

RESOLUTION 25-253

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

WHEREAS, the City of Spring Hill is committed to maintaining appropriate staffing levels that support efficient operations while ensuring responsible fiscal management; and

WHEREAS, the City’s Water Treatment Division periodically reviews position classifications to align job responsibilities, pay grades, and operational needs; and

WHEREAS, a Water Plant Operator 3 (pay grade “H”) recently vacated the position after leaving employment with the City, and no current employees meet the eligibility or certification requirements for promotion to that classification; and

WHEREAS, the operational duties necessary to support plant operations can be effectively fulfilled by a Water Plant Operator 1 (pay grade “F”) position; and

WHEREAS, reclassifying the vacant Water Plant Operator 3 position to a Water Plant Operator 1 position will maintain effective plant operations while aligning responsibilities, pay grade, and staffing needs; and

WHEREAS, this reclassification promotes fiscal efficiency and ensures internal pay equity among comparable positions within the Water Treatment Division;

NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen approve the reclassification of one Water Plant Operator 3 position (pay grade “H”) to a Water Plant Operator 1 position (pay grade “F”) as part of the revised Schedule of Authorized Positions for Fiscal Year 2025–2026.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 3rd day of November, 2025.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Jeremy Vanderford – Spring Hill Water - AGM
DATE: 11/03/2025
SUBJECT: Resolution 25-253 | Reclassification – Water Plant Operator 3 (Pay Grade “H”) to Water Plant Operator 1 (Pay Grade “F”)

RECOMMENDATION:

Staff recommends approval of Resolution 25-253 to reclassify one Water Plant Operator 3 (pay grade “H”) position to a Water Plant Operator 1 (pay grade “F”) within the Water Treatment Division.

BACKGROUND:

The Water Treatment Division routinely reviews staffing classifications to ensure that responsibilities, pay grades, and operational needs remain properly aligned.

Recently, a Water Plant Operator 3 left employment with the City of Spring Hill for another opportunity. At this time, there are no current employees within the division who meet the qualifications or certification requirements necessary to be promoted to the Operator 3 classification.

To maintain operational coverage and efficiency, staff recommends downgrading the vacant Operator 3 position to a Water Plant Operator 1 position. The duties of this role primarily focus on routine operational and monitoring tasks consistent with the Operator 1 job description.

Reclassifying this position will:

- Align compensation with the scope of work being performed.
- Address immediate staffing needs due to the Operator 3 vacancy.
- Ensure continuity of plant operations without disruption.
- Promote internal equity and fiscal responsibility within the department.

This action does not eliminate a position; it adjusts the classification and pay grade to reflect current staffing capabilities and operational requirements.

FINANCIAL IMPACT:

The reclassification will reduce personnel costs due to the lower pay grade associated with the Water Plant Operator 1 position. This adjustment will generate modest budget savings while maintaining adequate staffing levels to meet regulatory and operational needs within the Water Treatment Division.



City of Spring Hill | Spring Hill Water
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