

### Frankfort Plant Board

5. Thorough knowledge data security methods.
6. Thorough knowledge of electronics communications.
7. Thorough knowledge of data communications.
8. Within twelve months, develop a general knowledge of Telephony Interconnection Agreements and FPB's existing and future system.

### Skills:

1. Skill in logic.
2. Skill in using hardware equipment commands.
3. Skill in written communications.
4. Skill in understanding network system data and statistics. Skill in the installing, troubleshooting, and maintaining BackOffice equipment.
6. Skill in securing network devices from hackers.

### Abilities:

1. Ability to operate personal computers and related equipment.
2. Ability to apply software programs to meet needs of the organization.
3. Ability to read, interpret, and apply program in the operation of computers and related equipment.
4. Ability to recognize and distinguish machine malfunctions and program errors.
5. Ability to establish and maintain effective working relationship with Plant Board officers, employees, and third parties.
6. Ability to assist in the design and implementation of a network.
7. Ability to maintain current infrastructure as well as foresee future needs.
8. Ability to analyze, interpret, and reconcile data.

### Instructions:

Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Reviews design requirements but is not involved in all details of work.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table; lifting objects weighing less than 50 pounds is a requirement of the job.

**Frankfort Plant Board**

Tools and/or Equipment Used: BackOffice equipment (hubs, routers, switches, etc...); communications equipment - special tools for communication lines and various computer equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information:

Regular use of confidential information is a requirement of the job.

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Must possess Cisco Certified Network Associate designation, or achieve such designation during the first six months in the class. Individual will be expected to attend and successfully complete telephone schools/classes needed to accomplish telephony related duties.

Overtime Provision: Exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Information Technology Director

Department: Information Technology

Supervisor: Assistant General Manager/Administration

Supervises: All Personnel Assigned to Department

Grade 44

Revised: 7/12002

Class Characteristics: Under general administrative direction, coordinates and design systems to ensure corporate integration; controls interfacing of different sites to a central data base; performs programming activities; handles all the computer and network needs of the GIS system; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department.
2. Formulates, administers and maintains operating policies and procedures after consultation with higher authority.
3. Insures that operations are in compliance with established procedures and standards.
4. Supervises and evaluates all departmental personnel.
5. Maintains and troubleshoots everything associated with mainframe.
6. Manages and works closely with Network Administrator:
  - a. Coordinates communication problems between sites.
  - b. Troubleshoots communications for fiber optics and data.
  - c. Establishes data security and access.
  - d. Performs backup for data.
  - e. Establishes backup of hardware for operations.
  - f. Evaluates software.
  - g. Maintains stock of computer related supplies.
  - h. Monitors all network traffic.
  - i. Reviews and analyzes all network statistics.
  - j. Designs and installs networks.
  - k. Develops and monitors company-wide e-mail.
  - l. Monitors data communications traffic.

- m. Coordinates connection and operation of the city and county governments to Plant Board Wide Area Network for GIS mapping and other information sharing purposes.
- 7. Manages and works closely with Computer Programmer:]
  - a. Performs programming activities.
  - b. Assists dispatcher in automation of trouble-calls.
- 8. Manages and works closely with Database Administrator:
  - a. Develops GIS database.
  - b. Coordinates the development of and responsible for updating the corporate Data Model which identifies the integrated information system requirements of the Plant Board.
  - c. Establishes data security and access.
  - d. Performs backup for data.
- 9. Manages and works closely with Help Desk Technician:
  - a. Updates versions of existing software.
  - b. Coordinates daily operations such as special forms for printing schedule reports on a formal calendar basis.
  - c. Trains users for data input and operations.
- 10. Manages and works closely with Landbase Administrator:
  - a. Responsible for the GIS project which will update the Plant Board's business processes and provide a completely new software system consistent with the Data Model requirements.
  - b. Develops GIS database.
- 11. Establishes requests for IT needs, including special equipment considerations.
- 12. Develops five-year plan for IT interfacing of all sites.
- 13. Contacts other utilities and reviews operations for comparison to Plant Board procedures.
- 14. Determines if a new request will interfere with existing data.
- 15. Estimates data storage capacity and computing power requirements for new requests.
- 16. Determines cost and growth potential of hardware.
- 17. Determines personnel requirements to maintain data.
- 18. Evaluates any PC related requisitions from other departments.

Non-essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in computer science or related field supplemented by five years work experience. (See Certification Requirements for additional information.) Additional work experience may be substituted for the education requirements on a year-for-year basis up to a maximum of two years; additional education may be substituted for the work experience requirement on a year-for-year basis up to a maximum of two years.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Extensive knowledge of the principles and practices of the operation of computers and related equipment.
2. Extensive knowledge of the capabilities and intricacies of computers and related equipment.
3. Extensive knowledge of computer languages.
4. Extensive knowledge of computer storage, record layouts and utilities software.
5. Knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
6. Knowledge of utility industry, and Plant Board operating procedures and processes.
7. Knowledge of electronics communications.
8. Knowledge of Novell Networks.
9. Knowledge of data communications.
10. Knowledge of Microsoft Office products as well as a wide scope of other software products.
11. Knowledge of Arcserve backup software.
12. Knowledge of GIS system and all its parts.
13. Knowledge of company-wide e-mail system.
14. General knowledge of Internet/Internet technologies and protocols and how they can be efficiently interfaced.
15. General knowledge in establishing and maintaining databases.
16. General knowledge of interfacing network various operating systems.

Skills:

1. Skill in LOGIC and translation of codes to layman terms.
2. Skill in writing efficient software.
3. Skill in written communications.
4. Skill in understanding network systems.
5. Skill in the integration of hardware and software for various components of the GIS system.
6. Skill in installing, troubleshooting, and maintaining personal computers.

Abilities:

1. Ability to operate mainframe and personal computers, and related equipment.
2. Ability to design efficient software programs to meet needs of the organization.
3. Ability to read, interpret, and apply program in the operation of an electronic computer and related equipment.
4. Ability to recognize and distinguish machine malfunctions and program errors.
5. Ability to design and build a PC based network.
6. Ability to maintain current networks as well as foresee future needs.
7. Ability to establish and maintain effective working relationship with Plant Board officers and employees.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Reviews design requirements; is not involved in all details of work.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table; lifting light objects (less than 25 pounds) is a requirement of the job.

Tools and/or Equipment Used: Computers (main frame and PC); communications equipment; special tools for communication lines and various computer components. Normal office equipment (calculator, telephone, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Must have completed requirements to obtain Novell's Certified Novell Engineer designation. Must have completed requirements to obtain Microsoft's Certified Product Specialist.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

381

Class Title: Installation and Processing Manager

Department: Cable /Telecommunications

Supervisor: Cable /Telecommunication Superintendent

Supervises: Installation and Processing Division.

Grade: 38

Revised: 5/18/04

Class Characteristics: Under general direction of the Superintendent, manages the installation of cable TV, digital cable, cable modem, and local telephone and other services as may be assigned. Supervises cable office personnel, including order scheduling, assignment of service technicians and equipment assignment/authorization for service requests. Other duties as assigned by supervisor.

General Duties and Responsibilities:

Essential:

1. Manages the installation and order processing staff, helps assure the efficient and economical delivery of services to FPB customers in a satisfactory manner. Performs the quality control inspections of completed work by installers and acts accordingly if necessary to assure high customer satisfaction. Resolves installation problems. Monitors staff's timely processing of service orders through the customer information and billing system. Initiates corrective action to resolve unnecessary delays or problems.
2. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
3. Receives customer complaints and attends to their disposition or forwards to proper Division; assists trouble-call personnel with job-related problems.
4. Supervises and assists with troubleshooting duties daily and in emergency situations.
5. Insures that sufficient stock of materials and supplies are on-hand at all times.
6. Supervises the maintenance program for vehicles and equipment of the division.
7. Supervises the assignment of service technician and equipment assignment/authorization for requested services in cable, digital cable, cable modem and local telephone.
8. Supervises the preparation of reports, forwards annual report to FCC maintenance records. Maintains accurate public inspection records.
9. Assists other Divisions as requested.
10. Assists in the preparation of the division budget.



11. May disconnect service for non-payment; may reconnect services as requested following payment.
12. May assist in covering office area in emergency situations.

Non-essential: none

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience. See Certification Requirement Section.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in Cable/Telecommunication network installation.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding cable television installation; ability to insure compliance with the same.
3. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
4. Thorough knowledge of the geography and topography of the service area.
5. Working knowledge of applicable computer office software, and operating systems used for equipment service level authorization, and inventory control for cable, digital cable, cable modem, local telephone services, and scheduling and processing service orders.

#### Abilities:

1. Ability to read blueprints and drawings.
2. Ability to maintain safety standards and practices.
3. Ability to communicate effectively, orally and in writing.
4. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where applications of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to inspect completed work assignments.

Tools and/or Equipment Used: Pole climbing equipment, installation equipment, various hand tools; test equipment assigned to the Division.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements SCTE Installer Certification or equivalent; Required  
Certificates of training for cable, digital cable, local telephone and cable modem installation, and BCT/E Category IV Certification or Equivalent: Preferred but not required.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours within 30 minutes.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

353

Class Title: Installer Supervisor

Department: Cable /Telecommunication (Cable Division)

Supervisor: Installation and Processing Manager

Supervises: Installer Tech I, Installer Tech II, Apprentice Installer, and/or all Personnel Assigned to the Division.

Grade: 33

Revised: 7/1/2002

Class Characteristics: Under general direction, supervises and assists in the installation and maintenance of Cable/Telecommunications services for cable TV, Digital Cable, Cable Modem, Computer, and Telephone. performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the installation of Cable /Telecommunications services in homes and businesses, including pre-wiring and/or post-wiring of buildings for Cable /Telecommunications connection to the system.
2. Solves installation problems; Meets with Installers and customers to determine location and method of service to be installed when required.. Completes Quality control inspections of completed work. Insures that work is completed in accordance with federal, state and Plant Board regulations/standards.
3. Receives customer complaints and attends to their disposition or forwards to proper Division; assists trouble-call personnel with job-related problems.
4. Assists with troubleshooting duties; corrects routine Cable/Telecommunications problems by repairing or replacing damaged equipment and broken cables; routes CLI tickets, signal problems, and minor repairs to the proper Division.
5. Supervises all employees assigned to the Division; completes daily time sheets, completes performance evaluations; recommends disciplinary action to Superintendent. Assists in hiring personnel for division.
6. Insures that sufficient stock of materials and supplies are on-hand at all times.
7. Responsible for safety of employees assigned to Division.
8. Performs and assists in training programs; provides training for other employees as requested.
9. Prepares reports of materials used for each job.
10. Maintains clean vehicles and equipment.
11. Assists other Divisions as requested.
12. Assists, prepares annual budget for installation of services.

Non-essential:

1. May disconnect service for non-payment; may reconnect services as requested following payment.
2. May assist in locating and repairing underground cable.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by six years directly related work experience; SCTE Installer Certification or equivalent: Required  
Certificates of training for Digital Cable, Telephone, Cable Modem installation, and Computer Operations or equivalent. Required

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in Cable/Telecommunication network installation.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding cable television installation; ability to insure compliance with the same.
3. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
4. Thorough knowledge of the geography and topography of the service area.

Abilities:

1. Ability to supervise personnel assigned to the Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to read blueprints and drawings.
4. Ability to maintain safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.
7. Ability to climb poles; ability to lift and maneuver 80 lbs. while on a pole or on the ground.
8. Possess mechanical aptitude, manual dexterity, and good physical condition.
9. Ability to work inside Plant Board customers' homes under stressful conditions.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced technical concepts are predominantly required.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to inspect completed work assignments.

Tools and/or Equipment Used: Pole climbing equipment, installation equipment, various hand tools; test equipment assigned to the Division.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Certification Requirements SCTE Installer Certification or equivalent; Required Must have completed training in basic first-aid, bloodborne pathogens, and CPR; Required Certificates of training for Digital Cable, Telephone, Cable Modem Installation, and Computer Operations: Required  
BCT/E Category IV Certification or Equivalent: Preferred but not required.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

2094, 2085,

2082

Class Title: Installer Technician I

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

Supervises: May Supervise Apprentice Installer in the Absence of the Supervisor

Grade: 25

Revised: 7/1/2002

Class Characteristics: Under general direction and/or supervision, responsible for the installation, removal, and maintenance of wiring and equipment for the delivery of cable/telecommunications services. Assists with the installation and setup of network cards in customer computers and interfacing customer networks to Plant Board services. Assists with transfer and activation of customer dial tone and fax service. Performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Installs cables and equipment for the delivery of services from the tap to homes and businesses, including wiring homes/buildings and/or connecting homes/businesses to the systems.
2. Assists with the installation and setup of network cards in customer computers and interfacing customer networks to Plant Board services.
3. Assists in the transfer and activation of customer dial tone and fax services from other telecommunication companies to the Plant Board's telecommunication network.
4. Detects malfunctions in equipment and makes minor repairs, or recommends major repairs to supervisors.
5. Performs troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
6. Prepares daily time Sheets with, description of completed work, and mileage on each job.
7. Disconnects service for non-payment; retrieves equipment upon request; reconnects as requested following payment.
8. Locates and/or repairs signal leakage in service.
9. Pre-wires/post-wires new homes/businesses for network during and/or after construction stage; and rewires existing structures as needed.
10. Completes work in accordance with federal and state regulations and Plant Board standards.
11. Carries and maintains sufficient materials and supplies for job-related projects.

12. Operates equipment assigned to Division.
13. Cleans and maintains vehicles and equipment.
14. Performs on-call duties as scheduled.
15. Assists other Divisions as requested.

Non-Essential:

1. May mark blueprints with completed work.
2. Locates and repairs underground cables.
3. Installation of lines and poles, bonding/grounding poles, splicing in equipment, switching from old to new equipment, etc.; removes old lines and poles.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year related work experience required. Must possess SCTE Installer certification or equivalent.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in all installation and/or maintenance of cable/telecommunications services.
2. Knowledge of federal, state and local laws and administrative regulations regarding cable/telecommunications systems, ability to insure compliance with the same.
3. Knowledge of Plant Board and Department/Division policies and procedures.
4. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools and pole climbing.
5. Knowledge of the geography of the service area.

Abilities:

1. Must possess good communication skills both verbal and written.
2. Ability to establish and maintain effective working relationships with officials, employees and the general public.
3. Ability to work independently or as part of a crew, and efficiently allocate time for each job.
4. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder, or in bucket trucks.
5. Ability to accept and implement new techniques and technologies on a continuing basis.
6. Ability to operate all equipment assigned to the Division.

7. Ability to detect mechanical flaws and make minor repairs to equipment.
8. Ability to maintain safety standards and practices.
9. Ability to perform manual labor under extreme weather conditions for extended periods of time; ability to lift and maneuver heavy tools and equipment (up to 80 lbs) while working on a pole or on the ground.
10. Possess mechanical aptitude, manual dexterity, and good physical condition.
11. Ability to work inside Plant Board customers homes / business.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places (pole climbing equipment and bucket trucks), confined spaces, and using stairs and ladders in order to complete work assignments. Must maneuver and lift up to 80 lbs.

Tools and/or Equipment Used: Climbing gear, hand tools, drills, ladders, cable pullers, torches, vehicles assigned to Division; test equipment assigned to the Division.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid drivers license.



Certification Requirements: Completion of SCTE or NCTI Installer certification program or equivalent; must have completed training in basic first-aid, bloodborne pathogens, and CPR.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours in all weather conditions.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

1913, 2002,  
2055, 1902,  
1992, 371  
1930, 1927

Class Title: Installer Technician II

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor (from November 2000 through December 2001, this position will be supervised by the Assistant Cable Superintendent. The Installation Supervisor will assume the supervisory duties for this position on January 1, 2002).

Supervises: May supervise Apprentice Installer in the absence of the supervisor

Grade: 28

Revised: 7/1/2002

Class Characteristics: Under general direction and/or supervision responsible for the installation, removal, and maintenance of wiring and equipment for the delivery of cable/telecommunications services; the installation and setup of network cards in customer computers and interfacing customer networks to Plant Board services; and the transfer and activation of customer dial tone and fax service. Performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Installs cables and equipment for the delivery of services from the tap to homes and businesses, including wiring homes/buildings and/or connecting homes/businesses to the systems
2. Responsible for the installation and setup of network cards in customer computers and interfacing customer networks to Plant Board services.
3. Responsible for the transfer and activation of customer dial tone and fax services from other telecommunication companies to the Plant Board's telecommunication network.
4. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
5. Performs troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
6. Prepares daily time Sheets with, description of completed work, and mileage on each job.
7. Disconnects service for non-payment; retrieves equipment upon request; reconnects as requested following payment.
8. Locates and/or repairs signal leakage in service.
9. Pre-wires/post-wires new homes/businesses for network during and/or after construction stage; and rewires existing structures as needed.
10. Completes work in accordance with federal and state regulations and Plant Board standards.

11. Carries and maintains sufficient materials and supplies for job-related projects.
12. Operates equipment assigned to Division.
13. Cleans and maintains vehicles and equipment.
14. Performs on-call duties as scheduled.
15. Assists other Divisions as requested.

Non-Essential:

1. May mark blueprints with completed work.
2. Locates and repairs of underground cables.
3. Assists Information Technology Department with Plant Board computer upgrades.
4. Assists with installation of lines and poles, bonding/grounding poles, splicing in equipment, switching from old to new equipment, etc.; removes old lines and poles.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year at the Installer Technician I level, or two years related work experience. Must possess SCTE Installer certification or equivalent. Must have certificates of training for digital cable, telephone, cable modem installation, and computer operations.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques in the installation and/or maintenance from the tap to customer for the delivery of cable/ telecommunications services.
2. Knowledge of equipment, materials, and techniques used in the installation and setup of computer network cards and interface with cable modem.
3. Knowledge of equipment, materials, and techniques used in the transfer and activation of customer dial tone and fax service from other telecommunications companies to the Plant Board's telecommunications Network.
4. Knowledge of federal, state and local laws and administrative regulations regarding cable/telecommunications systems, ability to insure compliance with the same.
5. Knowledge of Plant Board and department / division policies and procedures
6. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools and pole climbing.
7. Knowledge of the geography of the service area.

Abilities:

1. Must possess good communication skills both verbal and written.
2. Ability to establish and maintain effective working relationships with officials, employees, and general public.
3. Ability to work independently or as part of a crew, and efficiently allocate time for each job.
4. Ability to install and operate equipment used for the delivery of cable/telecommunications services.
5. Ability to install and use computer hardware and software for the use of cable modems.
6. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder, or in a bucket truck.
7. Ability to accept and implement new techniques and technologies on a continuing basis.
8. Ability to operate all equipment assigned to the Division.
9. Ability to detect mechanical flaws and make minor repairs to equipment.
10. Ability to maintain safety standards and practices.
11. Ability to perform manual labor under extreme weather conditions for extended periods of time; ability to lift and maneuver Heavy tools and equipment, while working on a pole or on the ground.
12. Possess mechanical aptitude, manual dexterity, and good physical condition.
13. Ability to work inside Plant Board customers homes / business.

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places (pole climbing equipment and bucket trucks), confined spaces, and using stairs and ladders in order to complete work assignments. Must lift and maneuver tools and equipment up to 80 lbs.

Tools and/or Equipment Used: Climbing gear, hand tools, drills, ladders, cable pullers, torches, Computer operating systems and software packages, vehicles assigned to Division; test equipment assigned to the Division.

Installer Technician II, Page 4

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Certification Requirements: Completion of SCTE or NCTI Installer certification program or equivalent; must have completed training in basic first-aid, bloodborne pathogens, and CPR. Certificates of training for Digital Cable, Telephone, Cable Modem Installation, and Computer operations.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours in all weather conditions.

Overtime Provision: Non-exempt.

2003

FRANKFORT PLANT AOARD  
CLASS SPECIFICATION

Class Title: Laboratory Supervisor

Department: Water Plant

Supervisor: Water Plant Superintendent

Supervises: Seasonal Interns

Grade: 31

Revised: 7/1/2002

Class Characteristics: Under general direction, supervises and performs laboratory analysis of water samples; supervises and/or prepares and maintains accurate and up-to-date reports; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises analysis of and/or analyzes non-process samples from designated sampling points plus additional selected points.
2. Insures calibration of laboratory instruments.
3. Insures laboratory meets proficiency tests and maintains laboratory certification.
4. Maintains clean work area and instruments; sterilizes glassware.
5. Prepares reports and forwards to designated offices; maintains complete and up-to-date records of the test results.
6. Orders and maintains inventory of laboratory supplies and equipment.
7. Assists with general cleaning.
8. Answers telephone, gate and radio.
9. Provides water plant tours.
10. Performs special projects as required.
11. Accepts inquiries concerning Lab practices and provides information or assistance.
12. Coordinates annual consumer confidence report.

Non-Essential:

1. Performs process samples as requested.

## MINIMUM QUALIFICATIONS

Training and Experience: Bachelor of Science Degree in biology, chemistry, or related field supplemented by one year directly related work experience.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Thorough knowledge of federal and state laws and administrative regulations reference laboratory tests.
2. Thorough knowledge of laboratory procedures, both microbiological and chemical.
3. Thorough knowledge of safety precautions in conducting tests and analyses.
4. Extensive knowledge of and ability to use laboratory equipment.

#### Ability:

1. Ability to supervise others while assisting with the required duties.
2. Ability to supervise the gathering of samples or to gather samples on a timely basis, and to supervise and/or perform tests and analysis.
3. Ability to supervise the preparation of and/or prepare accurate and timely reports, forward them to appropriate agencies and offices, and to maintain files.
4. Ability to maintain laboratory certification.
5. Ability to use computer hardware and applicable software programs.
6. Ability to establish and maintain effective working relationships with federal and state agencies, other employees, and the general public.

Instructions: Many aspects of work covered specifically, but must use some of own judgment.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work.

Review of Work: Superintendent of the Water Plant is consulted when problems arise, but work is not usually reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed in a laboratory; must lift objects weighing less than 25 pounds; exposed to noise, fumes, chemicals and/or toxic substances.

Tools and/or Equipment Used: Company truck; laboratory equipment; normal office equipment (telephone, computer, etc.)

Contacts: Occasional contacts with public and employees and supervisors from other departments. Professional Association Representation. Participation on committees regarding laboratory issues.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Must be certified to perform tests conducted in laboratory. Must possess First-Aid Responder (CPR) Certification.

Additional Requirements: Must use self-contained breathing apparatus (SCAA) for prolonged periods of time; must be able to wear level A chemical suit for prolonged periods. Must be able to respond to emergency situations at all hours. See Manual for the Certification of Laboratories Analyzing Drinking Water for additional requirements.

Overtime Provision: Non-exempt.



1885, 167.

161

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Lead LineWorker  
Department: Electric  
Supervisor: Overhead or Underground Electric Supervisor  
Supervises: Supervises Lower Level LineWorkers and GroundWorkers in the Absence of Higher Authority  
Grade: 34  
Revised: 7/1/2002 , 8/2005, 02/2006

Class Characteristics: Under general direction, assists in the construction, service and maintenance of the transmission and distribution system of electric power; supervises crew in absence of a higher authority; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for crew in absence of Supervisor, including the assignment of work.
2. Participates in all aspects of Electric Line work.
3. Trains all lower level crewmembers as delegated by supervisor in accordance with all applicable standards.
4. Assigns personnel, equipment and material for work to be completed as delegated by supervisor or in supervisor's absence.
5. Insures sufficient stock of materials and supplies are on-hand at all times.
6. Works with high voltage conductors, with sleeves, gloves, safety glasses, and tools; instructs crewmembers to work high voltage safely and efficiently.
7. Works at different heights, including using bucket-truck and climbing poles, in and around energized wires. .
8. Insures safety at job site for the work crew and the public.
9. Constructs, services, repairs and maintains underground and overhead circuits.
10. Assists with building of power lines: digs holes, sets poles; rigs poles; replaces poles; climbs poles; build line and clip-in; hangs transformers; sets pad-mount transformers; constructs guide lines.
11. Assists with building and hook-up of sub-stations.
12. Pulls in underground wires for electric; makes up underground wires such as stress wraps, elbows, etc.; hooks up underground transformers for service to customers.
13. Works in sub-stations as requested.
14. Forms and sets poles for streetlights; installs street lights; changes streetlights as necessary.
15. Operates bucket truck.
16. Transports heavy equipment.  
Detects malfunctions in equipment and makes minor repairs; recommends major repairs.
17. Performs preventive maintenance duties on equipment; cleans and properly stores equipment and tools after use.

18. Performs trouble-shooting activities as requested; restores power when problem is from OCB at sub-station to end of line.
19. Runs secondary as requested.
20. Connects/disconnects customer services as requested.

Non-essential: None.

#### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by 6 ½ years work experience; Must complete approved Management class within 12 months. (See Certification Requirements for additional requirements.)

#### Special Knowledge, Skills and Abilities:

##### Knowledge:

1. Comprehensive knowledge of federal, state and local laws and administrative regulations pertaining to electric systems.
2. Comprehensive knowledge of equipment, materials, methods and techniques used in the construction, service and maintenance of the Plant Board's transmission and distribution system of electric power, including electric circuitry.
3. Comprehensive knowledge of the Plant Board electrical systems.
4. Comprehensive knowledge of work hazards and applicable safety precautions associated with job duties, equipment, vehicles, tools and procedures.
5. Comprehensive knowledge of the geography of the service area.

##### Skills:

1. Pole climbing skills.
2. Problem-solving skills.

##### Abilities:

1. Ability to supervise others while assisting with completing required duties.
2. Ability to recognize work hazards and maintain established safety standards and practices at all times.
3. Ability to climb poles and works from heights in and around energized wires.
4. Ability to work in highly stressful situations.
5. Ability to operate equipment assigned to projects.
6. Ability to use departmental equipment, including specialized equipment.
7. Ability to detect mechanical problems and make minor repairs to equipment.
8. Ability to establish and maintain effective working relationships with department directors, employees and the general public.
9. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Most or all of completed work is spot-checked.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must stand and walk for extended periods of time; must be able to climb poles, work in bucket truck, work in trenches; must be able to lift objects weighing in excess of fifty (50) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Safety equipment; climbing tools (belt and hooks); bucket truck; vehicles; string-pulling equipment; voltage meters; trenchers; back hoe; jack hammer; drill; hand tools; and assigned electronic equipment after being trained.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial driver's license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. Must be able to be on-call on a scheduled basis.

Certification Requirements: Must possess First-Aid Responder & CPR Certification. Must have completed TVPPA Certification for for Unit 1, Unit 2, Unit 3, Unit 4, Lab A, Lab B, Lab C, Unit 3 substation, Labs A and B Substation is required.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Lead Substation Technician  
Department: Electric  
Supervisor: Technical Support Supervisor  
Supervises: Supervises Lower Level Technicians  
Grade: 34  
Revised: 7/2/2002

Class Characteristics: Under general direction, assists in the installation and maintenance of sub-stations and station buildings throughout system; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for crew in absence of Supervisor.
2. Assists in the construction and/or maintenance of electrical metering equipment to insure workability of all sub-stations and equipment; sets new sub-station equipment and wire to specifications; tests reclosures in system.
3. Performs general maintenance on the sub-stations; clean and maintain sub-station buildings.
4. Maintains batteries.
5. Prepares weekly sub-station reports.
6. Maintains breaker and LTC oils.
7. Maintain LTC and voltage regulators.
8. Check distribution breakers high voltage and low voltage for any problems with contacts or any other defective parts.
9. Detects malfunctions in equipment and vehicles, and makes minor repairs; insures that preventive maintenance standards are followed; recommends major repairs to supervisor.
10. Attends safety and other seminars on a regular basis.

Non-Essential:

1. Wires lights, plugs, and hook-ups for machinery throughout Plant Board.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by eight years work experience; (See Certification Requirements).

Special Knowledge, Skills and Abilities:

Knowledge:

Lead Substation Technician, Page 21. Comprehensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of electrical metering equipment.

2. Comprehensive knowledge of federal, state and local laws and administrative regulations regarding metering equipment.
3. Comprehensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
4. Comprehensive knowledge of and ability to insure compliance with safety requirements.
5. Knowledge of mathematics.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to equipment.
2. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
3. Ability to maintain safety standards and practices.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.
6. Ability to solve complex problems.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Meters, electric and hand tools, vehicles, oil filter press, pumps, generators, etc.

Contacts: Public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Lead Substation Technician, Page 3

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification.  
Must possess TVPPA certification or equivalent.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

254, 121,  
1899, 291,  
257, 148

Class Title: LineWorker I  
Department: Electric  
Supervisor: Overhead or Underground Electric Supervisor  
Supervises: May Supervise Lower Level LineWorkers and GroundWorkers In the Absence of a Higher Authority  
Grade: 31  
Revised: 7/1/2002

Class Characteristics: Under general direction, assists in the construction, service and maintenance of the transmission and distribution system of electric power; supervises crew in the absence of a higher authority; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for crew in absence of Supervisor.
2. Works with high voltage conductors, with sleeves, gloves, safety glasses, and tools; instructs crew members to work high voltage safely and efficiently.
3. Maintains safety of crew on job site.
4. Works at different heights, including using bucket-truck and climbing poles, in and around high voltage.
5. Constructs, services, repairs and maintains underground and overhead circuits.
6. Assists with building of power lines: Digs holes, sets poles; rigs poles; replaces poles; climbs poles; build line and clip-in; hangs transformers; sets pad-mount transformers.
7. Assists with building and hook-up of sub-stations.
8. Pulls in underground wires for electric; makes up underground wires such as stress wraps, elbows, etc.; hooks up underground transformers for service to customers.
9. Works in sub-stations as requested.
10. Forms and sets poles for street lights; installs street lights; changes street lights as necessary.
11. Operates bucket truck.
12. Transports heavy equipment.
13. Detects malfunctions in equipment and makes minor repairs; recommends major repairs.
14. Performs preventive maintenance duties on equipment; cleans and properly stores equipment and tools after use.
15. Performs trouble-shooting activities as requested; restores power when problem is from OCB at sub-station to end of line.
16. Runs secondary as requested.
17. Connects/disconnects customer service as requested.
18. May be assigned to Service Truck, and perform all duties on Service Truck.

Non-essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by seven work experience; the Superintendent must recommend and the General Manager must approve the appointment from LineWorker II Class to LineWorker I

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Extensive knowledge of federal, state and local laws and administrative regulations pertaining to electric systems.
2. Extensive knowledge of equipment, materials, methods and techniques used in the construction, service and maintenance of the Plant Board's transmission and distribution system of electric power, including electric circuitry.
3. Extensive knowledge of complex Plant Board electrical systems.
4. Extensive knowledge of work hazards and applicable safety precautions associated with job duties, equipment, vehicles, tools and procedures.
5. Extensive knowledge of the geography of the service area.

#### Skills:

1. Pole climbing skills.
2. Problem-solving skills.

#### Abilities:

1. Ability to supervise others while assisting with completing required duties.
2. Ability to recognize work hazards and maintain established safety standards and practices at all times.
3. Ability to climb poles and work from heights in and around high voltage.
4. Ability to work in highly stressful situations.
5. Ability to operate equipment assigned to projects.
6. Ability to use departmental equipment, including specialized testing equipment.
7. Ability to detect mechanical problems and make minor repairs to equipment.
8. Ability to establish and maintain effective working relationships with department directors, employees and the general public.
9. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Most or all of completed work is spot-checked.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.



Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must stand and walk for extended periods of time; must be able to climb poles, work in bucket truck, work in trenches; must be able to lift objects weighing in excess of fifty (50) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Safety equipment; climbing tools (belt and hooks); bucket truck; derrick trucks; vehicles; string-pulling equipment; voltage meters; trenchers; back hoe; jack hammer; drill; hand tools; and assigned electronic equipment after being trained.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little or no confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. Must be able to be on-call on a scheduled basis.

Certification Requirements: Must possess First-Aid Responder & CPR Certification. TVPPA Certification or equivalent is preferred, not required.

Overtime Provision: Non-exempt.

1988, 237

1990

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: LineWorker II  
Department: Electric  
Supervisor: Overhead or Underground Electric Supervisor  
Supervises: May Supervise Lower Level LineWorkers and Utility Workers in Absence of Higher Authority  
Grade: 28  
Revised: 7/1/2002

Class Characteristics: Under general direction, assists in the construction, service and maintenance of the transmission and distribution system of electric power; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Constructs, services, repairs and maintains underground and overhead circuits.
2. Works with high voltage conductors, with sleeves, gloves, safety glasses, and tools under direct supervision of a higher class LineWorker.
3. Works at different heights, including using bucket-truck and climbing poles, in and around high voltage.
4. Maintains safety of crew on job site.
5. Assists with building of power lines: Digs holes, sets poles; rigs poles; replaces poles; climbs poles; build line and clip-in; hangs transformers; sets pad-mount transformers.
6. Assists with building and hook-up of sub-stations.
7. Pulls in underground wires for electric; makes up underground wires such as stress wraps, elbows, etc.; hooks up underground transformers for service to customers.
8. Works in sub-stations as requested.
9. Forms and sets poles for street lights; installs street lights; changes street lights as necessary.
10. Operates bucket truck.
11. Transports heavy equipment.
12. Detects malfunctions in equipment and makes minor repairs; recommends major repairs.
13. Performs preventive maintenance duties on equipment; cleans and properly stores equipment and tools after use.
14. Performs trouble-shooting activities as requested; restores power when problem is from OCB at sub-station to end of line.
15. Runs secondary as requested.
16. Connects/disconnects customer service as requested.
17. May be assigned to Service Truck, and perform all duties on Service Truck.

Non-essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years work experience; the Superintendent must recommend and the General Manager must approve the appointment from LineWorker III to LineWorker II.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Thorough knowledge of federal, state and local laws and administrative regulations pertaining to electric systems.
2. Thorough knowledge of equipment, materials, methods and techniques used in the construction, service and maintenance of the Plant Board's transmission and distribution system of electric power, including electric circuitry.
3. Thorough knowledge of complex Plant Board electrical systems.
4. Thorough knowledge of work hazards and applicable safety precautions associated with job duties, equipment, vehicles, tools and procedures.
5. Thorough knowledge of the geography of the service area.

#### Skills:

1. Pole climbing skills.
2. Electrical skills.

#### Abilities:

1. Ability to recognize safety hazards and comply with established safety standards at all times.
2. Ability to climb poles and work from heights in and around high voltage.
3. Ability to operate equipment assigned to projects.
4. Ability to work in highly stressful situations.
5. Ability to use departmental equipment, including specialized equipment.
6. Ability to detect mechanical problems and make minor repairs to equipment.
7. Ability to establish and maintain effective working relationships with department directors, employees and the general public.
8. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: All completed work is checked.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must stand and walk for extended periods of time; must be able to climb poles, work in bucket truck, work in trenches; must be able to lift objects weighing in excess of fifty (50) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Safety equipment; climbing tools (belt and hooks); bucket truck; derrick trucks; trenchers; back hoe; jack hammer; drill; hand tools; and assigned electronic equipment after being trained.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little or no confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. Must be able to be on-call on a scheduled basis.

Certification Requirements: Must possess First-Aid Responder & CPR Certification. TVPPA certification or equivalent is preferred, not required.

Overtime Provision: Non-exempt.

265, 1907

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: LineWorker III  
Department: Electric  
Supervisor: Overhead or Underground Electric Supervisor  
Supervises: May Supervise GroundWorkers in Absence of Higher Authority  
Grade: 26  
Revised: 7/1/2002

Class Characteristics: Under general supervision, assists in the construction, service and maintenance of the transmission and distribution system of electric power; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Constructs, services, repairs and maintains underground and overhead circuits.
2. Assists with building of power lines: Digs holes, sets poles; rigs poles; replaces poles; climbs poles; build line and clip-in; hangs transformers; sets pad-mount transformers.
3. Works high voltage under supervision of a higher class LineWorker.
4. Works at different heights, including bucket-truck and climbing poles, in and around Ahot≡ wires under the supervision of a higher class LineWorker.
5. Assists with building and hook-up of sub-stations.
6. Pulls in underground wires for electric; makes up underground wires such as stress wraps, elbows, etc.; hooks up underground transformers for service to customers.
7. Works in sub-stations as requested.
8. Forms and sets poles for street lights; installs street lights; changes street lights as necessary.
9. Operates bucket truck.
10. Transports heavy equipment.
11. Detects malfunctions in equipment and makes minor repairs; recommends major repairs.
- 12.. Performs preventive maintenance duties on equipment; cleans and properly stores equipment and tools after use.
13. Performs trouble-shooting activities as requested.
14. Under the direct supervision of a higher class LineWorker, runs secondary as requested.
15. Connects/disconnects customer service as requested.
16. May be assigned to Service Truck, and perform all duties on Service Truck.

Non-essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years work experience as a Utility Worker; the Superintendent must recommend and the General Manager must approve the appointment to LineWorker III.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Knowledge of federal, state and local laws and administrative regulations pertaining to electric systems.
2. Knowledge of equipment, materials, methods and techniques used in the construction, service and maintenance of the Plant Board's transmission and distribution system of electric power, including electric circuitry.
3. Knowledge of complex Plant Board electrical systems.
4. Knowledge of work hazards and applicable safety precautions associated with job duties, equipment, vehicles, tools and procedures.
5. Knowledge of the geography of the service area.

#### Skills:

1. Pole climbing skills.

#### Abilities:

1. Ability to recognize safety hazards and comply with established safety standards at all times.
2. Ability to climb poles and work from heights.
3. Ability to operate equipment assigned to projects.
4. Ability to work in highly stressful situations.
5. Ability to use departmental equipment, including specialized equipment.
6. Ability to detect mechanical problems and make minor repairs to equipment.
7. Ability to establish and maintain effective working relationships with department directors, employees and the general public.
8. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: All completed work is checked.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must stand and walk for extended periods of time; must be able to climb poles, work in bucket truck, work in trenches; must be able to lift objects weighing in excess of fifty (50) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Safety equipment; climbing tools (belt and hooks); bucket truck, fork lift; derrick trucks; trenchers; back hoe; jack hammer; drill; hand tools; and assigned electronic equipment after being trained.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little or no confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification. TVPPA Certification or equivalent is preferred, not required.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Meter Reader/Billing Assistant  
Department: Customer Service / Meter Reading  
Supervisor: Meter Reading Supervisor  
Supervises: None  
Grade 24  
Revised: 7/1/2002

Class Characteristics: Under general supervision, serves as meter reader for the Plant Board; performs call-out duties for the Plant Board; connects, disconnects and reconnects meters; serves as Billing Assistant; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Responsible for reading meters for multiple services on assigned routes on a daily basis accurately and thoroughly; records all high/low usage and service related hazards and problems to Supervisor.
2. Performs re-reads as necessary for accuracy and for customer related problems (leak detection, over-reads, and other meter reading problems).
3. Disconnects and reconnects services for non-payment at the request of Customer Services.
4. Performs call-out duties during week nights, weekends and holidays.
5. As Billing Assistant, responsible for sequencing all new customers and routes that have grown; assists with estimating services as necessary during inclement weather; orders re-reads, and posts in computer; posts routes printed on paper in computer; assists with reviewing area reports to ensure all adjustments and corrections have been made; assists with writing leak-letters and notices for call-in customers as a reminder for them to call in their reading; performs all billing duties in absence of the Supervisor.
6. Locates new meters for CSR location numbers and reading sequence numbers.
7. Reports service problems such as bad service drops, bad electric bases, water vault problems, etc., to Supervisor.
8. Detects and reports meter tampering; assists in investigation and recovery of any revenue loss related to meter tampering.
9. Assists with maintaining vehicles, tools and equipment assigned to the Division.
10. Performs other duties as requested.

Non-essential:

1. May assist with dispatching duties after hours for non-payment reconnects on cut-off days.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years work experience, including frequent contact with the public.



Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the geography of the service area, meter locations, and route sequence order.
2. Knowledge of all meter reading policies and procedures.
3. Knowledge of all policies and procedures concerning operation of the service truck.
  
4. Knowledge of safe disconnect/reconnect of electric and water services for non-payment customers.
5. Knowledge of work hazards and applicable safety precautions associated with tools and equipment.
6. Knowledge of computer system utilized in meter reading.
7. Knowledge of Plant Board's billing procedures.
8. Knowledge of federal and state laws and administrative regulations and Plant Board policies and procedures governing assigned duties, including confined space legislation.

Skills:

1. Skill in the use of hand tools.

Abilities:

1. Ability to use meter reading equipment and to read meters accurately; ability to remember the location of meters throughout the system.
2. Ability to establish and maintain effective working relationships with other employees and the general public.
3. Ability to walk long distances and remain outdoors for extended periods of time, regardless of weather conditions.
4. Ability to work re-reads, detect leaks, meter tampering, and other meter related problems.
5. Ability to safely connect/disconnect and read-in and out all services as requested by Customer Services.
6. Ability to make accurate decisions with little or no supervision.
7. Ability to work customer service and meter reading customer complaints and requests.

Instructions: Somewhat general; many aspects of job covered specifically, but must also use own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Most or all completed work is reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Tools and/or Equipment Used: Vehicle, hand-held computer, screw driver, wire cutters, crescent wrench, hammer, chisel, water cut-off wrench, confined space equipment, programmers, gas detector, meter probe, meter puller, water pump, rubber gloves, face shield.

Physical Demands of the Job: Work is performed outdoors for extended periods of time during all weather conditions, requiring walking long distances each day; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; exposed to high places, confined spaces, and must use stairs and ladders; must operate vehicle regardless of weather conditions.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Overtime Provision: Non-exempt.

FRANKFORT PLANT AOARD  
CLASS SPECIFICATION

Class Title: Plant Maintenance Supervisor

Department: Water Plant

Supervisor: Water Plant Superintendent

Supervises: Plant Maintenance Worker; Assumes Responsibility for all Personnel Assigned to Plant in Absence of Superintendent and Chief operator

Grade: 32

Revised: 7/1/2002

Class Characteristics: Under general direction, supervises and assists in providing maintenance, including preventive maintenance, for water plant; assumes responsibility for plant in absence of a higher authority; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and evaluates maintenance personnel assigned to Plant. Assists in maintenance personnel selection.
2. Supervises and assists in repairing and/or replacing equipment, pumps, motors, etc., including mechanical and electrical, at water plant.
3. Detects malfunctions in equipment, and makes repairs and/or replaces defected parts; may request service calls from outside vendors for major repairs/maintenance.
4. Operates motorized equipment safely, drives vehicles; may operate heavy equipment.
5. Calibrates all instruments, including the master meter.
6. Performs preventive maintenance duties on pumps and equipment in compliance with preventive maintenance program; pulls and replaces pumps as necessary.
7. Cleans and properly stores equipment and tools after use.
8. Insures adequate inventory of equipment, tools, supplies and materials.
9. Prepares required reports and records.
10. May assist other departments in maintenance duties.

Non-Essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by seven years directly related work experience.

Special Knowledge, Skills and Abilities:

### Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in maintenance of water treatment equipment.
2. Thorough knowledge of electronic equipment used for calibration.
3. Thorough knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.
4. Knowledge of computer hardware and applicable software programs to interface computers and existing equipment /systems.
5. Knowledge of radio telemetry.
6. Knowledge of binary communications; LAN (Local Area Network).

### Abilities:

1. Ability to comply with established safety standards.
2. Ability to operate motorized equipment.
3. Ability to detect mechanical and/or electrical problems and make major repairs.
4. Ability to establish and maintain effective working relationships with officers, employees and the general public.
5. Possess mechanical aptitude, manual dexterity and good physical condition.
6. Ability to learn new technologies.

Instructions: Instructions are somewhat general; many aspects of the work are covered specifically, but must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed work is spot checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; work is also performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, vehicles.

Contacts: Frequent contacts with the public and employees or supervisors from other departments.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Certification Requirements: Must possess and maintain Class IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky; certified as Electrician is preferred, but not required. Must have completed training in basic first-aid, bloodborne pathogens, and CPR.

Additional Requirements: Must use self-contained breathing apparatus (SCAA) for prolonged periods of time; must be able to wear level A chemical suit for prolonged periods. Must be able to respond to emergency situations at all hours. May be required to work additional hours without advance notice.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

114,  
2049

Class Title: Mechanic II

Department: Support Services

Supervisor: Mechanic Supervisor

Supervises: None

Grade: 26

Revised: 7/1/2002

Class Characteristics: Under general direction, repairs and/or performs preventive maintenance service on vehicles and equipment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Repairs and/or performs preventive maintenance service on vehicles and equipment.
2. Assists in determining needed repairs from operators, specialized testing equipment, and road tests; makes necessary repairs; performs road tests to check repair work before vehicle or equipment is placed back into service.
3. Performs major and minor repairs, rebuilding and routine preventive maintenance on vehicles and equipment.
4. Requisitions parts needed for repairs; upon request from supervisor, may travel to vendors and pick up parts.
5. Supervises and/or repairs hydraulic systems, electrical systems, communications systems, etc.
6. Assists in continuance of preventive maintenance program.
7. Prepares and maintains accurate records on all vehicles and equipment serviced.
8. Maintains tools, equipment and shop area in clean, orderly condition.
9. Performs related work as required.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent, plus five years directly related work experience. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

## Mechanic II, Page 2

1. Knowledge of the standard practices and equipment used in the mechanic trade.
2. Extensive knowledge of pneumatics and hydraulics.
3. Knowledge of and experience in the principles of operation of engines (including diesel engines), electrical systems, welding and the mechanical methods applicable to vehicles and equipment.
4. Knowledge of EPA requirements governing gas, oil, and waste products; OSHA and ANSI regulations for aerial devices.
5. Knowledge of the occupational hazards and safety precautions of the trade.

### Abilities:

1. Ability to diagnose and repair vehicles and equipment.
2. Ability to maintain an effective preventive maintenance program.
3. Ability to prepare and maintain files on repair work for each vehicle and/or piece of equipment serviced.
4. Ability to weld.
5. Ability to establish and maintain effective working relationship with other employees.
6. Possess mechanical aptitude, manual dexterity, and good physical condition.

Instructions: Somewhat general; many aspects of work are covered specifically, but also must use own judgment.

Processes: Must occasionally consider different courses of action or deviate from standard procedures, to get the job done.

Review of Work: Work is not reviewed directly, but errors easily detected by vehicle driver or equipment operator.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work requires sitting, standing, stooping, walking; lifting heavy objects (more than 25 pounds); work is performed indoors and outdoors regardless of weather conditions; work requires being in high places, confined spaces, or using stairs or ladders; exposed to noise, machinery and moving parts, fumes, chemicals and substances; operating a vehicle or other equipment is a requirement.

Tools and/or Equipment used: Hand tools, engine analyzer, power tools, trucks, tire changer, tire balancer, brake lathe, welder, cutting torch, hydraulic hose machine, hydraulic lifts, flow meters.

Mechanic II, Page 3

Contacts: Occasional contacts with employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial drivers license.

Certification Requirements: Must be certified or have completed courses in basic automotive service and systems, automotive electronics and computer controls, light duty brakes, light duty suspension & steering, diesel engines and air conditioning.

Overtime Provision: Non-exempt.



1871, 1989

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Mechanic III

Department: Support Services

Supervisor: Mechanic Supervisor

Supervises: None

Grade 29

Revised: 7/1/2002

Class Characteristics: Under general direction, repairs and/or performs preventive maintenance service on vehicles and equipment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Repairs and/or performs preventive maintenance service on vehicles and equipment.
2. Assists in determining needed repairs from operators, specialized testing equipment, and road tests; makes necessary repairs; performs road tests to check repair work before vehicle or equipment is placed back into service.
3. Performs major and minor repairs, rebuilding and routine preventive maintenance on vehicles and equipment.
4. Requisitions parts needed for repairs; upon request from supervisor, may travel to vendors and pick up parts.
5. Supervises and/or repairs hydraulic systems, electrical systems, communications systems, etc.
6. Assists in continuance of preventive maintenance program.
7. Prepares and maintains accurate records on all vehicles and equipment serviced.
8. Maintains tools, equipment and shop area in clean, orderly condition.
9. Performs related work as required.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by seven years directly related work experience. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the standard practices and equipment used in the mechanic trade.
2. Thorough knowledge of and experience in the principles of operation of engines, electrical systems, welding, hydraulics, and of mechanical methods applicable to vehicles and equipment.
3. Thorough knowledge of EPA requirements governing gas, oil, and waste products; OSHA and ANSI regulations for aerial devices.
4. Knowledge of the occupational hazards and safety precautions of the trade.

Abilities:

1. Ability to diagnose and repair vehicles and equipment.
2. Ability to maintain an effective preventive maintenance program.
3. Ability to prepare and maintain files on repair work for each vehicle and/or piece of equipment serviced.
4. Ability to establish and maintain effective working relationship with other employees.
5. Possess mechanical aptitude, manual dexterity, and good physical condition.

Instructions: Somewhat general; many aspects of work are covered specifically, but also must use own judgment.

Processes: Must occasionally consider different courses of action or deviate from standard procedures, to get the job done.

Review of Work: Work is not reviewed directly, but errors easily detected by vehicle driver or equipment operator.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work requires sitting, standing, stooping, walking; lifting heavy objects (more than 25 pounds); work is performed indoors and outdoors regardless of weather conditions; work requires being in high places, confined spaces, or using stairs or ladders; exposed to noise, machinery and moving parts, fumes, chemicals and substances; operating a vehicle or other equipment is a requirement.

Tools and/or Equipment used: Hand tools, engine analyzer, power tools, trucks, tire changer, tire balancer, brake lathe, welder, cutting torch, hydraulic hose machine, hydraulic lifts, flow meters.

Contacts: Occasional contacts with employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial drivers license.

Certification Requirements: Must be certified or have completed courses in basic automotive service and systems; automotive electronics and computer controls; light, medium, and heavy duty brakes; light, medium and heavy duty suspension & steering; diesel engines; air conditioning; and mobile hydraulics.

Overtime Provision: Non-exempt.

1865

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Media Services Manager

Department: Cable/Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Media Services Division

Grade : 38

Revised: 5/18/04

Class Characteristics: Under general direction of the Superintendent, promotes and operates Community TV Channel, Leased Access Channels and the Cable Advertising division. Develops, implements and maintains a strategic plan for the Plant Board's Internet Website based on priorities, policy directions and management goals. Performs other duties as assigned by supervisor.

General Duties and Responsibilities:

Essential:

1. Manages Community TV Channel, Leased Access Channels, Cable Advertising, and Internet Website.
2. Performs out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems
3. Supervises the playback of Community TV programming. Oversees the production of programming and free-lance personnel.
4. Supervises video/audio production, both in studio and at remote locations.
5. Oversees the promotion and operates a commercial lease access channel(s) which encourages new programming and revenues.
6. Supervises traffic/billing functions which include billing, collection and general maintenance of detailed accounting records, procedures, and reporting applicable to divisional operations.
7. Supervises Account Executive in sale of advertising inventory.
8. Supervises production personnel to include commercial and industrial clients. Promotes the sale of specialized video production projects to prospective industrial and promotional clients. Prepares and submits proposals to clients.
9. Develop, research, lay out, write/edit new sections/features for the Plant Board's web site.
10. Develop and articulate the overall focus and concept for the Plant Board's web site, in keeping with company priorities and objectives.
11. Performs videography, script writing, editing services when necessary.
12. Assists supervisor in preparing division budget.

Media Services Manager, Page 2

Non-Essential: none

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Broadcasting, Communications or related field supplemented by five years directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Federal, state and local laws and administrative regulations governing industry.
2. Thorough knowledge of Plant Board operating policies and procedures.
3. Thorough knowledge of cable television production and operations.
4. Work hazards and applicable safety precautions associated with equipment.
5. Knowledge of and advanced proficiency with HTML, including style sheets, templates, complex tables, frames and image maps.
6. Community and lease channel TV channels operations.
7. Electronic components associated with TV facility.
8. Plant Board cable and IT operations.
9. Recording and playback equipment.
10. Cable TV advertising schedules and rates.
11. Cable TV advertising billing procedures.
12. Cable TV-PPV advertising programming developments.

Skills:

1. Communication skills.
2. Problem-solving skills.
3. Organizational skills.
4. Research skills.
5. Oral and written communications skills.
6. Skill in the use of departmental electronic equipment.
7. Skill in quality production and playback.
8. Skill with operating PC's and related software.

Abilities:

1. Ability to prepare and maintain effective record keeping system.
2. Ability to communicate effectively, orally and in writing.
3. Ability to organize, develop and maintain a web site.

4. Ability to research and evaluate special projects or activities which may be outside area of expertise.
5. Ability to establish and maintain effective records.

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits.

Review of Work: Completed projects may be discussed with supervisor but work is not generally reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed primarily indoors in at a desk or table requiring intermittent sitting, standing or stooping; must lift light objects (less than 25 pounds); however, work is performed at outdoor events, requiring exposure to all weather conditions; must use vehicle as a requirement of the job; exposed to dangerous machinery and sharp tools; must be in high places, confined spaces, or using stairs or ladders.

Tools and/or Equipment Used: Normal office equipment (phone, computer, fax, etc.); production van, cameras, VCR, audio equipment, vectorscope, waveform monitor, voltage meter, editing equipment, lighting system, live and delayed playback equipment, hand tools, etc.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain valid driver's license.

Certification Requirements: None.

Additional Requirements: Must be able to respond to calls in emergency situations within 30 minutes.

Overtime Provision: Exempt.

2047

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Media Specialist

Department: Cable/Telecommunications

Supervisor: Manager, Media Services

Supervises: none

Grade: 27

Revised: 8/5/2004

Class Characteristics: Under direction of the Superintendent, conceptualizes, writes, produces and designs FPB marketing material, public relations material and other FPB communication tools designed to inform, educate and produce sales for FPB services; under the direction of the manager, facilitates customer requests, designs and applies photo classified audio/video advertisements utilizing design software.

General Duties and Responsibilities:

Essential:

1. Facilitates customer requests for photo classified audio and video advertisements by phone, fax, walk-in, e-mail or mail.
2. Conceptualizes, writes, produces and designs, utilizing software and hardware tools, marketing material, public relations material and other FPB communication tools designed to inform, educate and produce sales for FPB services.
3. Prepares and maintains billing, schedules and removal of video advertising from the playback systems.
4. Maintains records and receipts, prepares and transfers money to appropriate personnel.
5. Assists in demonstrations at public gatherings of FPB products and services.
6. Assists with content maintenance of FPB website.

Non-essential:

1. Assists with general office duties including typing correspondence, preparing reports, answering phone, and delivering material to customers.
2. Monitors photo classified programming.

3. Creates web content for customers that elect FPB web hosting.

#### MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's degree in communications, journalism, marketing or equivalent supplemented by one year related work experience.

#### Special Knowledge, Skills and Abilities:

##### Knowledge:

1. FPB policies and procedures
2. PC or MAC hardware and software.
3. Audio production equipment.
4. Extensive knowledge of computer hardware and software utilized by the Plant Board.
5. General knowledge of copyright and trademark legal requirements.
6. Knowledge of offset printing process.
7. Knowledge of direct mail procedures.

##### Skills:

1. Proficiency with graphics software including PhotoShop and PageMaker
2. Skill in use of audio production equipment.
3. Skill in data entry.
4. Skill in written and verbal communications.
5. Problem solving skills.
7. Page layout and design skills
8. Creative writing and language skills.

##### Abilities:

1. Ability to input data efficiently and maintain accurate records.
2. Ability to learn new technology as it is introduced.
4. Ability to establish and maintain effective working relationship with Plant Board co-workers and customers.
5. Ability to learn new skills and to attend training as necessary.
6. Ability to meet deadlines consistently.



Instructions: Very general; requires use of own judgement most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Duties are of a complex nature, requiring judgment for which there is no precedent.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table; lifting light objects (less than 25 pounds) is a requirement of the job.

Tools and/or Equipment Used: Computers (MAC and PC), Graphics software equipment, normal office equipment (telephone, calculator, etc.)

Contacts: Frequent contacts with employees and customers requiring tact and diplomacy.

Confidential Information: Limited use of confidential information is a requirement of the job.

Interruptions: Frequent.

Special Licensing Requirements: Valid Kentucky driver's license.

Certification Requirements: PhotoShop certification

Overtime Provision: Non-exempt.

Additional Requirement: Must be able to respond to emergency call at all hours

2102,  
2074

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Meter Reader I  
Department: Customer Service / Meter Reading  
Supervisor: Meter Reading Supervisor  
Supervises: None  
Grade 22  
Revised: 7/1/2002

Class Characteristics: Under general supervision, serves as meter reader for the Plant Board; connects, disconnects and reconnects meters; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Responsible for reading electric and water meters on assigned routes on a monthly basis accurately and thoroughly; records all high/low usage and service related hazards and problems to Supervisor.
2. Works re-reads as requested to check meter readings for accuracy and for customer related problems (leak detection, over-reads, and other meter reading problems).
3. Disconnects and reconnects meters of non-payment customers as requested by Customer Services.
4. Locates new meters for CSR location numbers and reading sequence numbers.
5. Reports service problems such as bad service drops, bad electric bases, water vault problems, etc., to Supervisor.
6. Detects and reports meter tampering; assists in investigation and recovery of any revenue loss related to meter tampering.
7. Assists with maintaining vehicles, tools and equipment assigned to the Division.
8. Performs other duties as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year work experience, including frequent contact with the public.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, the geography of the service area, including the location of streets, roads and meters.
2. Knowledge of, or ability to learn, work hazards and applicable safety precautions associated with tools and equipment.
3. Knowledge of, or ability to learn, computer system utilized in meter reading.
4. Knowledge of, or ability to learn, federal and state laws and administrative regulations and Plant Board policies and procedures governing assigned duties, including confined space legislation.

Skills:

1. Skill in the use of hand tools.

Abilities:

1. Ability to read meters accurately after receiving proper training; ability to remember the location of meters throughout the system.
2. Ability to establish and maintain effective working relationships with other employees and the general public.
3. Ability to walk long distances and remain outdoors for extended periods of time, regardless of weather conditions.

Instructions: Instructions are initially very specific, but become more general with work experience.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing work.

Review of Work: Work is initially reviewed very closely, but receives less review with work experience in the class.

Analytical Requirements: Duties are of a routine nature.

Tools and/or Equipment Used: Vehicle, hand-held computer, pipe wrench, hand pump, tube, small hand tools, meter probes, meter puller, rubber gloves, shield.

Physical Demands of the Job: Work is performed outdoors for extended periods of time during all weather conditions, requiring walking long distances each day; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; exposed to high places, confined spaces, and must use stairs and ladders; must operate vehicle regardless of weather conditions.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None.

Overtime Provision: Non-exempt.

13, 2004,

262, 108

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Meter Reader II  
Department: Customer Service / Meter Reading  
Supervisor: Meter Reading Supervisor  
Supervises: None  
Grade 23  
Revised: 7/1/2002

Class Characteristics: Under general supervision, serves as meter reader for the Plant Board; performs call-out duties for the Plant Board; connects, disconnects and reconnects meters; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Responsible for reading meters for multiple services on assigned routes on a daily basis accurately and thoroughly; records all high/low usage and service related hazards and problems to Supervisor.
2. Performs re-reads as necessary for accuracy and for customer related problems (leak detection, over-reads, and other meter reading problems).
3. Disconnects and reconnects services for non-payment at the request of Customer Services.
4. Performs service truck duties as scheduled, including re-reads, final-bill readings, locating and connecting meters at new construction sites, disconnecting service for non-payment, reconnecting service after receipt of payment, etc.
5. Performs call-out duties during week nights, weekends and holidays.
6. Locates new meters for CSR location numbers and reading sequence numbers.
7. Reports service problems such as bad service drops, bad electric bases, water vault problems, etc., to Supervisor.
8. Detects and reports meter tampering; assists in investigation and recovery of any revenue loss related to meter tampering.
9. Assists with maintaining vehicles, tools and equipment assigned to the Division.
10. Performs other duties as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years work experience, including frequent contact with the public.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the geography of the service area, meter locations, and route sequence order.
2. Knowledge of all meter reading policies and procedures.

3. Knowledge of all policies and procedures concerning operation of the service truck.
4. Knowledge of safe disconnect/reconnect of electric and water services for non-payment customers.
5. Knowledge of work hazards and applicable safety precautions associated with tools and equipment.
6. Knowledge of computer system utilized in meter reading.
7. Knowledge of federal and state laws and administrative regulations and Plant Board policies and procedures governing assigned duties, including confined space legislation.

Skills:

1. Skill in the use of hand tools.

Abilities:

1. Ability to use meter reading equipment and to read meters accurately; ability to remember the location of meters throughout the system.
2. Ability to establish and maintain effective working relationships with other employees and the general public.
3. Ability to walk long distances and remain outdoors for extended periods of time, regardless of weather conditions.
4. Ability to work re-reads, detect leaks, meter tampering, and other meter related problems.
5. Ability to safely connect/disconnect and read-in and out all services as requested by Customer Services.
6. Ability to make accurate decisions with little or no supervision.
7. Ability to work customer service and meter reading customer complaints and requests.

Instructions: Somewhat general; many aspects of job covered specifically, but must also use own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is not reviewed, except that reports generated from data collected are reviewed

Analytical Requirements: Problems require analysis based on precedent.

Tools and/or Equipment Used: Vehicle, hand-held computer, screw driver, wire cutters, crescent wrench, hammer, chisel, water cut-off wrench, confined space equipment, programmers, gas detector, meter probe, meter puller, water pump, rubber gloves, face shield.

Physical Demands of the Job: Work is performed outdoors for extended periods of time during all weather conditions, requiring walking long distances each day; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; exposed to high places, confined spaces, and must use stairs and ladders; must operate vehicle regardless of weather conditions.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Overtime Provision: Non-exempt.

14

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Meter Reading Supervisor  
Department: Customer Services / Meter Reading  
Supervisor: Customer Services Director  
Supervises: All Personnel Assigned to Division  
Grade: 33  
Revised: 7/1/2002

Class Characteristics: Under general direction, supervises personnel assigned to Division; detects and corrects meter reading errors posted in computer; updates meter changes and billing-related information; detects and corrects metering problems; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and evaluates personnel assigned to Division; schedules vacation leave and approves time-off.
2. Assesses productivity of Division, utilizing time-stamp report.
3. Reviews meter readings after loaded into computer; detects and corrects metering and billing errors; detects possible water leaks; detects violation of policies; detects and informs Meter Readers of potential problem areas; may contact customers or receive calls from customers regarding problems.
4. Obtain and post meter readings from no-reads and from problem areas or from customers who request to call-in their meter readings.
5. Updates meter changes and billing-related information in computer.
6. Reviews bills; insures correct customer billings (itron reports, daily posts, and area reports).
7. Updates meter information in computer, adding newly-acquired meters and specifications to computer records.
8. Insures preventive maintenance duties on vehicle; insures cleanliness of vehicle and hand tools.
9. Inputs weather into mainframe computer daily.
10. Responsible for sequencing of accounts for new customers and/or routes.
11. Provides billing adjustment listings to customer service for corrections of previous billing.
12. Assists other departments or personnel as requested.

Non-essential:

1. Opens vault daily.
2. Collects payments from depositories daily.
3. Responds to burglar/fire alarms in administration building. Meter Reading



MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience, including frequent contact with the public.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state laws and administrative regulations and Plant Board policies and procedures governing metering and billing duties.
2. Thorough knowledge of the electric and water systems, and the service area.
3. Thorough knowledge of various electric and water meters used within the system.
4. Thorough knowledge of the methods used to by-pass metering of services.
5. Knowledge of computer hardware and software programs.

Skills:

1. Skill in the use of computers.

Abilities:

1. Ability to supervise meter reading function.
2. Ability to detect and correct metering and billing errors, and to conduct theft investigations.
3. Ability to operate computer.
4. Ability to establish and maintain effective working relationships with other employees and the general public.

Instructions: Somewhat general; many aspects of job covered specifically, but must also use own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get job done.

Review of Work: Unless problems arise which require input, work is not reviewed.

Analytical Requirements: There is a choice in standard procedure.

Tools and/or Equipment Used: Standard office equipment (computer, printer, calculator, telephone, copier, etc.).

Physical Demands of the Job: Work is performed outdoors and indoors; outdoors while supervising subordinates, but primarily indoors at a desk or table; lifting light objects weighing less than 25 pounds are a requirement of the job.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Meter Reading Supervisor, Page 3

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

351, 2077

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Meter/Relay Technician IV  
Department: Electric  
Supervisor: Technical Support Supervisor or Lead Meter/Relay Technician  
Supervises: None  
Grade: 24  
Revised: 7/1/2002,

Class Characteristics: Under general supervision, assists in the installation, calibration, and maintenance of electrical metering equipment relays and relays throughout the system; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for crew in absence of a higher authority.
2. Assists in installing meters; hook-ups for all current and potential transformers on three-phase service; tests all electrical meters for accuracy; tests relays in system.
3. Detects malfunctions in equipment and vehicles, and makes minor repairs; insures that preventive maintenance standards are followed; recommends major repairs to supervisor..
4. Performs relay calibration and programming.
5. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; no previous work experience requirements; the Superintendent must recommend and the General Manager must approve the appointment from to Meter/Relay Technician III.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, equipment, materials, methods and techniques used in all operations, construction and maintenance of meter/relay equipment.
2. Knowledge of, or ability to learn, federal, state and local laws and administrative regulations regarding meter/relay equipment.
3. Knowledge of, or ability to learn, functions and servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of and ability to insure compliance with safety requirements.
5. Knowledge of mathematics.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to equipment.
2. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
3. Ability to maintain safety standards and practices.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.
6. Ability to solve complex problems.

Instructions: Instructions are detailed and specific initially, and become more general with work experience.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: All work is spot-checked initially, and checked less frequently with increased work experience.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Meters, electric and hand tools, vehicles, oil filter press, pumps, generators, etc.

Contacts: Public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must obtain First-Aid Responder & CPR Certification during first year of employment in the class.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Meter Technician II

Department: Water Distribution

Supervisor: Service Supervisor

Supervises: May Supervise Meter Technician I or Utility Workers in the absence of a higher authority

Grade: 24

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the installation, trouble-shooting, repair, and/or maintenance of electronic metering devices. May assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the installation, trouble-shooting, repair, and/or maintenance of electronic metering devices. Operation of system is performed under the supervision of a Class IV operator.
2. Assists in the installation of new service requests and requests for service renewals, including locating water lines, installing service lines, installing meters, renewing or replacing old water lines, using push machine, directional drilling machine, etc.
3. Performs traffic control measures per rules and regulations while working in street or highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis and may be required to take chlorine residuals.
5. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation; makes adjustments as needed. Checks tanks and tank levels and makes adjustments as needed; assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. Performs and/or insures completion of meter room meter testing and meter change-out program.
7. Installs, trouble-shoots, and programs electronic metering devices.

Meter Technician II, Page 2

8. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
9. Cleans vehicles and equipment after use.
10. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.
11. Investigates customer complaints.
12. Prepares and maintains records.
13. Completes work in accordance with federal and state regulations and Plant Board standards.
14. Insures sufficient stock of materials and supplies are on-hand at all times.
15. Assists other Divisions as requested and approved by Supervisor.
16. Other duties as conditions and consequences dictate.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience. Promotion to Meter Technician II is made only upon the recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the equipment, materials, methods and techniques used in the metering of water service.
2. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Knowledge of federal, state and local laws and administrative regulations, and Plant Board regulations, standards, policies and procedures regarding water distribution.
4. Knowledge of the geography of the service area.
5. Knowledge of safety requirements.

Abilities:

1. Ability to operate all equipment assigned to the Division.

Meter Technician II, Page 3

2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.
4. Ability to perform manual labor under extreme weather conditions for extended periods of time.
5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity, and in good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different course of action or deviate from standard operating procedures to get the job done.

Review of Work: Completed projects may be discussed with supervisor, but work is generally reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders to complete work assignments.

Tools and/or Equipment Used: Installation equipment (vehicle, back hoe, tamping machine, hydraulic pushing machine, jack hammer, trencher, drills, saws, maps, locators for pipe and valves, geophones, hand tools, etc.) Computer, meter programmer, and flow analyzer.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Meter Technician II, Page 4

Special Licensing Requirements: Must possess and maintain a valid commercial driver's license. Must obtain Class III Distribution License issued by the Commonwealth of Kentucky to advance to Meter Technician III.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.



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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Meter Technician III

Department: Water Distribution

Supervisor: Service Supervisor

Supervises: May Supervise Meter Technician I, II and Utility Workers in the absence of a higher authority

Grade: 27

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the installation, trouble-shooting, repair, and/or maintenance of electronic metering devices. May assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the installation, trouble-shooting, repair, and/or maintenance of electronic metering devices. Operation of system is performed under the supervision of a Class IV operator.
2. Assists in the installation of new service requests and requests for service renewals, including locating water lines, installing service lines, installing meters, renewing or replacing old water lines, using push machines, directional drilling machine, etc.
3. Performance of traffic control measures per rules and regulations while working in street or highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis and may be required to take chlorine residuals.
5. May perform maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation. Checks tanks and tank levels and assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. Performs and/or insures completion of meter room meter testing and meter change-out program.
7. Installs, trouble-shoots, and programs electronic metering devices.

Meter Technician III, Page 2

8. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
9. Cleans vehicles and equipment after use.
10. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.
11. Investigates customer complaints.
12. Prepares and maintains records.
13. Completes work in accordance with federal and, state regulations, and Plant Board standards.
14. Insure sufficient stock of materials and supplies are on hand at all times.
15. Assists other Divisions as requested and approved by Supervisor.
16. Other duties as conditions and consequences dictate.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by six years directly related work experience Promotion to Meter Technician III is made only upon the recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the equipment, materials, methods and techniques used in the metering of water service.
2. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Thorough knowledge of federal, state and local laws and administrative regulations, and Plant Board regulations, standards, policies and procedures regarding water distribution.
4. Thorough knowledge of the geography of the service area.
5. Thorough knowledge of safety requirements.

Abilities:

1. Ability to operate all equipment assigned to the Division.

Meter Technician III, Page 3

2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.
4. Ability to perform manual labor under extreme weather conditions for extended periods of time.
5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity, and in good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different course of action or deviate from standard operating procedures to get the job done.

Review of Work: Completed projects may be discussed with supervisor, but work is generally reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders to complete work assignments.

Tools and/or Equipment Used: Installation equipment (vehicle, back hoe, tamping machine, hydraulic pushing machine, jack hammer, trencher, drills, saws, maps, locators for pipe and valves, geophones, hand tools, etc.) Computer, meter programmer, and flow analyzer.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Meter Technician III, Page 4

Special Licensing Requirements: Must possess and maintain a Class III Distribution License issued by the Commonwealth of Kentucky. Must obtain Class IV Distribution License issued by the Commonwealth of Kentucky to advance to Meter Technician IV. Must possess and maintain a valid commercial driver's license.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

## CLASS SPECIFICATION

Class Title: Network Administrator  
Department: Information Technology  
Supervisor: Information Technology Director  
Grade 34  
Supervises: None.

Class Characteristics: Under general direction, provides technical support for the Novell and Windows NT Local Area Network (LAN) and the Wide Area Network (WAN); handles software problems ; performs related work as required.

## General Duties and Responsibilities:

## Essential:

1. Maintains Novell Network by adding or deleting users, creating groups, assigning security rights, and other related functions on the network.
2. Uses Network utilities to troubleshoot, resolve and prevent problems.
3. Adds or deletes users in e-mail program.
4. Assists with resolution of communications problems between sites.
5. Establishes data security and access standards.
6. Performs data backup on Novell LAN.
7. Monitors network traffic.
8. Reviews and analyzes network statistics for possible use in best upgrade options.
9. Determines if new hardware/software requests will interface with existing hardware and software.
10. Evaluates new software capabilities.
11. Installs hardware and software to meet end-user's needs.
12. Estimates data storage capacity and computing power requirements for new software requests.
13. Assists in five-year plan for information technology interfacing of all sites.
14. Evaluates and implements Internet access.
15. Provides the same degree of support, monitoring and administration for the City's Network.
16. Monitor WAN:
  - a. Traffic load.
  - b. Install Hardware.

Non-essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Computer Science or related field supplemented by two years directly related work experience. (See Certification Requirements for additional qualifications.)

Special Knowledge, Skills and Abilities:

### Knowledge:

1. Thorough knowledge of the principles and practices of the operation of computer hardware and related equipment.
2. Thorough knowledge of the capabilities and intricacies of computers and related equipment.
3. Thorough knowledge of computer storage, record layouts and software.
4. Thorough knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
5. Thorough knowledge of electronics communications.
6. Extensive knowledge of Novell and Windows NT Networks
7. Thorough knowledge of data communications.
8. Knowledge of Microsoft Office products as well as a wide scope of other software products.

### Skills:

1. Skill in logic and translation of codes to layman terms.
2. Skill in using software commands.
3. Skill in written communications.
4. Skill in understanding network system data and statistics.
5. Skill in the installing, troubleshooting, and maintaining PCs.
6. Skill in training and/or assisting users with PC environment.

### Abilities:

1. Ability to operate personal computers and related equipment.
2. Ability to apply software programs to meet needs of the organization.
3. Ability to read, interpret, and apply program in the operation of computers and related equipment.
4. Ability to recognize and distinguish machine malfunctions and program errors.
5. Ability to establish and maintain effective working relationship with Plant Board officers, employees, and third parties.
6. Ability to assist in the design and implementation of a PC based network.
7. Ability to maintain current network as well as foresee future needs.
8. Troubleshooting abilities, using Novell and Windows NT Networks.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Reviews design requirements but is not involved in all details of work.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table; lifting objects weighing less than 50 pounds is a requirement of the job.

Tools and/or Equipment Used: Computers (main frame, servers and PC's); communications equipment - special tools for communication lines and various computer equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Must possess Certified Novell Administrator designation, or achieve such designation during the first six months in the class.

Overtime Provision: Exempt.

2090,

2101, 2079

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Operator I

Department: Water Distribution

Supervisor: Construction Supervisor

Supervises: May Supervise Utility Workers in the absence of a higher authority

Grade: 21

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the construction and maintenance of water mains and appurtenances; may supervise employees assigned to division in absence of the supervisor; may assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the construction, maintenance and operation of water mains, valves, and appurtenances. Operation of the system under the supervision of a Class IV operator.
2. Assists in the installation of new water mains, valves, fire hydrants, and other appurtenances; including renewing, replacing, repairing, and/or the disconnection of old water mains, using construction equipment, etc.
3. Performs traffic control measures per rules and regulations while working in streets and highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis.
5. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation; makes adjustments as needed. Checks tanks and tank levels and makes adjustments as needed; assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
7. Cleans vehicles and equipment after use.
8. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.



Operator I, Page 2

9. Assists with preparation of daily reports of materials used for jobs.
10. Completes work in accordance with federal and state regulations and Plant Board standards.
11. Insures sufficient stock of materials and supplies are on-hand at all times.
12. Assist other divisions as requested and approved by Supervisor.
13. Other duties as conditions and consequences dictate.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school graduate or equivalent supplemented by a minimum of six months work experience as a Utility Worker. Promotion to Operator I is made only upon the recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to acquire knowledge of, the equipment, materials, methods and techniques used in the construction, maintenance, and operation of the system.
2. Knowledge of, or ability to acquire knowledge of, operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Knowledge of, or ability to acquire knowledge of, federal, state and Plant Board regulations, standards, policies and procedures regarding water distribution.
4. Knowledge of the geography of the service area.
5. Knowledge of safety requirements.

Abilities:

1. Ability to operate all equipment assigned to the Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.
4. Ability to perform manual labor under extreme weather conditions for extended periods of time.

Operator I, Page 3

5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity, and in good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Construction equipment (excavators, loaders, air compressors, dump truck, tampers, water pumps, pipe saws, concrete mixers, boom truck, blacktop roller, boring machine, back hoe, jack hammer, tap machines, line-stop equipment and numerous small hand tools.)

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must obtain and maintain a valid commercial driver's license as soon as experience is deemed adequate.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Operator I, Page 4

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Operator II

Department: Water Distribution

Supervisor: Construction Supervisor

Supervises: May Supervise Operator I or Utility Workers in the absence of a higher authority

Grade: 24

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the construction and maintenance of water mains and appurtenances; may supervise employees assigned to division in absence of the supervisor; may assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the construction, maintenance and operation of water mains, valves, and appurtenances. Operation of the system under the supervision of a Class IV operator.
2. Assists in the installation of new water mains, valves, fire hydrants, and other appurtenances; including renewing, replacing, repairing, and/or the disconnection of old water mains, using construction equipment, etc.
3. Performs traffic control measures per rules and regulations while working in streets and highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis.
5. Performs maintenance on pumps and water tanks, checks pumps and gauges at pump stations to insure proper operation. Checks tanks and tank levels, assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
7. Cleans vehicles and equipment after use

Operator II, Page 2

8. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.
9. Assists with preparation of daily reports of materials used for jobs.
10. Completes work in accordance with federal and state regulations and Plant Board standards.
11. Insures sufficient stock of materials and supplies are on-hand at all times.
12. Assists other divisions as requested and approved by Supervisor.
13. Other duties as conditions and consequences dictate.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school graduate or equivalent supplemented by three years directly related work experience. Promotion to Operator II is made only upon the recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the equipment, materials, methods and techniques used in the construction, maintenance, and operation of the system.
2. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Knowledge of federal, state and Plant Board regulations, standards, policies and procedures regarding water distribution.
4. Knowledge of the geography of the service area.
5. Knowledge of safety requirements.

Abilities:

1. Ability to operate all equipment assigned to the Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.

Operator II, Page 3

4. Ability to perform manual labor under extreme weather conditions for extended periods of time.
5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity, and in good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed projects may be discussed with supervisor, but work is generally reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Construction equipment (excavators, loaders, air compressors, dump truck, tampers, water pumps, pipe saws, concrete mixers, boom truck, blacktop roller, boring machine, back hoe, jack hammer, tap machines, line-stop equipment and numerous small hand tools.)

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial driver's license. Must obtain Class III Distribution License issued by the Commonwealth of Kentucky to advance to Operator III

Operator II, Page 4

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Operator IV

Department: Water Distribution

Supervisor: Construction Supervisor

Supervises: May Supervise Other Division Personnel in the absence of higher authority

Grade: 30

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the construction and maintenance of water mains and appurtenances; may supervise employees assigned to division in absence of the supervisor; may assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the construction, maintenance and operation of water mains, valves, and appurtenances.
2. Assists in the installation of new water mains, valves, fire hydrants, and other appurtenances; including renewing, replacing, repairing, and/or the disconnection of old water mains, using construction equipment, etc.
3. Performs traffic control measures per rules and regulations while working in streets and highway rights-of-way.
4. Performs on-call duties on scheduled and emergency basis.
5. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation; makes adjustments as needed. Checks tanks and tank levels and makes adjustments as needed; assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
7. Cleans vehicles and equipment after use.
8. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.



Operator IV, Page 2

9. Assists with preparation of daily reports of materials used for jobs.
10. Completes work in accordance with federal and state regulations and Plant Board standards.
11. Insures sufficient stock of materials and supplies are on-hand at all times.
12. Assist other divisions as requested and approved by Supervisor.
13. Other duties as conditions and consequences dictate.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school graduate or equivalent supplemented by eight years directly related work experience. Promotion to Operator IV is made only upon the recommendation by the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of the equipment, materials, methods and techniques used in line construction and maintenance, and operation of the system.
2. Extensive knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Extensive knowledge of federal, state and Plant Board regulations, standards, policies and procedures regarding water distribution.
4. Extensive knowledge of the geography of the service area.
5. Extensive knowledge of safety requirements.

Abilities:

1. Ability to operate all equipment assigned to the Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.

Operator IV, Page 3

4. Ability to perform manual labor under extreme weather conditions for extended periods of time.
5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity, and in good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Supervisor may spot –check completed work

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where the application of advanced or technical concepts is required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Construction equipment (excavators, loaders, air compressors, dump truck, tampers, water pumps, pipe saws, concrete mixers, boom truck, blacktop roller, boring machine, back hoe, jack hammer, tap machines, line-stop equipment and numerous small hand tools.)

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Operator IV, Page 4

Special Licensing Requirements: Must possess and maintain a Class IV Distribution License issued by the Commonwealth of Kentucky. Must possess and maintain a valid commercial drivers license.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Broadband/Optical /Cable/Telecommunication Network Technician

Department: Cable / Telecommunications (Cable Division)

Supervisor: Chief Field Technician

Supervises: May supervise Apprentice in absence of Chief Field Technician

Grade: 30

Revised: 7/1/2002

Class Characteristics: Under general direction, performs optic network connections; performs Cable/Telecommunication network maintenance, including preventive maintenance; troubleshoots Cable/Telecommunication networks; performs emergency repair service; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs preventive Cable/Telecommunications maintenance; splices fiber optic/coax cable, equipment, splice enclosures and demarcation, OTDR/TDR traces of work; documents response of two-way path of Cable/Telecommunication system and forwards to supervisor.
2. Performs and assists in construction and/or maintenance of Cable/Telecommunication network, including installation of lines and poles, grounding/bonding poles, splicing in equipment and setting up Cable/Telecommunication network equipment; switching from old to new equipment, etc.
3. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to Supervisor.
4. Performs troubleshooting duties; corrects routine Cable/Telecommunication network problems by repairing and/or replacing damaged equipment and/or cables.
5. Insures sufficient materials, equipment and supplies are on-hand for job related projects.
6. Completes work in accordance with federal and state regulations, and Plant Board standards.
7. Locates and/or repairs underground cables. 1%
8. Assist with CLI rideout and repair 5%
8. Responsible for maintaining and cleaning vehicle and/or equipment assigned to Division.
9. Prepares reports, time sheets, and materials used for each job; marks-up blue prints with completed work.

Broadband/Optical /Cable /Telecommunication Network Technician, Page 2

10. Operates equipment assigned to Division.
11. Performs backup call duties on scheduled basis.
12. Assists other departmental personnel when requested.

Non-essential:

1. Assists in gathering field data for engineering division.
2. Attends training programs; provides training for employees as requested.

**MINIMUM QUALIFICATIONS**

Training and Experience: Graduation from high school or equivalent SCTE Installer Certification or equivalent. Required /Must have certificates of training for Digital cable, Telephone, Cable Modem Installation, and Computer Operations or equivalent, Required/ Certificate for fiber optic network system training or equivalent, Required/ BCT/E Category 4 (Distribution Systems) or equivalent, Required. supplemented by five years of directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of fiber optic principles and applications of Cable/Telecommunication networks, test equipment, system trouble shooting, and analysis.
2. Knowledge of fiber, Cable/Telecommunication construction techniques, splicing methods, path testing, connectors, optical and coax passives.
3. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools pole climbing, tower/tanks
4. Knowledge of federal, state and Plant Board regulations.
5. Knowledge of, or ability to learn, the geography of the service area.

Abilities:

1. Ability to work independently, and to effectively and efficiently allocate time for each job.
2. Ability to use pole climbing equipment and work for extended periods while on pole.
3. Ability to learn new techniques and technologies on a continuing basis.
4. Ability to operate assigned vehicle and equipment.
5. Ability to detect mechanical flaws and make minor repairs to equipment.
6. Ability to maintain safety standards and practices.
7. Ability to establish and maintain effective working relationships with officials, employees and the general public.
8. Ability to perform manual labor under extreme weather conditions for extended periods of time.

9. Possess mechanical aptitude, manual dexterity, and good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get job done.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Assignments involve decisions based on wide knowledge of many factors where application of technical concepts are required.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places (pole climbing equipment, bucket trucks, and towers/tanks), confined spaces, and using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Climbing gear, test equipment, various hand tools, and vehicles assigned to Division; normal office equipment.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid Commonwealth of Kentucky drivers license.

Certification Requirements: Completion of First-Aid Responder (CPR) certification required; SCTE Installer Certification or equivalent Required/ Certificate for fiber optic network system training course. Required; Certificates of training for Digital cable, Telephone, Cable Modem Installation and Computer operations or equivalent: Required; BCT/E Category IV (Distribution Systems) or Equivalent. Required.

BCT/E or equivalent-Preferred but not required.

Category I (Signal Processing Center)

Category II (Audio Signals and Systems)

Category III (Transportation Systems)

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Overhead Electric Supervisor  
Department: Electric  
Supervisor: Electric Superintendent or Assistant Superintendent  
Supervises: All Assigned Personnel  
Grade: 35  
Revised: 7/1/2002

Class Characteristics: Under general direction, supervises and assists in the construction and maintenance of overhead section of utility; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the construction and/or maintenance (including replacement and/or repair of sections of distribution system, including substations, transmission, distribution) of overhead section of utility, insuring that work is completed in accordance with federal and state regulations and Plant Board standards.
2. Identifies system problems and makes safe repairs for power restoration.
3. Insures production, projects, and goals are met.
4. Assigns personnel, equipment and material to work to be completed.
5. Insures sufficient stock of materials and supplies are on-hand at all times; prepares daily reports of materials used for each job.
6. Responsible for employee safety, including issuance of safety equipment and scheduling of employees for safety training; conducts safety meetings.
7. Responsible for protection of job-site for general public and public property.
8. Attends to problems as they arise daily.
9. Supervises and trains employees; completes performance evaluations; responsible for daily time and attendance for subordinates; recommends disciplinary action to Superintendent.
10. Works at different heights, including using bucket-truck and climbing poles.
11. Works with high voltage.
12. Cleans oil spills from transformers.
13. Detects malfunctions in equipment and vehicles, and makes minor repairs; insures that preventive maintenance standards are followed; recommends major repairs to Superintendent.
14. Conducts investigations for all accidents.
15. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by eight years directly related work experience. (See Certification Requirements for additional requirements.)



Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the overhead electric utility system, including equipment, materials, methods and techniques used in operations, construction and maintenance.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding overhead section of utility; ability to insure compliance with the same.
3. Thorough knowledge of federal and state laws regulating chemical spills.
4. Thorough knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
5. Thorough knowledge of and ability to insure compliance with safety requirements.

Skills:

1. Pole climbing skills.
2. Problem-solving skills.

Abilities:

1. Ability to supervise subordinates while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to recognize work hazards and maintain safety standards and practices.
5. Ability to use pole climbing equipment and to climb poles.
6. Ability to work in highly stressful situations, such as working with hot wires.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationships with Plant Board department directors, and the general public.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; sitting, standing stooping, and climbing poles are job requirements; must operate equipment and vehicle; must lift objects weighing in excess of twenty-five (25 pounds; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Bucket truck; backhoe; bobcat; trencher; derrick truck; hydraulic tools (jackhammer, drill, pump); winches; wire pullers; pole climbing tools; pipe bender; pipe threader; ladders; computer; various hand tools assigned to department.

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a commercial drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification. Must have completed TVPPA Certification or equivalent.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT AOARD  
CLASS SPECIFICATION

Class Title: Water Plant Operator III

Department: Water Plant

Supervisor: Chief Water Plant Operator

Supervises: May Supervise Water Plant Operators II or I in the Absence of a Higher Authority

Grade: 27

Revised: 7/1/2002

Class Characteristics: Under general direction, assists in the daily operation and maintenance of the water plant; may supervise plant operators in lower classes in the absence of higher authority; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in the daily operation and maintenance of the water plant, including start-up and/or shut-down of plant and equipment, involving collection and distribution of water in compliance with established procedures and standards and federal and state laws and administrative regulations.
2. May supervise water plant operators in lower classes in absence of higher authority.
3. Inspects and/or monitors computerized equipment, pumps, charts, gauges and meters daily.
4. Collects samples from designated points plus additional points; analyzes samples and interprets results to maintain water quality.
5. Accepts inquiries about water quality and provides information or assistance.
6. Adds chemicals in accordance with prescribed standards; may assist lab personnel in collection of water samples; insures proper adjustment of feeder equipment; adjusts chemicals as necessary.
7. Prepares and maintains accurate reports/records.
8. Insures that water samples and reports are forwarded as required.
9. Insures that servicing and preventive maintenance programs on plant and equipment are followed; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment and tools to superiors.

10. Assists with creating computer generated forms and log sheets.
11. Assists with providing plant tours.
12. Insures adequate inventory of spare parts, chemicals, equipment and tools.
13. Assists with minor construction projects.
14. Assists with cleaning of plant and grounds.

Non-Essential: None.

### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years work experience as a Plant Operator.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of water plant operations.
2. Thorough knowledge of federal, state laws and administrative regulations with reference to water treatment.
3. Thorough knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Thorough knowledge of and ability to comply with safety standards.
5. Knowledge of computer hardware and applicable software programs.
6. Knowledge of "hazardous" and "extremely hazardous" materials.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to prepare and maintain preventive maintenance and servicing program.
3. Ability to run laboratory equipment.
4. Ability to prepare and maintain accurate reports.
5. Ability to maintain inventory of chemicals, spare parts and tools.
6. Ability to supervise the work of water plant operators while assisting with performing required duties.
7. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.

8. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.
9. Ability to work independently or as part of a team.
10. Ability to base decisions on-line equipment.
11. Ability to learn and utilize technology and processes (equipment-chemicals-etc.)

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different information and analysis from courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work requires sitting at desk with intermittent Water standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, vehicles.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Certification Requirements: Must possess and maintain a Class III Water Treatment Plant Operators License issued by the Commonwealth of Kentucky; must obtain Class IVA license within eighteen months after meeting the experience requirements to obtain the license. Must have completed training in basic first-aid, bloodborne pathogens, and CPR.

Additional Requirements: Must use self-contained breathing apparatus (SCAA) for prolonged periods of time; must be able to wear level A chemical suit for prolonged periods. Must be able to respond to emergency situations at all hours. May be required to work additional hours without advance notice. Must be able to work alternating shifts (includes nights, weekends, etc.)

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Production (Video) Assistant

Department: Marketing, Public Relations and Community TV

Supervisor: Community TV Coordinator

Supervises: None.

Grade: 22

Revised: 7/1/2002

Class Characteristics: Under general direction, videotapes community programs for playback on Cable 10, Community Television; prepares tapes for replay, allocates equipment for use by freelance videographers, and determines production requirements; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Video production: Transports materials, supplies and equipment to job site if not in studio; sets up equipment; operates video/audio equipment in studio and/or at job site.
2. Post-production: Times, logs, titles, and edits video programs for replay.
3. Video pre-production: Determines materials, supplies and equipment needed for project.
4. Equipment allocation: Responsible for allocation of equipment to staff and freelance videographers for field productions.
5. Production planning: , determines how program is to be done and what equipment is needed.
6. System design: Works with individuals, groups, schools, and other organizations in setting up production/playback systems.
7. Miscellaneous: Picks up and delivers tapes; troubleshoots; performs maintenance on equipment as requested.
8. Playback monitoring: Periodic off-site monitoring of channels 10 and 20.
9. Performs other duties as assigned by Supervisor.
10. Attends continuous education conferences as new technology is introduced and integrated.
11. Coordinates playback as scheduled; programming, playback equipment through computer assisted software and interface on Community TV Cable 10 and 20.

Non-Essential:

### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years directly related work experience (video production), or two years post-secondary training in telecommunications or closely related field (videography, broadcast, communications, etc.).

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal, state and local laws and administrative regulations governing industry.
2. Knowledge of Plant Board operating policies and procedures.
3. Knowledge of cable television production and operations.
4. Knowledge of recording and playback equipment.
5. Knowledge of work hazards and applicable safety precautions associated with equipment.

Skills:

1. Skill in the use of departmental equipment, including camera, VCR, editing equipment, controls, etc.
2. Communication skills.
3. Skill in producing quality products for playback.
4. Problem-solving skills.

Abilities:

1. Ability to assess locations for appropriate type of equipment and placement.
2. Ability to inconspicuously adjust location and/or equipment as necessary to capture high quality audio and video.
3. Ability to transport, set-up, and dismantle equipment weighing 50 pounds or more when working at locations away from studio.
4. Ability to edit video tapes.
5. Ability to prepare and maintain effective record keeping system.



6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and members of the community.
8. Ability to work independently.
9. Excellent vision; manual dexterity; attention to detail; good balance and muscle control; ability to adapt to frequent change.

Instructions: Somewhat general; many aspects of the work are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different course of action, or deviate from standard procedures, to get the job done.

Review of Work: Work is spot-checked, either as it is being done or upon completion.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed indoors at a desk, table, or piece of video equipment; however, work is performed at outdoor events, requiring exposure to all weather conditions, often for extended periods of time; typically lifts and carries equipment weighing 50 pounds or more to various physical locations (golf courses, parks, etc.); must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Production van, cameras, VCR, edit system, lighting system, hand tools, etc.; normal office equipment (computer, copier, phone, etc).

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None. Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Purchasing Agent

Department: Support Services

Supervisor: Director of Support Services

Supervises: None

Grade: 30

Revised: 11/05

Class Characteristics: Under general direction, serves as Purchasing Agent for the Plant Board; assists all departments with developing specifications, issuing invitations to bid, and accepting bids; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists departments with developing specifications.
2. Issues invitations to vendors for bids.
3. Accepts bids; opens, evaluates and advises Director of Support Services and department directors as to awards of bids.
4. Obtains quotes for products and services as requested.
5. Issues purchase orders, daily for purchasing supplies and services.
6. Secures prices for use in departmental budget preparation.
7. Interacts with vendors and sales personnel via phone and in person.
8. Keeps abreast of current purchasing practices and procedures through conferences, meetings, news articles, magazines, etc.
9. Approves and files bills for accounts payable; coded for payment.
10. Insures that a clean and safe work area is maintained.
11. Assists with annual inventory of materials and supplies.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state laws and administrative regulations and Plant Board policies and procedures regarding public purchasing requirements.
2. Thorough knowledge of equipment, materials, spare parts, and supplies used by the Plant Board.
3. Thorough knowledge of business methods, markets, and purchasing practices.
4. Thorough knowledge of modern inventory practices, including inventory control techniques.
5. Thorough knowledge of computer hardware and software programs relating to purchasing.

Skills:

1. Skill in the use of keyboards, computers, and standard office equipment.
2. Verbal and written communication skills.

Abilities:

1. Administrative and analytical abilities.
2. Ability to work with Plant Board officers, Department Directors, and employees as well as sales personnel, vendors, suppliers, etc., relating to preparing invitation to bid packages.
3. Ability to insure that adequate inventory of materials, supplies, tools, and spare parts are maintained.
4. Ability to insure the preparation and maintenance of records and reports accurately and efficiently.
5. Ability to insure the preparation and maintenance of accurate and up-to-date inventory files.
6. Ability to communicate effectively, orally and in writing.
7. Ability to applicable software programs.
8. Ability to be tactful, patient, firm and diplomatic.

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed through oral and written reports.

Purchasing Agent, Page 3

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds that directly affect the policy of the Plant Board.

Physical Requirements of the Job: Work is usually performed in an office at a desk, table or counter, and outdoors regardless of weather conditions; must operate vehicle as a job requirement; must lift items weighing in excess of twenty-five pounds; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Normal office equipment: computer, copier, calculator, telephone, fax machine, etc.; must operate vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Frequent/constant.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Additional Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Receptionist

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade: 21

Revised: 7/1/2002

Class Characteristics: Under general direction, serves as Receptionist for the Administrative Department; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Serves as receptionist; greets visitors entering Plant Board administrative offices; directs visitors to correct department, person or area.
2. Answers general telephone calls; directs to correct department, person or voice-mail.
3. Delivers inter-office mail.
4. Delivers seasonal Employment Applications.
5. Delivers employee interview information to job applicants.
6. Performs Cashier duties as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; no previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of and skill in the operation of a telephone system.
2. Knowledge of, or ability to learn, all Plant Board operations necessary to direct visitors and calls to appropriate department or person.
3. Knowledge of business arithmetic and English.
4. Knowledge of, or ability to learn, Plant Board policies and procedures.
5. Knowledge of, or ability to learn, clerical methods used in accepting and processing utility payments.
6. Knowledge of office terminology, processes, procedures and equipment.

Receptionist, Page 2

7. Knowledge of computer hardware and software with ability to learn systems used in Plant Board administrative offices.

Abilities:

1. Ability to greet visitors in person and via telephone.
2. Ability to accept payments from customers in person, often during adverse situations.
3. Ability to accept and account for large amounts of revenues efficiently and accurately.
4. Ability to use Plant Board software programs after receiving training.
5. Ability to establish and maintain effective working relationships with Plant Board employees, and the general public.
6. Mental alertness; good judgment; tact; courtesy; accuracy; integrity.

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get job done.

Review of Work: When cash drawer out of balance, supervisor assists with finding mistake.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table.

Tools and/or Equipment Used: General office equipment (computer, calculator, telephone, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy is requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Safety Field Assistant

Department: Safety

Supervisor: Safety Officer

Supervises: None

Grade: 29

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, assists the Safety Officer with planning, organizing, directing, coordinating and evaluating the activities and programs of the department; monitors employees during daily work activities and advises supervisors regarding safety programs, policies, standards, and violations; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs daily field audits.
2. Develops detailed knowledge of OSHA 1910 and 1926 standards as applied to the Plant Board.
3. Develops working knowledge of EPA, NFPA, and NEC standards and codes as applied to the Plant Board.
4. Serves as resource person for field safety questions that arise during daily work routine.
5. Attends weekly departmental safety meetings.
6. Coordinates hazard communications program including maintenance of MSDS files.
7. Coordinates confined space program.
8. Conducts facility audits.
9. Serves as "competent person" as defined by OSHA during trenching and excavation activities as dictated by OSHA standards (as needed)
10. Coordinates hazardous waste program.
11. Coordinates lockout/tagout program.
12. Coordinates forklift safety program.
13. Serves as accident investigation team member.
14. Serves as member of hazardous response team.
15. Attends ESC meetings.
16. Develops safety training library for use by departments for safety meetings.
17. Prepares and presents safety programs (both video and live presentations).

18. Performs duties of Designated First Aid Responder and maintains training in basic first aid, bloodborne pathogens, and CPR certification.
19. Performs function checks and basic maintenance on haz-mat equipment.

Non-essential: None

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years work experience in the Construction field.

Special Knowledge, Skills and Abilities:

### Knowledge:

1. Knowledge of safety and risk management principles and practices.
2. Knowledge of public utilities and the dangers of each utility.
3. Knowledge of insurance principles, practices, coverage, and rate making procedures.
4. Knowledge of claims and claims recovery principles and procedures.
5. Knowledge of Plant Board operations, policies and procedures.
6. Knowledge of construction industry as applied to field-type work, preferably with a Utility.
7. Knowledge of environmental safety rules and regulations.

### Abilities:

1. Ability to assist with the development, implementation, and monitoring of safety programs for diversified organization.
2. Ability to work with organization-wide safety personnel and individual departments to promote safety in the workplace.
3. Ability to monitor professional journals and technical reports and incorporate latest safety techniques in the organization.
4. Ability to present information to diversified groups, orally and in writing.
5. Ability to establish and maintain effective working relationship with Plant Board officials and employees, insurance companies, and the general public.
6. Ability to use applicable software programs, or the ability to develop computer skills.
7. Ability to develop in-depth knowledge of safety rules and regulations from numerous federal, state and local agencies.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.



Review of Work: Completed work may be spot-checked.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts

Physical Demands of the Job: Work is typically performed outdoors regardless of weather; lifting light objects (less than 25 pounds) is a requirement of the job. Must work outdoors when performing safety inspections; must drive vehicle, exposed to high places, confined spaces, must use ladders, steps, etc.

Tools and/or Equipment Used: Normal office equipment: (computer, calculator, telephone, etc.); vehicle; gas monitor.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain valid license.

Certification Requirements:

1. Certified Utility Safety Administrator designation preferred, but not required.
2. Must possess and maintain operations/technician level emergency responder certification, or must obtain certification within one year after meeting experience requirements.
3. Must have completed training in basic first-aid, bloodborne pathogens, and CPR.
4. Must have completed training as competent person for excavations, or must complete the training during the first year of employment in the class.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Safety Officer

Department: Safety

Supervisor: General Manager

Supervises: All Personnel Assigned to the Department

Grade: 37

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the department to establish and promote the maintenance of a safe, accident free and healthy work environment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates programs to promote a safe, accident free and healthy work environment including working with safety committee.
2. Formulates general safety policies and procedures to be followed by Plant Board personnel in compliance with federal and state laws and administrative regulations, and Plant Board policies and procedures.
3. Develops and presents safety policy recommendations to the General Manager and/or the Board.
4. Develops, updates, and assures the implementation of the Plant Board Safety Manual.
5. Supervises and evaluates all departmental personnel.
6. Administers workers' compensation program, including working with insurance carrier to reduce lost time and monitor unjust claims.
7. Analyzes cause of industrial accidents and health hazards for use by Plant Board personnel.
8. Monitors regulatory changes through trade publications, external contacts, and off-site training programs and makes recommendations based upon these changes.
9. Maintains safety, training and other records as required by OSHA.
10. Compiles and submits accident reports required by regulatory agencies and cooperates in the preparation of material and evidence for use in hearings, investigations, and/or legal actions.
11. Coordinates Drug/Alcohol program with Human Resources Department.
12. Administers safety orientation program for new employees.
13. Administers and directs safety incentive program.
14. Directs confined space program, training, monitoring and equipment purchase.

15. Directs hazardous waste program and coordinates training.
16. Directs lockout/ tagout program and coordinates training.
17. Directs hazardous communications program according to regulatory standards and coordinates training to include hazards of working with hazardous chemicals.
18. Coordinates and directs Hepatitis B vaccination program.
19. Coordinates CPR, First Aid, and Bloodborne Pathogens training as required by regulatory agencies; directs respiratory training and medical surveillance programs.
20. Develops and administers alternative-duty programs for work-related injuries in conjunction with Human Resources Department.
21. Consults with all departments on design and use of equipment, shops, fire prevention and safety programs.
22. Inspects facilities to detect existing or potential accident and health hazards, and recommends correction or preventive measures where indicated.
23. Coordinates facilities' emergency evacuation plan and drills.
24. Develops and monitors electric employees protective clothing program according to regulatory standards.
25. Implements and evaluates pole climbing training for Cable Department.
26. Directs the development and maintenance of Material Safety Data Sheets program.
27. Directs the Plant Board forklift safety program and training.
28. Oversees the activities of the employee safety committee.
29. Serves as Plant Board contact for outside safety related governmental or insurance inspections.
30. Maintains confidential employee safety records.
31. Maintains training resources for training programs that will increase proficiency in safe practices and promote safety consciousness.
32. Designates various Plant Board positions as "designated first aid responder"; performs duties as first aid responder.
33. Monitors offsite safety training programs.

Non-essential: None

#### MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Occupational Safety, Industrial Hygiene, or closely related field supplemented by five years related work experience. Additional directly related work experience may be substituted for educational requirements on a year for year basis up to a maximum of two years. Additional education may be substituted for up to a maximum of two years' work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of safety and risk management principles and practices.
2. Extensive knowledge of public utilities and the dangers of each utility.
3. Extensive knowledge of insurance principles, practices, coverage, and rate-making procedures.
4. Extensive knowledge of claims and claims recovery principles and procedures.
5. Extensive knowledge of Plant Board operations, policies and procedures.

Abilities:

1. Ability to develop, implement and monitor safety programs for diversified organization.
2. Ability to work with organization-wide safety personnel and individual departments to promote safety in the workplace.
3. Ability to monitor professional journals and technical reports safety techniques in the organization.
4. Ability to present information to diversified groups, orally and in writing.
5. Ability to establish and maintain effective working relationship with Plant Board officials and employees, insurance companies, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Assignments require almost continual analysis of figures, data trends, and results of all kinds which directly affect the policy of the organization.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table; lifting light objects (less than 25 pounds) is a requirement of the job. Must work outdoors when performing safety inspections; must drive vehicle, exposed to high places, confined spaces, must use ladders, steps, etc.

Tools and/or Equipment Used: Normal office equipment: (computer, calculator, telephone, etc.); vehicle; gas monitor.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers' license.

Certification Requirements:

1. Must possess and maintain Certified Utility Safety Administrator designation, or must obtain designation within one year after meeting experience requirements.
2. Must possess and maintain operations/technician level emergency responder certification, or must obtain certification within one year after meeting experience requirements.
3. Must have completed training in basic first-aid, bloodborne pathogens, and CPR.
4. Must have completed training as competent person for excavations, or must complete training during first year after appointment to the class.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

Class Title: Security and Broadband Technology Manager

Department: Cable/Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Security and Broadband Technology Division

Pay Grade: 38

Revised: 5/18/04

Class Characteristics: Under general direction of the superintendent, manages the Security and broadband division and serves as facility manager of the NOC. Other duties as assigned by supervisor.

General Duties and Responsibilities:

Essential:

1. Oversees the design, installation, and maintenance of systems for all internal/external customers and facilities for security, fire, CCTV, access control systems. Oversees the broadband personnel and programs. Participates in the investigation and resolution of any cable, telecommunications or security service problem.
2. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
3. Initiates and recommends the technical development and implementation strategy for new internal/external cable/telecommunications service.
4. Negotiates and coordinates arrangements with independent monitoring station(s) and monitoring of FPB facilities.
5. Manages/maintains Network Operations Center (NOC) facilities.
6. Assists in preparing and monitors division budget.
7. Coordinates beta projects as assigned.
8. Supervises division personnel with troubleshooting duties, routine cable/telecommunication problems; recommends major repairs to superintendent.
9. Responsible for technical coordination with contractors
10. Keeps abreast of technological advances and other trends in the department's service area industry and recommending ways to adapt and/or implement changes as appropriate (including training).

11. Serves as the Plant Board's official representative of professional associations. Develops a resource network to assist in the development and exchange of ideas.
12. Participates in the design and operation of fiber networks.
13. In case of emergency, may be required to perform work of division personnel.

Non-Essential:

1. none

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience in cable/telecommunications industry. Graduation from electronics technical school. See Certification Requirement Section.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working Knowledge of equipment, materials, methods and techniques used in construction, operation and maintenance of the division.
2. Thorough knowledge of federal/state/local laws pertaining to security systems and cable/telecommunications industry.
3. Thorough knowledge of computer hardware, software, and networking.
4. Thorough knowledge of FPB regulations, standards, policies and procedures.
5. Thorough knowledge of FPB service area.

Abilities:

1. Ability to read blueprints and drawings
2. Using computer hardware and related software programs.
3. Effective oral and written communications.
4. Establishing and maintaining an effective working relationship with FPB employees, customers, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Physical Demands of the Job: Work is performed indoors/outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places i.e., bucket trucks, and tower/tank, confined spaces, and using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment (phone, computer, fax, printer, calculator, etc.); must use all tools of the profession; must operate vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: A licensed electrician. Level 2 Certified Fire and Security Alarm Technician. Certified Access Control Technician. Certificate of training for Fiber Optic Network Systems and BCT/E-Category I, II, IV or equivalent required or obtained within a reasonable and mutually agreed time frame.

Additional Requirements: Must be able to respond in emergency situations at all hours within 30 minutes.

Overtime Provision: Exempt



FRANKFORT PLANT BOARD  
CLASS SPECIFICATION

1981, 264,  
1915

Class Title: Security Installer I

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

Supervises: May supervise Apprentice Installer in the absence of the supervisor

Grade: 25

Revised: 3/30/05, 7/1/2002

Class Characteristics: Under general direction and/or supervision responsible for the installation, removal, and maintenance of wiring and equipment for the delivery of cable/telecommunications services; the installation and setup of network cards in customer computers and interfacing customer networks to Plant Board services; and the transfer and activation of customer dial tone and fax service. Performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Installs security services in homes and businesses, including wiring homes/buildings for networks and/or connecting homes/businesses to the systems.
2. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
3. Performs premise troubleshooting duties; corrects routine network wiring or cable problems by repairing and/or replacing damaged equipment and/or cable.
4. Prepares narrative record of the work performed including as-built drawings of customer premise installations.
5. Disconnects service for non-payment; retrieves equipment upon request; reconnects as requested following payment.
6. Pre-wires new homes/businesses for security systems during construction stage.
7. Completes work in accordance with federal and state regulations and Plant Board standards.
8. Identifies, secures, and maintains sufficient materials and supplies for job-related projects.
9. Operates equipment assigned to Division.
10. Cleans and maintains vehicles and equipment.
11. Assists other Divisions as requested and performs other duties as assigned.
12. Prepares daily reports for time spent.
13. Performs on call duties as scheduled

Non-Essential:

1. May mark blueprints with completed work.
2. Assist in the design of security services projects.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; supplemented by year at the Apprentice Security Installer position or equivalent related work experience: .

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques in the installation and/or maintenance of security services.
2. Knowledge of equipment, materials, and techniques used in the installation and setup Security, card access, CCTV and fire alarm systems.
3. Knowledge of electronic components associated with security industry.
4. Knowledge of federal, state and local laws and administrative regulations regarding Security systems, ability to insure compliance with the same.
5. Knowledge of Plant Board and department / division policies and procedures
6. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools and pole climbing.
7. Knowledge of the geography of the service area.

Abilities:

1. Must possess good communication skills both verbal and written.
2. Ability to establish and maintain effective working relationships with officials, employees, and general public.
3. Ability to work independently or as part of a crew, and efficiently allocate time for each job.
4. Ability to install and operate equipment used for the delivery of cable/ telecommunications services.
5. Ability to install and use computer hardware and software for the use of cable modems.
6. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder, or in a bucket truck.

7. Ability to accept and implement new techniques and technologies on a continuing basis.
8. Ability to operate all equipment assigned to the Division.
9. Ability to detect mechanical flaws and make minor repairs to equipment.
10. Ability to maintain safety standards and practices.
11. Ability to perform manual labor under extreme weather conditions for extended periods of time; ability to lift and maneuver Heavy tools and equipment, while working on a pole or on the ground.
12. Possess mechanical aptitude, manual dexterity, and good physical condition.
13. Ability to work inside Plant Board customers homes / business.

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places (pole climbing equipment and bucket trucks), confined spaces, and using stairs and ladders in order to complete work assignments. Must lift and maneuver tools and equipment up to 80 lbs.

Tools and/or Equipment Used: Hand tools, drills, ladders, cable pullers, Computer operating systems and software packages, vehicles assigned to Division; test equipment assigned to the Division.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Few.