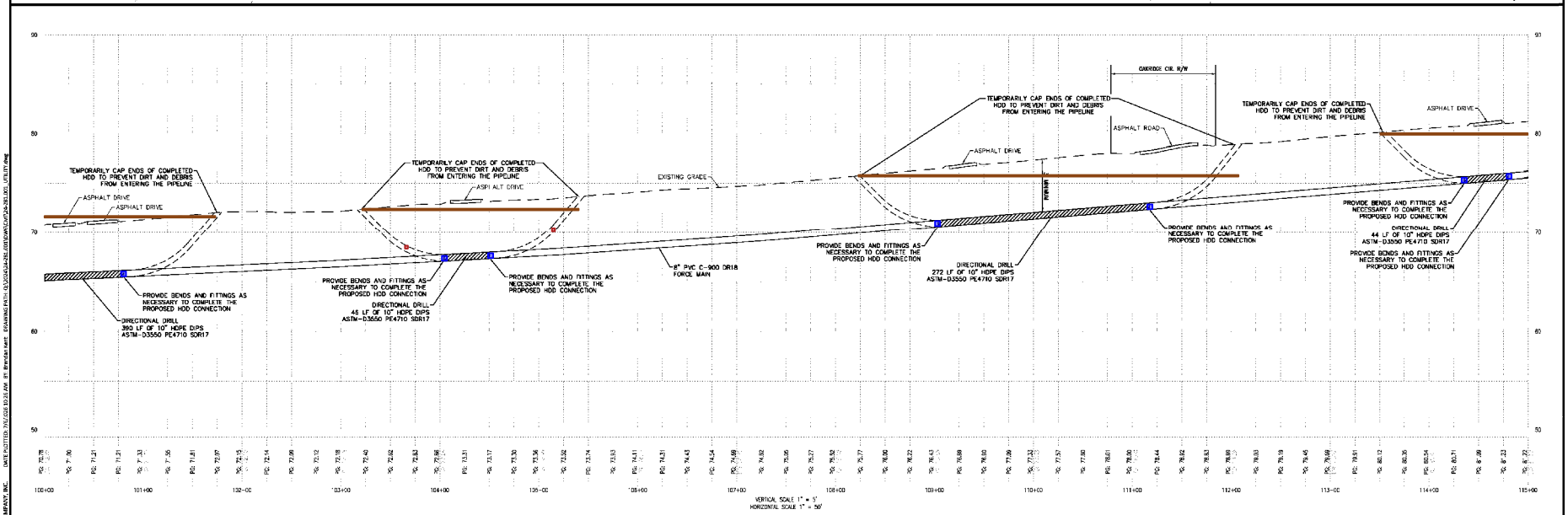
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DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

PLAN & PROFILE

SHEET: C3.2

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HINELY LS FM CENTERLINE PROFILE
STA. 100+00.00 TO STA. 115+00.00

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REVISIONS:

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2. GSWCC & GDOT	5/29/2026

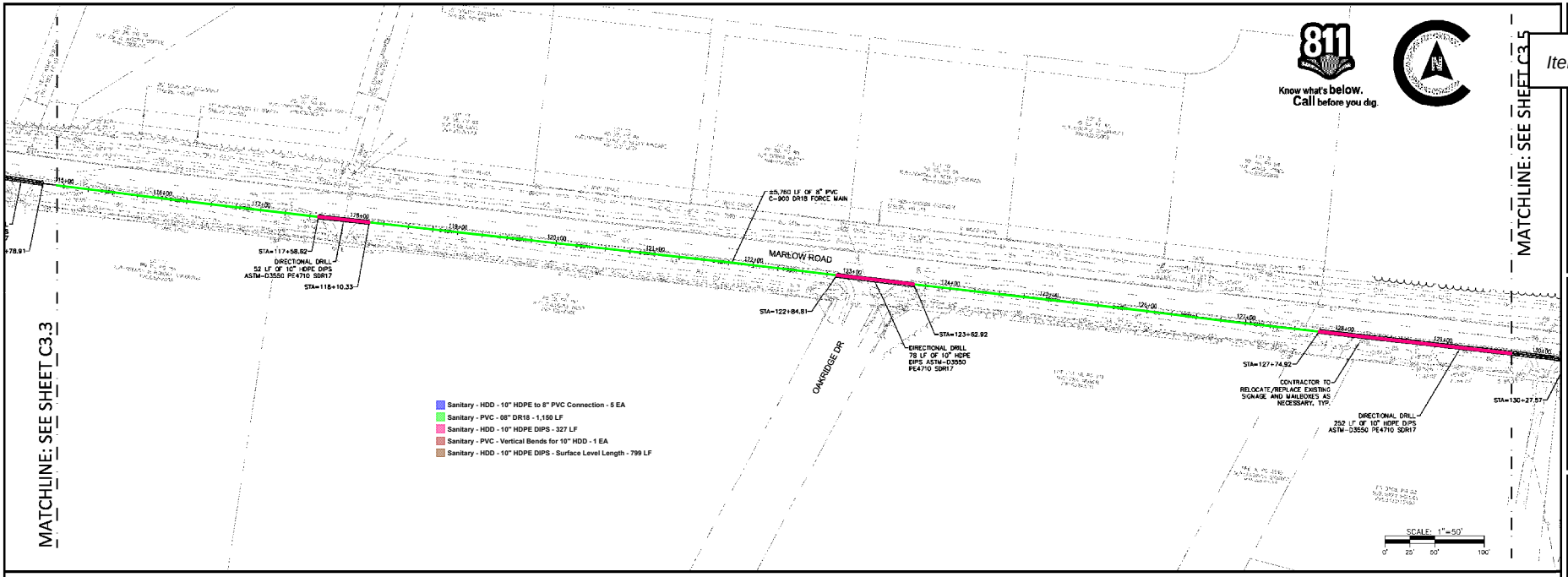
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

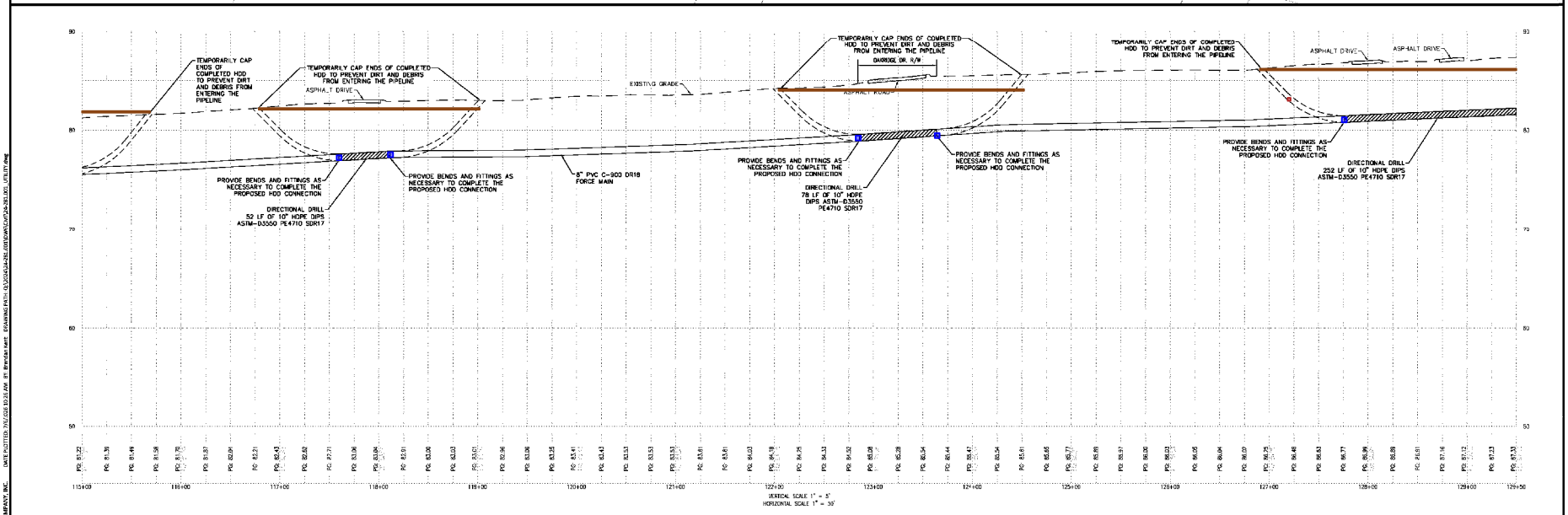
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DATE: 3/31/2026
DRAWN BY: MCS
CHECKED BY: CJP
SCALE: AS NOTED

PLAN & PROFILE

SHEET: C3.3

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HINELY LS FM CENTERLINE PROFILE
STA. 115+00.00 TO STA. 129+50.00

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(912) 236-2041 | colemancompany.com EST 2016 ESTABLISHED

NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE028507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

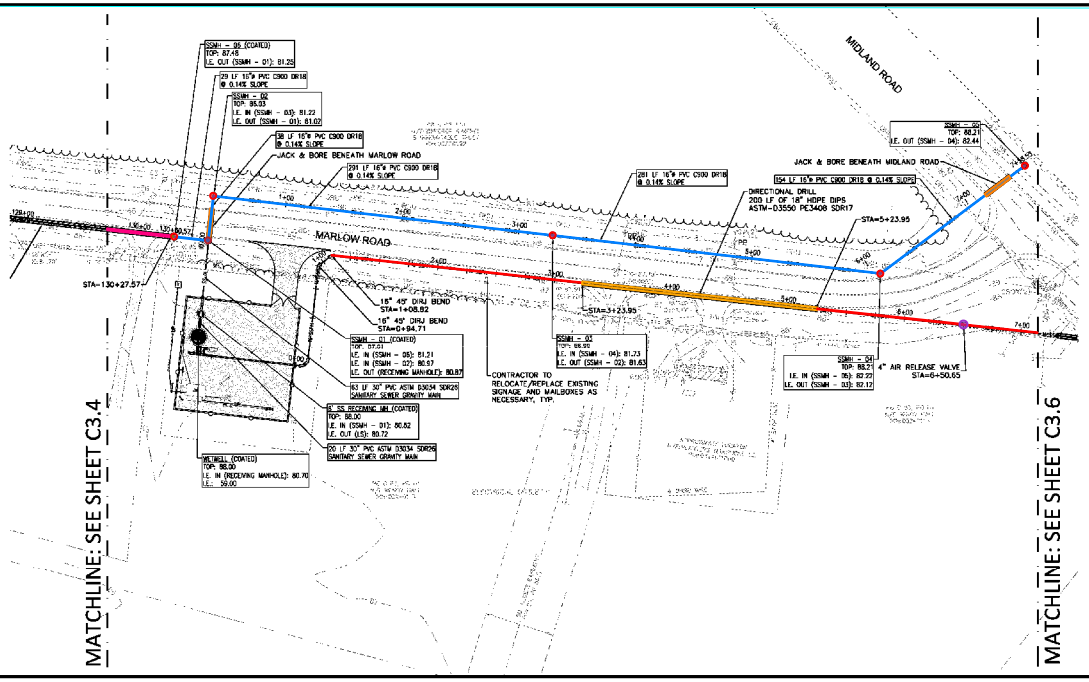
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-281.001
DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

PLAN & PROFILE

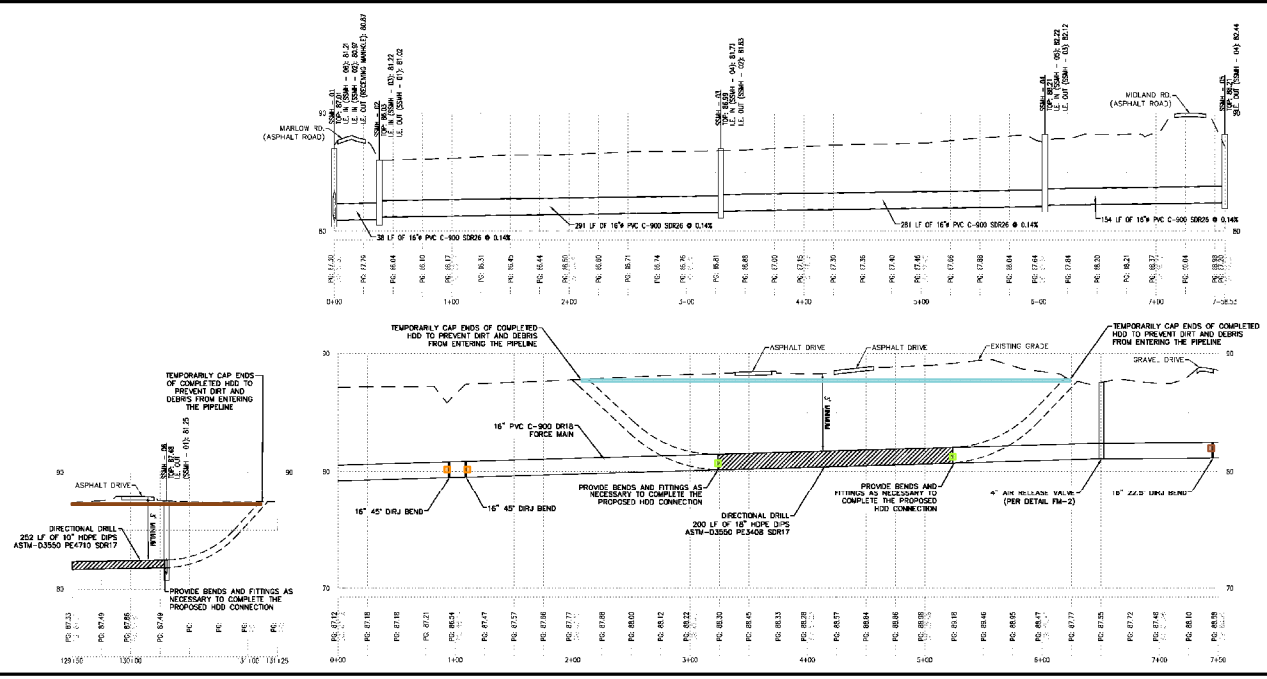
SHEET:
C3.4



Know what's below. Call before you dig.

- Sanitary - Structures- MH - 5 EA
- Sanitary - PVC - 08" DR18 - 3 LF
- Sanitary - HDD - 10" HDPE DIPS - 55 LF
- Sanitary Force Main - PVC - 16" DR18 - 404 LF
- Sanitary - HDD - 18" HDPE DIPS - 202 LF
- Sanitary - Jack & Bore - 24" (16" PVC) - 52 LF
- Sanitary - Gravity - PVC - 16" DR18 - 794 LF
- Sanitary - Structures- MH (Coated) - 1 EA
- Sanitary - Valves - ARV - 04" In Pedestal - 1 EA
- Sanitary - PVC - 16" Bend 45 - 2 EA
- Sanitary - PVC - 16" Bend 22.5 - 1 EA
- Sanitary - HDD - 10" HDPE DIPS - Surface Level Length - 162 LF
- Sanitary - HDD - 16" C-900 PVC to 18" HDPE DIPS Connection - 2 EA
- Sanitary - HDD - 18" HDPE DIPS - Surface Level Length - 416 LF

SCALE: 1"=50'



NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE029507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS FOR

MARLOW WATER AND SEWER

PRELIMINARY DESIGN

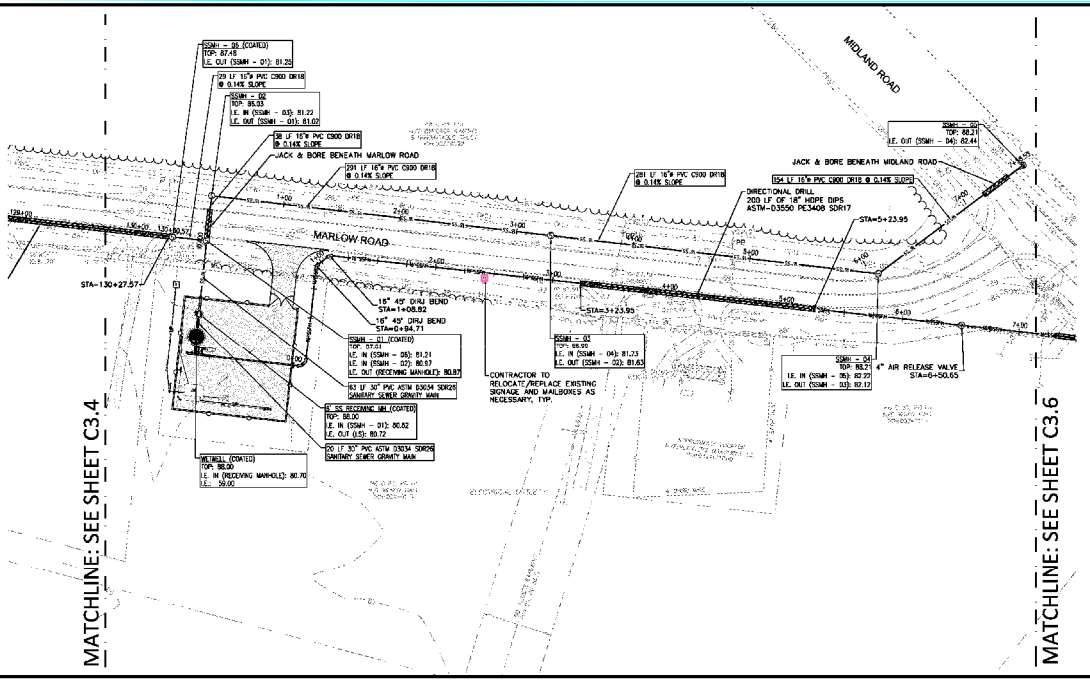
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PREPARED FOR EFFINGHAM COUNTY BOC

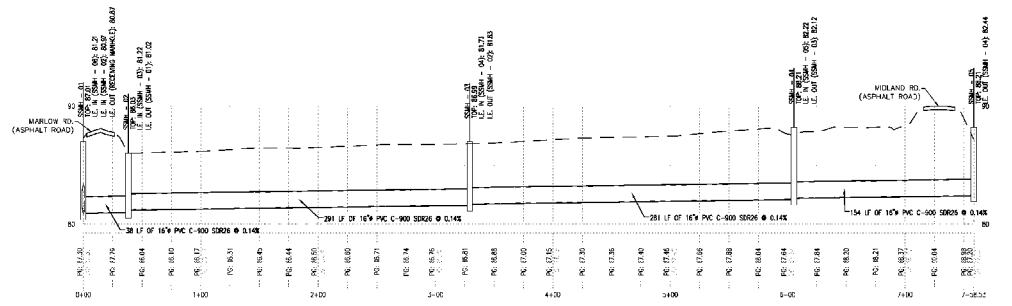
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DATE: 3/31/2026
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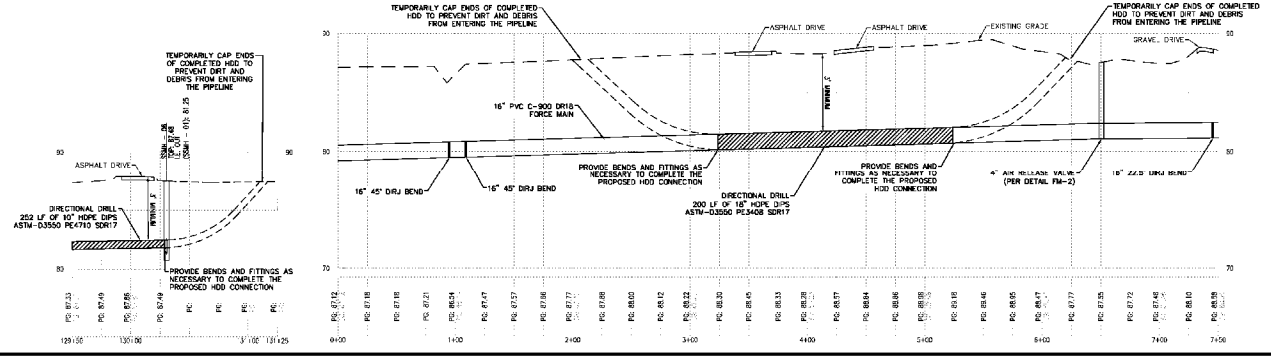
PLAN & PROFILE

SHEET: C3.5

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Know what's below. Call before you dig. 811

SCALE: 1"=50'

NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE029507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS FOR

MARLOW WATER AND SEWER

PRELIMINARY DESIGN

LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

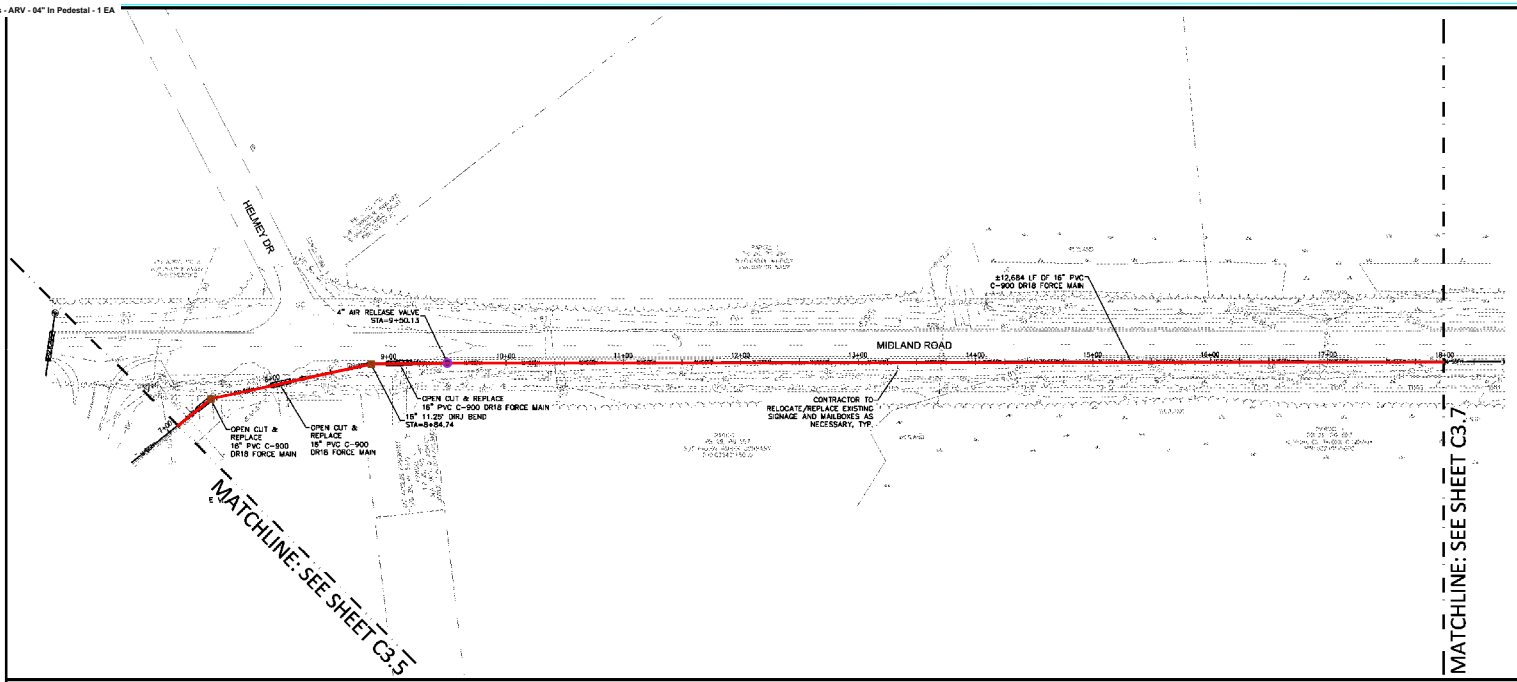
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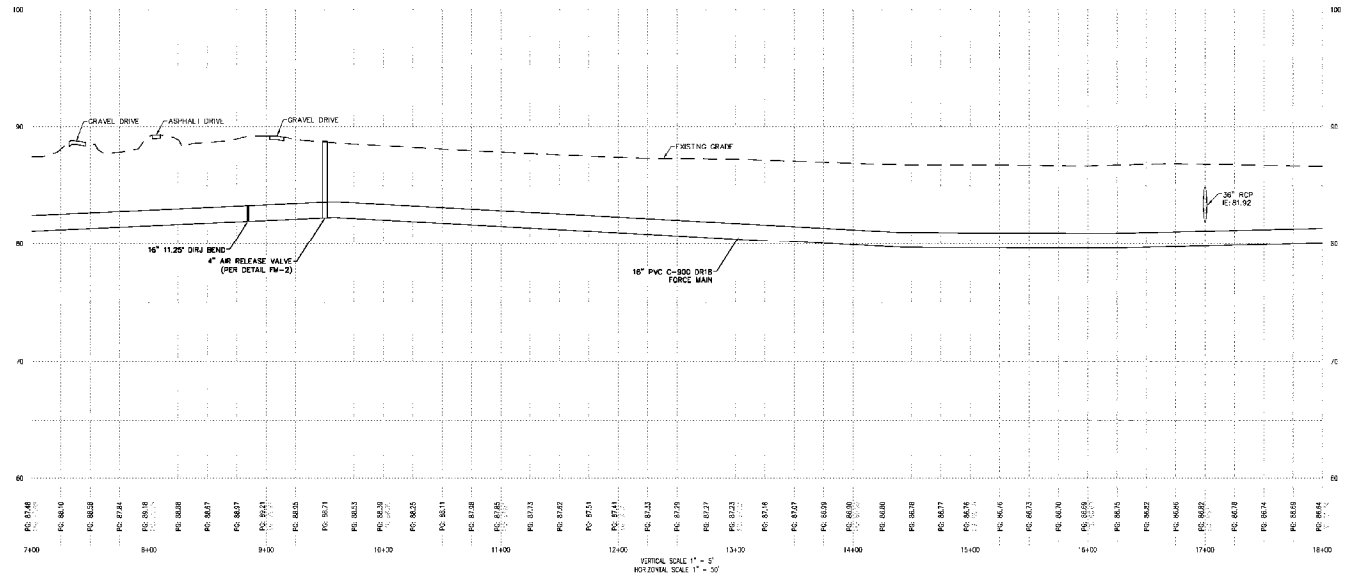
PLAN & PROFILE

SHEET: C3.5

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Sanitary Force Main - PVC - 16" DR18 - 1,090 LF
Sanitary - PVC - 16" Bend 11.25 - 2 EA
Sanitary - Valves - ARV - 04" In Pedestal - 1 EA





MARLOW LS FM CENTERLINE PROFILE
STA. 7+00.00 TO STA. 18+00.00

811 Know what's below. Call before you dig.

SCALE: 1"=50'
0' 25' 50' 100'

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(912) 236-3411 | colemancompany.com
CGA CERTIFICATE OF AUTHORIZATION NUMBER: PEC000005

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GEORGIA REGISTERED No. PE038507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

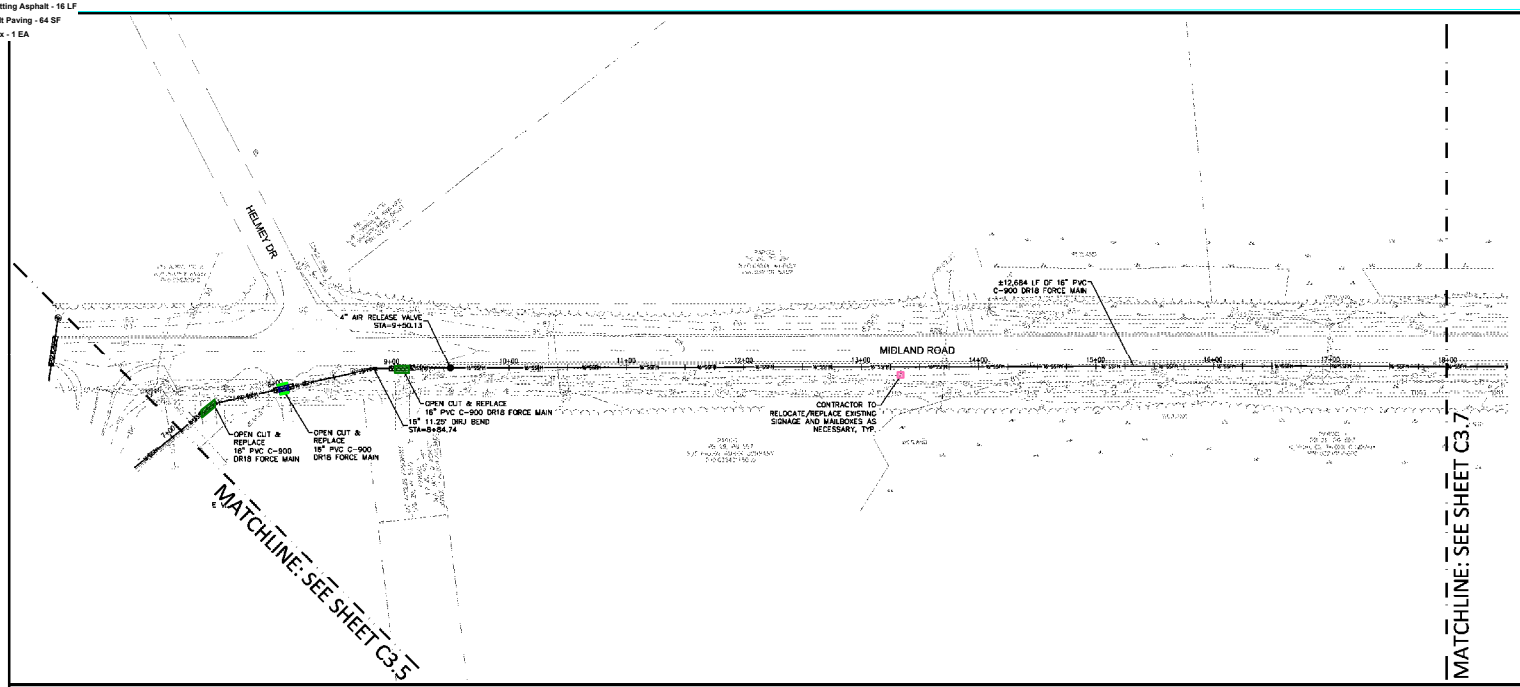
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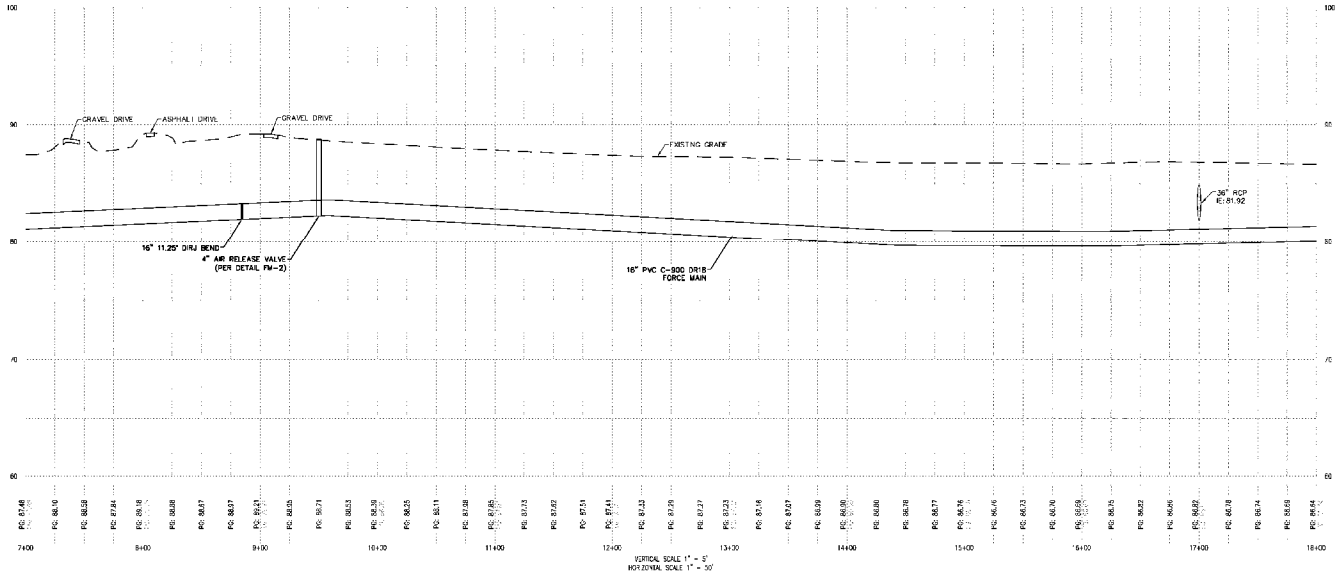
PLAN & PROFILE

SHEET:
C3.6

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Demo - Remove Gravel - 150 SF
Demo - Sawcutting Asphalt - 16 LF
Demo - Asphalt Paving - 64 SF
Demo - Mailbox - 1 EA





MARLOW LS FM CENTERLINE PROFILE
STA. 7+00.00 TO STA. 18+00.00

Know what's below. Call before you dig.

SCALE: 1"=50'
0' 25' 50' 100'

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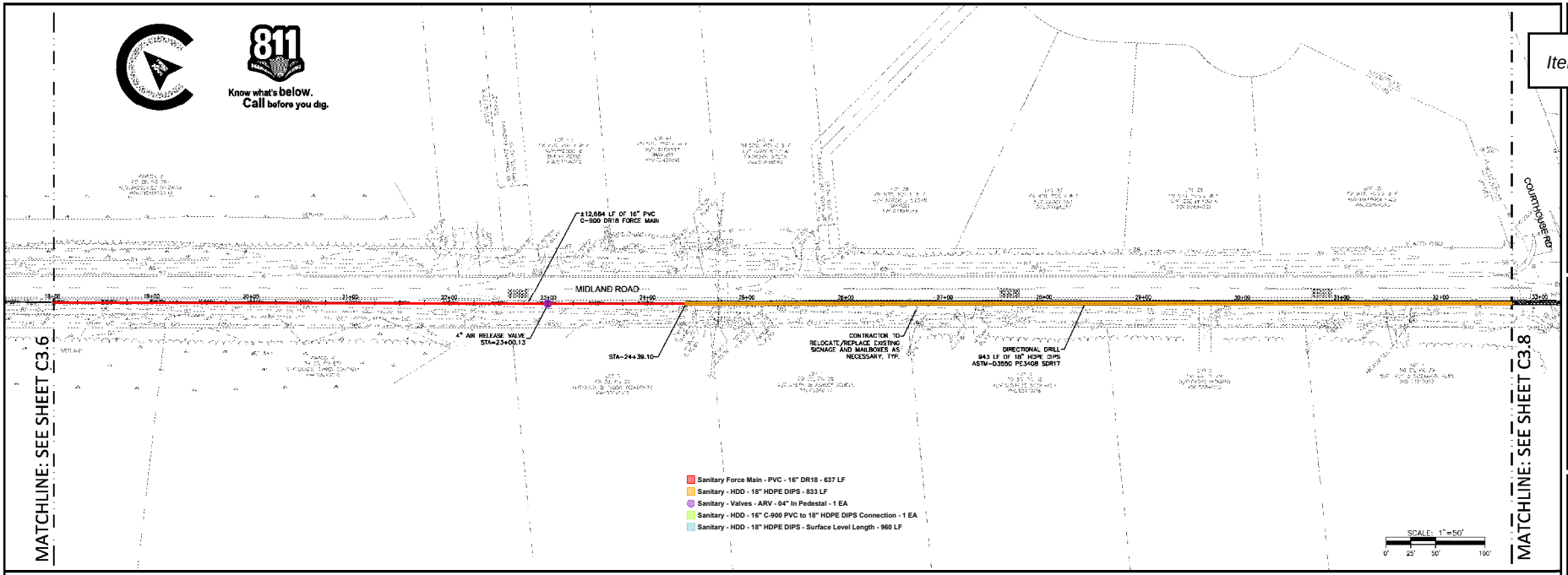
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

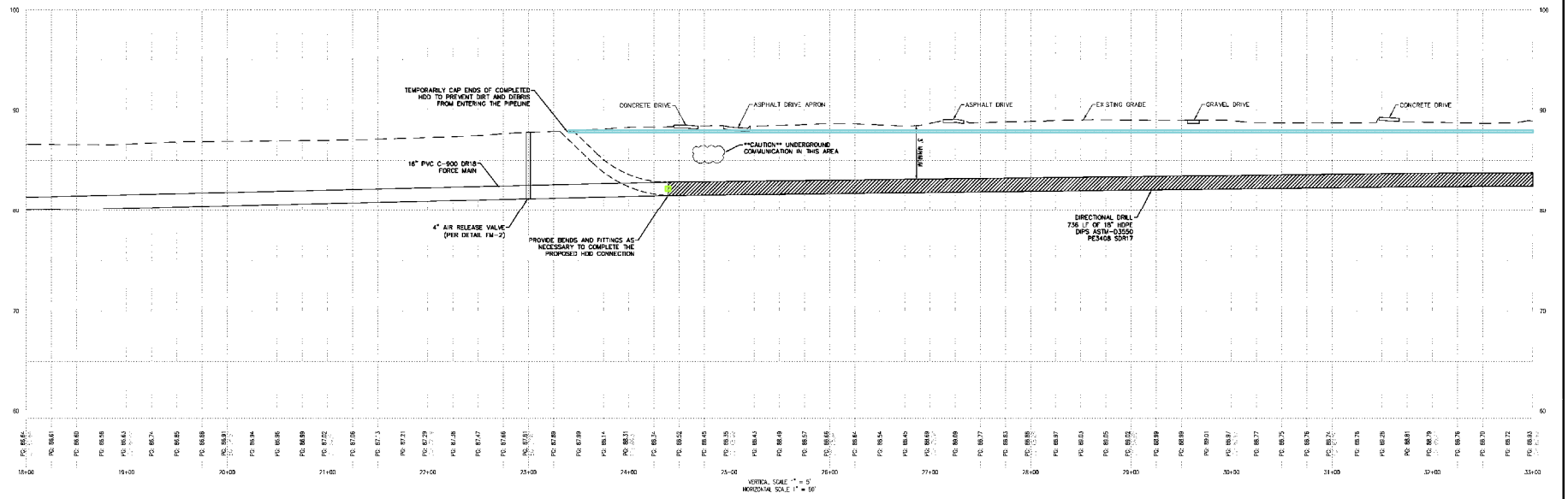
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DATE:	3/31/2026
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PLAN & PROFILE

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MARLOW LS FM CENTERLINE PROFILE
STA. 18+00.00 TO STA. 33+00.00

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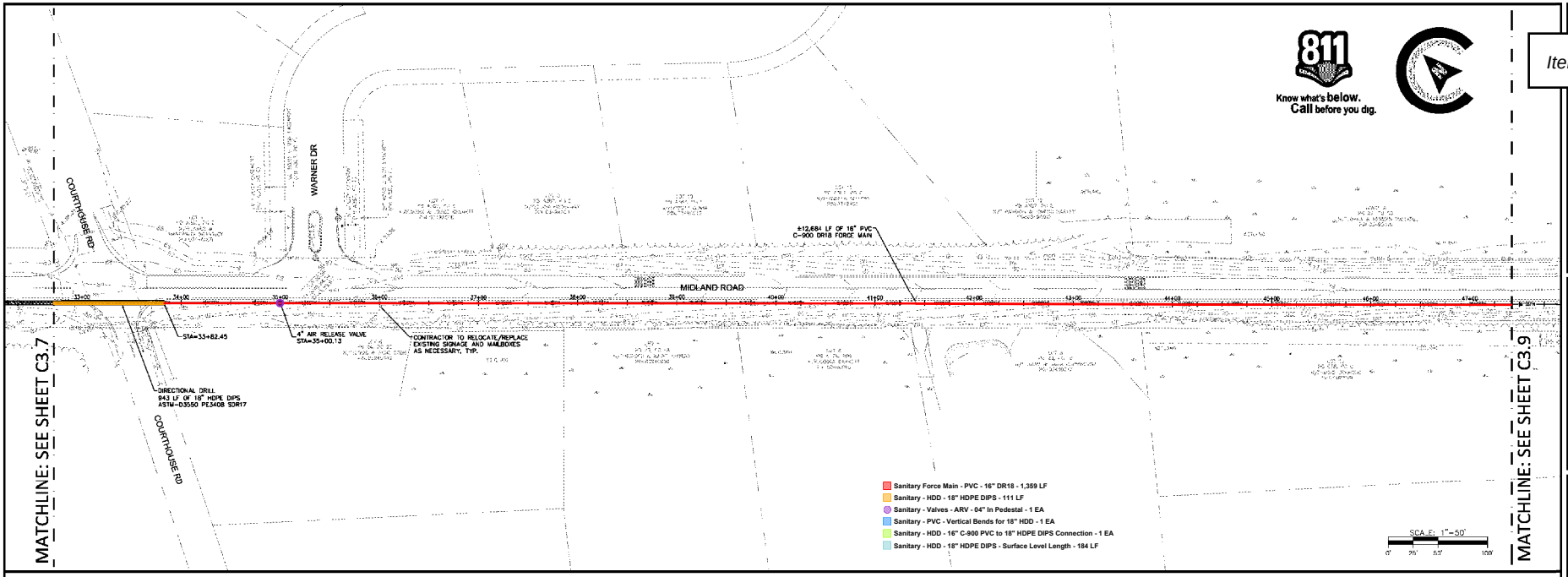
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

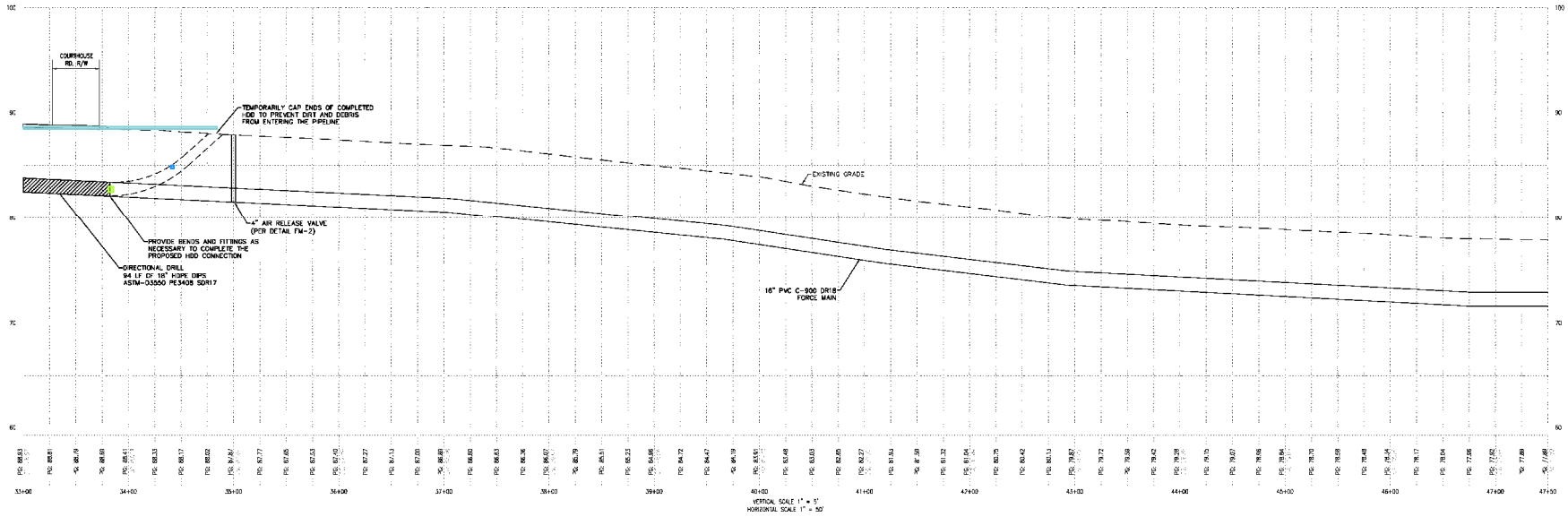
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SCALE:	AS NOTED

PLAN & PROFILE

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MAR_OW LS FM CENTERLINE PROFILE
STA. 33+00.00 TO STA. 47+50.00

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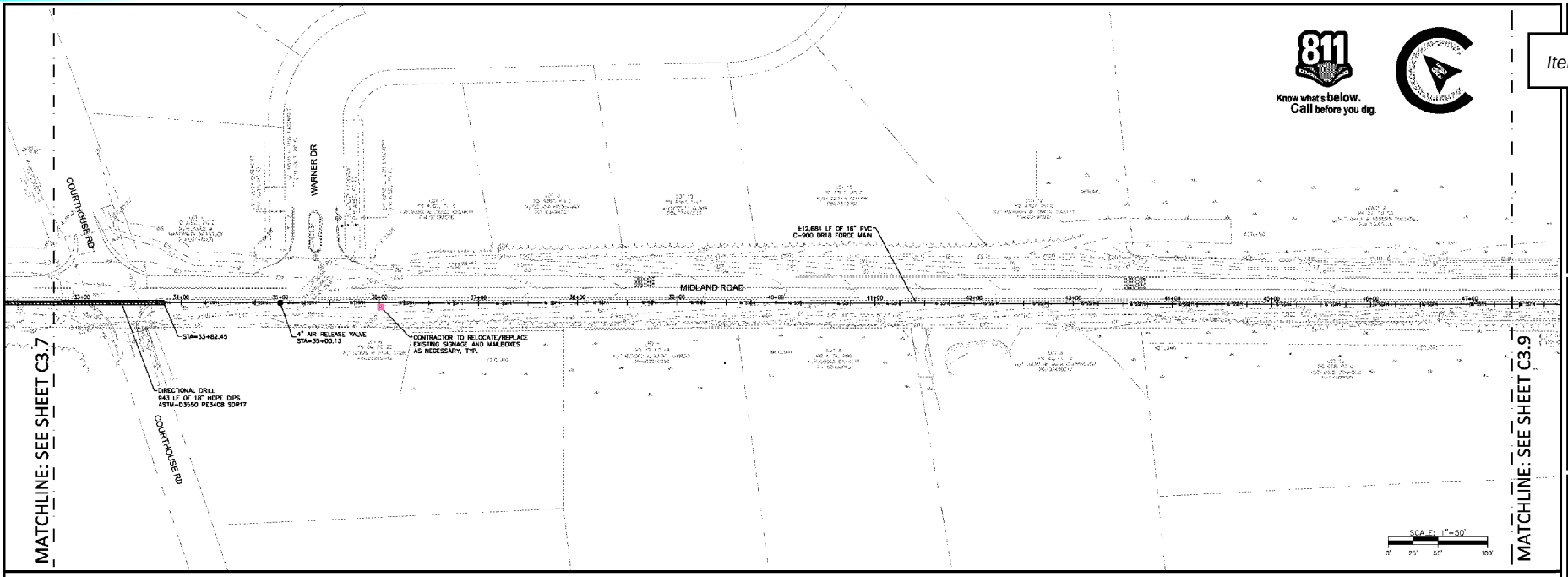
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FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

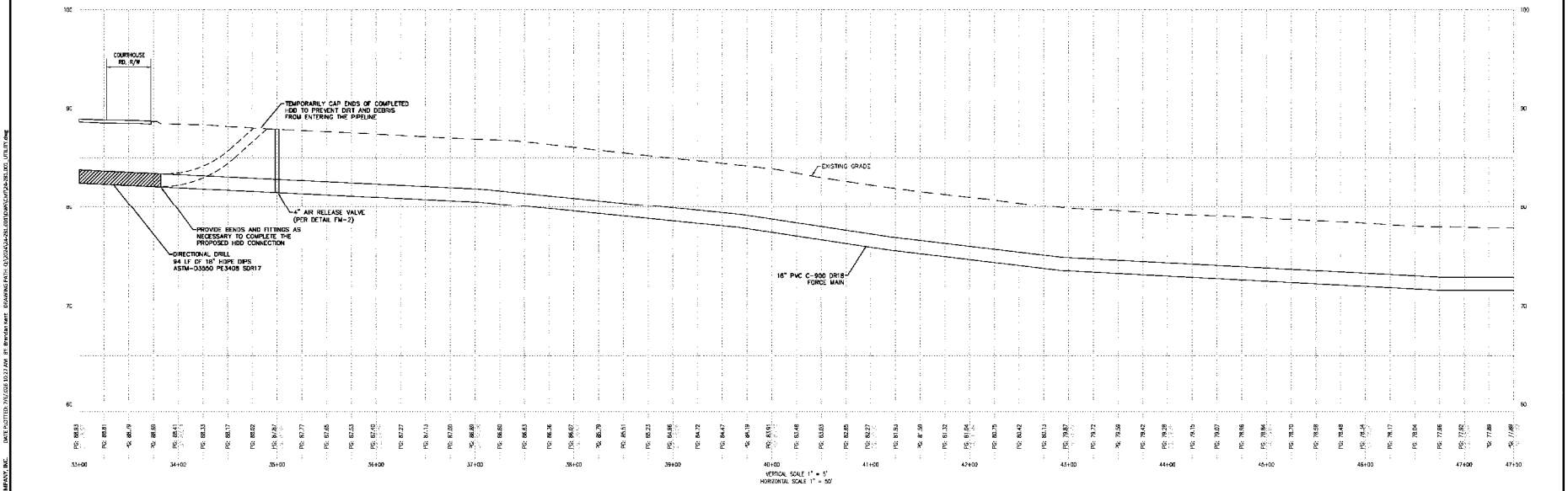
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DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

PLAN & PROFILE

SHEET:
C3.8

Demo - Mailbox - 1 EA





MAR_OW LS FM CENTERLINE PROFILE
STA. 33+00.00 TO STA. 47+50.00

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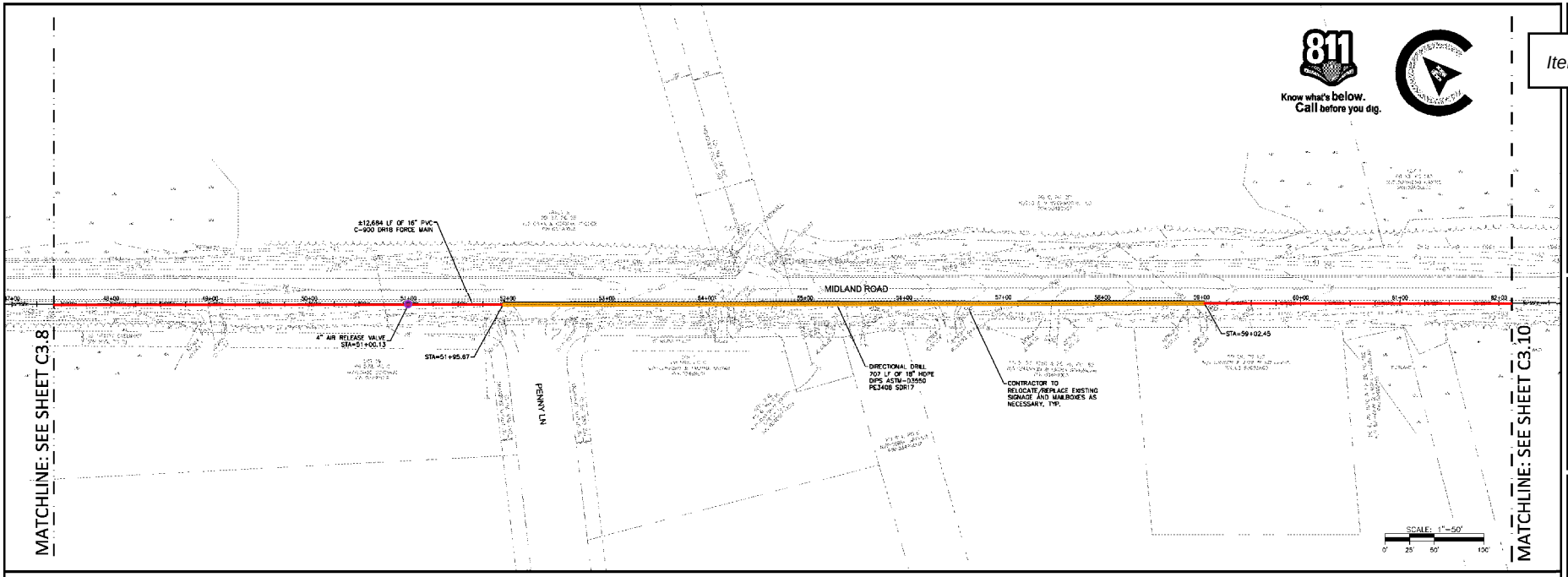
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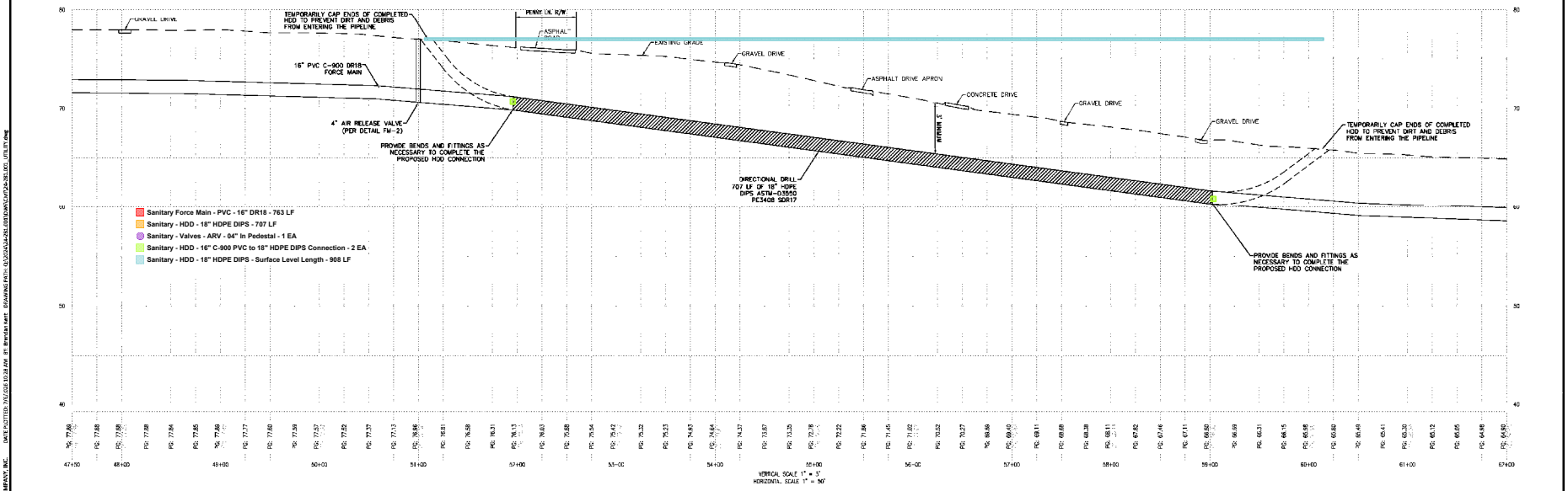
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

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PLAN & PROFILE

SHEET:
C3.8





MARLOW LS FM CENTERLINE PROFILE
STA. 47+50.00 TO STA. 62+00.00

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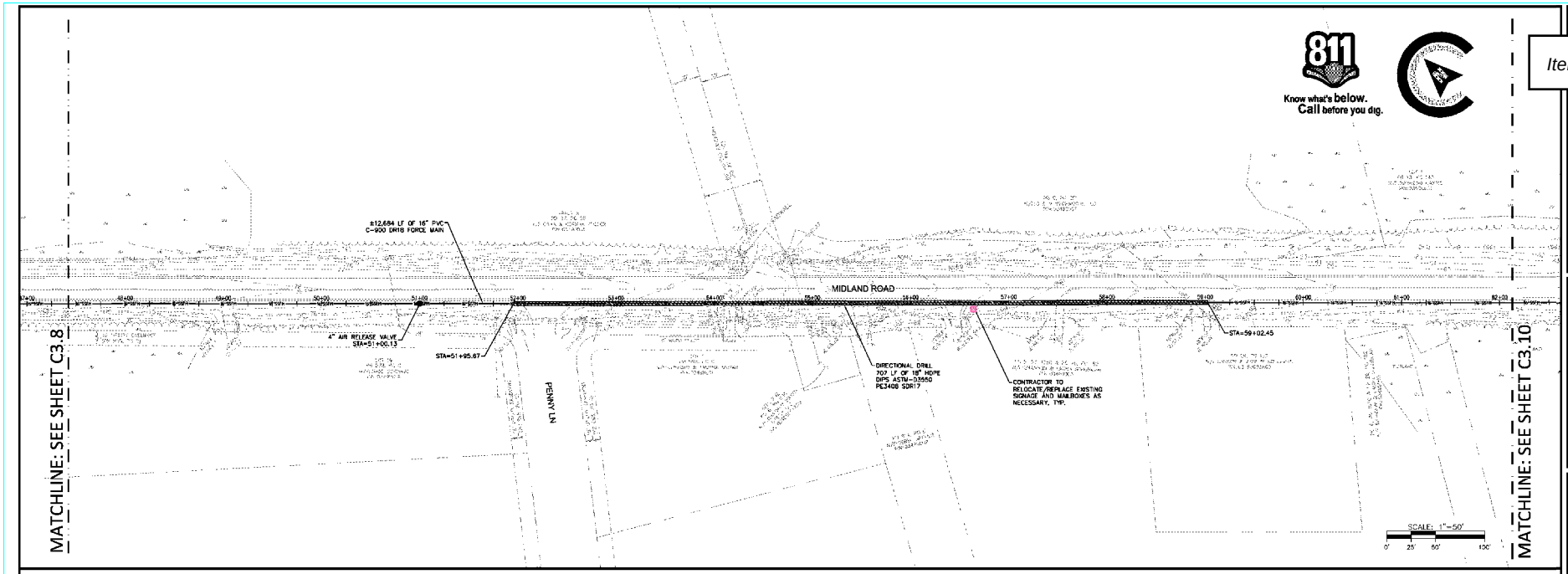
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

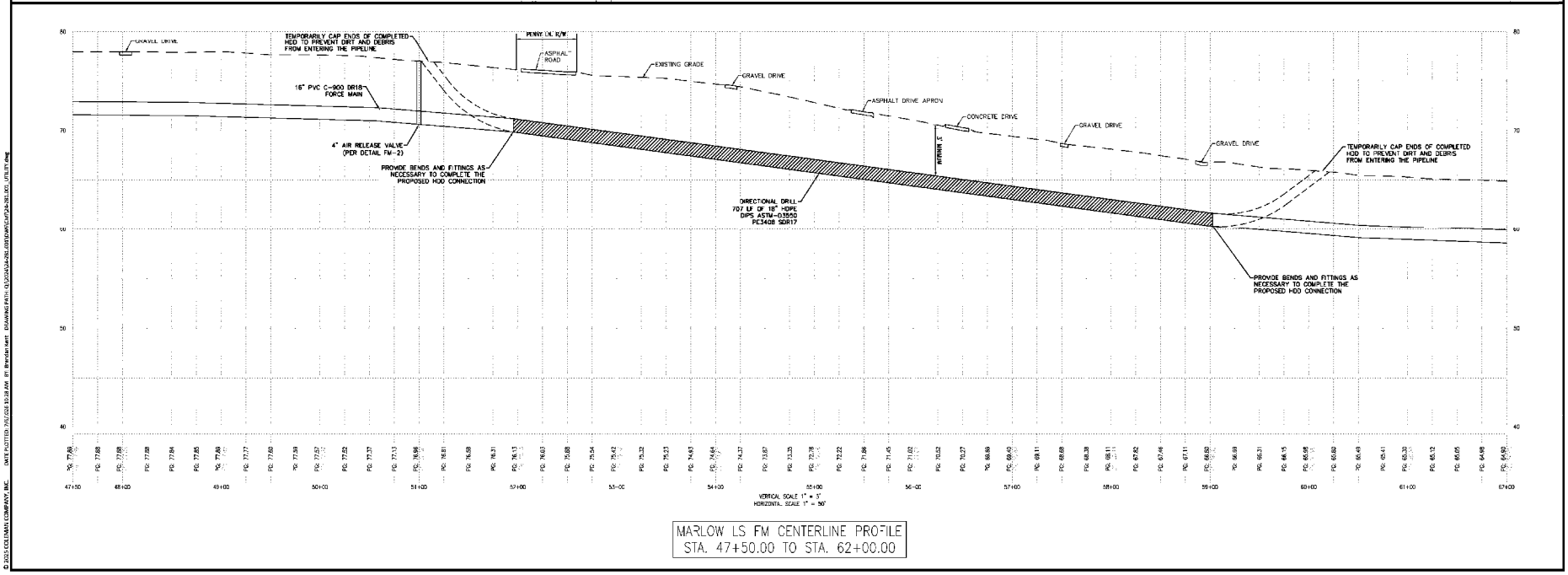
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DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

PLAN & PROFILE

SHEET: C3.9

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MARLOW LS FM CENTERLINE PROFILE
STA. 47+50.00 TO STA. 62+00.00

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100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

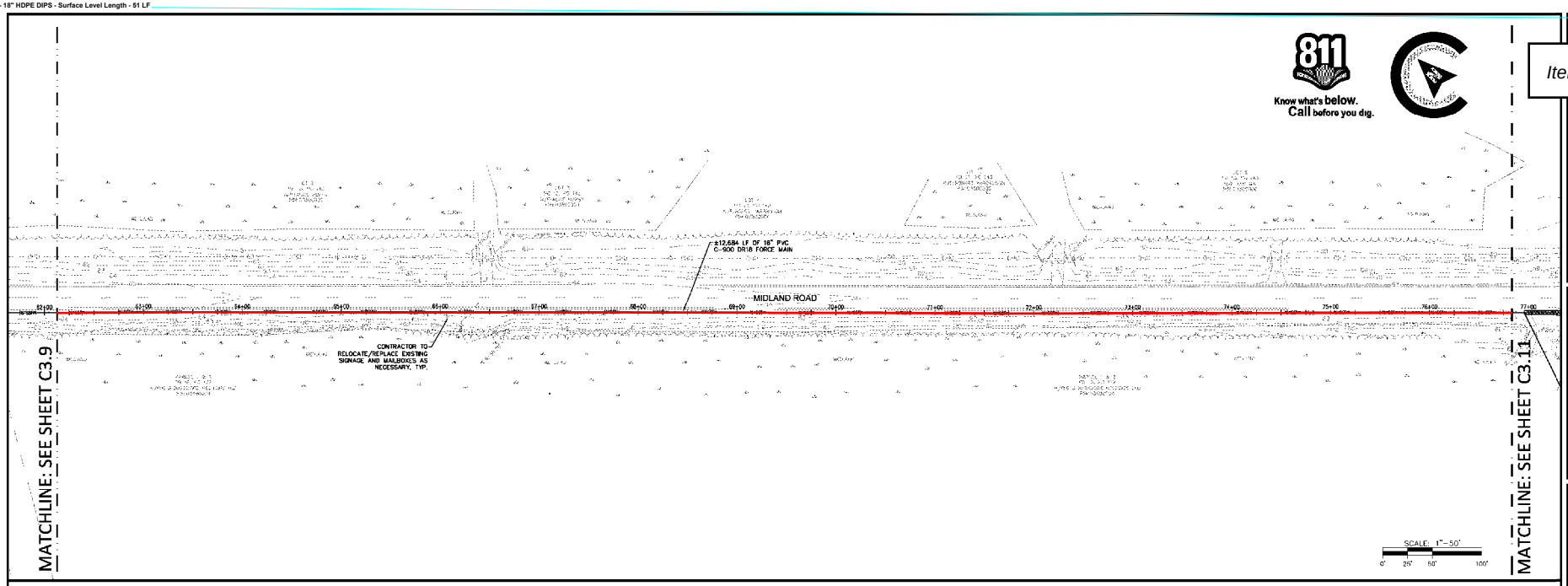
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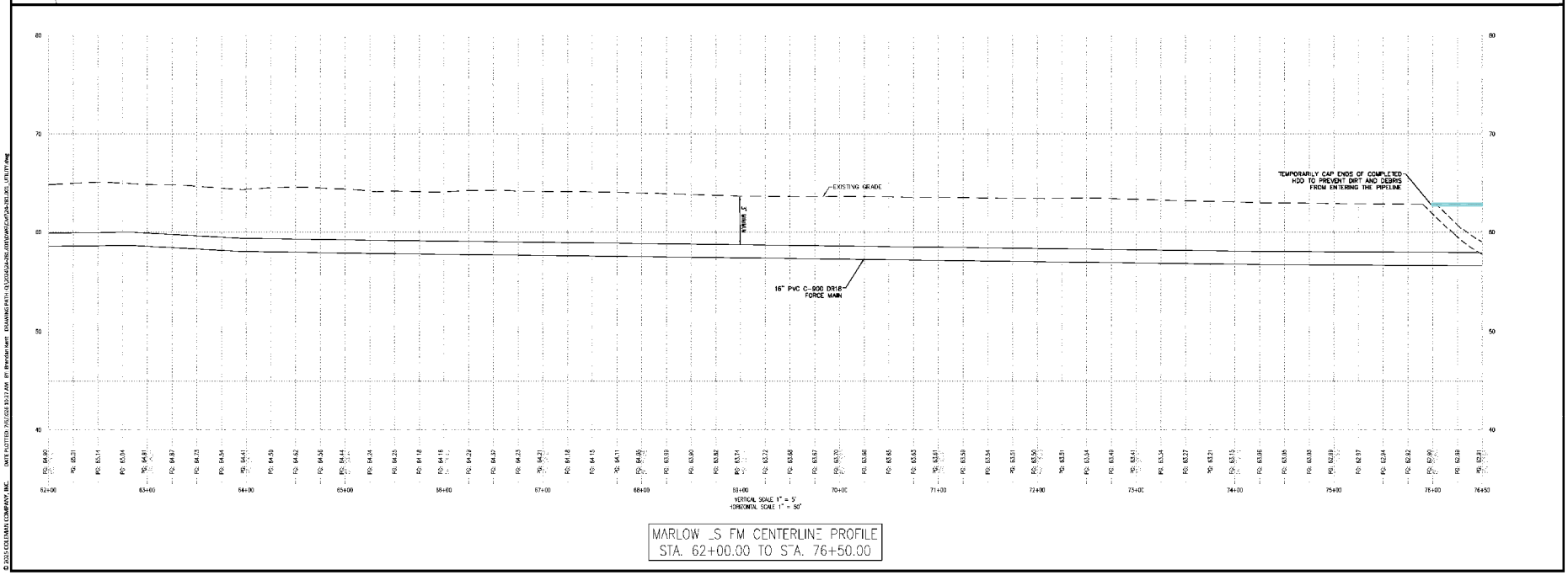
PLAN & PROFILE

SHEET: C3.9

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Sanitary Force Main - PVC - 16" DR18 - 1,471 LF
Sanitary - HDD - 18" HDPE DIPS - Surface Level Length - 51 LF





MARLOW _S FM CENTERLINE PROFILE
STA. 62+00.00 TO S'A. 76+50.00

NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE028607 PROFESSIONAL ENGINEER DONA I.D.A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

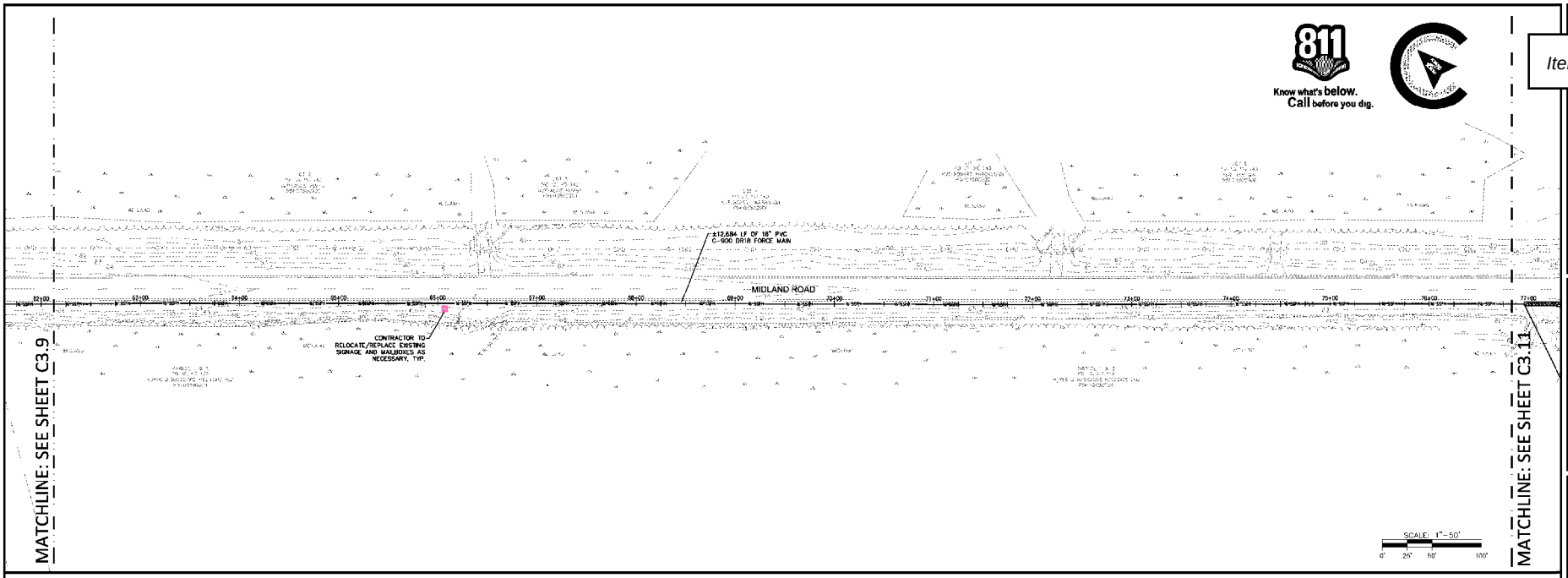
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

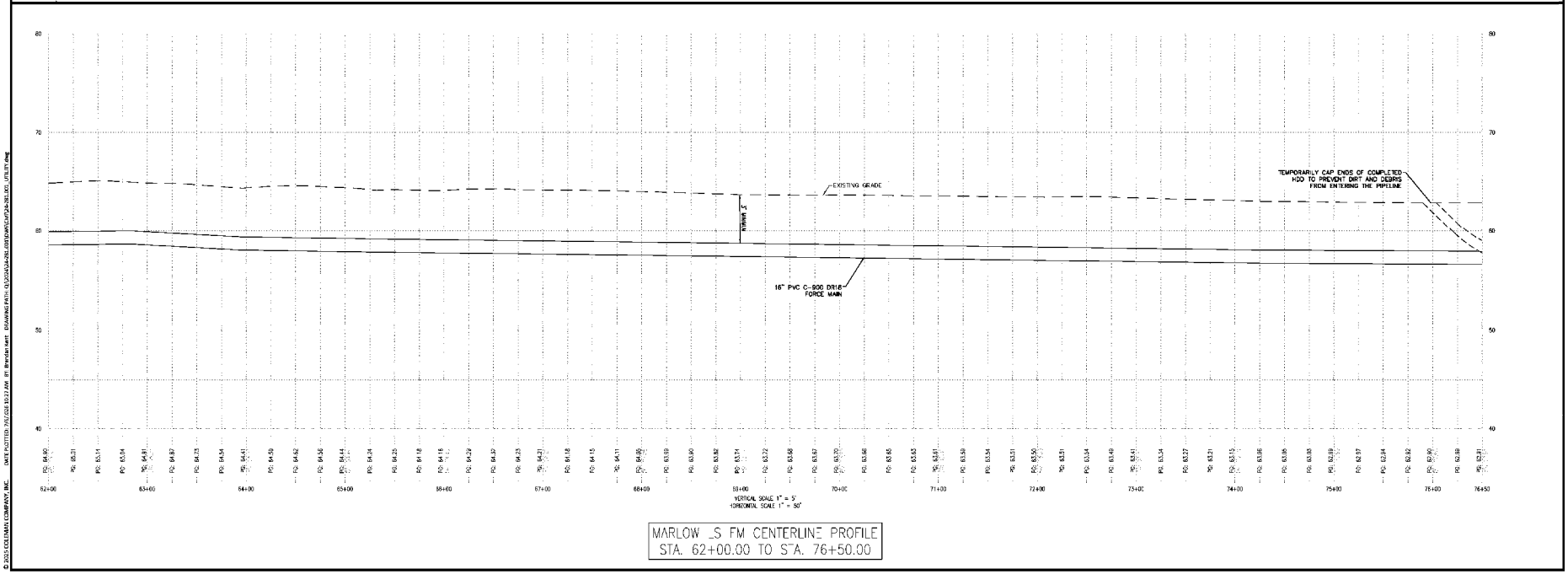
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DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

PLAN & PROFILE

SHEET:
C3.10

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MARLOW _S FM CENTERLINE PROFILE
STA. 62+00.00 TO S'A. 76+50.00

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FOR
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PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-281.001
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SCALE:	AS NOTED

PLAN & PROFILE

SHEET:
C3.10

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Sanitary Force Main - PVC - 16" DR18 - 1,404 LF
Sanitary - HDD - 18" HDPE DIPS - 67 LF
Sanitary - HDD - 16" C-900 PVC to 18" HDPE DIPS Connection - 2 EA
Sanitary - HDD - 18" HDPE DIPS - Surface Level Length - 211 LF

811 Know what's below. Call before you dig.

MATCHLINE: SEE SHEET C3.10

MATCHLINE: SEE SHEET C3.12

±12,684 LF OF 16" PVC C-900 DR18 FORCE MAIN

MIDLAND ROAD

CAUTION UNDERGROUND COMMUNICATION IN THIS AREA

STA=77+62.15

DIRECTIONAL DRILL 66 LF OF 18" HDPE DIPS ASTM-D3550 PE3408 SDR17

STA=76+95.74

NOTE: CONTRACTOR TO RELOCATE/REPLACE EXISTING SIGNAGE AND MAILBOXES AS NECESSARY, TYP.

SCALE: 1"=50'
0' 25' 50' 100'

GRAVEL DRIVE

TEMPORARILY CAP ENDS OF COMPLETED HDD TO PREVENT DIRT AND DEBRIS FROM ENTERING THE PIPELINE

EXISTING GRADE

RIVER S

CAUTION UNDERGROUND COMMUNICATION IN THIS AREA

PROVIDE BENDS AND FITTINGS AS NECESSARY TO COMPLETE THE PROPOSED HDD CONNECTION

DIRECTIONAL DRILL 66 LF OF 18" HDPE DIPS ASTM-D3550 PE3408 SDR17

PROVIDE BENDS AND FITTINGS AS NECESSARY TO COMPLETE THE PROPOSED HDD CONNECTION

16" PVC C-900 DR18 FORCE MAIN

76+50 77+00 78+00 79+00 80+00 81+00 82+00 83+00 84+00 85+00 86+00 87+00 88+00 89+00 90+00 91+00 91+50

VERTICAL SCALE 1" = 5'
HORIZONTAL SCALE 1" = 50'

MARLOW I S FM CENTERLINE PROFILE
STA. 76+50.00 TO STA. 91+50.00

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GEORGIA REGISTERED No. PE028507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

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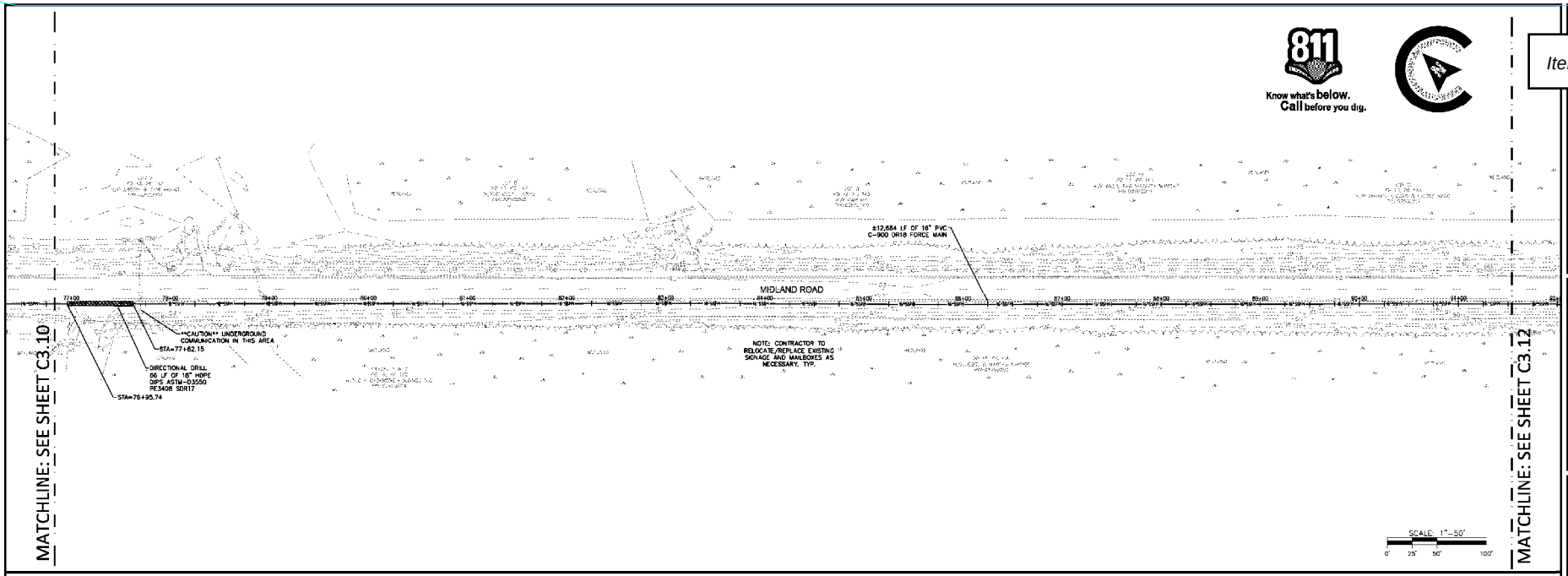
100% CIVIL CONSTRUCTION PLANS FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

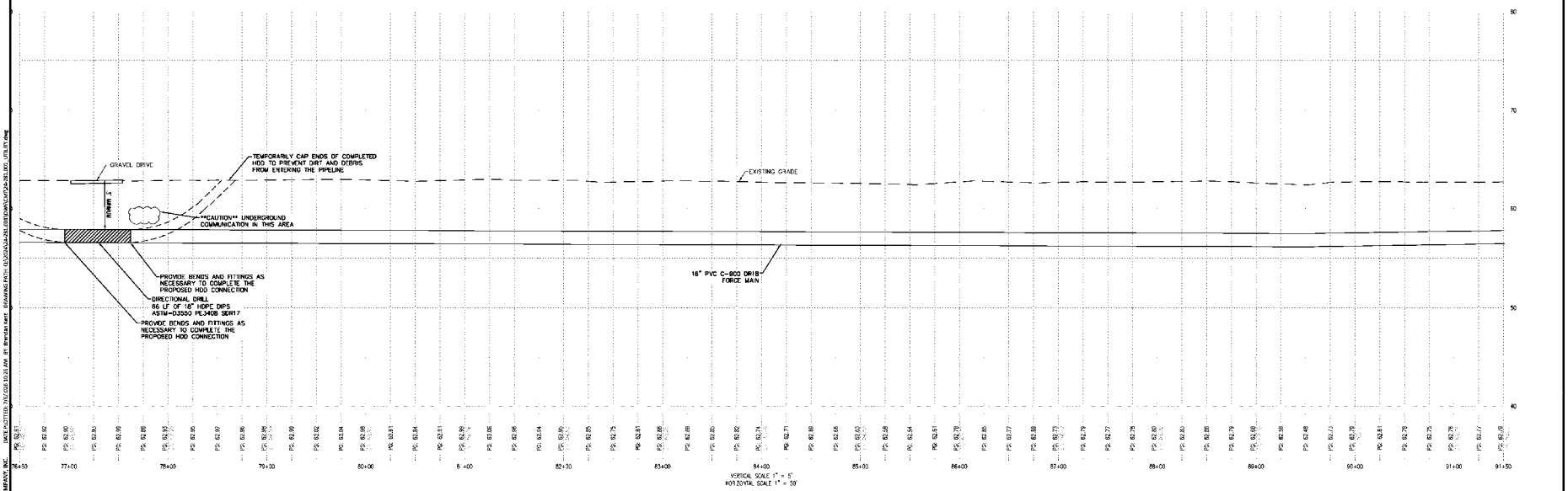
JOB NUMBER: 24-281.001
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SCALE: AS NOTED

PLAN & PROFILE

SHEET: C3.11

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MARLOW LS FM CENTERLINE PROFILE
STA. 76+50.00 TO STA. 91+50.00

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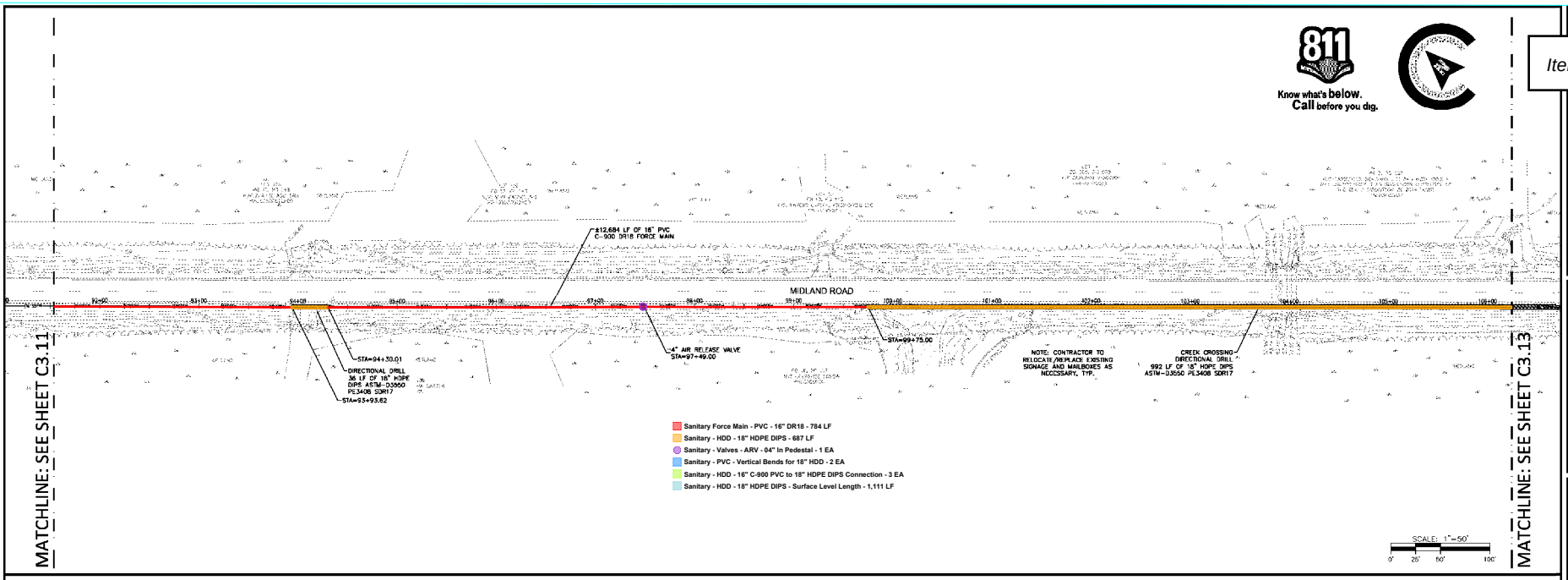
REVISIONS:	
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2. GSWCC & GDOT	5/29/2026

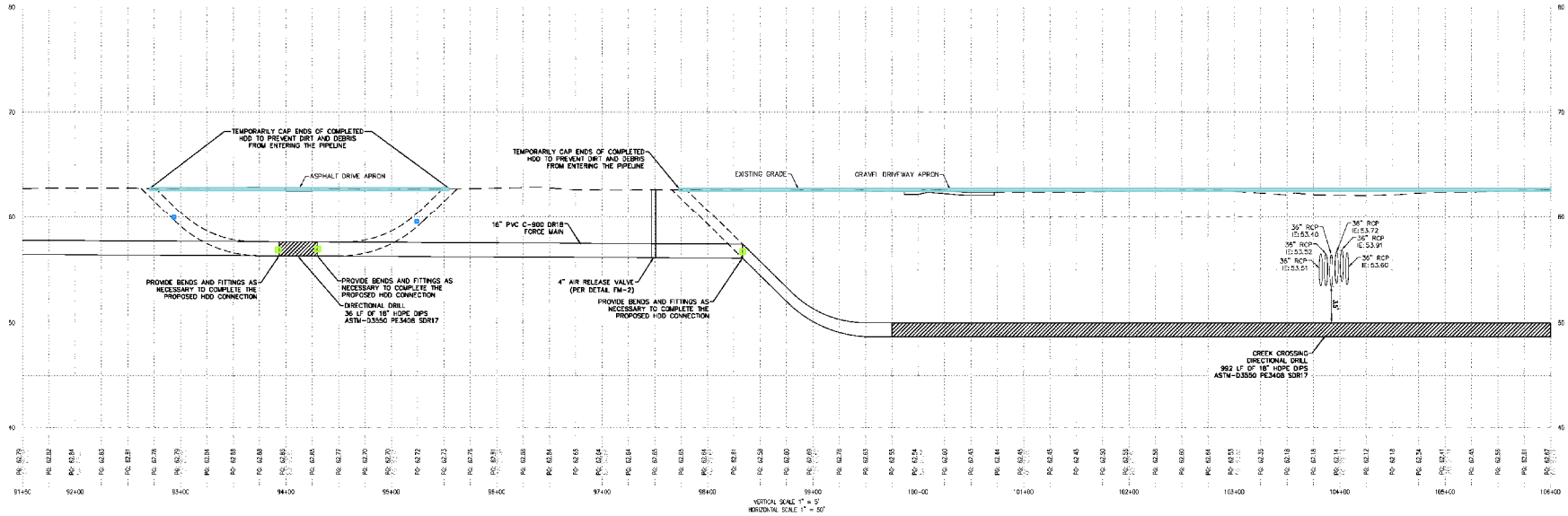
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-281.001
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PLAN & PROFILE

SHEET:
C3.11





MARLOW LS FM CENTERLINE PROFILE
STA. 91+50.00 TO STA. 106+00.00

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100% CIVIL CONSTRUCTION PLANS FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

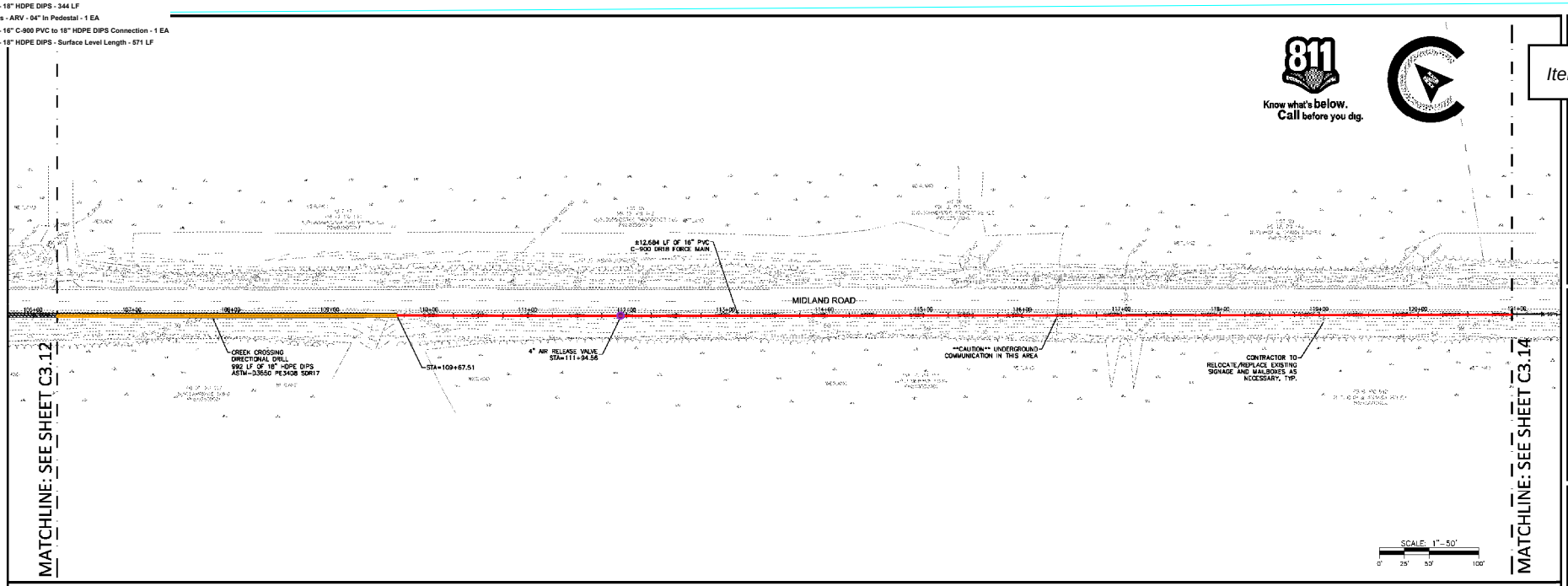
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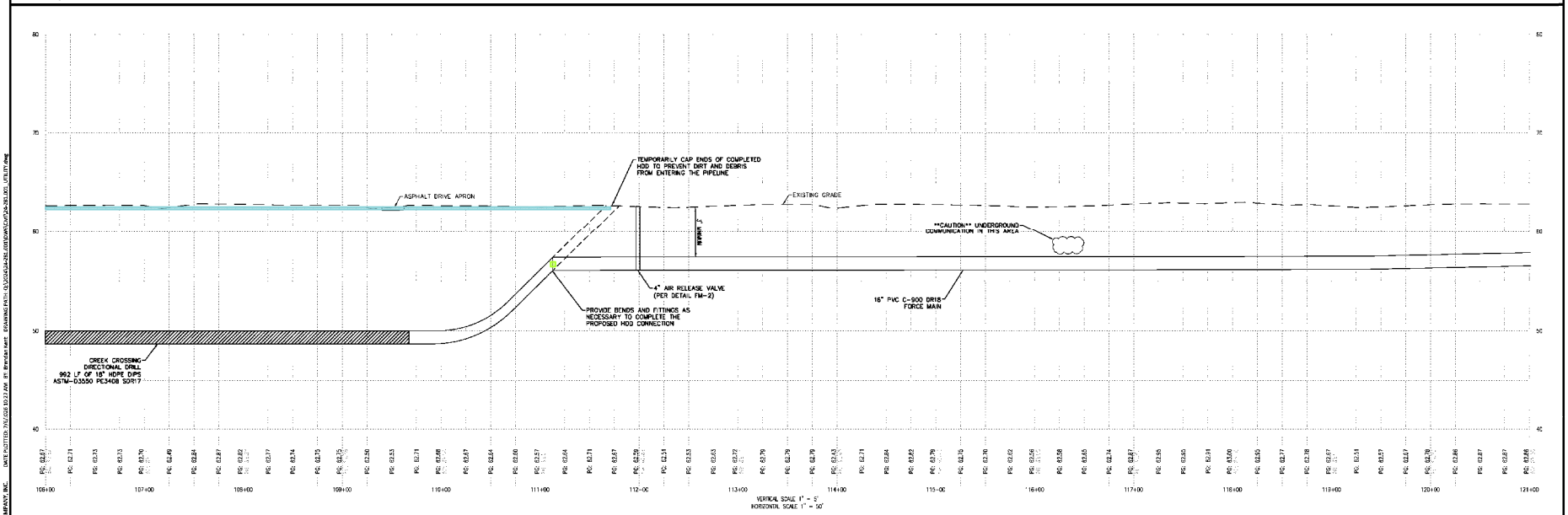
PLAN & PROFILE

SHEET:
C3.12

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Sanitary Force Main - PVC - 16" DR18 - 1,127 LF
Sanitary - HDD - 18" HDPE DIPS - 344 LF
Sanitary - Valves - ARV - 04" In Pedestal - 1 EA
Sanitary - HDD - 16" C-900 PVC to 18" HDPE DIPS Connection - 1 EA
Sanitary - HDD - 18" HDPE DIPS - Surface Level Length - 571 LF





MARLOW LS FM CENTERLINE PROFILE
STA. 106+00.00 TO STA. 121+00.00

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GEORGIA REGISTERED No. PE038507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

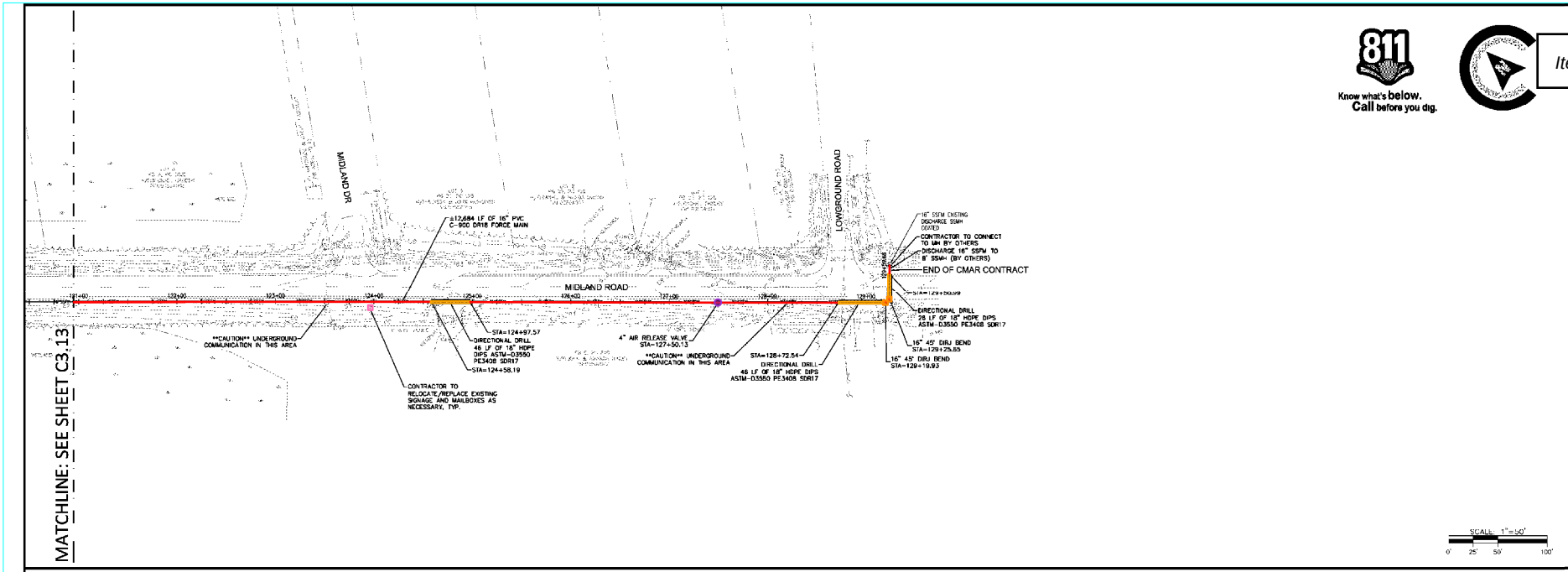
100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

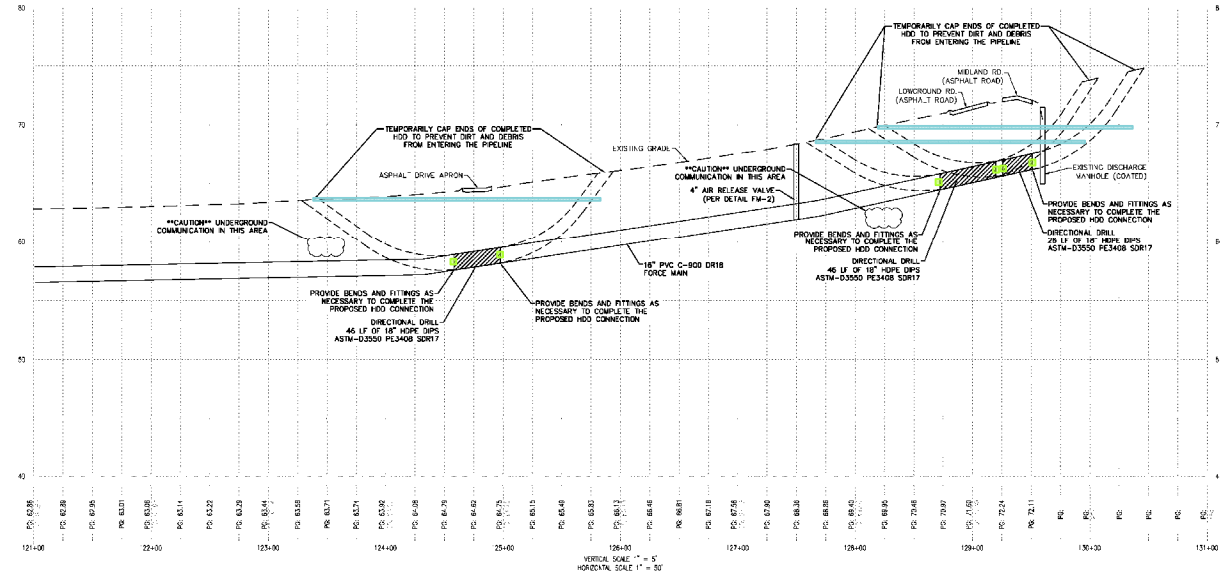
JOB NUMBER:	24-281.001
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CHECKED BY:	CJP
SCALE:	AS NOTED

PLAN & PROFILE

SHEET:
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MARLOW IS FM CENTERLINE PROFILE
STA. 121+00.00 TO STA. 131+00.00

- Sanitary Force Main - PVC - 16" DR18 - 751 LF
- Sanitary - HDD - 18" HDPE DIPS - 114 LF
- Demo - Mailbox - 1 EA
- Sanitary - Valves - ARV - 04" In Pedestal - 1 EA
- Sanitary - PVC - 16" Bend 45 - 2 EA
- Sanitary - HDD - 16" C-900 PVC to 18" HDPE DIPS Connection - 6 EA
- Sanitary - HDD - 18" HDPE DIPS - Surface Level Length - 692 LF

NOT FOR CONSTRUCTION

GEORGIA REGISTERED No. PE028507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

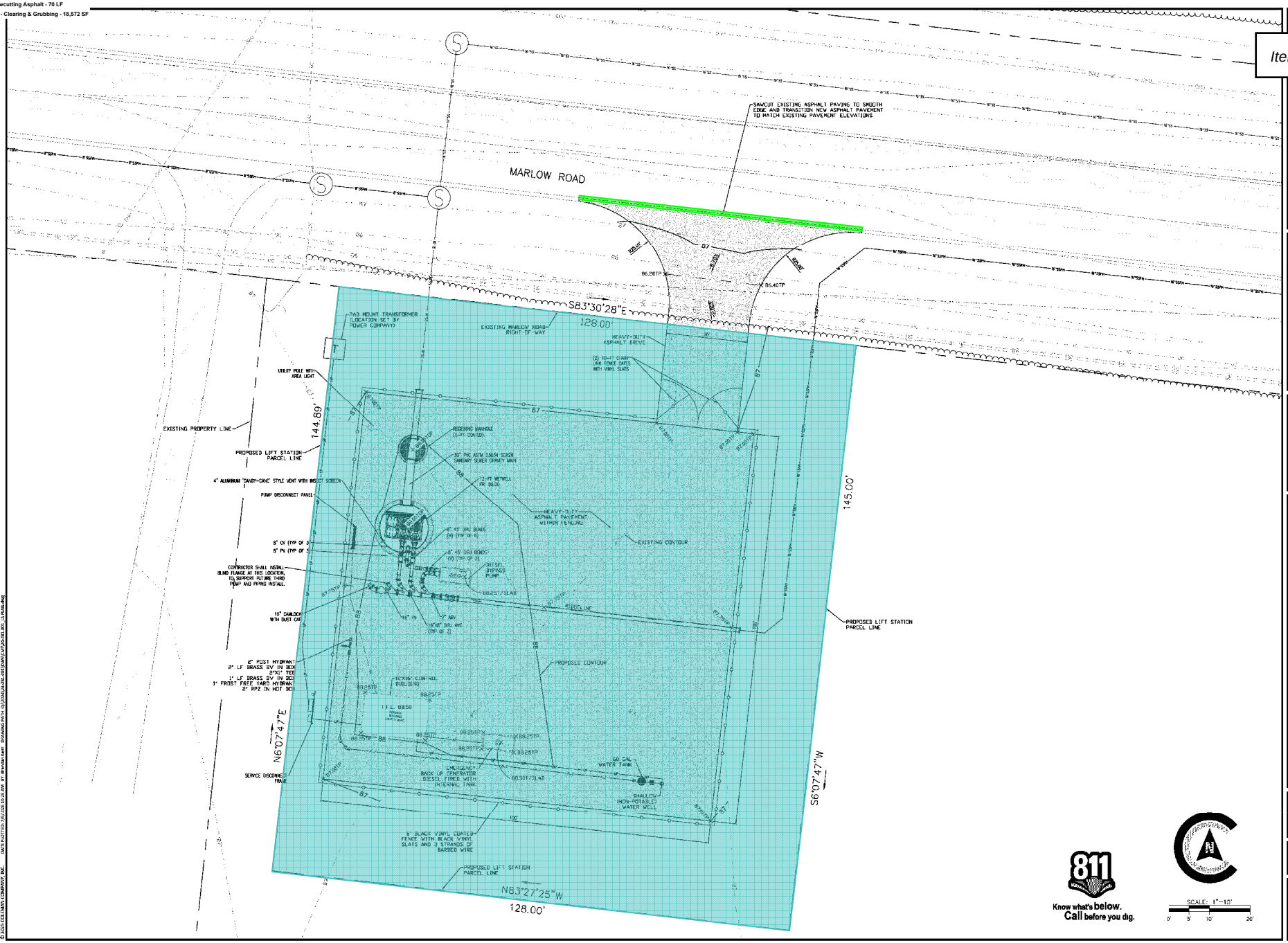
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Demo - Sawcutting Asphalt - 70 LF
Earthwork - Clearing & Grubbing - 18,572 SF



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REVISIONS:

1.	ISSUED FOR PERMITTING	3/31/2026
2.	GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-281.001
DATE:	3/31/2026
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SCALE:	AS NOTED

MARLOW LIFT STATION PLAN

SHEET:
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Earthwork - Stripping - Topsoil - 18,902 SF
Earthwork - Fine Grading - 11,073 SF
Earthwork - Backfill Curb - 503 LF
Earthwork - Asphalt Drive - 1,358 SF
Earthwork - Heavy Duty Asphalt (2" + 2" + 6") - 9,716 SF



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COA PREPARED BY EXPIRATION 09/30/2026

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GEORGIA REGISTERED No. PE028507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

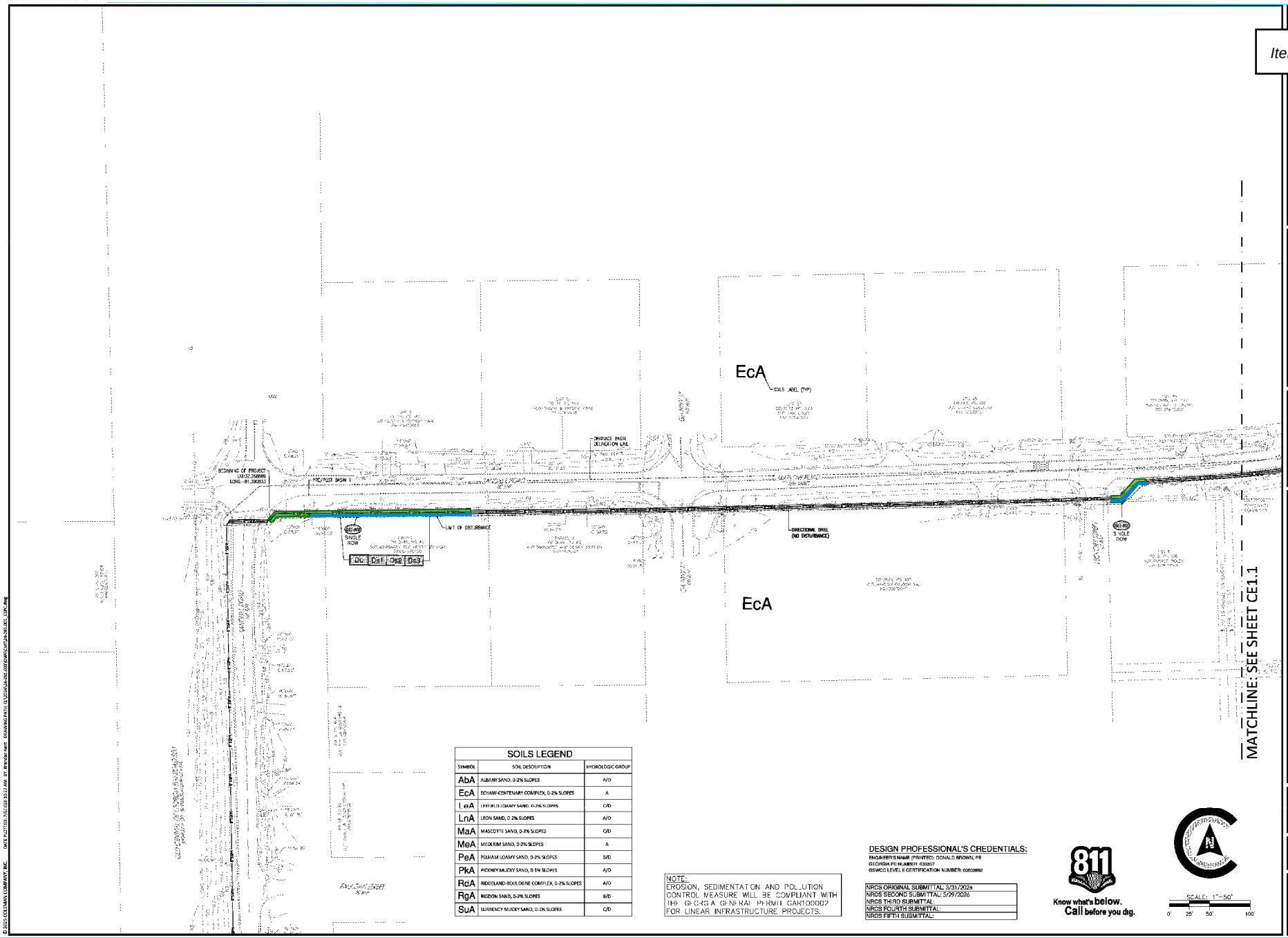
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DATE:	3/31/2026
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SCALE:	AS NOTED

MARLOW LIFT STATION PLAN

SHEET:
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Erosion Control - DS3 - Permanent Grassing - 1,958 SF
Erosion Control - Silt Fence - Non-Sensitive - 251 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLIN SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100007 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 028807
GSWCC LEVEL II CERTIFICATION NUMBER: 0000288

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

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SCALE: 1"=50'
0' 25' 50' 100'

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COA: PEENGINEERS EXP DATE: 06/30/2026

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GEORGIA REGISTERED No. PE028807 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

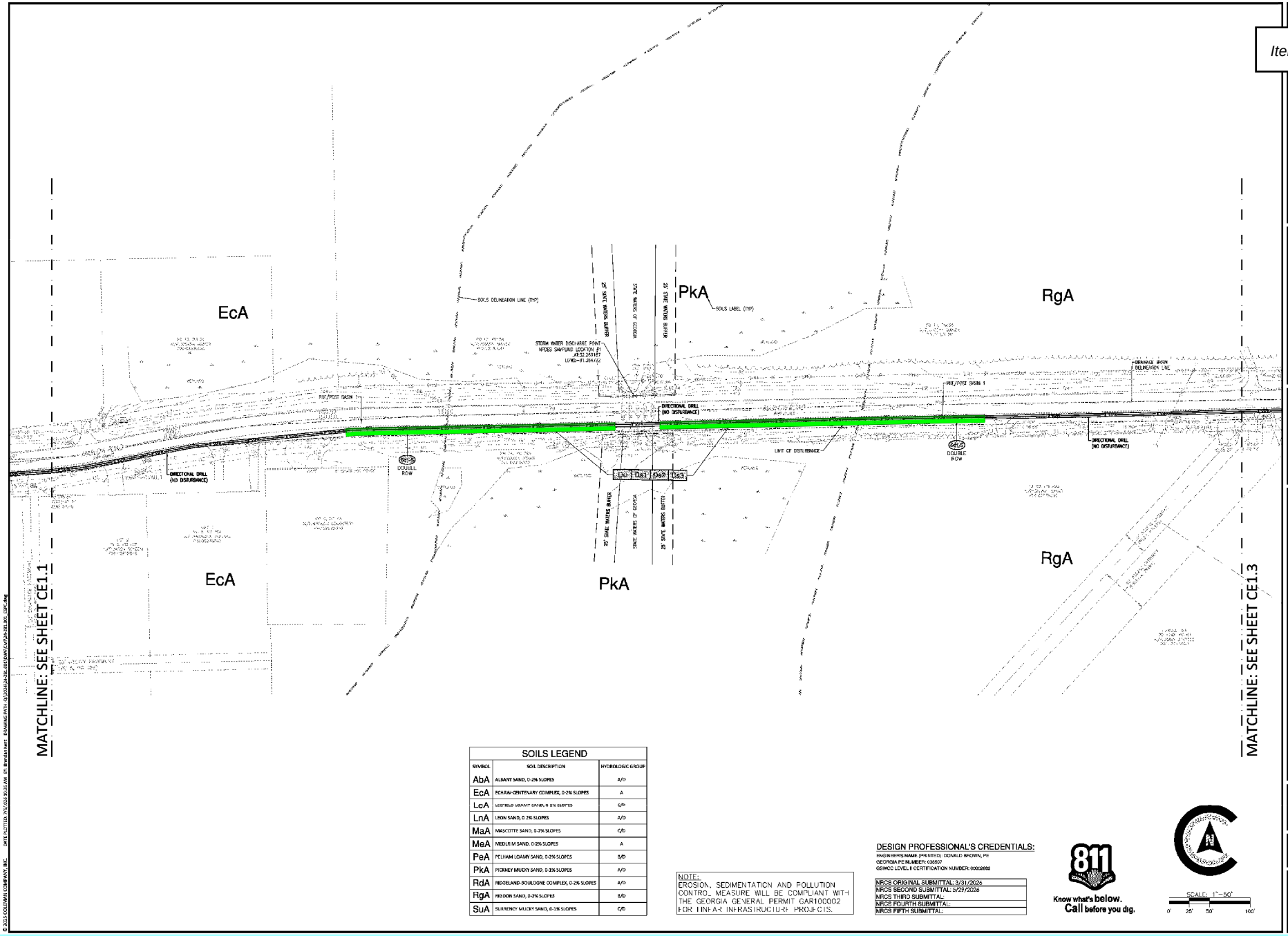
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ES&PC PLAN

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Erosion Control - DS3 - Permanent Grassing - 6,035 SF
Erosion Control - Silt Fence - Sensitive - 1,462 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LcA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLRIM SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 036907
GSWCC LEVEL II CERTIFICATION NUMBER: 0000268

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

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EST. 2015 | 10/10/2026

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REVISIONS:

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2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER: 24-281.001
DATE: 3/31/2026
DRAWN BY: MCS
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SCALE: AS NOTED

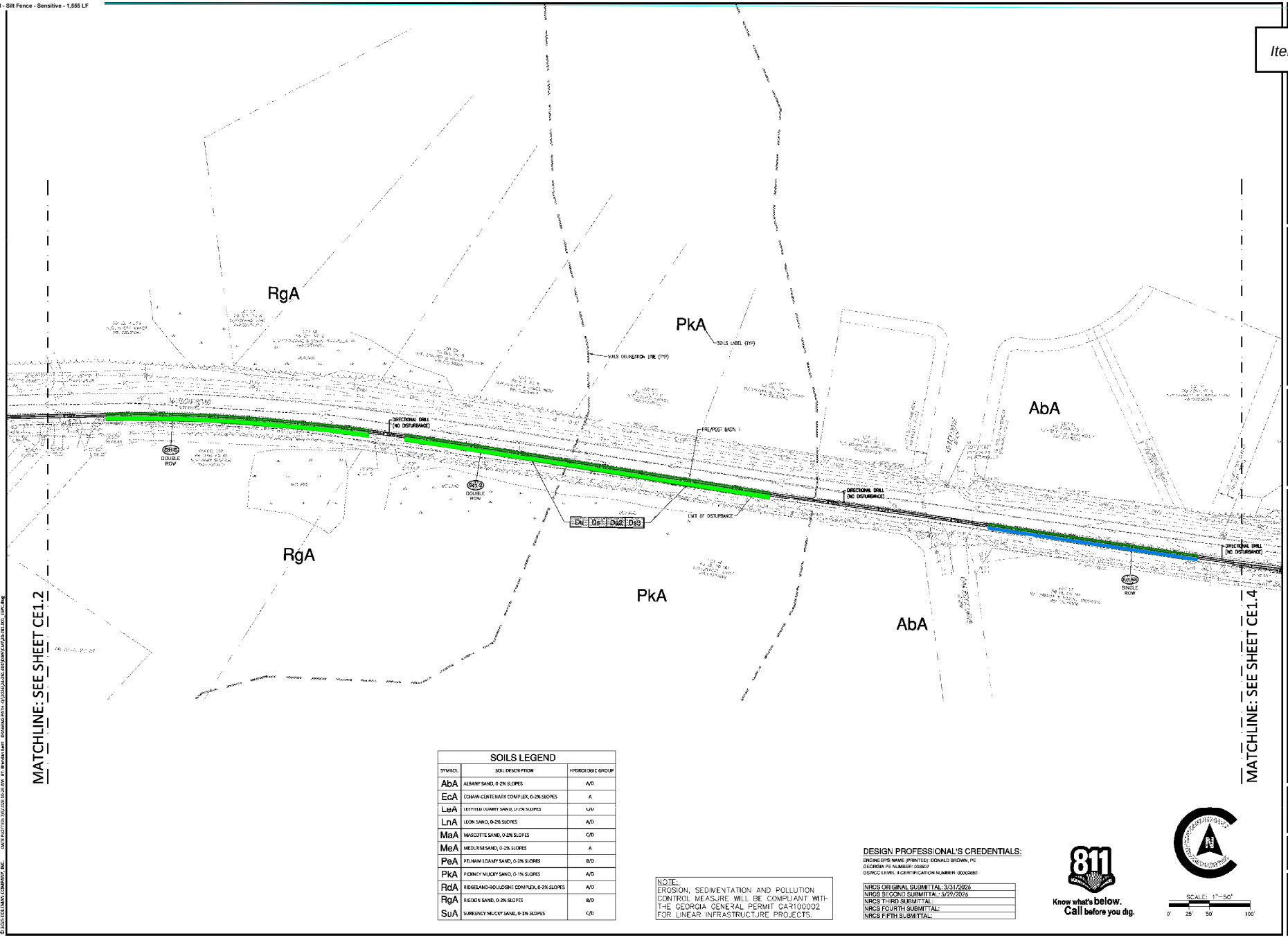
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Erosion Control - DS3 - Permanent Grassing - 8,003 SF
Erosion Control - Silt Fence - Non-Sensitive - 260 LF
Erosion Control - Silt Fence - Sensitive - 1,555 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDURI SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 035507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000882

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

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SCALE: 1"=50'
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(912) 238-0411 | ColemanCompany.com
COA: PEENGINEERS
EXP. DATE: 06/30/2026

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REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

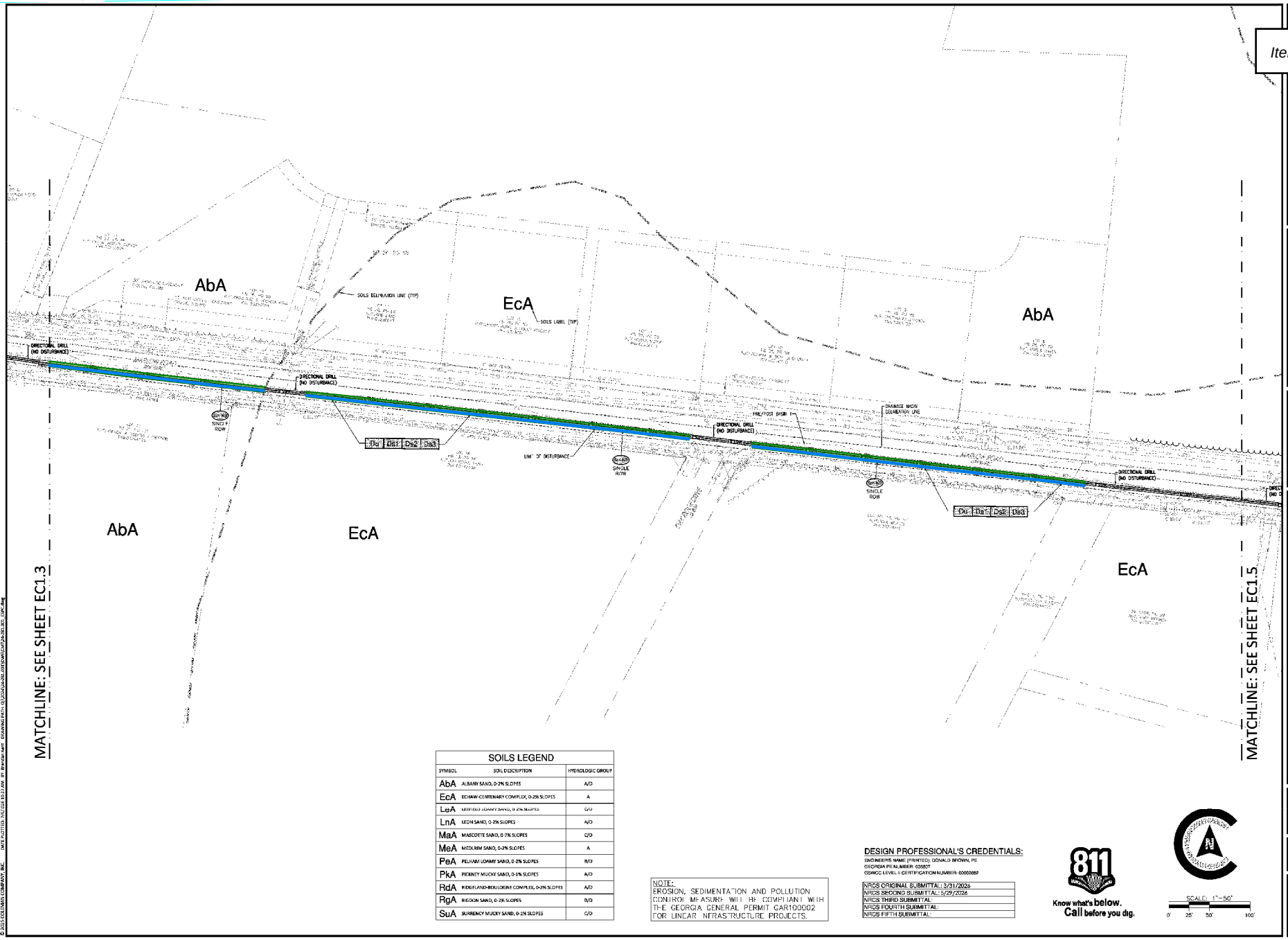
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Erosion Control - DS3 - Permanent Grassing - 7,562 SF
Erosion Control - Silt Fence - Non-Sensitive - 1,154 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLIN SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PINNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURES WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 035507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000038B

NRCS ORIGINAL SUBMITTAL: 3/31/2026
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COA, PEPACKERS
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REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

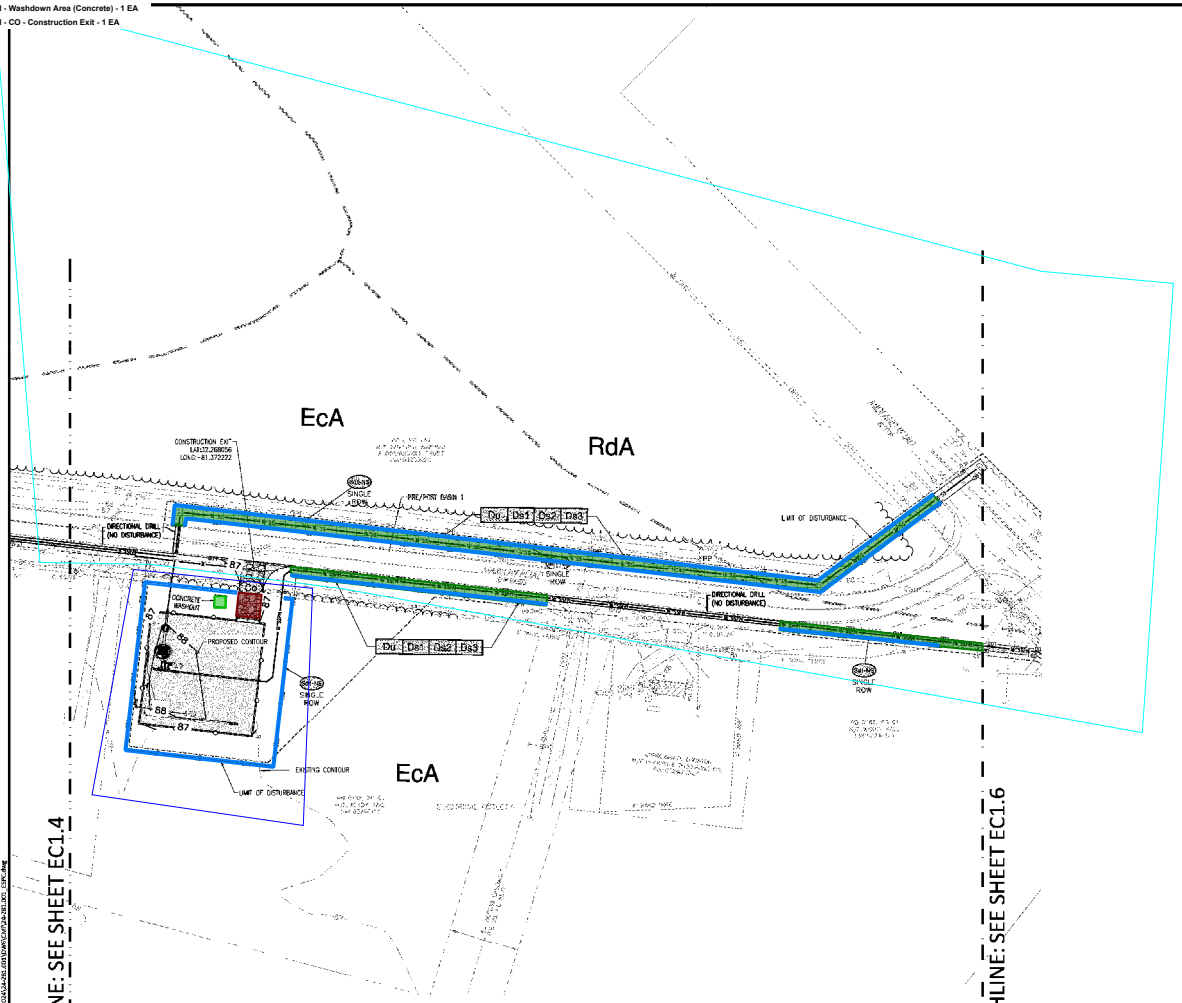
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SCALE:	AS NOTED

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Erosion Control - DS3 - Permanent Grassing - 9,835 SF
Erosion Control - Silt Fence - Non-Sensitive - 2,224 LF
Erosion Control - Washdown Area (Concrete) - 1 EA
Erosion Control - CO - Construction Exit - 1 EA



SOILS LEGEND

SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LoA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLOW SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 036507
GSWCC LEVEL II CERTIFICATION NUMBER: 10003892

NRCS ORIGINAL SUBMITTAL: 3/31/2026
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NRCS FIFTH SUBMITTAL:

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GEORGIA REGISTERED No. PE036507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

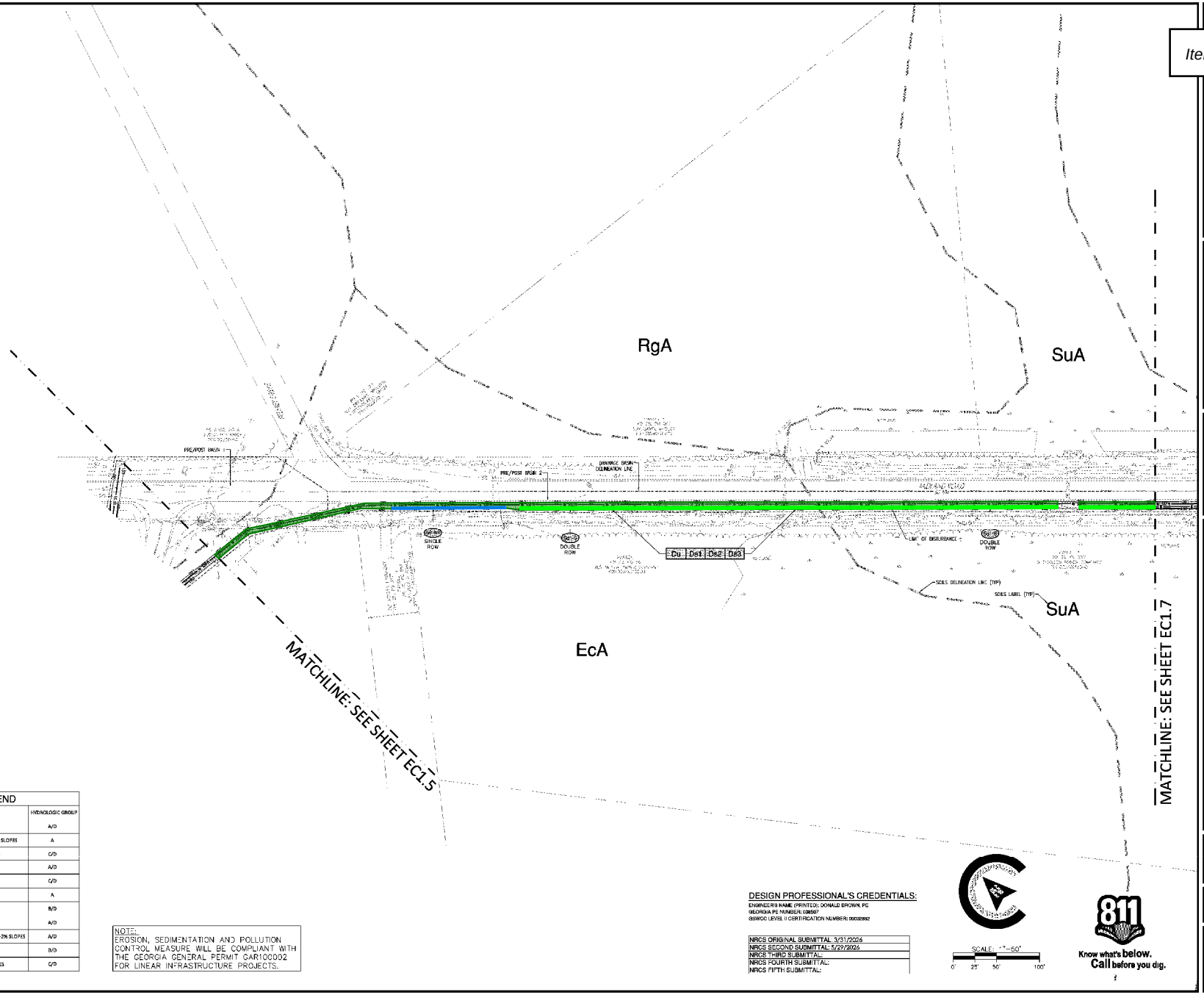
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Erosion Control - DS3 - Permanent Grassing - 8,246 SF
Erosion Control - Silt Fence - Non-Sensitive - 132 LF
Erosion Control - Silt Fence - Sensitive - 1,423 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDURNY SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 036507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000209982

NRCS ORIGINAL SUBMITTAL:	3/31/2026
NRCS SECOND SUBMITTAL:	5/29/2026
NRCS THIRD SUBMITTAL:	
NRCS FOURTH SUBMITTAL:	
NRCS FIFTH SUBMITTAL:	

SCALE: 1"=50'
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EXP.DATE: 03/31/2028
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GEORGIA REGISTERED No. PE036507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

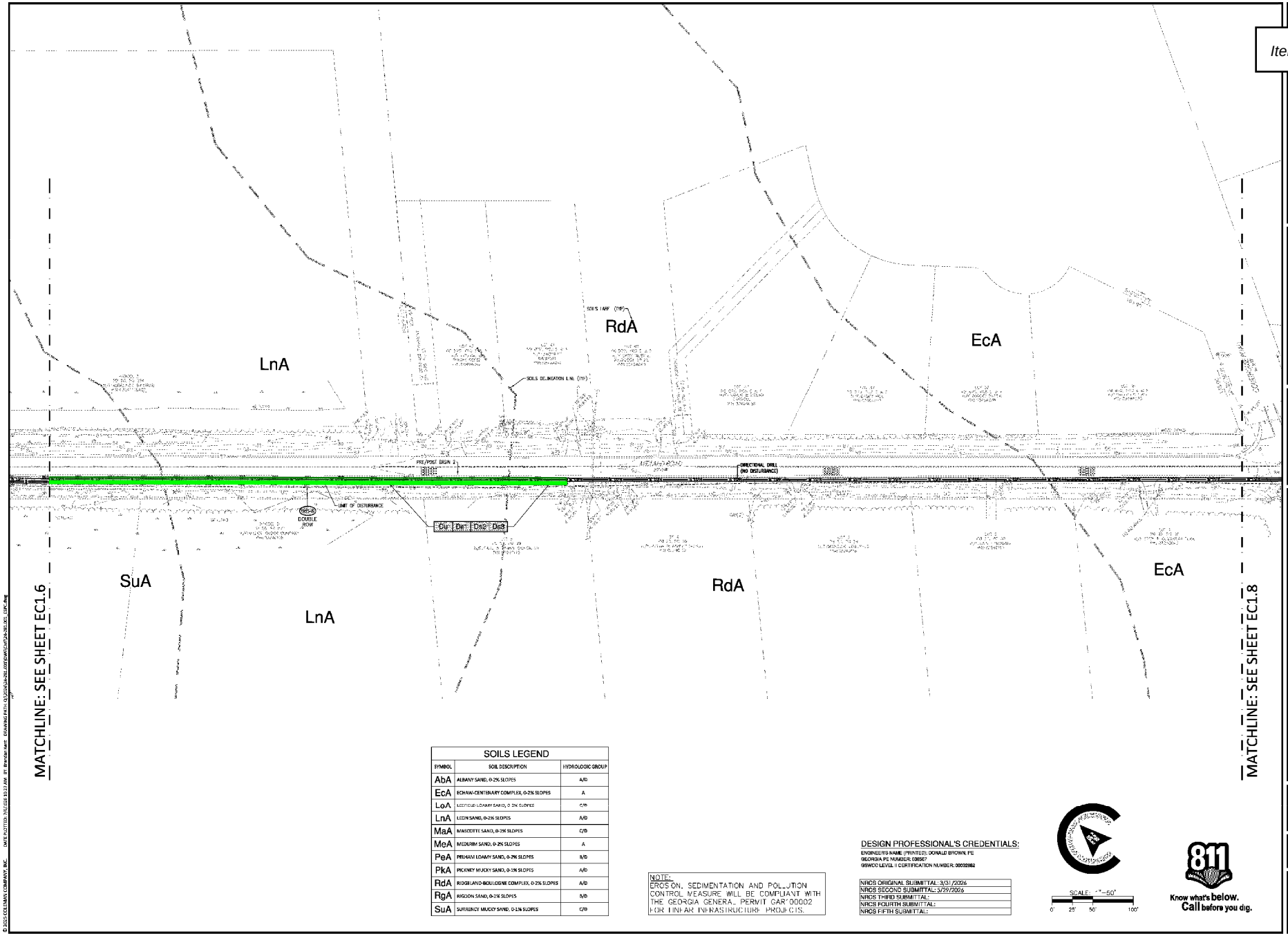
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SCALE:	AS NOTED

ES&PC PLAN

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Erosion Control - DS3 - Permanent Grassing - 5,085 SF
Erosion Control - Silt Fence - Sensitive - 1,275 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LoA	LOCKHART LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLIN SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEERS NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 036507
GSWCD LEVEL II CERTIFICATION NUMBER: 0000028B2

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 3/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

SCALE: 1"=50'
0' 25' 50' 100'

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(912) 236-3441 | colemancompany.com
COA: PEENGINEERING
EXPIRATION: 06/30/2026

RELEASED FOR CONSTRUCTION

GEORGIA REGISTERED No. PE036507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

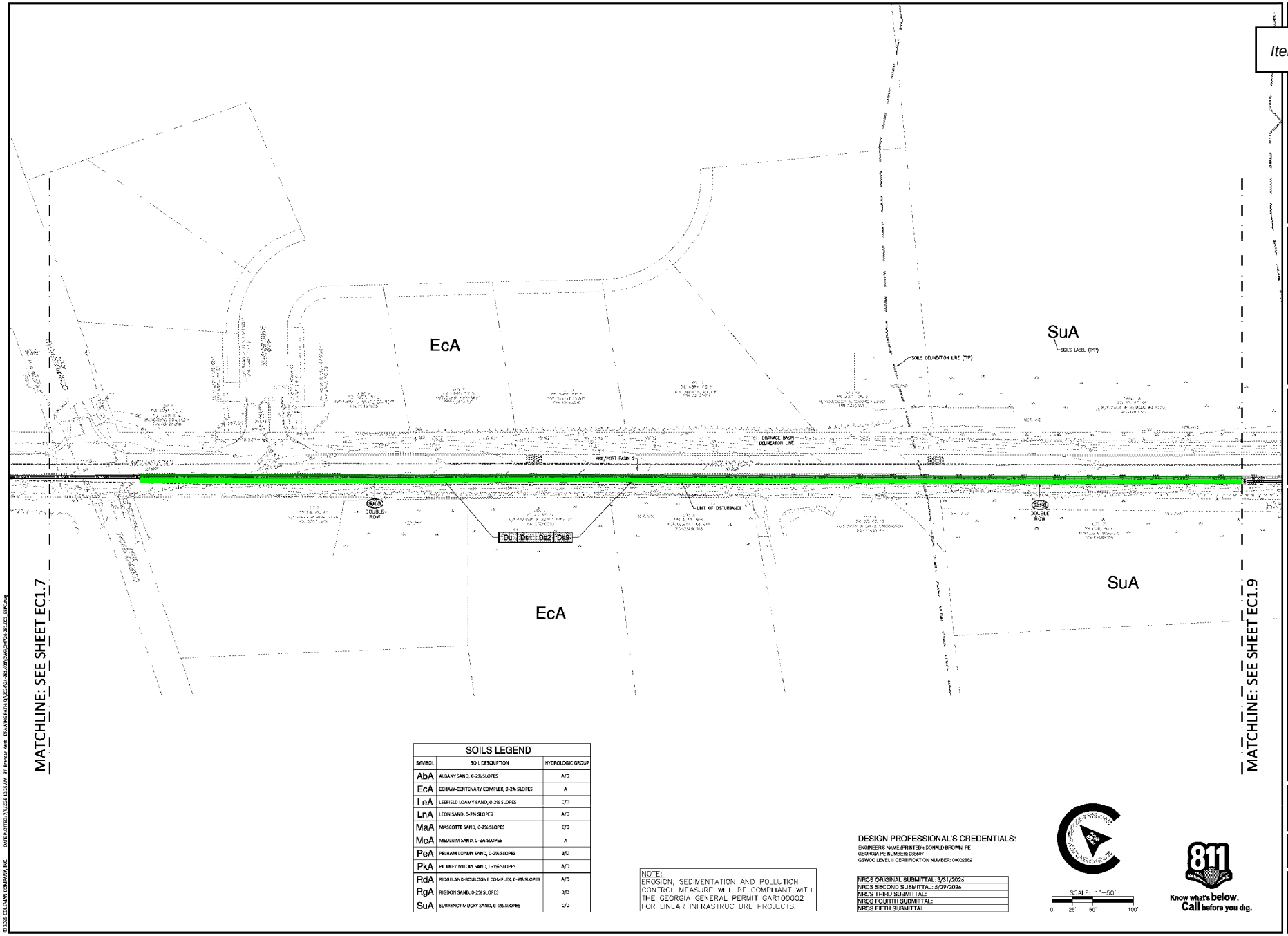
JOB NUMBER:	24-281.001
DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

ES&PC PLAN

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Erosion Control - DS3 - Permanent Grassing - 11,257 SF
Erosion Control - Silt Fence - Sensitive - 2,716 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDURIM SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 035507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000892

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

SCALE: 1"=50'
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CGA PERMANENT EXPIRATION 09/30/2028
1480 Chatham Parkway, Suite 100, Savannah, Georgia
(912) 238-0041 | colemancompany.com

RELEASED FOR CONSTRUCTION

GEORGIA REGISTERED No. PE035507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

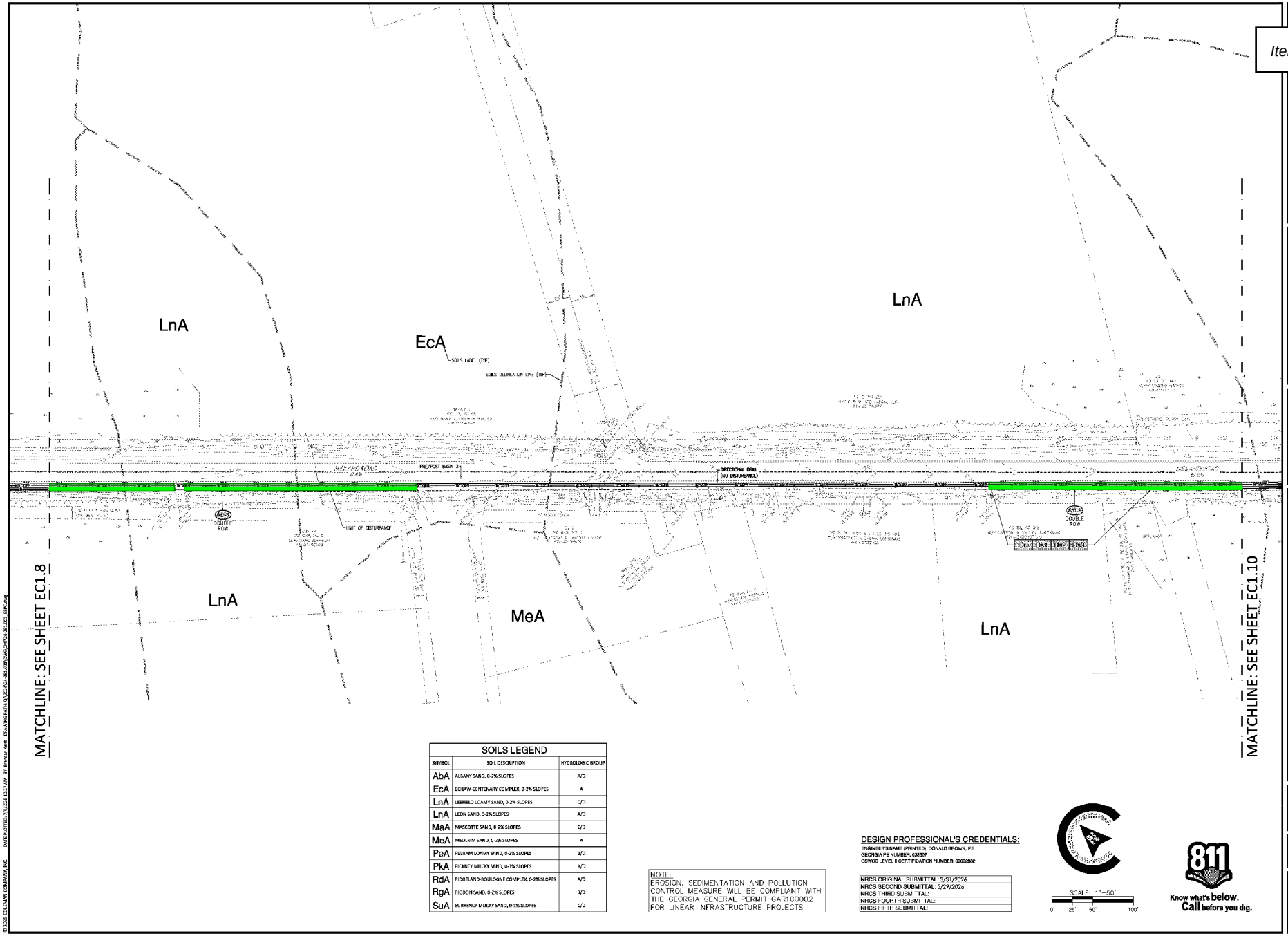
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DATE: 3/31/2026
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SCALE: AS NOTED

ES&PC PLAN

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Erosion Control - DS3 - Permanent Grassing - 6,383 SF
Erosion Control - Silt Fence - Sensitive - 1,498 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0 2% SLOPES	C/D
MeA	MEDLIN SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 038607
GSWCC LEVEL II CERTIFICATION NUMBER: 0000288

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

SCALE: 1"=50'
0 25' 50' 100'

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CIVIL ENGINEERS • SURVEYORS
1400 Chatham Parkway, Suite 100, Savannah, Georgia 31405
(912) 236-2611 | colemancompany.com
COA: PEENGINS
EXPIRATION: 06/30/2026

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GEORGIA REGISTERED No. PE038607 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

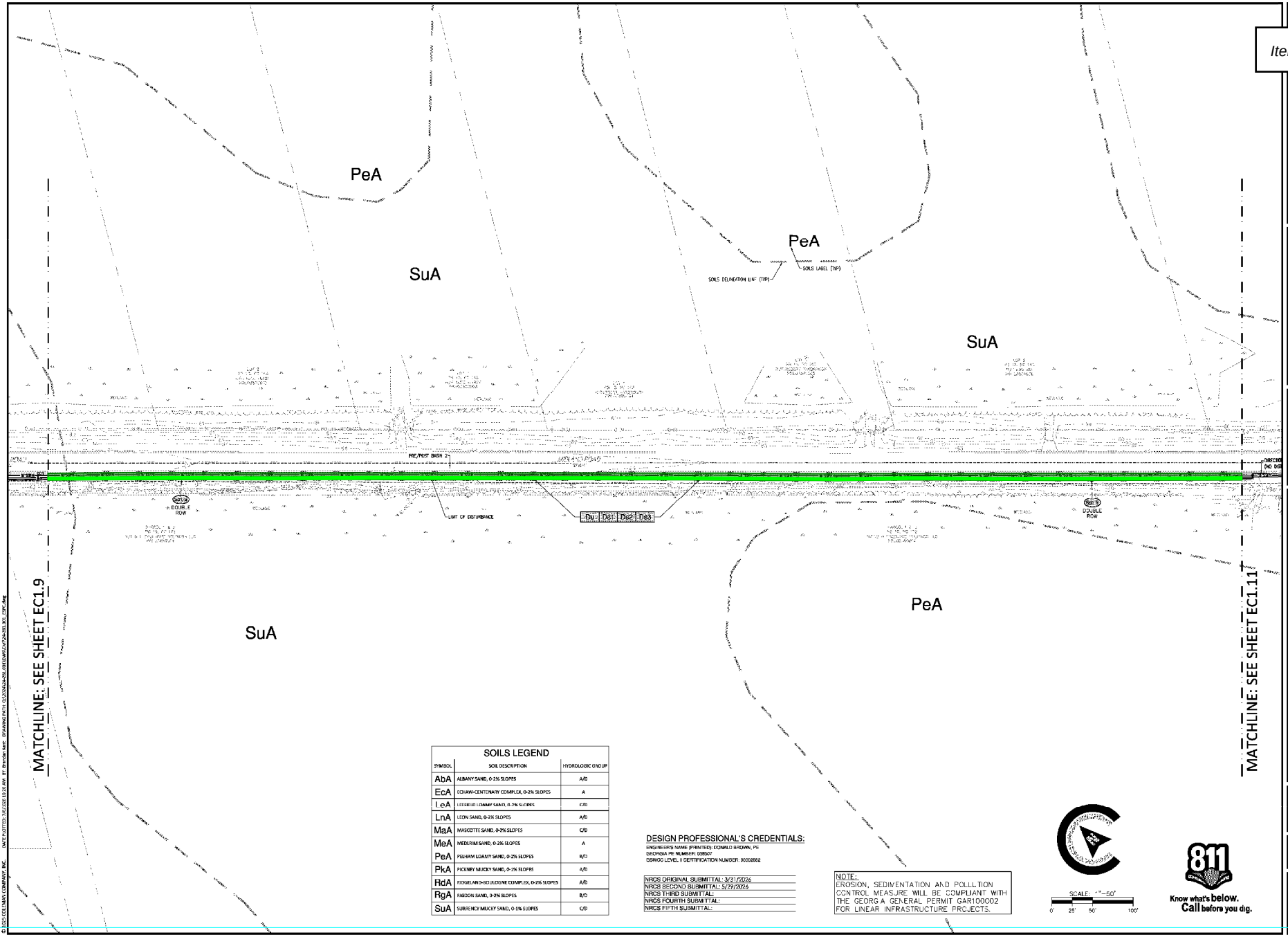
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Erosion Control - DS3 - Permanent Grassing - 12,215 SF
Erosion Control - Silt Fence - Sensitive - 2,942 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLIN SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

DESIGN PROFESSIONAL'S CREDENTIALS:

ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 028507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000882

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

SCALE: 1"=50'
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CGA CERTIFICATE OF AUTHORIZATION NUMBER: PEO005555 - EXPIRATION DATE: 06/30/2026

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GEORGIA REGISTERED No. PE028507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

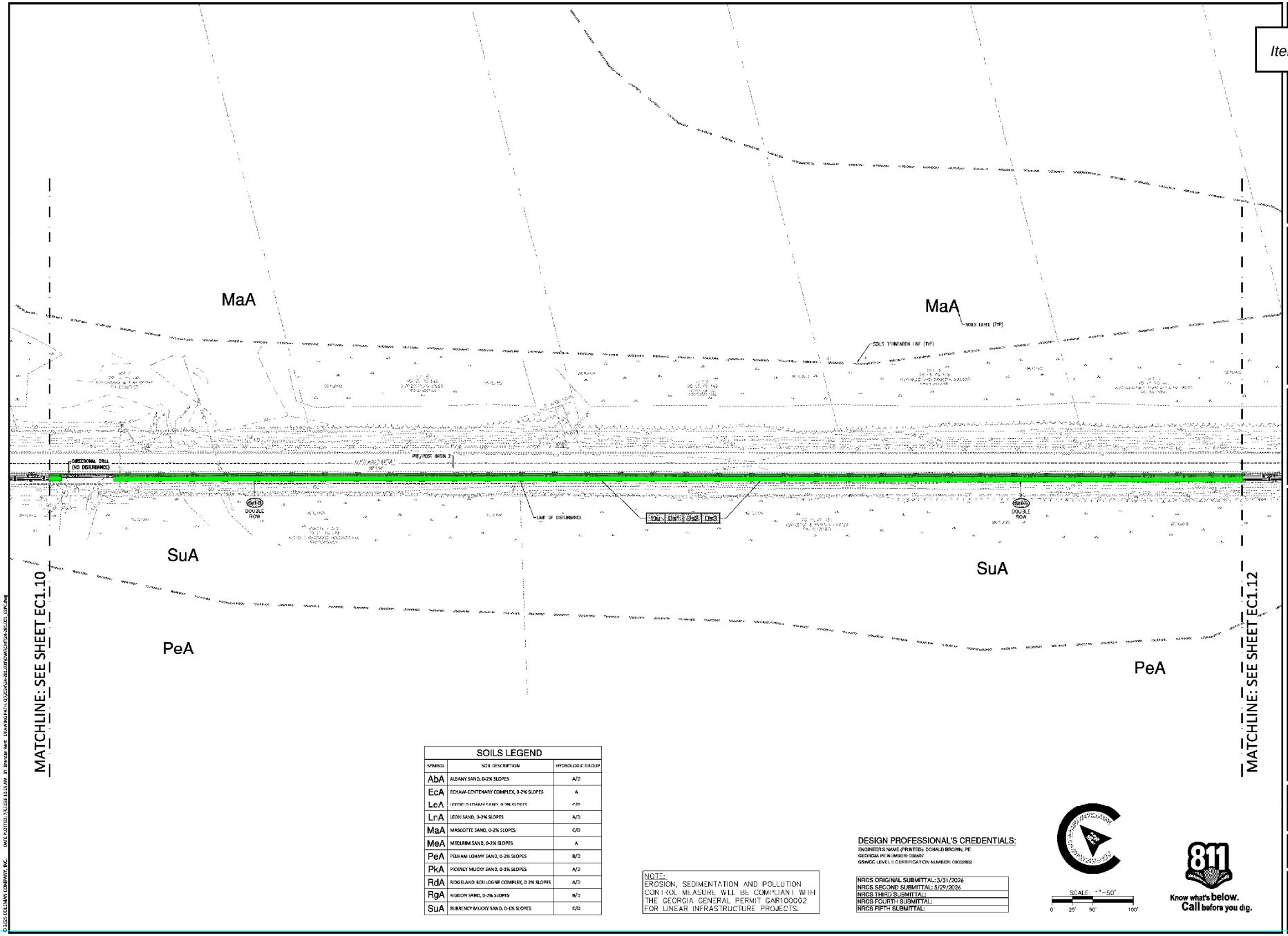
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DATE:	3/31/2026
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CHECKED BY:	CJP
SCALE:	AS NOTED

ES&PC PLAN

SHEET:
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Erosion Control - DS3 - Permanent Grassing - 11,308 SF
Erosion Control - Silt Fence - Sensitive - 2,810 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LcA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLIN SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 038807
GSWCC LEVEL II CERTIFICATION NUMBER: 0000818B

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

SCALE: 1"=50'
0' 25' 50' 100'

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(912) 238-0041 | colemancompany.com
CGA, PEFH/CMS
EXP DATE: 06/30/2026

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GEORGIA REGISTERED No. PE038807 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

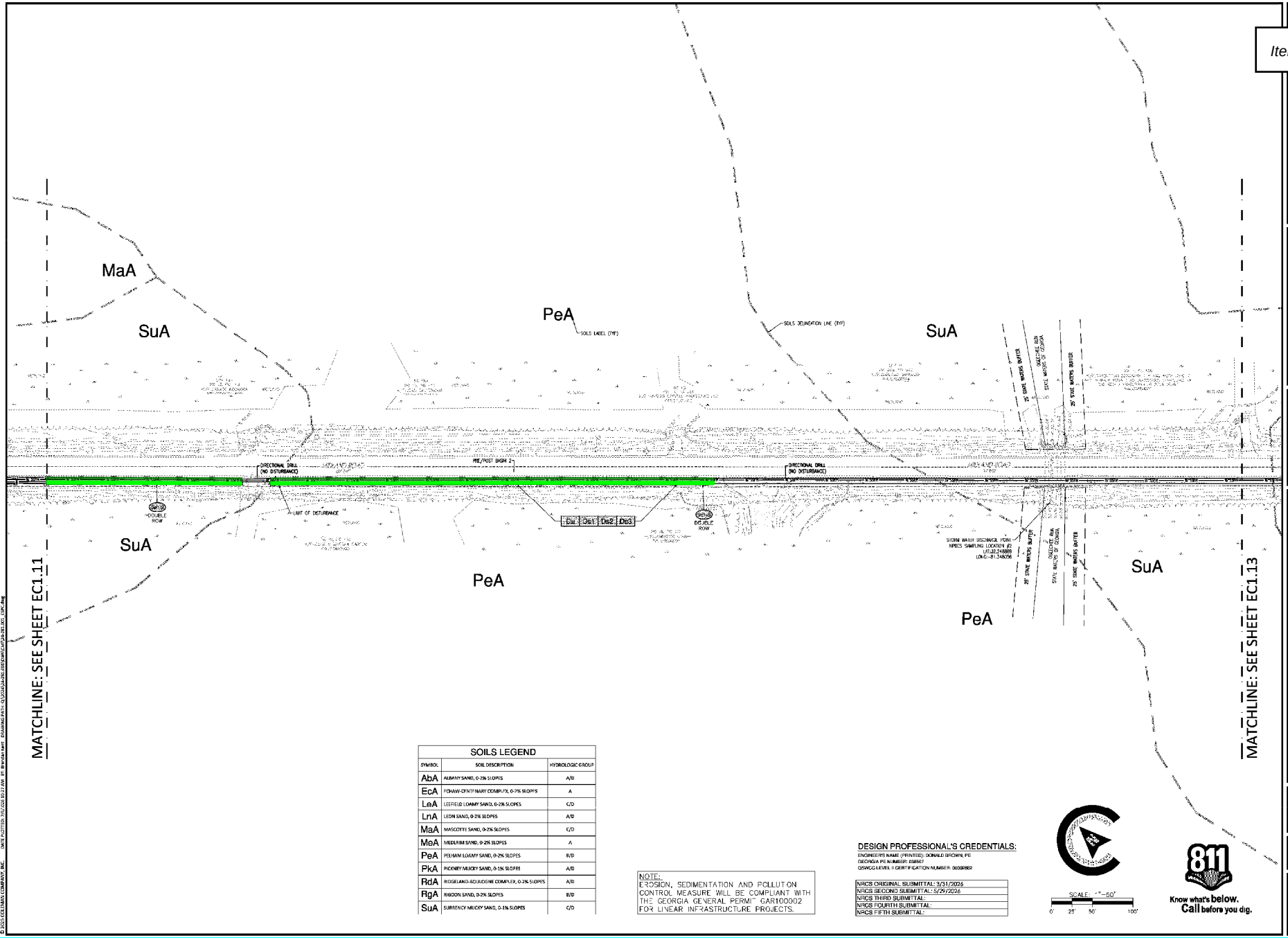
JOB NUMBER:	24-281.001
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Erosion Control - DS3 - Permanent Grassing - 6,299 SF
Erosion Control - Silt Fence - Sensitive - 1,569 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	FCHAW-CITNTNARY COMPLFX, 0-2% SLOPES	A
LeA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLRUM SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOLUOSNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTON CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 036507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000882

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

SCALE: 1"=50'
0 25' 50' 100'

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COA: PEENGINEERING EXP.DATE: 06/30/2026

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GEORGIA REGISTERED No. PE036507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

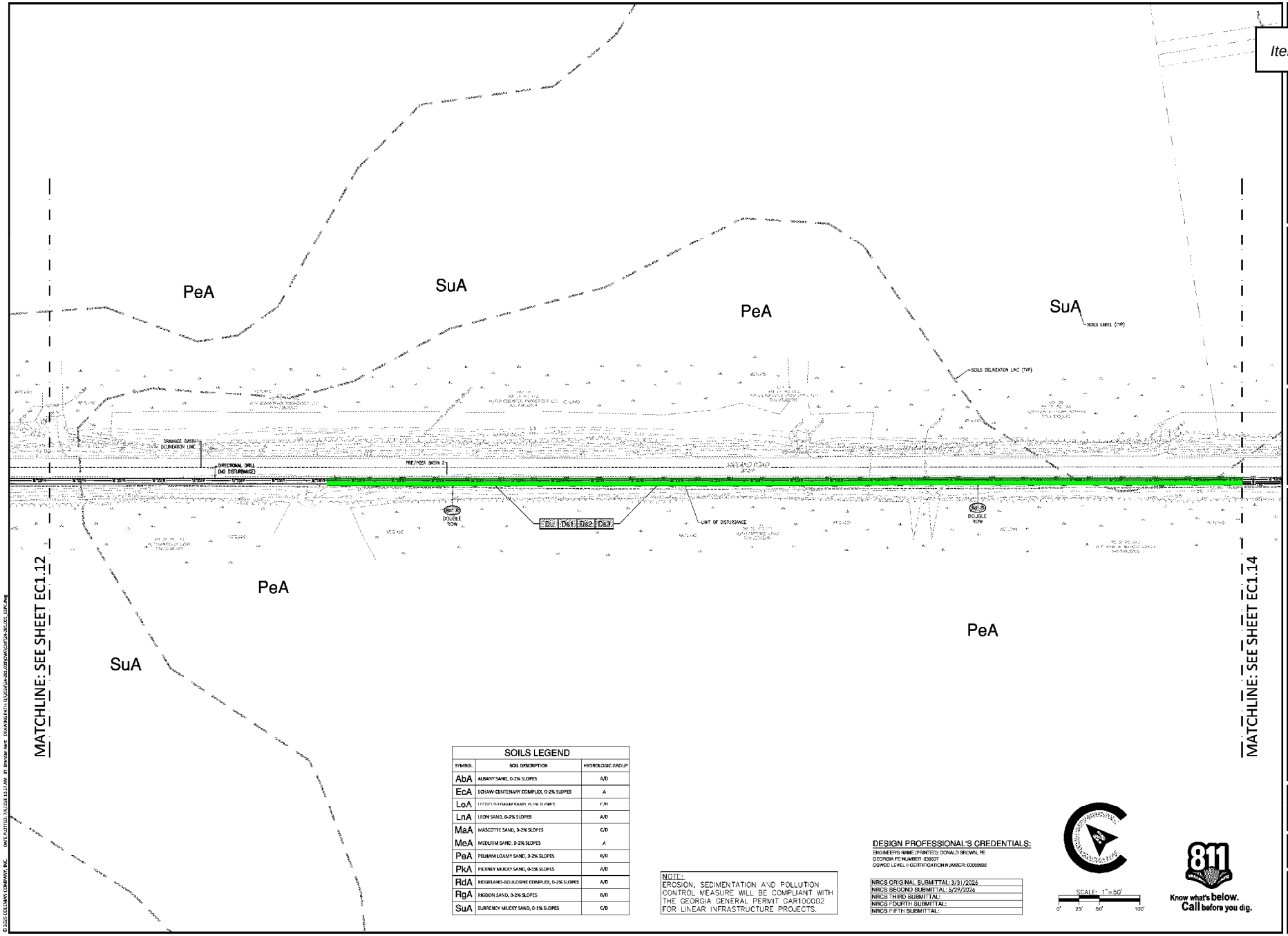
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Erosion Control - DS3 - Permanent Grassing - 9,325 SF
Erosion Control - Silt Fence - Sensitive - 2,256 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LoA	[illegible]	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEGGETT SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-SCREVEN COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 039507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000028BB

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

SCALE: 1"=50'
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COA: PEENGINEERS EXP DATE: 06/30/2026
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(912) 238-0041 | colemancompany.com

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GEORGIA REGISTERED No. PE039507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

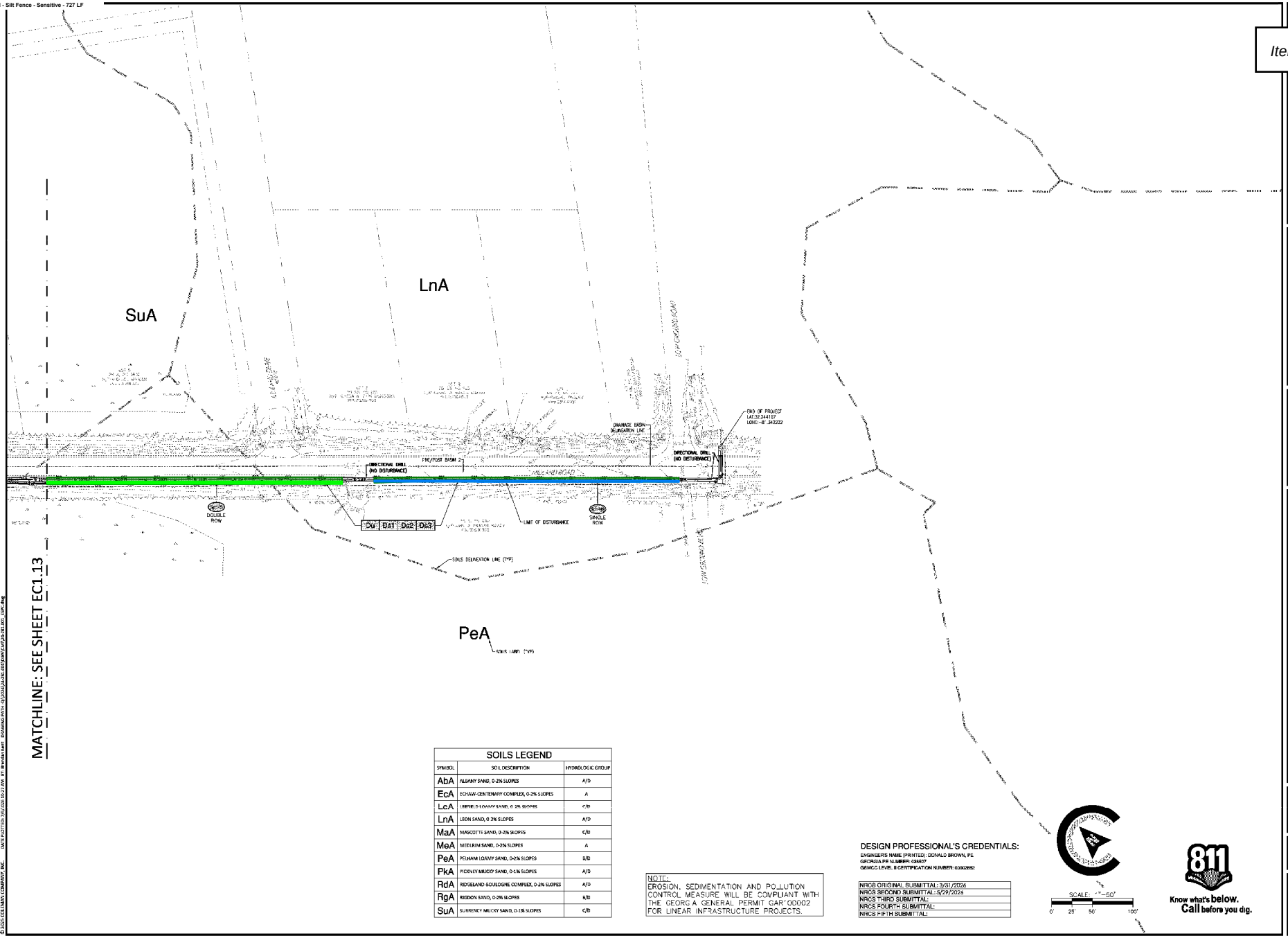
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Erosion Control - DS3 - Permanent Grassing - 5,064 SF
Erosion Control - Silt Fence - Non-Sensitive - 375 LF
Erosion Control - Silt Fence - Sensitive - 727 LF



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LcA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDLIN SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOULOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 036507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000282

NRCS ORIGINAL SUBMITTAL: 3/31/2026
NRCS SECOND SUBMITTAL: 5/29/2026
NRCS THIRD SUBMITTAL:
NRCS FOURTH SUBMITTAL:
NRCS FIFTH SUBMITTAL:

SCALE: 1"=50'
0 25' 50' 100'

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(912) 238-0041 | colemancompany.com
CGA CERTIFICATE OF AUTHORIZATION NUMBERS - PE: PEC000888 LA: LAC000888

RELEASED FOR CONSTRUCTION

GEORGIA REGISTERED No. PE036507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:

1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

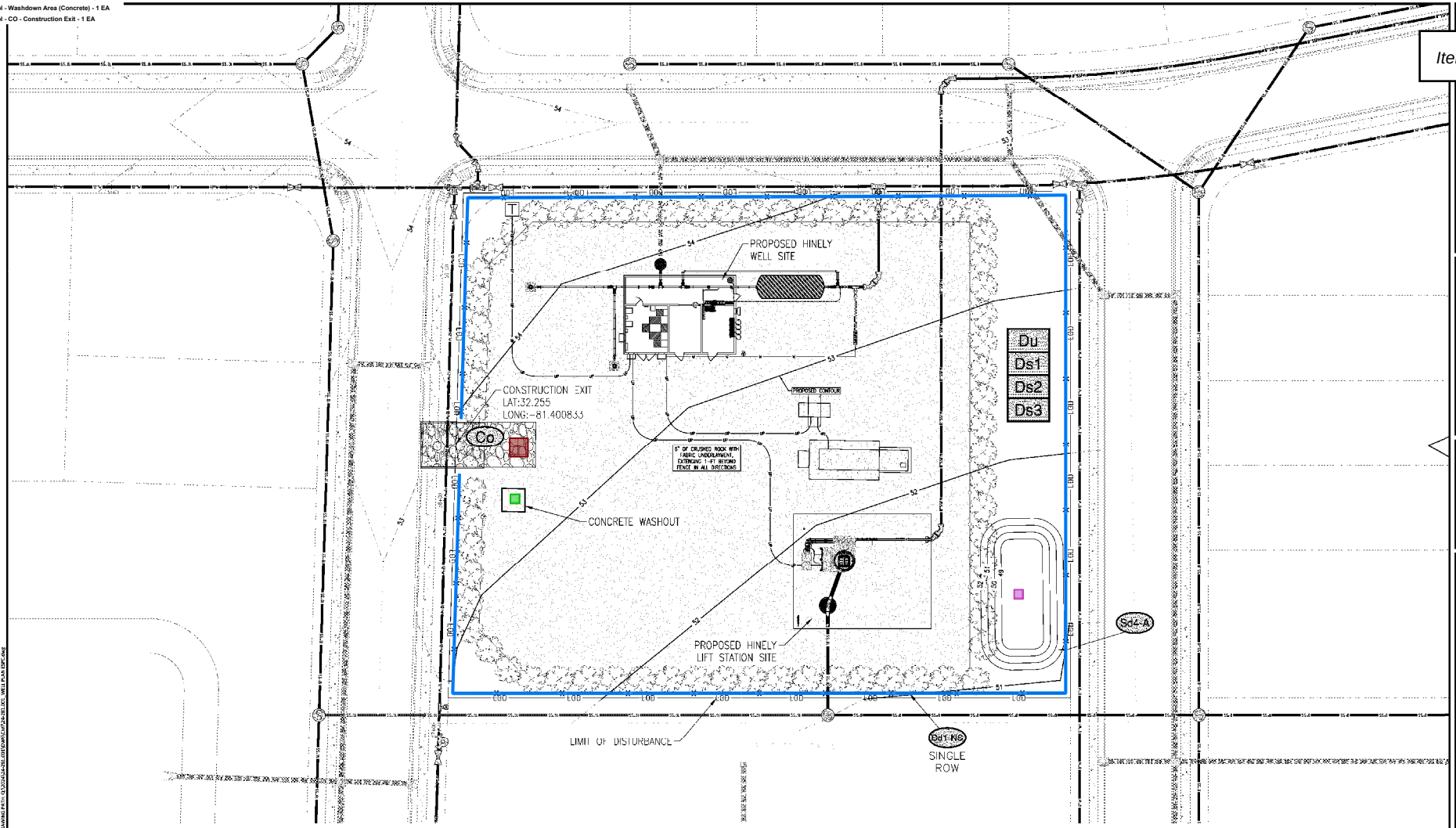
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Erosion Control - SD4 - Temporary Sediment Trap - 1 EA
Erosion Control - Silt Fence - Non-Sensitive - 2,340 LF
Erosion Control - Washdown Area (Concrete) - 1 EA
Erosion Control - CO - Construction Exit - 1 EA



SOILS LEGEND		
SYMBOL	SOIL DESCRIPTION	HYDROLOGIC GROUP
AbA	ALBANY SAND, 0-2% SLOPES	A/D
EcA	ECHAW-CENTENARY COMPLEX, 0-2% SLOPES	A
LcA	LEEFIELD LOAMY SAND, 0-2% SLOPES	C/D
LnA	LEON SAND, 0-2% SLOPES	A/D
MaA	MASCOTTE SAND, 0-2% SLOPES	C/D
MeA	MEDURIA SAND, 0-2% SLOPES	A
PeA	PELHAM LOAMY SAND, 0-2% SLOPES	B/D
PkA	PICKNEY MUCKY SAND, 0-1% SLOPES	A/D
RdA	RIDGELAND-BOLOGNE COMPLEX, 0-2% SLOPES	A/D
RgA	RIGDON SAND, 0-2% SLOPES	B/D
SuA	SURRENCY MUCKY SAND, 0-1% SLOPES	C/D

NOTE:
EROSION, SEDIMENTATION AND POLLUTION CONTROL MEASURE WILL BE COMPLIANT WITH THE GEORGIA GENERAL PERMIT GAR100002 FOR LINEAR INFRASTRUCTURE PROJECTS.

DESIGN PROFESSIONAL'S CREDENTIALS:
ENGINEER'S NAME (PRINTED): DONALD BROWN, PE
GEORGIA PE NUMBER: 038507
GSWCC LEVEL II CERTIFICATION NUMBER: 0000038B2

NRCS ORIGINAL SUBMITTAL:	3/31/2026
NRCS SECOND SUBMITTAL:	5/27/2026
NRCS THIRD SUBMITTAL:	
NRCS FOURTH SUBMITTAL:	
NRCS FIFTH SUBMITTAL:	

SCALE: 1"=20'
0' 10' 20' 40'

Know what's below. Call before you dig.

COLEMAN COMPANY, INC.
1480 Chatham Parkway, Suite 100, Savannah, Georgia
(912) 236-2041 | colemancompany.com
CGA, FERNCREEK
EST.2010 ESTABLISHED

RELEASED FOR CONSTRUCTION

GEORGIA REGISTERED No. PE038507 PROFESSIONAL ENGINEER DONALD A. BROWN

REVISIONS:	
1. ISSUED FOR PERMITTING	3/31/2026
2. GSWCC & GDOT	5/29/2026

100% CIVIL CONSTRUCTION PLANS
FOR
MARLOW WATER AND SEWER
PRELIMINARY DESIGN
LOCATED IN EFFINGHAM COUNTY, GEORGIA
PREPARED FOR EFFINGHAM COUNTY BOC

JOB NUMBER:	24-281.001
DATE:	3/31/2026
DRAWN BY:	MCS
CHECKED BY:	CJP
SCALE:	AS NOTED

ES&PC PLAN

SHEET:
CE1.15

© 2025 COLEMAN COMPANY, INC.
DATE PLOTTED: 7/6/2026 10:23 AM BY: Brendan Kent DRAWING PATH: I:\2024\24-281.001\DWG\CAD\24-281.001_WELL PLAN (SPC).dwg

2

FINAL GMP SUBMITTAL
EXHIBIT B – Qualifications and Exclusions
November 5, 2026

Marlow Water & Sewer
CMAR

REEVES YOUNG

Marlow Water and Sewer Improvements
QUALIFICATIONS AND EXCLUSIONS
November 5, 2026

QUALIFICATIONS AND EXCLUSIONS

I. General Qualifications

1. Construction cost is based on the following design documents: 100% Ground Water Well Design by Raymond dated 6/02/2026; 100% Civil Construction Plans Issued for Permitting by Coleman Company dated 3/31/2026 (including updated sheets C4.0–C4.4 revised for GSWCC, GDOT, and GAEPD dated 8/12/2026, and Alternate Lift Station Site Sheet EX1 dated 7/20/2026); 90% For Construction Drinking Water Well Electrical Plans by Coleman Company dated February 2026; 90% Regional Lift Station Plans Issued for Review by Coleman Company dated 3/9/2026; Technical Specifications by Coleman Company dated March 2026 (including Supplemental Sections 033000, 042000, 061053, and 061753 dated April 3, 2026); Equipment List by Coleman Company (undated); and the Geotechnical Report by Terracon dated 2/2/2026.
2. Substantial and Final Completion dates are as denoted in the Reeves Young Project Schedule (Exhibit E).
3. The work schedule is based upon five (5), 10-hour days.
4. The schedule of values included is for reference purposes for evaluation of scope and price. The work is not unit-price and items are not intended to be stand-alone items.
5. Sales Tax is included.

II. Division-Specific Qualifications and Exclusions

Division 1 – General Requirements & Conditions

Qualifications:

1. The schedule of values included is for reference purposes for evaluation of scope and price. The work is not unit-price and items are not intended to be stand alone items.

Exclusions:

1. American Iron & Steel (AIS) requirements.
2. Build America, Buy America (BABA) requirements.
3. Davis-Bacon wage rates.
4. Construction materials testing. Per Specifications 01 45 00 and 01 45 23, the Owner is to appoint and employ an independent testing agency or laboratory to perform specified testing.
5. Special Inspections.
6. Geotechnical services beyond the referenced Terracon report.
7. Post as-built hydrology study and reports.
8. Design/Engineering services.
9. Easement/property acquisition.
10. Erosion Control permit(s), GA EPD DDR Concurrence, GA EPD Plans/Specification Concurrence, Local Land Disturbance permits, and/or right-of-entry permits.

Division 2 – Site Work

Qualifications:

1. Chain-Link Fence & Gates for the Lift Station and Well Site are based on 8'-0" tall per Specification Section 02451, Part 2.1.1, in lieu of the 6'-0" height called out on plans.
2. Wet Well Hoisting and Install Method – Reeves Young will submit lifting plans for approval prior to installation
3. Landscaping at the Hinley Water Well Station is included as an allowance of $50,250 until a schedule or specification section is provided.
4. Heat tracing is included as an allowance: Lift Station $20,000; Hinley Water Well Station $45,000.

Exclusions:

1. All landscaping irrigation.

Divisions 3–10 – Concrete, Masonry, Metals, Carpentry, Thermal/Moisture, Openings, Finishes

Qualifications:

1. Masonry, miscellaneous metals, rough carpentry, and wood trusses at the Hinley Water Well Station are included based on the provided plans.
2. An allowance of $1,000 is included for joint sealants at the Lift Station; joint sealants and roofing at the Hinley Water Well Station are based on the plans provided.
3. Doors, windows, and flooring at the Hinley Water Well Station are included based on the plans provided.
4. Coatings for the Lift Station are based on standard systems for DIP pipe, pumps, and valves, and below-grade concrete structures that hold water; coatings for the Hinley Water Well Station are based on standard DIP coatings, interior/exterior architectural coatings, and concrete coatings for below-grade water-holding structures.
5. An allowance for 10 interior signs per site (furnish and install) is included.

Exclusions:

1. Waterproofing/damp-proofing. None shown on plans.
2. Roofing at the Lift Station. None shown on plans.
3. Overhead doors; glass and glazing. None shown on plans.

Divisions 11 & 13 – Process Equipment & Special Construction

Qualifications:

1. Cost is included for process equipment per the Equipment List provided by Coleman Company, including Franklin Electric submersible vertical turbine well pumps and X-Drive VFDs; the Superior/Sta-Rite/Hach/Scaletron chlorine system; the Grundfos DDA fluoride dosing skid; Grundfos submersible lift station pumps with Danfoss VFDs; the BBA Pumps diesel bypass pump; the Pulsco 15,000-gallon water storage tank and air compressor system; and the Warminster pre-manufactured control room building.

2. The following are included as allowances: SCADA programming/system integration at the Lift Station Site ($40,000) and Wells Site ($75,000); Radio Path Survey at the Lift Station Site ($15,000); one Level/Pressure Control Panel & Motor Starter Panel shown on C4.4 ($60,000); two Chlorine Injection Pump VFDs shown on E3 ($20,000 each).
3. Cost includes a 120-gallon air receiver in accordance with the manufacturer's standard sizing, in lieu of the 150-gallon air receiver. This sizing is based on Southern Water Technologies' standard equipment configuration and prior coordination with the engineer, and does not represent a design recommendation by Reeves Young.

Exclusions:

1. 1. The following specification sections were excluded from the GMP because they were included in the project specifications but were neither referenced in the design drawings nor identified in the Coleman Company Equipment List. As a result, these sections were not incorporated into our scope of work or pricing.

   a. 11064 - Submersible Pumps

   b. 11100 – Submersible Wastewater Pumps 5-25 Horsepower Duplex Across the Line Magnetic

Division 15 – Mechanical

Qualifications:

1. HVAC and plumbing at the Hinley Well Site are included per Sheet E3 and the P-drawings provided by the Engineer.

Exclusions:

1. HVAC and plumbing at the Lift Station.

Division 16 – Electrical

Qualifications:

1. Reeves Young has assumed electrical duct banks are direct-buried unless noted otherwise.

Division 21 – Fire Suppression

Exclusions:

1. No cost is included for a fire suppression system at either site.

III. Allowances

The following allowances, based on similar projects or historical data, have been included in our estimate. All unused allowances are reconciled through the contractual adjustment process and are not automatically converted to contractor contingency.:

1. Heat Tracing — Lift Station $20,000; Hinley Water Well Station $45,000
2. Joint Sealants — Lift Station $1,000
3. Lift Station SCADA programming/system integration services — $40,000
4. Lift Station Radio Path Survey — $15,000

5. Hinley Water Well SCADA programming/system integration services — $75,000
6. Hinley Water Well — one Level/Pressure Control Panel & Motor Starter Panel (shown on C4.4) — $60,000
7. Hinley Water Well — two Chlorine Injection Pump VFDs (shown on E3) — $20,000 each
8. Hinley Water Well Station landscaping — $50,250

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FINAL GMP SUBMITTAL
EXHIBIT C – Contract Document Log
November 5, 2026

Marlow Water & Sewer
CMAR

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Printed on Thu Sep 10, 2026 DT

Job #: 26526- Marlow Water and Sewer CMAR Project
157 Sand Hill Road
Guyton, Georgia 31312

Current Drawings

Drawing Number	Drawing Title	Revision	Drawing Date	Received Date	Set	Status
Architectural						
A-001	ARCHITECTURAL GENERAL NOTES & MATERIALS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
A-002	ARCHITECTURAL ABBREVIATIONS & SYMBOLS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
A-101	FLOOR PLAN & RCP	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
A-151	ROOF PLAN	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
A-201	EXTERIOR ELEVATIONS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
A-301	BUILDING SECTIONS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
A-351	WALL SECTIONS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
G-001	COVER SHEET	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
Civil						
C1.0	GENERAL NOTES	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C2.0	ROUTE MAP & SHEET INDEX	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.1	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.2	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.3	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.4	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.5	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.6	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.7	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.8	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.9	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.10	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Pub
C3.11	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Pub

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Drawing Number	Drawing Title	Revision	Drawing Date	Received Date	Set	Status
C3.12	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.13	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.14	PLAN & PROFILE	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.15	MARLOW LIFT STATION PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C3.16	LIFT STATION DETAIL	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C4.0	STANDARD DETAILS	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C4.01	STANDARD DETAILS	1	08/12/2026	08/19/2026	GMP Pricing Set	Published
C4.1	WELL PLAN	1	08/12/2026	08/19/2026	GMP Pricing Set	Published
C4.2	WELL DIAGRAMS	1	08/12/2026	08/19/2026	GMP Pricing Set	Published
C4.3	GENERAL ARRANGEMENT PLAN	1	08/12/2026	08/19/2026	GMP Pricing Set	Published
C4.4	WELL SITE STAKING PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
C4.31	GENERAL ARRANGEMENT PLAN	1	08/12/2026	08/19/2026	GMP Pricing Set	Published
CE1.1	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.2	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.3	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.4	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.5	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.6	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.7	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.8	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.9	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.10	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.11	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.12	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.13	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Pub

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Job #: 26526- Marlow Water and Sewer CMAR Project
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Guyton, Georgia 31312

Drawing Number	Drawing Title	Revision	Drawing Date	Received Date	Set	Status
CE1.14	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE1.15	ES&PC PLAN	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE4.0	EROSION CONTROL DETAILS	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE4.1	ESPC DETAILS	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE5.0	NPDES PERMIT NOTES	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
CE5.1	NPDES PERMIT NOTES	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
COV	COVER SHEET	0	05/29/2026	07/23/2026	GMP Pricing Set	Published
EX1	POTENTIAL LIFT STATION SITE	0	07/20/2026	07/23/2026	GMP Pricing Set	Published
Electrical						
25186-E1.1	Lift Station Electrical Plan	0	04/08/2026	07/23/2026	GMP Pricing Set	Published
25186-E1.2	ELECTRICAL ONE-LINE	0	04/08/2026	07/23/2026	GMP Pricing Set	Published
25186-E1.3	ELECTRICAL DETAILS	0	04/08/2026	07/23/2026	GMP Pricing Set	Published
E1	ELECTRICAL DETAILS & NOTES	0	03/16/2026	07/23/2026	GMP Pricing Set	Published
E2	ELECTRICAL SITE PLAN	0	03/16/2026	07/23/2026	GMP Pricing Set	Published
E3	ELECTRICAL BUILDING PALN	0	03/16/2026	07/23/2026	GMP Pricing Set	Published
E4	ONE-LINE DIAGRAM	0	03/16/2026	07/23/2026	GMP Pricing Set	Published
Plumbing						
P-001	PLUMBING GENERAL NOTES AND LEGENDS	0	04/03/2026	07/30/2026	GMP Pricing Set	Published
P-101	PLUMBING SUPPLY PLAN - GROUND FLOOR	0	04/03/2026	07/30/2026	GMP Pricing Set	Published
Structural						
S-001	STRUCTURAL NOTES	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-002	STRUCTURAL NOTES	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-003	SPECIAL INSPECTIONS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-004	SPECIAL INSPECTIONS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-005	ROOF WIND ZONE PLAN	0	06/02/2026	07/23/2026	GMP Pricing Set	Pub[illegible]

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Job #: 26526- Marlow Water and Sewer CMAR Project
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Drawing Number	Drawing Title	Revision	Drawing Date	Received Date	Set	Status
S-006	LOAD DIAGRAMS & REACTIONS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-101	FOUNDATION PLAN	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-102	SLAB PLAN	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-103	FRAMING PLAN	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-104	EXTERIOR TANK PAD PLAN & DETAILS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-105	Plot Date: 6/2/2026 10:32:24 AM	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-201	FRAMING ELEVATIONS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-501	TYP SLAB ON GRADE DETAILS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-502	TYP FOUNDATION DETAILS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-503	TYPICAL MASONRY DETAILS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published
S-504	FRAMING DETAILS	0	06/02/2026	07/23/2026	GMP Pricing Set	Published

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Job #: 26526- Marlow Water and Sewer CMAR Project
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Guyton, Georgia 31312

Current Specifications

Number	Description	Revision	Issued Date	Received Date	Set
01 - General Requirements					
1	Cover Sheet	0	03/02/26	07/23/26	GMP Set
02	Table of Contents	0	02/06/12	07/23/26	GMP Set
01025	Measurement and Payment	0	07/06/09	07/23/26	GMP Set
01300	General Requirements	0	02/06/12	07/23/26	GMP Set
01400	Quality Control	0	01/11/10	07/23/26	GMP Set
01410	Testing Services	0	07/06/09	07/23/26	GMP Set
01702	Contract Closeout	0	07/06/09	07/23/26	GMP Set
02 - Existing Conditions					
02070	Selective Demolition	0	07/06/09	07/23/26	GMP Set
02100	Clearing	0		07/23/26	GMP Set
03 - Concrete					
03100	Concrete Formwork	0		07/23/26	GMP Set
03200	Concrete Reinforcing Steel	0		07/23/26	GMP Set
03300	Cast-In-Place Concrete	1	04/03/26	08/05/26	GMP Set
04 - Masonry					
042000	Unit Masonry	0			GMP Set
06 - Woods, Plastics, Composites					
061753	Shop-Fabricated Wood Trusses	0	05/05/26	08/05/26	GMP Set
11 - Equipment					
11064	Submersible Raw Sewage Pumps and Accessories	0		07/23/26	GMP Set
11100	Submersible Wastewater Pumps 5-25 Horse Power Duplex	0		07/23/26	GMP Set
13401	Flow Measurement Equipment	0		07/23/26	GMP Set
26 - Electrical					
16000	General Provisions - Electrical	0	01/10/11	07/23/26	GMP Set
16054	Electrical Submittals	0		07/23/26	GMP Set
16111	Raceway Systems	0		07/23/26	GMP Set
16126	Safety and Disconnect Switches	0		07/23/26	GMP Set
16127	Electrical Grounding, 600V and Below	0		07/23/26	GMP Set
16167	Separately Enclosed Circuit Breakers	0		07/23/26	GMP Set
16482	Pump Motor Starters and Drives	0		07/23/26	GMP Set
16620	Sanitary Sewer Pump Station Emergency Stand-By Power System	0		07/23/26	GMP Set
16912	Pump Station Control Panel	0		07/23/26	GMP Set
31 - Site Work					
02200	Excavation, Filling, and Grading	0		07/23/26	GMP Set
02210	Erosion and Sediment Control	0		07/23/26	GMP Set
02451	Chain Link Fence	0		07/23/26	GM[illegible]

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157 Sand Hill Road
Guyton, Georgia 31312

Number	Description	Revision	Issued Date	Received Date	Set
02480	Grassing and Sodding	0		07/23/26	GMP Set
02485	Grassing	0		07/23/26	GMP Set
32 - Utilities					
02221	Excavation, Trenching, and Backfill for Utility Systems	0		07/23/26	GMP Set
02231	Aggregate Base Course	0		07/23/26	GMP Set
02441	Horizontal Directional Drilling	0		07/23/26	GMP Set
02510	Water Pipe and Fittings	0		07/23/26	GMP Set
02511	Valve, Meters and Accessories	0		07/23/26	GMP Set
02534	Cleaning of Sanitary Sewer Lines	0		07/23/26	GMP Set
02539	Testing and Sealing Sewer Lines	0		07/23/26	GMP Set
02545	Protective Coating for Concrete and Masonry Sanitary Sewer Structures	0		07/23/26	GMP Set
02546	Plug Valves	0		07/23/26	GMP Set
02554	Wastewater Collection System	0		07/23/26	GMP Set
02555	Protective Coating for Sanitary Sewer Structures	0		07/23/26	GMP Set
02557	HDPE Liner	0		07/23/26	GMP Set
02558	Sewage Pumping Station	0		07/23/26	GMP Set
02700	Water Distribution System	0		07/23/26	GMP Set
02710	Sewer Force Mains	0		07/23/26	GMP Set
02720	Sanitary Sewers	0		07/23/26	GMP Set
02740	Lift Station Wetwell Receiving Manhole and Valve Vault	0		07/23/26	GMP Set
15100	Valves and Appurtenances	0		07/23/26	GMP Set
15355	High Density Polyethylene (HDPE) Pipe	0		07/23/26	GMP Set
90 - Geotechnical Reports					
99000	Revised Hydrogeologic Investigation Report	0	02/12/26	07/30/26	GMP Set
99001	Geotechnical Engineering Report	0	02/10/26	07/30/26	GMP Set

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FINAL GMP SUBMITTAL
EXHIBIT D – Subcontractor Quotes
September 10, 2026

Marlow Water & Sewer
CMAR

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SELF-PERFORMED WORK

The Marlow GMP is built on Reeves Young self-performing the majority of the critical elements of both the linear and the process/mechanical work, allowing tighter cost and schedule control on the project's highest-risk activities. The tables below outline the work elements Reeves Young intends to self-perform with its own forces.

Reeves Young Heavy Civil — Self-Performed Work Elements

Work Element
Traffic Control
Construction Layout and Survey
Mobilization, Setup, and Material Staging
Open-Cut Force Main Installation (8" and 16" DR18 PVC)
16" PVC DR18 Gravity Sewer Installation
Sanitary Sewer Manhole Installation
Air Release Valve and Plug Valve Installation
Earthwork and Site Grading — Lift Station and Well Site Pads
Dewatering
Process and Mechanical Equipment Installation — pumps, VFDs, chlorine/fluoride systems (Regional Lift Station and Hinley Water Well)
Process/Yard Piping and Valve Installation within building and site limits

To develop our costs for the above work elements, we utilized the following:

1. Historical unit costs, crew sizes, and production rates for similar heavy-civil pipeline and water/wastewater process work performed by Reeves Young on comparable projects.
2. Direct quantities and take-off measurements from the 100% Coleman Company construction documents.

Subcontracted / Specialty Trade Work

The following scopes require specialty licensing, equipment, or trade expertise that Reeves Young does not self-perform, and are bid to qualified subcontractors (see Vendor and Subcontractor Bidding and Selection, below):

1. Horizontal Directional Drilling — 10", 16", and 18" HDPE crossings
2. 24" Jack and Bore casing installation
3. HVAC and plumbing at the Hinley Water Well Station
4. SCADA programming and system integration services (priced as allowances — see Qualifications, Division 11 & 13)

5. Materials and compaction testing (Owner-furnished per Specifications 01 45 00 / 01 45 23)

VENDOR AND SUBCONTRACTOR BIDDING AND SELECTION

Anticipated / Recommended Material Suppliers

Material / Work Package	Proposed / Anticipated Vendor
PVC Pipe & Fittings (force main, gravity sewer)	Ferguson
HDPE Pipe (HDD crossings)	Ferguson
Precast Sanitary Manholes	Knight Precast
Valves & Appurtenances (ARV, plug valves)	Ferguson
Aggregate / Bedding Materials	Vulcan
Submersible Vertical Turbine Well Pumps & VFDs	Franklin Electric
Chlorine Disinfection System (pumps, injector, chlorinator, scales)	Sta-Rite / Superior / Hach / Scaletron
Fluoride Dosing System	Grundfos (DDA Dosing Skid) / PlantPRO
Submersible Lift Station Pumps & VFDs	Grundfos / Danfoss
Diesel Bypass Pump	BBA Pumps
15,000-Gallon Water Storage Tank & Air Compressor	Pulsco
Control Room Pre-Manufactured Building	Warminster Fiberglass
Commercial Doors and Hardware	DHF
Generators	Yancey

Anticipated / Recommended Subcontractors

Subcontractor Work Package	Proposed / Anticipated Subcontractor
Horizontal Directional Drilling (10", 16", 18")	Legacy HDD, LLC
Jack and Bore 24" Casing	Metro Horizontal Boring
Well Station	Woodrow Sapp
Structural Concrete, Masonry & Rough Carpentry (Hinley Well Station, beyond RY self-perform scope)	TBD

Electrical Installation and SCADA/Controls Integration Coordination	TBD
Roofing (Hinley Well Station)	TBD
HVAC (Hinley Well Station)	TBD
Paving	Bennett Paving
Plumbing (Hinley Well Station)	TBD
Painting & Coatings	TBD
SCADA Programming / System Integration (Lift Station and Well Site)	TBD
Survey	TBD
Chain-Link Fence & Gates	TBD

Reeves Young reserves the right, with Owner's Advisor concurrence, to adjust the vendor and subcontractor assignments above, to self-perform any listed subcontracted work package where Reeves Young is the low responsive bidder, and to rebid any trade package as needed to maintain competitive pricing.

Smyrna Ready Mix, LLC Quote
1955 US Hwy 80
Bloomingdale, GA 31302
Plant: Bloomingdale-13014
(912) 210-0944

Bid # 226910

Quote Date:	08/17/2026	**Quote Expiration Date:**	09/16/2026
Project Name:	Marlow Ground Water Well	**Customer Name:**	REEVES YOUNG LLC (Silver Tier) **(30481)**
Project Area:	Savannah River, GA	**Contact**	REEVES YOUNG LLC
Project Address:	Marlow Road, Marlow, GA, 31312	**Phone:**	(770) 271-1159
		Email :	eortega@reevesyoung.com

PRODUCT #	PRODUCT DESCRIPTION	UNIT PRICE	*PD BY 10TH DISCOUNT (CY)	NET PRICE (CY)	NOTES
40050	4000 PSI COMMERCIAL AIR	$177.00	$2.00	$175.00	footers
40055	4000 PSI COMMERCIAL NA	$179.00	$2.00	$177.00	sog
GA30901	3000 PSI COARSE GROUT	$181.00	$2.00	$179.00	blockfill

Fly Ash Mixes are subject to availability. If Fly Ash is not available, straight cement mixes will be used. Mixes will be priced as quoted. If Straight Cement mixes are not quoted, add $4.00 to the mix price.

Straight Cement (Except Slurry or Grout)	$4.00 CY	No Air Mix	$2.00 CY	Delivery Charge Under 6cy	$100.00 Load
Calcium Chloride-Per Percent	$4.00 CY	Pea Gravel Mixes	Call for Quote	Delivery Charge Under 3cy	$150.00 Load
Retarder-Per Percent	$2.50 CY	Micro Fibers Half Dose	$4.00 CY	Delivery Charge Under 2cy	$200.00 Load
Non-Chloride Per Percent	$5.50 CY	Micro Fibers Full Dose	$7.00 CY	Truck Time	$150.00 Per Hour
Mid Range Double Dose	$4.00 CY	Hot/Chilled Water	$4.00 CY	Stand-by Charges	$150.00 Per Hour
Superplasticizer	$7.00 CY				

Additional Items Quoted Upon Request **Not Open Sunday** **Sales Tax NOT included in Price**

Environmental Surcharge **$40.00 Per Load**

Terms:	$2.00	**(CYD) discount if paid in full by the 10th of the following month. Net 30 terms.***	
Escalation Date:	01/01/2027	**Escalation Amount:**	$4.00
Job Pricing End Date:	12/31/2027		
Quotation Good Through:	09/16/2026		
Estimated CY:	250.00		
Job Start Date:	10/05/2026		

Smyrna Ready Mix, LLC		**Acceptance**	
By:	Tommy Waters	**By:**	**Email:**
Sign:		**Sign:**	
Date:	*08/17/2026*	**Date:**	

Note: The escalation pricing set forth herein is an estimate of future price increases based on historical figures. Unforeseen increases in costs could result in a higher escalation. SRM Concrete reserves the right to re-negotiate fuel surcharges, environmental fees, plant opening, and truck charges based on job requirements.

This Quote is not to be construed as an offer to sell, and no contractual relationship shall arise from it until Customer's order has been accepted by SRM Concrete. This Quote shall be valid for the period(s) set forth herein, unless withdrawn or modified by SRM Concrete. When no period is stated, this Quote is only valid for 30 days after the Quote Date. A new quote will be required for any changes requested by Customer. SRM Concrete reserves the right to withdraw or amend this Quote in certain circumstances, for example, where an unforeseen increase in the cost of materials requires an increase in the prices quoted herein, in the sole and absolute discretion of SRM Concrete.

Gmail

Darby Shaffer <darby.ewes@gmail.com>

Marlow Water and Sewer 08.17.2026

1 message

Darby Shaffer <darby.ewes@gmail.com> Mon, Aug 17, 2026 at 1:07 PM
To: Darby Shaffer <darby.ewes@gmail.com>

Please use as our proposal

Darby

Marlow Water and Sewer
Marlow Road
Guyton, GA 31312
Plan Date: 06.02.2026
Revisions: NONE
Addendums: ONE
Proposal Date: 08.17.2026

****
We can not hold our pricing due to the volatile materials market for more then 30 days. We reserve the right to review the pricing for this proposal if it in fact is 30 days past the date of this proposal.
****

We assume all material and labor, tax is not included
We assume all deliveries and material handling
We assume all equipment, fuel, and taxes
We assume supervision of this project
All Lumber materials suppliers are holding pricing for 30 days
Mock-ups are not included at this time
Basic Truss Shop Drawings
Bond is not included 3%
Pricing is valid through 10.31.2026

Rough Wood Carpentry
Inclusions

- ******Wood Rough Carpentry Package******
- (1) Mobilizations
- Turnkey Proposal
- (1) building
- PT over CMU (CMU by Others)
- Wood engineered Roof Trusses
- Blocking and Bracing
- 23/32 Roof Decking
- Gable End Wall framing
- 7/16 OSB over gable end framing
- Sub fascia
- Ridge Blocking
- Simpson Hangers and hardware
- Equipment and Fuel
- Fasteners
- Supervision
- Bond is not included 3%

Total for the above SOW $ 43, 103.00

Finish Wood Carpentry and Siding
INCLUSIONS

- *****Plywood finishing panels, Metal fascia and Frieze and Vinyl Siding*****
- (1) Mobilization
- Turnkey Proposal
- Interior Finish Plywood Panels on Ceiling
- Exterior Frieze Blocking
- Metal Fascia and Frieze Trim
- Vinyl Siding and Soffits
- Equipment
- Fasteners
- Supervision

Total for above SOW $ 18, 377.00

MOCK UPS NOT INCLUDED

Exclusions

- MEP's
- Masonry
- Painting
- Roofing
- Roof Blocking
- Storefront Blocking
- Storefronts/Curtain walls
- Concrete Work
- HM Doors
- Interior Blocking

Darby Shaffer
Owner
S&W Installs LLC
1710 Cumberland Point Drive SE Suite #7
Marietta, Georgia 30067
Cell: 404-867-7885
Office: 678-401-5400
darby.ewes@gmail.com
***** Our New Address is listed above*****

August 28, 2026

Project: MARLOW WATER & SEWER – Guyton, GA
Drawings Dated: 3/31/2026
Addendum Acknowledged:

Thank you for entrusting us with the opportunity to provide you with this proposal. At Eskola Roofing and Waterproofing, we are committed to being your partner in protecting your assets by providing unmatched customer experience, total water protection, and overall cost savings. We aim to build your trust, keep water out, and give you peace of mind.

After careful review of your needs and preferences, scope of work, specifications, and all contributing factors, our team of professional tradesmen and women have developed this customized solution specifically for you. The following pages contain all details relevant to existing conditions, proposed scope of work, pricing, and terms & conditions.

Our team has taken great care to customize this solution for you and is backed by over 50 years of industry experience. No two projects are exactly alike, which is why this solution has been customized for you and your project requirements.

Please review your proposal carefully. Should you have any questions regarding the information contained herein, please do not hesitate to reach out at any time.

Sincerely,

Jie (Shane) Xu
Waterproofing Estimator
615-556-8111
sxu@eskolaroofing.com

Project: MARLOW WATER & SEWER – Guyton, GA

Scope of Work:
Eskola, LLC shall provide all material, equipment, and labor required for this scope of work:

JOINT SEALANTS: $6,574.00

- Furnish and Install Exterior Architectural Sealants in Manufacturers Standard Colors at:

  Silicone / Urethane
  - Exterior & interior CMU control joint
  - Exterior & interior HM door frame
  - Exterior & interior louver frame
  - Expansion joints at sidewalk-to-building or wall
  - Expansion joint within sidewalk

  Any joints not listed above are not included in this scope

** If interior slab-on-grade control joint is also required, additional cost would be added.

NOTE: Joints are priced by standard sizing and call outs from details in the drawings. Joints in the field that are larger than expected will result in additional costs not at Eskola's expense.

Section Specific Exclusions: Repairs to substrates, removal of redwood/zip strip at expansion joints, sealants associated with glass/glazing or curtain wall systems, sealants associated with stucco/metal panels/roofing, any interior sealants not specifically called out above, MEP penetrations, custom colors, testing, non-standard colors, and any other work not mentioned above.

Pricing
- **Total Project Cost (Base): $6,574.00**
- **Total Project Cost with Deduct:**

- Additional Pricing:
  - P&P Bond: ……1.5%
  - Extra Mobilization……$3,000.00

- This Proposal is subject to acceptance within 30 days and is void thereafter at the option of Eskola, LLC

Eskola LLC hereby offers to furnish labor, materials, equipment, and supervision necessary to complete the preceding on said job in accordance with the scope of work and specifications described above and attached to this proposal in accordance with all terms and conditions of this proposal/agreement. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. This proposal subject to acceptance within 30 days and it is void thereafter at the option of the undersigned and is conditioned upon the usage of an AIA Standard Form of Agreement between contractor, owner, subcontractor, or an otherwise acceptable agreement to Eskola LLC.
Tariff Protection. Parties acknowledge that tariffs, duties, or other governmental charges may impact the cost of materials or services under this proposal. In the event of any such changes, Eskola reserves the right to adjust the

contract price proportionally to reflect the increased costs and terminate any contemporaneous agreements in the event the parties are unable to come to a concurrence.

Exclusions: All other trades including, but not limited to, electrical, plumbing, engineering, mechanical, masonry, carpentry, engineering, unscheduled down time, all structural framing, cavity wall insulation, and disposal.

• Consequential, incidental, or liquidated damages
• HUB/MWBE/SBE/SBA
• After hours, overtime, or weekend work
• ACM (Asbestos Containing Materials) testing, identification, manifesting, abatement, mitigation, or removal
• Engineering, engineering reports, calculations, or investigation
• Structural metal and/or support framing
• Framing, building, sheathing of any walls
Interior Protection
• Any lifting, removal, replacement, disconnect/reconnect, or relocation of any equipment or materials
• Leaks occurring from mechanical, electrical, or plumbing equipment, ductwork, louvers, windows, doors, wall penetrations
• Any type of landscaping or repairs to landscaping
• Odor mitigation
• Dewatering
• Substrate preparations
• Any interior/exterior work not directly listed in the scope above
• Any substrate or veneer anchoring
• Custom colors

Notes:

- Eskola has priced a standard sealant color from the manufacturers color chart, unless otherwise noted. Any special-order colors are subject to change-order pricing. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. This proposal is subject to acceptance within 30 days, and it is void thereafter at the option of the undersigned.
- Eskola plans to use the best possible solution to access the work site while maintaining safety and cleanliness per the approved plan.
- Provide a job specific safety plan
- Provide SDS sheets as requested
- Set up jobsite to meet site specific safety plan
- Any price changes will be presented to the customer or owner prior to contract signing.

ESKOLA

STANDARD SUBCONTRACT RIDER

1. **Nature of Work.** Eskola, LLC ("ESKOLA") shall furnish the labor and material to perform the work described herein or in the referenced contract documents (the "Work"). All services provided by ESKOLA shall be performed in a prompt manner and shall be in accordance with the standards of professional skill and care ordinarily provided by contractors operating in the same or similar locality under the same or similar circumstances, and which are experienced in the construction of projects similar in scope and size to the project contemplated by this proposal (the "Project"). ESKOLA shall perform the Work as expeditiously as is consistent with such professional skill and care and the orderly progress of the Work. ESKOLA does not provide design, engineering, consulting or architectural services. It is the responsibility of the party listed on the face of this proposal ("Customer") to retain a licensed architect or engineer to determine proper design and code compliance, including a determination as to whether and what type of a vapor or air retarder is needed. If plans, specifications or other design documents have been furnished to ESKOLA, Customer warrants that they are sufficient and conform to all applicable laws and building codes. ESKOLA is not responsible for any loss, damage of any kind or expense due to defects in plans or specifications or building code violations unless such damage or violations results from a deviation by ESKOLA from what is specified. ESKOLA is not responsible for condensation, moisture migration from the building interior or other building components, location or size of roof drains, adequacy of drainage, ponding on the roof, structural conditions or the properties of the roof deck or substrate on which the Work is installed.

2. **Deck.** Customer warrants that structures on which ESKOLA is to Work are in sound condition and capable of withstanding roof construction, equipment and operations. ESKOLA's commencement of roof installation indicates only that ESKOLA has visually inspected the surface of the roof deck for visible defects. ESKOLA is not responsible for the structural sufficiency, quality of construction (including compliance with FMG criteria), undulation, fastening or moisture content of the roof deck or other trades' work or design. ESKOLA is not responsible for testing or assessing the moisture content of the deck or substrate.

3. **Asbestos and Toxic Materials.** This proposal is based on ESKOLA's not coming into contact with asbestos-containing or toxic materials ("ACM"). ESKOLA shall not be responsible for any expenses, demands, claims, or damages arising out of the presence, disturbance, or removal of ACM. ESKOLA shall be compensated for additional expenses resulting from the presence of ACM. Customer agrees to indemnify ESKOLA from and against any liability, damages, losses, claims, demands, or citations arising out of the presence of ACM.

4. **Payment.** Unless stated otherwise on the face of this proposal, the Customer shall pay the contract price plus any additional charges for changed or extra work within ten (10) days of substantial completion of the Work. If completion of the Work extends beyond one month, Customer shall make monthly progress payments to ESKOLA by the fifth (5th) day of the month for the value of Work completed during the preceding month, plus the value of materials suitably stored for the project. All sums not paid when due shall earn interest at the rate of 1-1/2% per month or at such rate as permitted by Tennessee law. ESKOLA shall be entitled to recover from the Customer all costs of collection incurred by ESKOLA, including reasonable attorney's fees, resulting from Customer's failure to make payments when due. ESKOLA's entitlement to payment is not dependent upon criteria promulgated by Factory Mutual Global, including wind uplift testing.

5. **Right to Stop Work.** The failure of Customer to make proper payment to ESKOLA when due shall, in addition to all other rights, constitute a material breach of contract and shall entitled ESKOLA, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made. The time period in which ESKOLA shall perform the Work shall be extended for a period equal to the period during which the Work was suspended, and the contract sum to be paid ESKOLA shall be increased by the amount of ESKOLA's reasonable costs of shut-down, delay and start-up.

6. **Insurance.** ESKOLA shall carry worker's compensation, automobile and commercial general liability insurance. ESKOLA will furnish a Certificate of Insurance upon request. Customer shall purchase and maintain builder's risk and property insurance, including, but not limited to fire, tornado, and any other necessary insurance, including labor and materials furnished by ESKOLA, covering fire, extended coverage, malicious mischief, vandalism and theft on the premises to protect against loss or damage to the Work and the building where the Work is performed until the job is completed and accepted. Moneys owed to ESKOLA shall not be withheld by reason of any damage or claim against ESKOLA covered by liability, property or builder's risk insurance.

7. **Additional Insured.** If Customer requires and ESKOLA agrees to make Customer or others additional insureds on ESKOLA's liability insurance policy, Customer and ESKOLA agree that the naming of Customer or others as additional insureds is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of ESKOLA and is not intended to make ESKOLA's insurer liable for claims that are due to the fault of the additional insured.

8. **Substrate and Unforeseen Conditions.** Any work required to repair or replace unsuitable substrate shall be done on a labor and material or unit price basis as an extra unless specifically included in the scope of work. Unforeseen conditions that may affect the Work will be reported to Customer and authorization requested prior to permanent repairs being performed.

9. **Damages and Delays.** ESKOLA will not be responsible for damage done to ESKOLA's Work by others. Any repair of the same by ESKOLA will be charged as an extra. ESKOLA shall not be liable for liquidated or delayed damages due to a delay in the completion of the Project unless ESKOLA caused the delay. ESKOLA shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, accidents, fire, weather, vandalism, regulation, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor. In the event of these occurrences, ESKOLA's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work. ESKOLA SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against ESKOLA. A manufacturer's warranty shall be furnished to the Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of alleged defects in the materials furnished pursuant to this contract, the Customer shall have recourse only against the manufacturer of such material.

10. **Substrate Penetrations.** ESKOLA will flash substrate penetrations that are in place prior to material installation or shown on the architectural plans provided to ESKOLA. Penetrations not shown on the plans provided to ESKOLA prior to submittal of this proposal or required after installation of material shall be considered an order for extra work, and ESKOLA shall be compensated at its customary time and material rates for additional expense resulting from additional penetrations.

11. **Wind Loads or Uplift Pressures.** Design Professional is responsible to design the Work to be in compliance with applicable codes and regulations and to specify or show the Work that is to be performed. ESKOLA is not responsible for the design, including calculating or verifying wind-load design. To the extent minimum wind loads or uplift pressures are required, ESKOLA's bid is based solely on the manufacturer's printed test results. ESKOLA itself makes no representation regarding wind uplift capacity and assumes no liability for wind uplift.

12. **Tolerances.** All labor and materials shall be furnished in accordance with normal industry standards and industry tolerances for uniformity, color, variation, thickness, size, weight, finish, and texture. Specified quantities are intended to represent an average over the entire roof area.

13. **Fumes and Emissions**. Customer acknowledges that odors and emissions from material products will be released as part of the installation to be performed by ESKOLA. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that material products emit fumes, vapors and odors during the application process. Some people are more sensitive to these emissions than others. Customer shall hold ESKOLA harmless from claims from third parties relating to fumes and odors that are emitted during the normal process.

14. **Material Cost Escalation.** Material products are sometimes subject to unusual price volatility due to conditions beyond the control of ESKOLA. If there is a substantial cost increase in materials between the date of this proposal and when the Work is performed, the contract may be increased to reflect the additional cost to ESKOLA, upon submittal of written documentation and advance notice.

15. **Backcharges.** No backcharges or claims for payment of services rendered or materials and equipment furnished by Customer to ESKOLA shall be valid unless previously authorized in writing by ESKOLA and unless written notice is given to ESKOLA within five (5) days of the event, act or omission which is the basis of the backcharge.

16. **Job Site Safety.** Customer warrants there will be no live power lines on or near the roof servicing the building where ESKOLA will be working and that Customer will turn off any such power supplies to avoid an electrocution risk to ESKOLA employees. Customer will indemnify ESKOLA from personal injury and other claims and expenses if Customer fails to turn-off power so as to avoid injury to ESKOLA personnel or resulting from the presence of concealed electrical conduit and live electrical power. ESKOLA is not responsible for costs of repair or damages, including disruption of service, resulting from damage to undisclosed or concealed electrical or other utility lines. Customer shall shut down roof located electronic equipment that emits or receives radio frequency waves while contractor is to be working on the roof so that

17. personnel will not be subject to radio frequency waves or electromagnetic radiation while working on the roof and shall indemnify and hold ESKOLA and its personnel harmless from any personal injury claims resulting from a failure by Customer to do so. ESKOLA is not responsible for the safety of persons on the roof other than its own employees. Customer and general contractor agree to indemnify and hold ESKOLA harmless, including attorney's fees, from claims for personal injury by persons or entities whom customer or general contractor have allowed or authorized to be on the roof.

18. **Conduit and Materials Attached to Deck.** ESKOLA's price is based upon there not being electrical conduit, cables, wires or other materials embedded within the roof assembly or attached directly to the underside or topside of the roof deck upon which ESKOLA will be installing the new roof. ESKOLA is not responsible for conduit, wires, cables, pipes, fireproofing or any objects attached to the underside of the roof decking which could be damaged during installation of the new roof system or repairs.

19. **Availability of Site.** ESKOLA shall be provided with direct access to the work site for the passage of trucks and materials and direct access. ESKOLA shall not be required to begin work until underlying areas are ready and acceptable to receive ESKOLA's Work and sufficient areas of roof deck are clear and available and free from water or debris to allow for continuous full operation. The expense of any extra trips by ESKOLA to and from the job as a result of the job not being ready for the Work after ESKOLA has been notified to proceed will be charged as an extra.

20. **Price Volatility**: Materials are sometimes subject to unusual and severe price volatility and availability due to circumstances that are beyond the control of the contractor. If there is a substantial increase in these or other products between the date of this proposal and the time when the work is to be performed, the amount of this proposal/contract may be increased to reflect the additional cost to obtain the materials, upon submittal of written documentation and advance notice to the Contractor.

21. **Compliance**: ESKOLA will maintain a safe work environment as required by OSHA and will clean and dispose of any debris of any and all work-related debris, unless otherwise specified in the scope of work listed on previous page. All work will be completed in accordance with generally accepted trade organization and industry guidelines. Eskola LLC will provide all necessary permits and handle all inspections that are required in order to comply with the building codes for the specific municipalities in which the work is performed.

22. **Existing Conditions.** ESKOLA is not responsible for any leakage through the existing substrate or other portions of the building that have not yet been repaired or installed by ESKOLA.

23. **Mold.** ESKOLA and Customer are committed to acting promptly so that leaks are not a source of potential interior mold growth. Customer will make periodic inspections for signs of water intrusion and act promptly including prompt notice to ESKOLA if Customer believes there are roof leaks, to correct the condition. Upon receiving notice, ESKOLA will make reasonable roof repairs. Customer is responsible for monitoring any leak areas and for indoor air quality. ESKOLA is not responsible for mold or indoor air quality. Customer shall hold harmless and indemnify ESKOLA from claims due to indoor air quality and resulting from a failure by Customer to maintain the building in a manner to avoid growth of mold. ESKOLA will not be held liable for any of the conditions in performing roof services pertaining to the scope of this proposal: indirect, special, incidental, punitive, or consequential damages, including but not limited to building structure, contents, or health problems, attributable to past, present, or future water intrusion and associated algae, fungus, mildew, or mold presence.

24. **Material References.** ESKOLA is not responsible for the actual verification of technical specifications of product manufacturers; i.e., R-value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer.

25. **Notice of Construction Defects.** ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE LAWS OF TENNESSEE AS IT

REALTES TO NOTICE AND CURE. ESKOLA must be provided with written notice of claim of any alleged construction defect and allowed an opportunity to inspect, correct and/or repair the defect, prior to the initiation of any legal claim.

26. **Dispute Resolution.** If a dispute shall arise between ESKOLA and Customer with respect to any matters or questions arising out of or relating to this proposal or the breach thereof, ESKOLA and Customer, as a condition precedent to litigation, will seek to mediate the dispute. If mediation is not successful, arbitration shall be administered by and conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association unless the parties mutually agree otherwise. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any legal claim against ESKOLA alleging any breach of any kind pursuant to this proposal or negligence by ESKOLA must be initiated no later than two (2) years after ESKOLA performed Work. Collection matters may be processed through litigation. Venue for any litigation brought for the interpretation or enforcement of this proposal, or because of an alleged dispute, breach or default under any provision of this proposal, shall lie solely in the courts of the State of Tennessee located in Hamblen County, Tennessee. The parties (a) consent to personal jurisdiction and venue in such courts, (b) agree that such courts shall have exclusive jurisdiction over any matter arising out of or related to this proposal, (c) acknowledge and agree that they will accept service of process by whatever means are permitted by such courts, and (d) waive any and all claims to the effect that any of the aforementioned courts constitutes an inconvenient forum

Eskola hereby offers to furnish labor, materials, equipment, and supervision necessary to complete the preceding on said job in accordance with the scope of work and specifications described above and attached to this proposal in accordance with all terms and conditions of this proposal/agreement. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within 30 days, and it is void thereafter at the option of the undersigned. AIA Document A201® Standard Form Agreement between contractor, owner, subcontractor, or an otherwise acceptable agreement to Eskola, LLC.

Eskola, LLC Authorized Representative:

Name: _____ Date: _____

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL

The above prices, specifications, terms and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer/Owner's Authorized Representative:

Name: _____ Date: _____

Signature: _____

****Acceptance or the use of this quote is based upon signing a non-edited version of an AIA (American Institute of Architects) Document A401 2017 Standard Subcontract or AGC (American General Contractors of America – Consensus DOCS750). Acceptance of this proposal and its rider are to be made part of any contract written between Contractor and Subcontractor. ESKOLA requires a sample copy of the contract for insurance review prior to final acceptance of Subcontractor's proposal. An additional fee is subject for a Waiver of Subrogation. If the project is in Florida, only release of liens verbatim to Florida Statutes § 713.20 will be executed by Eskola, LLC. ****

Commercial Doors & Hardware L.L.C. PROPOSAL

5780 Fairwood Trace
Acworth, GA 30101
404-617-9408
adamgreipp@comcast.net

PROJECT: Marlow Water & Sewer

DATE: August 14, 2026

FILE NO: AG08132026BD

TO: Reeves Young
45 Peachtree Industrial Blvd NW
Suite 200
Sugar Hill, GA 30518

( ) F.O.B SHIPPING POINT
(Freight Allowed to Nearest Shipping Point)

(X) F.O.B. OUR TRUCK
(Delivered to Job Site)

We propose to furnish the following materials. Prices are subject to review and repriced upon receipt of a complete hardware schedule.

Fiberglass Reinforced Plastic Doors and Frames
05 –Welded Frames
06– Doors
02 – Borrowed Lites
NOTE: We included Louvers & lite kits. We exclude glass & glazing.

Hardware
5 sets of hardware

THE ABOVE MATERIAL FOR THE SUM OF: $40,605.00
Plus Applicable Sales Tax

Prevailing Shipping Schedule: Approximately **6 to 8** weeks upon receipt of full information, including final approved shop drawings and final approved hardware schedule

We exclude installation, glass, glazing, glazing materials, (except glazing beads), angles, trim, field measurement and any field labor of any kind, unless specifically listed above.

This Bid is for prompt acceptance. Prices are protected for 60 days then subject to review.

This BID is contingent on: 1) Commercial Doors and Hardware L.L.C. approval of recipient's credit and 2) on the solvency of the prime contractor's surety and on the proper registration of prime contractor's surety with the Georgia Insurance Commissioner and Secretary of State, if a payment bond is required by law.

EXCLUDED (unless otherwise indicated above): Sales or Use Taxes; glass and glazing; glazing materials; caulking, angles and trims; pre-finish; "bituminous coatings"; job site unloading; erection; supervision or field labor of any kind.

TERMS OF PAYMENT: Net 30 Days, after date of invoice (for materials as shipped); subject to credit approval.

ACCEPTED

BY _____

DATE _____

BY Commercial Doors & Hardware L.L.C
Adam Greipp

Quotation # 26MP0326-02

Yancey Power Systems
259 Lee Industrial Blvd.
Austell, GA 30168-7406
770.941.2424 tel
770.941.2411 fax
877.278.6235 toll free
www.YanceyPower.com

Project: Marlow Regional Lift Station

Date Issued: August 14th, 2026

Expiration: September 14th, 2026

500 kW Diesel Generator Set

One (1) New CATERPILLAR Model C15 Diesel Engine Driven Generator Set, rated 500kW standby, 625kVA at 0.8 PF, 480/277 Volts, 3 phase, 4 wire, 60 Hertz at 1800 RPM, equipped as follow **for outdoor application:**

Emissions

- **This engine meets US EPA Emergency Standby.**

Cooling System

- **Radiator for 120 degree F ambient**, unit mounted.
- **Jacket water heater**, one **2700 watt** heater with thermostatic controls, **208 - 240 VAC** single phase input.

Starting System

- **Electric Starting Motor,** 24VDC.
- **Battery set**, CAT High Output 24 volt DC lead acid type, with rack and cables.
- **Automatic Dual Rate Battery Charger**, 10 amps, Installed in genset enclosure, 120 VAC input required. Includes DC voltmeter, DC ammeter, AC fuse, DC fuse, automatic float/equalize control, and low voltage alarm.

Instrumentation & Controls

- **Electronic governor**, with solid state speed control board, +/- 0.25% regulation.
- **GCCP 1.2 Controller**
  - Control Panel GCCP 1.2 is an auto Start Control Module suitable for a wide variety of diesel genset applications. Monitoring an extensive number of engine parameters, the modules will display warnings, shutdown and engine status information on the backlit LCD screen, illuminated LEDs and remote PC.
  - **Emergency Stop Station, shipped loose**
  - **Remote Annunciator Panel, shipped loose**

Generator (Alternator)

- **CATERPILLAR AC power single bearing generator standby rated at 105 degree C rise**, 3 phase, 4 wire, direct connected with:
  - **3 phase voltage regulator +/- .25% regulation** from 0% load to 100% load.
  - **Circuit Breaker, Unit Mounted, 100% rated**, 800A

Genset Enclosure –Sound Attenuated

- Steel construction with two (2) single access doors per side
- Painted standard finish, color is customer choice**.**

Exhaust System

- **Critical grade silencer** with flexible exhaust connector and vertical discharge.

Fuel System, 67 hour

- **1800 USABLE Gallons, double wall, UL142 listed, Subbase Fuel Tank** with low fuel level switch and alarm, rupture basin leak detection alarm, **Audio/Visual Alarm**.

Automatic Transfer Switch

- **One (1) ATS, rated 800 amps, Automatic Open Transition Switch, 3 poles,** 3 phase, 4 wire, 60 HZ. Switch includes in-phase monitor and engine exerciser. **NEMA 4X enclosure**.

Quotation # 26MP0326-02

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Project: Marlow Regional Lift Station

Date Issued: August 14th, 2026

Expiration: September 14th, 2026

Other Services Provided by Yancey Power Systems Included for this project:

- **Project Management**
- **Delivery to job site** (offloading & installation by others)
- **Start-up and testing services** including **Four (4)** hour load bank test at time of start up.
- **Operation and Maintenance Manuals: Electronic Copy.**
- **Free 1st Year Customer Value Agreement (CVA):** refer to submittal documents for full details
- **Warranty, CAT Generator: Five (5) years from the start-up date.**

Miscellaneous:

F.O.B. freight included from origin to first destination. Additional fees will be incurred if equipment must be handled more than once, including storage fees.

NET PRICE: ..... $ 168,240.00

(*) Quoted pricing is based on current costs of equipment above. Due to current market volatility with respect to these costs, until further notice, Yancey Power reserves the right to adjust quoted pricing to account for any increases in equipment costs as of the date Yancey Power is actually billed for such equipment by the applicable vendor (including after equipment release for production), in which case Yancey Power will provide Customer an updated Quotation reflecting the adjusted pricing. Customer acknowledges and agrees that to the extent Yancey Power seeks any price adjustment as outlined herein, Yancey Power has no obligation to fulfill this order unless it receives from Customer a revised Purchase Order or a Change Order authorizing the adjusted pricing in Yancey Power's updated Quotation. Upon request, Yancey Power will provide Customer sufficient documentation to support any such price adjustment pursued by Yancey Power (*e.g.*, price adjustments due to increase in costs of Gensets, switchgear, and other equipment may be evidenced by equipment price increase letter from applicable equipment manufacturer; price adjustments due to increases in costs of materials and components may be evidenced by increases in the applicable U.S. Bureau of Labor Statistics Producer Price Index(s)). Please note that Yancey Power will work hard to minimize any such price adjustments.

Quotation # 26MP0326-02

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Project: Marlow Regional Lift Station

Date Issued: August 14th, 2026

Expiration: September 14th, 2026

CLARIFICATIONS

This quotation is based on standard CATERPILLAR equipment only in accordance with equipment requirements per Coleman Company One Line Diagram sheet number 25186-E1.2 03/09/26, specifications section 16220 **with the following clarifications and exceptions:**

1. **Fuel tank meets UL142/NFPA requirements and includes Georgia compliance-local code requirements may require additional cost (were not specified).**
2. **All signage is by others.**
3. **No exhaust piping beyond the package is included or engineered.**
4. **All fuel (testing and initial fill) is by others.**
5. **All field testing is performed by factory certified generator set techs, no NETA or 3rd party testing is included.**
6. **Factory tests to be performed at 0.8PF as required by NFPA.**
7. **Other Specification sections are by others.**

Scheduling:
Submittals: 2-3 week from receipt of order.
Automatic Transfer Switch: 26-28 weeks from submittal approval.
Generator Set: Currently: 28-30 weeks. To be confirmed at time of order.

(*) Quoted lead times are based on vendors' current lead times for required equipment. Due to current market volatility with respect to shortages of goods, until further notice, quoted lead times and schedules are estimates only and are subject to adjustment by Yancey Power to account for delays from vendors (including after equipment release for production). Please note that Yancey Power will work hard to minimize any such changes in quoted lead times

Price DOES NOT include the following:
State and local sales tax
Installation of the equipment (including shipped loose accessories)
Wiring terminations (power conductors)
Offloading of equipment at the jobsite
Fuel for startup and testing

Start-Up, Testing, & Training to be performed during normal business hours unless specifically indicated otherwise. Telephone and verbal orders are to be confirmed in writing. We reserve the right to correct stenographic or clerical errors. Yancey Power Systems is not responsible for occurrences beyond our control. This quotation is made subject to Yancey Power Systems Standard Terms and Conditions.

Thank you for your request and for your consideration of this quotation.

ACCEPTANCE:

_____ DATE _____

BY YANCEY POWER SYSTEMS

_____ DATE _____

Quotation # 26MP0326-02

Yancey Power Systems
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Project: Marlow Regional Lift Station

Date Issued: August 14th, 2026

Expiration: September 14th, 2026

Standard Terms and Conditions – V3

1. CONTRACT. Unless otherwise stated, all sales transactions are expressly subject to these terms and conditions. Credit sales likewise are subject to credit approval. No understanding, promise or representation, and no wavier, alteration or modification of any of the provisions hereof shall be binding upon Yancey Bros. Co. (dba Yancey Power Systems – the "Company") unless assented to expressly in writing by an authorized representative of Company. Buyer shall not rely on any statement or representation of any party (including, without limitation, any Company sales representative) that alters, adds to or differs from these terms and conditions, and no such statement or representation shall be recognized by or be binding upon Company. Any and all provisions of Buyer's Purchase Order or other documents that add to or differ from these Terms and Conditions are EXPRESSLY rejected. No wavier of these Terms and Conditions or acceptance of others shall be construed from any failure of Company to raise objection.

2. QUOTATIONS AND PUBLISHED PRICES. Quotations automatically expire thirty (30) calendar days from the date issued unless otherwise stated in the Quotation and are subject to withdrawal by notice within that period. Company reserves the right unilaterally to extend such Quotation up to six (6) months from the date of issuance. Company's price for equipment, unless otherwise specified, does not include an allowance for installation and/or final on-site adjustment. Prices shall be subject to adjustment to those in effect at time of shipment.

3. TAXES. Company's prices do not include any applicable sale, use, excise or similar taxes; and the amount of any such tax which Company may be required to pay or collect will be added to each invoice unless Buyer has furnished Company with a valid tax exemption certificate acceptable to the taxing authorities. Where a buyer fails to furnish the required documentation, the previously unpaid sales, use, excise, or similar tax will be billed to the Buyer. If upon subsequent sales, use, excise or similar tax audit, an exemption certificate provided to Company by Buyer is, through no fault of Company, determined to be invalid, Company will attempt to acquire a valid exemption certificate, notarized affidavit of exempt use, or other necessary documentation from Buyer. If Buyer fails timely to furnish a valid exemption certificate, notarized affidavit, or other necessary documentation, the previously unpaid sales, use, excise or similar tax will be billed to Buyer.

4. TERMS. Except as otherwise provided herein, TERMS ARE CASH, NET THIRTY (30) DAYS, from date of invoice. Amounts past due are subject to a service charge of 1.5% per month (or fraction thereof), or maximum contract rate as permitted by law, and any payments will be applied first to service charges due. If Company deems that, by any reason of the financial condition of the Buyer or otherwise, the continuance of production or shipment on the terms specified herein are not justified, Company may require full or partial payment in advance. The terms provided herein supersede any customer or trade practice regarding service charges, time of payment or any other term of payment.

5. DELIVERY. Delivery dates indicated in the contract documents are approximate and are based on prompt receipt of all necessary information regarding the equipment covered by the contract. Company will use reasonable efforts to meet the indicated delivery dates, but cannot be held responsible for its failure to do so. Company shall not be liable for delays in delivery or in performance or failure to manufacture or deliver, due to: causes beyond its reasonable control; acts of God, acts of Buyer, acts of civil or military authority, priorities, fires, strikes or other labor disturbances, floods, epidemics, war, riot, or delays in transportation; or inability on account of causes beyond its reasonable control to obtain the necessary labor, materials, components or manufacturing facilities. In the event of any such delay, the date of delivery or of performance shall be extended for a period equal to the time lost by reason of the delay. In the event of any delay caused by Buyer, Company will store and handle all items ordered at Buyer's risk and will invoice Buyer for the unpaid portion of the contract price, plus storage, insurance and handling charges, on or after the date on which the equipment is ready for delivery, payable in full within thirty (30) days from invoice date.

6. DELIVERY AND HANDLING CHARGES. Unless otherwise specified, shipments are F.O.B. factory. Delivery and handling charges will be prepaid and billed as a separate item on the equipment invoice on the basis of Company's current freight policies. Buyer may also specify and use a designated freight carrier. In the absence of such specification, goods will be shipped by the method and via the carrier chosen by Company.

7. SHIPPING AND PACKING. All material shall be carefully packed for shipment and Company will not be responsible for loss, delay or breakage after having received "in good order" receipts from the carrier. All claims for breakage, loss, delay and damage should be made to the carrier. Shipping weights and dimensions given in Company's materials are as close to actual as predictable, but are not guaranteed. No claims will be allowed because of any discrepancy between actual weight or dimensions shipped and listed data.

8. SUBSTITUTIONS. Unless specifically restricted on a purchase order, Company reserves the right to substitute the latest superseding design and manufactured equivalent product where the interchangeability of the product is based on form, fit, and function, in place of the product offered.

9. CHANGES. Buyer may, with the express written consent of Company, make changes in the specifications for equipment or work covered by the contract. In such event, the contract price and delivery dates shall be equally adjusted. The Company shall be entitled to payment for reasonable profit plus costs and expenses incurred by it for work and materials rendered unnecessary as a result of such changes, and for work and materials required to effect such changes.

10. NONCONFORMITY. All equipment sold by Company is to be inspected before shipment, and should any of such equipment prove defective due to faults in manufacture, or fail to meet the written specifications accepted by Company, Buyer shall not return the goods, but shall notify Company Immediately, stating full particulars in support of it's claim, and Company will either replace the goods upon return of the defective or unsatisfactory material or shall adjust the matter fairly and promptly, but under no circumstances shall Seller be liable for consequential or other damages, losses or expenses in connection with or by reason of he use of or inability to use materials purchased for any purpose.

11. CANCELLATION. Undelivered parts of any order may be canceled by the Buyer only with the written approval of Company. If Buyer makes an assignment for the benefit of creditors, or in the event that the Company for any reason feels insecure about Buyer's willingness or ability to perform, then Company shall have the right to cancel this sales transaction. In the event of any cancellation of this order by Buyer, Buyer shall pay to Company the reasonable costs and expenses (including engineering expenses and commitments to suppliers and subcontractors) incurred by Company prior to receipt of notice of such cancellation, plus Company's usual rate of profit for similar work. In the event Company agrees to accept equipment for restocking, a minimum charge of twenty-five percent (25%), based on the sales price to Buyer of said equipment, will apply.

12. SECURITY INTEREST. Buyer agrees to pay for the equipment according to the Company's payment terms and does hereby grant the Company a purchase money security interest in the equipment until such time as it is fully paid. Buyer hereby appoints Company as its Attorney-in-Fact and authorizes Company, at Buyer's expense, to take such action as may be necessary to perfect and protect Company's security interest, including the filing and/or recording of Uniform Commercial Code Financial Statements, and grants Company the right to execute Buyers name thereto. In the event of a default by Buyer, Company shall be entitled to any of the rights and remedies provided by law. Buyer hereby authorizes Company, at Buyer's expense, to file or record any statement, memorandum or other instrument showing the interest of Company in the equipment, including Uniform Commercial Code Financing Statement, and grant the Company the right to execute Buyer's name thereto. Buyer agrees to pay or reimburse Company for any searches, filings, recording or stamp fees or taxes arising from the filing or recording of any such instrument or statement. Buyer shall at its expense protect and defendant Company's title against all persons claiming against or through Buyer, at all times keeping the equipment free from any legal process or encumbrance whatsoever, including, but not limited to liens, attachments, levies and executions, and shall give Company immediate written notice thereof and shall indemnify Company from any loss caused thereby.

13. DEFAULT. Upon default and placing of this instrument with an attorney for collection or repossession of the equipment, Buyer agrees to reimburse Company for its reasonable attorney's fees and court costs incurred in connection therewith.

14. BUYER ACCEPTANCE. Any apparatus delivered hereunder shall be deemed to be fully accepted by Buyer unless Company receives written notice of rejection of any such apparatus within ten (10) days after the date of delivery to Buyer.

15. WARRANTIES. COMPANY MAKES NO REPRESENTATION, GUARANTY OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO QUALITY, MERCHANTABILITY, AND/OR FITNESS FOR A PARTICULAR PURPOSE, THAT EXTEND BEYOND THE DESCRIPTION OF EQUIPMENT, UNLESS REDUCED TO WRITING AND MADE A PART OF THIS CONTRACT. IN ADDITION, ALL EQUIPMENT SHALL BE WARRANTEED SOLELY BY THE MANUFACTURER OF SAID EQUIPMENT PURSUANT TO THE TERMS OF THAT MANUFACTURER'S SUPPLIED WARRANTY.

16. DISCLAIMER OF DAMAGES AND LIMITATION OF LIABILITY. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY TYPE OF SPECIAL, CONSEQUENTIAL, INCEDENTAL, OR PENAL DAMAGES, WHETHER SUCH DAMAGES ARISE OUT OF OR ARE A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, EXCEPT DAMAGES ARISING OUT OF OR RESULTING FROM COMPANY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

Such damages shall include but not be limited to loss of profits or revenues, loss of use of the equipment or associated equipment, cost of substitute equipment, facilities, down-time costs, increased construction costs or claims of Buyer's customers or contractors for such damages. Buyer agrees that in the event of a transfer, assignment or lease of the equipment sold hereunder, Buyer shall secure for Company the protection afforded to it in the paragraph set forth immediately below.

Company shall not be liable for any loss, claim, expense or damage caused by, contributed to, or arising out of the acts or omissions of Buyer or third parties(including carriers), whether for negligence or otherwise. In no event shall Company's liability for any cause of action whatsoever exceed the cost of the item giving rise to the claim, whether based in contract, warranty, indemnity or tort (including negligence). Buyer agrees to defend and hold Company harmless from any claim or suit arising hereunder.

17. REGULATORY LAWS AND/OR STANDARDS. Company takes reasonable steps to keep its products in conformity with various nationally recognized standards and such regulations which may affect its products, however, Company recognizes that its products are utilized in many regulated applications and that from time to time standards and regulations are in conflict with each other. Company makes no promise or representation that its product will conform to any federal, state or local laws, ordinances, regulations, codes or standards, except as particularly specified and agreed upon for compliance in writing as a part of the contract between Buyer and Company. Company prices do not include the cost of any related inspections or permits or inspection fees.

18. NO RESPONSIBILITY FOR GRATUTIOUS INFORMATION OR ASSISTANCE. If Company provides Buyer with assistance or advice which concerns any parts, products, or services supplied hereunder or any system of equipment in which any such part, product or service may be installed and which advice is not required pursuant hereto, the furnishing of such assistance or advice shall not subject Company to any liability whether based in contract, warranty, tort (including negligence) or otherwise.

19. NONASSIGNMENT. This order may not be assigned by Buyer, in whole or in part, without Company's prior written consent.

20. ENTIRE AGREEMENT AND AMMENDMENT. This Quotation constitutes the entire agreement between Company and Buyer with respect to the transactions hereunder and no representation, promise, or condition not set forth herein has been relied upon by Buyer or shall be binding upon either party hereto.

21. DATA GOVERNANCE Company may disclose information and data that you provide to our subsidiaries and affiliates, and to Caterpillar, Inc., contractors, service providers, and other third parties we use to support our business; for any other purpose disclosed by us when you provide information; or with your consent. We may also disclose information and data that you provide to comply with any court order, law or legal or regulatory process; to enforce or apply our terms of use and other agreements, including for billing and collection purposes; and if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Company, our customers, or others. If equipment supplied is equipped with a digital offering from Caterpillar Inc. that is enabled, data concerning this equipment, its condition, and its operation (including product location) may be transmitted directly to Caterpillar for use by Caterpillar, its affiliates, and each of their respective licensors, services providers, suppliers, subcontractors and distributors (including Company), to provide services to you that may include remote operation, maintenance, and updates of this machine, and as described in Caterpillar's Telematics Data Privacy Statement, (available at https://www.cat.com/en_MX/support/operations/fleet-management-solutions/product-link/caterpillar-telematicsdataprivacystatement.html) and Data Governance Statement (available at https://www.cat.com/data_governance_statement). You hereby consent to use of any such data in accordance with the Telematics Data Privacy Statement and Data Governance Standard (as applicable) and grant all rights and licenses necessary for such use and for operation of the digital offering. If you wish to revoke this consent, you must do so in accordance with the Telematics Data Privacy Statement and Data Governance Standard and also notify Yancey Bros. Co. by contacting Drew Eckford: Drew_Eckford@yanceybros.com. CATERPILLAR'S DIGITAL OFFERINGS ARE NOT PROVIDED BY YANCEY BROS. CO. AND YANCEY BROS. CO. SHALL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES ARISING OUT OF OR IN CONNECTION WITH SUCH DIGITAL OFFERINGS.

3-14-22

Quotation # 26MP0326-01

Yancey Power Systems
259 Lee Industrial Blvd.
Austell, GA 30168-7406
770.941.2424 tel
770.941.2411 fax
877.278.6235 toll free
www.YanceyPower.com

Project: Marlow Water Well

Date Issued: August 14th, 2026

Expiration: September 14th, 2026

1000 kW Diesel Generator Set

One (1) New CATERPILLAR Model C18 Diesel Engine Driven Generator Set, rated 1000kW standby, 1250kVA at 0.8 PF, 480/277 Volts, 3 phase, 4 wire, 60 Hertz at 1800 RPM, equipped as follow **for outdoor application:**

Emissions

- **This engine meets US EPA Emergency Standby.**

Cooling System

- **Radiator for 120 degree F ambient**, unit mounted.
- **Jacket water heater**, one **2700 watt** heater with thermostatic controls, **208 - 240 VAC** single phase input. Jacket water heater isolation valves included.

Starting System

- **Electric Starting Motor,** 24VDC.
- **Battery set**, CAT High Output 24 volt DC lead acid type, with rack and cables.
- **Automatic Dual Rate Battery Charger**, 10 amps, Installed in genset enclosure, 120 VAC input required. Includes DC voltmeter, DC ammeter, AC fuse, DC fuse, automatic float/equalize control, and low voltage alarm.
- Battery straps and heaters provided.

Instrumentation & Controls

- **Electronic governor**, with solid state speed control board, +/- 0.25% regulation.
- **GCCP 1.2 Controller**
  - Control Panel GCCP 1.2 is an auto Start Control Module suitable for a wide variety of diesel genset applications. Monitoring an extensive number of engine parameters, the modules will display warnings, shutdown and engine status information on the backlit LCD screen, illuminated LEDs and remote PC.
  - **Emergency Stop Station, shipped loose**
  - **Remote Annunciator Panel, shipped loose**

Generator (Alternator)

- **CATERPILLAR AC power single bearing generator standby rated at 105 degree C rise**, 3 phase, 4 wire, direct connected with:
  - **3 phase voltage regulator +/- .25% regulation** from 0% load to 100% load.
  - **Circuit Breaker, Unit Mounted, 100% rated**, 1600A

Genset Enclosure –Sound Attenuated

- Steel construction with two (2) single access doors per side
- Painted standard finish, color is customer choice**.**
- U-Shaped Stairs and Platforms provided.

Exhaust System

- **Critical grade silencer** with flexible exhaust connector and vertical discharge.

Fuel System, 42 hour

- **3000 USABLE Gallons, double wall, UL142 listed, Subbase Fuel Tank** with low fuel level switch and alarm, rupture basin leak detection alarm, **Audio/Visual Alarm**.

Automatic Transfer Switch

- **One (1) ATS, rated 1600 amps, Automatic Open Transition ByPass Switch, 3 poles,** 3 phase, 4 wire, 60 HZ. Switch includes in-phase monitor and engine exerciser. **NEMA 3R enclosure**.

Quotation # 26MP0326-01

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www.YanceyPower.com

Project: Marlow Water Well

Date Issued: August 14th, 2026

Expiration: September 14th, 2026

Docking Station

- **One (1) 1600Amp Single Breaker Dual Purpose with Kirk Key**

Other Services Provided by Yancey Power Systems Included for this project:

- **Project Management**
- **Delivery to job site** (offloading & installation by others)
- **Start-up and testing services** including **Four (4)** hour load bank test at time of start up.
- **Operation and Maintenance Manuals: Electronic Copy.**
- **Free 1st Year Customer Value Agreement (CVA):** refer to submittal documents for full details
- **Warranty, CAT Generator: Five (5) years from the start-up date. Manufacturers (1) year warranty provided for Docking Station.**

Miscellaneous:
F.O.B. freight included from origin to first destination.

NET PRICE: ..... $ 450,460.00

(*) Quoted pricing is based on current costs of equipment above. Due to current market volatility with respect to these costs, until further notice, Yancey Power reserves the right to adjust quoted pricing to account for any increases in equipment costs as of the date Yancey Power is actually billed for such equipment by the applicable vendor (including after equipment release for production), in which case Yancey Power will provide Customer an updated Quotation reflecting the adjusted pricing. Customer acknowledges and agrees that to the extent Yancey Power seeks any price adjustment as outlined herein, Yancey Power has no obligation to fulfill this order unless it receives from Customer a revised Purchase Order or a Change Order authorizing the adjusted pricing in Yancey Power's updated Quotation. Upon request, Yancey Power will provide Customer sufficient documentation to support any such price adjustment pursued by Yancey Power (*e.g.*, price adjustments due to increase in costs of Gensets, switchgear, and other equipment may be evidenced by equipment price increase letter from applicable equipment manufacturer; price adjustments due to increases in costs of materials and components may be evidenced by increases in the applicable U.S. Bureau of Labor Statistics Producer Price Index(s)). Please note that Yancey Power will work hard to minimize any such price adjustments.

Quotation # 26MP0326-01

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Project: Marlow Water Well

Date Issued: August 14th, 2026

Expiration: September 14th, 2026

CLARIFICATIONS

This quotation is based on standard CATERPILLAR equipment only in accordance with equipment requirements per Coleman Company One Line Diagram sheet number E4 02/30/26 **with the following clarifications and exceptions:**

1. **Fuel tank meets UL142/NFPA requirements and includes Georgia compliance-local code requirements may require additional cost (were not specified).**
2. **All signage is by others.**
3. **No exhaust piping beyond the package is included or engineered.**
4. **All fuel (testing and initial fill) is by others.**
5. **All field testing is performed by factory certified generator set techs, no NETA or 3rd party testing is included.**
6. **Factory tests to be performed at 0.8PF as required by NFPA.**
7. **Other Specification sections are by others.**
8. **No formal specifications provided; quote reflects drawings only.**

Scheduling:

Submittals: 2-3 week from receipt of order.
Automatic Transfer Switch: 30-32 weeks from submittal approval.
Docking Station: 16-18 weeks from submittal approval.
Generator Set: Currently: 40-44 weeks. To be confirmed at time of order.

(*) Quoted lead times are based on vendors' current lead times for required equipment. Due to current market volatility with respect to shortages of goods, until further notice, quoted lead times and schedules are estimates only and are subject to adjustment by Yancey Power to account for delays from vendors (including after equipment release for production). Please note that Yancey Power will work hard to minimize any such changes in quoted lead times

Price DOES NOT include the following:

State and local sales tax
Installation of the equipment (including shipped loose accessories)
Wiring terminations (power conductors)
Offloading of equipment at the jobsite
Fuel for startup and testing

Start-Up, Testing, & Training to be performed during normal business hours unless specifically indicated otherwise. Telephone and verbal orders are to be confirmed in writing. We reserve the right to correct stenographic or clerical errors. Yancey Power Systems is not responsible for occurrences beyond our control. This quotation is made subject to Yancey Power Systems Standard Terms and Conditions.

Thank you for your request and for your consideration of this quotation.

ACCEPTANCE: BY YANCEY POWER SYSTEMS

_____ DATE _____ _____ DATE _____

Quotation # 26MP0326-01

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Project: Marlow Water Well

Date Issued: August 14th, 2026

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Standard Terms and Conditions – V3

1. CONTRACT. Unless otherwise stated, all sales transactions are expressly subject to these terms and conditions. Credit sales likewise are subject to credit approval. No understanding, promise or representation, and no wavier, alteration or modification of any of the provisions hereof shall be binding upon Yancey Bros. Co. (dba Yancey Power Systems – the "Company") unless assented to expressly in writing by an authorized representative of Company. Buyer shall not rely on any statement or representation of any party (including, without limitation, any Company sales representative) that alters, adds to or differs from these terms and conditions, and no such statement or representation shall be recognized by or be binding upon Company. Any and all provisions of Buyer's Purchase Order or other documents that add to or differ from these Terms and Conditions are EXPRESSLY rejected. No wavier of these Terms and Conditions or acceptance of others shall be construed from any failure of Company to raise objection.

2. QUOTATIONS AND PUBLISHED PRICES. Quotations automatically expire thirty (30) calendar days from the date issued unless otherwise stated in the Quotation and are subject to withdrawal by notice within that period. Company reserves the right unilaterally to extend such Quotation up to six (6) months from the date of issuance. Company's price for equipment, unless otherwise specified, does not include an allowance for installation and/or final on-site adjustment. Prices shall be subject to adjustment to those in effect at time of shipment.

3. TAXES. Company's prices do not include any applicable sale, use, excise or similar taxes; and the amount of any such tax which Company may be required to pay or collect will be added to each invoice unless Buyer has furnished Company with a valid tax exemption certificate acceptable to the taxing authorities. Where a buyer fails to furnish the required documentation, the previously unpaid sales, use, excise, or similar tax will be billed to the Buyer. If upon subsequent sales, use, excise or similar tax audit, an exemption certificate provided to Company by Buyer is, through no fault of Company, determined to be invalid, Company will attempt to acquire a valid exemption certificate, notarized affidavit of exempt use, or other necessary documentation from Buyer. If Buyer fails timely to furnish a valid exemption certificate, notarized affidavit, or other necessary documentation, the previously unpaid sales, use, excise or similar tax will be billed to Buyer.

4. TERMS. Except as otherwise provided herein, TERMS ARE CASH, NET THIRTY (30) DAYS, from date of invoice. Amounts past due are subject to a service charge of 1.5% per month (or fraction thereof), or maximum contract rate as permitted by law, and any payments will be applied first to service charges due. If Company deems that, by any reason of the financial condition of the Buyer or otherwise, the continuance of production or shipment on the terms specified herein are not justified, Company may require full or partial payment in advance. The terms provided herein supersede any customer or trade practice regarding service charges, time of payment or any other term of payment.

5. DELIVERY. Delivery dates indicated in the contract documents are approximate and are based on prompt receipt of all necessary information regarding the equipment covered by the contract. Company will use reasonable efforts to meet the indicated delivery dates, but cannot be held responsible for its failure to do so. Company shall not be liable for delays in delivery or in performance or failure to manufacture or deliver, due to: causes beyond its reasonable control; acts of God, acts of Buyer, acts of civil or military authority, priorities, fires, strikes or other labor disturbances, floods, epidemics, war, riot, or delays in transportation; or inability on account of causes beyond its reasonable control to obtain the necessary labor, materials, components or manufacturing facilities. In the event of any such delay, the date of delivery or of performance shall be extended for a period equal to the time lost by reason of the delay. In the event of any delay caused by Buyer, Company will store and handle all items ordered at Buyer's risk and will invoice Buyer for the unpaid portion of the contract price, plus storage, insurance and handling charges, on or after the date on which the equipment is ready for delivery, payable in full within thirty (30) days from invoice date.

6. DELIVERY AND HANDLING CHARGES. Unless otherwise specified, shipments are F.O.B. factory. Delivery and handling charges will be prepaid and billed as a separate item on the equipment invoice on the basis of Company's current freight policies. Buyer may also specify and use a designated freight carrier. In the absence of such specification, goods will be shipped by the method and via the carrier chosen by Company.

7. SHIPPING AND PACKING. All material shall be carefully packed for shipment and Company will not be responsible for loss, delay or breakage after having received "in good order" receipts from the carrier. All claims for breakage, loss, delay and damage should be made to the carrier. Shipping weights and dimensions given in Company's materials are as close to actual as predictable, but are not guaranteed. No claims will be allowed because of any discrepancy between actual weight or dimensions shipped and listed data.

8. SUBSTITUTIONS. Unless specifically restricted on a purchase order, Company reserves the right to substitute the latest superseding design and manufactured equivalent product where the interchangeability of the product is based on form, fit, and function, in place of the product offered.

9. CHANGES. Buyer may, with the express written consent of Company, make changes in the specifications for equipment or work covered by the contract. In such event, the contract price and delivery dates shall be equally adjusted. The Company shall be entitled to payment for reasonable profit plus costs and expenses incurred by it for work and materials rendered unnecessary as a result of such changes, and for work and materials required to effect such changes.

10. NONCONFORMITY. All equipment sold by Company is to be inspected before shipment, and should any of such equipment prove defective due to faults in manufacture, or fail to meet the written specifications accepted by Company, Buyer shall not return the goods, but shall notify Company Immediately, stating full particulars in support of it's claim, and Company will either replace the goods upon return of the defective or unsatisfactory material or shall adjust the matter fairly and promptly, but under no circumstances shall Seller be liable for consequential or other damages, losses or expenses in connection with or by reason of he use of or inability to use materials purchased for any purpose.

11. CANCELLATION. Undelivered parts of any order may be canceled by the Buyer only with the written approval of Company. If Buyer makes an assignment for the benefit of creditors, or in the event that the Company for any reason feels insecure about Buyer's willingness or ability to perform, then Company shall have the right to cancel this sales transaction. In the event of any cancellation of this order by Buyer, Buyer shall pay to Company the reasonable costs and expenses (including engineering expenses and commitments to suppliers and subcontractors) incurred by Company prior to receipt of notice of such cancellation, plus Company's usual rate of profit for similar work. In the event Company agrees to accept equipment for restocking, a minimum charge of twenty-five percent (25%), based on the sales price to Buyer of said equipment, will apply.

12. SECURITY INTEREST. Buyer agrees to pay for the equipment according to the Company's payment terms and does hereby grant the Company a purchase money security interest in the equipment until such time as it is fully paid. Buyer hereby appoints Company as its Attorney-in-Fact and authorizes Company, at Buyer's expense, to take such action as may be necessary to perfect and protect Company's security interest, including the filing and/or recording of Uniform Commercial Code Financial Statements, and grants Company the right to execute Buyers name thereto. In the event of a default by Buyer, Company shall be entitled to any of the rights and remedies provided by law. Buyer hereby authorizes Company, at Buyer's expense, to file or record any statement, memorandum or other instrument showing the interest of Company in the equipment, including Uniform Commercial Code Financing Statement, and grant the Company the right to execute Buyer's name thereto. Buyer agrees to pay or reimburse Company for any searches, filings, recording or stamp fees or taxes arising from the filing or recording of any such instrument or statement. Buyer shall at its expense protect and defendant Company's title against all persons claiming against or through Buyer, at all times keeping the equipment free from any legal process or encumbrance whatsoever, including, but not limited to liens, attachments, levies and executions, and shall give Company immediate written notice thereof and shall indemnify Company from any loss caused thereby.

13. DEFAULT. Upon default and placing of this instrument with an attorney for collection or repossession of the equipment, Buyer agrees to reimburse Company for its reasonable attorney's fees and court costs incurred in connection therewith.

14. BUYER ACCEPTANCE. Any apparatus delivered hereunder shall be deemed to be fully accepted by Buyer unless Company receives written notice of rejection of any such apparatus within ten (10) days after the date of delivery to Buyer.

15. WARRANTIES. COMPANY MAKES NO REPRESENTATION, GUARANTY OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO QUALITY, MERCHANTABILITY, AND/OR FITNESS FOR A PARTICULAR PURPOSE, THAT EXTEND BEYOND THE DESCRIPTION OF EQUIPMENT, UNLESS REDUCED TO WRITING AND MADE A PART OF THIS CONTRACT. IN ADDITION, ALL EQUIPMENT SHALL BE WARRANTEED SOLELY BY THE MANUFACTURER OF SAID EQUIPMENT PURSUANT TO THE TERMS OF THAT MANUFACTURER'S SUPPLIED WARRANTY.

16. DISCLAIMER OF DAMAGES AND LIMITATION OF LIABILITY. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY TYPE OF SPECIAL, CONSEQUENTIAL, INCEDENTAL, OR PENAL DAMAGES, WHETHER SUCH DAMAGES ARISE OUT OF OR ARE A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, EXCEPT DAMAGES ARISING OUT OF OR RESULTING FROM COMPANY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

Such damages shall include but not be limited to loss of profits or revenues, loss of use of the equipment or associated equipment, cost of substitute equipment, facilities, down-time costs, increased construction costs or claims of Buyer's customers or contractors for such damages. Buyer agrees that in the event of a transfer, assignment or lease of the equipment sold hereunder, Buyer shall secure for Company the protection afforded to it in the paragraph set forth immediately below.

Company shall not be liable for any loss, claim, expense or damage caused by, contributed to, or arising out of the acts or omissions of Buyer or third parties(including carriers), whether for negligence or otherwise. In no event shall Company's liability for any cause of action whatsoever exceed the cost of the item giving rise to the claim, whether based in contract, warranty, indemnity or tort (including negligence). Buyer agrees to defend and hold Company harmless from any claim or suit arising hereunder.

17. REGULATORY LAWS AND/OR STANDARDS. Company takes reasonable steps to keep its products in conformity with various nationally recognized standards and such regulations which may affect its products, however, Company recognizes that its products are utilized in many regulated applications and that from time to time standards and regulations are in conflict with each other. Company makes no promise or representation that its product will conform to any federal, state or local laws, ordinances, regulations, codes or standards, except as particularly specified and agreed upon for compliance in writing as a part of the contract between Buyer and Company. Company prices do not include the cost of any related inspections or permits or inspection fees.

18. NO RESPONSIBILITY FOR GRATUTIOUS INFORMATION OR ASSISTANCE. If Company provides Buyer with assistance or advice which concerns any parts, products, or services supplied hereunder or any system of equipment in which any such part, product or service may be installed and which advice is not required pursuant hereto, the furnishing of such assistance or advice shall not subject Company to any liability whether based in contract, warranty, tort (including negligence) or otherwise.

19. NONASSIGNMENT. This order may not be assigned by Buyer, in whole or in part, without Company's prior written consent.

20. ENTIRE AGREEMENT AND AMMENDMENT. This Quotation constitutes the entire agreement between Company and Buyer with respect to the transactions hereunder and no representation, promise, or condition not set forth herein has been relied upon by Buyer or shall be binding upon either party hereto.

21. DATA GOVERNANCE Company may disclose information and data that you provide to our subsidiaries and affiliates, and to Caterpillar, Inc., contractors, service providers, and other third parties we use to support our business; for any other purpose disclosed by us when you provide information; or with your consent. We may also disclose information and data that you provide to comply with any court order, law or legal or regulatory process; to enforce or apply our terms of use and other agreements, including for billing and collection purposes; and if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Company, our customers, or others. If equipment supplied is equipped with a digital offering from Caterpillar Inc. that is enabled, data concerning this equipment, its condition, and its operation (including product location) may be transmitted directly to Caterpillar for use by Caterpillar, its affiliates, and each of their respective licensors, services providers, suppliers, subcontractors and distributors (including Company), to provide services to you that may include remote operation, maintenance, and updates of this machine, and as described in Caterpillar's Telematics Data Privacy Statement, (available at https://www.cat.com/en_MX/support/operations/fleet-management-solutions/product-link/caterpillar-telematicsdataprivacystatement.html) and Data Governance Statement (available at https://www.cat.com/data_governance_statement). You hereby consent to use of any such data in accordance with the Telematics Data Privacy Statement and Data Governance Standard (as applicable) and grant all rights and licenses necessary for such use and for operation of the digital offering. If you wish to revoke this consent, you must do so in accordance with the Telematics Data Privacy Statement and Data Governance Standard and also notify Yancey Bros. Co. by contacting Drew Eckford: Drew_Eckford@yanceybros.com. CATERPILLAR'S DIGITAL OFFERINGS ARE NOT PROVIDED BY YANCEY BROS. CO. AND YANCEY BROS. CO. SHALL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES ARISING OUT OF OR IN CONNECTION WITH SUCH DIGITAL OFFERINGS.

3-14-22

Bennett Paving Inc

1108 Argent Blvd
Ridgeland, SC 29936

Prepared For:
Reeves Young, LLC
45 Peachtree Industrial Blvd 200
Sugar Hill, GA 30518

Attention:
Manager

Project Address:
Marlow Water & Sewer
729 Sand Hill Road
Guyton, GA 31312

HEAVY DUTY ASPHALT PAVING Price: $47,977.71

Approx. **1,176** SY, **2.00**" binder course + **2.00**" surface course asphalt.

- Multiple lifts and or various mixes may be required.
- The new asphalt will be installed at the above depth using a self-propelled paving machine and will be compacted to achieve a smooth and uniform surface.
- A Department of Transportation approved asphalt mix will be installed.
- Purchaser is responsible to ensure all vehicles are removed (towing if required) from the affected areas no later than 7:00 a.m.
- Layout, saw cutting, pavement removal, all testing, wheel stops, signage, striping and maintenance of Traffic by others.
- Bennett Paving Inc. is not responsible for subbase or stone condition when installed by others.
- Bennett Paving Inc. cannot accept underlying responsibility for trench settling

PREPARED BY: Eli PROPOSAL TOTAL: $47,977.71

Bennett Paving Inc proposes to furnish material and labor to perform the work outlined herein for the sum of **$47,977.71**

Client Signature: _____ Today's date: _____

• These Terms and Conditions are by and between Bennett Paving Inc (hereinafter the “Contractor”), and the front-side “Purchaser”, (hereinafter the “Purchaser”).
• All stone, asphalt, and concrete depths indicated are to be interpreted as average depths prior to compaction. Actual Asphalt Repair depth regardless of depth specified on the front will only go to the stone base or specified depth whichever is less.• Drainage is not guaranteed on areas having less than 2% grade.
• If the contract is canceled by Purchaser prior to commencement of work, Purchaser will pay Contractor twenty percent (20%) of the total contract price.
• Unit prices, if specified, shall apply to all extra work performed beyond the original scope, if such work can be performed at the same time Contractor is working at the site on original items of work. The contractor reserves the right to renegotiate the terms and conditions, including price if it must move any equipment back to the site to perform additional work. The contractor will be under no obligation to perform any extra work.
• All proposals are based on the existence of a workable sub-base layer of at least four (4) inches. It shall not be the Contractors responsibility to check the sub-base unless it is specified and paid for in the contract. The contractor shall not be responsible for consequences of sub-base deficiency or failures, including but not limited to damages or inability to perform work due to poor compaction, underground springs, buried materials, grade failures, etc.
• Each phase of work will be billed upon completion of that phase. Purchaser agrees to pay all invoices within 15 days of the invoice date. All amounts unpaid by the due date shall bear interest at the rate of 1.5% per month until paid. If full payment (including aforementioned late charges) has not been received by Contractor within 45 days of substantial completion, all of Purchasers warranty rights hereunder will be forfeited and automatically become void and Contractor shall be excused from further performance of work under this proposal, or any other contract with Purchaser and all amounts then due and owing, including retainage, shall become immediately payable
• The pricing contained herein is based on all work being completed within 30 days of the date of this proposal unless otherwise agreed in writing. The terms for doing any work after this date may, at Contractor's option, be renegotiated between Contractor and Purchaser. To the extent Contractor has performed any work within 30 days of the date of this proposal, Contractor shall be compensated for all such work under the terms and conditions and including price as set forth in this proposal, including retainage, together with any costs incurred as a result of Purchaser’s delay in completion of the work. Purchaser agrees to compensate Contractor for ALL reasonable costs (and associated overhead and profit) for delays incurred completing the work.
• Purchaser shall not prematurely subject the work to any type of traffic; loads in excess of the design capacity before proper cure, or in a manner which may damage the work. The contractor is not responsible for graffiti, tire tracks, animal or human footprints, etc., on finished concrete/asphalt.
• Although the contractor will endeavor to cooperate fully with the progress of the work, it reserves the right to delay the start of work until the entire area of the job is ready to be poured, paved, or sealed. Unless otherwise noted, the total price is based on one move-in and complete access to work areas at the time of move-in. Purchaser agrees to pay Contractor $2,500.00 for each additional move-in. The removal of vehicles from the work site is the sole responsibility of the Purchaser. Damage to vehicles left on the worksite is the responsibility of the Purchaser. The contractor is not responsible for crackfill that adheres to tires. The contractor is not responsible for overspray on vehicles, curb and gutter, and all structures within 50 feet of the edge of the parking lot and or area being sealed or treated.
• Contractor shall not be bound to any construction schedules unless agreed to in writing by Contractor. If no schedule is established, the Contractor will undertake the work in the course of its normal operating schedule.
• Purchaser to ensure all existing surfaces shall be in a condition suitable to receive any work to be performed by Contractor. Purchaser shall provide potable water and electrical source at no expense to Contractor. The contractor is not responsible for tire marks on asphalt and or concrete. The contractor is not responsible for damage to landscaping and sidewalks due to required access by trucks and or equipment. The contractor is not responsible for damage to existing asphalt pavement due to weak, unstable, non-compacted, or wet sub-base materials. The contractor is not responsible for damage to surrounding concrete due to the vibration of jackhammers and equipment.
• To the extent that the work is dependent upon the work of other contractors or subcontractors, the Contractor shall not assume responsibility for any defect, deficiency, or non-compliance in such other work.
• Purchaser is responsible for getting all “private” (non-public) utilities, including wells and septic system elements, underground sprinklers systems, electrical wiring, etc marked by an independent utility locator prior to the commencement of work. All specifications and the work estimate are conditioned on all private utilities not being disturbed or changed by modifications needed to accommodate private utilities not disclosed to the Contractor previously. Any damage caused to private lines during construction is the sole responsibility of the Purchaser unless previously marked by an independent utility locator. Purchaser is responsible for all damage to existing structures and facilities, including underground facilities, caused by equipment necessary to carry out the work.
• Contractor will not be responsible for the construction or material failures or delays in construction caused by any factor beyond its control, including, but not limited to, delays or failures caused by weather, acts of God, delays in transportation, acts of suppliers, and subcontractors, acts of the Purchaser, Owner or its separate contractors, fuel or raw material shortages, plant failures, or any other cause beyond its control.
• Unless stated in writing on this proposal, all engineering and testing, subgrade stabilization (undercut), excavation, utilities, adjustment of underground facilities, manholes, water valves, or underground structures, striping, landscaping, permits, bonds, government approvals, damage to existing asphalt and concrete and landscaping shall be Purchaser’s sole responsibility. Purchaser agrees to indemnify, protect, and hold Contractor harmless from any and all damages, expenses, and attorneys fees suffered or incurred on account of Purchaser’s breach of any obligation or covenant of this proposal.
• Unless stated in writing on this proposal, there shall be no warranties, express or implied, in connection with any material or service furnished under this proposal. All consequential damages are excluded.
• In the event that Contractor retains an attorney to recover any amount due under this agreement, the Purchaser agrees to pay all attorney fees, court costs, and costs of collection incurred by Contractor.
• Purchaser will, prior to Contractor leaving the job site, arrange for an authorized representative or agent of the Purchaser to inspect completed Contractor work in the company of a Contractor representative. Purchasers' failure to inspect the job site as above will signify acceptance of work performed by Contractor and agreement to pay the bill in full within fifteen (15) days.
• Due to a volatile market (labor, oil, inflation, sudden material cost increases), if prices escalate for any event or reason beyond Contractor's control, Bennett Paving, Inc. is entitled to an equitable adjustment in the contract sum.

BLACKJACK

PROJECTPROPOSAL

MARLOW WATER AND SEWER IMPROVEMENTS

8/25/2026

9562-1

REEVES + YOUNG

Office Info

info@blackjackpaving.com
(678) 364-9696

Salesperson

bailee@blackjackpaving.com
(470) 278-8433 Office

Office Address

PO Box 988 Fairburn, GA 30213

Job Address

Midland RoadMidland Rd
Guyton, GA, 31312

Client

Reeves Contracting Company, LLC (Reeves Young)
45 Peachtree Industrial Blvd
Sugar Hill, GA, 31312

Contact

Kirby Krivsky

PROPOSAL

FINE GRADE AND ROCK BASE

Install **1,560.00 SY** of GAB up to a depth of **6.00** inches

1. We will furnish all stone material to complete the job
2. We will also provide all equipment and trucking necessary
3. The sub-grade must be within 2 tenths of an inch balanced.
4. The above depth is proposed, but due to inconsistent grade (low areas within the sub-grade), additional tonnage may be required.
5. Any additional tonnage over 515 tons will be billed at up to $50.00 per ton. Communication will occur with purchaser prior to advancing.

Price: $53,500.00

ASPHALT INSTALLATION (NEW PAVE)

Install **1,560** Square yards.

1. From GAB on grade provide and install **2.00** " of binder.
2. Tack and Install **2.00**" of topping.
3. The new asphalt will be installed at the above depth using a self-propelled paving machine and will be compacted to achieve a smooth and uniform surface.
4. A Department of Transportation approved asphalt mix will be installed.
5. Purchaser is responsible to ensure all vehicles are removed (towing if required) from the affected areas no later than 7:00 a.m.
6. We recommend the freshly paved area be kept free of traffic for 12-18 hours to allow the new asphalt time to cure.
7. Excluded is responsibility for ponding water or poor drainage in areas where the grade is less than 2%

Price: $75,200.00

TOTAL PRICE OF THIS PROPOSAL AS PRESENTED: $128,700.00

PO Box 988 | Fairburn, GA 30213
blackjackpaving

AGREEMENT

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the material costs and published indexes as of the date of this Proposal. Purchaser acknowledges that if the above-listed items increase by the date all work under the contract is completed, the Unit Rates applicable to the categories of work to be performed under the Proposal shall be adjusted. The adjusted Unit Rates shall be committed and paid by the purchaser as though a written change order were approved and signed by both parties.

Blackjack Paving proposes to furnish material and labor to perform the work outlined herein for the sum of:

$128,700.00, One Hundred Twenty Eight Thousand Seven Hundred Dollars and Zero Cents
Payment is to be made as follows: • 100% upon completion

This proposal is valid for thirty (30) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.

This proposal contains confidential information belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this proposal is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone to arrange for the return of the original documents to us.

Sincerely,

Bailee Raker Sales Representative
bailee@blackjackpaving.com
Office: (470) 278-8433

Accepted: The above-proposed terms and conditions, including price and payment terms, are satisfactory and hereby accepted. **Blackjack Paving** is hereby authorized to proceed with the work specified.

Purchaser: _____ Title: _____

Printed Name: _____ Date: _____

TERMS & CONDITIONS

• These Terms and Conditions are by and between Blackjack Paving, a Pave America company, (hereinafter the “Contractor”), and the front-side “Purchaser”, (hereinafter the “Purchaser”).
• All stone, asphalt, and concrete depths indicated are to be interpreted as average depths prior to compaction. Actual Asphalt Repair depth regardless of depth specified on the front will only go to the stone base or specified depth whichever is less.• Drainage is not guaranteed on areas having less than 2% grade.
• Unit prices, if specified, shall apply to all extra work performed beyond the original scope, if such work can be performed at the same time Contractor is working at the site on original items of work. The contractor reserves the right to renegotiate the terms and conditions, including price if it must move any equipment back to the site to perform additional work. The contractor will be under no obligation to perform any extra work.
• All proposals are based on the existence of a workable sub-base layer of at least four (4) inches. It shall not be the Contractors responsibility to check the sub-base unless it is specified and paid for in the contract. The contractor shall not be responsible for consequences of sub-base deficiency or failures, including but not limited to damages or inability to perform work due to poor compaction, underground springs, buried materials, grade failures, etc.
• Each phase of work will be billed upon completion of that phase. Purchaser agrees to pay all invoices within 30 days of the invoice date. All amounts unpaid by the due date shall bear interest at the rate of 1.5% per month until paid. If full payment (including aforementioned late charges) has not been received by Contractor within 45 days of substantial completion, all of Purchasers warranty rights hereunder will be forfeited and automatically become void and Contractor shall be excused from further performance of work under this proposal, or any other contract with Purchaser and all amounts then due and owing, including retainage, shall become immediately payable
• Although the contractor will endeavor to cooperate fully with the progress of the work, it reserves the right to delay the start of work until the entire area of the job is ready to be poured, paved, or sealed. Unless otherwise noted, the total price is based on one move-in and complete access to work areas at the time of move-in. Purchaser agrees to pay Contractor $2,500.00 for each additional move-in. The removal of vehicles from the work site is the sole responsibility of the Purchaser. Damage to vehicles left on the worksite is the responsibility of the Purchaser. The contractor is not responsible for crackfill that adheres to tires. The contractor is not responsible for overspray on vehicles, curb and gutter, and all structures within 50 feet of the edge of the parking lot and or area being sealed or treated.
• Contractor shall not be bound to any construction schedules unless agreed to in writing by Contractor. If no schedule is established, the Contractor will undertake the work in the course of its normal operating schedule.
• Purchaser to ensure all existing surfaces shall be in a condition suitable to receive any work to be performed by Contractor. Purchaser shall provide potable water and electrical source at no expense to Contractor. The contractor is not responsible for tire marks on asphalt and or concrete. The contractor is not responsible for damage to landscaping and sidewalks due to required access by trucks and or equipment. The contractor is not responsible for damage to existing asphalt pavement due to weak, unstable, non-compacted, or wet sub-base materials. The contractor is not responsible for damage to surrounding concrete due to the vibration of jackhammers and equipment.
• To the extent that the work is dependent upon the work of other contractors or subcontractors, the Contractor shall not assume responsibility for any defect, deficiency, or non-compliance in such other work.
• Purchaser is responsible for getting all “private” (non-public) utilities, including wells and septic system elements, underground sprinklers systems, electrical wiring, etc marked by an independent utility locator prior to the commencement of work. All specifications and the work estimate are conditioned on all private utilities not being disturbed or changed by modifications needed to accommodate private utilities not disclosed to the Contractor previously. Any damage caused to private lines during construction is the sole responsibility of the Purchaser unless previously marked by an independent utility locator. Purchaser is responsible for all damage to existing structures and facilities, including underground facilities, caused by equipment necessary to carry out the work.
• Contractor will not be responsible for the construction or material failures or delays in construction caused by any factor beyond its control, including, but not limited to, delays or failures caused by weather, acts of God, delays in transportation, acts of suppliers, and subcontractors, acts of the Purchaser, Owner or its separate contractors, fuel or raw material shortages, plant failures, or any other cause beyond its control.
• Unless stated in writing on this proposal, all engineering and testing, subgrade stabilization (undercut), excavation, utilities, adjustment of underground facilities, manholes, water valves, or underground structures, striping, landscaping, permits, bonds, government approvals, damage to existing asphalt and concrete and landscaping shall be Purchaser’s sole responsibility. Purchaser agrees to indemnify, protect, and hold Contractor harmless from any and all damages, expenses, and attorneys fees suffered or incurred on account of Purchaser’s breach of any obligation or covenant of this proposal.
• Blackjack Paving offers a one (1) year guarantee on the material and workmanship. The guarantee is limited to the replacement of like and kind material with similar application.
• In the event that Contractor retains an attorney to recover any amount due under this agreement, the Purchaser agrees to pay all attorney fees, court costs, and costs of collection incurred by Contractor.
• Purchaser will, prior to Contractor leaving the job site, arrange for an authorized representative or agent of the Purchaser to inspect completed Contractor work in the company of a Contractor representative. Purchasers' failure to inspect the job site as above will signify acceptance of work performed by Contractor and agreement to pay the bill in full within fifteen (15) days.
• The proposal outlined excludes any traffic control supplied by Blackjack Paving, LLC. If traffic control is requested, the service will be billed at $2,800 per day during the hours of 9am – 5pm. If traffic control is required per the project scope, the service will be billed at $2,800 per day during the hours of 9am – 5pm.

PHILLIPS PAVING CO.

1330 Quacco Road
Pooler, GA 31322
(912) 925-4079

Proposal Submitted To:	Phone:	Date:
Reeves Young	(770) 271-1159	8/26/2026
Address:	**City, State, Zip:**	
45 Peachtree Industrial Blvd	Sugar Hill, GA 30518	
Attention:	**Contact:**	
Braden Bamburowski	bbamburowski@reevesyoung.com	
Project:		**BID NUMBER (2026-0660)**
Maelow Water and Sewer		

We hereby propose to furnish the materials and perform the labor necessary for the completion of the following work:

Description	Quantity	Unit	Price	Total
MOBILIZATION	1.00	LS	$ 3,500.00	$ 3,500.00
ASPHALT SECTION				
2" 12.5MM ASPHALT SURFACE	1,155	SY	$ 22.50	$ 25,987.50
2" 19 MM ASPHALT BINDER	1,155	SY	$ 21.00	$ 24,255.00
		BASE BID TOTAL		**$ 50,242.50**

NOTES & SPECIAL CONDITIONS

1	Prices are good as quoted for **15 calender days** from the above date.
2	All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted **(03/31/2026)** for the work quoted above, and completed in a substantial workmanlike manner.
3	It is mutually understood, the quantities in this proposals are only estimates and unless the line item(s) is bid as Lump Sum or LS, Phillips Paving Co. will be paid for actual quantites of work completed/performed based on the unit prices provided in this proposal.
4	Phillips Paving Co. reserves the right to revoke this proposal at any time if Phillips Paving Co. chooses to do so, without retaining any responsibility on the proposed work.
5	This proposal does not include night work, surveying, as-builts, testing, permits, shop drawings, badging, traffic control, flaggers, erosion control, tree trimming, tree protection, demolition, utilities, fine grading, base material, removal of unsuitable materials, import materials or bond.
6	The asphalt line items of this proposal are tied to the PG liquid index as of April 1, 2026. After this date any increase in the liquid index will be passed along to the customer. All asphalt is priced using private mix types unless "GDOT" is specified in the bid item description. All private asphalt mix will meet GDOT gradation, but will not satisfy GDOT mix specifications. Tack coat is included in asphalt line items but prime coat can be added for an additional fee.
7	This proposal is quoted for (1) mobilization(s). If additional mobilizations are needed Phillips Paving Company can provide them at $2,500.00/EA. If Phillips Paving Company is asked to mobilize into a site that is not ready for work to be performed, the customer will be charged a mobilization fee al[illegible]

	a fee for lost working hours.
8	All striping line items are priced for a single coat of paint only unless “THERMO” or "DOU specified in the description. All thermo line items include temporary striping on final surface within D.O.T. / Municipal right of ways. No warranty can be provided to thermo applied to concrete surfaces.
9	All concrete line items in this proposal do not include dye, colored concrete, decorative/stamped concrete, dowel baskets, dowel bars, rebar reinforcement or WWF. If any of these items are needed Phillips Paving Company can provide pricing upon request.
10	Phillips Paving Co. shall have no obligation to perform any increments in quantities, or portions of work that Phillips Paving Co. plans to perform in a single operation; nor shall Phillips Paving Co. have any obligation to perform work in a different sequence than planned.
11	Phillips Paving Co. cannot guarentee drainage on areas with less than 1% slope.
12	The obligation to pay for services rendered shall not be contingent upon the owner’s payment.
13	Asphalt pavement pricing is based on 110 LB per inch/SY. Hot mix asphalt tonnage required for paving operation in excess of estimated tonnage shall be billed as an additional line item at market price inclusive of haul.
14	All notes and special conditions included in this proposal are to be included in any subsequent

Acceptance of Proposal

Respectfully Submitted

Phillips Paving Company

Signature **Date**

Jon Bell

PINNACLE FENCE SYSTEMS

Proposal

August 27, 2026

Attention:	Braden Bamburowski	From:	Taylor Dove
Email:	Bbamurowski@reevesyoung.com	Phone:	(770) 362-4197
Phone:		Email:	taylor@pinnaclefencesystems.com
Project:	Marlow Sewer		
Address:	Effingham County, GA		

SCOPE OF WORK

PERIMETER FENCING AND GATES – LIFT STATION

392LF of 6’ Black Chain Link Fence with Barbed Wire and Black Slats with 1EA 20’ Double Swing Gate

- 2EA 6-5/8” x 11’ 40wt Black Gate Posts with Dome Caps, Set in Grade in Concrete Foundations
- 4EA 3” x 10’ 40wt Black Terminal Posts with Dome Caps, Set in Grade in Concrete Foundations
- 2-1/2” x 8’ 20wt Black Line Posts with Barb Arms, 10’ Spacing, Set in Grade in Concrete Foundations
- 392LF of 2” .055wt Black Top Rail and Corner / End Bracing
- 392LF of 6’ 8ga Black Chain Link with Black Slats
- 392LF of 6ga Black Coil Cable
- 1EA 20’ x 6’+1’ Black Double Swing Gate to Include:
  - Black Welded Frame Construction
  - 8ga Black Chain Link with Black Slats
  - Commercial Black Hinges, Drop Rod / Fork Latch

SUBTOTAL $22,240.00

PERIMETER FENCING AND GATES – WELL

792LF of 6’ Black Chain Link Fence with Barbed Wire and Black Slats with 1EA 20’ Double Swing Gate

- 2EA 6-5/8” x 11’ 40wt Black Gate Posts with Dome Caps, Set in Grade in Concrete Foundations
- 6EA 3” x 10’ 40wt Black Terminal Posts with Dome Caps, Set in Grade in Concrete Foundations
- 2-1/2” x 8’ 20wt Black Line Posts with Barb Arms, 10’ Spacing, Set in Grade in Concrete Foundations
- 792LF of 2” .055wt Black Top Rail and Corner / End Bracing
- 792LF of 6’ 8ga Black Chain Link with Black Slats
- 792LF of 6ga Black Coil Cable
- 1EA 20’ x 6’+1’ Black Double Swing Gate to Include:
  - Black Welded Frame Construction
  - 8ga Black Chain Link with Black Slats
  - Commercial Black Hinges, Drop Rod / Fork Latch

SUBTOTAL $40,025.00

*****continued on next page*****

Installation Notes:

- All labor, materials and equipment of the above work included, except where specifically called out.
- Work areas to be free and clear for installations.
- Standard public utility locates to be coordinated by Pinnacle Fence Systems where necessary.
- State sales tax included.
- Additional charges will apply if rock is incurred.
- All posts set in grade; no coring / jackhammering included unless specifically called out.
- Survey / layout by others.
- Bonds not included.
- Permits and permit fees not included.

Taylor Dove	8-27-2026		
Taylor Dove	Date	Accepted By	Date

Reeves & Young
Marlow Water & Sewer

DiCarlo fence to supply and install the following:
Well Fence
815ft of 8ft + 1ft all black chain-link fence with 3 strand barbed wire 3” end posts, 2-1/2” line posts, 1-5/8” top rail, bottom tension wire all black 2x9 black mesh with PVC bottom locking slats 75% visibility 1 – 20ft wide double gate mounted on 4” posts
All posts set in 8” x 36” concrete footing Total price = $81,680

Lift Fence
380ft of 8ft + 1ft all black chain-link fence with 3 strand barbed wire 3” end posts, 2-1/2” line posts, 1-5/8” top rail, bottom tension wire all black 2x9 black mesh with PVC bottom locking slats 75% visibility 1 – 20ft wide double gate mounted on 4” posts
All posts set in 8” x 36” concrete footing Total price = $37,658

*Not Included;
Sales tax
Bonding – electrical and performance
Electric operators for gates
Engineering
Layout (surveying)

2680 Highway 42 North McDonough, GA 30253
Phone: 770-603-9745
Fax: 770-603-9675

Proposal

The contractor will be responsible for payment of ANY and ALL additional costs incurred by C&C Fence Company due to contractor and/or site specific requirements, including, but not limited to, safety training, drug screening, security regulations, restrictive work day hours, down time due to site conditions and/or wasted trips to the job site. The amount of the additional charges will be determined by C&C Fence Company.

Proposal Submitted To:
REEVES YOUNG CONTRACTING
Address:

Payment Terms: Net 30, ½ Deposit or COD

Prepared by: SES **Date:** 08-19-2026
Job Name/Number: MARLOW WATER AND SEWER/140448
Job Location: Midland Road, Guyton, Georgia 31312
Contact Name:
Phone:

Work Order Stage	Proposal Notes	Price
BLACK VINYL CHAIN LINK FENCE	FURNISH AND INSTALL 1146 LF OF 8' HIGH (PER SPEC SECTION 02451-1) BLACK VINYL CHAIN LINK FENCE WITH THREE STRANDS OF BARBED WIRE AND VINYL PRIVACY SLATS. PRICE INCLUDES TWO- 20' WIDE DOUBLE SWING GATES. LIFT STATION: 373 LF WELL SITE: 773 LF	$130,784.00

Total	**$130,784.00**

Material Price Adjustment Clause:

Due to ongoing fluctuations in the cost of steel, aluminum, and other fencing materials, this

Acceptance of Proposal: **This proposal may be withdrawn if not accepted within 10 days.**

The above prices, specifications and conditions are satisfactory and are hereby accepted. I am a legal representative of the above project/property by ownership, contract, or attorney-in-fact, and thereby authorize the work to be performed as specified. Payment will be issued as outlined above.

Signature of **Date** **Signature of C&C Representative** **Date**

proposal is based on current supplier pricing. In the event of an increase equal to 5% or greater in material costs prior to procurement, the contract price shall be adjusted accordingly. Documentation of the price increase from suppliers will be provided upon request.

Please Read Terms & Conditions Carefully

Acceptance of Proposal: **This proposal may be withdrawn if not accepted within 10 days.**

The above prices, specifications and conditions are satisfactory and are hereby accepted. I am a legal representative of the above project/property by ownership, contract, or attorney-in-fact, and thereby authorize the work to be performed as specified. Payment will be issued as outlined above.

Signature of **Date** **Signature of C&C Representative** **Date**

Terms & Conditions

All material is guaranteed to be as specified. All work is to be completed in a workman like manner according to standard practices. Additional charges may occur if any alteration or deviation, including unusual ground conditions involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Unusual ground conditions may be rock formations, hidden foundations, tree roots, and other similar obstacles. If such obstacles stop completion of job only labor and materials used will be charged. All agreements are contingent upon strikes, accidents or delays beyond our control. Purchaser is solely responsible for the location of the fence in this proposal and will defend C&C Fence Co., Inc. and reimburse them for all costs in connection with any claims made by anyone about the location of the fence. Purchaser will notify C&C Fence Co., Inc. of any underground obstructions and is responsible for property plat sheet. Purchaser is responsible for all damages to unknown underground items such as cable TV, septic systems, sprinklers, propane gas lines, low voltage lines, etc. Purchaser is responsible for any special work described in proposal. The parties agree that, in the event the purchaser does not pay all sums as listed on this contract to C&C Fence Co., Inc., it may bring suit against the purchaser and the purchaser agrees to pay all costs of collection, including a reasonable attorney's fee. The purchaser does hereby agree to grant a security interest to C&C Fence Co., Inc. and does further agree that if full payment as agreed is not paid, a lien shall be placed against the contractual property for all sums due including costs of collection and a reasonable attorney's fee as determined by a court of competent jurisdiction. Price does not include any labor or materials for ground sleeves needed for geo-grid matting.

We propose hereby to furnish materials and labor, in accordance with the above specifications, for the sum of: $130,784.00

The items listed above are the only items that will be installed on this project without written change orders. All contracts must include this proposal or have a stated schedule of values.

Acceptance of Proposal: **This proposal may be withdrawn if not accepted within 10 days.**

The above prices, specifications and conditions are satisfactory and are hereby accepted. I am a legal representative of the above project/property by ownership, contract, or attorney-in-fact, and thereby authorize the work to be performed as specified. Payment will be issued as outlined above.

Signature of **Date** **Signature of C&C Representative** **Date**

Foley Products Company
208 Jefferson Street
Newnan, Georgia 30263
Phone: 770.251.0296

FOLEY PRODUCTS
CMC PRECAST

Newnan, GA
Winder, GA
Athens, AL
Clanton, AL
Cullman, AL
Cantonment, FL
Ft Myers, FL
Franklin, TN
Hermitage, TN
Chattanooga, TN
Lenoir City, TN
St Martinville,
Phoenix, AZ
Littleton, CO
Napa, CA
Winston-Salem, NC

Job Name: MARLOW WATER & SEWER IMPROVE
Job #: 26-19864
Location: EFFINGHAM COUNTY, GA

NOTES:

1) QUOTE BASED ON PLANS DATED 5/29/2026
2) CASTINGS FOR SANITARY STRUCTURES PROVIDED PER STANDARD DETAILS ON SHEET C4.0- S10A.
3) PLEASE REVIEW AND APPROVE ALL STRUCTURE NOTES
4) STRUCTURES NOT LISTED ON QUOTE ARE NOT INCLUDED IN PRICING
5) SANITARY MANHOLE PRICING INCLUDES MASTIC, BOOTS/GASKETS, STEPS, AND INVERTS. EXTERIOR COATING NOT INCLUDED IN PRICING
6) MODIFICATION TO EXISTING STRUCTURE EXCLUDED FROM QUOTE
7) INTERIOR OIL COAT (SHER-TAR EPOXY) PROVIDED TO SANITARY STRUCTURES IN LIEU OF CS-55 SHOWN IN CONTRACT DRAWING. PRICING SUBJECT TO CHANGE BASED ON ENGINEER'S APPROVAL.
8) BUBBLER STRUCTURES QUOTED AS 48" DROP INLET. PLEASE REVIEW, PRICING SUBJECT TO CHANGE.
9) DISCHARGE MANHOLE, WETWELL AND RECEIVING MANHOLE HAVE INTERIOR AGRU HDPE LINEAR

WETWELL:
ALL INTERNAL, PUMPS, MISC ITEMS,LADDER, CONCRETE FILLETS, EXTERIOR COATING,SPREADFOOTER ETC. EXCLUDED FROM THE QUOTE.
BOOTS TO BE PROVIDED LOOSE. ALL HOLES TO BE CORED ON SITE BY OTHERS
WIDE LOAD PERMITS, POLICE ESCORTS ETC. NOT INCLUDED IN QUOTE

SALES REPRESENTATIVES
Alabama:
205.834.5278 Grant Collins
205.603.8635 Stephen Little
251.243.1091 Will Roberts
706.249.0070 Farrell Willis
706.905.0481 Will Stewart
762.822.2728 Cooper Berry

Florida Panhandle:
205.834.5278 Grant Collins
251.243.1091 Will Roberts
762.822.2728 Cooper Berry

South Florida:
239.922.4088 Kathryn Moore
762.822.2895 Matt Swan
251.243.1091 Will Roberts
239.525.8076 Zach Mathers

Tennessee:
615.982.3841 Nick Turner
615.580.9777 Taylor Shugart
972.921.6297 Adam Kusch
629.292.6913 Julia Hudson

SALES REPRESENTATIVES
Georgia:
706.326.3211 Dale Whelpley
678.832.9505 Corey Fields
720.766.8448 Rick Ignelzi
478.954.6749 Jay Robinson
770.286.0244 Byrom Ferrell
470.453.3826 Stanford Jones
678.794.9511 Christian Gaston
678.285.8190 Kevin Keeble

Louisiana:
205.834.5278 Grant Collins
337.441.1878 Martin Reulet

Colorado:
334.350.0120 Nate Intfen
303.210.3082 Todd Kyle

California
720.695.0063 Bill Tompkins

Electrical/Communication Sales:
337.441.1869 Charles Floyd

Description	Quantity
1" X 14.5' Mastic (8 rolls/Box)	1
60" Sanitary Invert Custom	1
External Wrap - 6.25"X0.0625"X50' (2 Rolls/Box)	1
Pipe Lube (1 Gallon / 8 Lbs)	1
Fuel Surcharge Per Load	8
Temporary Fuel Surcharge Per Load	8
48" Riser Variable Height Special3'	1
48`` Base Variable Height	1
48`` Flat Top (8``) w/18``x26`` Hole	1
60`` Base 5.0` Special	1
Agruliner-60" Inside	6
EJ V4275 Frame & Grate Assembly (1019A G/F) (44275001)	1
Hole 28"	2
12" Boot for 8" Pipe (OD 8.0"-9.1") Wedge	3
144" Riser Variable Height 27.5'	1
144`` Base Variable Height	1
144`` Flat Top (ADD DESCRIPTION)	1
2" x 7 Mastic (4 Rolls / Box)	31
20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	10
36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	4
48" Riser Variable Height Special2.5'	1
48" Riser Variable Height Special3'	1
48" Riser Variable Height Special3.5'	2
48" Riser Variable Height Special4'	2
48`` Base Variable Height	6
48`` Cone Eccentric 2.0` w/26`` Hole	6
60" Riser Variable Height Special6'	1
60`` Base Variable Height Special	1
60`` Flat Top (8``) Special (ADD HOLE DESCRIPTION, UPDATE WEIGHT and PRICING)	1
Agruliner-144" Inside	33.5
Agruliner-60" Inside	8
ALUM AHS2 30x60 HATCH SAFE GR	1
Cast In Fee-FPC Supplied Grate/Frame/Ring/Cover	2
Coating Oil Base-48" Inside	38.5
EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	7
EJ V1327-1 Ring (195 Ring) (41327110)	7
Engineering Fees	1
External Wrap - 12.25"X0.0625"X50' (2 Rolls/Box)	5
Vacuum Tested Risers,2' Cones, Tops	12
18" Class 3 Concrete Pipe B-Wall Solid (8'Section)	128
18" Pipe Gasket	16

P.O. Box 2447

Columbus, GA 31902

Phone: (770) 251-0296

Fax: (770) 254-2223

FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Customer Name: ALLBIDDERS

,

Contact:

Phone : **Fax:**

Terms: **PO:** **DOT:**

Job Name: MARLOW WATER & SEWER IMPROVE

EFFINGHAM COUNTY, GA

Contact Email Address: RD. 9/1/2026

SalesRep: No Salesman

SalesRep Phone:

SalesRep Email:

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	ACC.SAN		ACCESSORIES	Station:			
1	MAS1.00	Each	1" X 14.5' Mastic (8 rolls/Box)	0	$90.00	☑	$90.00
1	PW6-2	Each	External Wrap - 6.25"X0.0625"X50' (2 Rolls/Box)	0	$121.00	☑	$121.00
1	60SANINVSP	Each	60" Sanitary Invert Custom	1,875	$525.00	☑	$525.00
							$736.00
Structure:	FUEL		FREIGHT	Station:			
8	FREIGHT	Each	Fuel Surcharge Per Load	0	$100.00	☑	$800.00
							$800.00
Structure:	TEMP FUEL		FREIGHT	Station:			
8	FUEL	Each	Temporary Fuel Surcharge Per Load	0	$50.00	☑	$400.00
							$400.00
Structure:	SSMH 01		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 87.01'		Out Elevation: 80.87'	Rim to Invert: 6.14'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special4'	2,700	$606.69	☑	$606.69
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00
1	BOOT.36A.30SS	Each	36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	0	$370.00	☑	$370.00
7	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$791.91
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$3,140.16

P.O. Box 2447

Columbus, GA 31902

Phone: (770) 251-0296

Fax: (770) 254-2223

FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	SSMH 06		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 87.48'		Out Elevation: 81.25'	Rim to Invert: 6.23'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special4'	3,328	$606.69	☑	$606.69
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
1	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$160.00
7	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$791.91
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,610.16
Structure:	SSMH RECEIVING		GA.SANITARY Sanitary Street 60``	Station:			
	Top Elevation: 88.00'		Out Elevation: 80.72'	Rim to Invert: 7.28'			
1	60B0.0SP	Each	60`` Base Variable Height Special	2,827	$547.16	☑	$547.16
1	60R0.0SP	Each	60" Riser Variable Height Special6'	6,652	$1,505.38	☑	$1,505.38
1	60TSP	Each	60`` Flat Top (8``) Special (ADD HOLE DESCRIPTION, UPDATE WEIGHT and PRICING)	2,960	$606.69	☑	$606.69
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
8	AGRU.IN.60	VF	Agruliner-60" Inside	0	$628.40	☑	$5,027.20
2	BOOT.36A.30SS	Each	36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	0	$370.00	☑	$740.00
1	CIF.FPC.GFRC	Each	Cast In Fee-FPC Supplied Grate/Frame/Ring/Cover	0	$55.00	☑	$55.00
							$9,001.43
Structure:	SSMH 02		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 86.03'		Out Elevation: 81.02'	Rim to Invert: 5.01'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special2.5'	1,888	$379.19	☑	$379.19
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00

P.O. Box 2447

Columbus, GA 31902

Phone: (770) 251-0296

Fax: (770) 254-2223

FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	SSMH 02		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 86.03'		Out Elevation: 81.02'	Rim to Invert: 5.01'			
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00
5.5	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$622.22
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,372.97
Structure:	SSMH 03		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 86.99'		Out Elevation: 81.63'	Rim to Invert: 5.36'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3'	2,321	$455.02	☑	$455.02
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00
6	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$678.78
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,505.36
Structure:	SSMH 04		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 88.21'		Out Elevation: 82.12'	Rim to Invert: 6.09'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3.5'	2,754	$530.85	☑	$530.85
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00
6.5	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$735.35
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,637.76

P.O. Box 2447

Columbus, GA 31902

Phone: (770) 251-0296

Fax: (770) 254-2223

FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	SSMH 05		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 88.21'		Out Elevation: 82.44'	Rim to Invert: 5.77'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3.5'	2,894	$530.85	☑	$530.85
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
1	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$160.00
6.5	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$735.35
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,477.76
Structure:	LIFT STATION		GA.SANITARY Sanitary 144``	Station:			
	Top Elevation: 88.00'		Out Elevation: 59.00'	Rim to Invert: 29'			
1	144B0.0SP	Each	144`` Base Variable Height	34,636	$14,446.65	☑	$14,446.65
1	144R0.0SP	Each	144" Riser Variable Height 27.5'	167,395	$70,266.85	☑	$70,266.85
1	144TSP	Each	144`` Flat Top (ADD DESCRIPTION)	34,640	$14,448.32	☑	$14,448.32
33.5	AGRU.IN.144	EA	Agruliner-144" Inside	0	$1,508.00	☑	$50,518.00
1	CIF.FPC.GFRC	Each	Cast In Fee-FPC Supplied Grate/Frame/Ring/Cover	0	$55.00	☑	$55.00
1	BOOT.36A.30SS	Each	36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	0	$370.00	☑	$370.00
31	MAS2.00-7	Each	2" x 7 Mastic (4 Rolls / Box)	0	$89.00	☑	$2,759.00
5	PW12	Each	External Wrap - 12.25"X0.0625"X50' (2 Rolls/Box)	0	$216.00	☑	$1,080.00
3	BOOT.12.8WD	Each	12" Boot for 8" Pipe (OD 8.0"-9.1") Wedge	0	$80.00	☑	$240.00
1	ENGINEER	Each	Engineering Fees	0	$0.00	☑	$0.00
1	MISCHATCH	Each	ALUM AHS2 30x60 HATCH SAFE GR	0	$2,306.30	☑	$2,306.30
	SPREAD FOOTER TO BE DONE ON THE FIELD.						$156,490.12
Structure:	18RCP.3		PIPE	Station:			
128	183B	LF	18" Class 3 Concrete Pipe B-Wall Solid (8'Section)	23,680	$29.65	☑	$3,795.26
16	18G	Each	18" Pipe Gasket	0	$0.00	☑	$0.00
							$3,795.26

P.O. Box 2447

Columbus, GA 31902

Phone: (770) 251-0296

Fax: (770) 254-2223

FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864
Order Date:
BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	ACC.PIPE		ACCESSORIES Station:				
1	LUBE	Each	Pipe Lube (1 Gallon / 8 Lbs)	0	$25.00	☑	$25.00
							$25.00
Structure:	BUBBLER		GA.DI Drop Inlet 48`` Station:				
	Top Elevation: 54.00'		Out Elevation: 49.95' Rim to Invert: 4.05'				
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3'	2,319	$455.02	☑	$455.02
1	48T18X26	Each	48`` Flat Top (8``) w/18``x26`` Hole	1,835	$327.44	☑	$327.44
1	58-074	Each	EJ V4275 Frame & Grate Assembly (1019A G/F) (44275001)	332	$440.00	☑	$440.00
1	HOLE28	Each	Hole 28"	0		☑	
							$1,450.68
Structure:	Discharge structure		GA.DI Drop Inlet 60`` Station:				
	Top Elevation: 5.00'		Out Elevation: .00' Rim to Invert: 5'				
1	60B5.0SP	Each	60`` Base 5.0` Special	8,975	$1,801.64	☑	$1,801.64
1	HOLE28	Each	Hole 28"	0	$0.00	☑	$0.00
6	AGRU.IN.60	VF	Agruliner-60" Inside	0	$628.40	☑	$3,770.40
	TRASH RACK AND CASTINGS BY OTHERS						$5,572.04
			Total Weight	329,760		**Total**	$194,014.69

Applicable taxes will be applied at time of sale.

Office

This quotation is only valid in its entirety. Partial acceptance of this quotation is subject to an increase in pricing.

Quote is valid for 30 days from date of quote. Please request pricing review after this time period.

This Quote is hereby accepted by Customer and Customer hereby orders the Products as listed in this Quote subject to Foley Products Company's Terms and Conditions which are viewable and available at FoleyProducts.com. and are hereby incorporated as an integral part hereof and the Terms and Conditions of this Quote. In case of a conflict between any Purchase Order from Customer and Foley Products Company's Standard Terms and Conditions, notwithstanding any statement in Customer's Purchase Order which may be contrary to Foley Products Company's Terms and Conditions, Foley Products Company's Term and Conditions shall prevail.

Customer: Name listed above
By: _____
Printed Name of Signatory: _____
Title: _____

Directions:

P.O. Box 2447

Columbus, GA 31902

Phone: (770) 251-0296

Fax: (770) 254-2223

FOLEY PRODUCTS

CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Download our FREE "Foley Trackit" App at the App Store to monitor your next delivery. For more information, contact your Foley Sales Representative or Project Coordinator.

Summerville, SC (843) 821-7600
Central, SC (864) 639-2894
Richmond Hill, GA (912) 756-8044
www.knightscompanies.com

Quote #: 27176
Quote Per: Plans Dated - 5/29/2
Bid Date: 8/4/2026
Eng Firm:
Location: Effingham
Project Name: Marlow Water & Sewer Improvements

Quote

Item Name	Qty	Unit Price	Total Price
Sanitary	8 EA		$85,905.74

Pump Station Wet Well
144" Diameter Wet Well
29 VF
12" Top Slab, 12" Base w/6" Extension, 12" Walls.
Price Includes: Boot and band(s), Butyl (Roll), Coating (Exterior), Engineering Calcs, Freight, Wrap (Roll).

	1 EA	$67,324.63	$67,324.63

Structure #s: 1

SS Manhole - Coated
48" Diameter Sanitary Sewer Structure, 6" thick base slab non-extended, 5" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Exterior), Ring & Cover, Wrap.

6/8'	1 EA	$1,869.47	$1,869.47

Structure #s: 06

SS Manhole - Coated
72" Diameter Sanitary Sewer Structure, 12" thick top slab non-extended, 8" thick base slab non-extended, 7" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Exterior), Ring & Cover, Wrap.

6/8'	1 EA	$4,486.24	$4,486.24

Structure #s: 01

SS Manhole - Receiving
72" Diameter Sanitary Sewer Structure, 12" thick top slab non-extended, 8" thick base slab non-extended, 7" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Exterior), Ring & Cover, Wrap.

6/8'	1 EA	$4,969.87	$4,969.87

Structure #s: REC

SS Manhole
48" Diameter Sanitary Sewer Structure, 6" thick base slab non-extended, 5" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Interior), Ring & Cover, Wrap.

0/6'	3 EA	$1,785.20	$5,355.60

Structure #s: 02, 03, 05

6/8'	1 EA	$1,899.94	$1,899.94

Structure #s: 04

Summerville, SC (843) 821-7600
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Richmond Hill, GA (912) 756-8044
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Quote #: 27176
Quote Per: Plans Dated - 5/29/2
Bid Date: 8/4/2026
Eng Firm:
Location: Effingham
Project Name: Marlow Water & Sewer Improvements

Quote

Item Name	Qty	Unit Price	Total Price

Sanitary Notes

Add $250 per 48" SSMH for precast inverts if required, 72" to be poured in field.

Wet Well Hatch not included, provided by others. Wet Well priced 12" Base Slab w/6" Extension, extra thickness/extension to be poured in field if needed.

Wet Well, Receiving, and Discharge SSMH Interior Raven Lining not included, provided by others. If AGRU liner is needed add:
--$32,550 Wet Well
--$3,390 Receiving SSMH
--$2,940 SSMH 01
--$1620 Discharge SSMH 06

Storm — 2 EA — $6,289.33

Bubbler Box

6" thick Base Slab with 3" extension on four sides; 6" thick walls with openings as required for pipe;
Price Includes: Trash Rack (Galv.). (ID and avg. depth below)

4 x 4 ID (avg. depth 4.05 vft)	1 EA	$2,751.00	$2,751.00
Structure #s: 1			

Storm Manhole

72" Diameter Storm Manhole Structure, 8" thick base slab non-extended, 7" Walls,
Price Includes: Trash Rack.

72" ID (avg. depth 3 vft)	1 EA	$3,538.33	$3,538.33
Structure #s: 1			

Storm Notes

STMH includes Galv, Grating.

No Detail provided for Bubbler, priced with Galv. Trash Rack. Price subject to change pending approval.

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Quote #: 27176
Quote Per: Plans Dated - 5/29/2
Bid Date: 8/4/2026
Eng Firm:
Location: Effingham
Project Name: Marlow Water & Sewer Improvements

Quote

Item Name	Qty	Unit Price	Total Price
Thank You,		**Subtotal:**	$92,195.07
		Grand Total:	$92,195.07

Plus Tax

FOB: Jobsite, Unloaded by Others

Dennis Butler
dbutler@knightscompanies.com

General Notes:

Price excludes engineering calculations, hatches, castings, trash racks, flexible boot connectors, linkseal, coatings, liners, etc. unless it is noted otherwise in this proposal. Quotation is based on current known specifications or requirements and is valid for 30 days from above bid date. Due to uncertainty in raw material costs all projects that are not released for production in its entirety within 30 days of the submittal sent date may be subject to pricing adjustments. Any structures manufactured and/or engineering time incurred because of not having the most up to date plans will be the Contractor's responsibility.

An engineering fee maybe applied to any order that is canceled during or after the submittal process.

Prices quoted are based on truckload quantities (17ton min), anything less maybe subject to an additional "light load" charge. Jobsite must be accessible by our trucks, the Contractor will be responsible for unloading material and providing all necessary rigging, spreader bars and/or lifting apparatuses on site. Any load on site longer than one hour before unloading starts will be subject to a detention charge up to $250.00/per hour. Note, failure to notify our shipping department of delivery cancellation after it has been scheduled and confirmed may result in additional freight charges.

All returns must be pre-approved and are subject to restocking and rework charges.

Knight's Precast reserves the right to change, modify or withdraw this quotation if specifications or requirements are altered. The contractor will be responsible for any additional cost incurred as a result of partially releasing the project less than the quantities listed above. If "custom" structures are produced and do not ship within 60 days of requested delivery date then Knight's precast reserves the right to invoice for stored materials.

All quotes are based on current conditions. Due to the volatility of market costs of raw materials, resale items and manufacturing costs we can no longer hold or guarantee pricing for extended periods of time. Once items that are included in this quote are released for production, Knight's Precast will provide you with updated pricing. Additionally, if material prices increase significantly during the performance of the contract through no fault of Knight's Precast then the price quoted above shall be equitably adjusted by an amount reasonably necessary to cover such price increases.

ECO-TECH

156 Hickory Springs Industrial Drive
Canton, GA 30115
770-345-2118
www.eco-tech.net

August 26, 2026

TO:	Reeves Young
ATTN:	Will Poland and John Jung
QUOTE #:	26039GA – REV 1
PROJECT:	Marlow Water & Sewer Improvements
LOCATION:	Effingham County
ENGINEER:	Coleman Company
BID DUE:	8/26/2026
QUOTATION BY:	Season Comstock
PAGE:	1 of 2

The following equipment has been quoted per specification 15100. Valve boxes, extension stems, stem guides and tee wrenches are <u>not</u> included unless otherwise noted. MJ accessories and flange joint material are <u>not</u> included. Permanent name plates are <u>by others.</u>

Valves do NOT meet AIS or BABA

Tag	Quantity	Description
	Line Side	
ARV1	2	2" NPT ***DeZurik/APCO*** Combination Air/Vacuum Release Valve on plan sheet C3.1.
ARV2	7	4" NPT ***DeZurik/APCO*** Combination Air/Vacuum Release Valve on plan sheet C3.5, C3.6, C3.7, C3.8, C3.9, C3.12, C3.13, C3.14.
		Total Price: <u>$ 20,168.00</u>
	Lift Station	
~~ARV3~~	~~1~~	~~2" NPT ***DeZurik/APCO*** Combination Air/Vacuum Release Valve on plan sheet C3.15.~~
CV1	3	8" Flanged ***DeZurik/APCO*** Swing Check Valve with Lever and Spring on plan sheet C3.16.
PV1	3	8" Flanged ***DeZurik*** Eccentric Plug Valve with a Handwheel Operator on plan sheet C3.16.
PV2	1	16" Flanged ***DeZurik*** Eccentric Plug Valve with 2" Operator Nut on plan sheet C3.16.

ECO-TECH
156 Hickory Springs Industrial Drive
Canton, GA 30115
770-345-2118
www.eco-tech.net

PV3	~~3~~ 1	4" Flanged ***DeZurik*** Eccentric Plug Valve with Handwheel Operator on plan sheet C3.16.
ARV4	1	4" NPT ***DeZurik/APCO*** Combination Air/Vacuum Release Valve on plan sheet C3.16.

Water & Chlorination Flow

ARV5	2	2" NPT DeZurik/APCO Air Release Valve on plan sheet C4.2
CV2	~~4~~ 7	12" Flanged DeZurik/APCO Swing Check Valve with Lever and Weight on plan sheet C4.2
GV1	~~7~~ 8	12" Flanged American Flow Control NRS Gate Valve with Handwheel Operator on plan sheet C4.2
GV2	1	12" Mechanical Joint American Flow Control NRS Buried Gate Valve with 2" Op Nut on plan sheet C4.2 & C4.3

Total Price: $ 86,130.00

Submittal Lead Time: 4 – 6 weeks after PO
Manufacturing Lead Time: TBD
No Startup/Inspection is included
No Training/Video Recording is included
Taxes NOT included
Valves Coating is Manufacturer Standard Epoxy
Terms are Net 30
Freight is FOB: Factory, Full Freight Allowed

LOC
WAR
70 Columbia Drive
Phone:
Fax:

Marlow Water & Sewer Improvements

Job Location: Effingham County

Bid Date: 08/28/2026

Bid Time: 3:30PM

Estimate Number: 006QQ00001AaE9RYAV

Addendum:

Job Notes:

Item No. 1
8" PVC Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
3,400	FT	8 C900 DR18 PVC Gasket Joint Green Pipe	$18.12	$61,608.00
3,500	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$1,062.46
3	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$212.52

8" Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
6	EA	8 MJ P-401 45 BEND LA	$792.00	$4,752.00
12	EA	8 PVC Wedge Restraint Gland Pack *ONELOK	$108.57	$1,302.84

8" Fittings: **$6,054.84**

8" PVC Force Main: **$68,937.82**

Item No. 1: **$68,937.82**

Item No. 2
10" HDPE Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
1,675	FT	10X50 DIPS DR17 HDPE PIPE	$15.65	$26,213.75
1,500	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$455.34
1	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$70.84
19	EA	10" MJxHDPE ADT	$674.02	$12,806.38
19	EA	10 X 8 MJ P-401 Reducer LA	$1,014.30	$19,271.70
19	EA	8 PVC Wedge Restraint Gland Pack *ONELOK	$108.57	$2,062.83

10" HDPE Force Main: **$60,880.84**

Item No. 2: **$60,880.84**

Item No. 3
8" FPVC Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
800	FT	8 DR18 Green PVC FUSIBLE Pipe	$35.87	$28,696.00

8" FPVC Force Main: **$28,696.00**

Item No. 3: **$28,696.00**

Item No. 4
16" HDPE Casing Pipe

Qty	UM	Description / Comments	Bid Price	Ext Price
788	FT	16X40 DIPS DR17 HDPE PIPE	$38.34	$30,211.92

16" HDPE Casing Pipe: **$30,211.92**

Item No. 4: **$30,211.92**

Item No. 5
2" ARV Assembly

Qty	UM	Description / Comments	Bid Price	Ext Price
2	EA	2" Air Release Valve	$4,000.00	$8,000.00
2	EA	8 X 2 Iron Pipe Double Strap Stainless Steel EPOXY Saddle	$214.61	$429.22
2	EA	2X6 S40 316L WLD NIP TBE	$64.20	$128.40
2	EA	2 Stainless Steel 316 150# Thread ST 90 Elbow	$30.81	$61.62
2	EA	2 SS 1000# THRD 2PC FP BV LL	$359.26	$718.52
2	EA	14 X 20 PED Housing With VENTS DAGR	$601.97	$1,203.94
4	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$910.28
100	C	2 X 100 IPS SDR9 HDPE Pipe GREE 200 #	$605.02	$605.02
2	EA	2 SS INS STFNR IPS PE	$8.07	$16.14
			2" ARV Assembly:	**$12,073.14**
			Item No. 5:	**$12,073.14**

Item No. 6
16" PVC Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
10,080	FT	16 C905 DR18 CL235 PVC Gasket Joint Green Pipe	$43.05	$433,944.00
10,000	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$3,035.60
10	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$708.40

16" Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
9	EA	16 MJ P-401 45 BEND LA	$2,519.20	$22,672.80
1	EA	16 MJ P-401 22-1/2 BEND LA	$2,459.20	$2,459.20
1	EA	16 MJ P-401 11-1/4 BEND LA	$2,363.20	$2,363.20
22	EA	16 PVC Wedge Restraint Gland Pack *ONELOK	$409.04	$8,998.88
			16" Fittings:	**$36,494.08**
			16" PVC Force Main:	**$474,182.08**
			Item No. 6:	**$474,182.08**

Item No. 7
18" HDPE Pipe

Qty	UM	Description / Comments	Bid Price	Ext Price
3,064	FT	18" DIPS HDPE Pipe DR17	$46.41	$142,200.24
3,000	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$910.68
3	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$212.52
18	EA	18" HDPEx MJ ADT.	$2,625.24	$47,254.32
18	EA	18 X 16 MJ P-401 Reducer LA	$2,805.60	$50,500.80
18	EA	16 PVC Wedge Restraint Gland Pack *ONELOK	$409.04	$7,362.72
			18" HDPE Pipe:	**$248,441.28**
			Item No. 7:	**$248,441.28**

Item No. 8
4 ARV

Qty	UM	Description / Comments	Bid Price	Ext Price
8	EA	4" Air Release Valve **Quoting Manhole Assembly**	$6,575.00	$52,600.00
8	EA	16"x4" MJxFLG Tee P-401	$7,417.60	$59,340.80
8	EA	4" FLG Plug Valve W/HW	$1,055.68	$8,445.44
16	EA	16 PVC Wedge Restraint Gland Pack *ONELOK	$409.04	$6,544.64
16	EA	4 316 SS 150# RR FF 1/8 FLG PKG	$40.00	$640.00
			4 ARV:	**$127,570.88**
			Item No. 8:	**$127,570.88**

Item No. 9
PVC Gravity Sewer

Qty	UM	Description / Comments	Bid Price	Ext Price
756	FT	16 C905 DR18 CL235 PVC Gasket Joint Green Pipe	$43.05	$32,545.80
84	FT	30 X 14 F679 PS115 HW PVC Gasket Joint Sewer Pipe	$135.16	$11,353.44
1,000	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$303.56
1	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$70.84
			PVC Gravity Sewer:	**$44,273.64**
			Item No. 9:	**$44,273.64**

Item No. 10
Lift Station
Wet Well

Qty	UM	Description / Comments	Bid Price	Ext Price
25	FT	8 C900 DR18 PVC Gasket Joint Green Pipe	$18.12	$453.00
4	EA	8 Ductile Iron 125# Flange P-401 45 BEND	$1,153.60	$4,614.40
4	EA	8 Epoxy MEGA FL With 316 Stainless Steel BLT	$468.16	$1,872.64
4	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$281.48
1	EA	4" Vent Pipe W/Screen	$843.75	$843.75
			Wet Well:	**$8,065.27**

Valve Area

Qty	UM	Description / Comments	Bid Price	Ext Price
4	EA	Steel Pipe Supports	$156.25	$625.00
2	EA	8X4'6 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$1,376.47	$2,752.94
2	EA	8 Ductile Iron 125# Flange P-401 90 BEND	$1,396.00	$2,792.00
2	EA	8" Swing Check Valve	$3,045.45	$6,090.90
2	EA	8"x1' FLGxFLG P-401 Spool W/Tap	$1,529.41	$3,058.82
2	EA	8" FLG Plug Valve W/HW	$3,045.45	$6,090.90
2	EA	8X2'0 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$885.53	$1,771.06
2	EA	8 Ductile Iron 125# Flange P-401 45 BEND	$1,153.60	$2,307.20
15	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$1,055.55
			Valve Area:	**$26,544.37**

Main Connection

Qty	UM	Description / Comments	Bid Price	Ext Price
4	EA	16x8 FLG WYE P-401	$7,948.80	$31,795.20
1	EA	8 Ductile Iron P-401 125# BLND Flange	$796.80	$796.80
1	EA	16X4 DI 125# FLG P-401 TEE	$5,744.00	$5,744.00
1	EA	4" FLG Plug Valve W/HW	$1,055.68	$1,055.68
1	EA	4" CARV	$6,575.00	$6,575.00
1	EA	16X6'0 Flange X PE P-401 Bituminous Tar Ductile Iron Spool	$3,245.78	$3,245.78
9	EA	16 316 SS 150# RR FF 1/8 FLG PKG	$412.49	$3,712.41
			Main Connection:	**$52,924.87**

Bypass

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	16" FLG Plug VLV W/HW	$7,228.41	$7,228.41
2	EA	16 Ductile Iron 125# Flange P-401 45 BEND	$3,352.00	$6,704.00
1	EA	8" Camlock W/Dust Cap	$1,613.04	$1,613.04
1	EA	16x8 FLG P-401 Reducer	$2,696.00	$2,696.00
2	EA	16 316 SS 150# RR FF 1/8 FLG PKG	$412.49	$824.98
1	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$70.37
			Bypass:	**$19,136.80**

Diesel Bypass Pump

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	8 Ductile Iron 125# Flange P-401 90 BEND	$1,396.00	$1,396.00

6	EA	8 Ductile Iron 125# Flange P-401 45 BEND	$1,153.60	$6,921.60
2	EA	8X2'0 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$885.53	$1,771.06
1	EA	8X4'0 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$1,278.28	$1,278.28
1	EA	8" Swing Check Valve	$3,045.45	$3,045.45
1	EA	8" FLG Plug Valve W/HW	$3,045.45	$3,045.45
1	EA	8"x1' FLGxFLG P-401 Spool	$653.14	$653.14
1	EA	8"x3' FLGxFLG Spool P-401	$1,081.91	$1,081.91
16	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$1,125.92

Diesel Bypass Pump: **$20,318.81**

Lift Station: **$126,990.12**

Item No. 10: **$126,990.12**

Item No. 11
Lift Station
Water Line

Qty	UM	Description / Comments	Bid Price	Ext Price
100	C	2 X 20 FT PVC Schedule 40 BE Pipe	$179.57	$179.57
1	EA	2 DI THREAD RW OPEN LEFT 304 STAINLESS STEEL STEM VALVE	$685.68	$685.68
1	EA	2 Piece Screw 16T/24B Comp Cast Iron Valve Box Water	$175.00	$175.00
2	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$455.14
2	EA	2 PVC Schedule 40 Slip X Slip 45 Elbow	$8.96	$17.92
1	EA	Lead Law Compliant 2 RED Pressure PRINCIPLE Assembly	$1,067.04	$1,067.04
1	EA	1-1/2 - 2 Plastic Backflow Preventer Enclosure Green	$455.77	$455.77
2	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$455.14
3	EA	Lead Law Compliant 2 Brass 90 Elbow	$67.07	$201.21
2	EA	Lead Law Compliant 2 X 24 Brass Nipple GBL	$443.78	$887.56
2	EA	Lead Law Compliant 2 X 4 Brass Nipple GBL	$41.12	$82.24
1	EA	Lead Law Compliant 2 Brass 125# Union	$125.73	$125.73
1	EA	Lead Law Compliant 2 Brass ST 90 Elbow	$98.02	$98.02
1	EA	2 FT BURY Freezeless Yard Hydrant	$146.90	$146.90
2	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$455.14
1	EA	Lead Law Compliant 2 X 3/4 Brass Reducer Coupling	$78.01	$78.01
1	EA	Lead Law Compliant 3/4 Brass ST 90 Elbow	$17.51	$17.51
1	EA	Lead Law Compliant 3/4 X 6 Brass Nipple GBL	$19.70	$19.70

Water Line: **$5,603.28**

Lift Station: **$5,603.28**

Item No. 11: **$5,603.28**

YRD-TNK
WTR Well

Qty	UM	Description / Comments	Bid Price	Ext Price
40	FT	12 C900 DR18 PVC Gasket Joint Blue Pipe	$47.28	$1,891.20
1	EA	12X10'0 Flange X PE Cement Lined Bituminous Tar Ductile Iron Spool	$2,235.29	$2,235.29
3	EA	12 MJ 45 BEND LA	$496.80	$1,490.40
1	EA	12 X 2 MJ IPT Tap on Pipe Tee LA	$1,048.80	$1,048.80
2	EA	12X1'6 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$1,060.42	$2,120.84
1	EA	12 DISMANTLING JT	$1,631.39	$1,631.39
1	EA	12 Ductile Iron 125# C110 Flange 45 BEND	$965.60	$965.60
1	EA	12 Ductile Iron 125# C110 Flange Tee	$1,820.80	$1,820.80
140	FT	12 CL350 Cement Lined Ductile Iron FASTITE Pipe	$61.62	$8,626.80
		If Needed		
8	EA	12 Ductile Iron Mechanical Joint Wedge Restraint Gland Pack *ONELOK	$178.19	$1,425.52
1	EA	Lead Law Compliant 2 X 1 Brass Bushing	$42.28	$42.28
4	EA	12 MJ 90 BEND LA	$600.00	$2,400.00
8	EA	12 Ductile Iron Mechanical Joint Wedge Restraint Gland Pack *ONELOK	$178.19	$1,425.52

Safety Shower Pipe & Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
120	C	1 X 20 FT PVC Schedule 80 BE Pipe	$272.33	$326.80
2	EA	Lead Law Compliant 1 MIP X PVC Pack Joint Coupling	$79.66	$159.32
1	EA	1 PVC Schedule 80 Slip X Slip 90 Elbow	$6.60	$6.60
1	EA	1 X 1 X 3/4 PVC Schedule 80 Slip X Slip X Slip Tee	$9.96	$9.96
1	EA	Not For Potable Use 3/4 Brass IPS HOSE BIBB	$14.78	$14.78

Safety Shower Pipe & Fittings: $517.46

Meter Assembly

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	Ford Yoke Box	$601.40	$601.40
2	EA	Lead Law Compliant 1 MIP X PVC Pack Joint Coupling	$79.66	$159.32
1	EA	Lead Law Compliant 1 Brass 125# Union	$47.44	$47.44

Meter Assembly: $808.16

RPZ Assembly

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	Lead Law Compliant Not Certified 1 RED Pressure Assembly With BV	$606.65	$606.65
2	EA	Lead Law Compliant 1 MIP X PVC Pack Joint Coupling	$79.66	$159.32
3	EA	Lead Law Compliant 1 Brass 90 Elbow	$20.77	$62.31
2	EA	Lead Law Compliant 1 X 24 Brass Nipple GBL	$195.92	$391.84
1	EA	Lead Law Compliant 1 Brass ST 90 Elbow	$28.98	$28.98
1	EA	Lead Law Compliant 1 Brass 125# Union	$47.44	$47.44
1	EA	Lead Law Compliant 1 X 4 Brass Nipple GBL	$19.53	$19.53
1	EA	3/4 - 1 Plastic Backflow Preventer Enclosure Green	$339.00	$339.00

RPZ Assembly: $1,655.07

WTR Well: $30,105.13

YRD-TNK: $30,105.13

TNK-BLDG
Hinley Water Well

Qty	UM	Description / Comments	Bid Price	Ext Price
2	EA	12 Ductile Iron 125# C110 Flange 45 BEND	$965.60	$1,931.20
1	EA	12X11'0 Flange X PE Cement Lined Bituminous Tar Ductile Iron Spool	$2,421.27	$2,421.27
2	EA	12 Epoxy MEGA FL With 316 Stainless Steel BLT	$1,930.09	$3,860.18
1	EA	12"x9'3" FLGxFLG Spool W/2 Taps	$2,904.09	$2,904.09
1	EA	12"x6'2"" FLGxFLG Spool	$1,990.31	$1,990.31
1	EA	12"x1'8" FLGxFLG Spool	$1,153.41	$1,153.41
1	EA	12"x12' FLGxFLG Spool	$1,153.41	$1,153.41
1	EA	12"x5'-9" FLGxFLG Spool	$1,897.32	$1,897.32
1	EA	12X10'0 Flange X PE Cement Lined Bituminous Tar Ductile Iron Spool	$2,235.29	$2,235.29
3	EA	12 DISMANTLING JT	$1,631.39	$4,894.17
5	EA	12 Ductile Iron 125# C110 Flange Tee	$1,820.80	$9,104.00
10	EA	12 ZN 150# RR FF 1/8 Flange Package	$54.69	$546.90
			Hinley Water Well:	**$34,091.55**
			TNK-BLDG:	**$34,091.55**

Tank Bypass
Hinley Water Well

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	12"x3'2" FLGxPE Spool	$1,026.45	$1,026.45
1	EA	12 Epoxy MEGA FL With 316 Stainless Steel BLT	$1,930.09	$1,930.09
3	EA	12"x20' FLGxFLG Spool **Quoting 3-20' Spools, and a 5'8" Spool to make the 65'8" Spool called out**	$4,500.99	$13,502.97
1	EA	12"x5'8" FLGxFLG Spool **Quoting 3-20' Spools, and a 5'8" Spool to make the 65'8" Spool called out**	$1,897.32	$1,897.32
4	EA	12 Ductile Iron 125# C110 Flange 90 BEND	$1,142.40	$4,569.60
1	EA	12"x3'2" FLGxFLG Spool	$1,432.38	$1,432.38
10	EA	12 ZN 150# RR FF 1/8 Flange Package	$54.69	$546.90
			Hinley Water Well:	**$24,905.71**
			Tank Bypass:	**$24,905.71**

PVC Pipe
30" PVC
ALT. PVC Pipe

Qty	UM	Description / Comments	Bid Price	Ext Price
20	FT	30" C900 PVC DR18	$168.40	$3,368.00
			ALT. PVC Pipe:	**$3,368.00**
			30" PVC:	**$3,368.00**
			PVC Pipe:	**$3,368.00**

PW-1-BLDG
Hinley Water Well

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	12"x1'6" FLGxFLG Spool W/3 taps	$1,594.21	$1,594.21
1	EA	12"x9" FLGxFLG Spool	$967.44	$967.44
1	EA	12"x6" FLGxFLG Spool	$967.44	$967.44
1	EA	12"x9'6" FLGxFLG Spool	$2,548.24	$2,548.24
1	EA	12"x16'9" FLGxFLG Spool	$3,943.06	$3,943.06
1	EA	12 Ductile Iron 125# C110 Flange Tee	$1,820.80	$1,820.80
1	EA	12 DISMANTLING JT	$1,631.39	$1,631.39
1	EA	12" Expansion Joint	$5,186.59	$5,186.59
12	EA	12 ZN 150# RR FF 1/8 Flange Package	$54.69	$656.28
			Hinley Water Well:	**$19,315.45**
			PW-1-BLDG:	**$19,315.45**

PVC Pipe
16" PVC
ALT. PVC Pipe

Qty	UM	Description / Comments	Bid Price	Ext Price
210	FT	16 C905 DR18 CL235 PVC Gasket Joint Green Pipe	$43.05	$9,040.50
1	EA	16 Mechanical Joint C153 P-401 Solid Cap Less Accessories	$1,580.00	$1,580.00
			ALT. PVC Pipe:	**$10,620.50**
			16" PVC:	**$10,620.50**
			PVC Pipe:	**$10,620.50**

PW-2-PW-1
Hinley Water Well

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	12"x1'6" FLGxFLG Spool W/3 taps	$1,594.21	$1,594.21
1	EA	12"x6" FLGxFLG Spool	$967.44	$967.44
1	EA	12"x1' FLGxFLG Spool	$967.44	$967.44
2	EA	12"x3'9" FLGxFLG Spool	$1,525.36	$3,050.72
1	EA	12" FLG Meter	$8,258.23	$8,258.23
1	EA	12"x15'4" FLGxFLG Spool	$3,664.09	$3,664.09
1	EA	12 Ductile Iron 125# C110 Flange Tee	$1,820.80	$1,820.80
1	EA	12 DISMANTLING JT	$1,631.39	$1,631.39
1	EA	12" Expansion Joint	$5,186.59	$5,186.59
14	EA	12 ZN 150# RR FF 1/8 Flange Package	$54.69	$765.66
			Hinley Water Well:	**$27,906.57**
			PW-2-PW-1:	**$27,906.57**

PW Lines to DIS MH
Hinley Water Well

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	12"x11' FLGxFLG Spool	$2,827.20	$2,827.20
1	EA	12"x12'8" FLGxFLG Spool	$3,199.15	$3,199.15
2	EA	12X1'6 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$1,060.42	$2,120.84
2	EA	12 Ductile Iron 125# C110 Flange 90 BEND	$1,142.40	$2,284.80
7	EA	12 ZN 150# RR FF 1/8 Flange Package	$54.69	$382.83
			Hinley Water Well:	**$10,814.82**
			PW Lines to DIS MH:	**$10,814.82**

Valves
WTR Well

Qty	UM	Description / Comments	Bid Price	Ext Price
7	EA	12" FLG Check Valve	$5,454.55	$38,181.85
16	EA	12 Flanged RW Open Left GATE Valve With Hand Wheel ZN	$3,431.28	$54,900.48
2	EA	2" ARV F/WTR	$825.00	$1,650.00
1	EA	12 Mechanical Joint Resilient Wedge Ductile Iron Open Left GATE Valve Less Accessories	$3,462.20	$3,462.20
1	EA	2 Piece Screw 10T/15B Comp Cast Iron Valve Box Water	$175.00	$175.00
1	EA	25 Round Concrete Valve PAD	$39.45	$39.45
2	EA	12 Ductile Iron Mechanical Joint Wedge Restraint Gland Pack *ONELOK	$178.19	$356.38
			WTR Well:	**$98,765.36**
			Valves:	**$98,765.36**

Net Total: $1,487,754.09

Estimated Tax: $89,265.25

Grand Total: $1,577,019.34

Job Terms:

	A	B	C	D	E	F	G	H	I	J	K
1											
2				**6209 MARLOW WATER & SEWER**							
3				**GUYTON, GA**							
4				**SMALL PIPE**							
5				**BID DATE: 8/17/26**					***QUOTED IMPORTS***		
6	**LINE**									**UNIT**	**TOTAL**
7	**NUMBER**	**QTY**	**UNIT**	**SIZE**	**MATERIAL**	**LENGTH**	**JOINT**	**FITTING**	**DESCRIPTION**	**SELL**	**SELL**
8	1										
9	2		**HEADING**	**1**							
10	3		FORCE MAIN								
11	4		2 INCH AIR RELEASE VALVE ASSEMBLIES ON 8 INCH FORCEMAIN AT STATIONS 83 + 86.34 AND 95 + 23.89 (TYP OF 2)								
12	5		SHEET: C3.1, C3.2, C4.0								
13	6	2	EA	8" X 2"	DI		THREAD	SERVICE SADDLE	SPEC. SEC. 02511 2.20 - JCM 406-0905x14IP	162.33	324.67
14	7	2	EA	2"	BRONZE		MALE X MALE	CORPORATION STOP	SPEC. SEC. 15100 1.24 - A.Y. MCDONALD 73131B ***(FOR BIDDING PURPOSES)***	510.89	1,021.77
15	8	2	EA	2"	STNL STEEL		THREAD	90 BEND	TYPE 316 STAINLESS STEEL, SCHEDULE 40	17.00	34.00
16	9	2	EA	2"	STNL STEEL	0'-4"	THREAD	NIPPLE	TYPE 316 STAINLESS STEEL, SCHEDULE 40	17.23	34.45
17	10	2	EA	2"	BRONZE		THREAD	GATE VALVE	SPEC. SEC. 02511 2.02.C - WITH 2 INCH NUT OPERATOR - CRANE #431 UB	656.00	1,312.00
18	11	2	EA	5-1/4"	CAST IRON	24-36	SCREW	VALVE BOX	SPEC. SEC. 02511 2.15	153.33	306.67
19	12	2	EA	2"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	162.26	324.52
20	13	40	LF	2"	HDPE	20'-0"	PLAIN END	PIPE	SPEC. SEC. 15335 2.3 - ***NON-POTABLE PIPE***	5.21	208.53
21	14	2	EA	2"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	162.26	324.52
22	15	2	EA	2"	STNL STEEL		THREAD	BALL VALVE	NO SPECIFICATION - WITH LEVER HANDLE - APOLLO 761082427	413.77	827.55
23	16	2	EA	2"	STNL STEEL	0'-4"	THREAD	NIPPLE	TYPE 316 STAINLESS STEEL, SCHEDULE 40	17.23	34.45
24	17	2	EA	2" X 1"	STNL STEEL		THREAD	TEE	TYPE 316 STAINLESS STEEL, SCHEDULE 40	139.55	279.09
25	18	2	EA	1"	STNL STEEL	0'-2"	THREAD	NIPPLE	TYPE 316 STAINLESS STEEL, SCHEDULE 40	3.29	6.59
26	19	2	EA	1"	STNL STEEL		THREAD	BALL VALVE	NO SPECIFICATION - WITH LEVER HANDLE - APOLLO 761052427A	163.31	326.61
27	20	2	EA	2"	STNL STEEL	0'-3"	THREAD	DIELECTRIC NIPPLE	PDW-2000TT	77.78	155.57
28	~~21~~	~~2~~	~~EA~~	~~2"~~	~~CAST IRON~~		~~THREAD~~	~~AIR RELEASE VALVE~~	~~SPEC. SEC. 02554 1.03.B - NO QUOTE~~	~~0.00~~	~~0.00~~
29	22	2	EA	2"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836020	10.66	21.31
30	23	2	EA	2"	PVC		S X S	90 BEND	SCHEDULE 80 - 806020	3.87	7.75
31	24	2	EA	2"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375020	18.45	36.90
32	25	2	EA	2"	PVC		S X S	90 BEND	SCHEDULE 80 - 806020	3.87	7.75
33	26	2	EA		FRP			PEDESTAL HOUSING	CHANNEL MODEL SERIES P/N SPH 1420 COLOR - GREEN W/ANTI-INSECT VENTS	7,192.00	14,384.00
34	27	1	EA	2"	DETECTABLE			DETECTABLE TAPE	SPEC. SEC. 02554 1.08 - QUOTED TRUMBULL DETECTABLE TAPE (1,000' ROLLS ONLY)	70.75	70.75
35	28	2500	LF	#12 AWG	COPPER		INSULATED	TRACER WIRE	SPEC. SEC. 02554 1.09 ***(FOR BIDDING PURPOSES, 2,500' MIN. ORDER)***	0.33	833.33
36	29										
37	30		**HEADING**	**2**							
38	31		FORCE MAIN								
39	32		4 INCH AIR RELEASE VALVE ASSEMBLIES ON 16 INCH FORCEMAIN AT STATIONS 6 + 50.65, 9 + 50.65, 23 + 00.13, 35 + 00.13, 51 + 00.13, 97 + 49.00, 111 + 94.56, 127 + 50.13 (TYP OF 8)								
40	33		SHEET: C3.5, C3.6, C3.7, C3.8, C3.9, C3.12, C3.13, C3.14, C4.0								
41	34	8	EA	16" X 4""	DI		FLANGE	SERVICE SADDLE	SPEC. SEC. 02511 2.20 - JCM 412-1740X4ESS	1,078.73	8,629.87
42	35	8	EA	4"	HDPE		FLG X BUTT FUSED	FLANGE	SDR 11	18.67	149.33
43	36	160	LF	4"	HDPE	20'-0"	PLAIN END	PIPE	SDR 11	18.81	3,010.13
44	37	8	EA	4"	HDPE		BUTT FUSED	90 BEND	SDR 11	20.00	160.00
45	38	16	EA	4"	HDPE		FLG X BUTT FUSED	FLANGE	SDR 11	18.67	298.67
46	39	8	EA	4"	CAST IRON		FLANGE	GATE VALVE	SPEC. SEC. 02511 2.02.C - WITH 2 INCH NUT OPERATOR - CLOW/KENNEDY/M&H	1,040.00	8,320.00
47	40	8	EA	5-1/4"	CAST IRON	24-36	SCREW	VALVE BOX	SPEC. SEC. 02511 2.15	153.33	1,226.67
48	41	8	EA	4"	HDPE		FLG X BUTT FUSED	FLANGE	SDR 11	18.67	149.33
49	42	8	EA	4"	STNL STEEL		FLANGE	BALL VALVE	NO SPECIFICATION - WITH LEVER HANDLE - APOLLO 87A20A24	3,152.63	25,221.01
50	~~43~~	~~8~~	~~EA~~	~~4"~~	~~CAST IRON~~		~~FLANGE~~	~~AIR RELEASE VALVE~~	~~SPEC. SEC. 02554 1.03.B - NO QUOTE~~	~~0.00~~	~~0.00~~
51	44	8	EA	2"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836020	10.66	85.24
52	45	8	EA	2"	PVC		S X S	90 BEND	SCHEDULE 80 - 806020	3.87	30.99
53	46	8	EA	2"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375020	18.45	147.60
54	47	8	EA	2"	PVC		S X S	90 BEND	SCHEDULE 80 - 806020	3.87	30.99
55	48	8	EA		FRP			PEDESTAL HOUSING	CHANNEL MODEL SERIES P/N SPH 1420 COLOR - GREEN W/ANTI-INSECT VENTS	7,192.00	57,536.00
56	49	1	EA	2"	DETECTABLE			DETECTABLE TAPE	SPEC. SEC. 02554 1.08 - QUOTED TRUMBULL DETECTABLE TAPE (1,000' ROLLS ONLY)	70.75	70.75
57	50	2500	LF	#12 AWG	COPPER		INSULATED	TRACER WIRE	SPEC. SEC. 02554 1.09 ***(FOR BIDDING PURPOSES, 2,500' MIN. ORDER)***	0.33	833.33
58	51										
59	52		**HEADING**	**3**							
60	53		MARLOW LIFT STATION								
61	54		PRESSURE GAUGE ASSEMBLIES ON 8 INCH PUMPS DISCHARGE PIPING (TYP OF 2)								
62	55		SHEET: C3.15, C3.16								
63	56	2	EA	1"	STNL STEEL	0'-3"	THREAD	DIELECTRIC NIPPLE	PDW-1000TT	39.75	79.51
64	57	2	EA	1"	STNL STEEL		THREAD	BALL VALVE	NO SPECIFICATION - APOLLO 761052427A	163.31	326.61
65	58	2	EA	1" X 1/2"	STNL STEEL		THREAD	BUSHING	TYPE 316 STAINLESS STEEL, SCHEDULE 40	3.93	7.87

	A	B	C	D	E	F	G	H	I	J	K
1											
2				**6209 MARLOW WATER & SEWER**							
3				**GUYTON, GA**							
4				**SMALL PIPE**							
5				**BID DATE: 8/17/26**					***QUOTED IMPORTS***		
6	**LINE**									**UNIT**	**TOTAL**
7	**NUMBER**	**QTY**	**UNIT**	**SIZE**	**MATERIAL**	**LENGTH**	**JOINT**	**FITTING**	**DESCRIPTION**	**SELL**	**SELL**
66	59	2	EA	1/2"	STNL STEEL		THREAD	PRESSURE GAUGE	SPEC. SEC. 02510 2.08.A (0-160 PSI) - ASHCROFT 35 1009SW 04L XNHSG 160# + 50 201SS 04T XCKPU	877.73	1,755.47
67	60										
68	61		**HEADING**	**4**							
69	62		MARLOW LIFT STATION								
70	63		ROUTING WATER FROM SHALLOW NON-POTABLE WATER WELL TO POST YARD HYDRANT								
71	64		SHEET: C3.15, C3.16								
72	65	1	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	36.32
73	66	120	LF	2"	COPPER	60'-0"	PLAIN END	ROLLED TUBING	TYPE K SOFT - 2KC60	47.60	5,711.41
74	67	2	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	72.64
75	68	1	EA	2"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 - APOLLO 77C14801A (NOT FIRE SAFE) 3-4 WEEKS ARO	312.40	312.40
76	69	1	EA	2"	COPPER		C X C X C	TEE	WROT - 6112	58.10	58.10
77	70	2	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	72.64
78	71	1	EA	2"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 - APOLLO 77C14801A (NOT FIRE SAFE) 3-4 WEEKS ARO	312.40	312.40
79	72	2	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	72.64
80	73	1	EA	2"	BRONZE		THREAD	Y-STRAINER	SPEC. SEC. 15100 1.29 - WATTS LF777SI (ITEM NO. 0379116)	202.81	202.81
81	74	1	EA	2"	COPPER		C X C	UNION	WROT - 7332	160.28	160.28
82	75	1	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	36.32
83	76	1	EA	2"	BRASS		CTS X CTS	90 BEND	A.Y. MCDONALD 74761T	450.85	450.85
84	77	1	EA	2"	BRASS		CTS X CTS	90 BEND	A.Y. MCDONALD 74761T	450.85	450.85
85	78	1	EA	2"	BRASS		CTS X CTS	COUPLING	A.Y. MCDONALD 74758-22	216.03	216.03
86	79	2	EA	2"	BRASS		CTS X CTS	45 BEND	A.Y. MCDONALD 74748-22	407.17	814.35
87	80	1	EA	2"	BRASS		CTS X CTS	90 BEND	A.Y. MCDONALD 74761T	450.85	450.85
88	81	1	EA	2"	COPPER		C X C	90 BEND	WROT - 6072	32.91	32.91
89	82	1	EA	2"	COPPER		C X C	UNION	WROT - 7332	160.28	160.28
90	83	1	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	36.32
91	84	1	EA	2"	BRONZE		THREAD	RPZ-BFP	SPEC. SEC. 15100 1.40 - WATTS LF009M2-QT-FS (ITEM NO. 88004115)	1,024.29	1,024.29
92	85	1	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	36.32
93	86	1	EA	2"	COPPER		C X C	UNION	WROT - 7332	160.28	160.28
94	87	1	EA	2"	COPPER		C X C	90 BEND	WROT - 6072	32.91	32.91
95	88	1	EA	36" X 18" X 24"	FRP		HOT BOX	ENCLOSURE	NO SPECIFICATION - WATTS HF021033025 ***(FOR BIDDING PURPOSES)***	2,038.01	2,038.01
96	89	1	EA	2"	BRASS		CTS X CTS	90 BEND	A.Y. MCDONALD 74761T	450.85	450.85
97	90	1	EA	2" X 1"	BRASS		CTS X CTS X CTS	TEE	A.Y. MCDONALD 74760-22	290.32	290.32
98	91	20	LF	1"	COPPER	20'-0"	PLAIN END	PIPE	TYPE K HARD - 1KS20	17.26	345.12
99	92	2	EA	1"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	40.67	81.35
100	93	1	EA	1"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 WITH 2 INCH NUT OPERATOR - APOLLO 77C14501A (NOT FIRE SAFE)	77.27	77.27
101	94	1	EA	5-1/4"	CAST IRON	24-36	SCREW	VALVE BOX	SPEC. SEC. 02511 2.15	153.33	153.33
102	95	1	EA	1"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	40.67	40.67
103	96	1	EA	1"	STEEL		THREAD	YARD HYDRANT	SPEC. SEC. 02511 2.26 3 FEET BURY DEPTH - TRUFLO TF100-3.5FT-B-1-1-1-1-1-RD ***(FOR BIDDING PURPOSES)***	692.00	692.00
104	97	2	EA	2"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	162.26	324.52
105	98	1	EA	2"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 WITH 2 INCH NUT OPERATOR - APOLLO 77C14801A (NOT FIRE SAFE) 3-4 WEEKS ARO	312.40	312.40
106	99	1	EA	5-1/4"	CAST IRON	24-36	SCREW	VALVE BOX	SPEC. SEC. 02511 2.15	153.33	153.33
107	100	1	EA	1"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	40.67	40.67
108	101	1	EA	1"	STEEL		THREAD	POST HYDRANT	NO SPECIFICATION 3 FEET BURY DEPTH - TRUFLO TF100-3.5FT-B-1-1-1-1-1-RD ***(FOR BIDDING PURPOSES)***	692.00	692.00
109	102										
110	103		**HEADING**	**5**							
111	104		WELL PLAN								
112	105		ROUTING WATER FROM CONNECTION WITH 12 INCH DIP TO HYDROPNEUMATIC TANK TO 50 GALLON GAUGE BUFFER TANK								
113	106		SHEET: C4.1, C4.2								
114	107	1	EA	12" X 2"	DI		THREAD	SERVICE SADDLE	SPEC. SEC. 02511 2.20 - JCM 406-1350x14IP	212.84	212.84
115	108	1	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	36.32
116	109	20	LF	2"	COPPER	20'-0"	PLAIN END	PIPE	TYPE L HARD - 2LS20	33.28	665.66
117	110	2	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	72.64
118	111	1	EA	2"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 WITH 2 INCH NUT OPERATOR - APOLLO 77C14801A (NOT FIRE SAFE) 3-4 WEEKS ARO	312.40	312.40
119	112	2	EA	2"	COPPER		C X C X C	TEE	WROT - 6112	58.10	116.20
120	113	4	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	145.28
121	114	2	EA	2"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 WITH 2 INCH NUT OPERATOR - APOLLO 77C14801A (NOT FIRE SAFE) 3-4 WEEKS ARO	312.40	624.80
122	115	1	EA	2"	COPPER		C X C	90 BEND	WROT - 6072	32.91	32.91
123	116	1	EA	2"	COPPER		C X C	UNION	WROT - 7332	160.28	160.28

	A	B	C	D	E	F	G	H	I	J	K
1											
2				**6209 MARLOW WATER & SEWER**							
3				**GUYTON, GA**							
4				**SMALL PIPE**							
5				**BID DATE: 8/17/26**					***QUOTED IMPORTS***		
6	**LINE**									**UNIT**	**TOTAL**
7	**NUMBER**	**QTY**	**UNIT**	**SIZE**	**MATERIAL**	**LENGTH**	**JOINT**	**FITTING**	**DESCRIPTION**	**SELL**	**SELL**
124	117	1	EA	2"	COPPER		MIP X C	MALE ADAPTER	WROT - 6042	36.32	36.32
125	118	1	EA	2" X 1"	COPPER		C X C	REDUCER	WROT - 600R21	26.35	26.35
126	119	20	LF	1"	COPPER	20'-0"	PLAIN END	PIPE	TYPE L HARD - 1LS20	9.08	181.53
127	120	1	EA	1"	COPPER		C X C	90 BEND	WROT - 6071	7.82	7.82
128	121	2	EA	1"	COPPER		MIP X C	MALE ADAPTER	WROT - 6041	12.74	25.48
129	122	1	EA	1"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 WITH 2 INCH NUT OPERATOR - APOLLO 77C14501A (NOT FIRE SAFE)	77.27	77.27
130	123	1	EA	2"	COPPER		C X C	UNION	WROT - 7332	160.28	160.28
131	124	3	EA	2"	COPPER		C X C X C	TEE	WROT - 6112	58.10	174.31
132	125	8	EA	1"	COPPER		MIP X C	MALE ADAPTER	WROT - 6041	12.74	101.93
133	126	4	EA	1"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 WITH 2 INCH NUT OPERATOR - APOLLO 77C14501A (NOT FIRE SAFE)	77.27	309.07
134	127	3	EA	2"	COPPER		C X C X C	TEE	WROT - 6112	58.10	174.31
135	128	6	EA	1"	COPPER		MIP X C	MALE ADAPTER	WROT - 6041	12.74	76.45
136	129	3	EA	1"	BRONZE		THREAD	BALL VALVE	SPEC. SEC. 15100 1.12 WITH 2 INCH NUT OPERATOR - APOLLO 77C14501A (NOT FIRE SAFE)	77.27	231.80
137	130	4	EA	1"	COPPER		C X C	90 BEND	WROT - 6071	7.82	31.28
138	131	3	EA	1"	COPPER		FIP X C	FEMALE ADAPTER	WROT - 6031	14.79	44.38
139	132	3	EA	1" X 1/2"	BRASS		THREAD	BUSHING	BRF383RLF112	6.78	20.35
140	133	1	EA	1/2"	STNL STEEL		THREAD	PRESSURE TRANSMITTER	NO SPECIFICATION - ASHCROFT K2 7 M04 10 F4 100# G XNH + 50 201SS 04T XCKPU	1,195.40	1,195.40
141	134	1	EA	1/2"	STNL STEEL		THREAD	PRESSURE SWITCH	SPEC. SEC. 15100 1.32 - ASHCROFT B4 24 S XH5NH 100# + 50 201SS 04T XCKH5PU	1,394.13	1,394.13
142	135	1	EA	1/2"	STNL STEEL		THREAD	PRESSURE GAUGE	SPEC. SEC. 15100 1.36 - ASHCROFT 35 1009SW 04L XH5NHSG 100#	205.52	205.52
143	136	10	LF	1-5/8"	STNL STEEL	10'-0"	SLOTTED	UNISTRUT	TYPE 316 STAINLESS STEEL	20.40	204.00
144	137	7	EA	1"	STNL STEEL		FLEX STRUT	PIPE CLAMP	FS-1300A-1 ST6	7.20	50.40
145	138	2	EA	2"	STNL STEEL		FLEX STRUT	PIPE CLAMP	FS-1300A-2 ST6	9.13	18.27
146	139	18	EA	3/8"	STNL STEEL	0'-3 3/4"	THREAD	EXPANSION ANCHOR	WITH WASHER AND NUT TYPE 316 STAINLESS STEEL - 37C375AWG3	4.20	75.60
147	140										
148	141		**HEADING**	**6**							
149	142		WELL PLAN								
150	143		ROUTING WATER FROM CONNECTION WITH 12 INCH DIP TO HYDROPNEUMATIC TANK THROUGH CHLORINE BOOSTER PUMPS TO HIGH/LOW EJECTOR CHECK VALVE ASSEMBLY								
151	144		SHEET: C4.1, C4.2, C4.3								
152	145	1	EA	12" X 1"	DI		THREAD	SERVICE SADDLE	SPEC. SEC. 02511 2.20 - JCM 406-1350x08IP	189.44	189.44
153	146	1	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	4.39
154	147	20	LF	1"	PVC	20'-0"	PLAIN END	PIPE	SCHEDULE 80 - H0800100PG2000	1.50	29.97
155	148	1	EA	1"	PVC		S X S	BALL VALVE	SPEC. SEC. 15100 1.11 - ASAHI/AMERICA 1605010	50.31	50.31
156	149	1	EA	1"	PVC		S X S	BALL CHECK VALVE	SPEC. SEC. 15100 1.13.D - ASAHI/AMERICA 1210-010	74.81	74.81
157	150	6	EA	1"	PVC		S X S	90 BEND	SCHEDULE 80 - 806010	2.24	13.43
158	151	2	EA	1"	PVC		S X S X S	TEE	SCHEDULE 80 - 801010	4.02	8.03
159	152	2	EA	1"	PVC		S X S	BALL VALVE	SPEC. SEC. 15100 1.11 - ASAHI/AMERICA 1605010	50.31	100.61
160	153	2	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	12.13
161	154	4	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	17.56
162	155	2	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	12.13
163	156	2	EA	1"	PVC		S X S	BALL VALVE	SPEC. SEC. 15100 1.11 - ASAHI/AMERICA 1605010	50.31	100.61
164	157	2	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	12.13
165	158	2	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	8.78
166	159	3	EA	1"	STNL STEEL		FLEX STRUT	PIPE CLAMP	FS-1300A-1 ST6	7.20	21.60
167	160	6	EA	3/8"	STNL STEEL	0'-3 3/4"	THREAD	EXPANSION ANCHOR	WITH WASHER AND NUT TYPE 316 STAINLESS STEEL - 37C375AWG3	4.20	25.20
168	161										
169	162		**HEADING**	**7**							
170	163		WELL PLAN								
171	164		ROUTING CHLORINE FROM CONNECTION WITH REGULATORS ON CHLORINE TANKS TO HIGH/LOW EJECTOR CHECK VALVE ASSEMBLY								
172	165		SHEET: C4.1, C4.2, C4.3								
173	166	4	EA	1/2"	PVC		MIP X BARB	ADAPTER	SCHEDULE 80 - 1436-005	0.51	2.04
174	167	8	EA	1/2"	STNL STEEL		SCREW	HOSE CLAMP		1.40	11.20
175	168	6	LF	1/2"	PVC		PLAIN END	TUBING	KURI TEC 3155 SERIES	1.07	6.40
176	169	1	EA	1/2"	PVC		S X S	BALL VALVE	SPEC. SEC. 15100 1.11 - ASAHI/AMERICA 1605005	33.97	33.97
177	170	2	EA	1/2"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375005	4.16	8.32
178	171	20	LF	1/2"	PVC	20'-0"	PLAIN END	PIPE	SCHEDULE 80 - H0800050PG2000	0.73	14.68
179	172	2	EA	1/2"	PVC		S X S X S	TEE	SCHEDULE 80 - 801005	3.06	6.12
180	173	5	EA	1/2"	PVC		S X S	90 BEND	SCHEDULE 80 - 806005	1.08	5.42
181	174	2	EA	1/2"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836005	2.30	4.61

	A	B	C	D	E	F	G	H	I	J	K
1											
2				**6209 MARLOW WATER & SEWER**							
3				**GUYTON, GA**							
4				**SMALL PIPE**							
5				**BID DATE: 8/17/26**					***QUOTED IMPORTS***		
6	**LINE**									**UNIT**	**TOTAL**
7	**NUMBER**	**QTY**	**UNIT**	**SIZE**	**MATERIAL**	**LENGTH**	**JOINT**	**FITTING**	**DESCRIPTION**	**SELL**	**SELL**
182	175	1	EA	1/2"	PVC		THREAD	PRESSURE RELIEF VALVE	NO SPECIFICATION - 0339-005-V	645.33	645.33
183	176	1	EA	1/2"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375005	4.16	4.16
184	177	2	EA	1/2"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836005	2.30	4.61
185	~~178~~	~~1~~	~~EA~~	~~1/2"~~	~~?????~~		~~THREAD~~	~~FEED RATE VALVE/INDICATOR~~	~~NOT BY IMS~~	~~0.00~~	~~0.00~~
186	179	1	EA	1/2"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375005	4.16	4.16
187	180	1	EA	1/2"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836005	2.30	2.30
188	181	5	EA	1/2"	STNL STEEL		FLEX STRUT	PIPE CLAMP	FS-1300A-1/2 ST6	6.13	30.67
189	182	10	EA	3/8"	STNL STEEL	0'-3 3/4"	THREAD	EXPANSION ANCHOR	WITH WASHER AND NUT TYPE 316 STAINLESS STEEL - 37C375AWG3	4.20	42.00
190	183										
191	184		**HEADING**	**8**							
192	185		WELL PLAN								
193	186		ROUTING CHLORINE FROM CONNECTION WITH HIGH/LOW EJECTOR CHECK VALVE ASSEMBLY TO INJECTION POINT IN 12 INCH DIP PRIOR TO HYDROPNEUMATIC TANK								
194	187		SHEET: C4.1, C4.2, C4.3								
195	188	1	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	4.39
196	189	20	LF	1"	PVC	20'-0"	PLAIN END	PIPE	SCHEDULE 80 - H0800100PG2000	1.50	29.97
197	190	1	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	6.06
198	191	5	EA	1/2"	PVC		S X S	90 BEND	SCHEDULE 80 - 806005	1.08	5.42
199	192	2	EA	1"	PVC		MIP X BARB	ADAPTER	SCHEDULE 80 - 1436-010	0.64	1.28
200	193	4	EA	1"	STNL STEEL		SCREW	HOSE CLAMP		1.60	6.40
201	194	5	LF	1"	PVC		PLAIN END	TUBING	KURI TEC 3155 SERIES	3.00	15.00
202	195	1	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	6.06
203	196	1	EA	1" X 1/2"	PVC		THREAD	INJECTION QUILL	SAF-T-FLO EB-146-S-P-4-B-E	934.80	934.80
204	197										
205	198		**HEADING**	**9**							
206	199		WELL PLAN								
207	200		ROUTING CHLORINE FROM CONNECTION WITH HIGH/LOW EJECTOR CHECK VALVE ASSEMBLY TO INJECTION POINT IN 12 INCH DIP BEFORE HYDROPNEUMATIC TANK								
208	201		SHEET: C4.1, C4.2, C4.3								
209	202	1	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	4.39
210	203	60	LF	1"	PVC	20'-0"	PLAIN END	PIPE	SCHEDULE 80 - H0800100PG2000	1.50	89.91
211	204	2	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	12.13
212	205	2	EA	1"	PVC		MIP X BARB	ADAPTER	SCHEDULE 80 - 1436-010	0.64	1.28
213	206	4	EA	1"	STNL STEEL		SCREW	HOSE CLAMP		1.60	6.40
214	207	5	LF	1"	PVC		PLAIN END	TUBING	KURI TEC 3155 SERIES	3.00	15.00
215	208	1	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	6.06
216	209	1	EA	1" X 1/2"	PVC		THREAD	INJECTION QUILL	SAF-T-FLO EB-146-S-P-4-B-E	934.80	934.80
217	210	1	EA	1"	BRONZE		MALE X MALE	CORPORATION STOP	NO SPECIFICATION - A.Y. MCDONALD 73131B ***(FOR BIDDING PURPOSES)***	126.66	126.66
218	211										
219	212		**HEADING**	**10**							
220	213		WELL PLAN								
221	214		ROUTING WATER FROM CONNECTION WITH 8 INCH DIP ON NORTH SIDE OF SITE FUTURE ROAD TO YARD HYDRANT AT LIFT STATION								
222	215		SHEET: C4.1, C4.2, C4.3								
223	216	1	EA	8" X 2"	DI		THREAD	SERVICE SADDLE	SPEC. SEC. 02511 2.20 - JCM 406-0905x14IP	162.33	162.33
224	217	1	EA	2"	BRONZE		MALE X FEMALE	CORPORATION STOP	SPEC. SEC. 15100 1.24 - A.Y. MCDONALD 73149B ***(FOR BIDDING PURPOSES)***	510.89	510.89
225	218	1	EA	2"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	162.26	162.26
226	219	360	LF	2"	COPPER	60'-0"	PLAIN END	ROLLED TUBING	TYPE K SOFT - 2KC60	47.60	17,134.22
227	220	5	EA	2"	BRASS		CTS X CTS	COUPLING	A.Y. MCDONALD 74758-22	216.03	1,080.13
228	221	2	EA	2"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	162.26	324.52
229	222	1	EA	2"	BRONZE		THREAD	GATE VALVE	SPEC. SEC. 02511 2.02.C - WITH 2 INCH NUT OPERATOR - CRANE #431 UB	656.00	656.00
230	223	1	EA	5-1/4"	CAST IRON	24-36	SCREW	VALVE BOX	SPEC. SEC. 02511 2.15	153.33	153.33
231	224	4	EA	2"	BRASS		CTS X CTS	45 BEND	A.Y. MCDONALD 74748-22	407.17	1,628.69
232	225	1	EA	2"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	162.26	162.26
233	226	1	EA	2"	BRONZE		THREAD	GATE VALVE	SPEC. SEC. 02511 2.02.C - WITH 2 INCH NUT OPERATOR - CRANE #431 UB	656.00	656.00
234	227	1	EA	2" X 1"	BRASS		THREAD	BUSHING	BRF383RLF21	26.98	26.98
235	228	1	EA	1"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	40.67	40.67
236	229	2	EA	5-1/4"	CAST IRON	24-36	SCREW	VALVE BOX	SPEC. SEC. 02511 2.15	153.33	306.67
237	230	1	EA	1"	BRASS		MIP X CTS	MALE ADAPTER	A.Y. MCDONALD 74753-22	40.67	40.67
238	231	1	EA	1"	STEEL		THREAD	YARD HYDRANT	SPEC. SEC. 02511 2.26 3 FEET BURY DEPTH - TRUFLO TF100-3.5FT-B-1-1-1-1-1-RD ***(FOR BIDDING PURPOSES)***	692.00	692.00
239	232										

	A	B	C	D	E	F	G	H	I	J	K
1											
2				**6209 MARLOW WATER & SEWER**							
3				**GUYTON, GA**							
4				**SMALL PIPE**							
5				**BID DATE: 8/17/26**					***QUOTED IMPORTS***		
6	**LINE**									**UNIT**	**TOTAL**
7	**NUMBER**	**QTY**	**UNIT**	**SIZE**	**MATERIAL**	**LENGTH**	**JOINT**	**FITTING**	**DESCRIPTION**	**SELL**	**SELL**
240	233		**HEADING**	**11**							
241	234		WELL PLAN								
242	235		ROUTING POTABLE WATER FROM CONNECTION WITH 12 INCH DIP AFTER HYDROPNEUMATIC TANK TO HOSE BIBB AND EYEWASH/SHOWER ON OUTSIDE OF SOUTH WALL								
243	236		SHEET: C4.1, C4.2, C4.3								
244	237	1	EA	12" X 1"	DI		THREAD	SERVICE SADDLE	SPEC. SEC. 02511 2.20 - JCM 406-1350x08IP	189.44	189.44
245	238	120	LF	1"	PVC	20'-0"	BELL & SPIGOT	PIPE	SCHEDULE 80 - H0800100PG200B	1.60	192.19
246	239	1	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	4.39
247	240	1	EA	1"	PVC		S X S	BALL VALVE	SPEC. SEC. 15100 1.11 - ASAHI/AMERICA 1605010	50.31	50.31
248	241	2	EA	1"	PVC		S X S	90 BEND	SCHEDULE 80 - 806010	2.24	4.48
249	242	1	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	6.06
250	243	2	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	8.78
251	244	~~1~~	~~EA~~	~~1"~~	~~BRONZE~~		~~THREAD~~	~~WATER METER~~	~~SPEC. SEC. 02511 2.17.A - NO QUOTE~~	~~0.00~~	~~0.00~~
252	245	2	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	8.78
253	246	1	EA	1"	BRONZE		THREAD	RPZ-BFP	SPEC. SEC. 15100 1.40 - WATTS LF009M2-QT-FS (ITEM NO. 88004112)	506.01	506.01
254	247	~~1~~	~~EA~~	~~1"~~	~~CAST IRON~~			~~WATER METER BOX~~	~~FORD LONG YOKEBOX LYLBB141 SP TR - NO QUOTE~~	~~0.00~~	~~0.00~~
255	248	1	EA	1"	PVC		S X S	90 BEND	SCHEDULE 80 - 806010	2.24	2.24
256	249	1	EA	1"	PVC		S X S X S	TEE	SCHEDULE 80 - 801010	4.02	4.02
257	250	1	EA	1"	PVC		S X S	90 BEND	SCHEDULE 80 - 806010	2.24	2.24
258	251	1	EA	1" X 3/4"	PVC		SW X THRD	BUSHING	SCHEDULE 80 - 838131	1.82	1.82
259	252	1	EA	3/4"	BRASS		THREAD	HOSE BIBB	SPEC. SEC. 15100 1.35 - DIXON BRF75	15.95	15.95
260	253	2	EA	1"	PVC		S X S	90 BEND	SCHEDULE 80 - 806010	2.24	4.48
261	254	1	EA	1"	PVC		S X S	BALL VALVE	SPEC. SEC. 15100 1.11 - ASAHI/AMERICA 1605010	50.31	50.31
262	255	1	EA	1"	PVC		S X S	90 BEND	SCHEDULE 80 - 806010	2.24	2.24
263	256	1	EA	1"	PVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 897375010	6.06	6.06
264	257	1	EA	1"	PVC		MIP X S	MALE ADAPTER	SCHEDULE 80 - 836010	4.39	4.39
265	258	1	EA	1"	STNL STEEL		THREAD	EYEWASH/SHOWER	NO SPECIFICATION - HAWS 8330	3,419.20	3,419.20
266	259										
267	260		**HEADING**	**12**							
268	261		WELL PLAN								
269	262		ROUTING 1 INCH CPVC VENT FROM CONNECTION WITH FLUORIDE DRUM TO ATMOSPHERE ON OUTSIDE OF SOUTH WALL								
270	263		SHEET: C4.4								
271	264	1	EA	1"	CPVC		S X THRD	BULK HEAD FITTING	SCHEDULE 80 - 8171V-010C	105.84	105.84
272	265	20	LF	1"	CPVC	20'-0"	PLAIN END	PIPE	SCHEDULE 80 - H0800100CG2000	2.90	58.00
273	266	2	EA	1"	CPVC		S X FIPT	UNION	WITH VITON O-RINGS - SCHEDULE 80 - 8059-010C	21.11	42.23
274	267	2	EA	1"	CPVC		MIP X BARB	ADAPTER	SCHEDULE 80 - 1436-010C	2.15	4.31
275	268	4	EA	1"	STNL STEEL		SCREW	HOSE CLAMP		1.60	6.40
276	269	10	LF	1"	PVC		PLAIN END	TUBING	KURI TEC 3155 SERIES	3.00	30.00
277	270	2	EA	1"	CPVC		S X S	90 BEND	SCHEDULE 80 - 9806010	3.90	7.80
278	271	1	EA	12" X 12"	STNL STEEL		SQUARE	INSECT SCREEN	MESH 24	26.67	26.67
279	272	2	EA	1"	STNL STEEL		SCREW	HOSE CLAMP		1.60	3.20
280	273	10	LF	1-5/8"	FRP	10'-0"	CHAMPION	UNISTRUT	CS-S20S-10V	24.37	243.71
281	274	3	EA	1"	FRP		CHAMPION	PIPE CLAMP	CS-PC-100	12.97	38.91
282	275	6	EA	3/8"	STNL STEEL	0'-3 3/4"	THREAD	EXPANSION ANCHOR	WITH WASHER AND NUT TYPE 316 STAINLESS STEEL - 37C375AWG3	4.20	25.20
283	276										
284	277		**HEADING**	**13**							
285	278		WELL PLAN								
286	279		ROUTING 1/2 INCH CPVC SUCTION FROM CONNECTION WITH FLUORIDE DRUM TO CONNECTION WITH FLUORIDE METERING PUMPS SKID								
287	280		SHEET: C4.4								
288	281	20	LF	1/2"	CPVC	20'-0"	PLAIN END	PIPE	SCHEDULE 80 - H0800050CG2000	1.45	29.00
289	282	5	EA	1/2"	CPVC		S X S	90 BEND	SCHEDULE 80 - 9806005	1.93	9.63
290	283	2	EA	1/2"	CPVC		S X S	UNION	WITH VITON O-RINGS - SCHEDULE 80 - 9857375005	9.15	18.30
291	284	2	EA	1/2"	FRP		CHAMPION	PIPE CLAMP	CS-PC-050	10.93	21.86
292	285	4	EA	3/8"	STNL STEEL	0'-3 3/4"	THREAD	EXPANSION ANCHOR	WITH WASHER AND NUT TYPE 316 STAINLESS STEEL - 37C375AWG3	4.20	16.80
293	286										
294	287		**HEADING**	**14**							
295	288		WELL PLAN								
296	289		ROUTING 1 INCH CPVC FEED FROM CONNECTION WITH FLUORIDE METERING PUMPS SKID TO INJECTION POINT IN 12 INCH DIP BEFORE HYDROPNEUMATIC TANK								
297	290		SHEET: C4.4								

	A	B	C	D	E	F	G	H	I	J	K
1											
2				**6209 MARLOW WATER & SEWER**							
3				**GUYTON, GA**							
4				**SMALL PIPE**							
5				**BID DATE: 8/17/26**					***QUOTED IMPORTS***		
6	**LINE**									**UNIT**	**TOTAL**
7	**NUMBER**	**QTY**	**UNIT**	**SIZE**	**MATERIAL**	**LENGTH**	**JOINT**	**FITTING**	**DESCRIPTION**	**SELL**	**SELL**
298	291	1	EA	1"	CPVC		S X FIPT	UNION	WITH VITON O-RINGS - SCHEDULE 80 - 8059-010C	21.11	21.11
299	292	40	LF	1"	CPVC	20'-0"	PLAIN END	PIPE	SCHEDULE 80 - H0800100CG2000	2.90	115.99
300	293	5	EA	1"	CPVC		S X S	90 BEND	SCHEDULE 80 - 9806010	3.90	19.50
301	294	2	EA	1"	CPVC		S X S	UNION	WITH VITON O-RINGS - SCHEDULE 80 - 9857375010	11.48	22.95
302	295	2	EA	1"	CPVC		MIP X BARB	ADAPTER	SCHEDULE 80 - 1436-010C	2.15	4.31
303	296	4	EA	1"	STNL STEEL		SCREW	HOSE CLAMP		1.60	6.40
304	297	5	LF	1"	PVC		PLAIN END	TUBING	KURI TEC 3155 SERIES	3.00	15.00
305	298	1	EA	1"	CPVC		S X S	UNION	WITH EPDM O-RINGS - SCHEDULE 80 - 9897375010	11.32	11.32
306	299	1	EA	1" X 1/2"	PVC		THREAD	INJECTION QUILL	SAF-T-FLO EB-146-S-P-4-B-E	934.80	934.80
307	300	1	EA	1"	BRONZE		MALE X MALE	CORPORATION STOP	NO SPECIFICATION - A.Y. MCDONALD 73131B ***(FOR BIDDING PURPOSES)***	126.66	126.66
308	301	7	EA	1"	FRP		CHAMPION	PIPE CLAMP	CS-PC-100	12.97	90.79
309	302	14	EA	3/8"	STNL STEEL	0'-3 3/4"	THREAD	EXPANSION ANCHOR	WITH WASHER AND NUT TYPE 316 STAINLESS STEEL - 37C375AWG3	4.20	58.80
310	303										
311	304		**HEADING**	**15**							
312	305		IMS PIPE DRAWINGS & FREIGHT								
313	306	1	EA		IMS		ISOMETRIC	LAYOUT DRAWINGS	FOR PIPING	1,875.00	1,875.00
314	307	1	EA		IMS		ESTIMATED	FULL FLAT BED	FREIGHT DELIVERY PER FLAT BED TRUCK ***(FOR BIDDING PURPOSES ONLY)***	1,850.00	1,850.00
315	308										
316	**309**		**END OF TAKE OFF**						**TOTAL**		**$190,534.40**

Bid Proposal

REVISED Marlow Water & Sewer Improvements

All Bidders
Job Location: Guyton, GA
Engineer Name: Coleman Company
Bid Date: 08/17/2026
Bid Due Date:
Addendum Number:
Plan Sheet Date:
Core & Main Bid #: 5160094

Core & Main
550 Jimmy Deloach Parkway Suite 120
Savannah, GA 31407
Phone: 9127483484
Fax: 9127487686

***Highlighted rows indicate a revision to original**
***Highlighted rows indicate Quoted by Others**

Disclaimers
THIS PROJECT IS BEING BID IN ACCORDANCE WITH CORE & MAIN'S INTERPRETATION OF IMPORT REQUIREMENTS. ANY ALTERNATES OFFERED WILL BE NOTED WITHIN THE SCOPE BELOW.

Bid Seq	Description	Description 2	Qty	UoM	Sell	Ext Sell	Filter	VENDOR
10	**********							
20	PROJECT SHOP DRAWING		43	EA	800.00	34,400.00	DRAWINGS	
30								
40	**SITE UTILITIES**							
50	**P/S C3.1 - 3.16, C4.0 - 4.4**							
60	_____							
70								
80	**FORCE MAIN TO SSMH-06**							
90								
100	8 MJ L/P SLV C153 P401 USA		2	EA	656.22	1,312.44	DI FTG	SIGMA
110	8 PVC C900 DR18 PIPE 20' GRN GSKT PC235	GSKT PC235	3380	FT	17.03	57,561.40	PVC C900 PIPE	
120	8 MJ 45 C153 P401 USA		8	EA	662.77	5,302.16	DI FTG	SIGMA
130	8 FOSTER ADPT EPXY 8FA-OX USA W/ACC	W/ACC	2	EA	189.95	379.90	DI FTG	
140	10X8 MJ RED C153 P401 USA		19	EA	932.20	17,711.80	DI FTG	SIGMA
150	10 SDR17 DIPS MJ ADAPTER W/ STIFFENER AND KIT		19	EA	440.37	8,367.03	HDPE FTG	
170	10 DIPS DR17 HDPE PIPE		1760	FT	14.39	25,326.40	HDPE PIPE	
180	8 PVC C900 DR18 PIPE 20' GRN GSKT PC235 FUSION BY OTHERS.	GSKT PC235	820	FT	17.03	13,964.60	FUSION BY OTHERS	
200	16 DIPS DR17 HDPE PIPE BLK 130 PSI	130 PSI	800	FT	35.37	28,296.00	HDPE PIPE	
210	16X8 CASING SPACER T-304SS		80	EA	124.18	9,934.40	SS	
230	16X8 END SEAL		2	EA	97.95	195.90	MISC	
240	8 ONE-LOK PVC RESTR SLCEP8 (I) W/ACC	W/ACC	35	EA	108.58	3,800.30	RESTRAINT	SIGMA
250	2X1000' DETECTO TAPE-FM		6	EA	24.45	146.70	MISC	
260	12GA TW GREEN 500' CCS PE30 COPPER CLAD TRACER WIRE PER ROLL	COPPER CLAD TRACER WIRE	12	RL	132.85	1,594.20	MISC	
270	K-N-S CONN S106-16B MH BOOT (OD 9.50-11.25)	(OD 9.50-11.25)	1	EA	164.23	164.23	MISC	
280								
290	**FM AIR RELEASE VLVS P/ DET FM-2 SHT C4.0**	P/ DET FM-2 SHT C4.0						
300								
310	406-0863X14IP 8X2IP DI SAD PLASTIC COATED DBL 304SS STRAPS 8.50-8.63 OD	PLASTIC COATED	2	EA	168.51	337.02	SERVICE MATERIAL	
320	2 HART DIELECTRIC UNION D-3232-8-N-B360/316L MIPT X MIPT		2	EA	931.00	1,862.00	PIPE - FTG	
350	2 316SS 90 BEND		2	EA	36.35	72.70	SS	
360	2X4 316SS NIPPLE		2	EA	22.60	45.20	SS	
370	2 F6103 THRD RW GV OL ON CLOW DI BODY CLOW GATE VALVE	DI BODY CLOW GATE VALVE	2	EA	571.43	1,142.86	VLV GATE	
380	461-S VALVE BOX COMP M/SEWER IMP	IMP	2	EA	88.00	176.00	VLV BOX	
390	162 GREEN OMNI UTILITY MARKER FOR SANITARY SEWER	FOR SANITARY SEWER	2	EA	14.17	28.34	MISC	
400	CONCRETE VLV MARKER W/BR PLATE 2" GV SEWER ARV		2	EA	44.45	88.90	MISC	
430	C84-77-G-NL 2 BRS MALE ADPT MIPTXGJ CTS NO LEAD	MIPTXGJ CTS NO LEAD	4	EA	136.09	544.36	SERVICE MATERIAL	
440	INSERT-55 2 SS INSERT FOR 2 CTS PE TUBE 1.653 ID	FOR 2 CTS PE TUBE 1.653 ID	4	EA	3.99	15.96	SS	
450	2X100 CTS DR9 PE TUBE GRN 250 PSI	250 PSI	100	FT	2.38	238.00	SERVICE MATERIAL	
460	2 316SS BALL VLV FIPTXFIPT		2	EA	235.91	471.82	VALVE MISC	
470	2X4 316SS NIPPLE		4	EA	22.60	90.40	SS	
480	2X1 316SS TEE		2	EA	149.52	299.04	SS	
490	1X4 316SS NIPPLE		2	EA	11.75	23.50	SS	
500	1 316SS BALL VLV FIPTXFIPT		2	EA	96.87	193.74	VALVE MISC	
510	2"COMBO AIR VLV F/SWG THRD SHORT VERSION W/BACKWASH DEZURIK ASC440	F/SWG THRD SHORT VERSION	2	EA	2,836.25	5,672.50	VLV AIR	DEZURIK
530	CHANNELL SPH1420 GREEN W/VENTS SPH14206C1B1L00A08 F/ARV	SPH14206C1B1L00A08 F/ARV	2	EA	630.34	1,260.68	ENCLOSURE	
540								
550	**GRAVITY SEWER TO MARLOW LS**							
560								
570	K-N-S CONN S106-20WS MH BOOT (OD 17.00-18.15)	(OD 17.00-18.15)	10	EA	214.81	2,148.10	MISC	
580	16 PVC C900 DR18 PIPE 20' GRN GSKT PC235	GSKT PC235	10780	FT	40.91	441,009.80	PVC C900 PIPE	

590	KOR-N-SEAL S206-34 CONNECTOR		2	EA	501.35	1,002.70	MISC	
600	30 PVC SDR26 HW SWR PIPE (G) 14'	14'	84	FT	129.67	10,892.28	PVC	
610	2X1000' DET TAPE SEWER GREEN		1000	EA	24.45	24,450.00	MISC	
620								
630	**LS FORCE MAIN EFFLUENT**							
640								
650	16 MJ 45 C153 P401 USA		11	EA	2,597.97	28,577.67	DI FTG	SIGMA
660	16 PVC C900 DR18 PIPE 20' GRN GSKT PC235	GSKT PC235	9980	FT	40.91	408,281.80	PVC C900 PIPE	
670	18X16 MJ RED C153 P401 USA		19	EA	2,759.24	52,425.56	DI FTG	SIGMA
680	16 FOSTER ADPT EPXY 16FA-OX W/ACC USA	W/ACC USA	4	EA	529.95	2,119.80	DI FTG	
690	18 SDR17 DIPS MJ ADAPTER W/ STIFFENER AND KIT		18	EA	1,817.95	32,723.10	HDPE FTG	
710	18 DIPS DR17 HDPE PIPE BLK 130 PSI	130 PSI	3060	FT	42.80	130,968.00	HDPE PIPE	
720	16 SIGMA SLDEP16 ONE-LOK REST F/DI W/ACC IMP	F/DI W/ACC IMP	1	EA	323.04	323.04	RESTRAINT	SIGMA
730	16 ONE-LOK PVC RESTR SLCEP16(I W/ACC	W/ACC	38	EA	409.04	15,543.52	RESTRAINT	SIGMA
740	2X1000' DETECTO TAPE-FM		14	EA	24.45	342.30	MISC	
750	12GA TW GREEN 500' CCS PE30 COPPER CLAD TRACER WIRE PER ROLL	COPPER CLAD TRACER WIRE	27	RL	132.85	3,586.95	MISC	
760								
770	**FM AIR RELEASE VLVS P/ DET FM-2 SHT C4.0**	P/ DET FM-2 SHT C4.0						
780								
790	406-1740X14IP 16X2IP DI SAD PLASTIC COATED DBL 304SS STRAPS 17.40 OD	PLASTIC COATED	8	EA	298.55	2,388.40	SERVICE MATERIAL	
800	2 HART DIELECTRIC UNION D-3232-8-N-B360/316L MIPT X MIPT		8	EA	931.00	7,448.00	PIPE - FTG	
830	2 316SS 90 BEND		8	EA	36.35	290.80	SS	
840	2X4 316SS NIPPLE		8	EA	22.60	180.80	SS	
850	2 F6103 THRD RW GV OL ON CLOW DI BODY CLOW GATE VALVE	DI BODY CLOW GATE VALVE	8	EA	571.43	4,571.44	VLV GATE	
860	461-S VALVE BOX COMP M/SEWER IMP	IMP	8	EA	88.00	704.00	VLV BOX	
870	162 GREEN OMNI UTILITY MARKER FOR SANITARY SEWER	FOR SANITARY SEWER	8	EA	14.17	113.36	MISC	
880	CONCRETE VLV MARKER W/BR PLATE 2" GV SEWER ARV		8	EA	44.45	355.60	MISC	
910	C84-77-G-NL 2 BRS MALE ADPT MIPTXGJ CTS NO LEAD	MIPTXGJ CTS NO LEAD	16	EA	136.09	2,177.44	SERVICE MATERIAL	
920	INSERT-55 2 SS INSERT FOR 2 CTS PE TUBE 1.653 ID	FOR 2 CTS PE TUBE 1.653 ID	16	EA	3.99	63.84	SS	
930	2X100 CTS DR9 PE TUBE GRN 250 PSI	250 PSI	100	FT	2.38	238.00	SERVICE MATERIAL	
940	2 316SS BALL VLV FIPTXFIPT		8	EA	235.91	1,887.28	VALVE MISC	
950	2X4 316SS NIPPLE		16	EA	22.60	361.60	SS	
960	2X1 316SS TEE		8	EA	149.52	1,196.16	SS	
970	1X4 316SS NIPPLE		8	EA	11.75	94.00	SS	
980	1 316SS BALL VLV FIPTXFIPT		8	EA	96.87	774.96	VALVE MISC	
990	2" COMBO AIR VLV F/SWG THRD SHORT VERSION W/BACKWASH DEZURIK ASC 440	F/SWG THRD SHORT VERSION	8	EA	2,836.25	22,690.00	VLV AIR	DEZURIK
1010	CHANNELL SPH1420 GREEN W/VENTS SPH14206C1B1L00A08 F/ARV	SPH14206C1B1L00A08 F/ARV	8	EA	630.34	5,042.72	ENCLOSURE	
1020								
1030	**WELL SITE WATER MAIN**							
1040								
1050	NOTES:		1	EA	N/C	N/C	NOTES	
1060	12 PVC C900 DR18 PIPE 20' BLUE GSKT PC235	GSKT PC235	40	FT	36.00	1,440.00	PVC C900 PIPE	
1070	12 MJ 45 C153 USA		2	EA	552.64	1,105.28	DI FTG	SIGMA
1080	12 MJ TEE C153 USA		1	EA	885.00	885.00	DI FTG	SIGMA
1090	12X2 MJ TAPT PLUG CI C110 USA		1	EA	473.32	473.32	DI FTG	SIGMA
1100	2X1 BRASS BUSHING NL USA NO LEAD	NO LEAD	1	EA	61.09	61.09	SERVICE MATERIAL	
1110	1X18 BRASS NIPPLE USA NO LEAD		1	EA	79.78	79.78	SERVICE MATERIAL	
1120	T-401NL 1 BRS GATE VLV FIPTXFIPT NO LEAD 104-305NL IMPORT ONLY	FIPTXFIPT NO LEAD	1	EA	21.52	21.52	VALVE MISC	
1140	461-S VALVE BOX COMPLETE		1	EA	89.10	89.10	VLV BOX	
1150	CONCRETE VLV MARKER W/BR PLATE 1" GV PW		1	EA	44.45	44.45	MISC	
1180	161 BLUE OMNI UTILITY MARKER FOR WATER	FOR WATER	1	EA	14.50	14.50	MISC	
1190	C87-44-NL 1 BRS MALE ADPT MIPTXPJ PVC NO LEAD	MIPTXPJ PVC NO LEAD	1	EA	59.53	59.53	SERVICE MATERIAL	
1200	1 PVC SCH80 PIPE SWB 20'		120	FT	1.76	211.20	PVC SCH PIPE	
1210	1 PVC S80 90 HXH 806-010		4	EA	3.20	12.80	PVC SCH FTGS	
1220	1 PVC S80 MALE ADPT 836-010		2	EA	6.27	12.54	PVC SCH FTGS	
1230	1 BRASS UNION NO LEAD USA		1	EA	107.08	107.08	SERVICE MATERIAL	
1240	1XCL BRASS NIPPLE USA NO LEAD		1	EA	8.83	8.83	SERVICE MATERIAL	
1250	WATTS 1" LF909-QT-FS RPZ BF PREVENTER FIPT 1/4 TURN VLVS BF FLOOD SENSOR NO LEAD F391009	PREVENTER FIPT 1/4 TURN VLVS	1	EA	430.29	430.29	BACKFLOW	
1260	12 ONE-LOK PVC RESTR SLCEP12(I W/ACC	W/ACC	6	EA	198.34	1,190.04	RESTRAINT	SIGMA
1270	2X1000' DET TAPE WATER BLUE		1000	EA	24.45	24,450.00	MISC	
1280	12GA TW BLUE 500' CCS PE30 COPPER CLAD TRACER WIRE PER FOOT	COPPER CLAD TRACER WIRE	500	FT	0.28	140.00	MISC	
1290								
1300	**HOSE BIBB ASSEMBLY**							
1310	1X3/4 PVC S80 TEE HXH 801-131		1	EA	3.94	3.94	PVC SCH FTGS	
1320	3/4 PVC SCH80 PIPE SWB 20'		20	FT	1.96	39.20	PVC SCH PIPE	
1330	3/4 PVC S80 MALE ADPT 836-007		1	EA	2.95	2.95	PVC SCH FTGS	
1340	3/4" WOODFORD X34 YARD HYD 4'0" BURY	4'0" BURY	1	EA	149.71	149.71	HYDRANT	

1350								
1360	**EMERGENCY SHOWER**							
1370	1-1/4X1 PVC S80 BU SXS 837-168		1	EA	3.30	3.30	PVC SCH FTGS	
1380	HAWS 8300FP SHOWER & EYE WASH 24" BURY	24" BURY	1	EA	1,259.17	1,259.17	MISC	
1390	**********							
1400	**MECHANICAL**							
1410	**P/S C3.15-3.16, C4.1-4.4**							
1420	_____							
1430								
1440	**MARLOW LIFT STATION**							
1450								
1460	**WETWELL**							
1470								
1480	KOR-N-SEAL S206-34 CONNECTOR		1	EA	501.35	501.35	MISC	
1490	8 FLG 45 C110 P401 USA		4	EA	1,062.00	4,248.00	DI FTG	SIGMA
1500	8 MEGA-FLG 2108SS16 316SS B&N 210800SS16	210800SS16	2	EA	501.60	1,003.20	RESTRAINT	EBAA
1510	8 PVC C900 DR18 PIPE 20' GRN GSKT PC235	GSKT PC235	40	FT	17.03	681.20	PVC C900 PIPE	
1520	12 CS WALL SLEEVE SCH.40 1'2"L PEXWCXPE (WC @ 6" F/PE) HD GALVANIZED		3	EA	740.00	2,220.00	WALL SLEEVE	
1550	LINK SEAL LS-475-SS		36	EA	26.88	967.68	LINKSEAL	
1560	8X1/8 FLG ACC RR FF 316SS B&N		6	EA	95.91	575.46	BNG	
1570								
1580	**ABV GRADE EFFLUENT**							
1590								
1600	8 MEGA-FLG 2108SS16 316SS B&N 210800SS16	210800SS16	2	EA	501.60	1,003.20	RESTRAINT	EBAA
1610	8 FLGXFLG DI P401 PR 1'6" USA		2	EA	1,225.85	2,451.70	DI FAB'D	US PIPE
1620	8 FLG 90 C110 P401 USA		2	EA	1,317.02	2,634.04	DI FTG	SIGMA
1630	8 FLG CHECK VALVE		3	EA	3,307.15	9,921.45	VLV CHECK	DEZURIK
1640	8 MEGA-FLG 2108SS16 316SS B&N 210800SS16	210800SS16	2	EA	501.60	1,003.20	RESTRAINT	EBAA
1650	8 FLGXPE DI P401 PR 1' USA TAPT 1", 6" F/FLG		2	EA	833.19	1,666.38	DI FAB'D	US PIPE
1670	1 HART DIELECTRIC UNION D-3232-5-N-B360/316L MIPT X MIPT		1	EA	527.73	527.73	PIPE - FTG	
1700	MATERIAL TEST REPORT FOR FOR DIELECTRIC UNION		1	EA	27.78	27.78	MISC	
1720	1 316SS BALL VLV FIPTXFIPT		1	EA	96.87	96.87	VALVE MISC	
1730	DEZ 8 FLG PEC CI PLUG VLV W/ GEAR & HW	W/ GEAR & HW	3	EA	2,312.95	6,938.85	VLV PLUG	DEZURIK
1740	8 FLGXFLG DI PIPE P401 PR 4'6" PRIMED USA USA	4'6" PRIMED USA	2	EA	1,794.89	3,589.78	DI FAB'D	US PIPE
1760	8 FLG 45 C110 P401 USA		2	EA	1,062.00	2,124.00	DI FTG	SIGMA
1770	8X1/8 FLG ACC RR FF		16	EA	45.07	721.12	BNG	
1780	**PAGE BREAK**							
1790	**EFFLUENT HEADER**							
1800								
1810	16 FLGXCAMLOCK		1	EA	QBO	QBO	CAMLOCK	
1820	16 FLG 45 C110 P401 PR USA		1	EA	5,219.54	5,219.54	DI FTG	SIGMA
1830	16" FLG PLUG VLV W/GEAR & HW		1	EA	8,217.65	8,217.65	VLV PLUG	DEZURIK
1840	16X8 FLG WYE C110 P401 PR USA		4	EA	11,611.86	46,447.44	DI FTG	SIGMA
1850	8 BLIND FLG DI P401 USA		1	EA	662.12	662.12	DI FTG	SIGMA
1860	16X4 FLG TEE C110 P401 PR USA		1	EA	9,051.26	9,051.26	DI FTG	SIGMA
1870	DEZ 4 FLG PEC CI PLUG VLV W/ GEAR & HW 0400,F,6,RS26,AGG6H6	W/ GEAR & HW	1	EA	1,275.30	1,275.30	VLV PLUG	DEZURIK
1880	4" FLG COMBO ARV STAINLESS STEEL DEZURIK ASU	STAINLESS STEEL	1	EA	6,744.05	6,744.05	VALVE ARV	DEZURIK
1900	16 MEGA-FLG 2116SS16 316SS B&N 211600SS16	211600SS16	1	EA	2,288.29	2,288.29	RESTRAINT	EBAA
1910	16 FLG 45 C110 P401 PR USA		1	EA	5,219.54	5,219.54	DI FTG	SIGMA
1920	16 FLGXPE DI PIPE P401 6' USA		1	EA	4,288.23	4,288.23	DI FAB'D	US PIPE
1930	16X1/8 FLG ACC RR FF 316SS B&N		10	EA	344.95	3,449.50	BNG	
1940	8X1/8 FLG ACC RR FF 316SS B&N		1	EA	95.91	95.91	BNG	
1950								
1960	**EFFLUENT BYPASS**							
1970								
1980	8 PVC C900 DR18 PIPE 20' GRN GSKT PC235	GSKT PC235	40	FT	17.03	681.20	PVC C900 PIPE	
1990	8 MEGA-FLG 2108SS16 316SS B&N 210800SS16	210800SS16	1	EA	501.60	501.60	RESTRAINT	EBAA
2000	8 FLG 90 C110 P401 USA		1	EA	1,317.02	1,317.02	DI FTG	SIGMA
2010	8 FLGXFLG DI PIPE P401 PR 3' PRIMED USA	PRIMED USA	1	EA	1,510.37	1,510.37	DI FAB'D	US PIPE
2020	8 FLGXFLG DI PIPE P401 2' USA		1	EA	1,320.69	1,320.69	DI FAB'D	US PIPE
2030	8 FLG 45 C110 P401 USA		6	EA	1,062.00	6,372.00	DI FTG	SIGMA
2040	8 FLG CHECK VALVE		1	EA	3,307.15	3,307.15	VLV CHECK	DEZURIK
2050	DEZ 8 FLG PEC CI PLUG VLV W/ GEAR & HW	W/ GEAR & HW	1	EA	2,312.95	2,312.95	VLV PLUG	DEZURIK
2060	8 FLGXFLG DI PIPE P401 PR 1' PRIMED USA	PRIMED USA	1	EA	1,131.00	1,131.00	DI FAB'D	US PIPE
2070	8 FLGXFLG DI PIPE P401 PR 4' PRIMED USA	PRIMED USA	1	EA	1,700.05	1,700.05	DI FAB'D	US PIPE
2080	8X1/8 FLG ACC RR FF 316SS B&N		16	EA	95.91	1,534.56	BNG	
2090	**PAGE BREAK**							
2100	**WELL SITE BUILDING**							
2110								
2120	**WELL #1 DISCHARGE**							
2130	**TO HYDROPNEUMATIC TANK**							
2140	**C4.1; C4.3; C4.4**							
2150	**C4.3 NOT TO SCALE**							
2160	**CONTRACTOR TO VERIFY LENGTHS**							
2170	12 FLG EXPANSION JOINT NEOPRENE; 3-ARCH; FILLED GALV RETAINING RINGS 150# FLG; 140PSI; 180F TEMP 1.5" LATERAL MOVEMENT		1	EA	2,642.67	2,642.67	EXPANSION	PROCO
2220	12 FLGXFLG DI PIPE 1'6' USA W/ (2) 3/4" & (1) 2" NPT TAP		1	EA	3,331.40	3,331.40	DI FAB'D	US PIPE

2240	12 FLG SWING CHECK VALVE		2	EA	5,238.10	10,476.20 VLV CHECK	DEZURIK
2250	DJ400-12 12 DISMANTLING JT		1	EA	1,735.85	1,735.85 DISMANTLING	ROMAC
2260	12" PIPE SUPPORT DIP OD		1	EA	700.00	700.00 PIPE SUPPORT	
	DOUBLE STRAP; GALV						
	ASSUMING 2'0" FLR TO C/L						GULF STATE
2290	**FLOW METER BY OTHERS**						
2300	12 FLG DBL DISC GATE VLV OS&Y W/STAINLESS		1	EA	8,000.00	8,000.00 VLV GATE	
	STEEL BOLTS & NUTS						MPI
2310	12 FLGXFLG DI PIPE 1' USA		1	EA	1,976.60	1,976.60 DI FAB'D	US PIPE
2320	12 FLGXFLG DI PIPE 10' USA		1	EA	3,707.66	3,707.66 DI FAB'D	US PIPE
2330	12 FLGXFLG DI PIPE 17' USA		1	EA	5,054.05	5,054.05 DI FAB'D	US PIPE
2340	77FLF-104-01 3/4 BRS BALL VLV FP FIPTXFIPT NO	FP FIPTXFIPT NO LEAD USA	1	EA	35.94	35.94 VALVE MISC	
	LEAD USA						APOLLO
2350	3/4X6 BRASS NIPPLE USA NO LEAD		1	EA	18.91	18.91 SERVICE MATERIAL	
2360	77FLF-104-01 3/4 BRS BALL VLV FP FIPTXFIPT NO	FP FIPTXFIPT NO LEAD USA	1	EA	35.94	35.94 VALVE MISC	
	LEAD USA						APOLLO
2370	12 FLG TEE C110 USA		2	EA	2,664.18	5,328.36 DI FTG	SIGMA
2380	12 FLGXPE DI PIPE 10' USA		1	EA	2,800.03	2,800.03 DI FAB'D	US PIPE
2390	16 CS WALL SLEEVE SCH.40 1'L		1	EA	840.00	840.00 WALL SLEEVE	
	PEXWCXPE (WC @ CENTER)						
	HD GALVANIZED						
2420	LINK SEAL LS-325-SS		14	EA	22.22	311.08 LINKSEAL	
2430	12 EBAA MEGAFLANGE 2112		1	EA	600.88	600.88 RESTRAINT	EBAA
2440	12 FLGXFLG DI PIPE 6' USA		1	EA	2,938.30	2,938.30 DI FAB'D	US PIPE
2450	DJ400-12 12 DISMANTLING JT		1	EA	1,735.85	1,735.85 DISMANTLING	ROMAC
2460	12 FLGXFLG DI PIPE 12' USA		1	EA	4,092.35	4,092.35 DI FAB'D	US PIPE
2470	12 FLG TEE C110 USA		1	EA	2,664.18	2,664.18 DI FTG	SIGMA
2480	12 FLG DBL DISC GATE VLV OS&Y W/STAINLESS		1	EA	8,000.00	8,000.00 VLV GATE	
	STEEL BOLTS & NUTS						MPI
2490	DJ400-12 12 DISMANTLING JT		1	EA	1,735.85	1,735.85 DISMANTLING	ROMAC
2500	12 FLGXFLG DI PIPE 2' USA		1	EA	2,168.94	2,168.94 DI FAB'D	US PIPE
2510	12 FLGXFLG DI PIPE 6' USA		1	EA	2,938.30	2,938.30 DI FAB'D	US PIPE
2520	DJ400-12 12 DISMANTLING JT		1	EA	1,735.85	1,735.85 DISMANTLING	ROMAC
2530	12 FLGXFLG DI PIPE 9' USA		1	EA	3,882.28	3,882.28 DI FAB'D	
	W/ (2) 1" NPT TAP						US PIPE
2550	**INJECTION QUILLS BY OTHERS**						
2560	12 FLGXPE DI PIPE 11' USA		1	EA	2,992.37	2,992.37 DI FAB'D	US PIPE
2570	16 CS WALL SLEEVE SCH.40 1'L		1	EA	840.00	840.00 WALL SLEEVE	
	PEXWCXPE (WC @ CENTER)						
	HD GALVANIZED						
2600	LINK SEAL LS-325-SS		14	EA	22.22	311.08 LINKSEAL	
2610	12 EBAA MEGAFLANGE 2112		1	EA	600.88	600.88 RESTRAINT	EBAA
2620	12X1/8 FLG ACC RR FF		22	EA	62.21	1,368.62 BNG	
2630							
2640	**RAW WATER SAMPLE TAP**						
2650	**NO DETAIL**						
2660	3/4X3 BRASS NIPPLE USA NO LEAD		1	EA	10.09	10.09 SERVICE MATERIAL	
2670	77FLF-104-01 3/4 BRS BALL VLV FP FIPTXFIPT NO	FP FIPTXFIPT NO LEAD USA	1	EA	35.94	35.94 VALVE MISC	
	LEAD USA						APOLLO
2680	3/4" HOSE BIBB SMOOTH X HOSE THRD NO LEAD	THRD NO LEAD	1	EA	14.41	14.41 VALVE MISC	
	IMPORT ONLY						
2700							
2710	**AIR/VACUUM VALVE ASSEMBLY**						
2720	**NO DETAIL**						
2730	2X3 BRASS NIPPLE USA NO LEAD		2	EA	30.15	60.30 SERVICE MATERIAL	
2740	77FLF-108-01 2 BRS BALL VLV FP FIPTXFIPT NO LEAD	FIPTXFIPT NO LEAD USA	1	EA	184.87	184.87 VALVE MISC	
	USA						APOLLO
2750	2 APCO 200 AIR REL VLV		1	EA	1,245.00	1,245.00 VLV AIR	
	WATER DIFFUSER PER SPEC						
	NOT AVAILABLE						DEZURIK
2780							
2790	**PRESSURE GAUGE**						
2800	3/4X1/4 BRASS BUSHING NL USA NO LEAD	NO LEAD	1	EA	17.83	17.83 SERVICE MATERIAL	
2810	1/4 BRS PET COCK MIPTXFIPT NO LEAD	NO LEAD	1	EA	13.28	13.28 SERVICE MATERIAL	
	IMPORT ONLY						
2830	0-300 PSI LIQUID FILLED GAUGE		1	EA	136.87	136.87 GAUGES	
	1/4 LOWER CONN.						
2850							
2860	**WELL #1 DISCHARGE TO MANHOLE**						
2870	**C4.1; C4.2**						
2880	12 FLG DBL DISC GATE VLV OS&Y W/STAINLESS		1	EA	8,000.00	8,000.00 VLV GATE	
	STEEL BOLTS & NUTS						MPI
2890	12 FLG SWING CHECK VALVE		1	EA	5,238.10	5,238.10 VLV CHECK	DEZURIK
2900	12 FLGXFLG DI PIPE 11' USA		1	EA	3,900.00	3,900.00 DI FAB'D	US PIPE
2910	12" PIPE SUPPORT DIP OD		1	EA	700.00	700.00 PIPE SUPPORT	
	DOUBLE STRAP; GALV						
	ASSUMING 2'0" FLR TO C/L						GULF STATE
2940	12 FLG 90 C110 USA		1	EA	1,703.14	1,703.14 DI FTG	SIGMA
2950	12 FLGXFLG DI PIPE 1' USA		1	EA	1,976.60	1,976.60 DI FAB'D	US PIPE
2960	12X1/8 FLG ACC RR FF		3	EA	62.21	186.63 BNG	
2970	**MANHOLE AND GRATE BY OTHERS**						
2980							
2990	**WELL #2 DISCHARGE PIPING**						
3000	**CONTRACTOR TO VERIFY LENGTHS**						
3010	12 FLG EXPANSION JOINT		1	EA	2,642.67	2,642.67 EXPANSION	
	NEOPRENE; 3-ARCH; FILLED						
	GALV RETAINING RINGS						
	150# FLG; 140PSI; 180F TEMP						
	1.5" LATERAL MOVEMENT						PROCO

3060	12 FLGXFLG DI PIPE 1'6' USA W/ (2) 3/4" & (1) 2" NPT TAP		1	EA	3,331.40	3,331.40	DI FAB'D US PIPE
3080	12 FLG SWING CHECK VALVE		1	EA	5,238.10	5,238.10	VLV CHECK DEZURIK
3090	DJ400-12 12 DISMANTLING JT		1	EA	1,735.85	1,735.85	DISMANTLING ROMAC
3100	12" PIPE SUPPORT DIP OD DOUBLE STRAP; GALV ASSUMING 2'0" FLR TO C/L		1	EA	700.00	700.00	PIPE SUPPORT GULF STATE
3130	**FLOW METER BY OTHERS**						
3140	12 FLG DBL DISC GATE VLV OS&Y W/STAINLESS STEEL BOLTS & NUTS		1	EA	8,000.00	8,000.00	VLV GATE MPI
3150	12 FLGXFLG DI PIPE 1' USA		2	EA	1,976.60	3,953.20	DI FAB'D US PIPE
3160	12 FLGXFLG DI PIPE 4' USA		2	EA	2,553.62	5,107.24	DI FAB'D US PIPE
3170	77FLF-104-01 3/4 BRS BALL VLV FP FIPTXFIPT NO LEAD USA	FP FIPTXFIPT NO LEAD USA	1	EA	35.94	35.94	VALVE MISC APOLLO
3180	3/4X6 BRASS NIPPLE USA NO LEAD		1	EA	18.91	18.91	SERVICE MATERIAL
3190	77FLF-104-01 3/4 BRS BALL VLV FP FIPTXFIPT NO LEAD USA	FP FIPTXFIPT NO LEAD USA	1	EA	35.94	35.94	VALVE MISC APOLLO
3200	12 FLG TEE C110 USA		1	EA	2,664.18	2,664.18	DI FTG SIGMA
3210	12 FLGXFLG DI PIPE PR 15'6" PRIMED USA	PRIMED USA	1	EA	4,765.54	4,765.54	DI FAB'D US PIPE
3220	12X1/8 FLG ACC RR FF		12	EA	62.21	746.52	BNG
3230							
3240	**WELL #2 DISCHARGE TO MANHOLE**						
3250	12 FLG DBL DISC GATE VLV OS&Y W/STAINLESS STEEL BOLTS & NUTS		1	EA	8,000.00	8,000.00	VLV GATE MPI
3260	12 FLG SWING CHECK VALVE		1	EA	5,238.10	5,238.10	VLV CHECK DEZURIK
3270	12 FLGXFLG DI PIPE 13' USA		1	EA	4,284.69	4,284.69	DI FAB'D US PIPE
3280	12" PIPE SUPPORT DIP OD DOUBLE STRAP; GALV ASSUMING 2'0" FLR TO C/L		1	EA	700.00	700.00	PIPE SUPPORT GULF STATE
3310	12 FLG 90 C110 USA		1	EA	1,703.14	1,703.14	DI FTG SIGMA
3320	12 FLGXFLG DI PIPE 1' USA		1	EA	1,976.60	1,976.60	DI FAB'D US PIPE
3330	12X1/8 FLG ACC RR FF		3	EA	62.21	186.63	BNG
3340	**MANHOLE AND GRATE BY OTHERS**						
3350							
3360	**TANK BYPASS LINE**						
3370	12 FLG DBL DISC GATE VLV OS&Y W/STAINLESS STEEL BOLTS & NUTS		2	EA	8,000.00	16,000.00	VLV GATE MPI
3380	12 FLG SWING CHECK VALVE		2	EA	5,238.10	10,476.20	VLV CHECK DEZURIK
3390	12 FLG 90 C110 USA		2	EA	1,703.14	3,406.28	DI FTG SIGMA
3400	12 FLGXFLG DI PIPE 3'6" USA		2	EA	2,457.45	4,914.90	DI FAB'D US PIPE
3410	12 FLGXFLG DI PIPE 19'6" USA MAX LENGTH QUOTED		3	EA	5,534.90	16,604.70	DI FAB'D US PIPE
3430	12 FLGXFLG DI PIPE 6' USA		1	EA	2,938.30	2,938.30	DI FAB'D US PIPE
3440	12X1/8 FLG ACC RR FF		13	EA	62.21	808.73	BNG
3450							
3460	**TANK EFFLUENT TO 12" MJ TEE**						
3470	**C4.1**						
3480	12 FLGXFLG DI PIPE 1' USA		1	EA	1,976.60	1,976.60	DI FAB'D US PIPE
3490	12 FLG DBL DISC GATE VLV OS&Y W/STAINLESS STEEL BOLTS & NUTS		1	EA	8,000.00	8,000.00	VLV GATE MPI
3500	12 FLG SWING CHECK VALVE		1	EA	5,238.10	5,238.10	VLV CHECK DEZURIK
3510	12 FLGXFLG DI PIPE 2' USA W/ 3/4" NPT TAP		1	EA	2,352.41	2,352.41	DI FAB'D US PIPE
3530	12" PIPE SUPPORT DIP OD DOUBLE STRAP; GALV ASSUMING 2'0" FLR TO C/L		1	EA	700.00	700.00	PIPE SUPPORT GULF STATE
3560	12 FLG TEE C110 USA		1	EA	2,664.18	2,664.18	DI FTG SIGMA
3570	12 FLG 45 C110 USA		1	EA	1,433.05	1,433.05	DI FTG SIGMA
3580	12 FLGXPE DI PIPE 10' USA		1	EA	2,800.03	2,800.03	DI FAB'D US PIPE
3590	12 MJ 45 C153 USA		1	EA	552.64	552.64	DI FTG SIGMA
3600	12 PVC C900 DR18 PIPE 20' BLUE GSKT PC235	GSKT PC235	20	FT	36.00	720.00	PVC C900 PIPE
3610	12 F6100 MJ RW GV OL ON L/ACC CLOW GATE VALVE EPOXY COATED W/STAINLESS STEEL BOLTS & NUTS	CLOW GATE VALVE EPOXY COATED	1	EA	3,342.09	3,342.09	VLV GATE CLOW
3620	461-S VALVE BOX COMPLETE		1	EA	89.10	89.10	VLV BOX
3630	CONCRETE VLV MARKER W/BR PLATE 1" GV PW		1	EA	44.45	44.45	MISC
3660	12X1/8 FLG ACC RR FF		8	EA	62.21	497.68	BNG
3670	12 ONE-LOK PVC RESTR SLCEP12(I W/ACC	W/ACC	4	EA	198.34	793.36	RESTRAINT SIGMA
3680							
3690	**FINISHED WATER SAMPLE TAP**						
3700	**NO DETAIL**						
3710	3/4X3 BRASS NIPPLE USA NO LEAD		1	EA	10.09	10.09	SERVICE MATERIAL
3720	77FLF-104-01 3/4 BRS BALL VLV FP FIPTXFIPT NO LEAD USA	FP FIPTXFIPT NO LEAD USA	1	EA	35.94	35.94	VALVE MISC APOLLO
3730	3/4" HOSE BIBB SMOOTH X HOSE THRD NO LEAD IMPORT ONLY	THRD NO LEAD	1	EA	14.41	14.41	VALVE MISC
3750							
3760	**LIFT STATION ALTERNATE LAYOUT**						
3770							
3780	K-N-S CONN S106-20WS MH BOOT (OD 17.00-18.15)	(OD 17.00-18.15)	10	EA	214.81	2,148.10	MISC
3790	16 PVC C900 DR18 PIPE 20' GRN GSKT PC235	GSKT PC235	10780	FT	40.91	441,009.80	PVC C900 PIPE
3800	16 PVC C900 DR18 PIPE 20' GRN GSKT PC235	GSKT PC235	220	FT	40.91	9,000.20	PVC C900 PIPE
3810	KOR-N-SEAL S206-34 CONNECTOR		2	EA	501.35	1,002.70	MISC
3820	30 PVC SDR26 HW SWR PIPE (G) 14'	14'	28	FT	129.67	3,630.76	PVC
3830	2X1000' DET TAPE SEWER GREEN		1000	EA	24.45	24,450.00	MISC
3840	16 MJ CAP C153 P401 USA		1	EA	1,659.87	1,659.87	DI FTG SIGMA

3850	16 ONE-LOK PVC RESTR SLCEP16(I W/ACC	W/ACC	1	EA	409.04	409.04	RESTRAINT	SIGMA
Sub Total						**2,355,650.37**		
Freight								
Delivery								
Backcharge								
Restock								
Other								
Lump Sum Disc.								
Tax						0.00		
Total						**2,355,650.37**		

Bid Notes

*PROJECT QUOTED IMPORT * DUCTILE IRON PIPE AND FITTINGS QUOTED AS DOMESTIC *1" METER BY OTHERS *RCP PIPE BY OTHERS *PRECAST STRUCTURES BY OTHERS *AIR PIPING BY OTHERS *CHEMICAL PIPING BY OTHERS

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME,
https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

SouthernWater TECHNOLOGIES

3630 Central Parkway SW
Decatur, AL 35603
Office: 256.686.2682 Fax: 256.531.9408

Company: Reeves Young
Address: Effingham County, GA

Attention: Donald Brown
Phone: (912) 657-3375
Email: DBrown@ColemanCompanyInc.com

Quotation #: 08172026
Date: 8/17/2026
Project Reference: Marlow Water PS FRP Building
From: Ben Frank
Phone: (256) 476-2164
Email: ben@southernwater.com

Description	Unit Price	Quantity	Extended Price
Warminster Fiberglass **Model # Description** **FRP Building – Factory Assembled FRP Construction** **(10' W x 16' L x 8' Wall Height)** • 2" Polyisocyanurate Foam • Color: White • FRP Rafter Sets • Neoprene Floor Gasket • Lifting Eye Bolts – Galvanized • Double Door (72” x 78”) w/ Panic Hardware • Foot Bolt and Chain on Inactive Door • 6” PP Ventilation Louvre w/ Screen • FRP Fixed Louvers 12” x 12” • FRP Gravity Shutter • Duplex Toggle Switch in a Weatherproof Box • Outlets in a Weatherproof Box • 48” Vaportite Non – Corrosive FRP, Gasketed w/ Lens • 12” 844 CFM Exhaust Fan w/ Gravity Shutter • Nema 1 – 1 Phase, 3 Wire, 120/240V, 125 Amp Main Lug, 12 Space • Wiring in SCH 40 PVC Conduit • PE Stamp/Calcs Package	$68,277.00	1	$68,277.00

Adders:			
***QMARK MUH0321 - 3Kw, 240V, Single Phase Heater w/ Thermostat, Disconnect Switch and Mounting Bracket**	$1,950.00	1	$1,950.00
***12,000 BTU (1 Ton) 1-Zone Heat/A.C. Mini Split System**	$2,200.00	1	$2,200.00
Miscellaneous Freight Estimated Shipping & Handling (S&H) Charges to Destination			
Lead Time - 4-6 weeks SUBS - 12-14 weeks Fabrication - 1 Week Freight *Quote excludes factory installation or start-up service unless specified above and does not include local or state sales tax, if applicable.		**Sales Tax:**	**Not Included**
		Freight:	**Estimated $7,500.00**
		TOTAL:	**$79,927.00**

Lead Time: ***See Above***
Freight: ***Prepaid and Added to Invoice***
Terms: ***Net 30 days, Subject to Credit Approval; No retainage allowed.***
Validity: ***30 Days***
FOB: ***Shipping Point***
Standard Southern Water Terms and Conditions Apply.

Name:
Date: 08/07/2026
Project: Effingham County, GA

Company:
Reference: Email
Our File #: 2970_REV_1

(1) FRP Building – Factory Assembled FRP Construction

(10' W x 16' L x 8' Wall Height)

- 2" Polyisocyanurate Foam
- Color: White
- FRP Rafter Sets
- Neoprene Floor Gasket
- Lifting Eye Bolts – Galvanized
- Double Door (72” x 78”) w/ Panic Hardware
- Foot Bolt and Chain on Inactive Door
- 6” PP Ventilation Louvre w/ Screen
- FRP Fixed Louvers 12” x 12”
- FRP Gravity Shutter
- Duplex Toggle Switch in a Weatherproof Box
- Outlets in a Weatherproof Box
- 48” Vaportite Non – Corrosive FRP, Gasketed w/ Lens
- 12” 844 CFM Exhaust Fan w/ Gravity Shutter
- Nema 1 – 1 Phase, 3 Wire, 120/240V, 125 Amp Main Lug, 12 Space
- Wiring in SCH 40 PVC Conduit
- PE Stamp/Calcs Package

All of the above for $_____

*QMARK MUH0321 - 3Kw, 240V, Single Phase Heater w/ Thermostat, Disconnect Switch and Mounting Bracket **ADDER- $_____**

*12,000 BTU (1 Ton) 1-Zone Heat/A.C. Mini Split System **ADDER - $_____**

SUBMITTALS: **4-6** Weeks after receipt of purchase order.

SHIPMENT: **12-14** Weeks after approval and your release to fabricate.

FREIGHT: **1** Shipments for above. Additional shipments billed separately for partials or split shipments.
****Freight Amount will be Prepaid and Added to final invoice.****

PAYMENT: See attached terms and payment conditions

PRICING: Valid for 45 days

TERMS: See following sheet

Terms & Conditions

1. GENERAL.
WFGCO will sell only the goods, services, equipment, or materials specifically set forth in the attached proposal. Any modifications, changes or revisions must be agreed to by WFGCO and Buyer, prior to acceptance of the purchase order. Purchased products and materials will not begin manufacturing without written approval of contractor, along with approval of shop drawings.

2. PRICE AND TERMS OF PAYMENT.
WFGCO will revert to our standard terms (below) if no payment terms are chosen or provided. WFGCO will not accept any retain age. All payments need to be made via either check through UPS or FedEx, or need to be made ACH.

Initial Deposit of 50% of Total Project Cost – DUE 7 DAYS AFTER EXECUTION OF PURCHASE ORDER

Remaining 50% of Total Project Cost – DUE 30 DAYS AFTER DELIVERY TO BUYER.

B. Accounts past due shall incur interest at the rate of one and one-half percent (3%) per month, until full payment is made.
C. Open Credit Account: WFGCO reserves the right to approve or disapprove any request for credit at its sole discretion, along with terms of credit account between Buyer and WFGCO.
D. If Buyer requests that WFGCO hold shipment, Buyer will pay the total purchase price within thirty (30) days from the date the Buyer is notified by invoice that goods are ready for shipment, along with any potential storage fees included.
E. The quoted price is subject to escalation if the shipment date exceeds (120) days (4 months) from the Purchase Order Date.
F. Taxes are not included in this quote. Upon receipt of Purchase Order, please forward either your Tax Resale No. or Exemption Certificate. Taxes are the responsibility of the BUYER. NOTE: WFGCO is authorized to collect sales tax for the following states. PA, NJ, CA, TX, VA.
G. Payment Methods: WFGCO has 3 acceptable payment methods: ACH payment, Certified Check, and Credit Card. All Credit Card payments are subject to a 4% processing fee. All checks mailed must be sent with UPS or FedEx.

3.. FORCE MAJEURE AND LIMITATION OF DAMAGES.
WFGCO is not liable for delays in delivery or failure to manufacture due to causes beyond its reasonable control.

4. CANCELLATION OF AGREMENT.
Buyer may not cancel Agreement except with the written consent of WFGCO. If Buyer cancels agreement with WFGCO, a cancellation fee of 15% of the contract along with reimbursement for materials of the job is required. Payment of such shall be due 30 days from date of cancellation.

6. OWNERSHIP AND USE OF DRAWINGS & SPECIFICATIONS.
Drawings and specifications developed by WFGCO, or its affiliates, shall remain the property of WFGCO. Buyer may retain copies of drawings and specifications for use in connection with goods purchased under this Agreement. Buyer shall not use the drawings and specifications for any other use including duplication of goods and shall not disclose the drawings or specifications to any third party not directly involved with the approval process without the written permission of WFGCO.

8. BACK CHARGES
No claim or back charges will be honored by WFGCO for any reason if WFGCO was not given the opportunity to remedy the issue or make the repair. If the Buyer proceeds with repairs without first consulting WFGCO, WFGCO have the right to refuse reimbursement.

9. RETAINAGE AND LIQUIDATED DAMAGES
WFGCO does not accept Retainage or Liquidated Damages on any project.

10. ISSUANCE OF PURCHASE ORDER.
ISSUANCE OF PURCHASE ORDER BY Buyer shall be deemed an acceptance of WFGCO's Terms and Conditions stated herein and supersedes any prior oral or written statement or agreements. If modification should become necessary, they must be made in writing and agreed to by both parties.

10. BONDS: If the job is bonded, buyer must furnish copy of bond to WFGCO as security for payment.

WARRANTY

A. When installed and operated correctly, WFGCO warrants the merchandise for 12 months (1 year) against functional failure due to corrosion of composite materials, and 12 months (1 year) against failure due to any defects in material and workmanship. WFGCO's warranty does not cover normal maintenance, misuse, abuse, alteration, mishandling, negligence, accident, or issues arising due to the repair of the goods and service herein proposed by someone other than WFGCO personnel.

B. The warranties for materials and goods manufactured by others and incorporated by WFGCO as a part of their Scope of Work shall be pass-through warranties, and the Buyer shall revert to the original equipment manufacturer for remedies to any warranty problem associated with such materials and goods.

C. This warranty does not cover removal and reinstallation expenses for goods and services herein proposed.

D. WFGCO shall not be liable for any consequential damage, including downtime, to the Buyer, while the goods and services herein proposed are out of service.

E. All warranties and obligations of WFGCO shall terminate if (1) Buyer fails to perform its obligations under this or any other agreement between the parties, or (2) Buyer fails to pay any charges due WFGCO.

F. LIMITATION OF LIABILITIES: Buyer's exclusive remedies for Seller's negligence, breach of warranty, breach of contract, strict liability, misrepresentation, or for any other liability in any way connected with or arising out of this transaction shall be as follows:

Unless otherwise specified in writing this warranty is buyer's exclusive warranty and is in lieu of all other warranties, expressed or implied, including but not limited to any warranties of design, fitness for any particular purpose, or merchantability, all of which are hereby expressly denied. The prevailing party in any action shall have the right to recover its costs, expenses, and attorney's fees.

WARMINSTER FIBERGLASS

PAYMENT TERMS AND CONDITIONS

Below are the Payment Terms and Conditions that Warminster Fiberglass, LLC. can offer. Please select one of the following, complete the appropriate fields, and insert this document into the Purchase Order Packet for signatures and Management Approvals. We do not accept any Retainages.

☐ Option 1
50% Due @ Date of Approved Submittal = NET 7
50% Due @ Date of Delivery or Completion of Order = NET 30

☐ Option 2
25% Due @ Date of Signed PO = NET 7
25% Due @ Date of Approved Submittal/Release to Production = NET 7
50% Due @ Date of Delivery or Completion of Order = NET 30

ADDITIONAL TERMS AND CONDITIONS

- Invoices are sent on the date of completion in the factory, even if the purchaser is not ready to receive the products.
- Products will be stored at no charge for up to 30 days if the purchaser pays the invoice within the 30-day timeframe. At the end of the agreed 30 days equipment will either need to be shipped or additional storage fees (Of $500.00 Per Month) will need to be charged for each month the equipment is held by Warminster
- Additional storage fees may be incurred if any invoice is not paid within the specified timeframe.
- All invoices not paid within the required due timeframe will incur a 3% compounding interest charge after the original 30 days, and every 30 days past due the invoice is not paid.
- All projects cancelled after First Submittal will incur a 15% Cancellation Fee, calculated on the total value of the project.
- All payments shall be made via certified check or ACH within the specified timeframe. Warminster Fiberglass, LLC. will provide UPS or FedEx Shipping Labels for each check to be mailed at our cost.

Customer Info	
Company Name: _____	Warminster Fiberglass, LLC.
Contact Name: _____	_____
Title: _____	_____
Signature: _____	_____
Date: _____	Date: _____
Phone Number: _____	(903) 586 – 7666
Email: _____	_____

SouthernWater TECHNOLOGIES

3630 Central Parkway SW
Decatur, AL 35603
Office: 256.686.2682 Fax: 256.531.9408

Company: Reeves Young
Address: Effingham County, GA

Attention: Patrick Hines
Phone:
Email: phines@reevesyoung.com

Quotation #: 01162026
Date: 8/26/2026
Project Reference: 15,000 Gallon Pressure Tank
From: Ben Frank
Phone: (256) 476-2164
Email: ben@southernwater.com

Description	Unit Price	Quantity	Extended Price
Pulsco **Model # Description** **CT-120-15000** • 15,000 Gallon Horizontal Pressure Tank • 150 PSI Rated • NSF 61 Compliant • Manway • Steel Saddles • 12” Inlet and 12” Discharge • Pressure Relief Valve • 8” Ball Valve Drain • Two Threaded Ports. • Duplex 5-Horsepower Compressor • 120 Gallon Air Receiver • Magnetic Level Gauge • Anchor Bolt Calculations • Muffler • Differential Pressure Transmitter • Pressure Indicating Transmitter • 3” Vacuum Valve • 2 Solenoid Valves • Pressure Guage • 15 small bore ball valves • Compressor Startup Included **Miscellaneous** Freight Estimated Shipping & Handling (S&H) Charges to Destination	$304,400	1 Pressure and Compressor	$304,400

Lead Time: 28 Weeks ARO - 3 weeks SUBS - 1-week CNTY Review/Approve - 24 weeks FAB PULSCO facility *Quote excludes factory installation or start-up service unless specified above and does not include local or state sales tax, if applicable.		**Sales Tax:** **Freight:** **TOTAL:**	**Not Included** **Included FOB To Jobsite** **$304,400.00**

Lead Time: ***28 Weeks ARO***
Freight: ***Prepaid and Added to Invoice***
Terms: ***Net 30 days, Subject to Credit Approval; No retainage allowed.***
Validity: ***30 Days***
FOB: ***Shipping Point***
Standard Southern Water Terms and Conditions Apply.

Outlook

Water Wells Scope - Woodrow Sapp Pricing

From Woody Sapp III <wsapp3@woodrowsapp.com>
Date Wed 8/26/2026 5:03 PM
To Patrick Hines <phines@reevesyoung.com>
Cc Christy Sapp <csapp@woodrowsapp.com>; Henry "Bud" Rowe <browe@woodrowsapp.com>

Report This Email

Patrick,

Here is our price for the Water Wells scope, priced against the revised well plans dated August 17, 2026.

Price per well (excluding pump): **$676,877**

Submersible Pump Option: **$152,345**

Turbine Pump Option **: $239,224**

Each of the prices above is a per-well number. The well cost carries mobilization and demobilization once assuming both wells are drilled back-to-back under a single mobilization. This number is built on the assumption that we will be able to access water supply via the existing test well.

Exclusions:

- Bonding (will be sent separately)
- Disposal of drilling mud and cuttings
- Wellhead assembly above the discharge head, pump pedestal, concrete pad, and above grade piping and fittings
- All electrical work, including power supply, conduit, wiring, pump power cable and drop cord, motor connections, instrumentation, VFDs, and control panels
- Geophysical logging, caliper survey, sieve analysis, and plumbness and alignment testing
- Site work: clearing, grading, erosion control, paving, fencing, and final grading and grassing
- Owner is responsible for providing an area where the test pump can discharge
- Permitting
- Standby time from delays outside our control

The domestic casing price is guaranteed by the vendor for 30 days, so the above prices are good for 30 days. Let me know if you have any questions.

Thanks for the opportunity to submit this number. We are looking forward to working with you on this project.

Woodrow Sapp III

Woodrow Sapp Well Drilling

4774 New Jesup Highway

Brunswick, Georgia 31520

O. (912) 265-2603

C. (912) 996-0661

www.woodrowsapp.com

QUOTE

Coastal Chlorinator Service
Water & Wastewater Treatment Equpment

2104 Skidaway Rd. Savannah, GA. 31404
(912) 231-1261
coastalchlor@aol.com

DATE: 8/31/26

EXPIRATION DATE: 12/31/26

TO Reeves & Young

Attn: Patrick Hines

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Brian Gunn			

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	CL-16 Superior Latching Type Auto Switchover System, to 100 ppd	$4640.00	$4640.00
1	CS-1 Corp Stop Assembly	$689.00	$689.00
1	AV-1 Superior Autovalve Automatic Control System	$3415.00	$3415.00
1	Scaletron model 2350 Digital Dual Cylinder Scale	$3306.70	$3306.70
1	SLD-1-CL Superior Chlorine Gas Detector	$2075.00	$2075.00
		SUBTOTAL	$14125.70
		SALES TAX	
		TOTAL	$14125.70

Quotation provided by: Brian Gunn _____

This is a quotation on the goods named, subject to the conditions noted below: Prices are good for 30 days.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

QUOTA

Goforth Williamson, Inc
373 Odell Road
Griffin, GA 30224
US
(770) 467-0303

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Quote Expires On: 10/02/2026

BILL TO:

Reeves Young Construction
45 Peachtree Industrial Blvd NW
Sugar Hill, GA 30518
US

770-271-1159

SHIP TO:

Reeves Young Construction
45 Peachtree Industrial Blvd NW
Sugar Hill, GA 30518
US

Requested By: Patrick Hines

Customer ID: 713273 **Project Ref:** **Marlow Water**

PO Number	*Carrier Name*	*Sales Rep*
		HOUSE GWI

Quantity		*UOM*	*Item ID*	*Unit Price*	*Extended Price*
Ordered	*Remaining*		*Item Description*		
1.00	1.00	EA	CONTROL EQUIPMENT Control Equipment	138,655.0000	138,655.00

PLEASE NOTE:
1. Freight: FOB Origin, ground freight prepaid and charged to curbside of first location.
2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com
Standard Terms & Conditions apply and are accessible at:
https://goforthwilliamson.com/wp-content/uploads/2025/06/Sales-Terms-and-Conditions-Goforth-Williamson.pdf

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Quantity Ordered	Quantity Remaining	UOM	Item ID / Item Description	Unit Price	Extended Price

Order Line Notes: Hinely Tract PC control panel will control 2 pump motors in a lead/lag arrangement. The lead pump will alternate, and the level will be monitored by addition transmitter (By others).
The pumps will be 300 horsepower.
The station voltage will be 480V/3-phase.

Control panel to include:
- (1) Enclosure, NEMA 4X SS, 36x30x12, single-door, wall mount, back panel, dead front
- (1) Molded case Main breaker
- (1) Dual voltage phase monitor, 200V-525V/3-phase
- (1) Surge Suppressor, 460V/3-phase
- (1) Control circuit breaker 1P 20A
- (1) Control Power Transformer, open, 120V, 500VA, pri & sec fuses + control breaker
- (1) Control Power Transformer, 24V, 50VA, pri + sec fuses
- (2) RUN light, HOA switch, elapsed time meter (per pump)
- (1) Alarm dome light, horn, and silence pushbutton
- (1) Dry Contacts for SCADA
- (1) Allen Bradley CompactLogix w I/O
- (1) Allen Bradley 7" Touchscreen HMI
- (1) Stride industrial ethernet switch

Variable Frequency Drives:
- (2) Franklin Electric X-Drive, 370A, 380-480V, F-Frame, Variable Frequency Drive
- NEMA 1 Enclosure
- Standalone Unit, to be mounted inside of electrical building.
- Disconnects and fusing to be by electrical contractor.
- Installation by others.
- (2) MSD0362A300 Sine Wave Filter, Standalone Unit, Installed along side VFDs

Notes & Exceptions:
- Quoted per Electrical Plans
- Requote required with addition of plans and specifications.
- P&ID loop plans required for programming of PLC
- Panel supplied without a power train, the VFDs are to be mounted externally in the electrical room. The power train up and downstream of the VFDs by others.

- Full functional testing at panel shop
- Dry contacts and terminals for high level signal to customer SCADA
- UL labeling
- Drawing package including wiring schematics, layout, and field connections
- All terminals, wires, and components inside panel labeled per drawings
- Panel nameplates labeled per drawings or specifications
- Panel rated for 5kA short circuit current rating unless otherwise specified

CONTROL PANEL TERMS OF QUOTATION:

PLEASE NOTE:
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2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com
Standard Terms & Conditions apply and are accessible at:
https://goforthwilliamson.com/wp-content/uploads/2025/06/Sales-Terms-and-Conditions-Goforth-Williamson.pdf

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Quantity *Ordered*	*Quantity* *Remaining*	*UOM*	*Item ID* *Item Description*	*Unit Price*	*Extended Price*

- Panel is built by a certified UL508A panel shop.
- Panel is quoted with one year warranty from date of delivery.
- Shipping charges are included on this quotation.
- Tax not included unless specifically stated on this quotation.
- Unless explicitly listed in this quotation, this quote excludes: motors, internal motor sensing devices, mounting hardware, field disconnects, junction boxes, automatic transfer switches, remote operator devices, field installation, startup, field wiring, field devices, level transducers, floats or other level devices, generator receptacles, or generator plugs.
- One copy of electronic drawings provided with this quotation which includes wiring schematic, panel layout, and bill of material.
- As-built drawings will be laminated and pasted to inside of panel door.
- Full hardware submittal with data sheets included in price and will be provided upon request from customer.
- Engineering time for submittals will be billed if the job is cancelled after submittals have been started.
- Quote is based on information provided at the time of the quote, incorrect or incomplete information may void the quote.
- GWI not responsible for omitted specs/plans/information at time of quotation.
- Custom control panels, after fabrication has begun, are non-cancellable and non-returnable.
- No warranty will be provided on customer supplied parts.
- Panels may be subject to long lead times or panel lead times may unexpectedly change due to sudden unavailability of parts. This is out of GWI's control as parts availability from all vendors is constantly changing. Lead times on finished panels can be improved at times by substituting parts from different vendors or by using similar parts from different manufacturers. These parts typically come at substantially increased prices. If it is desired to improve a panel lead time by using alternate parts or alternate vendors, then the price difference will be charged to the customer as a change order. The alternate vendors/parts will only be used upon acceptance of this change, order otherwise stated lead times will remain valid.
- If submittals are out for 60 days or longer before they are officially approved/released, then the panel will have to be requoted due to price increases on parts. Any added price will be the responsibility of the customer and will be quoted as a change order.
- Goforth Williamson, Inc. is not a licensed utility contractor. Our services are strictly limited to the sale, repair, modification, replacement, and/or installation of control panels, panel components, pumps, mechanical and electrical equipment. We do not engage in any activities that require a utility contractor license. We respectfully request that clients clarify whether a license of any type is required for the proposed scope of work. This will help ensure compliance with all applicable regulations and avoid any misunderstandings regarding project responsibilities.
- The pricing in this quotation is only valid once a signed voltage verification form is returned to GWI confirming that the site voltage is consistent with what is shown on this quotation. If the voltage indicated on the voltage verification form differs from this quotation, then the pricing in this quotation is no longer valid, and a requote or change order may be required.
- For a custom written O&M manual, add $1,200 to this quotation.
- Electronic submittals included. Add $60 for each hard copy of submittals required.

PLEASE NOTE:
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2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com
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(770) 467-0303

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Quantity Ordered	Quantity Remaining	UOM	Item ID / Item Description	Unit Price	Extended Price
1.00	1.00	EA	DOSING SKID DOSING SKID	67,380.0000	67,380.00
			Order Line Notes: Grundfos Duplex DDA Dosing Skid (Fluoride) Skid Size/Material [2 Pump 1/2in PP Floor Mount (DDA)] Pipe Size/Material [1/2in PVDF 80] PUMPS Grundfos DDA 7.5-16 FCM-PV/T/T-F-31U7U7BS Qty (2) SYSTEM COMPONENTS Ball Valves 1/2in PVDF/AFLAS Qty (AS NEEDED) PRV 1/2in PVDF/TEFLON Qty (2) BPV 1/2in PVDF/TEFLON Qty (1) Y-Strainer 1/2in PVDF/TEFLON Qty (1) Pressure Gauge PVDF/TEFLON Qty (1) Calibration Column 200mL PVDF/TEFLON Qty (1) Pulsation Dampener 10 ci PVDF/TEFLON Qty (1) PANEL Panel 4x HOA 2 Pump - 99984083 Qty (1) ACCESSORIES Input Cable Acc. cable 5m, control input, straight Qty (2) Relay Output Cable Acc. cable 5m, relay output, straight Qty (2) Analog Output Cable Acc. cable 5m, analog output, straight Qty (2)		
2.00	2.00	EA	351772 PlantPRO™ Digital Drum Scale 20 x 27", 1000-lb Capacity, for Flouride	2,985.0000	5,970.00
1.00	1.00	EA	CHLORINE INJECTION SYSTEM	58,800.0000	58,800.00
			Order Line Notes: CL2 Injection System: - Superior CL-15 Dual Tank System with Automatic Switchover - 2 x Sta-Rite HPS30G-01 Chlorine Booster Pumps - 2 x VR-16S Regulator for Auto Switchover up to 100PPD (CL2) - SO-1 Auto Switchover Module - Series 2000 AV-21 AutoValve - Superior EJ-1 Ejector - Superior Fixed Gas Detection System, for Chlorine 0-10PPM - Digital Dual Cylinder Scale W/ AccuPro 1000 2-4/20mA - Tubing & Misc valve/connections not included. **Install and integration by others.**		

PLEASE NOTE:
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2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com
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Quantity *Ordered*	*Quantity* *Remaining*	*UOM*	*Item ID* *Item Description*	*Unit Price*	*Extended Price*
1.00	1.00	EA	MAG FLOW METERS	38,225.0000	38,225.00

Order Line Notes:

2 x Krohne Enviromag 2000 Electromagnetic Flow Meter
Meter Size: 12 inch (DIN 300)
Pressure Rating: ASME 150 lb flange
Approvals: None (not explosion-proof)
System Design and Cable Connection: Compact with stainless converter housing, cable connection at converter
Converter Model Compatibility: IFC300C (compact version) Not included, purchase separately
Liner Material: Hard rubber
Electrodes: 316L stainless steel
Construction of Electrodes: Exchangeable (except Ex approval)
Flange Material: Stainless steel 1.4306 (304L)
Protection Category: IP67
Cable: Without (for compact system design)
Cable Length: Cable not needed
Calibration: Stainless steel tagplate 1.4301 (304)
Grounding Rings: Ring #3, stainless steel 1.4404 (316L)

2 x Khrone IFC 300 Signal Converter
Flow Meter Model: Standard magmeters (OPTIFLUX series)
Mounting: IFC 300 C (compact/integral mount version)
Power Supply: 100 to 230V AC (50/60 Hz)
Approvals: None. Non EEX.
Cable Connection: 3 x 1/2" NPT
Operating Manual: English
Custody Transfer: Without
Process Diagnostics: Standard
Converter Housing: Standard - die-cast aluminum powder coated
Communication: Basic IO (4-20 mA / HART + pulse / frequency + status + control)
First IO Module: Without, no module possible
Second IO Module: Without, no module possible
Reference Method: Standard
Tag Plate: Standard

2.00	2.00	EA	351009SWL02L200 Ashcroft 1009 Analog Pressure Gauge 3.5" Dial, 316SS Tube & Socket 0-200PSI Glycerin Filled 1/4" NPT Connection	180.0000	360.00

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QUOTA

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Quantity Ordered	Quantity Remaining	UOM	Item ID / Item Description	Unit Price	Extended Price
1.00	1.00	EA	SUBMITTAL / O&M / START-UP SUBMITTAL / O&M / START-UP 1x Electronic Copy of Submittals 1x Electronic Copy of O & M 2x 8 Hour Day Startup Freight Allowed to Job Site	5,000.0000	5,000.00

Total Lines: 7

SUB-TOTAL:	314,390.00
OCI - SHIPPING & HANDLING:	2,000.00
TAX:	0.00
AMOUNT DUE:	**316,390.00**
	U.S. Dollars

PER YOUR REQUEST, WE ARE PLEASED TO QUOTE THE FOLLOWING
Goforth Williamson
373 Odell Road
Griffin, GA 30224
PurchaseOrders@goforthwilliamson.com

Quote Valid for 30 Days

Quoted By: JONATHANWOOD
Email: J.Wood@goforthwilliamson.com

Payment Terms: **Net 30**
F.O.B.: **Origin**

PLEASE NOTE:
1. Freight: FOB Origin, ground freight prepaid and charged to curbside of first location.
2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com
Standard Terms & Conditions apply and are accessible at:
https://goforthwilliamson.com/wp-content/uploads/2025/06/Sales-Terms-and-Conditions-Goforth-Williamson.pdf

QUOTA

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373 Odell Road
Griffin, GA 30224
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(770) 467-0303

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Quote Expires On: 10/02/2026

BILL TO:

Reeves Young Construction
45 Peachtree Industrial Blvd NW
Sugar Hill, GA 30518
US

770-271-1159

SHIP TO:

Reeves Young Construction
45 Peachtree Industrial Blvd NW
Sugar Hill, GA 30518
US

Requested By: Patrick Hines

Customer ID: 713273 **Project Ref:** **Marlow Water**

PO Number	*Carrier Name*	*Sales Rep*
		HOUSE GWI

Quantity *Ordered*	*Quantity* *Remaining*	*UOM*	*Item ID* *Item Description*	*Unit Price*	*Extended Price*

Statement Regarding Licensing and Scope of Work

Goforth Williamson, Inc. is not a licensed utility contractor. Our services are strictly limited to the sale, repair, modification, replacemer and/or installation of control panels, panel components, pumps, mechanical and electrical equipment. We do not engage in any activities that require a utility contractor license.

We respectfully request that clients clarify whether a license of any type is required for the proposed scope of work. This will help ensure compliance with all applicable regulations and avoid any misunderstandings regarding project responsibilities.

Thank you for your attention and cooperation.

PLEASE NOTE:

1. Freight: FOB Origin, ground freight prepaid and charged to curbside of first location.
2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com
Standard Terms & Conditions apply and are accessible at:
https://goforthwilliamson.com/wp-content/uploads/2025/06/Sales-Terms-and-Conditions-Goforth-Williamson.pdf

LOC
WAR
70 Columbia Drive
Phone:
Fax:

Marlow Water & Sewer Improvements

Job Location: Effingham County

Bid Date: 08/17/2026

Bid Time: 2:00PM

Estimate Number:

Addendum:

Job Notes:

Cut Pipe Material 5% - 09/01/2026

Item No. 1
8" PVC Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
3,400	FT	8 C900 DR18 PVC Gasket Joint Green Pipe	$18.12	$61,608.00
3,500	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$1,062.46
3	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$212.52

8" Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
6	EA	8 MJ P-401 45 BEND LA	$792.00	$4,752.00
12	EA	8 PVC Wedge Restraint Gland Pack *ONELOK	$108.57	$1,302.84

8" Fittings: **$6,054.84**

8" PVC Force Main: **$68,937.82**

Item No. 1: **$68,937.82**

Item No. 2
10" HDPE Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
1,675	FT	10X50 DIPS DR17 HDPE PIPE	$15.65	$26,213.75
1,500	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$455.34
1	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$70.84
19	EA	10" MJxHDPE ADT	$674.02	$12,806.38
19	EA	10 X 8 MJ P-401 Reducer LA	$1,014.30	$19,271.70
19	EA	8 PVC Wedge Restraint Gland Pack *ONELOK	$108.57	$2,062.83

10" HDPE Force Main: **$60,880.84**

Item No. 2: **$60,880.84**

Item No. 3
8" FPVC Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
800	FT	8 DR18 Green PVC FUSIBLE Pipe	$35.87	$28,696.00

8" FPVC Force Main: **$28,696.00**

Item No. 3: **$28,696.00**

Item No. 4
16" HDPE Casing Pipe

Qty	UM	Description / Comments	Bid Price	Ext Price
788	FT	16X40 DIPS DR17 HDPE PIPE	$38.34	$30,211.92

16" HDPE Casing Pipe: **$30,211.92**

Item No. 4: **$30,211.92**

Item No. 5
2" ARV Assembly

Qty	UM	Description / Comments	Bid Price	Ext Price
2	EA	2" Air Release Valve	$4,000.00	$8,000.00
2	EA	8 X 2 Iron Pipe Double Strap Stainless Steel EPOXY Saddle	$214.61	$429.22
2	EA	2X6 S40 316L WLD NIP TBE	$64.20	$128.40
2	EA	2 Stainless Steel 316 150# Thread ST 90 Elbow	$30.81	$61.62
2	EA	2 SS 1000# THRD 2PC FP BV LL	$359.26	$718.52
2	EA	14 X 20 PED Housing With VENTS DAGR	$601.97	$1,203.94
4	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$910.28
100	C	2 X 100 IPS SDR9 HDPE Pipe GREE 200 #	$605.02	$605.02
2	EA	2 SS INS STFNR IPS PE	$8.07	$16.14
			2" ARV Assembly:	**$12,073.14**
			Item No. 5:	**$12,073.14**

Item No. 6
16" PVC Force Main

Qty	UM	Description / Comments	Bid Price	Ext Price
10,080	FT	16 C905 DR18 CL235 PVC Gasket Joint Green Pipe	$43.05	$433,944.00
10,000	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$3,035.60
10	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$708.40

16" Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
9	EA	16 MJ P-401 45 BEND LA	$2,519.20	$22,672.80
1	EA	16 MJ P-401 22-1/2 BEND LA	$2,459.20	$2,459.20
1	EA	16 MJ P-401 11-1/4 BEND LA	$2,363.20	$2,363.20
22	EA	16 PVC Wedge Restraint Gland Pack *ONELOK	$409.04	$8,998.88
			16" Fittings:	**$36,494.08**
			16" PVC Force Main:	**$474,182.08**
			Item No. 6:	**$474,182.08**

Item No. 7
18" HDPE Pipe

Qty	UM	Description / Comments	Bid Price	Ext Price
3,064	FT	18" DIPS HDPE Pipe DR17	$46.41	$142,200.24
3,000	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$910.68
3	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$212.52
18	EA	18" HDPEx MJ ADT.	$2,625.24	$47,254.32
18	EA	18 X 16 MJ P-401 Reducer LA	$2,805.60	$50,500.80
18	EA	16 PVC Wedge Restraint Gland Pack *ONELOK	$409.04	$7,362.72
			18" HDPE Pipe:	**$248,441.28**
			Item No. 7:	**$248,441.28**

Item No. 8
4 ARV

Qty	UM	Description / Comments	Bid Price	Ext Price
8	EA	4" Air Release Valve **Quoting Manhole Assembly**	$6,575.00	$52,600.00
8	EA	16"x4" MJxFLG Tee P-401	$7,417.60	$59,340.80
8	EA	4" FLG Plug Valve W/HW	$1,055.68	$8,445.44
16	EA	16 PVC Wedge Restraint Gland Pack *ONELOK	$409.04	$6,544.64
16	EA	4 316 SS 150# RR FF 1/8 FLG PKG	$40.00	$640.00
			4 ARV:	**$127,570.88**
			Item No. 8:	**$127,570.88**

Item No. 9
PVC Gravity Sewer

Qty	UM	Description / Comments	Bid Price	Ext Price
756	FT	16 C905 DR18 CL235 PVC Gasket Joint Green Pipe	$43.05	$32,545.80
84	FT	30 X 14 F679 PS115 HW PVC Gasket Joint Sewer Pipe	$135.16	$11,353.44
1,000	M	12GA SLD HFCCS PE30 WIRE GREE 500	$303.56	$303.56
1	EA	3 X 1000 Underground Detectable Sewer Green	$70.84	$70.84
			PVC Gravity Sewer:	**$44,273.64**
			Item No. 9:	**$44,273.64**

Item No. 10
Lift Station
Wet Well

Qty	UM	Description / Comments	Bid Price	Ext Price
25	FT	8 C900 DR18 PVC Gasket Joint Green Pipe	$18.12	$453.00
4	EA	8 Ductile Iron 125# Flange P-401 90 BEND	$1,396.00	$5,584.00
4	EA	8 Epoxy MEGA FL With 316 Stainless Steel BLT	$468.16	$1,872.64
4	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$281.48
1	EA	4" Vent Pipe W/Screen	$843.75	$843.75
			Wet Well:	**$9,034.87**

Valve Area

Qty	UM	Description / Comments	Bid Price	Ext Price
4	EA	Steel Pipe Supports	$156.25	$625.00
1	EA	8X1'6 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$746.45	$746.45
2	EA	8 Ductile Iron 125# Flange P-401 90 BEND	$1,396.00	$2,792.00
2	EA	8" Swing Check Valve	$3,045.45	$6,090.90
2	EA	8"x0'6" FLGxFLG P-401 Spool W/Tap	$833.41	$1,666.82
2	EA	8" FLG Plug Valve W/HW	$3,045.45	$6,090.90
2	EA	8X2'0 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$839.75	$1,679.50
2	EA	8 Ductile Iron 125# Flange P-401 45 BEND	$1,153.60	$2,307.20
15	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$1,055.55
			Valve Area:	**$23,054.32**

Main Connection

Qty	UM	Description / Comments	Bid Price	Ext Price
4	EA	16x8 FLG WYE P-401	$7,948.80	$31,795.20
1	EA	8 Ductile Iron P-401 125# BLND Flange	$796.80	$796.80
1	EA	16X4 DI 125# FLG P-401 TEE	$5,744.00	$5,744.00
1	EA	4" FLG Plug Valve W/HW	$1,055.68	$1,055.68
1	EA	4" CARV	$6,575.00	$6,575.00
1	EA	16X6'0 Flange X PE P-401 Bituminous Tar Ductile Iron Spool	$3,245.78	$3,245.78
9	EA	16 316 SS 150# RR FF 1/8 FLG PKG	$412.49	$3,712.41
			Main Connection:	**$52,924.87**

Bypass

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	16" FLG Plug VLV W/HW	$7,228.41	$7,228.41
2	EA	16 Ductile Iron 125# Flange P-401 45 BEND	$3,352.00	$6,704.00
1	EA	8" Camlock W/Dust Cap	$1,613.04	$1,613.04
1	EA	16x8 FLG P-401 Reducer	$2,696.00	$2,696.00
2	EA	16 316 SS 150# RR FF 1/8 FLG PKG	$412.49	$824.98
1	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$70.37
			Bypass:	**$19,136.80**

Diesel Bypass Pump

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	8 Ductile Iron 125# Flange P-401 90 BEND	$1,396.00	$1,396.00

1	EA	8X1'0 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$653.14	$653.14
6	EA	8 Ductile Iron 125# Flange P-401 45 BEND	$1,153.60	$6,921.60
1	EA	8X2'0 Flange X Flange P-401 Bituminous Tar Ductile Iron Spool	$839.75	$839.75
1	EA	8" Swing Check Valve	$3,045.45	$3,045.45
1	EA	8" FLG Plug Valve W/HW	$3,045.45	$3,045.45
1	EA	8"x0'6" FLGxFLG P-401 Spool	$653.14	$653.14
16	EA	8 316 SS 150# RR FF 1/8 FLG PKG	$70.37	$1,125.92

Diesel Bypass Pump: **$17,680.45**

Lift Station: **$121,831.31**

Item No. 10: **$121,831.31**

Item No. 11
Lift Station
Water Line

Qty	UM	Description / Comments	Bid Price	Ext Price
100	C	2 X 20 FT PVC Schedule 40 BE Pipe	$179.57	$179.57
1	EA	2 DI THREAD RW OPEN LEFT 304 STAINLESS STEEL STEM VALVE	$685.68	$685.68
1	EA	2 Piece Screw 16T/24B Comp Cast Iron Valve Box Water	$175.00	$175.00
2	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$455.14
2	EA	2 PVC Schedule 40 Slip X Slip 45 Elbow	$8.96	$17.92
1	EA	Lead Law Compliant 2 RED Pressure PRINCIPLE Assembly	$1,067.04	$1,067.04
1	EA	1-1/2 - 2 Plastic Backflow Preventer Enclosure Green	$455.77	$455.77
2	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$455.14
3	EA	Lead Law Compliant 2 Brass 90 Elbow	$67.07	$201.21
2	EA	Lead Law Compliant 2 X 24 Brass Nipple GBL	$443.78	$887.56
2	EA	Lead Law Compliant 2 X 4 Brass Nipple GBL	$41.12	$82.24
1	EA	Lead Law Compliant 2 Brass 125# Union	$125.73	$125.73
1	EA	Lead Law Compliant 2 Brass ST 90 Elbow	$98.02	$98.02
1	EA	2 FT BURY Freezeless Yard Hydrant	$146.90	$146.90
2	EA	Lead Law Compliant 2 MIP X PVC Pack Joint Coupling	$227.57	$455.14
1	EA	Lead Law Compliant 2 X 3/4 Brass Reducer Coupling	$78.01	$78.01
1	EA	Lead Law Compliant 3/4 Brass ST 90 Elbow	$17.51	$17.51
1	EA	Lead Law Compliant 3/4 X 6 Brass Nipple GBL	$19.70	$19.70

Water Line: **$5,603.28**

Lift Station: **$5,603.28**

Item No. 11: **$5,603.28**

Item No. 12
Well Plan
Yard Pipe and Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
60	FT	12 C900 DR18 PVC Gasket Joint Blue Pipe	$47.28	$2,836.80
140	FT	12 CL350 Cement Lined Ductile Iron FASTITE Pipe	$61.62	$8,626.80
5	EA	12 MJ 45 BEND LA	$496.80	$2,484.00
1	EA	12 X 2 MJ IPT Tap on Pipe Tee LA	$1,048.80	$1,048.80
2	EA	12 MJ 90 BEND LA	$600.00	$1,200.00
1	EA	12 MJ Tee LA	$832.80	$832.80
3	EA	12 MJ 90 BEND LA	$600.00	$1,800.00
25	EA	12 Ductile Iron Mechanical Joint Wedge Restraint Gland Pack *ONELOK	$178.19	$4,454.75
1	EA	12 Mechanical Joint Resilient Wedge Ductile Iron Open Left GATE Valve Less Accessories	$3,405.88	$3,405.88
1	EA	2 Piece Screw 10T/15B Comp Cast Iron Valve Box Water	$175.00	$175.00
1	EA	25 Round Concrete Valve PAD	$39.45	$39.45
2	EA	12 Ductile Iron Mechanical Joint Wedge Restraint Gland Pack *ONELOK	$178.19	$356.38

Yard Pipe and Fittings: $27,260.66

Well Building Pipe & Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
5	EA	12X5'0 Flange X PE Cement Lined Bituminous Tar Ductile Iron Spool	$1,322.59	$6,612.95
3	EA	12 Ductile Iron 125# C110 Flange 90 BEND	$1,142.40	$3,427.20
3	EA	12 Flanged Resilient Wedge Open Left GATE Valve With Hand Wheel ZN	$3,339.05	$10,017.15
3	EA	12 Ductile Iron 125# C110 Flange 45 BEND	$965.60	$2,896.80
1	EA	12X14'0 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$3,429.67	$3,429.67
1	EA	12X10'0 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$2,675.98	$2,675.98
1	EA	12X6'0 Flange X Flange PC Ductile Iron Spool	$1,922.28	$1,922.28
2	EA	12X2'0 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$1,168.59	$2,337.18
1	EA	12X8'0 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$2,299.13	$2,299.13
1	EA	12'6" FLGxFLG Spool W/Tap	$1,443.07	$1,443.07
1	EA	12X4'6 Flange X PE Cement Lined Bituminous Tar Ductile Iron Spool	$1,228.38	$1,228.38
1	EA	12X10'0 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$2,675.98	$2,675.98
3	EA	12 Ductile Iron 125# C110 Flange Tee	$1,820.80	$5,462.40
1	EA	12X2'6 Flange X Flange Cement Lined Bituminous Tar Ductile Iron Spool	$1,262.80	$1,262.80
25	EA	12 ZN 150# RR FF 1/8 Flange Package	$54.69	$1,367.25

Well Building Pipe & Fittings: $49,058.22

Safety Shower Pipe & Fittings

Qty	UM	Description / Comments	Bid Price	Ext Price
120	C	1 X 20 FT PVC Schedule 80 BE Pipe	$272.33	$326.80
1	EA	Lead Law Compliant 2 X 1 Brass Bushing	$42.28	$42.28
2	EA	Lead Law Compliant 1 MIP X PVC Pack Joint Coupling	$79.66	$159.32
1	EA	1 PVC Schedule 80 Slip X Slip 90 Elbow	$6.60	$6.60
1	EA	1 X 1 X 3/4 PVC Schedule 80 Slip X Slip X Slip Tee	$9.96	$9.96
1	EA	Not For Potable Use 3/4 Brass IPS HOSE BIBB	$14.78	$14.78

Safety Shower Pipe & Fittings: $559.74

Meter Assembly

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	Ford Yoke Box	$0.00	$0.00
2	EA	Lead Law Compliant 1 MIP X PVC Pack Joint Coupling	$79.66	$159.32
1	EA	Lead Law Compliant 1 Brass 125# Union	$47.44	$47.44
			Meter Assembly:	**$206.76**

RPZ Assembly

Qty	UM	Description / Comments	Bid Price	Ext Price
1	EA	Lead Law Compliant Not Certified 1 RED Pressure Assembly With BV	$606.65	$606.65
2	EA	Lead Law Compliant 1 MIP X PVC Pack Joint Coupling	$79.66	$159.32
3	EA	Lead Law Compliant 1 Brass 90 Elbow	$20.77	$62.31
2	EA	Lead Law Compliant 1 X 24 Brass Nipple GBL	$195.92	$391.84
1	EA	Lead Law Compliant 1 Brass ST 90 Elbow	$28.98	$28.98
1	EA	Lead Law Compliant 1 Brass 125# Union	$47.44	$47.44
1	EA	Lead Law Compliant 1 X 4 Brass Nipple GBL	$19.53	$19.53
1	EA	3/4 - 1 Plastic Backflow Preventer Enclosure Green	$339.00	$339.00
			RPZ Assembly:	**$1,655.07**
			Well Plan:	**$78,740.45**
			Item No. 12:	**$78,740.45**

Net Total: $1,301,442.64

Estimated Tax: $78,086.56

Grand Total: $1,379,529.20

Job Terms:

Legacy HDD, Inc.

Effingham County. 10", 16" and 18" SDR-17 DIPS pipe quotation

Starting at Sand Hill to end of job at Midland and Lowground

Bore	Engineered Length	Pipe Size	Price Per foot	Price for Bore
1	47	10"	$ 159.57	$ 7,500.00
2	790	16"	$ 240.00	$ 189,600.00
3	488	10"	$ 160.00	$ 78,080.00
4	57	10"	$ 131.58	$ 7,500.00
5	390	10"	$ 160.00	$ 62,400.00
6	45	10"	$ 166.67	$ 7,500.00
7	272	10"	$ 160.00	$ 43,520.00
8	44	10"	$ 170.45	$ 7,500.00
9	52	10"	$ 144.23	$ 7,500.00
10	78	10'	$ 96.15	$ 7,500.00
11	252	10"	$ 160.00	$ 40,320.00
12	200	18"	$ 200.00	$ 40,000.00
13	943	18"	$ 300.00	$ 282,900.00
14	707	18"	$ 300.00	$ 212,100.00
15	56	18"	$ 178.57	$ 10,000.00
16	992	18"	$ 300.00	$ 297,600.00
17	46	18"	$ 217.39	$ 10,000.00
18	46	18"	$ 217.39	$ 10,000.00
19	26	18"	$ 384.62	$ 10,000.00
	Mobilization			$ 25,000.00
	Demobilization			$ 25,000.00
	Hydrovac			$ 75,000.00
				$ 1,456,520.00

Summerville, SC (843) 821-7600
Central, SC (864) 639-2894
Richmond Hill, GA (912) 756-8044
www.knightscompanies.com

Quote #: 27176
Quote Per: Plans Dated - 5/29/2
Bid Date: 8/4/2026
Eng Firm:
Location: Effingham
Project Name: Marlow Water & Sewer Improvements

Quote

Item Name	Qty	Unit Price	Total Price
Sanitary	8 EA		$85,905.74

Pump Station Wet Well
144" Diameter Wet Well
12" Top Slab, 12" Base w/6" Extension, 12" Walls.
Price Includes: Boot and band(s), Butyl (Roll), Coating (Exterior), Engineering Calcs, Freight, Wrap (Roll).

	1 EA	$67,324.63	$67,324.63
Structure #s: 1			

SS Manhole - Coated
48" Diameter Sanitary Sewer Structure, 6" thick base slab non-extended, 5" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Exterior), Ring & Cover, Wrap.

6/8'	1 EA	$1,869.47	$1,869.47
Structure #s: 06			

SS Manhole - Coated
72" Diameter Sanitary Sewer Structure, 12" thick top slab non-extended, 8" thick base slab non-extended, 7" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Exterior), Ring & Cover, Wrap.

6/8'	1 EA	$4,486.24	$4,486.24
Structure #s: 01			

SS Manhole - Receiving
72" Diameter Sanitary Sewer Structure, 12" thick top slab non-extended, 8" thick base slab non-extended, 7" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Exterior), Ring & Cover, Wrap.

6/8'	1 EA	$4,969.87	$4,969.87
Structure #s: REC			

SS Manhole
48" Diameter Sanitary Sewer Structure, 6" thick base slab non-extended, 5" Walls,
Price Includes: Boot and band(s), Butyl, Coating (Interior), Ring & Cover, Wrap.

0/6'	3 EA	$1,785.20	$5,355.60
Structure #s: 02, 03, 05			
6/8'	1 EA	$1,899.94	$1,899.94
Structure #s: 04			

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Quote #: 27176
Quote Per: Plans Dated - 5/29/2
Bid Date: 8/4/2026
Eng Firm:
Location: Effingham
Project Name: Marlow Water & Sewer Improvements

Quote

Item Name	Qty	Unit Price	Total Price

Sanitary Notes

Add $250 per 48" SSMH for precast inverts if required, 72" to be poured in field.

Wet Well Hatch not included, provided by others. Wet Well priced 12" Base Slab w/6" Extension, extra thickness/extension to be poured in field if needed.

Wet Well, Receiving, and Discharge SSMH Interior Raven Lining not included, provided by others. If AGRU liner is needed add:
--$32,550 Wet Well
--$3,390 Receiving SSMH
--$2,940 SSMH 01
--$1620 Discharge SSMH 06

Storm — 1 EA — $3,538.33

Storm Manhole

72" Diameter Storm Manhole Structure, 8" thick base slab non-extended, 7" Walls,
Price Includes: Trash Rack.

72" ID (avg. depth 3 vft)	1 EA	$3,538.33	$3,538.33
Structure #s: 1			

Storm Notes

STMH includes Galv, Grating.

Thank You,

Subtotal: $89,444.08

Grand Total: $89,444.08
Plus Tax

FOB: Jobsite, Unloaded by Others

Dennis Butler
dbutler@knightscompanies.com

Summerville, SC (843) 821-7600
Central, SC (864) 639-2894
Richmond Hill, GA (912) 756-8044
www.knightscompanies.com

Quote #: 27176
Quote Per: Plans Dated - 5/29/2
Bid Date: 8/4/2026
Eng Firm:
Location: Effingham
Project Name: Marlow Water & Sewer Improvements

Quote

Item Name	Qty	Unit Price	Total Price

General Notes:

Price excludes engineering calculations, hatches, castings, trash racks, flexible boot connectors, linkseal, coatings, liners, etc. unless it is noted otherwise in this proposal. Quotation is based on current known specifications or requirements and is valid for 30 days from above bid date. Due to uncertainty in raw material costs all projects that are not released for production in its entirety within 30 days of the submittal sent date may be subject to pricing adjustments. Any structures manufactured and/or engineering time incurred because of not having the most up to date plans will be the Contractor's responsibility.

An engineering fee maybe applied to any order that is canceled during or after the submittal process.

Prices quoted are based on truckload quantities (17ton min), anything less maybe subject to an additional "light load" charge. Jobsite must be accessible by our trucks, the Contractor will be responsible for unloading material and providing all necessary rigging, spreader bars and/or lifting apparatuses on site. Any load on site longer than one hour before unloading starts will be subject to a detention charge up to $250.00/per hour. Note, failure to notify our shipping department of delivery cancellation after it has been scheduled and confirmed may result in additional freight charges.

All returns must be pre-approved and are subject to restocking and rework charges.

Knight's Precast reserves the right to change, modify or withdraw this quotation if specifications or requirements are altered. The contractor will be responsible for any additional cost incurred as a result of partially releasing the project less than the quantities listed above. If "custom" structures are produced and do not ship within 60 days of requested delivery date then Knight's precast reserves the right to invoice for stored materials.

All quotes are based on current conditions. Due to the volatility of market costs of raw materials, resale items and manufacturing costs we can no longer hold or guarantee pricing for extended periods of time. Once items that are included in this quote are released for production, Knight's Precast will provide you with updated pricing. Additionally, if material prices increase significantly during the performance of the contract through no fault of Knight's Precast then the price quoted above shall be equitably adjusted by an amount reasonably necessary to cover such price increases.

Foley Products Company
208 Jefferson Street
Newnan, Georgia 30263
Phone: 770.251.0296

FOLEY PRODUCTS
CMC PRECAST

Newnan, GA
Winder, GA
Athens, AL
Clanton, AL
Cullman, AL
Cantonment, FL
Ft Myers, FL
Franklin, TN
Hermitage, TN
Chattanooga, TN
Lenoir City, TN
St Martinville,
Phoenix, AZ
Littleton, CO
Napa, CA
Winston-Salem, NC

Job Name: MARLOW WATER & SEWER IMPROVE
Job #: 26-19864
Location: EFFINGHAM COUNTY, GA

NOTES:

1) QUOTE BASED ON PLANS DATED 5/29/2026
2) CASTINGS FOR SANITARY STRUCTURES PROVIDED PER STANDARD DETAILS ON SHEET C4.0- S10A.
3) PLEASE REVIEW AND APPROVE ALL STRUCTURE NOTES
4) STRUCTURES NOT LISTED ON QUOTE ARE NOT INCLUDED IN PRICING
5) SANITARY MANHOLE PRICING INCLUDES MASTIC, BOOTS/GASKETS, STEPS, AND INVERTS. EXTERIOR COATING NOT INCLUDED IN PRICING
6) MODIFICATION TO EXISTING STRUCTURE EXCLUDED FROM QUOTE
7) INTERIOR OIL COAT (SHER-TAR EPOXY) PROVIDED TO SANITARY STRUCTURES IN LIEU OF CS-55 SHOWN IN CONTRACT DRAWING. PRICING SUBJECT TO CHANGE BASED ON ENGINEER'S APPROVAL.
8) BUBBLER STRUCTURES QUOTED AS 48" DROP INLET. PLEASE REVIEW, PRICING SUBJECT TO CHANGE.

WETWELL:
ALL INTERNAL, PUMPS, MISC ITEMS,LADDER, CONCRETE FILLETS, EXTERIOR COATING,SPREADFOOTER ETC. EXCLUDED FROM THE QUOTE.
BOOTS TO BE PROVIDED LOOSE. ALL HOLES TO BE CORED ON SITE BY OTHERS
WIDE LOAD PERMITS, POLICE ESCORTS ETC. NOT INCLUDED IN QUOTE
DURAPLATE 6100 PROVIDED AS INTERIOR COATING FOR WETWELL AND RECEIVING MANHOLE IN LIEU OF RAVEN SHOWN IN CONTRACT DRAWING. PRICING SUBJECT TO CHANGE BASED ON ENGINEER'S APPROVAL.

SALES REPRESENTATIVES
Alabama:
205.834.5278 Grant Collins
205.603.8635 Stephen Little
251.243.1091 Will Roberts
706.249.0070 Farrell Willis
706.905.0481 Will Stewart
762.822.2728 Cooper Berry

Florida Panhandle:
205.834.5278 Grant Collins
251.243.1091 Will Roberts
762.822.2728 Cooper Berry

South Florida:
239.922.4088 Kathryn Moore
762.822.2895 Matt Swan
251.243.1091 Will Roberts
239.525.8076 Zach Mathers

Tennessee:
615.982.3841 Nick Turner
615.580.9777 Taylor Shugart
972.921.6297 Adam Kusch
629.292.6913 Julia Hudson

SALES REPRESENTATIVES
Georgia:
706.326.3211 Dale Whelpley
678.832.9505 Corey Fields
720.766.8448 Rick Ignelzi
478.954.6749 Jay Robinson
770.286.0244 Byrom Ferrell
470.453.3826 Stanford Jones
678.794.9511 Christian Gaston
678.285.8190 Kevin Keeble

Louisiana:
205.834.5278 Grant Collins
337.441.1878 Martin Reulet

Colorado:
334.350.0120 Nate Intfen
303.210.3082 Todd Kyle

California
720.695.0063 Bill Tompkins

Electrical/Communication Sales:
337.441.1869 Charles Floyd

Description	Quantity
1" X 14.5' Mastic (8 rolls/Box)	4
3/8" x 14'6" Mastic Box (12 Rolls / Box)(Jefferson)	3
48" Sanitary Invert Custom	6
60" Sanitary Invert Custom	1
External Wrap - 6.25"X0.0625"X50' (2 Rolls/Box)	3
Pipe Lube (1 Gallon / 8 Lbs)	1
Fuel Surcharge Per Load	9
Temporary Fuel Surcharge Per Load	9
48" Riser Variable Height Special3'	1
48`` Base Variable Height	1
48`` Flat Top (8``) w/18``x26`` Hole	1
EJ V4275 Frame & Grate Assembly (1019A G/F) (44275001)	1
Hole 28"	1
12" Boot for 8" Pipe (OD 8.0"-9.1") Wedge	3
144" Riser Variable Height27.5'	1
144`` Base Variable Height	1
144`` Flat Top (ADD DESCRIPTION)	1
2" x 7 Mastic (4 Rolls / Box)	19
20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	10
36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	4
48" Riser Variable Height Special2.5'	1
48" Riser Variable Height Special3'	1
48" Riser Variable Height Special3.5'	2
48" Riser Variable Height Special4'	2
48`` Base Variable Height	6
48`` Cone Eccentric 2.0` w/26`` Hole	6
60" Riser Variable Height Special6'	1
60`` Base Variable Height Special	1
60`` Flat Top (8``) Special (ADD HOLE DESCRIPTION, UPDATE WEIGHT and PRICING)	1
ALUM AHS2 30x60 HATCH SAFE	1
Cast In Fee-FPC Supplied Grate/Frame/Ring/Cover	2
Coating Oil Base-48" Inside	38.5
Duraplate 6100- 144" Coating Inside	33.5
Duraplate 6100- 60" Coating Interior	8
EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	7
EJ V1327-1 Ring (195 Ring) (41327110)	7
Engineering Fees	1
External Wrap - 12.25"X0.0625"X50' (2 Rolls/Box)	3
Vacuum Tested Risers,2' Cones, Tops	12
18" Class 3 Concrete Pipe B-Wall Solid (8'Section)	128
18" Pipe Gasket	16

P.O. Box 2447

Columbus, GA 31902

Phone: (770) 251-0296

Fax: (770) 254-2223

FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864
Order Date:
BidDate: 8/13/2026

Customer Name: ALLBIDDERS
,
Contact:
Phone : **Fax:**

Job Name: MARLOW WATER & SEWER IMPROVE
EFFINGHAM COUNTY, GA
Contact Email Address: RD. 8/21/2026
SalesRep: No Salesman
SalesRep Phone:
SalesRep Email:

Terms: **PO:** **DOT:**

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	ACC.SAN		ACCESSORIES	Station:			
4	MAS1.00	Each	1" X 14.5' Mastic (8 rolls/Box)	0	$90.00	☑	$360.00
3	PW6-2	Each	External Wrap - 6.25"X0.0625"X50' (2 Rolls/Box)	0	$121.00	☑	$363.00
6	48SANINVSP	Each	48" Sanitary Invert Custom	9,432	$315.00	☑	$1,890.00
1	60SANINVSP	Each	60" Sanitary Invert Custom	1,875	$525.00	☑	$525.00
3	MAS.375-12	Box	3/8" x 14'6" Mastic Box (12 Rolls / Box)(Jefferson)	0	$204.00	☑	$612.00
							$3,750.00
Structure:	FUEL		FREIGHT	Station:			
9	FREIGHT	Each	Fuel Surcharge Per Load	0	$100.00	☑	$900.00
							$900.00
Structure:	TEMP FUEL		FREIGHT	Station:			
9	FUEL	Each	Temporary Fuel Surcharge Per Load	0	$50.00	☑	$450.00
							$450.00
Structure:	SSMH 01		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 87.01'		Out Elevation: 80.87'	Rim to Invert: 6.14'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special4'	2,700	$606.69	☑	$606.69
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00
1	BOOT.36A.30SS	Each	36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	0	$370.00	☑	$370.00

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FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	SSMH 01		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 87.01'		Out Elevation: 80.87'	Rim to Invert: 6.14'			
7	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$791.91
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$3,140.16
Structure:	SSMH 06		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 87.48'		Out Elevation: 81.25'	Rim to Invert: 6.23'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special4'	3,328	$606.69	☑	$606.69
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
1	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$160.00
7	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$791.91
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,610.16
Structure:	SSMH RECEIVING		GA.SANITARY Sanitary Street 60``	Station:			
	Top Elevation: 88.00'		Out Elevation: 80.72'	Rim to Invert: 7.28'			
1	60B0.0SP	Each	60`` Base Variable Height Special	2,827	$547.16	☑	$547.16
1	60R0.0SP	Each	60" Riser Variable Height Special6'	6,652	$1,505.38	☑	$1,505.38
1	60TSP	Each	60`` Flat Top (8``) Special (ADD HOLE DESCRIPTION, UPDATE WEIGHT and PRICING)	2,960	$606.69	☑	$606.69
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.36A.30SS	Each	36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	0	$370.00	☑	$740.00
1	CIF.FPC.GFRC	Each	Cast In Fee-FPC Supplied Grate/Frame/Ring/Cover	0	$55.00	☑	$55.00
8	MISCCOAT.IN	EA	Duraplate 6100- 60" Coating Interior	0	$723.00	☑	$5,784.00
							$9,758.23
Structure:	SSMH 02		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 86.03'		Out Elevation: 81.02'	Rim to Invert: 5.01'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22

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FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	SSMH 02		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 86.03'		Out Elevation: 81.02'	Rim to Invert: 5.01'			
1	48R0.0SP	Each	48" Riser Variable Height Special2.5'	1,888	$379.19	☑	$379.19
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00
5.5	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$622.22
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,372.97
Structure:	SSMH 03		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 86.99'		Out Elevation: 81.63'	Rim to Invert: 5.36'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3'	2,321	$455.02	☑	$455.02
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00
6	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$678.78
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,505.36
Structure:	SSMH 04		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 88.21'		Out Elevation: 82.12'	Rim to Invert: 6.09'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3.5'	2,754	$530.85	☑	$530.85
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
2	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$320.00

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FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	SSMH 04		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 88.21'		Out Elevation: 82.12'	Rim to Invert: 6.09'			
6.5	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$735.35
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,637.76
Structure:	SSMH 05		GA.SANITARY Sanitary Street 48``	Station:			
	Top Elevation: 88.21'		Out Elevation: 82.44'	Rim to Invert: 5.77'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3.5'	2,894	$530.85	☑	$530.85
1	48EC2.0H26	Each	48`` Cone Eccentric 2.0` w/26`` Hole	2,300	$303.34	☑	$303.34
1	57-090	Each	EJ V1327-1 Ring (195 Ring) (41327110)	193	$290.00	☑	$290.00
1	57-091	Each	EJ V1327 Sewer Cover (195 Sewer Cover) (41327048)	138	$230.00	☑	$230.00
1	BOOT.20A.15-16S	Each	20" Boot for 15"-16" Pipe (OD 16.0"-17.4") - Stainless	0	$160.00	☑	$160.00
6.5	OILCOAT.IN.48	VF	Coating Oil Base-48" Inside	0	$113.13	☑	$735.35
2	VAC	Each	Vacuum Tested Risers,2' Cones, Tops	0	$0.00	☑	$0.00
							$2,477.76
Structure:	LIFT STATION		GA.SANITARY Sanitary 144``	Station:			
	Top Elevation: 88.00'		Out Elevation: 59.00'	Rim to Invert: 29'			
1	144B0.0SP	Each	144`` Base Variable Height	34,636	$14,446.65	☑	$14,446.65
1	144R0.0SP	Each	144" Riser Variable Height27.5'	167,395	$70,266.85	☑	$70,266.85
1	144TSP	Each	144`` Flat Top (ADD DESCRIPTION)	34,640	$14,448.32	☑	$14,448.32
1	BOOT.36A.30SS	Each	36" Boot for 30" Pipe (OD 31.5"-32.15") - Stainless	0	$370.00	☑	$370.00
1	CIF.FPC.GFRC	Each	Cast In Fee-FPC Supplied Grate/Frame/Ring/Cover	0	$55.00	☑	$55.00
33.5	MISCCOAT.IN	EA	Duraplate 6100- 144" Coating Inside	0	$1,734.00	☑	$58,089.00
19	MAS2.00-7	Each	2" x 7 Mastic (4 Rolls / Box)	0	$89.00	☑	$1,691.00
3	PW12	Each	External Wrap - 12.25"X0.0625"X50' (2 Rolls/Box)	0	$216.00	☑	$648.00
3	BOOT.12.8WD	Each	12" Boot for 8" Pipe (OD 8.0"-9.1") Wedge	0	$80.00	☑	$240.00
1	ENGINEER	Each	Engineering Fees	0	$2,000.00	☑	$2,000.00
1	MISCHATCH	Each	ALUM AHS2 30x60 HATCH SAFE GR	0	$2,306.30	☑	$2,306.30
	SPREAD FOOTER TO BE DONE ON THE FIELD.						$164,561.12

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FOLEY PRODUCTS
CMC PRECAST

QUOTE

Quote #: 26-19864
Order Date:
BidDate: 8/13/2026

Qty	Item	UOM	Description	Weight	Unit Price	TX	Extension
Structure:	18RCP.3		PIPE	Station:			
128	183B	LF	18" Class 3 Concrete Pipe B-Wall Solid (8'Section)	23,680	$29.65	☑	$3,795.26
16	18G	Each	18" Pipe Gasket	0	$0.00	☑	$0.00
							$3,795.26
Structure:	ACC.PIPE		ACCESSORIES	Station:			
1	LUBE	Each	Pipe Lube (1 Gallon / 8 Lbs)	0	$25.00	☑	$25.00
							$25.00
Structure:	BUBBLER		GA.DI Drop Inlet 48``	Station:			
	Top Elevation: 54.00'		Out Elevation: 49.95'	Rim to Invert: 4.05'			
1	48B0.0SP	Each	48`` Base Variable Height	1,376	$228.22	☑	$228.22
1	48R0.0SP	Each	48" Riser Variable Height Special3'	2,319	$455.02	☑	$455.02
1	48T18X26	Each	48`` Flat Top (8``) w/18``x26`` Hole	1,835	$327.44	☑	$327.44
1	58-074	Each	EJ V4275 Frame & Grate Assembly (1019A G/F) (44275001)	332	$440.00	☑	$440.00
1	HOLE28	Each	Hole 28"	0	$0.00	☑	$0.00
							$1,450.68

Total Weight 330,217 **Total** $200,434.44

Applicable taxes will be applied at time of sale.

Office

This quotation is only valid in its entirety. Partial acceptance of this quotation is subject to an increase in pricing.

****Quote is valid for 30 days from date of quote. Please request pricing review after this time period.****

This Quote is hereby accepted by Customer and Customer hereby orders the Products as listed in this Quote subject to Foley Products Company's Terms and Conditions which are viewable and available at FoleyProducts.com. and are hereby incorporated as an integral part hereof and the Terms and Conditions of this Quote. In case of a conflict between any Purchase Order from Customer and Foley Products Company's Standard Terms and Conditions, notwithstanding any statement in Customer's Purchase Order which may be contrary to Foley Products Company's Terms and Conditions, Foley Products Company's Term and Conditions shall prevail.

Customer: Name listed above
By: _____
Printed Name of Signatory: _____
Title: _____

Directions:

Download our FREE "Foley Trackit" App at the App Store to monitor your next delivery. For more information, contact your Foley Sales Representative or Project Coordinator.

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Columbus, GA 31902

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FOLEY PRODUCTS

CMC PRECAST

QUOTE

Quote #: 26-19864

Order Date:

BidDate: 8/13/2026

STAline Waterworks Inc.
9115 Harris Corners Pkwy
Suite 350
Charlotte NC 28269

Bid

Bid Due Date	Bid ID	Job Name
8/17/2026	BID119363	Marlow Sanitary Effingham Co. CMAR

Quoting Branch	Customer	Job Information
STAline Waterworks - ATN-GA 55 Industrial Park Circle Lawrenceville GA 30046	REEVES YOUNG, LLC 45 Peachtree Ind Blvd Buford GA 30518	Marlow Sanitary Effingham Co. CMAR 31312

Line	Quantity	UOM	Item	Unit Price	Total Price
1					
2			**HINELY LS FORCE MAIN**		
3					
4	3,240	FT	8" C900 DR18 PVC PIPE GREEN	16.70	54,108.00
5	3,500	FT	12GA COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.20	700.00
6	4	EA	2"X1000' FORCE MAIN DETECTOR TAPE GREEN	35.00	140.00
7			**Subtotal**		**54,948.00**
8					
9			**FITTINGS & RESTRAINTS**		
10	6	EA	8" MJ 45 DOMESTIC C153 P401	720.00	4,320.00
11	1	EA	8" MJ PLUG DOMESTIC C153 P401	634.00	634.00
12	12	EA	8" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2008PEC	108.00	1,296.00
13			**Subtotal**		**6,250.00**
14					
15			**10" DR17 IPS HDD**		
16	1,740	FT	10" DR17 IPS HDPE PIPE	13.48	23,455.20
17	2,000	FT	12GA EXTRA-HIGH STRENGTH COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.35	700.00
18			**Subtotal**		**24,155.20**
19					
20			**TRANSITION FITTINGS FROM HDPE TO PVC**		
21	19	EA	10"X8" MJ REDUCER DOMESTIC C153 P401	1,010.00	19,190.00
22	19	EA	10" DIPS DR11 HDPE MJ ADAPTER	265.00	5,035.00
23	19	EA	10" HDPE MJ ACC KIT ONLY	80.00	1,520.00
24	19	EA	8" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2008PEC	108.00	2,052.00
25			**Subtotal**		**27,797.00**
26					
27			**VERTICAL BENDS @ HDD AS REQ'D**		
28	20	EA	8" MJ 11-1/4 DOMESTIC C153 P401	681.00	13,620.00
29	40	EA	8" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2008PEC	108.00	4,320.00
30			**Subtotal**		**17,940.00**
31					
32			**TEMPORARY TESTING CAPS**		
33	20	EA	10"X2" MJ TAPT CAP C153	190.00	3,800.00
34	20	EA	2"X6" BRASS NIPPLE	45.00	900.00
35	20	EA	2" BRASS BALL VALVE FIP NO LEAD	135.00	2,700.00
36	20	EA	10" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2010PEC	183.00	3,660.00
37			**Subtotal**		**11,060.00**
38					
39			**8" FPVC**		
40	790	FT	8" C900 DR18 FPVC *NOTE: CASING SPACERS ARE NOT RECOMMENDED FOR FPVC THROUGH HDPE CASING*		
41	1,000	FT	12GA EXTRA-HIGH STRENGTH COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.35	350.00
42			**Subtotal**		**350.00**
43					
44			**VERTICAL BENDS @ FPVC DRILL**		
45	2	EA	8" MJ 11-1/4 DOMESTIC C153 P401	681.00	1,362.00
46	4	EA	8" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2008PEC	108.00	432.00

STAline Waterworks Inc.
9115 Harris Corners Pkwy
Suite 350
Charlotte NC 28269

Bid

Bid Due Date	Bid ID	Job Name
8/17/2026	BID119363	Marlow Sanitary Effingham Co. CMAR

Line	Quantity	UOM	Item	Unit Price	Total Price
47			**Subtotal**		**1,794.00**
48					
49			**TESTING CAPS**		
50	2	EA	8"X2" MJ TAPT CAP C153	161.00	322.00
51	2	EA	2"X6" BRASS NIPPLE	45.00	90.00
52	2	EA	2" BRASS BALL VALVE FIP NO LEAD	135.00	270.00
53	2	EA	8" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2008PEC	108.00	216.00
54			**Subtotal**		**898.00**
55					
56			**16" DR17 IPS HDD**		
57	790	FT	16" DR17 IPS HDPE W/ GREEN STRIPE	29.80	23,542.00
58	1,000	FT	12GA EXTRA-HIGH STRENGTH COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.35	350.00
59			**Subtotal**		**23,892.00**
60					
61			**ARV ASSEMBLY** ***NOTE: SOME SST MATERIALS N/A IN DOMESTIC. ANY ITEMS NOT MARKED DOMESTIC WILL BE SUPPLIED AS IMPORT DUE TO AVAILABILTY.**		
62	2	EA	8"X2" IP 406 COATED SERVICE SADDLE DOUBLE SS STRAPS 406-0905X14IP	118.00	236.00
63	2	EA	2" 304SS 90 STREET CLASS 150	58.00	116.00
64	2	EA	2"X6" SS NIPPLE 304 DOMESTIC	120.00	240.00
65	2	EA	2" THD GATE VALVE O/L A2362-08	485.00	970.00
66	2	EA	27"-37" 562S CI VALVE BOX COMPLETE SCREW TYPE DOMESTIC	225.00	450.00
67	2	EA	18"X4" SQUARE CONCRETE VALVE PAD	30.00	60.00
68	2	EA	4' CONCRETE VALVE MARKER	30.00	60.00
69	100	FT	2"X100' CTS PE BLACK TUBING 250PSI	2.20	220.00
70	500	FT	12GA COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.20	100.00
71	2	EA	2" DR11 HDPEXMNPT TRANSITION ADAPTER 316SS	36.00	72.00
72	2	EA	2" BALL VALVE 304SS 1000PSI	115.00	230.00
73	4	EA	2"X4" SS NIPPLE 304 DOMESTIC	110.00	440.00
74	2	EA	2"X1'' TEE CLASS 150 316SS	120.00	240.00
75	2	EA	1"X4" SS NIPPLE 304 DOMESTIC	56.00	112.00
76	2	EA	1" BALL VALVE 304SS 1000PSI	32.00	64.00
77	2	EA	2" COMBINATION ARV F/ SEWER GA INDUSTRIES 939 SHORT BODY	1,200.00	2,400.00
78	2	EA	SIGNATURE PEDESTAL HOUSING 1420 LIGHT GREEN,B1 BRACKET,HEX SELF LOCK, COVER W/ANIT-INSERT VENTS	495.00	990.00
79			**Subtotal**		**7,000.00**
80					
81			**MARLOW LS FORCE MAIN**		
82					
83	9,960	FT	16" C900 DR18 PVC PIPE GREEN	48.05	478,578.00
84	10,000	FT	12GA COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.20	2,000.00
85	10	EA	2"X1000' FORCE MAIN DETECTOR TAPE GREEN	35.00	350.00
86			**Subtotal**		**480,928.00**
87					
88			**18" DR17 DIPS HDD**		
89	3,100	FT	18" DR17 DIPS GREEN STRIPE	42.80	132,680.00
90	3,500	FT	12GA EXTRA-HIGH STRENGTH COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.35	1,225.00
91	18	EA	18"X16" MJ REDUCER DOMESTIC C153 P401	2,995.00	53,910.00
92	18	EA	18" DIPS DR11 HDPE MJ ADAPTER	1,055.00	18,990.00
93	18	EA	18" HDPE MJ ACC KIT ONLY	386.00	6,948.00
94	18	EA	16" MJ 11-1/4 DOMESTIC C153 P401	2,160.00	38,880.00
95	54	EA	16" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2016PEC	372.00	20,088.00

STAline Waterworks Inc.
9115 Harris Corners Pkwy
Suite 350
Charlotte NC 28269

Bid

Bid Due Date	Bid ID	Job Name
8/17/2026	BID119363	Marlow Sanitary Effingham Co. CMAR

Line	Quantity	UOM	Item	Unit Price	Total Price
96			**Subtotal**		**272,721.00**
97					
98			**TEMPOARY TESTING CAPS**		
99	18	EA	18"X2" MJ TAPT CAP C153	645.00	11,610.00
100	18	EA	2"X6" BRASS NIPPLE	45.00	810.00
101	18	EA	2" BRASS BALL VALVE FIP NO LEAD	135.00	2,430.00
102	18	EA	18" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2018PEC	446.00	8,028.00
103			**Subtotal**		**22,878.00**
104					
105			**FITTINGS & RESTRAINTS**		
106	6	EA	16" MJ 45 DOMESTIC C153 P401	2,820.00	16,920.00
107	1	EA	16" MJ 11-1/4 DOMESTIC C153 P401	2,160.00	2,160.00
108	1	EA	16" MJ 22-1/2 DOMESTIC C153 P401	2,560.00	2,560.00
109	16	EA	16" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2016PEC	372.00	5,952.00
110			**Subtotal**		**27,592.00**
111					
112			**ARV ASSEMBLY**		
113	7	EA	16"X6" MJXFLG TEE DOMESTIC C153 P401	3,650.00	25,550.00
114	7	EA	6"X4" FLG REDUCER DOMESTIC C110 P401	725.00	5,075.00
115	7	EA	4" MJXFLG 90 DOMESTIC C153 P401	349.00	2,443.00
116	7	EA	4" MEGAFLANGE RESTRAINT 2104 W/316SS HARDWARE	255.00	1,785.00
117	20	FT	4" C900 DR18 PVC PIPE GREEN	6.25	125.00
118	7	EA	4" MJ GATE VALVE O/L A2361-23 L/ACC	785.00	5,495.00
119	7	EA	27"-37" 562S CI VALVE BOX COMPLETE SCREW TYPE DOMESTIC	225.00	1,575.00
120	7	EA	18"X4" SQUARE CONCRETE VALVE PAD	30.00	210.00
121	7	EA	4' CONCRETE VALVE MARKER	30.00	210.00
122	100	FT	4" DR17 IPS HDPE PIPE	4.25	425.00
123	7	EA	4" IPS DR11 HDPEXMNPT TRANSITION ADAPTER CARBON STEEL	165.00	1,155.00
124	7	EA	4" SS316 THREADED 3 PC BALL VALVE W/ LEVER	1,050.00	7,350.00
125	7	EA	4" 304SS TEE CLASS 150	395.00	2,765.00
126	7	EA	4"X1" 304SS HEX BUSHING CLSS 150	82.00	574.00
127	7	EA	1" BALL VALVE 304SS 1000PSI	32.00	224.00
128	7	EA	4" FLG ARV F/ SEWER GA INDUSTRIES FIG. 983	3,895.00	27,265.00
129	7	EA	4" SS COMPANION FLANGE	198.00	1,386.00
130	14	EA	16" MEGALUG RESTRAINT W/ACCESSORIES F/ PVC 2016PEC	372.00	5,208.00
131	7	EA	6" FLG KIT FF 1/8" RR 304SS	55.00	385.00
132	14	EA	4" FLG KIT FF 1/8" RR 304SS	35.00	490.00
133			**Subtotal**		**89,695.00**
134					
135			**GRAVITY SEWER**		
136					
137	800	FT	16" C900 DR18 PVC PIPE GREEN	48.05	38,440.00
138	84	FT	30" SDR26 PVC PIPE	136.20	11,440.80
139	1,000	FT	12GA COPPER-CLAD STEEL TRACER WIRE GREEN 500'	.20	200.00
140	1	EA	2"X1000' SEWER DETECTOR TAPE	35.00	35.00
141			**Subtotal**		**50,115.80**
142					
143			**LIFT STATION**		
144					
145			**PUMP DISCHARGE PIPING**		
146	4	EA	8" FLG 45 DOMESTIC C110 P401	1,155.00	4,620.00
147	2	EA	8" MEGAFLANGE RESTRAINT 2108 W/316SS HARDWARE	445.00	890.00
148	40	FT	8" C900 DR18 PVC PIPE GREEN	16.70	668.00
149	2	EA	8" MEGAFLANGE RESTRAINT 2108 W/316SS HARDWARE	445.00	890.00

STAline Waterworks Inc.
9115 Harris Corners Pkwy
Suite 350
Charlotte NC 28269

Bid

Bid Due Date	Bid ID	Job Name
8/17/2026	BID119363	Marlow Sanitary Effingham Co. CMAR

Line	Quantity	UOM	Item	Unit Price	Total Price
150	2	EA	8" FLG 90 DOMESTIC C110 P401	1,425.00	2,850.00
151	2	EA	8" FLG GA 340S SWING CHECK VALVE W/ L&W	4,265.00	8,530.00
152	2	EA	8" FLGXFLG DI SPOOL 1'00" P401 W/ 1" TAP CENTERED	2,225.00	4,450.00
153	2	EA	8" FLG 517 ECCENTRIC FULL PORT ROUND PLUG VALVE W/GEAR & HANDWHEEL	2,125.00	4,250.00
154	2	EA	8" FLGXFLG DI SPOOL 04'06" P401	1,410.00	2,820.00
155	2	EA	8" FLG 45 DOMESTIC C110 P401	1,155.00	2,310.00
156	2	EA	16"X8" FLG WYE DOMESTIC C110 P401	12,605.00	25,210.00
157	1	EA	16" FLG 45 DOMESTIC C110 P401	5,665.00	5,665.00
158	1	EA	16" FLGXPE DI SPOOL 10'00" P401	5,320.00	5,320.00
159	1	EA	16" MJ 45 DOMESTIC C153 P401	2,820.00	2,820.00
160			**16"X4" ARV ASSEMBLY**		
161	1	EA	16"X4" FLG TEE DOMESTIC C110 P401	9,825.00	9,825.00
162	1	EA	4" FLG 517 ECCENTRIC PLUG VALVE	1,375.00	1,375.00
163	1	EA	4" FLG ARV F/ SEWER SST BODY ARI FIG. D020SS04	5,715.00	5,715.00
164			**FUTURE PUMP #3 STUB**		
165	1	EA	16"X8" FLG WYE DOMESTIC C110 P401	12,605.00	12,605.00
166	1	EA	8" BLIND FLG DOMESTIC C110 P401	720.00	720.00
167			**16" QUICK CONNECT CONNECTION**		
168	1	EA	16" FLG 517 ECCENTRIC FULL PORT ROUND PLUG VALVE W/ GEAR & HANDWHEEL	7,485.00	7,485.00
169	1	EA	16" FLG 45 DOMESTIC C110 P401	5,665.00	5,665.00
170			**NOTE: 16" CAMLOK ADAPTERS ARE N/A. QUOTING A REDUCER AND 8" CAMLOK BY EMERGENCY BYPASS CONNECTION.**		
171	1	EA	16"X8" FLG REDUCER DOMESTIC C110 P401	3,490.00	3,490.00
172	1	EA	8" CAMLOCK COUPLING PART FA FLANGE X MALE 316SS	995.00	995.00
173	1	EA	8" CAM-LOCK COUPLING PART DC DUST CAP 316SS	1,755.00	1,755.00
174			**DIESEL BYPASS PUMP SUCTION**		
175	1	EA	8" FLGXPE DI SPOOL 18'00" P401	3,865.00	3,865.00
176	1	EA	8" FLG 90 DOMESTIC C110 P401	1,425.00	1,425.00
177	1	EA	8" FLGXPE DI SPOOL 06'00" P401	1,450.00	1,450.00
178	1	EA	8" MJ 45 DOMESTIC C153 P401	720.00	720.00
179	20	FT	8" TJ DUCTILE IRON PIPE CL350 P401	64.90	1,298.00
180	1	EA	8" MJ 45 DOMESTIC C153 P401	720.00	720.00
181	1	EA	8" FLGXPE DI SPOOL 10'00" P401	2,253.00	2,253.00
182	1	EA	8" FLG 45 DOMESTIC C110 P401	1,155.00	1,155.00
183			**DIESEL BYPASS PUMP DISCHARGE**		
184	1	EA	8" FLG 517 ECCENTRIC FULL PORT ROUND PLUG VALVE W/GEAR & HANDWHEEL	2,125.00	2,125.00
185	1	EA	8" FLG GA 340S SWING CHECK VALVE W/ L&W	4,265.00	4,265.00
186	2	EA	8" FLG 45 DOMESTIC C110 P401	1,155.00	2,310.00
187	1	EA	8" FLGXFLG DI SPOOL 1'00" P401	2,225.00	2,225.00
188	1	EA	16"X8" FLG WYE DOMESTIC C110 P401	12,605.00	12,605.00
189			**FLANGE KITS / RESTRAINTS**		
190	32	EA	8" FLG ACC KIT FF 1/8" RR 316SS	75.00	2,400.00
191	9	EA	16" FLG ACC KIT FF 1/8" RR 316SS	.01	.09
192	4	EA	8" MEGALUG RESTRAINT W/ACCESSORIES 1108DEC	94.00	376.00

STAline Waterworks Inc.
9115 Harris Corners Pkwy
Suite 350
Charlotte NC 28269

Bid

Bid Due Date	Bid ID	Job Name
8/17/2026	BID119363	Marlow Sanitary Effingham Co. CMAR

Subtotal	$1,280,129.09
Tax	$102,410.32
Total	$1,382,539.41

South Carolina Office
PO Box 2395, Bluffton, SC 29910
(843) 815-3304 (Office)
(843) 815-3305 (Fax)
sc@surveyingconsultants.com

Delivery: 17 Sherington Drive, Suite C, Bluffton, SC 29910

PROPOSAL / CONTRACT FOR SURVEYING SERVICES

Proposal # 22036

Created on: 8/5/2026
Last Update: 8/5/2026
By: RGL

Client **Reeves Young, LLC**

Billing Details
Contact Greg Rosinski
Address 45 Peachtree Industrial Blvd, 200
Sugar Hill, GA 30518
Phone (404) 901-1428
eMail grosinski@reevesyoung.com

WORK ORDER CONTACTS

(404) 901-1428 | Greg Rosinski (Senior Preconstruction Manager) | grosinski@reevesyoung.com

PROPERTY DESCRIPTION

Plantation **Subdivision** **Lot** **Block**

Tract **Parcel** **Phase** **Acreage** 4.34+/-

Site Address Sand Hill Road
Guyton, Effingham GA 31312

Site Desc Marlow Water & Sewer Improvements

Tax I.D. | | | |

Prepared for Reeves Young, LLC

Contract/PO#

REASON FOR SURVEY

Installing New Water and Sewer Lines

PROJECT DESCRIPTION

Construction Layout

- Set New/Check Existing Horizontal Control to NAD83 GA (us.ft).
- Set New/Check Existing Vertical TBMs using NAVD88 Datum.
- Layout of Force Main at 100ft. Stations.
- Layout of Directional Drill Lines.
- Layout of Bends, Valves and Manholes.
- Layout of Lift Station and Well.

* Quantities are based on Plan Drawings titled [Marlow Water & Sewer Improvements Preliminary Design. Dated: 3/31/2026]

----- Proposal Terms: See the end of this document for additional Terms -----

Proposal # 22036

Client: **Reeves Young, LLC**
(404) 901-1428
45 Peachtree Industrial Blvd, 200
Sugar Hill, GA 30518

SURVEYING CONSULTANTS
Surveying Consultants
(843) 815-3304 (Office)
sc@surveyingconsultants.com

PROJECT TERMS

Estimated Cost	$65,250.00
Estimated Completion	As needed
Deposit Required	TBD

Proposal Terms

• This proposal is valid for 30 days.
• If a credit card is used for payment, a 3% handling fee will be added to the invoice.
• Unknown field circumstances such as lack of existing property corners, access issues, and vegetation, may influence the time spent on site. The final cost will be based on current hourly rates and may range 25% more or less from the estimated costs.

WORK WILL COMMENCE UPON THE RECEIPT OF A SIGNED COPY OF THIS CONTRACT ALONG WITH A DEPOSIT AS SET FORTH ABOVE.

I/We hereby agree to the terms of "payment upon service" unless otherwise stated. Unpaid balances over 30 days will be liable for interest at an 18% annual interest rate. Accounts with balances exceeding 60 days will be turned over to a collection service. Client shall be liable for all costs of collection including reasonable attorney fees, whether a suit be filed or not. The laws of the State of South Carolina shall be applicable to all disputes arising under this agreement or as a result of any extension of credit by the creditor. This contract is binding with original signature, fax signature or email confirmation.

Approved _____ Date **Wed, Aug 05, 2026**
Surveying Consultants, Inc.

Client Signature _____ Date _____

The Erosion Company, LLC
5206 Ogeechee Rd
Savannah, GA 31405

corporate voice: 678.
corporate fax: 678.990.0211
www.tecompanies.com

Customer: Reeves Young

Project Name: Marlow Water & Sewer Improvements
Effingham County, GA

Contact Name: Greg Rosinski

Quote Date: August 13, 2026

ITEM #	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
	INSTALLED ITEMS				
Sd1-A	Type A Silt Fence	LF	5,550.00	$1.75	$9,712.50
Sd1-C	Type C Silt Fence	LF	20,275.00	$2.95	$59,811.25
Ds3	Permanent Seeding- Hand Seed (seed, fertilizer, straw) **Disturbed Area**	ACRE	4.34	$2,195.00	$9,526.30
				ESTIMATED INITIAL INSTALLATION TOTAL:	**$79,050.05**
	ALTERNATES				
Sd1-C	Type C Systems (CPOP)	LF	20,275.00	$2.75	$55,756.25
Ds3	Permanent Hydroseed with Straw (seed, fertilizer, lime, organics, hydromulch, tackifier) *does not include cost of water meter*	ACRE	4.34	$3,495.00	$15,168.30
Ds1	Temporary Mulch	BALE	as needed	$13.00	
Ds2	Temporary Seeding	ACRE	as needed	$1,795.00	
	Maintenance Re-Fertilization	ACRE	as needed	$595.00	
	A $1.50 per lf may be added to install price for installing through wetlands depending on site conditions, does not include mini excavatior or mud matts	LF	as needed	$1.50	

NOTES:

1. ***Each site visit will have a minimum $400.00 charge.***
2. *Due to market conditions Quoted prices are good for 30 days prior to work commencement. Work commencing more than 30 days from the proposal date, may be subject to repricing/recontracting.*
3. *Installed prices include labor, equipment, material, and applicable tax.*
4. *Fuel surcharge rates may be applied based on current market conditions at time of project execution.*
5. ***All prices above do not include Davis Bacon Wages or Certified Payroll.***
6. *Any Training/certification required for any job will be billed at per man per hour labor rates for time spent.*
7. *Temporary Mulch and Temporary Seed are quoted per acre to be applied as needed.*
8. *Unit price for seeding items does not include ground prep, watering, or mowing.*
9. *Rates, terms and conditions for TEC Seeding Warranty are available upon request.*
10. *Unit price reflects installation only; maintenance and removal are not included.*
11. *All quantities are estimated; billing will reflect actual amount installed.*
12. *If TEC is called out for work and the site is not ready a per man per hour charge may be billed for time waiting on site.*
13. *General Contractor responsible for traffic control, utility locates, and construction staking.*
14. *If site conditions require extra labor an additional charge will be added. This may include, but is not limited to, hand trenching, digging in rock, clearing, installing in wetlands, mud matts, mini excavator, and hand transporting material over 500 feet.*
15. *Unless otherwise agreed upon in writing payment terms due upon receipt of invoice.*
16. *Any services not specifically quoted, will be invoiced at current market prices*

TEC is a premiere provider of vegetative and structural best management practices in the Southeast.

Thank you for the opportunity to submit this quote; we look forward to working with you on this and future projects.

Barry Lanford mobile: 404-569-4286
Vice President of Sales
The Erosion Company
blanford@tecompanies.com

TEC performs erosion control services at the direction of the contractor and their designees. Because the services TEC provides are only part of the overall site NPDES compliance package, TEC cannot guarantee that the work performed in its entirety will result in meeting the full requirements of federal, state, county, city, or other jurisdictional requirements. TEC recommends that owners/contractors engage the services of civil engineers, site designers, internal certified employees, and separate NPDES monitoring companies to ensure that their project will comply with all local and state laws.

Authorized by: _____ TEC Representative: _____

Date: _____ Date: _____

Tindall Storm/Sewer Take-off

Tindall
Better Building Through Technology

Andy Harrill
Technical Sales Representative
Tindall Corporation - Utilities Division
P.O. Box 1778
Spartanburg, SC
(Mobile) 864-590-2399
(Fax) 864-587-8941
andyharrill@tindallcorp.com

Job Name: Marlow Water and Sewer Improvements
Location: Effingham, GA
Engineer: Coleman & Company
Bid Date: 8/17/2026

Structure #	Type	Depth	Series	Precast Cost	Iron/Hatch Cost	Total Cost
Wetwell	Wetwell	29	G144	$171,999	Included	$171,999
Receiving MH	Manhole	10	G72	$6,840	Included	$6,840
1	SSMH	6.14	G48	$7,533	Included	$7,533
2	SSMH	5.01	G48	$3,100	Included	$3,100
3	SSMH	5.36	G48	$3,197	Included	$3,197
4	SSMH	6.09	G48	$3,044	Included	$3,044
5	SSMH	5.77	G48	$3,044	Included	$3,044
6	SSMH	6.23	G48	$3,044	Included	$3,044
					TOTAL	**$201,801**

NOTE: All precast structures are manufactured in a NPCA certified plant.

NOTE: Wetwell includes joint sealant, boots, a cast-in charge for a customer supplied hatch and Tindall's standard extended base for anti-flotation. Tindall can submit anti-flotation calcs, using skin friction, to prove structure won't float. Interior HDPE lining also included.

NOTE: Heavy lift for wetwell = 77,000 lbs.

NOTE: Sewer manholes include precast inverts, boots, joint sealant and a USF 668 KL ring and cover.

NOTE: Proposal based on full truckloads of 44,000 lbs.

NOTE: Tindall reserves the right to fuel surcharges.

NOTE: This proposal expires (30) calendar days after bid date.

NOTE: Price does not include any unloading or taxes.

Tri County Underground of SC
PO BOX 132
Ravenel, SC 29470

Estimate

Date	Estimate #
9/8/2026	1188

Bill to:
Reeves Young
201 Riverplace Suite 300
Greenville, SC 29601

Job ID:
Marlow
Water + Sewer Improvements
Preliminary Design

Remit To:
Tri County Underground of SC
P.O. Box 389
Ravenel, SC 29470

P.O. No.	Terms

Description	Qty	Rate	Total
Marlow Water and Sewer Improvements Preliminary Design			
Directional Drill 10" HDPE DIPS DR 17	1,766	108.00	190,728.00
Directional Drill 16" HDPE Casing	790	172.00	135,880.00
Install 8" FPVC DR 18 Carrier inside Casing	800	42.00	33,600.00
Directional Drill 18" HDPE DIPS DR 17	2,949	192.00	566,208.00
Inclusions: Drilling / Boring, Fuse on MJ adapters, Mud disposal, pressure test upon completion			
Exclusions: Bid bond , traffic control , survey staking , erosion control , Access to drill / pit locations,			
Project can be bonded for 2% of contract price.			

BASED ON SURFACE LENGTH PAY MEASUREMENT:

TOTAL BID $1,547,468

Total

Tri County Underground of SC
PO BOX 132
Ravenel, SC 29470

Estimate

Date	Estimate #
9/8/2026	1188

Bill to:
Reeves Young
201 Riverplace Suite 300
Greenville, SC 29601

Job ID:
Marlow
Water + Sewer Improvements
Preliminary Design

Remit To:
Tri County Underground of SC
P.O. Box 389
Ravenel, SC 29470

P.O. No.	Terms

Description	Qty	Rate	Total
It is our recommendation some of the shorter drills need to be jack an bored or open cut. FPVC may be a viable option to reduce construction costs if municipality will allow.			

Tri County Underground will perform it's due diligence to avoid any underground utilities. However, Tri County Underground cannot be held responsible for any unknown or unlocatable utilities.

Total $926,416.00

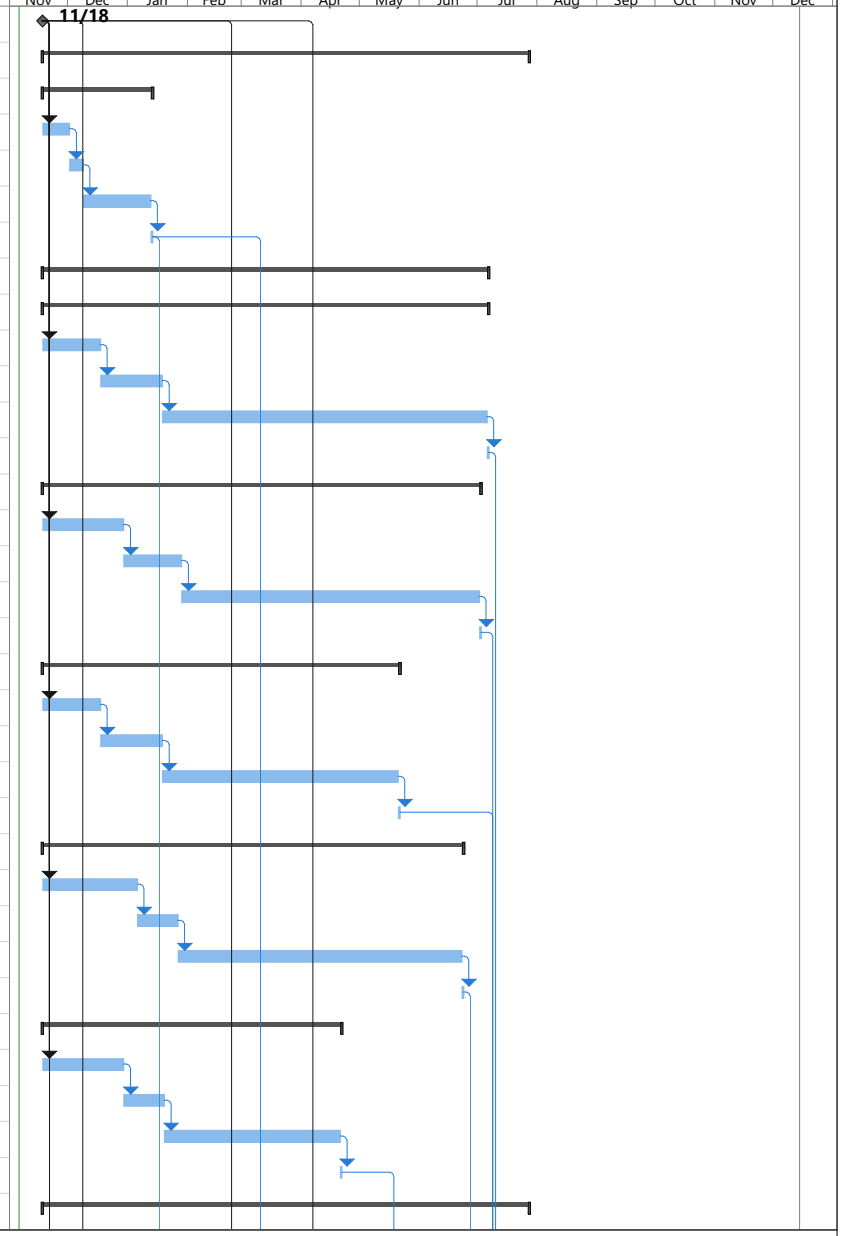
5

FINAL GMP SUBMITTAL
EXHIBIT E – Project Schedule
November 5, 2026

Marlow Water & Sewer
CMAR

REEVES YOUNG

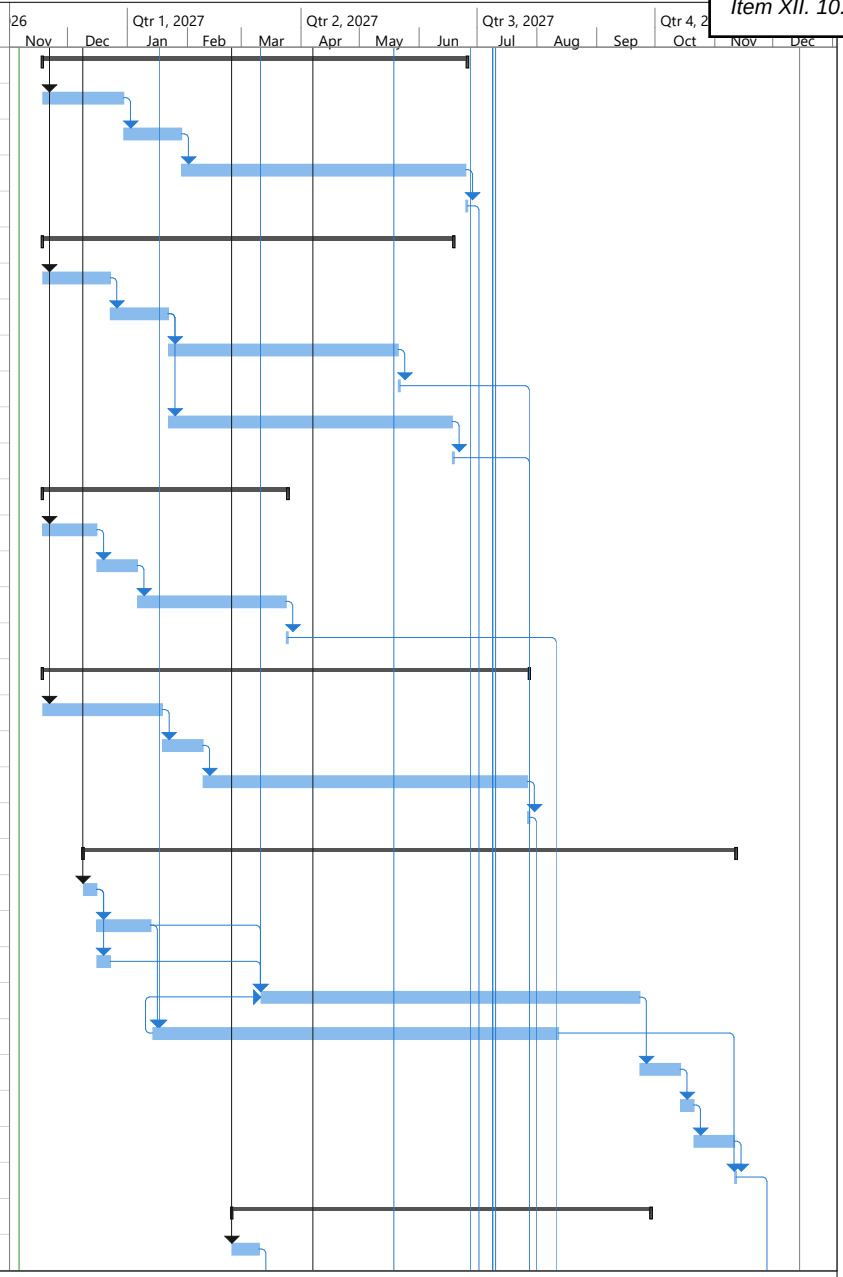
ID	Task Mode	Task Name	Duration	Start	Finish
1		**Notice to Proceed (NTP)**	0 days	Wed 11/18/26	Wed 11/18/26
2		**MATERIAL PROCUREMENT**	**180 days**	**Wed 11/18/26**	**Tue 7/27/27**
3		**Linear Pipe - HDPE & PVC**	**41 days**	**Wed 11/18/26**	**Wed 1/13/27**
4		Pipe Material Submittals	10 days	Wed 11/18/26	Tue 12/1/26
5		Submittal Review & Approval	5 days	Wed 12/2/26	Tue 12/8/26
6		Pipe Fabrication & Delivery	25 days	Wed 12/9/26	Tue 1/12/27
7		Milestone: Pipe Delivered to Site	1 day	Wed 1/13/27	Wed 1/13/27
8		**Pump Station Equipment**	**165 days**	**Wed 11/18/26**	**Tue 7/6/27**
9		**Submersible Lift Station Pump**	**165 days**	**Wed 11/18/26**	**Tue 7/6/27**
10		Submittals	22 days	Wed 11/18/26	Thu 12/17/26
11		Submittal Approval	22 days	Fri 12/18/26	Mon 1/18/27
12		Fabrication & Delivery	120 days	Tue 1/19/27	Mon 7/5/27
13		Milestone: Lift Station Pump Delivered	1 day	Tue 7/6/27	Tue 7/6/27
14		**Pump Station Controls (SCADA/VFD Panel)**	**163 days**	**Wed 11/18/26**	**Fri 7/2/27**
15		Submittals	30 days	Wed 11/18/26	Tue 12/29/26
16		Submittal Approval	22 days	Wed 12/30/26	Thu 1/28/27
17		Fabrication & Delivery	110 days	Fri 1/29/27	Thu 7/1/27
18		Milestone: Pump Station Controls Delivered	1 day	Fri 7/2/27	Fri 7/2/27
19		**Ancillary Equipment (VFDs, Transfer Switches, Panels)**	**133 days**	**Wed 11/18/26**	**Fri 5/21/27**
20		Submittals	22 days	Wed 11/18/26	Thu 12/17/26
21		Submittal Approval	22 days	Fri 12/18/26	Mon 1/18/27
22		Fabrication & Delivery (All Equipment)	88 days	Tue 1/19/27	Thu 5/20/27
23		Milestone: Ancillary Equipment Delivered	1 day	Fri 5/21/27	Fri 5/21/27
24		**Diesel Bypass Pump**	**156 days**	**Wed 11/18/26**	**Wed 6/23/27**
25		Submittals	35 days	Wed 11/18/26	Tue 1/5/27
26		Submittal Approval	15 days	Wed 1/6/27	Tue 1/26/27
27		Fabrication & Delivery	105 days	Wed 1/27/27	Tue 6/22/27
28		Milestone: Diesel Bypass Pump Delivered	1 day	Wed 6/23/27	Wed 6/23/27
29		**Pre-Manufactured / FRP Control Building**	**111 days**	**Wed 11/18/26**	**Wed 4/21/27**
30		Submittals	30 days	Wed 11/18/26	Tue 12/29/26
31		Submittal Approval	15 days	Wed 12/30/26	Tue 1/19/27
32		Fabrication & Delivery	65 days	Wed 1/20/27	Tue 4/20/27
33		Milestone: Control Building Delivered	1 day	Wed 4/21/27	Wed 4/21/27
34		**Well Site Equipment**	**180 days**	**Wed 11/18/26**	**Tue 7/27/27**



Project: Marlow Water & Sewer
Date: Fri 11/6/26

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

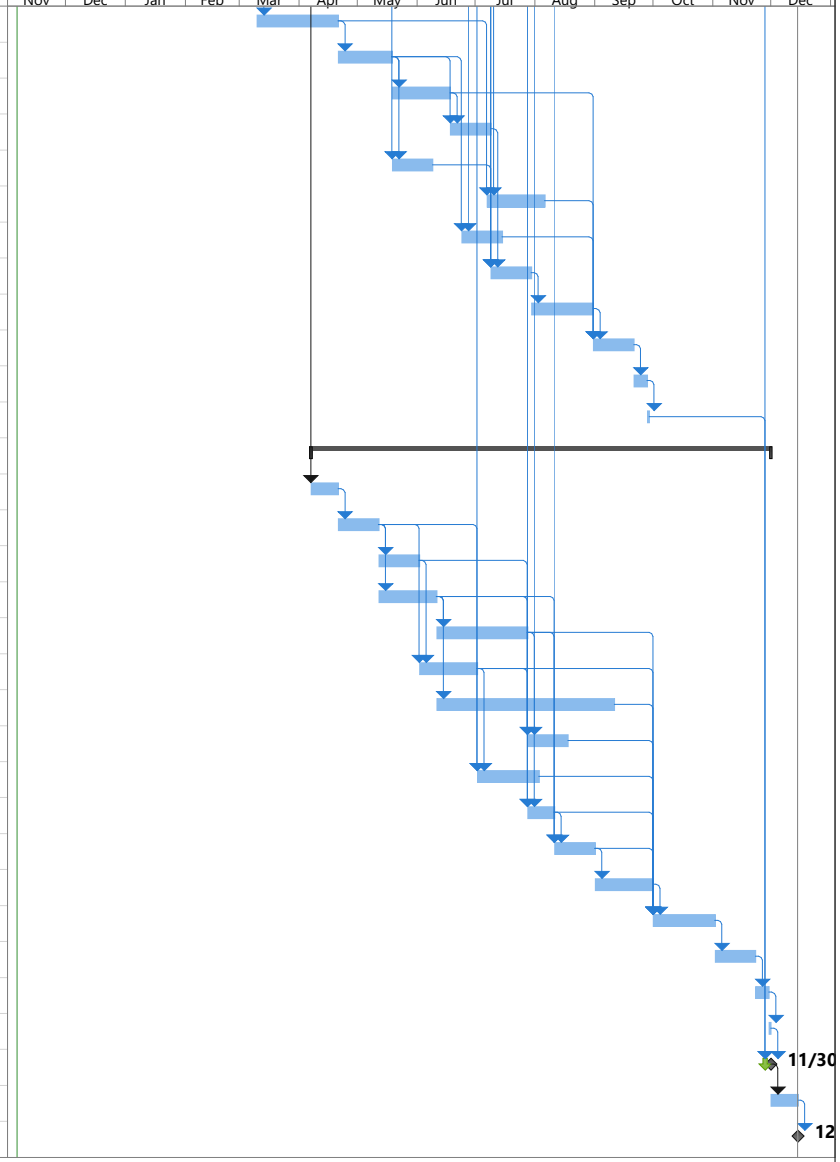
ID	Task Mode	Task Name	Duration	Start	Finish
35		**Well Pump (Submersible Turbine)**	**158 days**	**Wed 11/18/26**	**Fri 6/25/27**
36		Submittals	30 days	Wed 11/18/26	Tue 12/29/26
37		Submittal Approval	22 days	Wed 12/30/26	Thu 1/28/27
38		Fabrication & Delivery	105 days	Fri 1/29/27	Thu 6/24/27
39		Milestone: Well Pump Delivered	1 day	Fri 6/25/27	Fri 6/25/27
40		**Well Pump Controls (Panel & Sine Wave Filters)**	**153 days**	**Wed 11/18/26**	**Fri 6/18/27**
41		Submittals	25 days	Wed 11/18/26	Tue 12/22/26
42		Submittal Approval	22 days	Wed 12/23/26	Thu 1/21/27
43		Control Panel Fabrication & Delivery	85 days	Fri 1/22/27	Thu 5/20/27
44		Milestone: Well Pump Control Panel Delivered	1 day	Fri 5/21/27	Fri 5/21/27
45		Sine Wave Filter Fabrication & Delivery	105 days	Fri 1/22/27	Thu 6/17/27
46		Milestone: Sine Wave Filters Delivered	1 day	Fri 6/18/27	Fri 6/18/27
47		**Dosing Skid (Chemical Feed System)**	**91 days**	**Wed 11/18/26**	**Wed 3/24/27**
48		Submittals	20 days	Wed 11/18/26	Tue 12/15/26
49		Submittal Approval	15 days	Wed 12/16/26	Tue 1/5/27
50		Fabrication & Delivery	55 days	Wed 1/6/27	Tue 3/23/27
51		Milestone: Dosing Skid Delivered	1 day	Wed 3/24/27	Wed 3/24/27
52		**15,000-Gallon Water Storage Tank**	**180 days**	**Wed 11/18/26**	**Tue 7/27/27**
53		Submittals	44 days	Wed 11/18/26	Mon 1/18/27
54		Submittal Approval	15 days	Tue 1/19/27	Mon 2/8/27
55		Fabrication & Delivery	120 days	Tue 2/9/27	Mon 7/26/27
56		Milestone: Water Storage Tank Delivered	1 day	Tue 7/27/27	Tue 7/27/27
57		**LINEAR WORK (Water & Sewer Mains)**	**242 days**	**Wed 12/9/26**	**Thu 11/11/27**
58		Mobilization & Traffic Control	5 days	Wed 12/9/26	Tue 12/15/26
59		Site Clearing, Grubbing & Erosion Control	20 days	Wed 12/16/26	Tue 1/12/27
60		Survey Layout & Utility Locates	5 days	Wed 12/16/26	Tue 12/22/26
61		Trenching, Pipe Installation & Backfill	140 days	Thu 3/11/27	Wed 9/22/27
62		Directional Bore (HDD) Crossings	150 days	Thu 1/14/27	Wed 8/11/27
63		Hydrostatic Testing & Disinfection	15 days	Thu 9/23/27	Wed 10/13/27
64		Tie-Ins to Existing System	5 days	Thu 10/14/27	Wed 10/20/27
65		Site Restoration & Paving	15 days	Thu 10/21/27	Wed 11/10/27
66		Milestone: Linear Work Substantially Complete	1 day	Thu 11/11/27	Thu 11/11/27
67		**PUMP STATION (Regional Lift Station)**	**155 days**	**Wed 2/24/27**	**Tue 9/28/27**
68		Mobilization & Erosion Control	10 days	Wed 2/24/27	Tue 3/9/27



Project: Marlow Water & Sewer
Date: Fri 11/6/26

Task
Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Progress
Manual Progress

ID	Task Mode	Task Name	Duration	Start	Finish
69		Excavation & Precast Wetwell/Valve Vault	30 days	Wed 3/10/27	Tue 4/20/27
70		Site Concrete, Slabs & Foundations	20 days	Wed 4/21/27	Tue 5/18/27
71		Mechanical & Yard Piping	22 days	Wed 5/19/27	Thu 6/17/27
72		Electrical Rough-In & Conduit	15 days	Fri 6/18/27	Thu 7/8/27
73		FRP/Control Building Erection	15 days	Wed 5/19/27	Tue 6/8/27
74		Install Submersible Lift Station Pump	22 days	Wed 7/7/27	Thu 8/5/27
75		Diesel Bypass Pump Pad & Connection	15 days	Thu 6/24/27	Wed 7/14/27
76		Install Controls/SCADA Panel & Ancillary Equipment	15 days	Fri 7/9/27	Thu 7/29/27
77		Electrical Terminations & Utility Power Connection	22 days	Fri 7/30/27	Mon 8/30/27
78		Startup, Testing & SCADA Commissioning	15 days	Tue 8/31/27	Mon 9/20/27
79		Punch List & Site Cleanup	5 days	Tue 9/21/27	Mon 9/27/27
80		Milestone: Pump Station Substantially Complete	1 day	Tue 9/28/27	Tue 9/28/27
81		**WELL SITE**	**170 days**	**Wed 4/7/27**	**Tue 11/30/27**
82		Mobilization & Erosion Control	10 days	Wed 4/7/27	Tue 4/20/27
83		Site Civil - Grading, Access & Fencing	15 days	Wed 4/21/27	Tue 5/11/27
84		Tank Foundation / Pad	15 days	Wed 5/12/27	Tue 6/1/27
85		Chemical/Chlorination Building Foundation	22 days	Wed 5/12/27	Thu 6/10/27
86		Construct & Dry-In Treatment Bldg.	33 days	Fri 6/11/27	Tue 7/27/27
87		Yard Piping, Electrical & Site Utilities	22 days	Wed 6/2/27	Thu 7/1/27
88		Install Electrical / I&C In Electrical Room	66 days	Fri 6/11/27	Fri 9/10/27
89		Install 15,000-Gallon Water Storage Tank	15 days	Wed 7/28/27	Tue 8/17/27
90		Well Pump Installation & Discharge Piping	22 days	Fri 7/2/27	Mon 8/2/27
91		Install Well Pump Controls (Panel & Sine Wave Filters)	10 days	Wed 7/28/27	Tue 8/10/27
92		Install Chlorination/Dosing Skid	15 days	Wed 8/11/27	Tue 8/31/27
93		Interior Small-Bore Chem Piping	22 days	Wed 9/1/27	Thu 9/30/27
94		Startup, Testing & Telemetry Commissioning	22 days	Fri 10/1/27	Mon 11/1/27
95		GA EPD Bacteriological Testing & Approval to Operate	15 days	Tue 11/2/27	Mon 11/22/27
96		Punch List & Site Cleanup	5 days	Tue 11/23/27	Mon 11/29/27
97		Milestone: Well Site Substantially Complete	1 day	Tue 11/30/27	Tue 11/30/27
98		**SUBSTANTIAL COMPLETION**	0 days	Tue 11/30/27	Tue 11/30/27
99		Punch List and Final Stabilization	10 days	Wed 12/1/27	Tue 12/14/27
100		**FINAL COMPLETION**	0 days	Tue 12/14/27	Tue 12/14/27



Project: Marlow Water & Sewer
Date: Fri 11/6/26

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

Effingham County Georgia
Planning and Zoning Services

Staff Report

Department:	Development Services
Subject:	Site Plan
Meeting Date:	November 17, 2026
Application:	Site-26-6
Existing Zoning:	I-1 (Industrial)
Map & Parcel:	433-1E & 433-1
Parcel Size:	± 739.95 acres (433-1E) ± 607.19 acres (433-1)
Applicant:	Jamie Garner 577 Mulberry Street, Suite 1225 Macon, GA 31201
Owner(s):	Octans GA, LLC Framers Bank Bldg, 301 N Market St Wilmington, DE 19801

Commissioner District: Second District

Location: Rincon, GA 31326

Project Name: Project Camellia

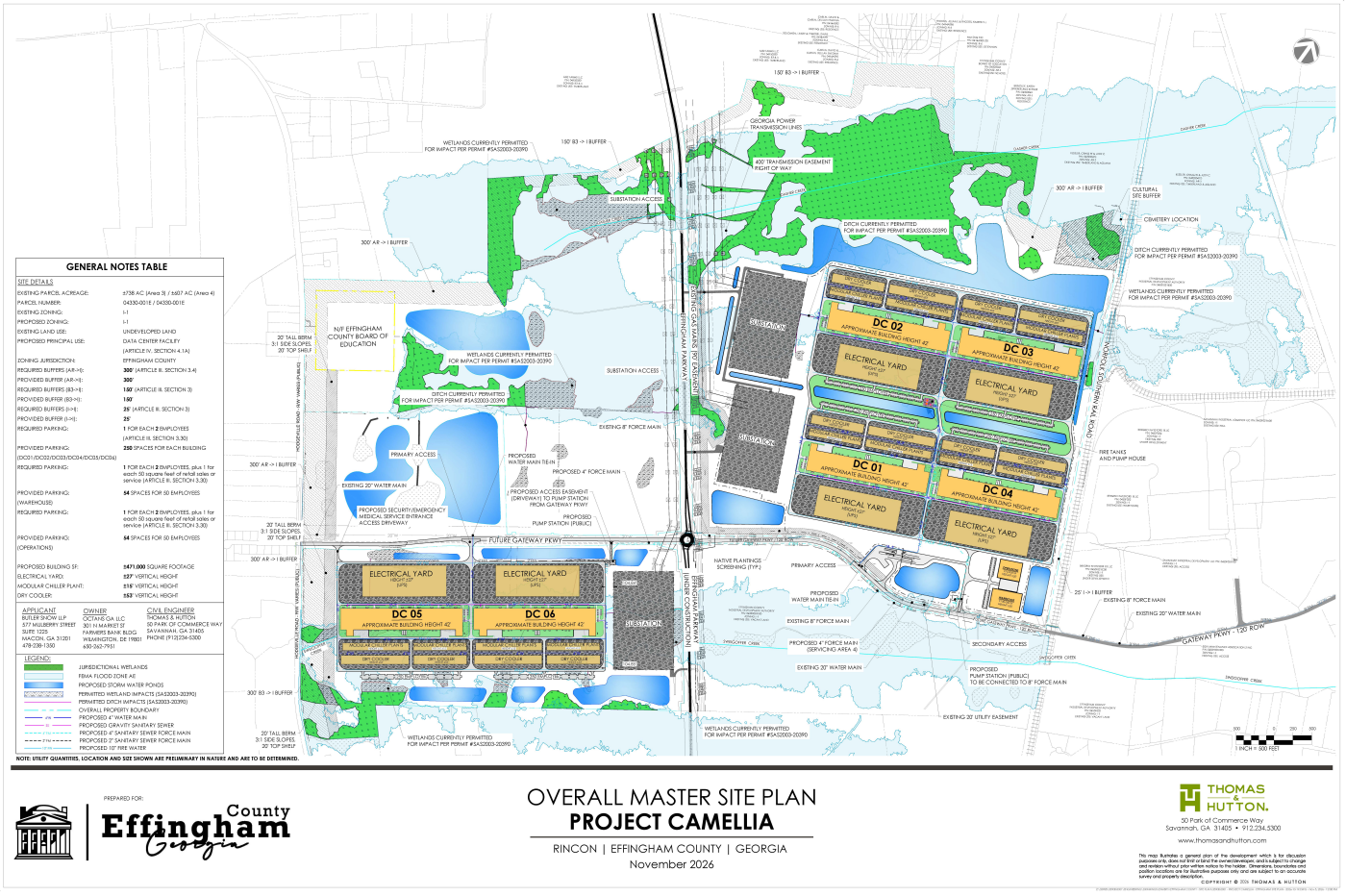
Existing Land Use and Zoning:

The subject properties are vacant, undeveloped land along Effingham Parkway. Both parcels are zoned I-1 (Industrial) and are about ±739.95 acres on parcel 433-1E and ± 607.19 acres on parcel 433-1. Access to the site is provided directly from Effingham Parkway, Hodgeville Rd. and Gateway Parkway.

Project Description/Site Characteristics

The applicant proposes the development of a data center facility.

Sec. 2.137. Data center. A physical facility used to house computer systems and associated components, such as telecommunications and storage systems. It is the central hub for processing, storing, and managing data, often for organizations that rely heavily on cloud computing, enterprise applications, or big data services.



Proposed Site

The proposed development includes six major data center buildings, identified as DC01, DC02, DC03, DC04, DC05, and DC06, each approximately 42 feet in height. Additional buildings and site features include:

- A warehouse containing approximately 100,000 square feet;
- An operations building containing approximately 75,000 square feet;
- Chiller equipment to provide cooling for the data center buildings;
- Three electrical substations designed to support the development's electrical demand; and
- Associated electrical yards and supporting infrastructure.

The substations, electrical yards, and cooling equipment are proposed as accessory facilities supporting the primary data center use.

The development includes multiple access connections, with primary access points identified on the site plan from the proposed roadway network, including Gateway Parkway and Effingham Parkway. A secondary access point is also identified. These connections are intended to accommodate operational traffic and provide alternative routes for emergency access, subject to applicable engineering and fire access requirements.

Parking & Buffers

The proposed development provides 250 parking spaces for each of the six data center buildings, totaling 1,500 spaces. The proposed warehouse and operations building each provide 54 parking spaces, resulting in a total of 1,608 parking spaces throughout the development.

Pursuant to Section 3.30.3 of the Zoning Ordinance, parking is required at a ratio of one space per two employees, with additional parking applicable to retail sales or service areas. Employee counts for the six data center buildings have not been provided. Therefore, final parking compliance will be verified during the development plan review process.

The proposed development provides the required 300-foot buffer adjacent to AR-1 zoning, 150-foot buffer adjacent to B-3 zoning, and 25-foot buffer adjacent to I-1 zoning, consistent with Section 3.4 of the Zoning Ordinance.

Facts and Findings:

Zoning Context

The proposed Project Camellia development is located within Effingham County's I-1 (Industrial) zoning district. This district accommodates industrial activities and facilities that require substantial infrastructure, large development sites, and access to major transportation networks. The proposed data center campus is consistent with the general industrial character of the area, incorporating six data center buildings, electrical substations, cooling infrastructure, a warehouse, and an operations building.

The development is situated near Effingham Parkway and the proposed Gateway Parkway, providing connections to the surrounding transportation network. Given the scale and infrastructure demands of the proposed development, consideration must be given to compatibility with adjacent properties, adequate buffering, stormwater management, and potential impacts associated with noise, lighting, and utility infrastructure.

The site plan identifies required vegetative buffers of 300 feet adjacent to Agricultural-Residential (AR-1) properties, 150 feet adjacent to B-3 (Major Commercial) properties, and 25 feet adjacent to I-1 (Industrial) properties. These buffers are intended to minimize potential impacts on surrounding land uses, provide visual screening, preserve existing vegetation where required, and support compatibility between industrial development and neighboring properties.

Heavy Industrial Future Land Use Designation

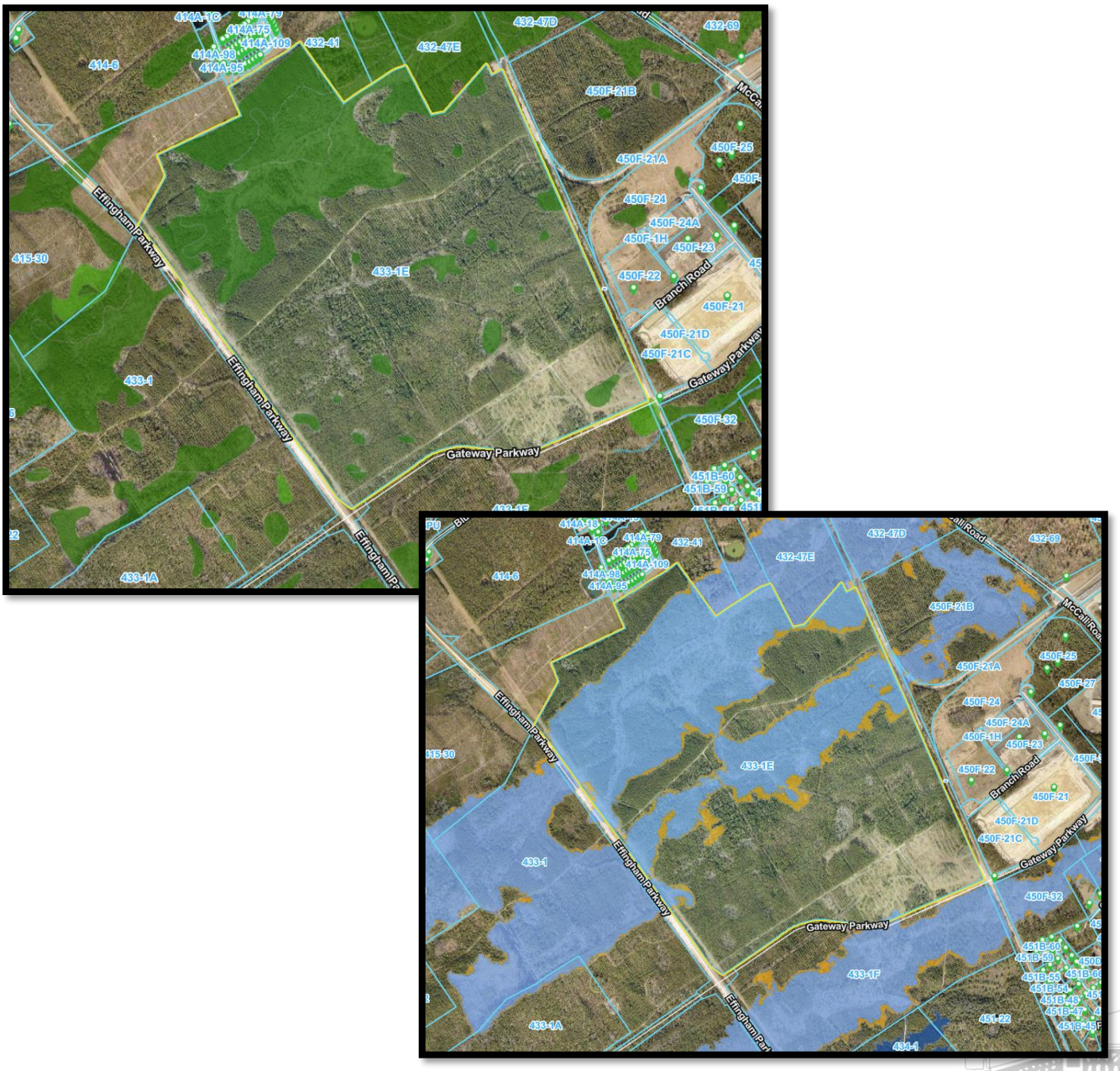
The Heavy Industrial future land use designation is intended to support employment opportunities and economic development by identifying areas suitable for large-scale industrial operations and supporting infrastructure. These areas accommodate facilities requiring significant utility capacity, extensive land area, and access to transportation networks. The designation encourages the retention and expansion of existing industries while attracting new investment that contributes to the County's economic growth.

The proposed data center campus reflects the type of infrastructure-intensive development contemplated within industrial areas. Its associated electrical substations, cooling systems, warehouse, and operations facilities support the primary data center use. Development within this designation should incorporate appropriate measures to address environmental impacts, protect surrounding properties, and maintain compatibility with adjacent land uses through buffering, screening, and compliance with applicable development standards.

Infrastructure and Services

The property is served by **County water and sewer,** consistent with surrounding development. Future development will remain subject to applicable stormwater, floodplain, wetland, utility, and environmental review requirements.

County GIS mapping indicates the presence of **wetlands** and **FEMA Zone AE floodplain** areas on portions of the site.



Planning and Zoning Services
804 South Laurel St., Springfield, Georgia 31329
(912) 754-2128
effinghamcounty.org

Surrounding Development Pattern

The surrounding area reflects a transition between rural residential development and emerging industrial and commercial activity. The corridor continues to experience commercial and industrial investment, while adjacent rural residential uses remain.

Surrounding Neighborhood
• North: **AR-1 (Agricultural–Residential, 5 acres or more) & B-3 (Highway Commercial) & R-6 (Single-Family Residential District)**
• South: **I-1 (Industrial)**
• East: **I-1 (Industrial)**
• West: **I-1 (Industrial)**



****DRI Report for Project Completed August 26, 2026

2.1 Consistency with the Comprehensive Plan

According to the Future Land Use Map, the site is within the Industrial and Transitional land use areas. The areas to the north, west, and east are also zoned Industrial with a few areas in the Transitional zoning class. The proposed Technological Facility Development (including Data Centers) is compatible with the adopted Comprehensive Plan.

3.1 Regional Commission Recommendations and Environmental Considerations

The CRC strongly advises the applicant to evaluate the potential impacts on the overall drainage system and flood risks associated with the proposed development, taking into account FEMA flood zone designation.

The CRC has reviewed the comments submitted by the **City of Savannah** stating it does not anticipate any direct impacts outside of existing water use planning and supply allocation. This information is included within the Regional Surface Water Supply Partnership documents and the existing intergovernmental agreement between the City of Savannah and Effingham County. The City of Savannah anticipates only briefly providing the initial phase of the indicated water demand through wholesale surface water provided to Effingham County prior to the new Effingham County surface water treatment plant coming online in early 2030.

The **Georgia Department of Natural Resources Wildlife Resources Division** provided detailed information regarding federally listed species that have been documented within three miles or within the watershed of the proposed project. They suggested a consultation with the United States Fish and Wildlife Service for project consultation and survey recommendations. In addition, state protected species have been documented near the proposed project. Additional information is provided regarding plants, fish, crayfish and mussels, reptiles and amphibians, mammals, inland birds, and shore and water birds, along with contact information for DNR specialists associated with each. Concerns and recommendations were provided regarding natural resources in the area of this development.

Savannah Riverkeeper submitted a letter of concern regarding regional infrastructure and environmental impacts regarding the area in which this development is located. Primary concerns included: Water resource safeguards and the quantity of water being utilized; the number of and types of developments in Effingham County; potential stormwater runoff and the importance of mitigation; the demand for energy; and construction timelines.

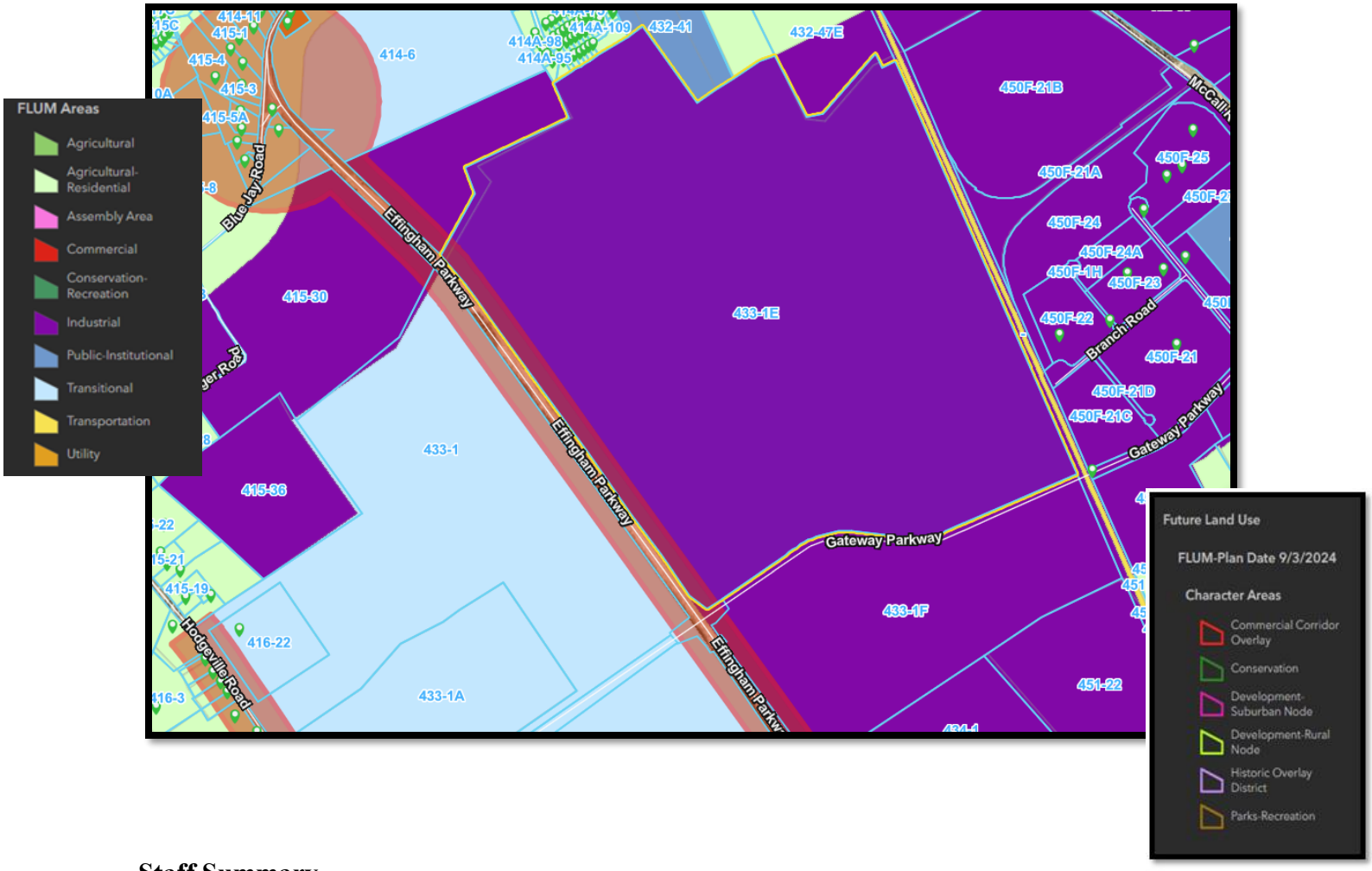
100 Miles, a coastal advocacy organization dedicated to protecting Georgia's 100-mile coast through advocacy, education, and community engagement submitted a letter of concern regarding the following: The energy supply capacity and transmission infrastructure required to power this project; possible site plan elements that are missing such as where backup power will come from and the number of acres needed; questions regarding the two pairs of buildings shown on the concept plan; the operational "flexibility" during peak demand hours does not have any specific details provided for grid resilience with Georgia Power and whether this development will be used to offset lost capacity at other facilities during their peak demand hours.

Multiple submissions from the **public** were received and have been forwarded to Effingham County for review. As with all proposed development submissions, we encourage the county to review and consider the comments and concerns of both residents and potentially affected local governments and public agencies.

Comprehensive Plan:

*The parcel is designated **Industrial** on the **Future Land Use Map (FLUM).** This category is for land dedicated to manufacturing facilities, processing plants, factories, warehousing and wholesale trade facilities, mining or mineral extraction activities, or other similar uses. Light and Heavy industrial uses are permitted in these areas. Heavy industrial is generally defined as manufacturing uses, large-scale warehouses, concrete facilities, or any other process that could produce high levels of noise, dust, smoke, odors, or other emissions. Light industrial includes, but is not limited to, warehousing and distribution, trucking, and small-scale assembly and manufacturing. Development in this category requires supportive infrastructure and access to major transportation thoroughfares. It is important for industrial areas to comply with environmental regulations, implement sustainable practices, and mitigate their environmental footprint to minimize the adverse effects of commercial and industrial land uses on surrounding property and public thoroughfares; to act as a filtration zone for stormwater; to make the environment more visually attractive; and to preserve the undisturbed vegetative buffers in the county.*

*The parcel is designated in the **Commercial Corridor Overlay** on the **Future Land Use Map (FLUM).** Areas designated for the commercial corridor area is characterized by highly trafficked commercial development along streets and highways. The purpose is to establish standards for the design of sites, buildings, structures, plantings, signs, street hardware, and other such improvements that are visible to the public and affect the physical development of land within specific designated transportation corridors. The Design should be pedestrian-oriented with walkable connections. Commercial corridors play a vital role in the local economy by providing goods and services to residents, creating job opportunities, and contributing to the vibrancy and vitality of the community.*



Staff Summary

The applicant has submitted the site plan in accordance with Section 14-56(w) of the Effingham County Site Plan Ordinance. The proposed development meets the applicable zoning and site plan requirements of the I-1 (Industrial) district, including parking, buffering, and access standards.

Effingham County Georgia
Planning and Zoning Services

Staff Report

Subject:	Variance
Author:	Tianchi Xu, Planner I
Department:	Development Services
Application:	VAR-26-37
Meeting Date:	November 17
Existing Zoning:	Planned Development
Map & Parcel(s):	416A-121
Total Acreage Affected:	0.20±
Location:	175 Saddleclub Way, Guyton, GA 31312
Commissioner District:	District 2
Proposed Use:	Pool
Applicant/Owner:	Veronica Shears

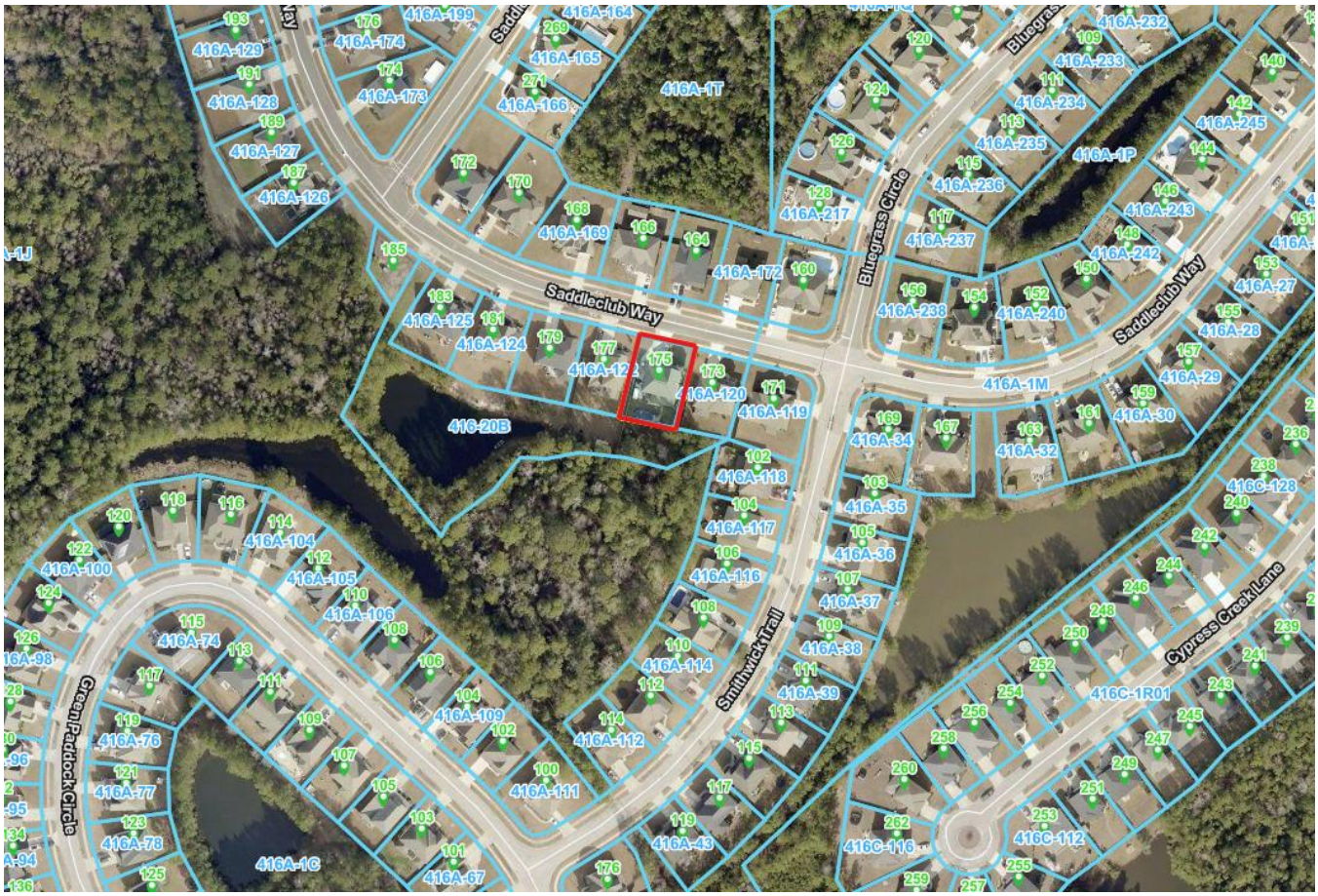
Project Summary:

The applicant requests a variance to reduce the required separation between the proposed swimming pool and the existing covered patio from 10 feet to 6 feet. According to the applicant, the limited depth of the rear yard restricts the available space for the pool, even with a pool dimension of only 11 feet 5 inches. The requested variance would allow the pool to be installed within the available rear yard area.

Existing Site Condition

The subject property is located at 175 Saddleclub Way, Guyton, GA 31312, within the Belmont Glen subdivision. The property is zoned PD (Planned Development) and is developed with a single-family residence and an existing covered patio. According to the applicant, the limited depth of the rear yard restricts the available space for the proposed swimming pool.

County GIS mapping indicates that **a small portion of the subject property contains mapped wetlands**, with no identified FEMA flood hazard areas or other known environmental constraints**.**

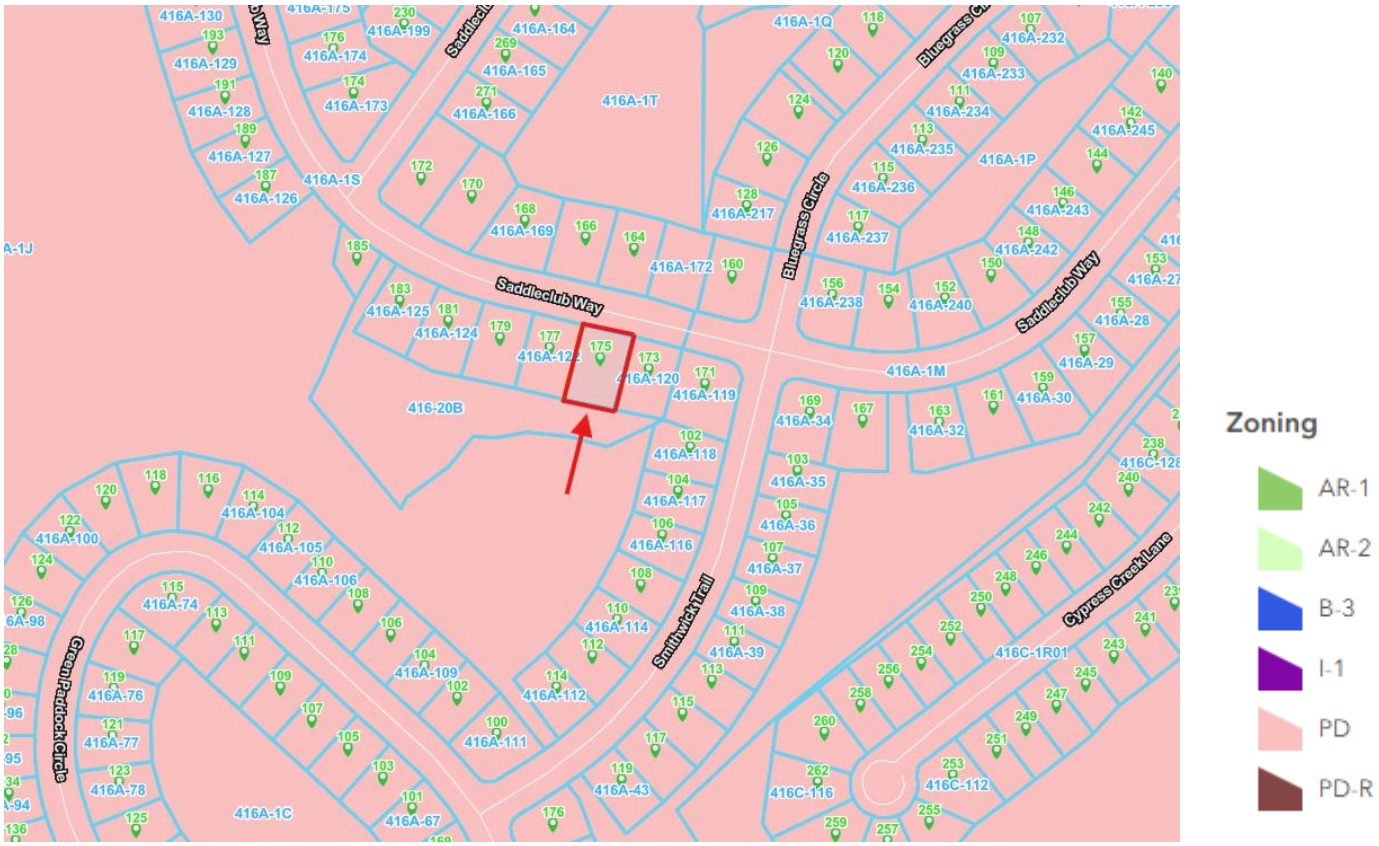




Surrounding Use and Zoning Pattern

Surrounding Neighborhood
• North: PD (Planned Development)
• South: PD (Planned Development)
• East: PD (Planned Development)
• West: PD (Planned Development)

The area surrounding 175 Saddleclub Way is predominantly residential and forms part of the Belmont Glen subdivision. Properties to the north, south, east, and west are zoned PD (Planned Development). The surrounding neighborhood is characterized by single-family homes on relatively small lots, with rear yards used for private outdoor recreation and other residential accessory uses. The proposed swimming pool would serve the existing residence and maintain the residential character of the surrounding area.



Public Health, Safety, and Welfare

The proposed swimming pool would serve the existing single-family residence and is not expected to generate additional traffic or change the residential character of the property. The requested variance would reduce the separation between the pool and the existing covered patio from 10 feet to 6 feet. The final site plan should provide for safe access and maintenance around the pool and identify the pool's location relative to mapped wetlands. The pool must comply with all other applicable fencing, gate, building, drainage, and environmental requirements. Subject to these requirements, the request is not anticipated to adversely affect public health, safety, or welfare.

Consistency with Comprehensive Plan

The Future Land Use Map designates the subject property as AR (Agricultural–Residential). The proposed swimming pool would serve the existing single-family residence and would not change the property's residential use or increase residential density. The proposal is therefore consistent with the residential component of the AR designation. The requested reduction in separation between the pool and the existing covered patio from 10 feet to 6 feet is evaluated separately under the applicable variance criteria.



STAFF ANALYSIS

Staff find that the proposed swimming pool is compatible with the surrounding residential land use pattern and the residential component of the property's AR designation on the Future Land Use Map. The applicant requests a reduction in the required separation between the pool and the existing covered patio from 10 feet to 6 feet due to the limited depth of the rear yard. The pool would remain accessory to the existing single-family residence and would not increase residential density or change the property's PD zoning designation. A small portion of the property contains mapped wetlands, which should be considered during final site plan review. Subject to compliance with all other applicable development, environmental, and pool safety requirements, the request is not anticipated to adversely affect public health, safety, or welfare.

County of Effingham, GA

October 22, 20

Record No: VAR-26-37

Variance Application

Status: Active

Submitted On: 10/16/2026

Primary Location

175 Saddleclub Way
Guyton, GA 31312

Owner

SHEARS RANDY AND VERONICA LATRICE
SADDLECLUB WAY 175
GUYTON, GA 31312

Applicant

Veronica Shears
[redacted]
175 Saddleclub Way
Guyton, GA 31312

Staff Review

Board of Commissioner Meeting Date*

11/17/2026

Notification Letter Description*

setback for pool

Public Notification Letters Mailed*

10/26/2026

Location Information*

175 Saddleclub Way

Staff Description

Stipulations

Board of Commissioner Ads

10/28/2026

Commissioner District*

2nd

Request Approved or Denied

–

Letter & ZMA Mailed

–

Map#*

416A

Parcel#*

121

Applicant Name*

Veronica Shears

Applicant Information

Applicant Name*

Veronica Shears

Applicant Phone Number*

[redacted]

Applicant Email*

[redacted]

Applicant Address*

175 saddleclub way

City*

Guyton

State*

Ga

Zip Code*

31312

General Information

Zoning District*

R-1

Map/Parcel Number*

0416A121

Is this concurrent with a Rezoning? *

No

Describe why the variance is needed*

Pool install and lot is not wide enough to accomodate a 14' wide pool with a 10' setback. Requesting approval to install a 14'x25x6d pool at a 6' serback from the roof line, 10' from all other sides. Tried smaller pool and a 12' pool will still require a variance.

Water Connection*

Public Water System

Name of Supplier*

Premier Pool and Spa

Sewer Connection*

Public Sewer System

Name of Supplier*

Effingham county

Who is applying for variance request?*

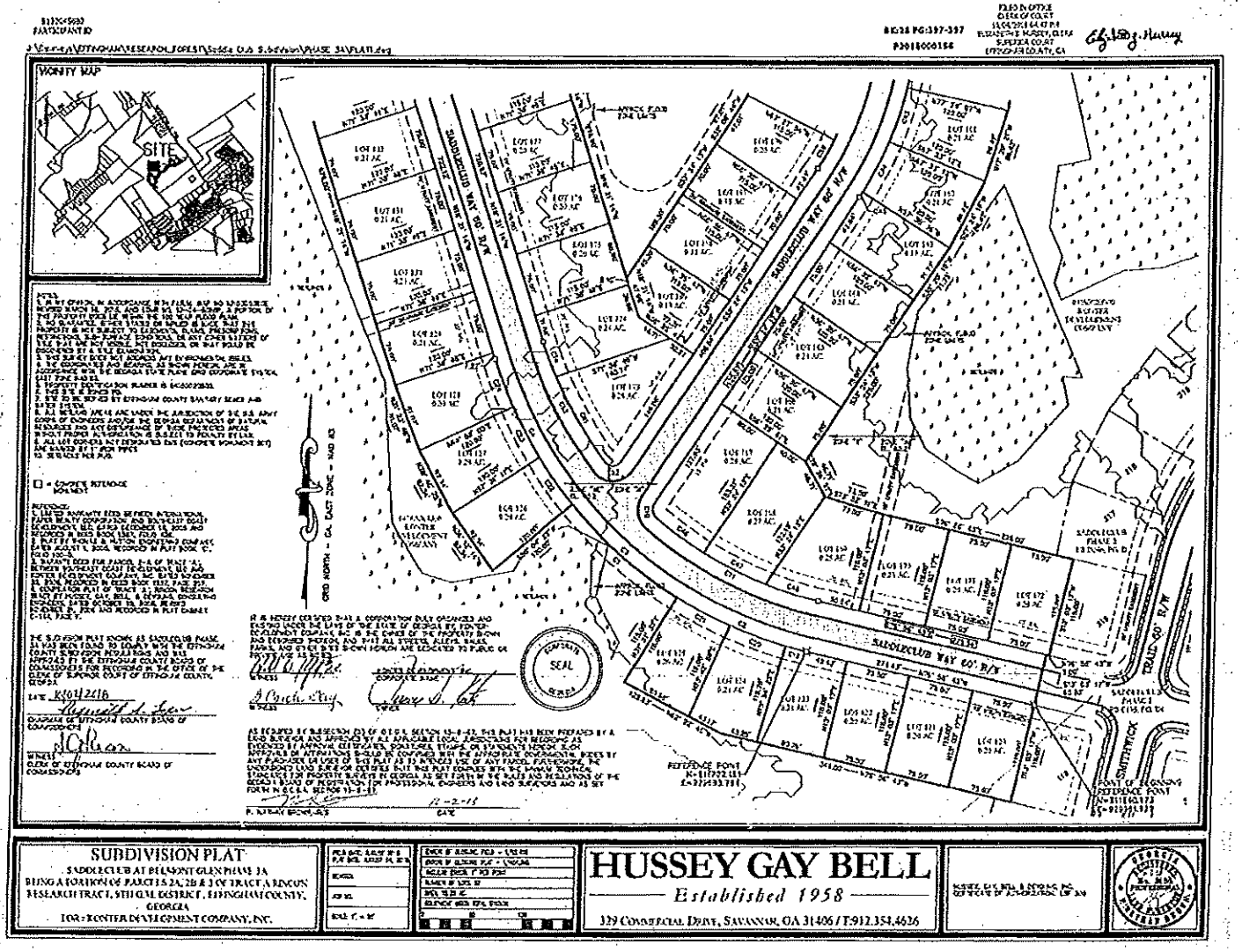
Owner

Signature

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge,

Digital Signature*

Veronica Shears
Oct 7, 2026



https://search.gsccca.org/Imaging/HTML5Viewer.aspx?id=2540722&key1=28&key2=397&county=51&countyname=EFFINGHAM&userid=877403&ap...

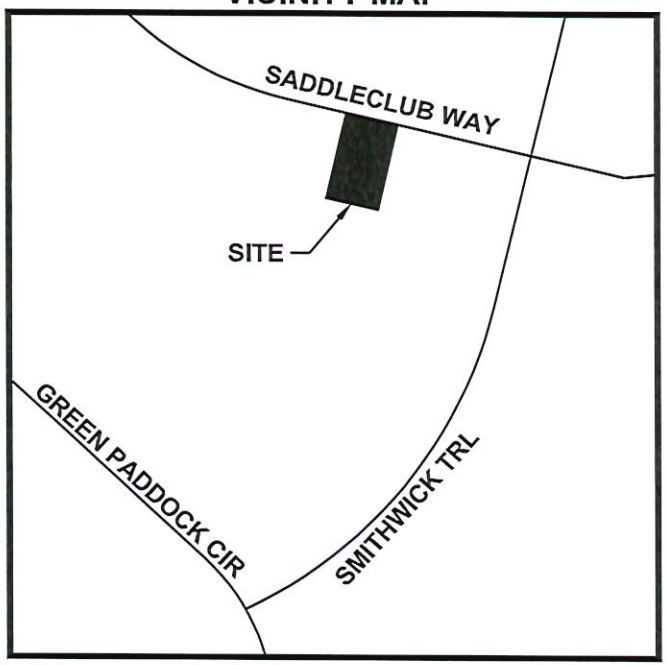
SHEET: 1 of 4
SCALE: 1"=20'-0"

ALL POOL SUCTION TO BE VGB COMPLIANT AND MEET LOCAL CODES

PLOT PLAN

DRAINAGE IN REAR AND ALONG SIDES OF RESIDENCE TO BE MAINTAINED

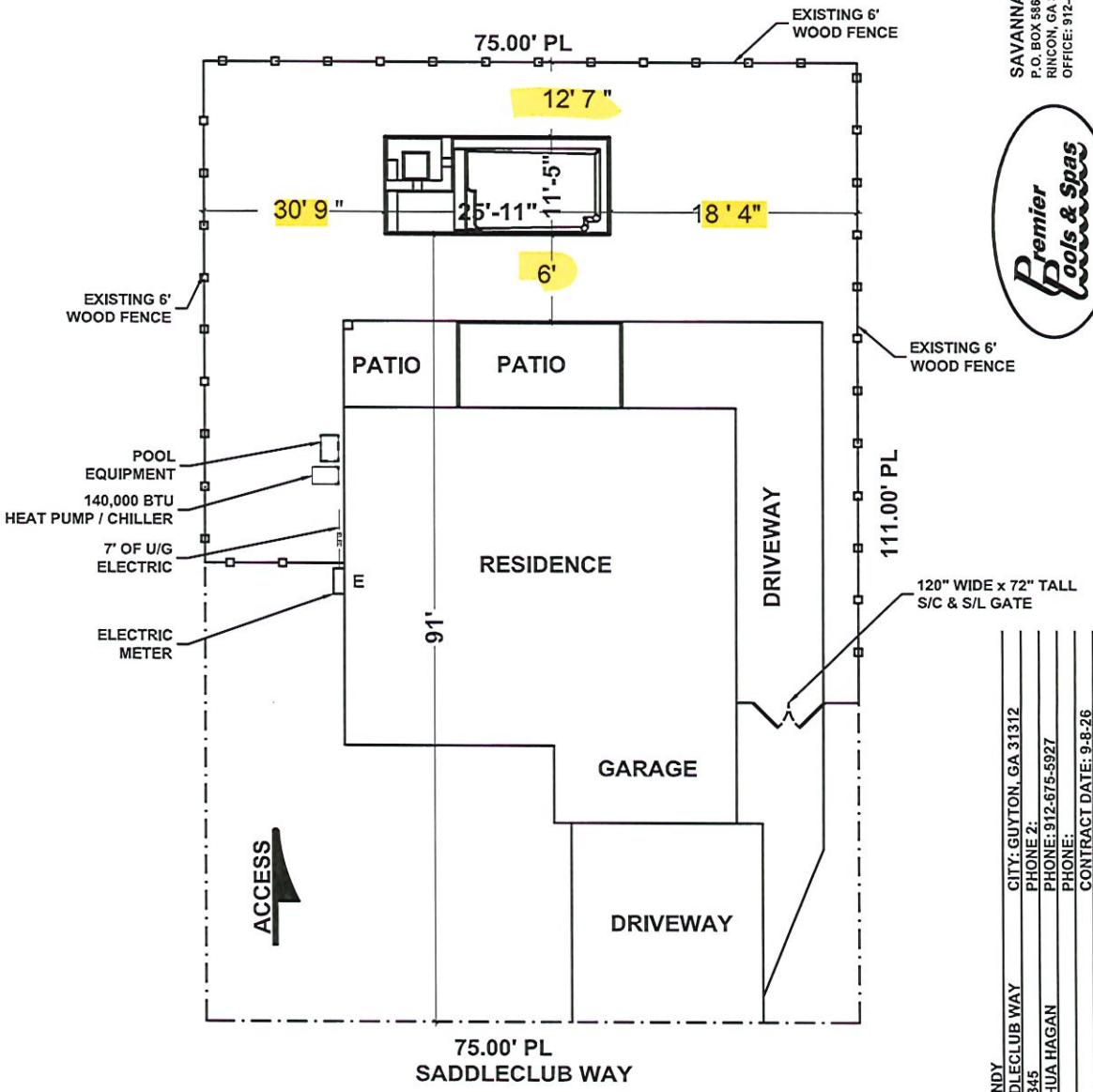
VICINITY MAP



PROPERTY INFORMATION

APN: 0416A121
SUBDIVISION: -
LOT #: 121
JURISDICTION: EFFINGHAM COUNTY





SAVANNAH
P.O. BOX 586
RINCON, GA 31326
OFFICE: 912-480-0950

Premier Pools & Spas

NAME: SHEARS, RANDY
ADDRESS: 175 SADDLECLUB WAY
PHONE 1: 708-212-8345
CONSULTANT: JOSHUA HAGAN
SUPERVISOR:
CITY: GUYTON, GA 31312
PHONE 2:
PHONE: 912-675-5927
PHONE:
CONTRACT DATE: 9-8-26
ATURE:

NOTE: PROPERTY LINE LENGTHS AND DIMENSIONS TO PROPERTY LINES ARE APPROXIMATE.

NOTE: PLANS ARE FOR REFERENCE, POOL TO BE INSTALLED ACCORDING TO MANUFACTURER'S INSTALLATION GUIDE

ISSUE DATE: 9-21-26

JOB # 1331

1420

Item XVII. 1.

416A-121



10/22/2026

1:562

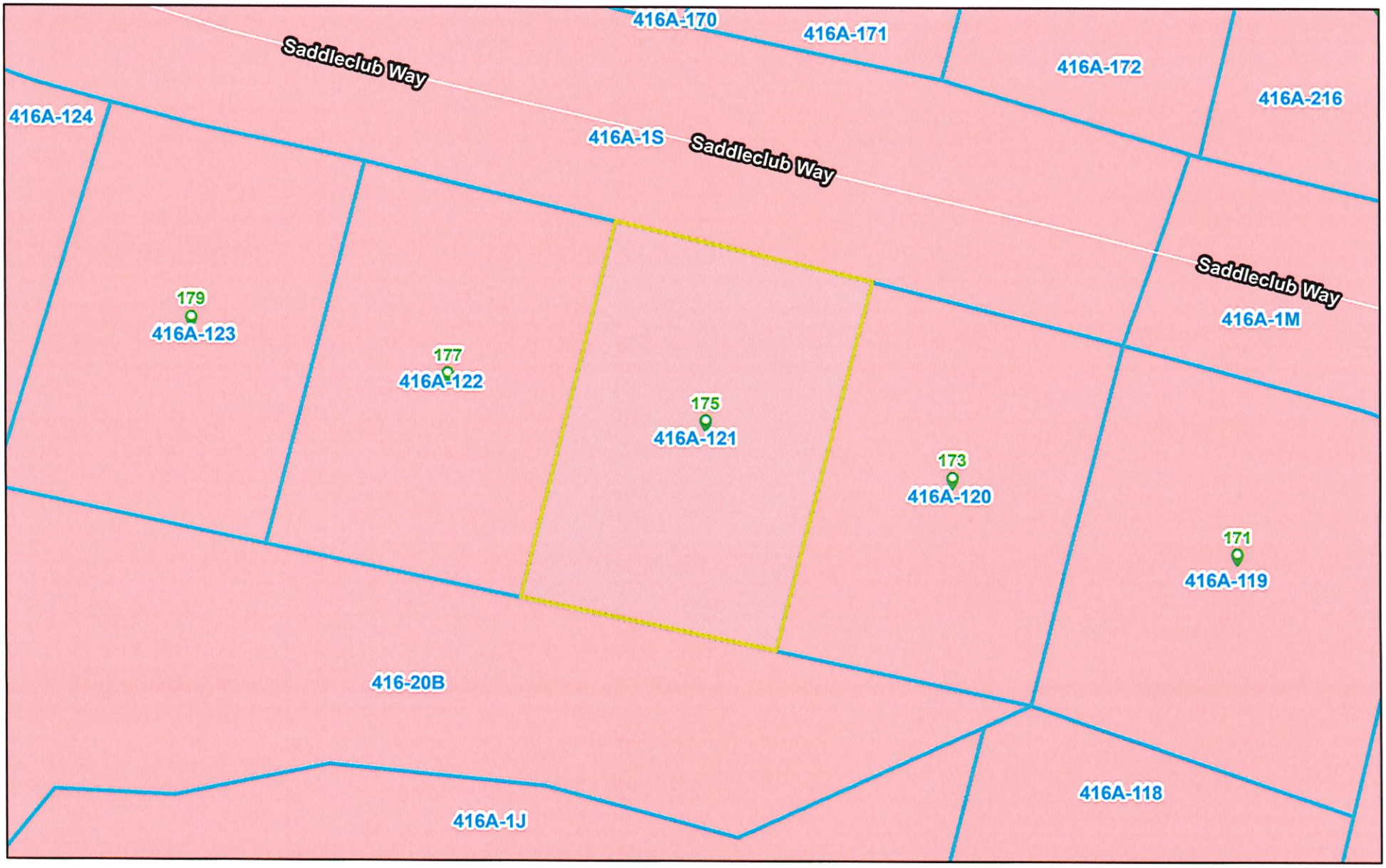
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0 0.01 0.01 0.02 km

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Il
Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, USGS,

Item XVII. 1.

416A-121



10/22/2026

Addresses
Roads
Parcels
ing
PD

County Boundary
Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3

County
CountyBoundary_1K
Road Centerlines_1K
Collector
Freeway

Highway
Local
Major Arterial
Minor Arterial
Railroad_1K

Image
Red: Red
Green: Green
Blue: Blue

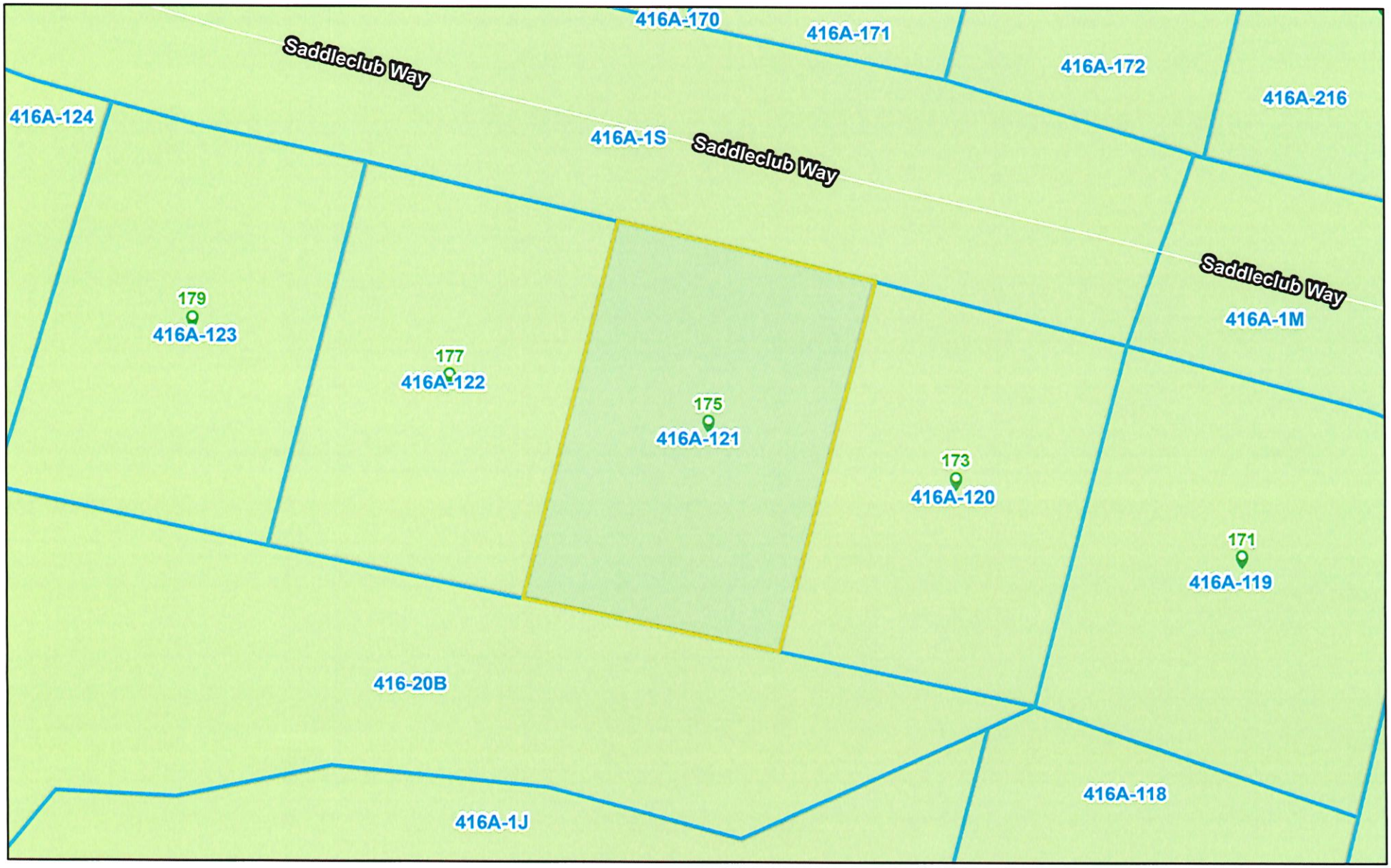
Citations
Citations

1:562

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ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illi
Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, USGS,

416A-121



10/22/2026

Addresses
Roads
Parcels

FLUM Areas
Agricultural-Residential
County Boundary

Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3
County

CountyBoundary_1K

Road Centerlines_1K
Collector
Freeway
Highway

Local
Major Arterial
Minor Arterial
Railroad_1K

Image
Red: Red
Green: Green
Blue: Blue
Citations

1:562

0 0 0.01 0.02 mi

0 0.01 0.01 0.02 km

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illi
Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, USGS,

416A-121



10/22/2026

Addresses
Roads
Parcels
lands
Freshwater Forested/Shrub Wetland

County Boundary
Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3

County
CountyBoundary_1K
Road Centerlines_1K
Collector
Freeway

Highway
Local
Major Arterial
Minor Arterial
Railroad_1K

Image
Red: Red
Green: Green
Blue: Blue
Citations

1:562

0 0 0.01 0.02 mi

0 0.01 0.01 0.02 km

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illi
Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, USGS,

416A-121



10/22/2026

1:1,124

0 0.01 0.01 0.03 mi

0 0.01 0.03 0.05

Addresses
Roads
Parcels
Flood Zone
A
AE

X, AREA OF MINIMAL FLOOD HAZARD
County Boundary
Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3

County
CountyBoundary_1K
Road Centerlines_1K
Collector
Freeway
Highway

Local
Major Arterial
Minor Arterial
Railroad_1K

Image
Red: Red
Green: Green
Blue: Blue
Citations

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illi
Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, USGS,

Effingham County Georgia
Planning and Zoning Services

Staff Report

Subject:	Variance
Author:	Tianchi Xu, Planner I
Department:	Development Services
Application:	VAR-26-37
Meeting Date:	November 17
Existing Zoning:	Planned Development
Map & Parcel(s):	416A-121
Total Acreage Affected:	0.20±
Location:	175 Saddleclub Way, Guyton, GA 31312
Commissioner District:	District 2
Proposed Use:	Pool
Applicant/Owner:	Veronica Shears

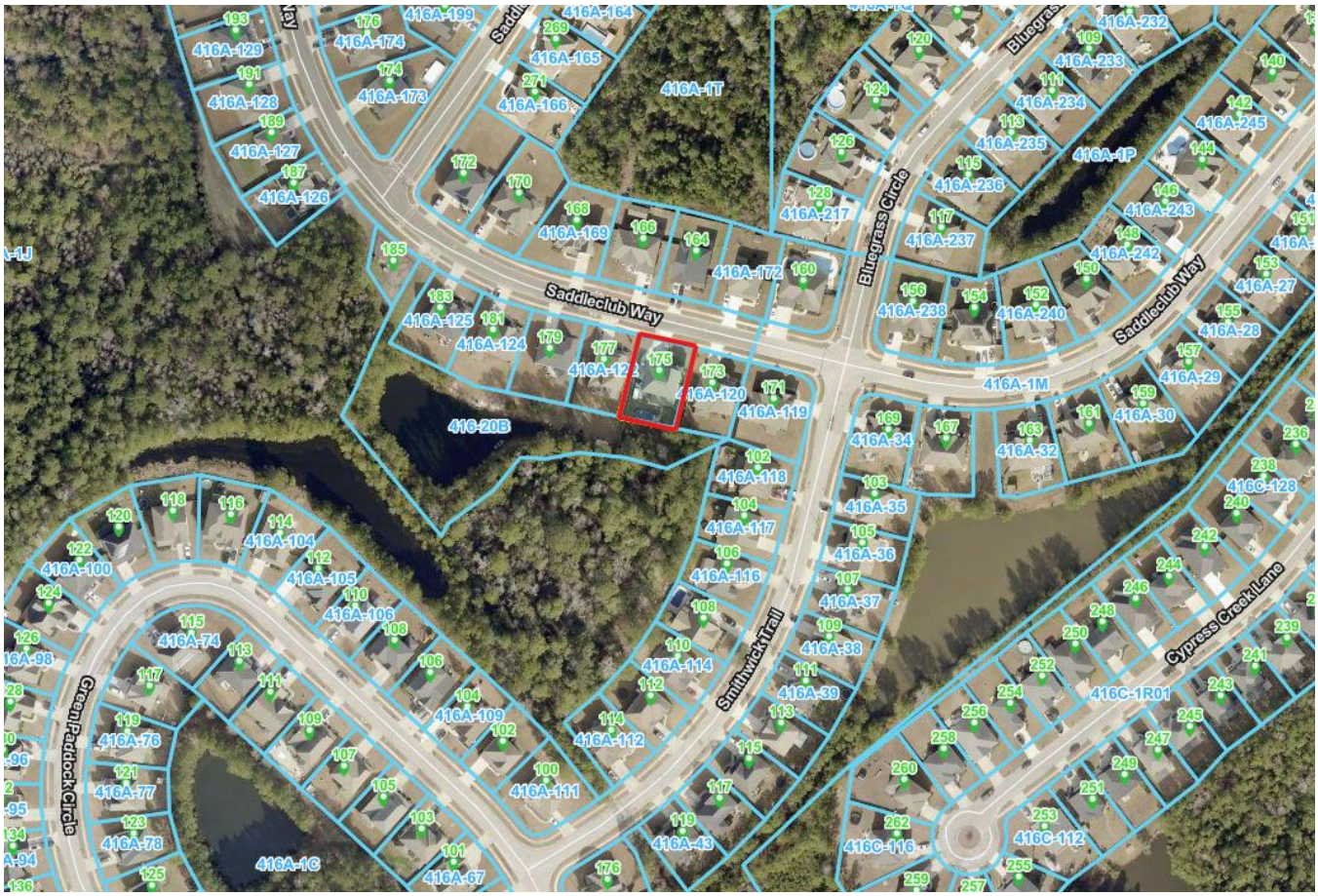
Project Summary:

The applicant requests a variance to reduce the required separation between the proposed swimming pool and the existing covered patio from 10 feet to 6 feet. According to the applicant, the limited depth of the rear yard restricts the available space for the pool, even with a pool dimension of only 11 feet 5 inches. The requested variance would allow the pool to be installed within the available rear yard area.

Existing Site Condition

The subject property is located at 175 Saddleclub Way, Guyton, GA 31312, within the Belmont Glen subdivision. The property is zoned PD (Planned Development) and is developed with a single-family residence and an existing covered patio. According to the applicant, the limited depth of the rear yard restricts the available space for the proposed swimming pool.

County GIS mapping indicates that **a small portion of the subject property contains mapped wetlands**, with no identified FEMA flood hazard areas or other known environmental constraints**.**

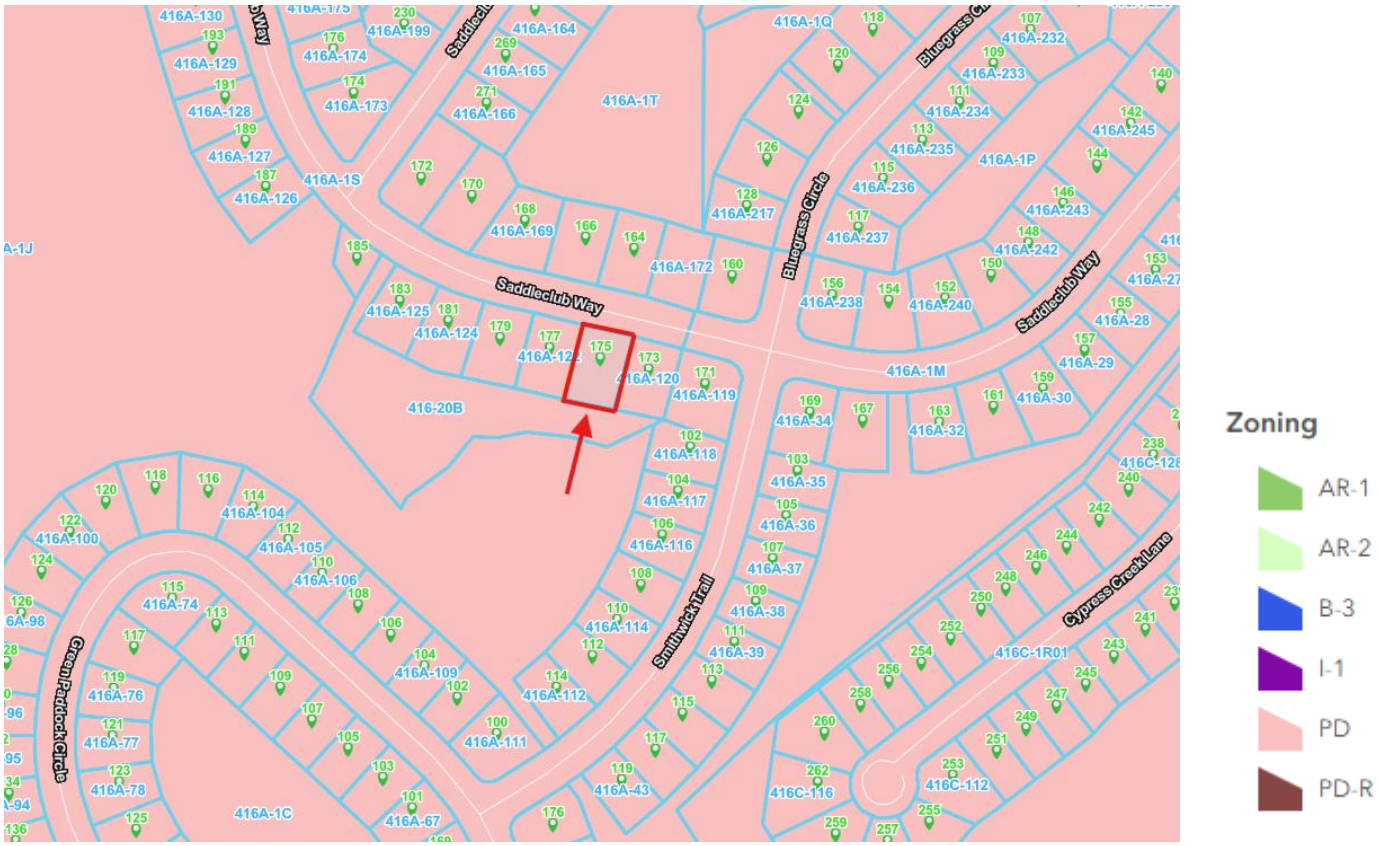




Surrounding Use and Zoning Pattern

Surrounding Neighborhood
• North: PD (Planned Development)
• South: PD (Planned Development)
• East: PD (Planned Development)
• West: PD (Planned Development)

The area surrounding 175 Saddleclub Way is predominantly residential and forms part of the Belmont Glen subdivision. Properties to the north, south, east, and west are zoned PD (Planned Development). The surrounding neighborhood is characterized by single-family homes on relatively small lots, with rear yards used for private outdoor recreation and other residential accessory uses. The proposed swimming pool would serve the existing residence and maintain the residential character of the surrounding area.



Public Health, Safety, and Welfare

The proposed swimming pool would serve the existing single-family residence and is not expected to generate additional traffic or change the residential character of the property. The requested variance would reduce the separation between the pool and the existing covered patio from 10 feet to 6 feet. The final site plan should provide for safe access and maintenance around the pool and identify the pool's location relative to mapped wetlands. The pool must comply with all other applicable fencing, gate, building, drainage, and environmental requirements. Subject to these requirements, the request is not anticipated to adversely affect public health, safety, or welfare.

Consistency with Comprehensive Plan

The Future Land Use Map designates the subject property as AR (Agricultural–Residential). The proposed swimming pool would serve the existing single-family residence and would not change the property's residential use or increase residential density. The proposal is therefore consistent with the residential component of the AR designation. The requested reduction in separation between the pool and the existing covered patio from 10 feet to 6 feet is evaluated separately under the applicable variance criteria.



STAFF ANALYSIS

Staff find that the proposed swimming pool is compatible with the surrounding residential land use pattern and the residential component of the property's AR designation on the Future Land Use Map. The applicant requests a reduction in the required separation between the pool and the existing covered patio from 10 feet to 6 feet due to the limited depth of the rear yard. The pool would remain accessory to the existing single-family residence and would not increase residential density or change the property's PD zoning designation. A small portion of the property contains mapped wetlands, which should be considered during final site plan review. Subject to compliance with all other applicable development, environmental, and pool safety requirements, the request is not anticipated to adversely affect public health, safety, or welfare.

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

DECISION AND ORDER FOR VARIANCE

Variance Application: VAR-26-37
Applicant/ Owner: Veronica Shears
Parcel ID: 416A-121
Commission District: District 2
Acreage: 0.20± Acres
Location: 175 Saddleclub Way

APPROVAL OF A VARIANCE PURSUANT TO THE EFFINGHAM COUNTY ZONING ORDINANCE

BE IT ORDERED by the Board of Commissioners of Effingham County, Georgia (hereinafter referred to as the "Board of Commissioners"), in regular meeting assembled and pursuant to the authority granted by the laws of the State of Georgia and the Effingham County Zoning Ordinance, that the following decision is hereby rendered:

Application

An application was submitted by Veronica Shears requesting a variance from Section 3.41.3 of the Effingham County Zoning Ordinance to reduce the required separation between the proposed swimming pool and the existing covered patio from 10 feet to 6 feet, identified as Tax Parcel 416A-121, located at 175 Saddleclub Way in Commission District 2.

Public Hearings and Notice

Notice of the required public hearings was published in the **Effingham County Herald**, the official legal organ of Effingham County, in accordance with the **Georgia Zoning Procedures Law (O.C.G.A. §36-66-1 et seq.)**.
A public hearing was conducted **on November 17, 2026,** before the Board of Commissioners, with notice published in the Effingham County Herald on **October 28, 2026**.

Findings of Fact

The Board of Commissioners makes the following findings regarding this variance request:

1. The applicant requested a variance to reduce the required separation between the proposed swimming pool and the existing covered patio from 10 feet to 6 feet on a 0.20± acre parcel identified as Tax Parcel 416A-121, located in Commission District 2.
2. The subject property is zoned PD (Planned Development).
3. Notice of the required public hearing was provided in accordance with the Georgia Zoning Procedures Law.
4. A public hearing was conducted before the Board of Commissioners.
5. The Board of Commissioners reviewed the application, staff report, and all information presented during the public hearing.
6. The requested variance is not expected to adversely affect public health, safety, or welfare and is consistent with the intent of the zoning ordinance and the Comprehensive Plan, given the temporary and limited nature of the request.

Variance Approval

The Board of Commissioners hereby approves the requested variance to reduce the required separation between the proposed swimming pool and the existing covered patio from 10 feet to 6 feet on the subject property (Tax Parcel 416A-121), located in Commission District 2.

Effective Date

This ordinance shall become effective upon the date of adoption below.

SO ORDERED AND ADJUDGED this _____ day of _____, 2026

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: _____
DAMON RAHN, CHAIRMAN

Date of First Reading: _____

Date of Second Reading: _____

ATTEST:

_____
STEPHANIE JOHNSON
COUNTY CLERK

Effingham County Georgia
Planning and Zoning Services

Staff Report

Subject:	Conditional Use
Author:	Tianchi Xu, Planner I
Department:	Development Services
Application:	CU-26-38
Meeting Date:	November 17
Existing Zoning:	AR-2 (Agricultural – Residential, 1 acre or more)
Map & Parcel(s):	270-28A
Total Acreage Affected:	2.30±
Location:	769 Keith Road, Guyton, GA 31312
Commissioner District:	District 3
Proposed Use:	Residential Businesses
Applicant/Owner:	Alexandria Enmund

Existing Land Use and Zoning

The parcel totals 2.30 acres. Located at 769 Keith Road, just South of Old Louisville Road. Currently, there is a mobile home on the property.

The parcel is currently zoned AR-2 (Agricultural – Residential, 1 acre or more). Properties to the north are zoned AR-1 (Agricultural–Residential, 5 acres or more) and to the AR-2 (Agricultural – Residential, 1 acre or more) parcels. To the East and West is AR-1 (Agricultural–Residential, 5 acres or more).





Zoning

- AR-1
- AR-2
- B-3
- I-1
- PD
- PD-R

Planning and Zoning Services
804 South Laurel St., Springfield, Georgia 31329
(912) 754-2128
effinghamcounty.org

The Proposed Request

Per the Effingham County Code of Ordinances, **Section 4.1A** – *Permitted use table*, residential businesses are classified as a conditional use within the AR-2 zoning district. The applicant is requesting conditional use approval for a residential business consisting of a Hair salon operating from the residence. The applicant has been serving clients for six years from a shop, and due to current health issues, she would like to operate her business from her home. As a full master cosmetologist, the services provided will be braids, coloring of hair, relaxers, cuts, extensions, and retwisting of locs.

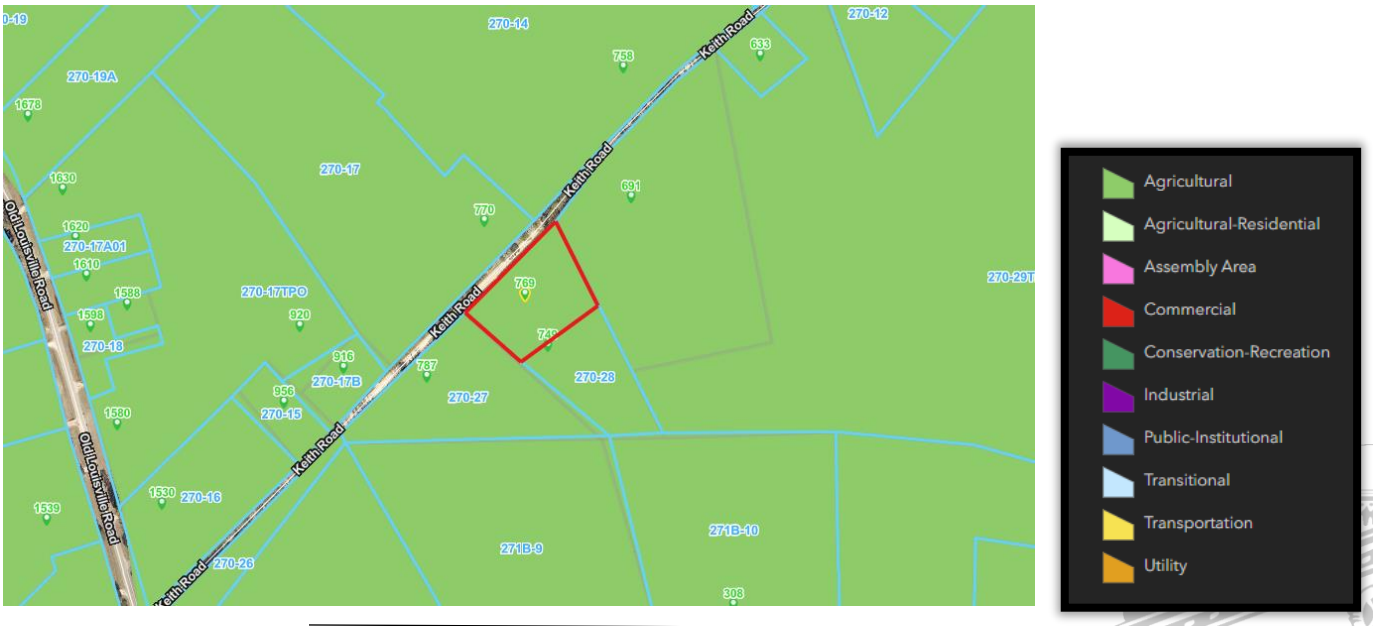
Proposed Operating Hours

The applicant proposes to operate a hair salon from her residence. There is an existing 12' x 40' metal accessory structure on the property. The applicant will apply for an accessory structure permit to ensure compliance with the applicable code, as well as obtain a septic permit from Environmental Health. Once the accessory structure is in compliance, the applicant plans to relocate her business to operate out of that building.

The proposed hours of operation are Tuesday through Friday, 10:00 a.m. to 6:00 p.m. (every other Tuesday), and Saturday, 9:00 a.m. to 4:00 p.m. (every other Saturday).

Expected Visitors and Site Access

Clients will be by appointment only consisting of one to two clients per day. Proposed parking will be in the rear of the residence.



Planning and Zoning Services
804 South Laurel St., Springfield, Georgia 31329
(912) 754-2128
effinghamcounty.org

Comprehensive Plan:

The parcel falls within the Agricultural – Residential area on the Future Land Use Map (FLUM). This prominent use of land within this area is for single-family and multifamily dwelling units organized into general categories of net densities. Residential zoning ensures that land is used appropriately for housing, considering factors like density, building types, and neighborhood character (Effingham County 2020-2040 Joint Comprehensive Plan, pg. 37).

Determination:

Staff has reviewed the application, and the application is complete with the following stipulations:

1. The applicant shall obtain, and keep in good standing, an Effingham County Occupational Tax Certificate (business license).
2. Hours of operation will be Tuesday, 10 am to 6 pm, and Saturday, 9 am to 4 pm.
3. Shall comply with 3.15A- Residential Business and any applicable codes.
4. One non-illuminated sign up to one square foot may be permitted – flush-mounted on the primary structure.

County of Effingham, GA

October 23, 2026

Record No: CU-26-38

Conditional Use Permit

Status: Active

Submitted On: 10/20/2026

Primary Location

769 Keith Road
Guyton, GA 31312

Owner

ENMUND ALEXANDRIA LISA
KEITH RD 769 GUYTON, GA 31312

Applicant

Alexandria Enmund
[redacted]
769 Keith Rd
Guyton , Ga 31312

Staff Review

Board of Commissioner Meeting Date*

11/17/2026

Notification Letter Description*

Rural Business

Stipulations

Property Location*

769 Keith Road

Map #*

270

Parcel #*

28A

Commissioner District*

3rd

Has Business License been applied for?*

N/A

Public Notification Letters Mailed

10/26/2026

Board of Commissioner Ads

10/28/2026

Request Approved or Denied

—

Applicant Information

Who is applying for the Conditional Use?*

Property Owner

Applicant / Agent Name*

Alexandria Lisa Enmund

Applicant Email Address*

[redacted]

Applicant Phone Number*

[redacted]

Applicant Mailing Address*

769 Keith Rd

Applicant City*

Guyton

Applicant State*

GA

Applicant Zip Code*

31312

Property Information

Property Location*

769 Keith Road Guyton GA 31312

Present Zoning of Property*

AR-2

Map/Parcel Number*

270-28A

Total Acres of Property*

2.3 acres

Water Connection*

Private Water

Sewer Connection*

Private Septic System

Conditional Use Requested

Conditional Use*

Section 3.15B - Rural Business

Status of Business License?*

Applied for

Reason:*

Licenses are currently valid up till December 31, 2026

How does request meet criteria of Section 7.1.6 (see Attachment C):

Attachment C - Site Plan Requirements

All Conditional Use submissions shall be accompanied by a site plan. This site plan shall be made on a scale in conformance with appropriate County Tax Maps and contain the following elements, as applicable (consult with Planning & Zoning staff to determine what features are required):

A.) Dimensions of the property involved. B.) Location and dimensions of existing and/or proposed structures with the type of usage designated. C.) Requested variance in relation to existing structures and surrounding parcels and uses. D.) Access road or easement. E.) Setbacks. F.) Right-of-way. G.) Proposed or existing water, sewer, and drainage facilities. H.) Buffers. I.) Off-street parking. J.) Wetlands. K.) Floodplain. L.) Loading areas, parking, signage, and outdoor lighting.

Appendix C – Zoning Ordinance, Article VII. – Planning Board, Section 7.1. Organization 7.1.6 Conditional uses. It shall be the responsibility of the planning board to review and recommend to county commission on all requests for interpretation of conditional use. The initial application for a conditional use shall be made to the zoning administrator who shall determine whether the use is allowed as a conditional use in the particular zone. If such use is allowed, then the zoning administrator shall submit the application to the planning board. After review by the planning board, recommendations shall be presented to the county commission as to additional restraints, restrictions, qualifications, or limiting factors that are felt to be desirable. The county commission shall review all recommendations and approve or disapprove the conditional use upon review by the planning board. Considerations for determining additional requirements for conditional use: (a) Approval of a conditional use shall not adversely affect the economic values or the physical appearance of the neighborhood or areas surrounding the site or lot in question. (b) The physical and environmental effects of allowing the conditional use shall be considered. (c) Buffer zones, where necessary to shield any adverse factors, shall be considered. (d) Additional space for parking, landscaping, building, loading zones, and setback shall be considered if necessary to protect adjacent structures or lots from any adverse impact.

Signature*

Alexandria Lisa Enmund
Oct 20, 2026

RS49504050
PARTICIPANT ID

BK:29 PG:515-515

P2023000023

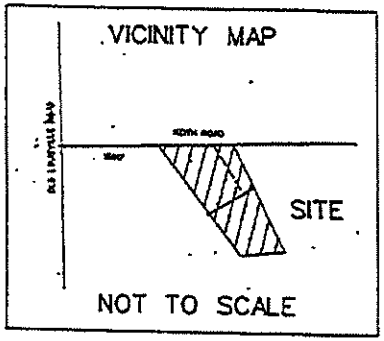
FILED IN OFFICE
CLERK OF COURT
02/08/2023 11:22 AM
JASON E. BRAGG, CLERK
SUPERIOR COURT
EFFINGHAM COUNTY, GA

Jason E. Bragg

NOTE: SUBJECT PROPERTY IS A DIVISION OF MAP & PARCEL 0270 0028 OF THE EFFINGHAM COUNTY TAX ASSESSORS FILE.

NOTE: BASED UPON REVIEW OF THE F.E.M.A. FLOOD INSURANCE RATE MAP, EFFINGHAM COUNTY, GEORGIA, REFERENCING THE CURRENT EFFECTIVE SPECIAL FLOOD HAZARD AREA (SFHA) DATED 3/16/2015. THIS PROPERTY IS LOCATED IN "ZONE X", (OUTSIDE THE 500 YEAR FLOODPLAIN)

VICINITY MAP



NOT TO SCALE

LEGEND:

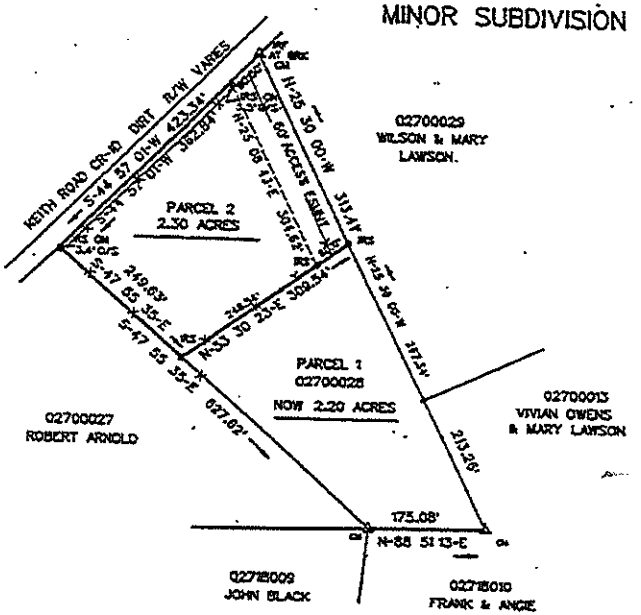
RF	½" REBAR FOUND
RS	½" REBAR SET
PL	PROPERTY LINE
CMF	CONC MON. FOUND
N/F	NOW OR FORMERLY
PP	POWER POLE

EQUIP. USED TOTAL STATION
TOPCON 303

ERROR OF CLOSURE
1:24,000 PLAT NOT ADJUSTED

ADOLPH N. MICHELIS & ASSO.
736 SANDY RIDGE ROAD
SYLVANIA, GEORGIA 30467
PH. (912) 829 3972

MINOR SUBDIVISION



N

SCALE: 1" = 200'

0' 200' 400'

REFERENCES:
PB-H PAGE 390
PB-E PAGE 340
PCAB C36 E

APPROVED FOR RECORDING BY THE EFFINGHAM COUNTY ZONING ADMINISTRATOR.

Katie Dunnigan 2/8/2023
ZONING ADMINISTRATOR DATE

Based upon the representations of the engineer/surveyor whose seal is affixed hereto and supplementary information provided, a review of the plat as represented by the said engineer/survey or finds that this plat complies with the OCCMS regulations for a typical site residence of 3 or 4 bedrooms with basic appurtenances. Each lot must be reviewed and approved for On site Sewage Management System placement, prior to the issuance of a construction permit. Modifications or changes in site designation may void this approval. THIS APPROVAL IS VOID IF THE PLAT IS NOT RECORDED WITHIN 1 YEAR OF THE DATE BELOW.

DEHD 12/5/22
Signing Authority Title Date

SURVEYORS CERTIFICATION

(1) As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certification, signatures, stamps, or statements hereon. Such approvals or certifications should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

GEORGIA REGISTERED 1993 ADOLPH N. MICHELIS

GA. REG. LS. NO. 1533 DATE

12-01-22

SURVEY FOR

JOHNNY E BRANNEN

SURVEY OF 2.30 ACRES FROM A 4.50 ACRE TRACT, MAP & PARCEL

MAP & PARCEL 02700028

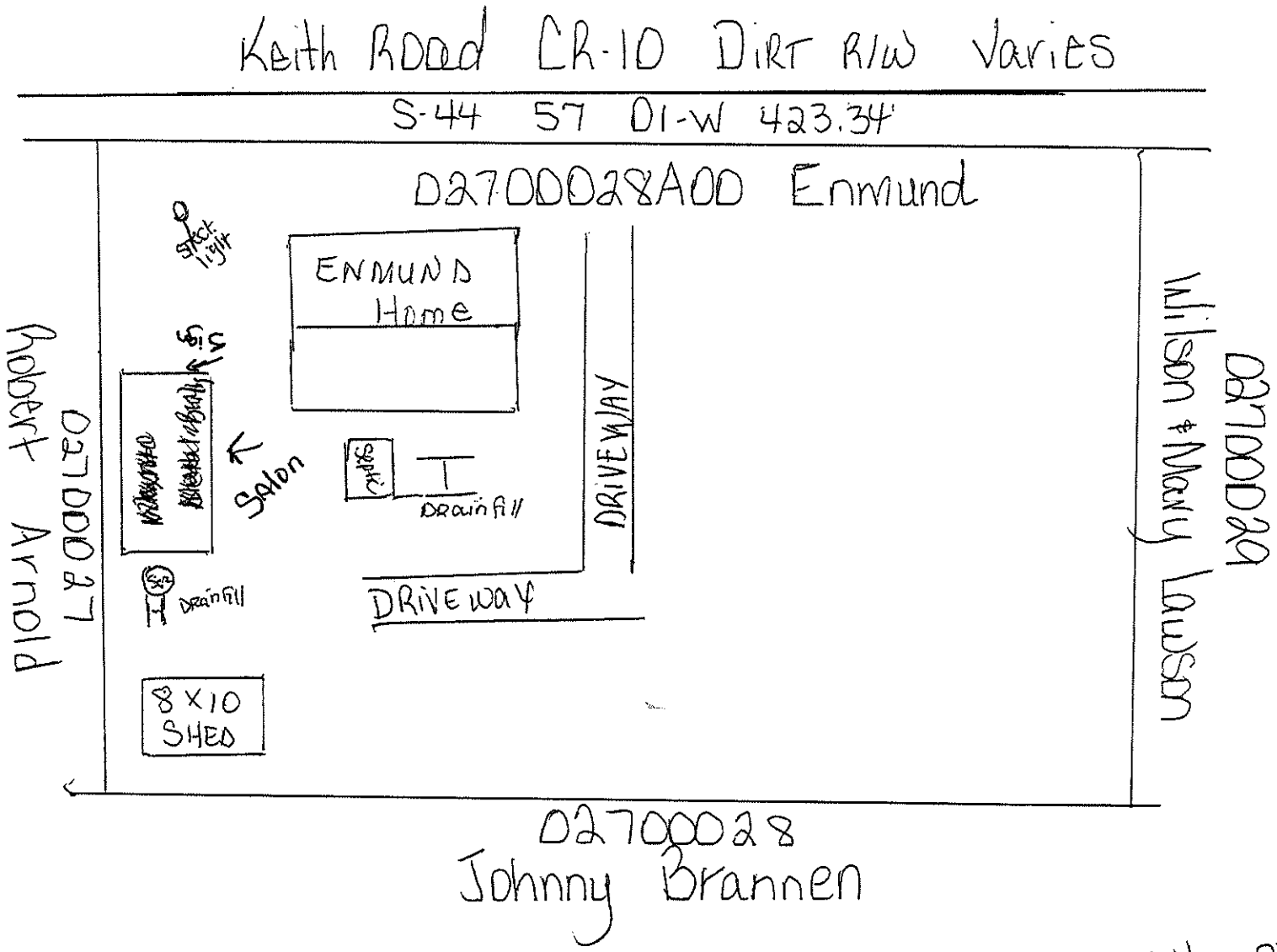
LOCATED IN THE 10TH. G.M.D.

EFFINGHAM COUNTY, GEORGIA

SURVEYED 01 DEC 2022

PLAT DRAWN 01 DEC 2022

JOHNE2.DGN DEC2022



Site Plan

By: Alexandra Enmund

270-28A



10/23/2026

1:2,248

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1 km

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

270-28A



10/23/2026

1:2,248

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1 km

Addresses
Roads
Parcels

Zoning
AR-1
AR-2
County Boundary

Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3
County

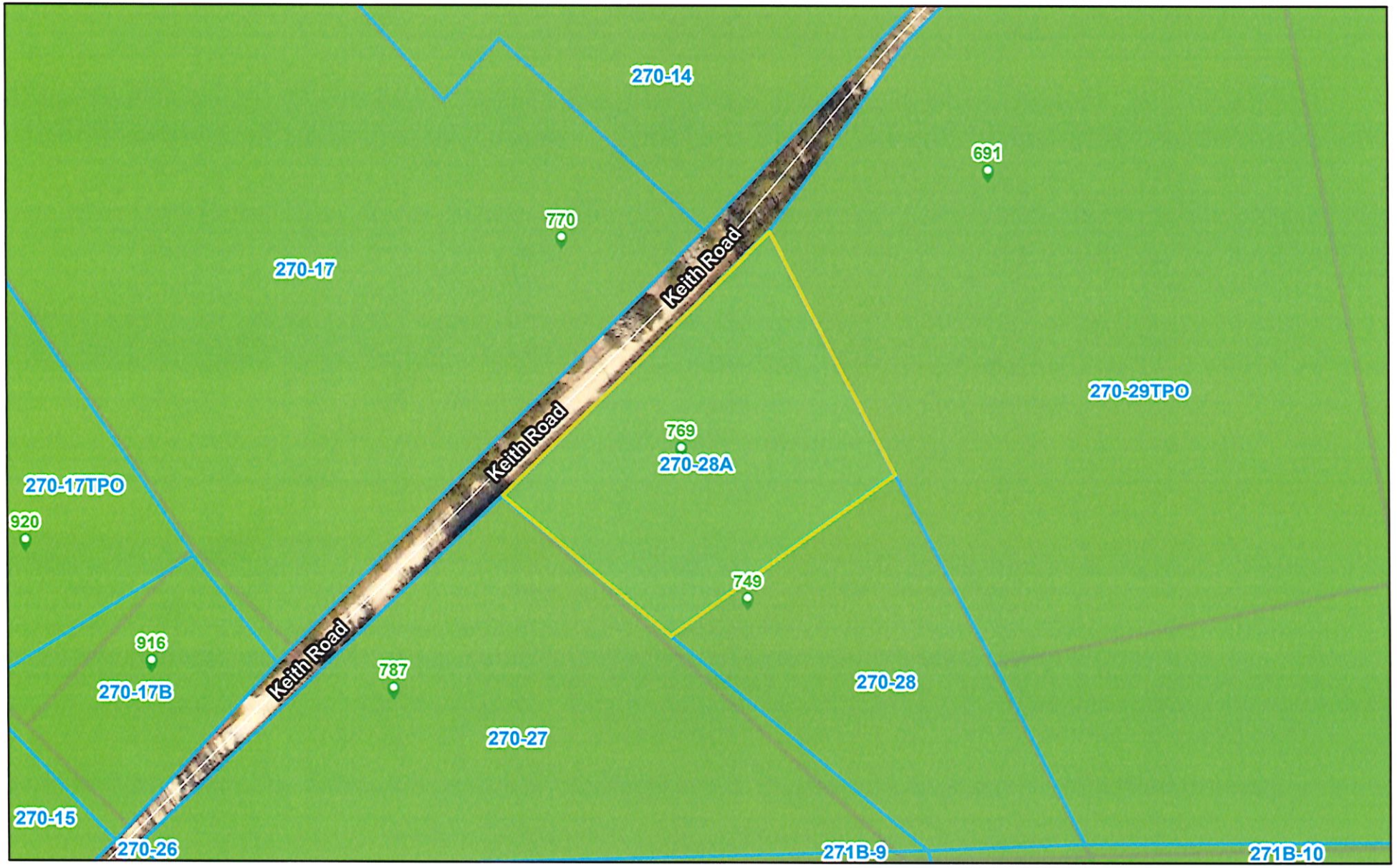
Road Centerlines_2K
Collector
Freeway
Highway

CountyBoundary_2K
Local
Major Arterial
Minor Arterial
Railroad_2K

Image
Red: Red
Green: Green
Blue: Blue
Citations

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, Es
HERE, Garmin, INCREMENT P, USGS, EPA, USDA

270-28A



10/23/2026

1:2,248

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1 km

Addresses
Roads
Parcels

FLUM Areas
Agricultural
County Boundary

Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3
County

CountyBoundary_2K

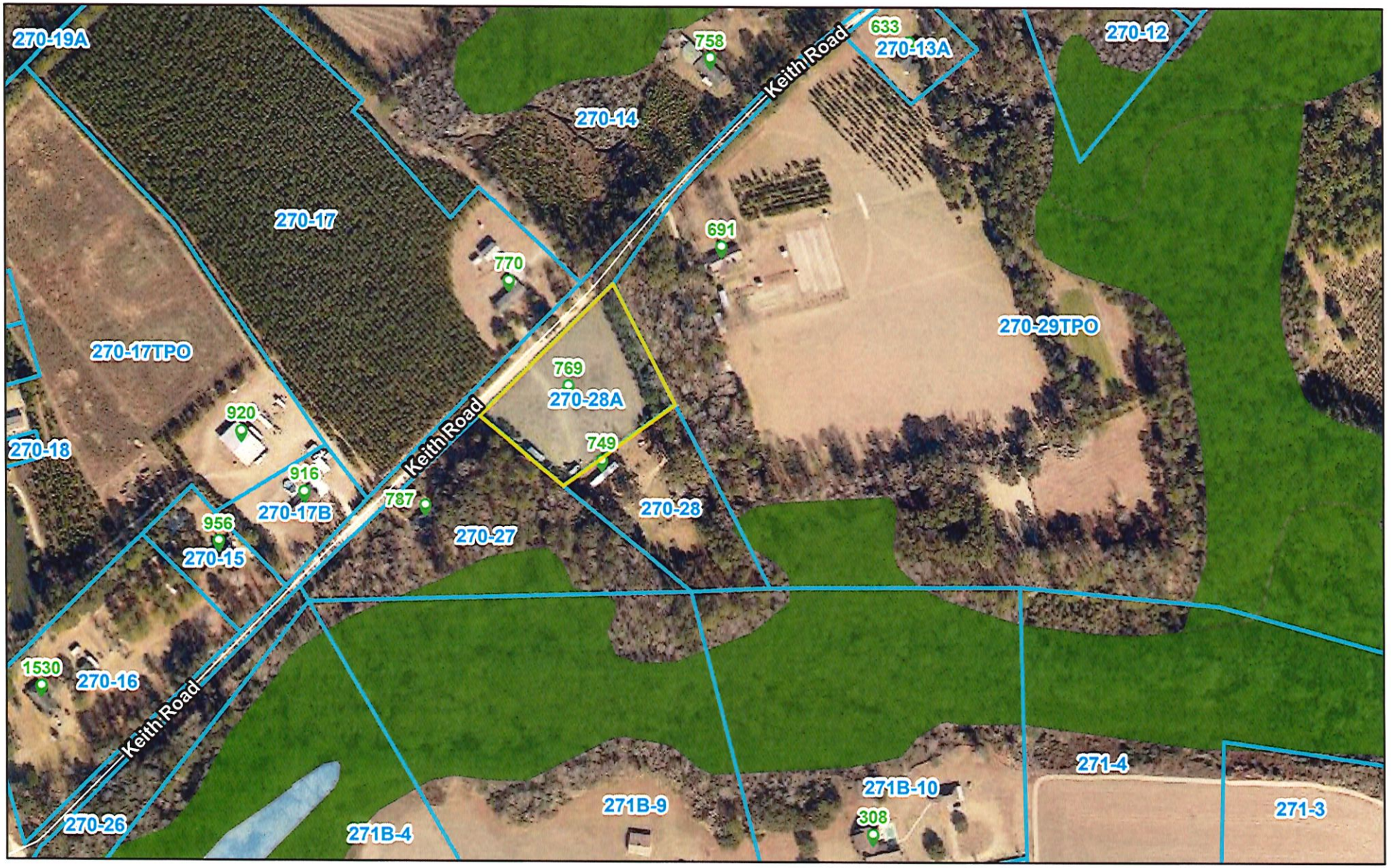
Road Centerlines_2K
Collector
Freeway
Highway

Local
Major Arterial
Minor Arterial
Railroad_2K

Image
Red: Red
Green: Green
Blue: Blue
Citations

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

270-28A



10/23/2026

Addresses
Roads
Parcels
reshwater Forested/Shrub Wetland

Freshwater Pond
County Boundary
Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3

County
CountyBoundary_4K
Road Centerlines_4K
Collector
Freeway
Highway

Local
Major Arterial
Minor Arterial
Railroad_4K

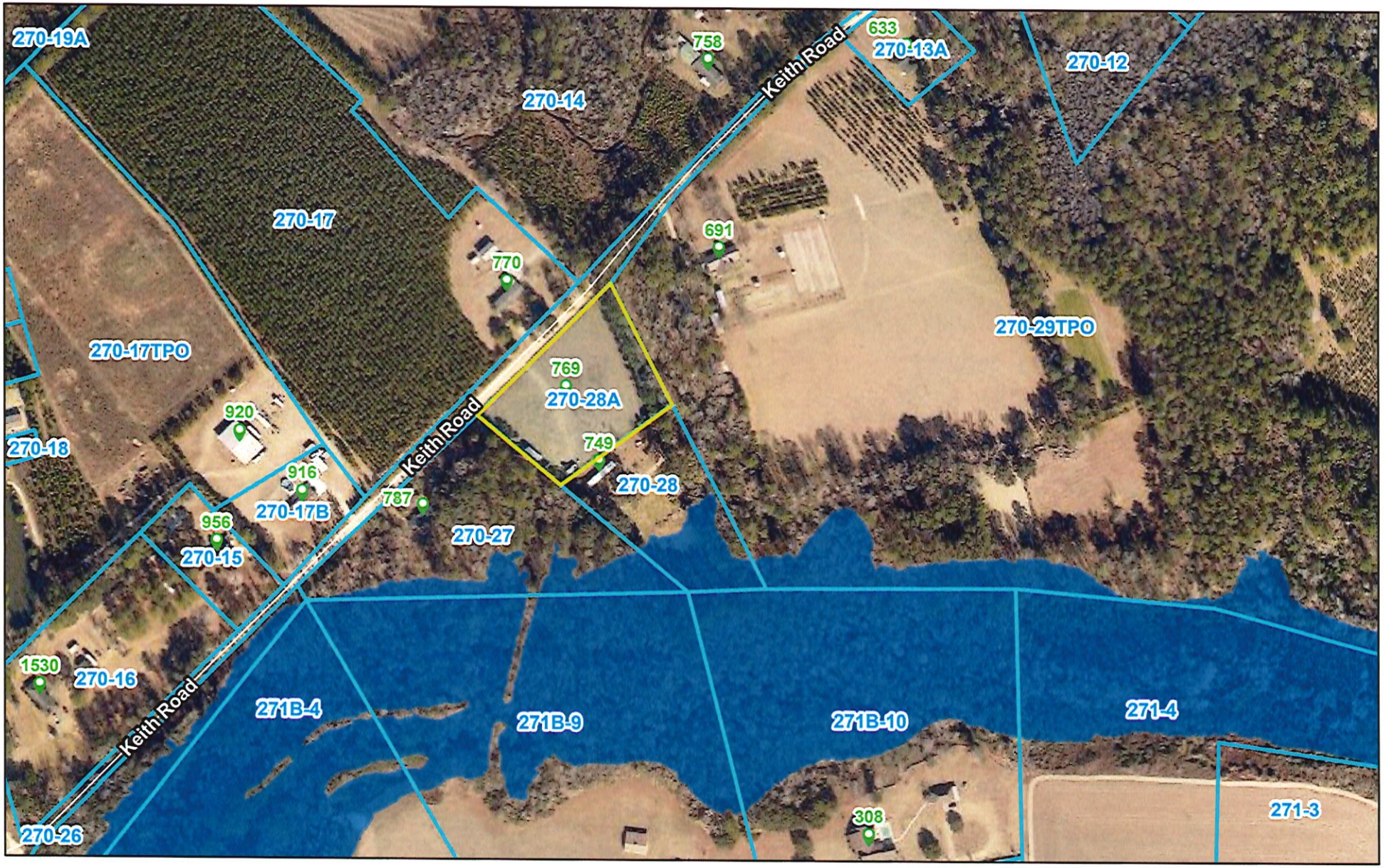
Image
Red: Red
Green: Green
Blue: Blue
Citations

1:4,495

0 0.03 0.07 0.13 mi
0 0.05 0.1 0.2 km

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, Esri
HERE, Garmin, INCREMENT P, USGS, EPA, USDA

270-28A



10/23/2026

1:4,495

0 0.03 0.07 0.13 mi

0 0.05 0.1 0.2 km

Addresses
Roads
Parcels
od Zone

X, AREA OF MINIMAL FLOOD HAZARD
County Boundary
Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3

County
CountyBoundary_4K
Road Centerlines_4K
Collector
Freeway
Highway

Local
Major Arterial
Minor Arterial
Railroad_4K

Image
Red: Red
Green: Green
Blue: Blue
Citations

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, Esri HERE, Garmin, INCREMENT P, USGS, EPA, USDA

Effingham County Georgia
Planning and Zoning Services

Staff Report

Subject:	Conditional Use
Author:	Tianchi Xu, Planner I
Department:	Development Services
Application:	CU-26-38
Meeting Date:	November 17
Existing Zoning:	AR-2 (Agricultural – Residential, 1 acre or more)
Map & Parcel(s):	270-28A
Total Acreage Affected:	2.30±
Location:	769 Keith Road, Guyton, GA 31312
Commissioner District:	District 3
Proposed Use:	Residential Businesses
Applicant/Owner:	Alexandria Enmund

Existing Land Use and Zoning

The parcel totals 2.30 acres. Located at 769 Keith Road, just South of Old Louisville Road. Currently, there is a mobile home on the property.

The parcel is currently zoned AR-2 (Agricultural – Residential, 1 acre or more). Properties to the north are zoned AR-1 (Agricultural–Residential, 5 acres or more) and to the AR-2 (Agricultural – Residential, 1 acre or more) parcels. To the East and West is AR-1 (Agricultural–Residential, 5 acres or more).





Zoning

- AR-1
- AR-2
- B-3
- I-1
- PD
- PD-R

Planning and Zoning Services
804 South Laurel St., Springfield, Georgia 31329
(912) 754-2128
effinghamcounty.org

The Proposed Request

Per the Effingham County Code of Ordinances, **Section 4.1A** – *Permitted use table*, residential businesses are classified as a conditional use within the AR-2 zoning district. The applicant is requesting conditional use approval for a residential business consisting of a Hair salon operating from the residence. The applicant has been serving clients for six years from a shop, and due to current health issues, she would like to operate her business from her home. As a full master cosmetologist, the services provided will be braids, coloring of hair, relaxers, cuts, extensions, and retwisting of locs.

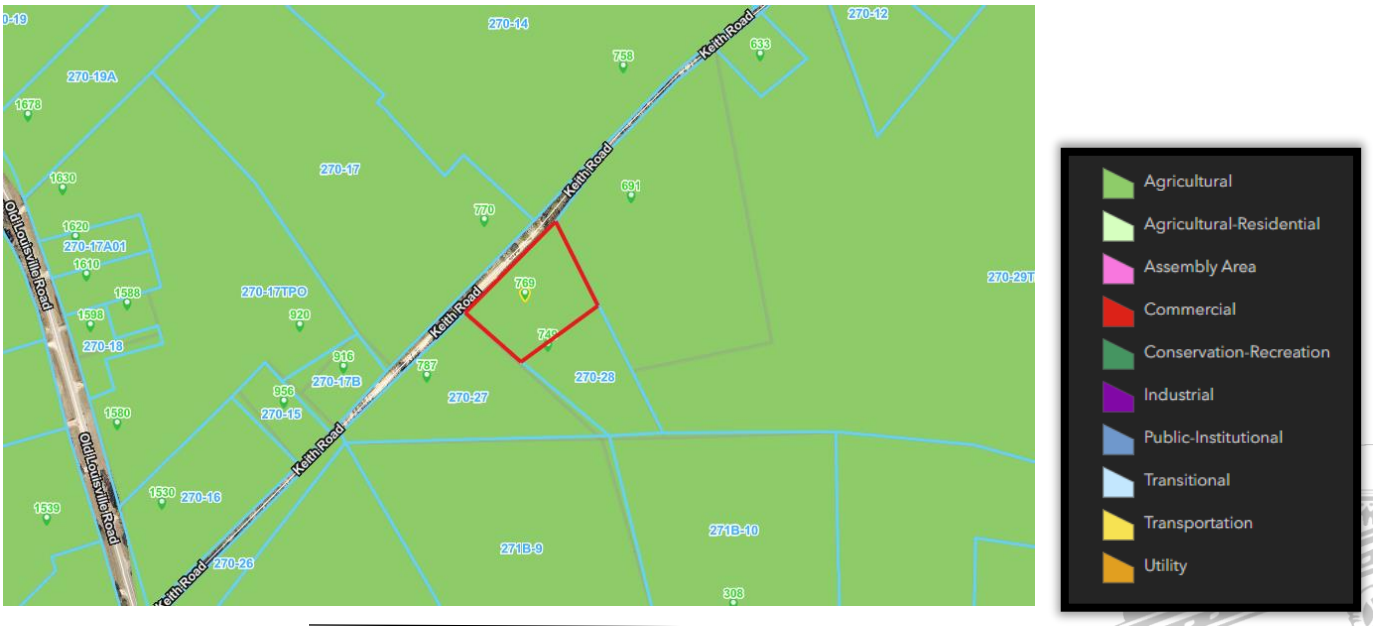
Proposed Operating Hours

The applicant proposes to operate a hair salon from her residence. There is an existing 12' x 40' metal accessory structure on the property. The applicant will apply for an accessory structure permit to ensure compliance with the applicable code, as well as obtain a septic permit from Environmental Health. Once the accessory structure is in compliance, the applicant plans to relocate her business to operate out of that building.

The proposed hours of operation are Tuesday through Friday, 10:00 a.m. to 6:00 p.m. (every other Tuesday), and Saturday, 9:00 a.m. to 4:00 p.m. (every other Saturday).

Expected Visitors and Site Access

Clients will be by appointment only consisting of one to two clients per day. Proposed parking will be in the rear of the residence.



Comprehensive Plan:

The parcel falls within the Agricultural – Residential area on the Future Land Use Map (FLUM). This prominent use of land within this area is for single-family and multifamily dwelling units organized into general categories of net densities. Residential zoning ensures that land is used appropriately for housing, considering factors like density, building types, and neighborhood character (Effingham County 2020-2040 Joint Comprehensive Plan, pg. 37).

Determination:

Staff has reviewed the application, and the application is complete with the following stipulations:

1. The applicant shall obtain, and keep in good standing, an Effingham County Occupational Tax Certificate (business license).
2. Hours of operation will be Tuesday, 10 am to 6 pm, and Saturday, 9 am to 4 pm.
3. Shall comply with 3.15A- Residential Business and any applicable codes.
4. One non-illuminated sign up to one square foot may be permitted – flush-mounted on the primary structure.

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

ZONING MAP AMENDMENT ORDINANCE
CONDITIONAL USE RESOLUTION

Rezoning Application: CU-26-38
Applicant: Alexandria Enmund
Parcel ID: 270-28A
Commissioner: District 3
Acreage: 2.30± Acres
Location: 769 Keith Road

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF EFFINGHAM COUNTY, GEORGIA

BE IT ORDAINED by the **Board of Commissioners of Effingham County, Georgia (hereinafter referred to as the "Board of Commissioners"),** in regular meeting assembled and pursuant to the authority granted by the laws of the State of Georgia and the Effingham County Zoning Ordinance, that the Official Zoning Map of Effingham County be amended as follows:

Application
An application was submitted by Alexandria Enmund requesting Conditional Use for a residential business consisting of a Hair salon operating from the residence on a parcel zoned AR-2 (Agricultural Residential 1 acres or more), identified as **Tax Parcel** 270-28A, located in **Commission District 3**.

Public Hearings and Notice
Notice of the required public hearings was published in the **Effingham County Herald**, the official legal organ of Effingham County, in accordance with the **Georgia Zoning Procedures Law (O.C.G.A. §36-66-1 et seq.)**.
A public hearing was conducted **on November 17, 2026,** before the Board of Commissioners, with notice published in the Effingham County Herald on **October 28, 2026**.

Findings of Fact
The Board of Commissioners makes the following findings regarding this zoning map amendment:

1. The applicant is requesting approval of a Conditional Use to allow for a residential business consisting of a Hair salon operating from the residence with a ± 2.30-acre parcel (Tax Parcel 270-28A), located in Commission District 3.
2. The subject property is zoned AR-2 (Agricultural Residential 1 acres or more), which allows certain low-intensity non-residential uses through the Conditional Use process.
3. Notice of the required public hearing was provided in accordance with the **Georgia Zoning Procedures Law**.
4. Public hearing was conducted before the **Board of Commissioners**.
5. The Board of Commissioners reviewed the application, staff report, and all information presented during the public hearing.
6. Based upon the evidence presented, the Board of Commissioners finds that the requested zoning map amendment is consistent with the procedures governing zoning decisions within Effingham County.

Zoning Map Amendment
The Board of Commissioners hereby approves a Conditional Use to for a residential business consisting of a Hair salon operating from the residence on the subject property zoned AR-2 (Agricultural Residential 1 acres or more), identified as **Tax Parcel** 270-28A, located in **Commission District 3.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Effective Date
This ordinance shall become effective immediately upon adoption by the **Board of Commissioners**.

ADOPTED this _____ day of _____, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: _____
DAMON RAHN, CHAIRMAN

Date of First Reading: _____

Date of Second Reading: _____

ATTEST:

_____
STEPHANIE JOHNSON
COUNTY CLERK

Effingham County Georgia
Planning and Zoning Services

Staff Report

Subject:	Conditional Use
Author:	Tianchi Xu, Planner I
Department:	Development Services
Application:	CU-26-36
Meeting Date:	November 17
Existing Zoning:	R-1 (Single-Family Residential)
Map & Parcel(s):	428C-255
Total Acreage Affected:	0.48±
Location:	167 Blackwater Way, Springfield, GA 31329
Commissioner District:	District 4
Proposed Use:	Residential Businesses
Applicant/Owner:	Tiffany Rowell

Existing Land Use and Zoning

The subject property is located at 167 Blackwater Way, Springfield, GA 31329, contains approximately 0.48 acres, and is developed with a single-family residence. The property fronts Blackwater Way.

The subject property is zoned R-1 (Single-Family Residential). The adjoining parcel to the north is zoned AR-1 (Agricultural–Residential). Properties to the east and west, as well as properties across Blackwater Way to the south, are zoned R-1.





Planning and Zoning Services
804 South Laurel St., Springfield, Georgia 31329
(912) 754-2128
effinghamcounty.org

The Proposed Request

The applicant requests conditional use approval to operate a residential business at 167 Blackwater Way in the R-1 zoning district. The proposed cottage food business would specialize in cake pops and chocolate-dipped treats. The applicant would prepare and package all products inside the residence, accept advance and custom orders, and offer delivery and on-site pickup for preorders. The applicant also proposes a self-service stand on the property for the sale of finished, prepackaged products. No food preparation or processing would occur at the stand.

Proposed Operating Hours

The proposed hours of operation are 8:00 a.m. to 6:00 p.m. daily. The applicant would set out the self-service stand each morning and store it in the existing rear-yard shed at the end of each business day.

Expected Visitors and Site Access

The applicant anticipates approximately 10 customer visits per week for purchases at the self-service stand and pickup of preordered products. Customers would access the property from Blackwater Way and park on-site in the existing double driveway, which the applicant's site plan identifies as accommodating up to four vehicles. The applicant proposes no additional parking improvements.



Comprehensive Plan:

The Future Land Use Map (FLUM) designates the subject property as Agricultural–Residential. The Effingham County 2020–2040 Joint Comprehensive Plan identifies residential development as a primary use in this designation and emphasizes compatibility with surrounding development patterns and neighborhood character (p. 37).

The proposed cottage food business would operate in conjunction with the existing single-family residence, with food preparation and packaging conducted inside the home. The applicant anticipates approximately 10 customer visits per week for purchases at the self-service stand and pickup of preordered products. The site plan identifies the existing driveway as accommodating up to four vehicles. Given the proposed scale of operations and provision for on-site parking, the residential business is expected to remain compatible with the surrounding residential character and consistent with the Agricultural–Residential designation.

Determination:

Staff has reviewed the application, and the application is complete with the following stipulations:

1. **Hours of Operation:** On-site business operations shall be limited to 8:00 a.m. to 7:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturdays. No on-site business operations shall occur on Sundays or County holidays.

2. **Parking:** All customer and business-related parking shall be accommodated within the existing driveway or other approved on-site parking areas. No parking associated with the business shall be permitted within the public right-of-way or on adjacent properties.

3. **Outdoor Sales:** The business shall be limited to one self-service cake pop stand located within the designated outdoor sales area shown on the approved concept plan, subject to the outdoor activity requirements of Section 3.15A(d.5).

4. **Storage:** The self-service stand shall be removed from its approved outdoor operating location at the end of each authorized business day and stored within the existing shed, as represented in the application.

County of Effingham, GA

October 21, 20

Record No: CU-26-36

Conditional Use Permit

Status: Active

Submitted On: 10/19/2026

Primary Location

167 Blackwater Way
Springfield, GA 31329

Owner

ROWELL JERRY
BLACKWATER WAY 167
SPRINGFIELD, GA 31329

Applicant

Tiffany Rowell
[redacted]
298 Lower Ferry Road
Clyo, GA 31303

Staff Review

Board of Commissioner Meeting Date*

11/17/2026

Notification Letter Description*

Residential Business

Stipulations

Property Location*

167 Blackwater Way

Map #*

428C

Parcel #*

255

Commissioner District*

4th

Has Business License been applied for?*

Yes

Public Notification Letters Mailed

10/26/2026

Board of Commissioner Ads

10/28/2026

Request Approved or Denied

—

Applicant Information

Who is applying for the Conditional Use?*

Agent

Applicant / Agent Name*

Tiffany Rowell

Applicant Email Address*

[redacted]

Applicant Phone Number*

[redacted]

Applicant Mailing Address*

298 Lower Ferry Road

Applicant City*

Clyo

Applicant State*

GA

Applicant Zip Code*

31303

Property Owner Information

Owner's Name*

Jerry Michael Rowell, JR.

Owner's Email Address*

[redacted]

Owner's Phone Number*

[redacted]

Owner's Mailing Address*

167 Blackwater Way

Owner's City*

Springfield

Owner's State*

GA

Owner's Zip Code*

31329

Property Information

Property Location*

167 Blackwater Way

Present Zoning of Property*

yes

Map/Parcel Number*

255

Total Acres of Property*

.43

Water Connection*

Public Water System

Name of Supplier*

City of Springfield

Sewer Connection*

Public Sewer System

Name of Supplier*

City of Springfield

Conditional Use Requested

Conditional Use*

Section 3.15A - Residential Business

Status of Business License?*

Applied for

Reason:*

Tastey-Licious Treatery is a cottage food business specializing in handcrafted cake pops and chocolate-dipped treats for individual purchase, special occasions, parties, and events. All food products will be prepared and packaged at the approved cottage food location in accordance with applicable Georgia Cottage Food requirements.

The business will also utilize a non-motorized mobile dessert cart to display and sell prepackaged products at approved locations, markets, private events, and other permitted venues. No cooking, food preparation, or food processing will take place on/at the cart. The cart will serve solely as a mobile display and point-of-sale area for finished, prepackaged products.

The business may also accept advance and custom orders for events and special occasions. These orders will be delivered off site to the customer.

How does request meet criteria of Section 7.1.6 (see Attachment C):

Attachment C - Site Plan Requirements

All Conditional Use submissions shall be accompanied by a site plan. This site plan shall be made on a scale in conformance with appropriate County Tax Maps and contain the following elements, as applicable (consult with Planning & Zoning staff to determine what features are required):

A.) Dimensions of the property involved. B.) Location and dimensions of existing and/or proposed structures with the type of usage designated. C.) Requested variance in relation to existing structures and surrounding parcels and uses. D.) Access road or easement. E.) Setbacks. F.) Right-of-way. G.) Proposed or existing water, sewer, and drainage facilities. H.) Buffers. I.) Off-street parking. J.) Wetlands. K.) Floodplain. L.) Loading areas, parking, signage, and outdoor lighting.

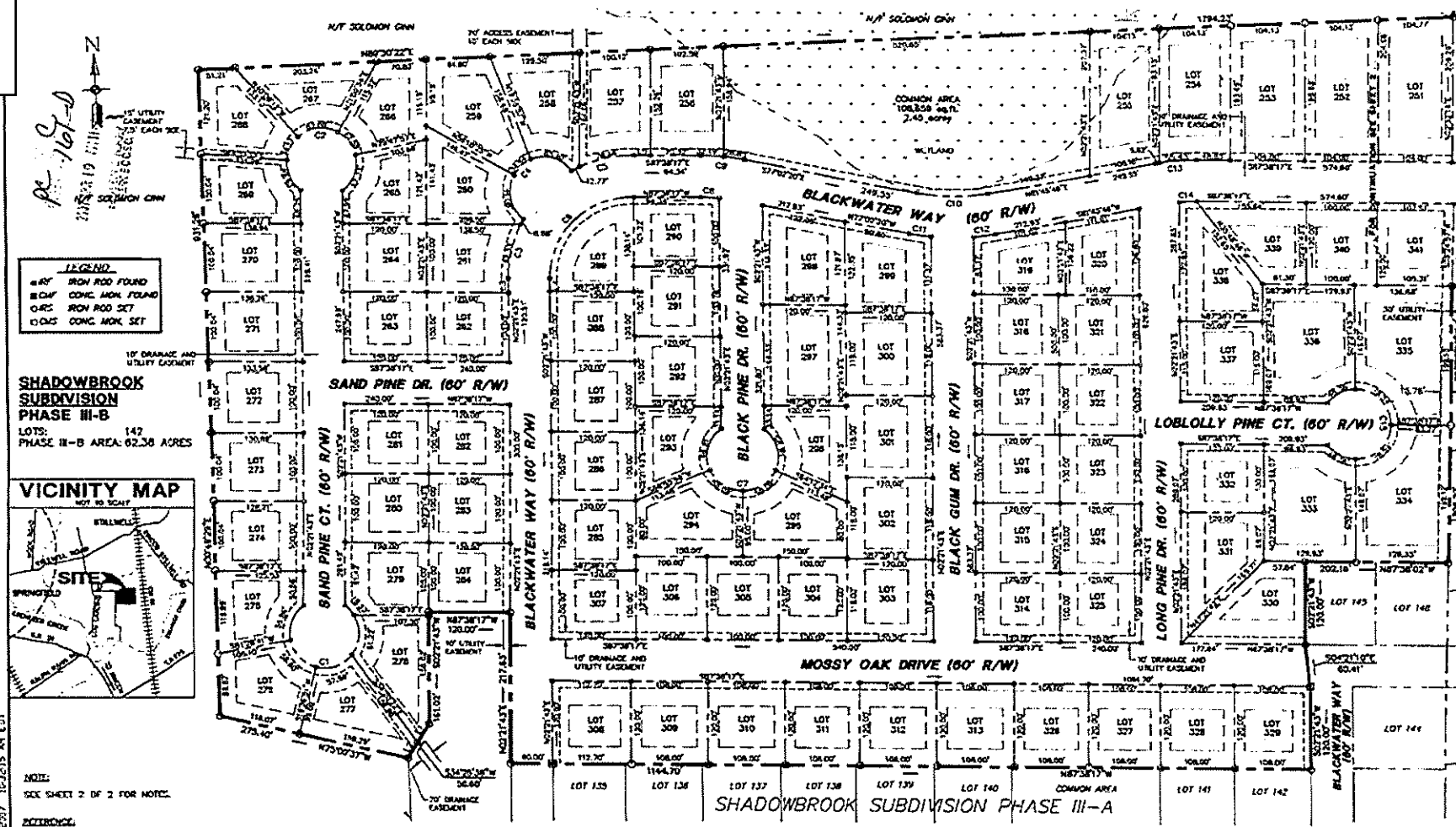
Appendix C – Zoning Ordinance, Article VII. – Planning Board, Section 7.1. Organization 7.1.6 Conditional uses. It shall be the responsibility of the planning board to review and recommend to county commission on all requests for interpretation of conditional use. The initial application for a conditional use shall be made to the zoning administrator who shall determine whether the use is allowed as a conditional use in the particular zone. If such use is allowed, then the zoning administrator shall submit the application to the planning board. After review by the planning board, recommendations shall be presented to the county commission as to additional restraints, restrictions, qualifications, or limiting factors that are felt to be desirable. The county commission shall review all recommendations and approve or disapprove the conditional use upon review by the planning board. Considerations for determining additional requirements for conditional use: (a) Approval of a conditional use shall not adversely affect the economic values or the physical appearance of the neighborhood or areas surrounding the site or lot in question. (b) The physical and environmental effects of allowing the conditional use shall be considered. (c) Buffer zones, where necessary to shield any adverse factors, shall be considered. (d) Additional space for parking, landscaping, building, loading zones, and setback shall be considered if necessary to protect adjacent structures or lots from any adverse impact.

Signature*

Tiffany R. Rowell
Oct 19, 2026

Plat Cabinet C161/Page D

Re-Rec'd



LEGEND
- ●4/8" IRON ROD FOUND
- ■CM" CONC. MON. FOUND
- ○4/8"S IRON ROD SET
- □CMS CONC. MON. SET

SHADOWBROOK SUBDIVISION
PHASE III-B

LOTS: 142
PHASE III-B AREA: 62.38 ACRES

VICINITY MAP
NOT TO SCALE

NOTE:
SEE SHEET 2 OF 2 FOR NOTES.

REFERENCE:
1. SURVEY OF A 135.52 ACRE TRACT OF LAND, LOCATED IN THE 9TH G.M.D., EFFINGHAM COUNTY, GEORGIA. PREPARED BY MR. MICH. R. ACKERMAN, RLS, DATED JUNE 16, 2003.
2. SUBDIVISION PLAT OF SHADOW CREEK, LOG LANDING ROAD, 11TH G.M.D., EFFINGHAM COUNTY, GEORGIA, PREPARED BY EMC ENGINEERING SERVICES, INC. ON 8/09/02.
3. WETLAND DELINEATION EXHIBIT, LOG LANDING ROAD DEVELOPMENT, PERFORMED BY EMC ENGINEERING SERVICES, INC. ON 10/12/06.
4. SURVEY OF 101.44 ACRE GINN PROPERTY, PREPARED BY FULCHER TECHNICAL SERVICES, DATED APRIL 2004.
5. PROPERTY SURVEY FOR RUBEN RAHN, PREPARED BY WARNOCK POYTHRESS, RLS, DATED DECEMBER 1991 AND REDRAWN OCT. 1992.
6. PLAT OF PROPERTY OF ERNEST W. GHANN, PREPARED BY PAUL WILDER, RLS, DATED MARCH 17, 1977
7. PLAT CABINET "A", PAGE 329-F
8. PLAT CABINET "A", PAGE 255-C
9. PLAT BOOK "H", PAGE 239
10. PLAT BOOK C114, PAGE A1-01

AREA: 2,717,260.60 sq.ft. (62.38 acres)
E.O.C. PLAT: 1/INFINITY
E.O.C. FIELD: > 1/30,000
1 ERROR PER POINT: 0°00'02"
ADJUSTMENT METHOD: COMPASS
EQUIPMENT USED: TOPCON
FIELD SURVEY WAS COMPLETED IN: MARCH 2007

APPROVED BY EFFINGHAM COUNTY DEPARTMENT OF PUBLIC HEALTH, DIVISION OF ENGINEERING AND SANITATION

DIRECTOR

IT IS HEREBY CERTIFIED THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT ALL STREETS, ALLEYS, WALKS, AND OTHER SITES SHOWN ARE DEDICATED TO PUBLIC OR PRIVATE USE AS NOTED.

F. PARKER RAHN

W. BARNARD RAHN

WITNESS

THE SUBDIVISION KNOWN AS SHADOWBROOK SUBDIVISION PHASE III-B HAS BEEN FOUND TO COMPLY WITH THE EFFINGHAM COUNTY SUBDIVISION REGULATIONS AND WAS APPROVED BY THE EFFINGHAM BOARD OF COMMISSIONERS FOR RECORDING IN THE OFFICE OF CLERK OF SUPERIOR COURT OF EFFINGHAM COUNTY, GEORGIA.

CHAIRMAN OF EFFINGHAM COUNTY BOARD OF COMMISSIONERS

4/03/07

CLERK OF EFFINGHAM COUNTY BOARD OF COMMISSIONERS

CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CH BEARING
C1	249.80'	50.00'	286°15'37"	37.50	60.00	N90°00'00"E
C2	249.80'	50.00'	286°15'37"	37.50	60.00	N90°00'00"W
C3	91.21'	180.00'	29°01'58"	46.61	90.24	S14°30'59"W
C4	171.02'	50.00'	195°58'02"	356.51	99.03	S45°00'00"W
C5	91.21'	180.00'	29°01'58"	46.61	90.24	S75°29'01"W
C6	188.50'	120.00'	90°00'00"	120.00	169.71	S45°00'00"W
C7	249.80'	50.00'	286°15'37"	37.50	60.00	N90°00'00"E
C8	25.69'	270.00'	5°27'09"	12.86	25.69	N87°16'25"W
C9	61.04'	330.00'	10°35'57"	30.61	60.96	N84°42'01"W
C10	99.89'	270.00'	21°11'54"	50.53	99.33	N90°00'00"E
C11	31.01'	330.00'	5°23'00"	15.51	30.99	S82°05'33"E
C12	31.01'	330.00'	5°23'00"	15.51	30.99	N87°05'33"E
C13	61.05'	330.00'	10°35'57"	30.61	60.96	S84°42'01"W
C14	25.69'	270.00'	5°27'09"	12.86	25.69	S87°16'25"W
C15	249.80'	50.00'	286°15'37"	37.50	60.00	N90°00'00"E

LINE TABLE		
LINE	LENGTH	BEARING
L1	32.00'	N34°20'38"E
L2	28.58'	N34°20'38"E
L3	20.01'	N90°21'43"E
L4	18.14'	S02°21'43"W
L5	24.02'	S87°38'17"E

I HEREBY CERTIFY THAT THE STREETS, DRAINAGE SYSTEM, SEWER SYSTEM, AND WATER SYSTEM IN THE SUBDIVISION KNOWN AS SHADOWBROOK SUBDIVISION PHASE III-B SHOWN ON THE PLAT DATED MARCH 29, 2007 PREPARED BY EMC ENGINEERING SERVICES, INC. HAS BEEN INSTALLED IN GENERAL ACCORDANCE WITH THE PRELIMINARY PLAN (CONSTRUCTION DRAWINGS) APPROVED APRIL 18, 2006.

ENGINEER

IN MY PROFESSIONAL OPINION THIS IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW.

GEORGIA REGISTERED No. 2345 4-04-07 LAND SURVEYOR CHARLES W. TUTEN

CHARLES W. TUTEN, JR.
GA. REG. L.S. NO. 2345

GRAPHIC SCALE: 1"=100'-0"

PLAT OF SHADOWBROOK SUBDIVISION PHASE III-B
11th G.M.D., EFFINGHAM COUNTY, GEORGIA,
prepared for:
F. PARKER AND W. BARNARD RAHN

EMC ENGINEERING SERVICES, INC.
Post Office Box 8151
25 East Clarendon Street
Savannah, Georgia 31412
Phone (912) 232-6533
Fax (912) 232-6930

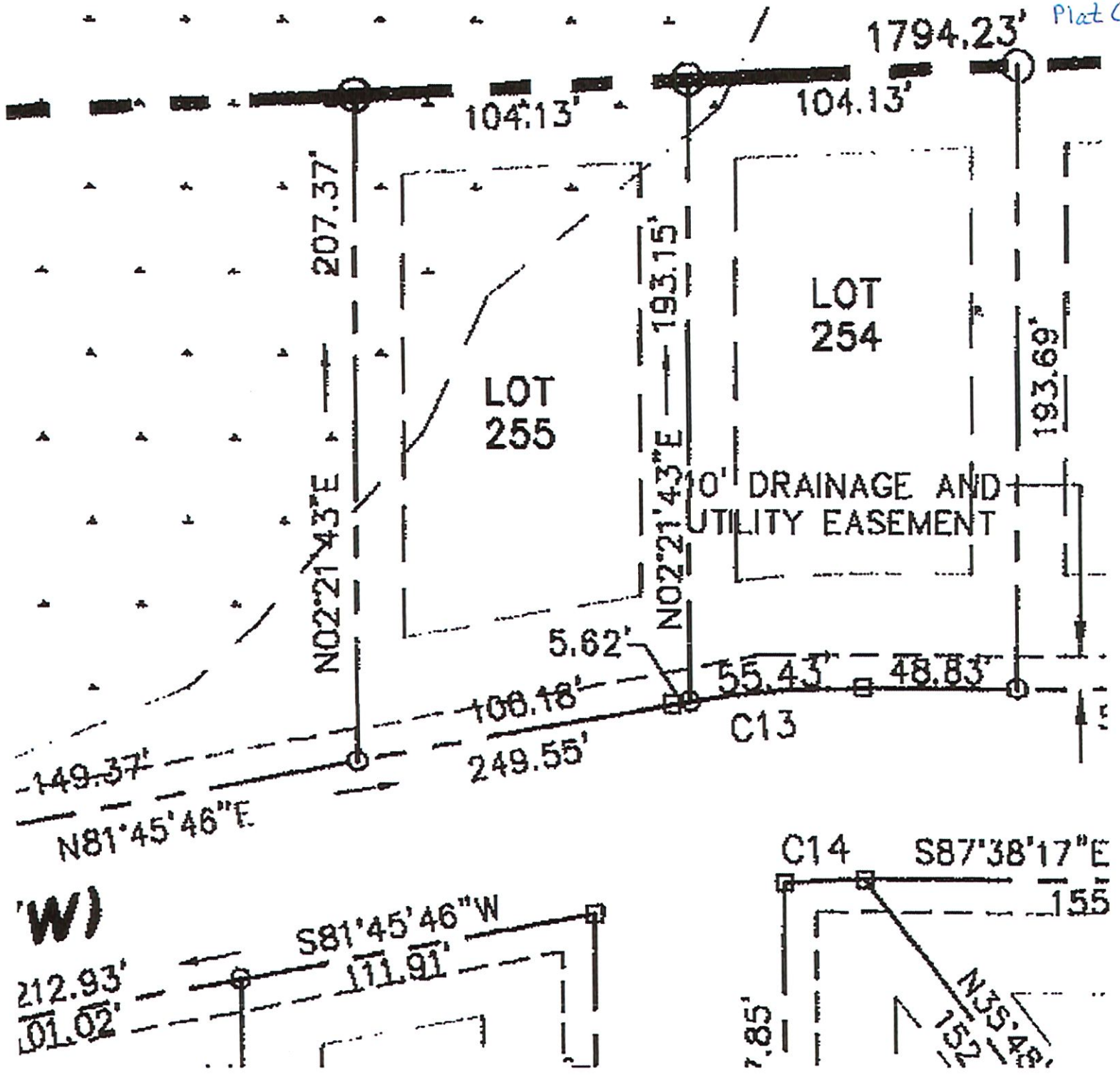
REVISIONS		
No.	BY	DATE
-	-	-
-	-	-
-	-	-
-	-	-

DESIGN.	CJW
GRAPHICS	MV
REVIEW.	CWT
DATE.	MARCH 2007
SCALE	1" = 100'
PROJECT	04-0130

SHEET: 1 OF 2

D:\2004\PLATS\04130\dwg\Shadowbrook Ph III B - Plat.dwg 4/9/2007 10:23:15 AM EDT

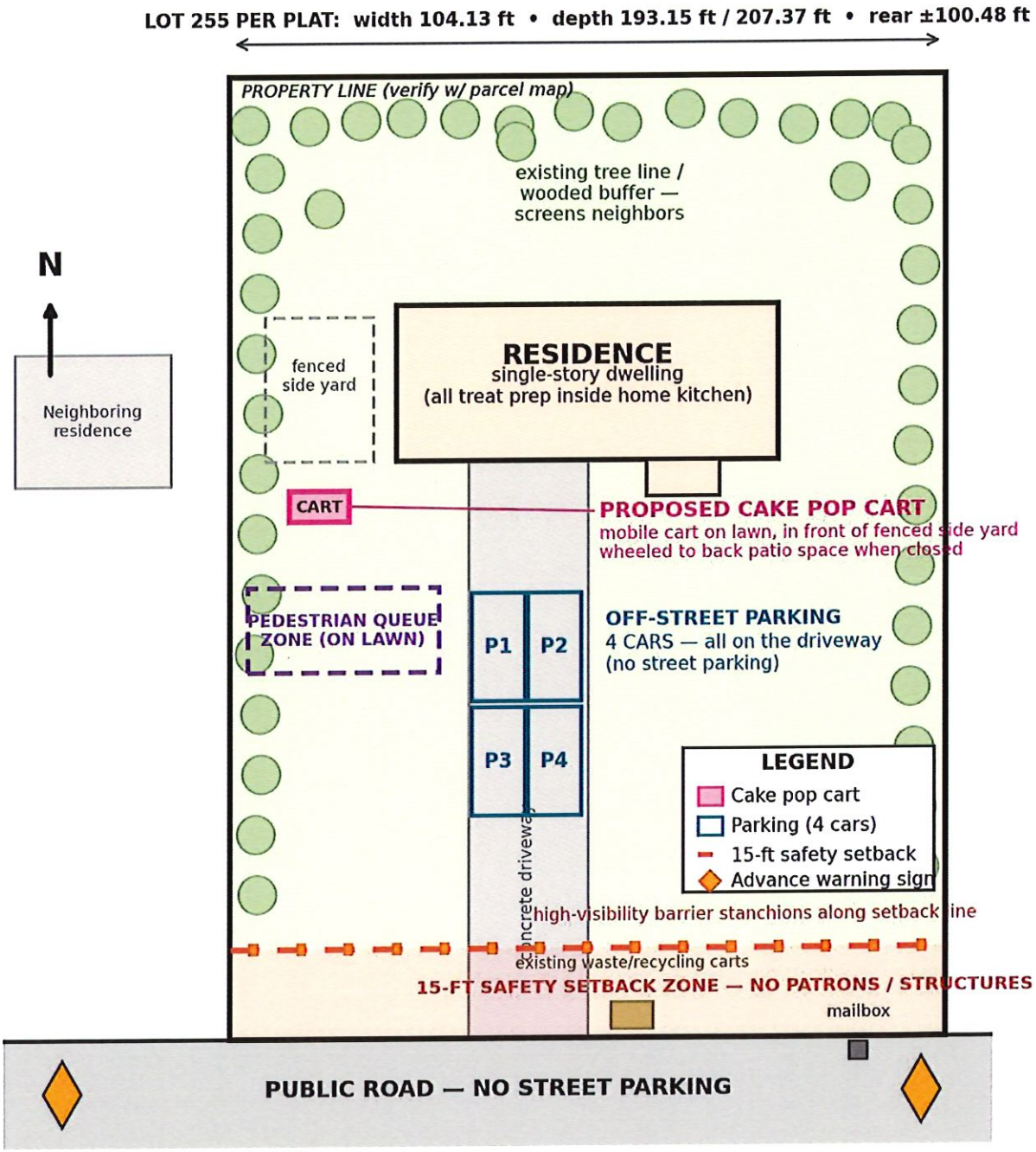
Plat Cabinet C
Page D




SITE PLAN & TRAFFIC MITIGATION MAP - TASTEY-LICIOUS TREATERY
ADVANCE WARNING SIGN (100 FT AHEAD)
[CAKE POP STAND LOCATION]
[PEDESTRIAN QUEUE ZONE (ON LAWN)]
[OFF-STREET PARKING - MAX 4 CARS]
15-FT. SAFETY SETBACK ZONE (NO PATRONS/STRUCTURES)
PUBLIC ROAD - NO STREET PARKING
COUNTY RIGHT-OF-WAY LINE
QUEUE
ADVANCE W
SIGN (100 FT
SLOW DOWN
HIGH-VISIBILITY P
BARRIER STANC
(ALONG SETBAC
LEGE
Stand
Star
Park

SITE PLAN & TRAFFIC MITIGATION MAP — TASTEY-LICIOUS TREATERY

Applicant: Tiffany Rowell • Property address: 167 Blackwater Way, Springfield, GA • Map & Parcel #: #255 on PLAT



county right-of-way line at property line (verify)

Advance warning signs ("SLOW DOWN") placed 100 ft in advance in BOTH directions during operating hours.

SCHEMATIC — NOT TO SCALE. Layout follows the applicant's traffic mitigation plan and site photograph, 10/21/2026. Lot dimensions per the recorded plat of Lot 255.

OPERATION SUMMARY — SITE PLAN & TRAFFIC MITIGATION

Tastey-Licious Treatery • Tiffany Rowell, partner/operator
Property address: 167 Blackwater Way, Springfield, GA • Map & Parcel #: #255 on PLAT
Phone: 912-412-2575 • tastey_licioustreatery@yahoo.com

1. Proposed use

Walk-up retail sale of pre-packaged, home-made chocolate-dipped treats — cake pops, dipped Oreos, Rice Krispie treats, pretzels and marshmallows — served from a mobile cake pop cart on the lawn in front of the residence's fenced side yard (see site plan). Customers wait in a marked pedestrian queue zone on the lawn, clear of the driveway and road. ALL food preparation takes place inside the home kitchen. No cooking at the cart, no seating, no on-site consumption — take-away sales only.

2. Days & hours (proposed)

Open daily, 9:00 a.m.–6:00 p.m. Anticipated take-away sales volume is approximately 10 customers per week.

3. Parking & traffic mitigation

ALL parking is on-site: 4 customer cars on the existing concrete driveway (P1–P4 on the site plan). No street parking by customers or business vehicles. Vehicles enter and exit by the existing driveway only. Traffic is low-volume (walk-ups).

Safety measures: (a) advance warning signs ('SLOW DOWN') placed 100 ft in advance in BOTH directions on the road during operating hours; (b) a 15-ft safety setback from the county right-of-way kept clear of all patrons and structures, marked by high-visibility physical barrier stanchions; (c) pedestrian queue contained on the lawn, outside the setback zone and off the driveway.

4. Staffing

Agent-operated by the applicant, permissible by the property owner/partner. The cart is self-serve, with residential security cameras providing surveillance of the cart and parking area.

5. Utilities & restroom

Water and electricity supplied from the residence; no new utility connections and no generator. Restroom inside the residence is for the operator only; no public restroom (take-away sales only).

6. Waste

Existing residential waste and recycling carts are used. The stand area is kept clean during operation and all business waste is removed at the close of each operating day. No dumpster.

7. Noise, signage & storage

No amplified outdoor sound. The only signage is the business banner attached to the cart, shown during operating hours only. The cart and all displays are wheeled to back patio space when daily operations has ended — nothing business-related remains in the front yard or visible from the road.

8. Food safety

All products are shelf-stable, non-potentially-hazardous items, prepared in the home kitchen and sold pre-packaged and labeled in accordance with Georgia cottage food requirements.

9. Neighborhood impact

The parcel is screened on all sides by an existing tree line / wooded buffer. The operation is small-scale and daytime-only.

DRAFT — prepared 10/21/2026 from the applicant's site photograph. Schematic only; not a survey.

428C-255



10/21/2026

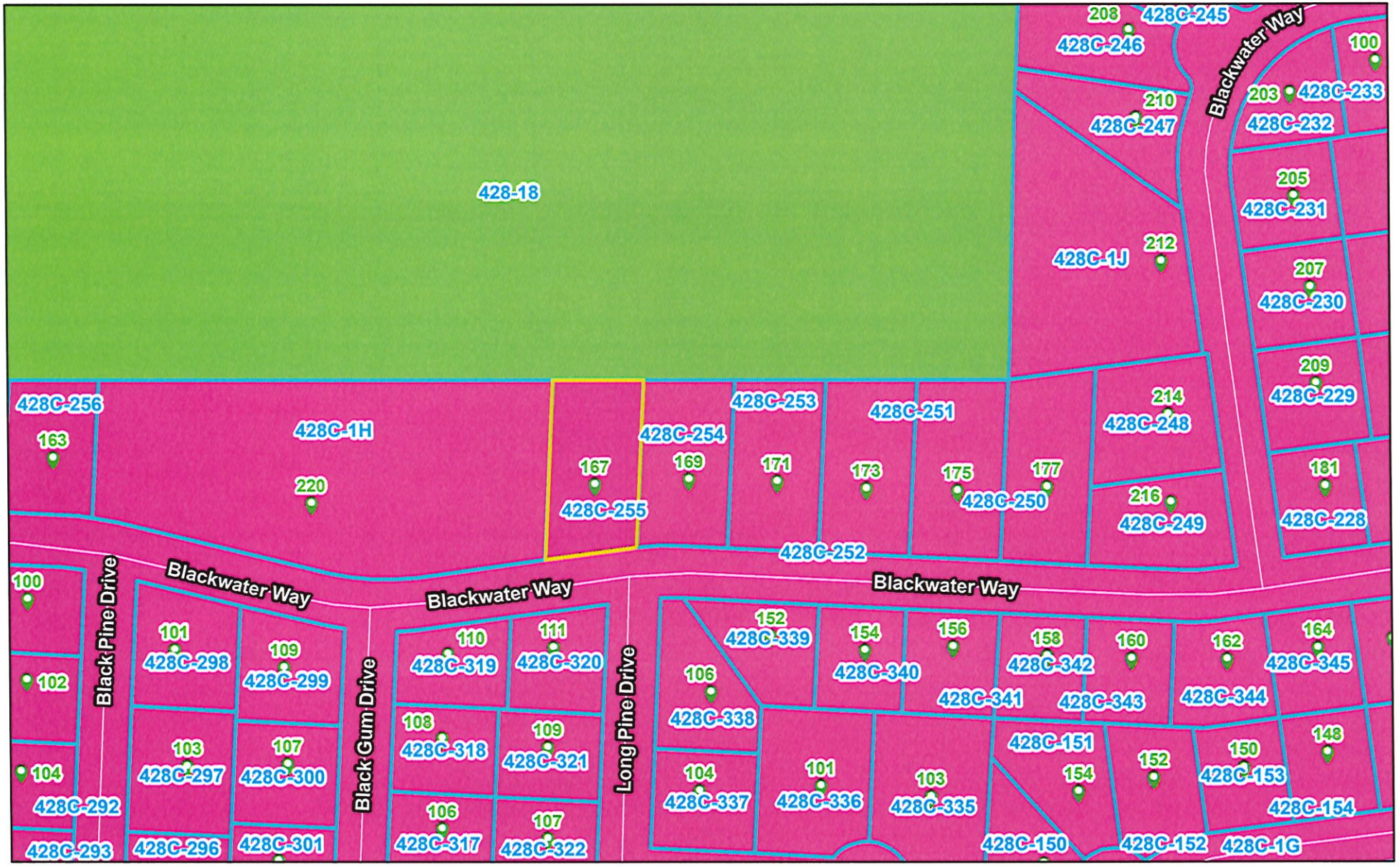
1:1,124

0 0.01 0.01 0.03 mi

0 0.01 0.03 0.05 km

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

428C-255



10/21/2026

1:2,248

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1

Addresses
Roads
Parcels

Zoning
AR-1
R-1
County Boundary

Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3
County

CountyBoundary_2K

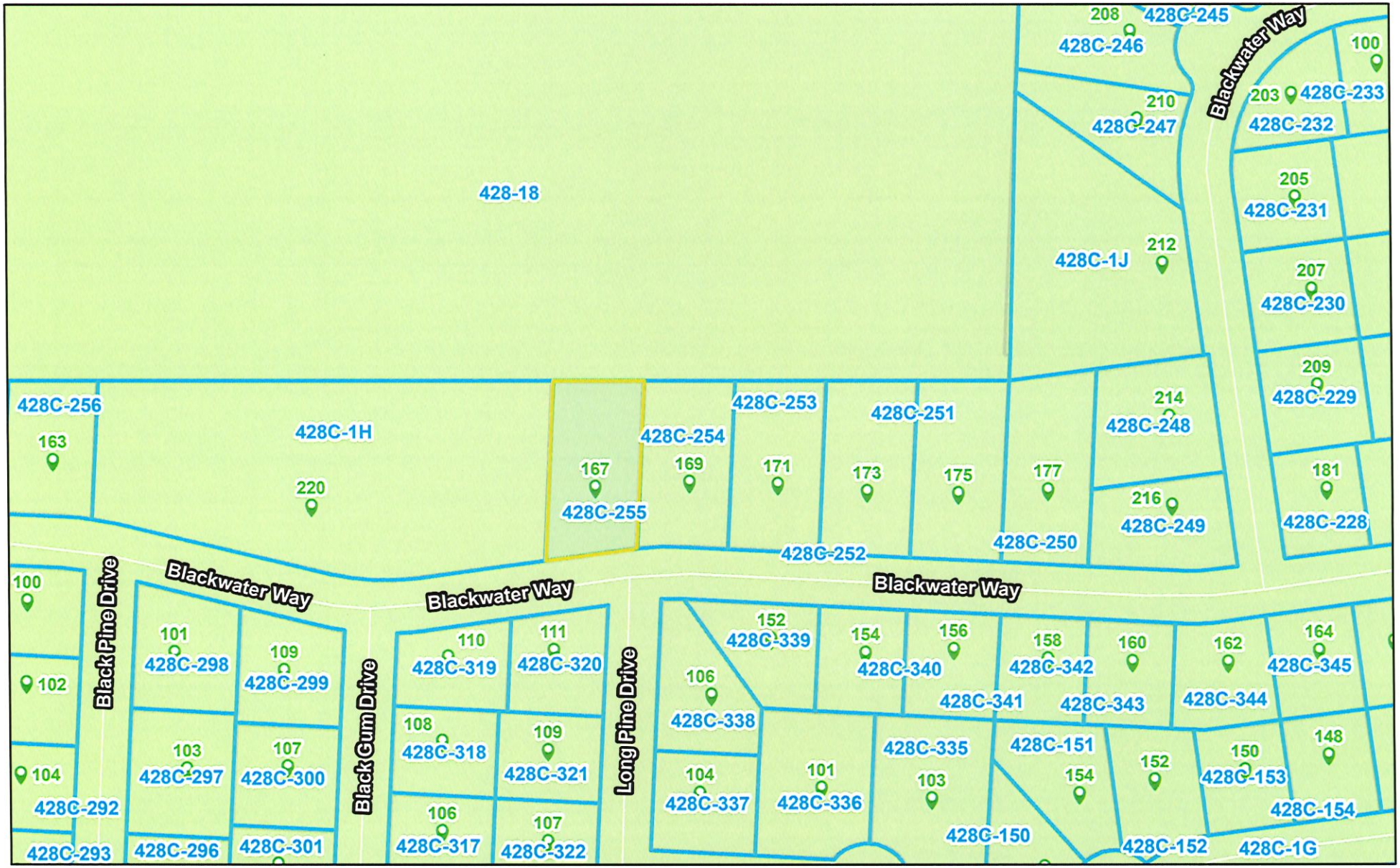
Road Centerlines_2K
Collector
Freeway
Highway
Local
Major Arterial
Minor Arterial
Railroad_2K

Image
Red: Red
Green: Green
Blue: Blue

Citations

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

428C-255



10/21/2026

1:2,248

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1

Addresses
Roads
Parcels

FLUM Areas
Agricultural-Residential
County Boundary

Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3
County

CountyBoundary_2K

Road Centerlines_2K
Collector
Freeway
Highway

Local
Major Arterial
Minor Arterial
Railroad_2K

Image
Red: Red
Green: Green
Blue: Blue
Citations

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

428C-255



10/21/2026

1:2,248

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

- Addresses
- Roads
- Parcels
- Wetlands
- Freshwater Forested/Shrub Wetland
- County Boundary
- Efn_fin_cache
  - Red: Band_1
  - Green: Band_2
  - Blue: Band_3
- County
- CountyBoundary_2K
- Road Centerlines_2K
  - Collector
  - Freeway
- Highway
- Local
- Major Arterial
- Minor Arterial
- Railroad_2K
- Image
  - Red: Red
  - Green: Green
  - Blue: Blue
- Citations

428C-255



10/21/2026

1:2,248

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1

Addresses
Roads
Parcels
A Flood Zone
X, AREA OF MINIMAL FLOOD HAZARD
County Boundary

Efn_fin_cache
Red: Band_1
Green: Band_2
Blue: Band_3
County
CountyBoundary_2K

Road Centerlines_2K
Collector
Freeway
Highway
Local
Major Arterial
Minor Arterial

Railroad_2K

Image
Red: Red
Green: Green
Blue: Blue

Citations

ECBOC, Effingham County BOC, Esri., Inc., City of Naperville, Illinois, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

Effingham County Georgia
Planning and Zoning Services

Staff Report

Subject:	Conditional Use
Author:	Tianchi Xu, Planner I
Department:	Development Services
Application:	CU-26-36
Meeting Date:	November 17
Existing Zoning:	R-1 (Single-Family Residential)
Map & Parcel(s):	428C-255
Total Acreage Affected:	0.48±
Location:	167 Blackwater Way, Springfield, GA 31329
Commissioner District:	District 4
Proposed Use:	Residential Businesses
Applicant/Owner:	Tiffany Rowell

Existing Land Use and Zoning

The subject property is located at 167 Blackwater Way, Springfield, GA 31329, contains approximately 0.48 acres, and is developed with a single-family residence. The property fronts Blackwater Way.

The subject property is zoned R-1 (Single-Family Residential). The adjoining parcel to the north is zoned AR-1 (Agricultural–Residential). Properties to the east and west, as well as properties across Blackwater Way to the south, are zoned R-1.





Planning and Zoning Services
804 South Laurel St., Springfield, Georgia 31329
(912) 754-2128
effinghamcounty.org

The Proposed Request

The applicant requests conditional use approval to operate a residential business at 167 Blackwater Way in the R-1 zoning district. The proposed cottage food business would specialize in cake pops and chocolate-dipped treats. The applicant would prepare and package all products inside the residence, accept advance and custom orders, and offer delivery and on-site pickup for preorders. The applicant also proposes a self-service stand on the property for the sale of finished, prepackaged products. No food preparation or processing would occur at the stand.

Proposed Operating Hours

The proposed hours of operation are 8:00 a.m. to 6:00 p.m. daily. The applicant would set out the self-service stand each morning and store it in the existing rear-yard shed at the end of each business day.

Expected Visitors and Site Access

The applicant anticipates approximately 10 customer visits per week for purchases at the self-service stand and pickup of preordered products. Customers would access the property from Blackwater Way and park on-site in the existing double driveway, which the applicant's site plan identifies as accommodating up to four vehicles. The applicant proposes no additional parking improvements.



Comprehensive Plan:

The Future Land Use Map (FLUM) designates the subject property as Agricultural–Residential. The Effingham County 2020–2040 Joint Comprehensive Plan identifies residential development as a primary use in this designation and emphasizes compatibility with surrounding development patterns and neighborhood character (p. 37).

The proposed cottage food business would operate in conjunction with the existing single-family residence, with food preparation and packaging conducted inside the home. The applicant anticipates approximately 10 customer visits per week for purchases at the self-service stand and pickup of preordered products. The site plan identifies the existing driveway as accommodating up to four vehicles. Given the proposed scale of operations and provision for on-site parking, the residential business is expected to remain compatible with the surrounding residential character and consistent with the Agricultural–Residential designation.

Determination:

Staff has reviewed the application, and the application is complete with the following stipulations:

1. **Hours of Operation:** On-site business operations shall be limited to 8:00 a.m. to 7:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturdays. No on-site business operations shall occur on Sundays or County holidays.

2. **Parking:** All customer and business-related parking shall be accommodated within the existing driveway or other approved on-site parking areas. No parking associated with the business shall be permitted within the public right-of-way or on adjacent properties.

3. **Outdoor Sales:** The business shall be limited to one self-service cake pop stand located within the designated outdoor sales area shown on the approved concept plan, subject to the outdoor activity requirements of Section 3.15A(d.5).

4. **Storage:** The self-service stand shall be removed from its approved outdoor operating location at the end of each authorized business day and stored within the existing shed, as represented in the application.

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

ZONING MAP AMENDMENT ORDINANCE
CONDITIONAL USE RESOLUTION

Rezoning Application: CU-26-36
Applicant: Tiffany Rowell
Parcel ID: 428C-255
Commissioner: District 4
Acreage: 0.48± Acres
Location: 167 Blackwater Way

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF EFFINGHAM COUNTY, GEORGIA

BE IT ORDAINED by the **Board of Commissioners of Effingham County, Georgia (hereinafter referred to as the "Board of Commissioners"),** in regular meeting assembled and pursuant to the authority granted by the laws of the State of Georgia and the Effingham County Zoning Ordinance, that the Official Zoning Map of Effingham County be amended as follows:

Application
An application was submitted by Tiffany Rowell requesting a Conditional Use to allow for a residential business on a parcel zoned R-1 (Single-Family Residential), identified as **Tax Parcel** 428C-255, located in **Commission District 4**.

Public Hearings and Notice
Notice of the required public hearings was published in the **Effingham County Herald**, the official legal organ of Effingham County, in accordance with the **Georgia Zoning Procedures Law (O.C.G.A. §36-66-1 et seq.)**.
A public hearing was conducted **on November 17, 2026,** before the Board of Commissioners, with notice published in the Effingham County Herald on **October 28, 2026**.

Findings of Fact
The Board of Commissioners makes the following findings regarding this zoning map amendment:

1. The applicant is requesting approval of a Conditional Use to allow for a residential business with a ±0.48-acre parcel (Tax Parcel 428C-255), located in Commission District 4.
2. The subject property is zoned R-1 (Single-Family Residential), which allows certain low-intensity non-residential uses through the Conditional Use process.
3. Notice of the required public hearing was provided in accordance with the **Georgia Zoning Procedures Law**.
4. Public hearing was conducted before the **Board of Commissioners**.
5. The Board of Commissioners reviewed the application, staff report, and all information presented during the public hearing.
6. Based upon the evidence presented, the Board of Commissioners finds that the requested zoning map amendment is consistent with the procedures governing zoning decisions within Effingham County.

Zoning Map Amendment
The Board of Commissioners hereby approves a Conditional Use a residential business on the subject property zoned R-1 (Single-Family Residential), identified as **Tax Parcel** 428C-255, located in **Commission District 4.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Effective Date
This ordinance shall become effective immediately upon adoption by the **Board of Commissioners**.

ADOPTED this _____ day of _____, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: _____
DAMON RAHN, CHAIRMAN

Date of First Reading: _____

Date of Second Reading: _____

ATTEST:

_____
STEPHANIE JOHNSON
COUNTY CLERK

Staff Report

Subject: Ordinance – Permitted Use Table
Author: Pamela Melser, Director of Development Services
Department: Development Services
Meeting Date: 11/17/2026
Item Description: Proposed amendment to Part II, Appendix C, Article IV, Section 4.1A Permitted Use Table of the Effingham County Code of Ordinances.

Executive Summary/Background

- The amendment to the ordinance includes the following changes:
    - **Industrial Zoning Updates**
        - Page 5
            - Data Centers
                - I-1 = C
                - HI = C
        - Page 7
            - Natural Gas Power Plants
                - I-1 = C
                - LI = C
                - HI = C
    - **All Non-Industrial Zoning Updates and Formatting Changes**
        - Page 1
            - Single Family (fee simple)
                - R-3 = P
            - Single Family Detached
                - R-3 = P
            - Home Occupation
                - R-6 = P
        - Page 3
            - Correction to the location of the title row Administrative Services
        - Page 2
            - Title Update
                - Parts, Accessories, or Tires is now listed as *Automobile Maintenance,* Parts, Accessories, or Tires
        - Page 5

- Removal of the 25,000sqft note for Flex Space which conflicts with the established B-2 and B-3 square footages
    - B-2
        - Maximum 50,000 sqft
    - B-3
        - Maximum N/A

- Page 8
    - Removal of erroneous C from the title row of Other Government Facilities in the PD column
- General updates
    - Formatting updates made to the column colors to align with zoning symbology

Department Review: Development Services, County Manager, and County Attorney

Funding: N/A

Attachments: 1. Permitted Use Table

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Residence or Accommodation Functions																				
Private Household																				
Single-Family (fee-simple)	P	P	P	P		P	P		P	P				C						2.455 & 2.456
Single Family Detached	P	P	P	P		P	P		P	P				C						2.456 & 2.457
Single Family Attached						P	P	P	C	P				C						2.455
One Additional Single-Family Detached Dwelling	P	P	P											C						2.5
Disaster Emergency Housing	P	P	P	C			P	P	P	P				C						2.144
Tiny Home (Subdivision)								C						C						2.499
Tiny Home (Single Family)	C	C	C					C						C						2.498
Multi-Family (in-common)							P	P	C					C						2.345
Apartments							P	P	C					C						2.26
Condominiums							P	P	C					C						2.119
Duplexes						P	P	P	C					C						2.152
Townhomes (Attached)						P	P	P	C					C						2.502
Detached Units							P	P	C					C						2.142
Home Occupation	P	P	P	P	P	P	P	P	P	P				C						2.250
Residential Businesses	C	C	C	C	C									C						2.426
Rural Businesses	C	C	C											C						2.437
Agritourism	C													C						2.11
Non-Conforming Uses		P	P											C						2.352
Manufactured Housing																				
Mobile Homes	P	P	P					P						C						2.335
Manufactured Homes	P	P	P		P			P						C						2.311
Mobile Home Parks								P						C						2.336
Mobile Home Subdivisions								P						C						2.337
Group Living																				
Domestic Violence Shelter	C	C	C											C						2.147
Fraternity/Sorority	C	C	C											C						2.208
Religious Housing	C	C	C	C			C	C	C					C						2.422
Transitional Housing	C	C	C	C			C	C						C						2.511
Youth Home	C	C	C	C			C	C						C						2.545
Housing Services																				
Retirement Housing Services	C	C									C	P	P	C						
Congregate Living Services	C	C									C	P	P	C						2.12
Assisted-Living Services	C	C									C	P	P	C						2.34
Life Care or Continuing Care Services	C	C	C								C	P	P	C						2.289
Skilled-Nursing Services											C	P	P	C						2.46
Hotels, Motels, or Other Accommodation Services																				
Bed and Breakfast Inn	C	C	C								C	P	P	C						2.43
Rooming and Boarding (more than 4 unrelated people)	C	C	C								P			C						2.435
Hotel, Motel,												P	P	C						2.254 & 2.338

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
General Sales or Services																				
Retail Sales or Service																				
Automobile Sales and Services																				
Car Dealer												P	P	C	P	P	P			2.78
Car Brokerage											P	P	P	C	P	P	P			
Bus, Truck, RV/Camper, or Large Vehicles												C	P	C	P	P	P			2.67
Motorcycle, ATV, etc.												P	P	C	P	P	P			2.342
Boat or Marine Craft Dealer												P	P	C	P	P	P			2.316
Automobile Paint & Body	C	C										P	P	C	P	P	P			2.37
Automobile Maintenance, Parts, Accessories, or Tires												P	P	C						2.374
Fuel Service Station (less than 6 pumps)											P	P	P	C						2.215(a)
Fuel Service Station (Less than 10 Pumps)												P	P	C						2.215(b)
Fuel Service Station (10 or More Pumps)												C	P	C						2.215©
Truck Stop												C	P	C						2.516
Overnight Truck Stop													P	C	P	P	P			2.368
Diesel Truck Service Station (Repair Shop, etc.)												P	P	C						2.145
Car Wash												P	P	C	P	P	P			2.8
Wrecked Vehicle Import/Export														C	C		C			2.540
Junkyard														C	C		C			2.273
Heavy Consumer Goods Sales or Service																				
Furniture or Home Furnishings												P	P	C						2.219
Hardware, Home Centers, etc.											C	P	P	C						2.234
Lawn & Garden Supplies											C	P	P	C						2.281
Department Store, Warehouse Club, or Superstore												P	P	C						2.140
Electronics and Appliances												P	P	C						2.162
Mobile Home Supply													P	C	P	P	P			
Mulching														C	P	C	P			
Heavy Lumber Yard													C	C	P	C	P			2.239
Lumber Yard and Building Materials												C	P	C	P	P	P			2.308
Heating and Plumbing Equipment												C	P	C	P	P	P			2.237
Durable Consumer Goods Sales and Services																				
Computer and Software											P	P	P	C						2.110
Camera and Photographic Supplies											P	P	P	C						2.75
Clothing, Jewelry, Luggage, Shoes, etc.	C	C									P	P	P	C						2.100
Sporting Goods, Toy and Hobby, and Musical Instruments	C	C									P	P	P	C						2.472
Books, Magazines, Music, Stationery											P	P	P	C						2.53
Consumer Goods, Other																				
Florist	C	C	C								P	P	P	C						2.202
Art Dealers, Supplies, Sales and Services											C	P	P	C						2.32
Tobacco or Tobacconist Establishment											C	P	P	C						2.500
CBD Stores											P	P	P	C						2.88

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Mail Order or Direct Selling Establishment	C	C									C	P	P	C	P	P	P			2.310
Antique Shops, Flea Markets, etc.	C	C	C								P	P	P	C						2.25
Grocery, Food, Beverage, Dairy, etc.																				
Grocery Store, Supermarket, or Bakery	C										P	P	P	C						2.231
Convenience Store											P	P	P	C						2.123
Specialty Food Store											P	P	P	C						2.468
Fruit and Vegetable Store	C	C	C								P	P	P	C						2.214
Beer and Wine													P	C						2.45
Health and Personal Care																				
Pharmacy or Drug Store											P	P	P	C						2.381
Cosmetic and Beauty Supplies	C	C	C								P	P	P	C						2.126
Optical											P	P	P	C						2.364
Finance and Insurance																				
Bank, Credit Union or Savings Institution	C	C									C	P	P	C						2.39, 2.130, 2.438
Credit, Finance, and Fund Establishments											C	P	P	C						2.187
Investment Banking, Securities and Brokerages											C	P	P	C						2.262
Insurance-Related Establishment	C	C	C								C	P	P	C						2.261
Real Estate, and Rental and Leasing																				
Real Estate Services																				
Real Estate Office											P	P	P	C						2.417
Property Management Services	C		C											C						2.402 & 2.403
Commercial Property-Related											P	P	P	C						2.402
Rental Housing-Related				P										C						2.424
Rental and Leasing - Non-Residential																				
Cars	C	C									P	P	P	C						2.77
Leasing Trucks, Trailers, RVs, etc.													P	C	P	P	P			2.284
Recreational Goods Rentals												C	P	C						2.418
Leasing Commercial, Industrial Machinery, and Equipment													C	C	P	P	P			2.283
Consumer Goods Rental												P	P	C						2.122
Intellectual Property Rental (Video, Music, Software, etc.)												P	P	C						2.264
Business, Professional, Scientific and Technical Services																				
Professional Services																				
Legal Services	C	C	C								P	P	P	C						2.285
Accounting, Tax, Bookkeeping, Payroll Services	C	C	C								P	P	P	C						2.6
Architectural, Engineering, and Related Services	C	C	C								P	P	P	C						2.3
Graphic, Industrial, Interior Design Services	C	C	C								P	P	P	C						2.228
Consulting Services (Management, Environmental, etc.)	C	C	C								P	P	P	C						2.121
Research and Development Services (Scientific)	C	C	C								P	P	P	C	P	P	P			2.428
Advertising, Media, and Photography Services	C	C	C								P	P	P	C						2.9
Veterinary Services	C	C	C									C	P	C	P	P	P			2.527
Administrative Services																				

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Office and Administrative Services	C	C	C								P	P	P	C	P	P	P			2.358
Facilities Support Services												P	P	C						2.176
Employment Agency												P	P	C						2.168
Business Support and Reservation Services												P	P	C						2.7
Collection Agency												P	P	C						2.105
Travel Arrangement and Reservation Services	C	C	C									P	P	C						2.513
Investigation and Security Services	C	C	C									P	P	C						2.263
Services to Buildings and Dwellings																				
Extermination and Pest Control	C	C									P	P	P	C	P	P	P			2.175
Janitorial	C	C	C								P	P	P	C	P	P	P			2.268
Landscaping	C	C									P	P	P	C	P	P	P			2.276
Carpet and Upholstery Cleaning											P	P	P	C	P	P	P			2.82
Packing, Crating, and Convention and Trade Show Services											P	P	P	C	P	P	P			2.369
Food Services																				
Full-Service Restaurant											P	P	P	C						2.216
Cafeteria or Limited Service Restaurant											P	P	P	C						2.73
Snack or Nonalcoholic Bar											P	P	P	C						2.465
Fast Food Facilities												P	P	C						2.181
Bar or Drinking Place											C	P	P	C						2.4
Mobile Food Services	C	C									P	P	P	C	P	P	P			2.334
Caterer	C	C									P	P	P	C						2.86
Food Service Contractor												P	P	C	P	P	P			2.205
Vending Machine Operator													P	C	P	P	P			2.524
Personal Services																				
Nail Salon	C	C	C								P	P	P	C		P				2.347
Hair Salon	C	C	C								P	P	P	C		P				2.233
Spa	C	C	C								P	P	P	C		P				
Dry Cleaning											C	P	P	C		P				2.151
Laundry Mat											C	P	P	C		P				2.28
Pet and Animal Sales or Service (Except Veterinary)																				
Pet or Pet Supply Store											P	P	P	C		P	P			2.379
Animal and Pet Services (Breeding, Groomers, etc.)	C	C									C	P	P	C						2.23
Manufacturing and Wholesale Trade																				
Food, Textiles, and Related Products																				
Food and Beverages														C	P	C	P			2.204
Tobacco Manufacturing Establishment														C	P	C	P			2.501
Textiles														C	P	C	P			2.494
Leather and Allied Products														C	P	C	P			2.282
Wood, Paper, Printing Products																				
Wood Products and Establishment	C													C	P	C	P			2.539
Paper and Printing Materials														C	P	C	P			2.371

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Furniture and Related Products	C													C	P	P	P			2.22
Chemicals, and Metals, Machinery, and Electronics Manufacturing																				
Petroleum and Coal Products														C			C			2.38
Chemicals, Plastics, and Rubber Products														C			C			2.94
Nonmetallic Mineral Products														C	P	C	P			2.355
Primary Metal Manufacturing														C			P			2.397
Machinery Manufacturing														C			P			2.309
Electrical Equipment, Appliance, and Components Manufacturing														C			P			2.163
Transportation Equipment, Automobiles, etc.														C			P			2.512
Asphalt Plant														C			P			2.35
Permanent Concrete Plant														C			P			2.116
Temporary Concrete Plant (on-site construction only)														C	P	C	P			2.117
Miscellaneous Manufacturing																				
Jewelry and Silverware											C	C	C	C	P	P	P			2.269
Dolls, Toys, Games, and Musical Instruments											C	C	C	C	P	P	P			2.505
Office Supplies, Inks, etc.											C	C	C	C	P	C	P			2.359
Signs (Sign Shops)											C	C	C	C	P	P	P			2.453
Wholesale Trade Establishment																				
Durable Goods													C	C	P	P	P			2.153
Nondurable Goods													C	C	P	P	P			2.353
Warehouse and Storage Services																				
Warehouse Facilities														C	P	P	P			2.530
Cold Storage Facilities														C	P	C	P			2.106
Flex Space ~~(Total Sqft 25,000)~~/Retail Front												C	P	C	C	C	C			2.196
Data Center														C	~~P~~ C	C	~~P~~ C			2.137
Enclosed/Mini Storage/ self-storage											C	C	P	C	P	P	P			2.169
Screened/Outdoor Storage											C	C	P	C	P	P	P			
Shipping Container Storage & Stacking														C	C		C			2.451
Transportation, Communication, Information, and Utilities																				
Transportation Services																				
Air Transportation																				
Air Passenger Transportation													C	C	C	C	C			2.16
Air Freight Transportation													C	C	C	C	C			2.14
Airport and Support Establishment	C													C			C			2.15
Other Air Transportation (Including Scenic, Balloon, etc.)	C												C	C	C	C	C			2.13
Rail Transportation																				
Rail Passenger Transportation														C	C	C	C			2.415
Rail Freight Transportation														C	C	C	C			2.414
Local Transit Systems - Commuter Rail												C	C	C	C	C	C			2.292
Rail Transportation Support Establishment														C	C	C	C			2.416
Road, Ground Passenger, and Transit Transportation																				

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Local Transit Systems - Mixed Mode											P	P	P	C	P	P	P			2.291
Local Transit Systems - Bus, Special Needs, and Other Motor Vehicles	C											C	P	C	P	P	P			2.293
Interurban, Charter Bus, and Other Similar Establishments												P	P	C	P	P	P			2.266
School and Employee Bus Transportation	C											P	P	C	P	P	P			2.439
Special Purpose Transit Transportation (Including Scenic, Sightseeing, etc.)												P	P	C	P	P	P			2.467
Taxi and Limousine Service	C											P	P	C	P	P	P			2.487
Towing and Other Road and Ground Services												P	P	C	P	P	P			2.504
Truck and Freight Transportation Services																				
General Truck Parking														C	P	P	P			2.226
General Freight Trucking, Local														C	P	P	P			2.515(a)
General Freight Trucking, Long Distance														C	P	P	P			2.515(b)
Freight Trucking, Specialized (Used Household and Office Goods)														C	P	P	P			2.515(d)
Freight Trucking, Specialized (Except Used Goods)														C	P	P	P			2.515(c)
Heavy Equipment Parking/Storage														C	C	C	C			2.238
Marine and Water Transportation																				
Marine Passenger Transportation											C	C	C	C						2.319
Marine Freight Transportation											C	C	C	C						2.318
Marine Port and Harbor Operations											C	C	C	C	P	P	P			2.32
Marine Cargo Handling and Dry Dock Services											C	C	C	C	P	P	P			2.317
Marine Navigational and Other Services											C	C	C	C	P	P	P			2.321
Courier and Messenger Services													C	C	P	P	P			2.128
Pipeline Transmission														C	P	P	P			2.383
Communications and Information																				
Publishing																				
Newspaper, Books, Periodicals, etc.	C											P	P	C	P	P	P			2.349
Software Publisher	C											P	P	C	P	P	P			2.474
Motion Pictures and Sound Recording																				
Motion Picture and Video Production, Publishing and Distribution	C	C												C	P	P	P			2.339
Motion Picture Viewing and Exhibition Services														C	P	P	P			2.340
Sound Recording, Production, Publishing, and Distribution														C	P	P	P			2.475
Telecommunications and Broadcasting																				
Radio and Television Broadcasting												P	P	C	P	P	P			2.413
Cable Networks and Distribution												P	P	C	P	P	P			2.72
Wireless Telecommunications	C	C	C								C	C	C	C	P	P	P			2.538
Telephone and Other Wired Telecommunications											P	P	P	C	P	P	P			2.491
Information Services and Data Processing Industries																				
Online Information Services	C	C										P	P	C						2.362
Libraries and Archives	C	C									P	P	P	C	P	P	P			2.288
News Syndicate												P	P	C	P	P	P			2.35
Utilities and Utility Services																				
Electric Power																				

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Hydroelectric	C	C	C											C						2.256
Nuclear														C	C	C	C			2.356
Alternative Energy Sources														C	C		C			2.20
Natural Gas, Petroleum, Fuels, etc.																				
Natural Gas Power Plants														C	~~P~~ C	~~P~~ C	~~P~~ C			
Water, Steam, Air Conditioning Supply																				
Drinking Water	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	C			2.149
Irrigation and Industrial Water Supply												P	P	C	P	P	P			2.267
Air Conditioning												C	P	C	P	P	P			2.12
Steam Supply												C	P	C	P	P	P			2.476
Sewer, Solid Waste, and Related Services																				
Hazardous Waste Collection														C	C		C			2.235
Hazardous Waste Treatment and Disposal														C	C		C			2.236
Solid Waste Collection														C	C		C			2.461
Solid Waste Combustor or Incinerator														C	C	C	C			2.462
Solid Waste Landfill														C	C	C	C			2.463
Waste Treatment and Disposal														C	C	C	C			2.534
Septic Tank and Related Services	C	C	C								C	C	C	C	P	P	P			2.447
Arts, Entertainment, and Recreation																				
Performing Arts or Supporting Establishment																				
Theater, Dance, or Music Establishment	C	C	C								C	P	P	C	P	P	C			2.496
Sports Team or Club	C	C	C									P	P	C	P	P	C			2.471
Racetrack Establishment	C													C	C	C	C			2.412
Adult Entertainment Club														C	C	C	C			2.8
Museums and Other Special Purpose Recreational Institutions																				
Museums and Other Special Purpose Recreational Institutions	C	C									P	P	P	C						2.346
Historical or Archeological Institution											P	P	P	C						2.245
Zoo	C										C	C	C	C						2.551
Botanical Gardens, Arboreta, etc.	C	C										P	P	C	P	P	P			2.54
Amusement, Sports, or Recreation Establishment																				
Amusement or Theme Park Establishment	C											C	C	C	C	C	C			2.495
Games Arcade Establishment											C	P	P	C						2.221
Casino or Gambling Establishment														C	C	C	C			2.85
Miniature Golf Establishment											P	P	P	C						2.331
Fitness Recreational Sports, Gym, or Athletic Club	C	C	C								C	P	P	C	P	P	P			2.194
Bowling, Billiards, Pool, etc.												P	P	C	P	P	P			2.52
Skating Rinks, Roller Skates, etc.												P	P	C						2.459
Outdoor Firing Range	C										C	C	C	C						2.365
Indoor Firing Range	C										C	C	C	C						2.257
Event Venue	C	C	C								P	P	P	C						
Camps, Camping, and Related Establishment																				

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
RV Park	C							P						C						2.420
Campground (Tents and Campers less than 18ft)	C	C	C					P						C						2.76
Natural and Other Recreational Parks																				
Parks, Open Space & Trails	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	2.372
Education, Public Admin., Health Care, and Other Inst.																				
Educational Services																				
Nursery and Preschool	C	C	C	C				C			P	P	P	C	P	P	C			2.357
Grade Schools																				
Elementary	C										C	C	C	C						2.165
Middle	C										C	C	C	C						2.328
Senior/High	C										C	C	C	C		C				2.242
Continuance	C										C	C	C	C		C				2.124
Alternate Education Services	C										C	C	C	C		C				2.19
Adult Education Services	C										C	C	C	C		C				2.7
Education Support Facilities	P	P	P								P	P	P	C						
Colleges and Universities																				
Technical, Trade, and Other Specialty Schools																				
Beauty Schools	C										C	C	C	C						2.42
Business Management	C										C	C	C	C						2.69
Computer Training	C										C	C	C	C						2.107
Driving Education	C										C	C	C	C		C				2.150
Fine and Performing Arts Education	C										C	C	C	C		C				2.188
Flight Training	C										C	C	C	C		C				2.197
Sports and Recreation Education	C										C	C	C	C		C				2.47
Public Administration																				
Legislative and Executive Functions											P	P	P	C						2.286
Judicial Functions																				
Courts											P	P	P	C						2.127
Correctional Institutions											P	P	P	C						2.125
Other Government Functions														~~C~~						
Military and National Security	C										P	P	P	C	P	P	P			2.329
Postal Services	C										P	P	P	C	P	P	P			2.405
Space Research and Technology														C	P	P	P			2.466
Public Safety (Govt Owned)																				
Fire and Rescue	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P			2.189
Police	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P			2.404
Emergency Management Agency	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P			2.166
Emergency Medical Services	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P			2.167
E-911	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P			2.159
Health and Human Services																				
Clinics	C	C									P	P	P	C	P	P	P			2.99

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Family Planning and Outpatient Care Centers	C	C									P	P	P	C						2.177
Medical and Diagnostic Laboratories	C	C									P	P	P	C						2.325
Blood and Organ Banks											P	P	P	C	P	P	P			2.48
Nursing Supervision and Other Rehabilitative Services											P	P	P	C	P	P	P			2.460
Hospital	C	C									P	P	P	P	P	P	P			2.253
Social Assistance, Welfare and Charitable Services																				
Child and Youth Services	C	C									P	P	P	C						2.95
Child Day Care	C	C									P	P	P	C	P	P	P			2.136
Community Food Services											P	P	P	C	P	P	P			2.112
Other Family Services	C	C									P	P	P	C						2.179
Services for Elderly and Disabled														C						
Veterans Affairs											P	P	P	C						2.528
Vocational Rehabilitation	C	C									P	P	P	C						2.529
Religious Institutions																				
Places of Worship	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P			2.384
Final Care Services																				
Funeral Homes and Services	C	C									P	P	P	C	P	P	P			2.217
Cremation Services													P	C	P	P	P			2.129
Cemeteries	C	C	C	C	C	C	C	C	C											
Associations, Nonprofit, Organizations, etc.																				
Labor and Political Organizations											P	P	P	C						2.275
Business Associations and Professional Membership Organizations											P	P	P	C						2.68
Civic, Social, and Fraternal Organizations	C	C									P	P	P	C						2.97
Construction-Related Businesses																				
Building, Developing, and General Contracting																				
Residential Construction											P	P	P	C						2.427
Land Development and Subdivision											P	P	P	C						2.277
Machinery Related																				
Building Equipment and Machinery Installation Contractors												P	P	C	P	P	P			2.66
Excavation Contractor	C											P	P	C	P	P	P			2.174
Wrecking and Demolition Establishment														C	P	P	P			2.541
Structural Steel Erection Contractor													P	C	P	P	P			2.482
Special Trade Contractor																				
Carpentry, Floor, and Tile Contractor	C	C	C								C	P	P	C	P	P	P			2.83
Concrete Contractor	C	C	C								C	P	P	C	P	P	P			2.114
Electrical Contractor	C	C	C								C	P	P	C	P	P	P			2.164
Glass and Glazing Contractor	C	C	C								C	P	P	C	P	P	P			2.227
Masonry and Drywall Contractors	C	C	C								C	P	P	C	P	P	P			2.322
Painting and Wall Covering	C	C	C								C	P	P	C	P	P	P			2.370
Plumbing, Heating, and Air-Conditioning	C	C	C								C	P	P	C	P	P	P			2.394
Roofing, Siding, and Sheet Metal Contractors	C	C	C								C	P	P	C	P	P	P			2.434

	Residential										Commercial			Planned Development	Industrial			Special		Reference Section Part II - Appendix C - Article II - *Definitions*
	AR-1	AR-3	AR-2	R-1	R-1-A	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	PD	I-1	LI	HI	FH	CP	
Heavy Construction Contractor																				
Highway and Street Construction													P	C	P	P	P			2.244
Bridge and Tunnel Construction													P	C	P	P	P			2.56
Water, Sewer, and Pipeline Construction													P	C	P	P	P			2.532
Powerlines, Communications and Transmission Lines														C	P	P	P			2.388
Industrial and Other Nonbuilding Construction														C	P	P	P			2.258
Mining and Extraction Establishments																				
State Approved Mining	C													P	C	C	C			2.33
Agriculture, Forestry, Fishing, and Hunting																				
Crop Production	P	P	P								P	P	P	C						2.132
Vegetable Farming or Growing Services	P	P	P								P	P	P	C						2.523
Fruits and Trees	P	P	P								P	P	P	C						2.213
Greenhouse, Nursery, and Floriculture	P	P	P								P	P	P	C	P	P	P			2.229
Food Crops Grown Under Cover	P	P	P								P	P	P	C	P	P	P			2.229
Nursery and Tree Production	P	P	P								P	P	P	C						2.229
Floriculture Production	P	P	P								P	P	P	C						2.203
Support Functions for Agriculture																				
Farm and Farm Labor Management Services	C										P	P	P	C						2.180
Spraying, Dusting, and Other Related Services	C	C	C											C	P	P	P			2.473
Crop Harvesting and Post Harvest Crop Activities (including Drying, Siloing,	C	C	C									P	P	C	P	P	P			2.131
Animal Production Including Slaughter																				
Cattle Ranch Crops																				
Beef Cattle Ranch Establishments	P	C	C											C						2.44
Cattle Feedlot Establishments	P	C	C											C						2.87
Dairy Cattle and Milk Production	P	C	C											C						2.135
Hog and Pig Farm	C	C												C						2.247
Poultry and Egg Production and Hatcheries	P	P	P											C						2.406
Sheep and Goat Farming Establishments	P	P	C											C						2.450
Fish Hatcheries, Fisheries, and Aquaculture	P	P												C						2.191
All Other Animal Production	C	C												C						2.24
Apiculture (Bees, Wax, and Related Operations)	P	P	P	C										C						2.27
Horse and Equine Production	P	C	C											C						2.248
Fur-Bearing Animal Production	P	C												C						2.218
Support Functions for Animal Production	C	C												C						2.487
Forestry and Logging																				
Logging Contractors & Timber Contractors	C													C						2.295
Forest Nurseries	P	P												C						2.206
Support Functions for Forestry	P	P												C						2.488
Fishing, Hunting, and Trapping, Game Preserves																				
Fishing	P	P									P	P	P	C	P	P	P			2.192
Hunting and Trapping, Game Retreats, Game and Fishing Preserves	P	P												C						2.255

Staff Report

Subject: Resolution to enact a Moratorium
Author: Pamela Melser, Director of Development Services
Department: Development Services
Meeting Date: 11/17/2026

Item Description: Consideration of a resolution enacting a moratorium on future land use amendments, rezoning or special and conditional use permit applications, and all public hearings for data center development.

Executive Summary/Background:

The Effingham County Board of Commissioners has directed Development Services to evaluate potential revisions to the County's Code of Ordinances concerning data center development. This review is intended to ensure that future data center development is consistent with the County's long-term planning objectives.

To allow adequate time for this evaluation and the preparation of any necessary ordinance amendments, the proposed resolution establishes a moratorium on specified land use and development applications related to data centers.

Alternatives

1. Approve the resolution
2. Deny the resolution

Department Review: Development Services, County Attorney, County Manager,
Funding: n/a

Attachments:

1. Resolution

STATE OF GEORGIA)
EFFINGHAM COUNTY)

RESOLUTION NO. ____
RESOLUTION ENACTING A MORATORIUM ON FUTURE LAND USE AMENDMENTS, REZONING OR SPECIAL AND CONDITIONAL USE PERMIT APPLICATIONS, VARIANCE APPLICATIONS, AND ALL PUBLIC HEARINGS FOR DATA CENTER DEVELOPMENT

WHEREAS, data center development has expanded across the country; and

WHEREAS, the Board of Commissioners of Effingham County, Georgia (hereinafter referred to as "Board") is vested with substantial powers, rights and functions to generally regulate the practice, conduct, or use of property for the purposes of maintaining health, morals, safety, security, peace, and the general welfare of the unincorporated areas of the County; and

WHEREAS, Georgia law recognizes that local governments may impose moratoria on zoning decisions, building permits, and other development approvals where exigent circumstances warrant the same, pursuant to the case law found at Taylor v. Shetzen, 212 Ga. 101, 90 S.E.2d 572 (1955); Lawson v. Macon, 214 Ga. 278, 104 S.E.2d 425 (1958); and City of Roswell et al v. Outdoor Systems, Inc., 274 Ga. 130, 549 S.E.2d 90 (2001); and

WHEREAS, the Courts take judicial notice of a local government's inherent ability to impose moratoria on an emergency basis; and

WHEREAS, the Georgia Supreme Court, in the case of DeKalb County v. Townsend, 243 Ga. 80 (1979), held that, "To justify a moratorium, it must appear first, that the interests of the public generally, as distinguished from those of a particular class, require such interference; and second, that the means are reasonably necessary for the accomplishment of the purpose, and not unduly oppressive upon individuals." The Board has found that the interests of the public necessitate the enactment of a moratorium for health, safety, morals and general welfare purposes by means which are reasonable and not unduly oppressive; and

WHEREAS, the Board, therefore, considers it paramount that land use regulation continues in the most orderly and predictable fashion with the least amount of disturbance to landowners and to the citizens of the County. The Board has always had a strong interest in growth management so as to promote the traditional police power goals of health, safety, morals, aesthetics and the general welfare of the community; and in particular the lessening of congestion on County roads, security of the public from crime and other dangers, promotion of health and general welfare of its citizens, protection of the aesthetic qualities of the County including access to air and light, and facilitation of the adequate provision of transportation and other public requirements; and

WHEREAS, the Board is, and has been interested in developing a cohesive and coherent policy regarding residential, commercial, and industrial growth and zoning in the County, and have intended to promote community development through stability, predictability and balanced growth which will further the prosperity of the County as a whole; and

WHEREAS, the Board has directed Development Services to evaluate possible revisions to the Effingham County Code of Ordinances and development regulations with respect to the regulation of data centers so as to address current development trends and impacts; and

WHEREAS, the Board has determined that it is in the best interests of the health, safety, and welfare of the County to enact a moratorium on data centers in order to give County staff time to study and develop an ordinance revisions governing the zoning, permitting, and development of data centers; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA, in regular meeting assembled and pursuant to lawful authority thereof, as follows:

1. In order to adequately study said issues and any zoning ordinance amendments determined to be required, the Board finds as follows: the zoning ordinance and comprehensive land use plan require review as they relate to data centers; said review of the ordinance and plan requires that a cessation of limited duration of rezoning be implemented with regard to data center developments; and it is necessary and in the public's interest to delay, for a reasonable and finite period of time, the acceptance or processing of any applications for such developments to ensure that the design, development, and location are consistent with the long-term planning objectives of the County.

2. There is hereby imposed a moratorium on the acceptance by County staff of land use amendments, rezoning or the acceptance of applications for rezonings, special and conditional use permit applications, and variance applications for the development of data centers.

3. The duration of this moratorium shall be until the County adopts amendments to its zoning ordinance, abandons this effort by vote of the Board, or until the close of business on May 3, 2027.

4. This moratorium shall not apply or prevent the review, processing, and approval or denial of any applications, permits, or development plans of any kind for data center rezonings, special and conditional use permit applications, variance applications, plan review, permitting, or all public hearings for the development of data centers occurring before the effective date of this Resolution.

5. This moratorium shall have no effect on the real property described in the Limited Warranty Deed from Effingham County Industrial Development Authority to OCTANS GA, LLC, dated July 24, 2026, and recorded in Deed Book 3059, Pages 291-296, in the records of the Clerk of

the Superior Court of Effingham County, which is incorporated herein, and further known as Project Camellia data center site because this project associated with these properties has been approved for zoning and development and is, therefore, a lawfully-vested use.

6. Any person or entity believing they have a lawful nonconforming use or a vested right to proceed with use or development of property that would otherwise be in violation of this moratorium may present such claims for quasi-judicial review under the procedures established in Article 11 of the Zoning Ordinance of Effingham County, Georgia.

7. It is hereby declared to be the intention of the Board that all sections, paragraphs, sentences, clauses and phrases of this Resolution are and were, upon their enactment, believed by the Board to be fully valid, enforceable and constitutional. It is hereby declared to be the intention of the Board that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase therein. It is hereby further declared to be the intention of the Board, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution. In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Board that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

8. All Resolutions or parts of Resolutions in conflict with this Resolution are, to the extent of such conflict, hereby repealed.

9. The preamble of this Resolution shall be considered to be and is hereby incorporated by reference as if fully set out herein.

10. The proper officers and agents of the County are hereby authorized to take any and all further actions as may be required in connection with this Resolution.

11. The Resolution shall take effect immediately upon its adoption.

[SIGNATURES ON FOLLOWING PAGE]

SO ADOPTED THIS ____ DAY OF NOVEMBER, 2026.

BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA

_____
DAMON RAHN, CHAIRMAN

ATTEST:

_____
STEPHANIE JOHNSON, CLERK

[COUNTY SEAL]