

**RESOLUTION 25-202**

**A RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS  
FOR FISCAL YEAR 2025-2026**

**WHEREAS**, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of service by maintaining a quality workplace for our employees; and

**WHEREAS**, the City's water distribution system requires accurate, timely, and well-maintained GIS mapping and data management to ensure operational efficiency and customer service excellence; and

**WHEREAS**, the duties associated with GIS mapping, data entry for meter changes, troubleshooting water meters, and cross-connection data entry have grown in scope and complexity; and

**WHEREAS**, industry best practices recommend dedicated personnel to manage water meter data systems, GIS mapping, and field data collection while also providing operational support; and

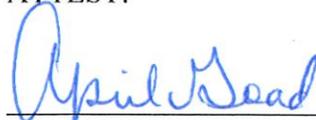
**WHEREAS**, the reclassification of an existing Water Distribution Maintenance Worker 3 position (pay grade "F") to the Water Distribution Technician – GIS & Data Systems (pay grade "E") will enhance operational efficiency, improve customer service, and support accurate infrastructure management;

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen, approve the reclassification of an existing Water Distribution Maintenance Worker 3 position to a Water Distribution Technician – GIS & Data Systems.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 18th day of August, 2025**

  
Matt Fitterer, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



**REQUEST:**            *Approval of Resolution 25-202*  
**SUBMITTED BY:**   Jeremy Vanderford, AGM-Water  
**DATE:**                August 18, 2025  
**RE:**                    Water Distribution Technician – GIS & Data Systems  
                              Reclassification

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**BACKGROUND:**

The Water Distribution Division currently maintains water meter data, GIS mapping, cross-connection records, and field troubleshooting responsibilities. These functions are essential for accurate billing, regulatory compliance, efficient maintenance, and customer service.

Historically, these duties have been distributed among existing technicians; however, the growing use of advanced metering infrastructure (AMI), cellular water meters, and GIS systems has created a need for a dedicated position specializing in both GIS and data systems.

**PROPOSAL:**

To reclassify one Water Distribution Maintenance Worker 3 (pay grade "F") position to Water Distribution Technician – GIS & Data Systems (pay grade "E").

**DISCUSSION:**

This reclassification is expected to improve service reliability and customer satisfaction without increasing overall staffing levels. The Water Distribution Technician – GIS & Data Systems will:

- Manage all water meter data, including cellular meter records.
- Perform data entry for all meter change-outs.
- Maintain and update GIS maps with field-collected data.
- Support cross-connection testing and data entry.
- Troubleshoot meter reading and connectivity issues.
- Assist the distribution system during emergencies or staffing shortages.
- Conduct new construction walk-throughs, documenting issues and sending reports to the appropriate personnel.
- Assist in creating and maintaining a leak notification program for continuous usage detected on the homeowner side of the meter.



This change will align the department with industry standards, improve operational efficiency, and ensure accurate system data. The position will also serve as a bridge between field operations and data management, enabling faster issue resolution and more accurate reporting.