

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

Certification Requirements: NTS level I certificate of training or equivalent certification. Must possess or obtain 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.

1949

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Security Installer II

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

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

Grade: 28

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 one year at the Security Installer I , or two years of related work experience. See Certification requirements.

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.

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

Certification Requirements: NTS level I certification or equivalent, Must obtain NTS Fire Alarm certificate of training or equivalent within 6 months. Must possess or obtain 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

Class Title: Security Supervisor

Department: Cable /Telecommunication (Security/Broadband)

Supervisor: Security/Broadband Manager

Supervises: Personnel Assigned to the Division.

Grade: 32

Revised: 3/30/2005, 6/8/2004

Class Characteristics: Under general direction, supervises and assists in the installation and maintenance FPB Security Services including FPB internal security, card access, CCTV and fire alarm systems. Performs related work as required.

General Duties and Responsibilities:

Essential:

1. Carries 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 recommending disciplinary actions, addressing complaints and resolving problems.
2. Supervises and assists in the installation of FPB Security Services in homes and businesses, including pre-wiring and/or post-wiring of buildings for different security services offered.
3. 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.
4. Receives customer complaints and attends to their disposition or forwards to proper Division; assists trouble-call personnel with job-related problems.
5. Assists with troubleshooting duties; corrects routine Security problems by repairing or replacing damaged equipment and broken cables.
6. Completes daily time sheets,
7. Insures that sufficient stock of materials and supplies are on-hand at all times.
8. Responsible for safety of employees assigned to Division.
9. Assists in training programs; provides training for other employees as requested.
10. Prepares reports of materials used for each job.
11. Maintains clean vehicles and equipment.
12. Assists other Divisions as requested.
13. Assists, prepares annual budget for installation of services.

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 two years directly related work experience. **See Certification requirements.**

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in security installation.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding Security, Fire alarm system; 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. Thorough knowledge of security, card access, CCTV and fire alarm system.
6. Thorough knowledge of security industries computer systems and software.

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, employees, and the general public.
7. Ability to lift and maneuver 80 lbs. while in bucket truck 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.
10. Ability To grasp new equipment and new technology.

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 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: Computer systems and software packages, various hand tools and 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 ; NTS Level I and NTS Fire Alarm Certificates of training or equivalent, is required, Must obtain NTS Card Access and Life Safety Code Certificates of training or equivalent within 6 months. Must have or must obtain training in basic first-aid, blood borne pathogens, and CPR.

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Accountant

Department: Finance

Supervisor: Finance Director

Supervises: Department Personnel in the absence of the Finance Director

Grade: 33

Created: 6/18/2002

Class Characteristics: Under general administrative direction assists in the preparation of the budget and financial reports, assists in maintaining the central accounting system and the general and subsidiary ledgers, performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in planning, organizing, directing, coordinating and evaluating the financial management programs of the Plant Board.
2. Supervises personnel assigned to the Department in the absence of the Finance Director.
3. Participates in the maintenance of the central accounting system and general and subsidiary ledgers.
4. Participates in the development of general procedures, methods, and evaluation of results of the financial activities, including rate design, cost of services, accounts receivable and payable, budgeting, investments, payroll, and maintaining internal accounting controls.
5. Confers with and advises subordinate Accounting employees concerning difficult work problems and the development and installation of financial programs and services.
6. Serves as backup for subordinate Accounting positions and performs job duties of those positions as needed.
7. Assists with preparation of annual budget.
8. Assists in preparation and analysis of required reports and presents to the Board in the absence of the Finance Director.
9. Assists and/or prepares reports and forms required by federal, state, and local governments (including those related to telephone taxes).
10. Assists and/or prepares monthly, quarterly, and annual payroll reports.
11. Participates in recording and maintenance of Department records.
12. Assists in determining the need for financing; recommends methods of financing; evaluates responses from lenders.

13. Prepares for and provides information for annual audit, audit by suppliers (CATV satellite and pay station vendors), and federal, state and local agencies (payroll, sales tax, school tax, etc.).
14. Participates in the reconciliation, verification, and settlement of transactions and billings between FPB and other telecommunications companies.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Accounting supplemented by three years accounting experience, preferably at a not for profit organization/agency.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of the principles and practices of financial administration, including accounting, budgeting, investments, cost of services, rate designs, etc.
2. Extensive knowledge of accounting theory, principles and practices.
3. Extensive knowledge of federal, state and local laws and ordinances relating to the financial management for utilities, including related reporting requirements.
4. Extensive knowledge of federal, state, and local requirements regarding payroll, including record keeping, required reports, etc.
5. Extensive knowledge of Plant Board policies and procedures.
6. Extensive knowledge of the practices of financial institutions.
7. Extensive knowledge of informational systems.
8. Knowledge of federal and state regulations regarding financing activities and their applicability to the various services offered by FPB.

Abilities:

1. Ability to perform the work of others in the department during their absence.
2. Ability to supervise the work of others in the absence of the Finance Director.
3. Ability to plan and organize work.
4. Ability to participate in the development of sound financial management systems and procedures.
5. Ability to prepare and maintain required reports.

6. Ability to present reports at Board meetings.
7. Ability to establish and maintain effective working relationship with bond counsel, Board attorney, suppliers, Plant Board officials and employees, and the general public.
8. Ability to effectively utilize applicable computer systems and programs.

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

Processes: Must frequently participate in refinement of existing work methods to keep pace with the changing business environment and needs.

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 that directly affect the financial position or 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.

Tools and/or Equipment Used: Normal office equipment: (computer, 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: Certified Public Accountant (CPA) designation preferred, but not required. CPA is required to advance to Finance Director position.

Bond Requirement: Must meet bonding requirements.

Overtime Provision: non-exempt.

1947

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Video Producer/Director

Department: Cable / Telecommunications

Supervisor: Media Services Manager

Supervises: Production (Edit) Assistant

Grade : 28

Revised: 6/17/2004

Class Characteristics: Under general direction, supervises assigned personnel while evaluating client needs and requirements; producing, writing, shooting, and editing commercials for advertising clients, long-form programs, internal promotion and training, Plant Board products and services, and public relations; submits work for client review and approval; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Produces (shoots, writes, and edits) commercials for advertising clients, video services including internal promotion and training of Plant Board products and services and public relations, long-form video services for external clients that may or may not air on the cable system.
2. Coordinates finished product with traffic/billing for insertion onto cable system.
3. Maintains digital advertising inserter software and hardware systems.
4. Performs crew assignments for production, including pre and post-production activities.
5. Performs preventive maintenance on equipment utilized in production of commercials and video services.
6. Maintains library of raw commercial footage and completed commercials and video services.
7. Researches and recommends new equipment, technologies and formats for video production to Media Services Manager for final approval and purchase.
8. Attends continuing education classes as required for system and equipment updates and/or new processes as they are implemented.
9. Constructs and/or designs sets for productions.
10. Serves as Cable 10 production resource.

11. Performs other duties as assigned.

Non-Essential:

1. Performs traffic and billing functions in the absence of Traffic/Billing Coordinator.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Telecommunications or Video Production; directly related work experience may be substituted for the education requirements on a year-for-year basis up to a maximum of two years. Hold Media 100 Advanced Certification.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, federal, state and local laws and administrative regulations governing commercials.
2. Thorough knowledge of script writing.
3. Thorough knowledge of lighting.
4. Knowledge of, or ability to learn, Plant Board operating policies and procedures.
5. Thorough knowledge of cable television production and operations.
6. Knowledge of work hazards and applicable safety precautions associated with equipment.
7. Thorough Knowledge of and demonstrated ability to utilize complex 2D animation programs such as Adobe After Effects, Adobe Photoshop and Illustrator.
8. Knowledge of Microsoft Word, Excel and Powerpoint.

Skills:

1. Skill in the use of departmental equipment, including non-linear editing system, character generator, audio mixer, field and studio camera operation, lighting, etc.
2. Communication skills.
3. Skill in producing quality products.
4. Problem-solving skills.
5. Editing skills.

6. Graphic design and layout.
7. Skill in producing multi-layered motion graphics.

Abilities:

1. Ability to write, produce, shoot and edit commercials.
2. Ability to prepare and maintain effective record keeping system.
3. Ability to communicate effectively, orally and in writing.
4. Ability to prepare and maintain accurate records.
5. Ability to create multi-layered graphics.
6. Ability to create motion graphics using 2D animation programs.
5. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and members of the community.
6. Ability to work independently.
7. Excellent vision; manual dexterity; attention to detail; good balance and muscle control; ability to adapt to frequent change.
8. Attends continuing education classes as required for system and equipment updates and new/or processes are implemented.

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 required.

Physical Demands of the Job: Work is performed in an office at a desk, table, or piece of video equipment; must lift objects weighing in excess of 25 pounds as a job requirement ; must operate vehicle and other equipment; exposed to machinery and its moving parts; must work in high places, confined spaces, and use stairs and 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. Non-linear editing system, character

Video Producer/Director, Page 4

generator (CG), audio mixer, field and studio camera equipment and lighting systems.

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

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

Certification Requirements: Media 100 Advanced Certification.

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

Overtime Provision: Non-Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2029, 321
2020

Class Title: Service Order Representative

Department: Cable/Telecommunications

Supervisor: Cable Office Coordinator

Supervises: None

Grade: 25

Revised: 8/5/2004

Class Characteristics: Under general supervision, serves as receptionist and dispatcher for the department, schedules installation of FPB cable-telecom services with customers; schedules department personnel for the installation of customer premise equipment; performs the assignment of billing of services and sends to billing department; assigns, provisions and maintains databases of customer premise equipment; verifies customer information upon request; assists with performing all clerical duties of the office; performs related clerical duties as required.

General Duties and Responsibilities:

Essential:

Dispatching/Receptionist Functions

1. Greets and directs visitors, answers phone and takes messages, delivers mail, make copies and performs other non-technical office duties as required.
2. Monitors assigns and dispatches service personnel by radio to premise for installation of FPB Cable-Telecom services, including reconnection of service and trouble calls. Calls customer to coordinate installation. Receives calls by radio, phone or email and relays messages to appropriate service personnel.
3. Records and maintains a daily log of communications and service truck activity of FPB Cable-Telecom services.
4. Prepares daily service orders by printing, sorting and distributing orders for each installation technician.
5. Audits and updates non-payment records on a monthly basis in accordance with company policy. Performs duties in disconnecting the customers' service for non-payment of account.

Order Close-Out Functions

1. Through CIBS, close out of all service orders, trouble call and reconnection of service orders, on a daily basis. Send to appropriate department for disposition of charges to customer.
2. Reassign orders to installation technicians for completion of orders that have missing or incomplete information or information in need of clarification.
3. Maintain log for buried drops, initiate billing and/or close buried drop order in CIBS.

Customer Order functions

1. Calls customer, schedules installation of service, assigns the service installation to technician and records on daily basis in schedule book.
2. Maintains file of missed customer calls and installation cancellations. Notes on CIBS for future reference and scheduling.
3. Printouts work ticket for next business day and verify all orders are ready for installation. Reassigns work tickets as required by date, time and available personnel.
4. Schedules and copies orders for all phone ports and coordinates with appropriate personnel.

Equipment Authorization – Provisioning Functions

1. Assigns, authorizes and engraves equipment for requested Cable-Telecom services to installation technicians. Equipment includes; digital cable terminals (DCT), cable modems and indoor/outdoor telephone equipment (MTA). Labels, sorts and distributes equipment to technicians on daily basis.
2. Maintains databases for all customer equipment, service level authorization, equipment repair, returned or reassigned equipment and equipment inventory control. Takes necessary action to maintain databases on daily basis.
3. Imports PPV information on monthly basis from PPV programmer. Compiles PPV sports packages as required and creates database for authorization through third party vendor.
4. Performs PPV end of month including; capture of PPV information, editing /and processing customer purchasing reports and submits information for billing of PPV movies and events.
5. Maintains, tracks and informs supervisor of equipment stock (DCT's, DMX receivers, cable modems, MTA's, premium cable traps and remote controls)
6. Tracks, maintains database and performs initializing of DCT's that are non-responsive to daily polling for PPV events and movies.

1. Assists with general secretarial duties; types correspondence, including letters, memorandums, forms, reports from completed draft; personally composes routine replies.
2. Performs related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year directly related customer service, dispatching or service provisioning experience. Certification in NCTi "Excellence in Customer Service" training within first year is required.

General Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, FCC regulations relating to use of radio.
2. Knowledge of cable-telecom terminology processes procedures and equipment.
3. Working knowledge of applicable computer hardware and software.
4. Knowledge of, or ability to learn, Plant Board policies and procedures, service order workflow and processing.
5. Working knowledge of database coordination.

Skills:

1. Good communication skills both verbal and written.
2. Professional voice for phone and radio.
3. Good typing and data entry skills
4. Good listening skills

Abilities:

1. Ability to receive, interpret, and transmit information efficiently.
2. Ability to relate with customers in professional manner.
3. Ability to be understood clearly when using radio and phone.
4. Ability to prepare and maintain accurate reports.
5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Ability to act calmly and effectively in emergency situations.

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

Review of Work: Work is general not reviewed.

Analytical Requirements: Duties require analysis based on precedent.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table, but intermittent standing and stooping required. Lifting light objects (less than 50 pounds) is required.

Tools and/or Equipment Used: Radio; general office equipment (copier, computer, calculator, telephone, fax machine).

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

Confidential Information: Regular use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: None

Certification Requirements: NCTI Excellence in Customer Service, or equivalent, required. Training in Digital Cable, Cable Modem, Computers, and Telephone preferred. Attends additional training programs as required to maintain proficiency.

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

Overtime Provision: Non-exempt.

249

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Supervisor

Department: Water Distribution

Supervisor: Water Distribution Superintendent / Assistant Water Distribution Superintendent

Supervises: All Personnel Assigned to Service Division

Grade: 34

Revised: 1/19/2006

Class Characteristics: Under general direction, supervises and assists in service installation, testing, repairs and disconnects; insures system operations; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assigns personnel, equipment and material to work to be completed.
2. Supervises and assists in the installation of new service requests and requests for service renewals, locating water lines, installing service lines, installing meters, renewing or replacing old water service lines.
3. Supervises meter room, meter testing, and meter change-out program.
4. Performs on-call duties on scheduled and emergency basis.
5. Checks on all completed jobs.
6. Assigns and insures proper distribution of service complaints.
7. Responsible for proper traffic control measures per rules and regulations while supervising work in street or in highway right-of-way.
8. Responsible for safety of employees assigned to Division.
9. Supervises reclamation projects, resurfaces streets and roads, refurbishes landscaping; etc.
10. Prepares daily reports and materials used on all jobs.
11. Prepares time sheets, employee evaluations, and accident reports involving personnel assigned to division; recommends disciplinary action to Assistant Water Superintendent when necessary.

Service Supervisor, Page 2

12. Insures that work is completed in accordance with federal and state regulations and Plant Board standards.
13. Insures sufficient stock of materials and supplies are on-hand at all times.
14. Responsible for employees maintaining clean vehicles and equipment.
15. Acknowledges malfunctions of equipment and vehicles and recommends major or minor repair to Superiors.
16. Insures that all traffic regulations are followed.

Non-Essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of water distribution system.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding water distribution systems, ability to insure compliance with the same.
3. Extensive knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.

Abilities:

1. Ability to supervise subordinates while assisting with required duties
2. Ability to detect mechanical flaws and make minor repairs to equipment.

Service Supervisor, Page 3

3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
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 departmental supervisors, personnel, and the general public.

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 application of advanced or technical concepts are 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 to inspect complete work assignments.

Tools and/or Equipment Used: Computer, installation equipment (vehicle, back hoe, tamping machine, hydraulic pushing machine, directional drilling machine jack hammer, trencher, drills, saws, maps, locators for pipe and valves, geophones, pressure and meter monitoring equipment, numerous 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.

Interruptions: Frequent.

Service Supervisor, 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.

131, 163

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Truck Crew Leader
Department: Electric
Supervisor: Construction Support Supervisor
Supervises: Personnel Assigned to Service Truck
Grade: 33
Revised: 7/1/2002

Class Characteristics: Under general direction, performs all duties of a LineWorker I; supervises personnel assigned to service trucks, and assists in the provision of electric service and street lighting; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs all duties of a LineWorker I.
2. Performs trouble-shooting activities on electric problems called in by customers.
3. Supervises personnel assigned to vehicles while assisting with all assigned duties.
4. Installs electric service to new homes; disconnects services on homes needing repair; reconnecting homes after repairs are made.
5. Maintains field physical plant; builds transmission and distribution lines as required; connects transformers; operates aerial device equipment.
6. Installs new street lights; repairs existing street lights; replaces bulbs in city traffic lights.
7. Insures compliance with safety standards.
8. Prepares and maintains service-related records.
9. Detects malfunctions in equipment; recommends repairs to superiors.
10. Insures vehicle is cleaned after use.
11. Assists other departmental personnel when requested.

Non-Essential: Hangs and takes down Christmas decorations.

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. Knowledge of equipment, materials, methods and techniques used in Service Truck construction and maintenance of electric physical plant.
2. Knowledge of installation and disconnection of electric service for customers.

3. Knowledge of federal, state and local laws and administrative regulations regarding electric transmission systems; ability to insure compliance with the same.
4. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
5. Knowledge of and ability to insure compliance with safety requirements.
6. Knowledge of the geography of the service area.

Skills:

1. Public relations skills.

Abilities:

1. Ability to supervise personnel assigned to truck 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 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.
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 the job done.

Review of Work: Service orders are reviewed after completion.

Analytical Requirements: There is a choice of standard procedure.

Physical Demands of the Job: Work is performed primarily outdoors including walking 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.

Tools and/or Equipment Used: Pole climbing equipment, bucket truck, trenchers, chain saws, chain hoists, various 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 commercial drivers license.

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

Additional Requirements: May be required to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Worker I

Department: Water Distribution

Supervisor: Service 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 installation, repair and/or disconnection of customer service lines; maintenance of pumps and tanks; 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, repair and disconnection of customer service lines. 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. Checks tanks and tank levels and assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. May install, and assist in the maintenance of electronic metering devices.
7. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.

Service Worker I, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by a minimum of six months work experience as a Utility Worker. Promotion to Service Worker 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 water service.
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 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.

Service Worker I, Page 3

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.
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: 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: Installation equipment (vehicle, back hoe, tamping machine, hydraulic pushing machine, directional drilling machine jack hammer, trencher, drills, saws, maps, locators for pipe and valves, geophones, pressure and meter monitoring equipment, numerous hand tools, etc.)

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Service Worker I, Page 4

Special Licensing Requirements: Must obtain and maintain a valid commercial driver's license as soon as experience is deemed adequate or determined necessary to perform job duties.

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: Service Worker II

Department: Water Distribution

Supervisor: Service Supervisor

Supervises: May Supervise Service Worker 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, repair and/or disconnection of customer service lines; maintenance of pumps and tanks; 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, repair and/or disconnection of customer service lines. 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. Checks tanks and tank levels and assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. May install, and assist in the maintenance of electronic metering devices.
7. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.

Service Worker II, Page 2

8. Cleans vehicles and equipment after use.
9. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.
10. Investigates customer complaints.
11. Prepares and maintains records.
12. Completes work in accordance with federal and state regulations and Plant Board standards.
13. Insures sufficient stock of materials and supplies are on-hand at all times.
14. Assists other Divisions as requested and approved by Supervisor.
15. 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 Service Worker 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 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.
2. Ability to detect mechanical flaws and make minor repairs to equipment.

Service Worker II, Page 3

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, directional drilling machine jack hammer, trencher, drills, saws, maps, locators for pipe and valves, geophones, pressure and meter monitoring equipment, numerous hand tools, etc.)

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.

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 Service Worker III..

Service Worker 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.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Worker IV

Department: Water Distribution

Supervisor: Service Supervisor

Supervises: May supervise other Division personnel in the absence of a higher authority.

Grade: 30

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the installation, repair and/or disconnection of customer service lines; maintenance of pumps and tanks; 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. May supervise employees assigned to the Division in the absence of the Service Supervisor.
2. Performs skilled and unskilled manual labor in the installation, repair and/or disconnection of customer service lines.
3. 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.
4. Performance of traffic control measures per rules and regulations while working in street or highway right-of-way.
5. Performs on-call duties on scheduled and emergency basis.
6. 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.
7. May install, and assist in the maintenance of electronic metering devices.

Service Worker IV, 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. Investigate 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 eight years directly related work experience. Promotion to Service Worker IV is made only upon the recommendation of 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 water service.
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 local laws and administrative regulations, 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.

Service Worker IV, 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: Supervisor may spot-check 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 to complete work assignments.

Tools and/or Equipment Used: Computer, installation equipment (vehicle, back hoe, tamping machine, hydraulic pushing machine, directional drilling machine jack hammer, trencher, drills, saws, maps, locators for pipe and valves, geophones, pressure and meter monitoring equipment, numerous hand tools, etc.)

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

Confidential Information: Limited use of confidential information.

Service Worker IV, Page 4

Interruptions: Frequent.

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 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.

1945

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Synchronized Optical Network (SONET) Technician

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Assistant Telecommunications Superintendent

Supervises: Customer Premise Equipment Technician and Apprentice Customer Premise Equipment Technician.

Grade: 35

Revised: 7/1/2002

Class Characteristics: Under general direction, performs and assists with the installation, programming, and maintenance of the SONET Network. Assists in providing enhanced customer support with pre and post installation requirements and service installation / cut-over of end-user equipment from other telecommunications companies to the FSN Telecommunication network. Ensures the technical compatibility of customer applications and equipment to the FSN telecommunications network. Performs and assists with construction, installation, and maintenance of the telecommunications network. Provides emergency repair as required. Performs related work as required.

General Duties and Responsibilities:

Essential:

1. Design and justify changes and upgrades to SONET architecture. Evaluate and implement new advanced networking technologies using TCP/IP, IPX/SPX, SNA transport protocols; and SONET, ATM over SONET or Ethernet over SONET transport technologies.
2. Installation, setup, and maintenance of the SONET Network from NOC Center to Hub's and Hub-extenders.
3. Provisioning SONET Network facilities to determine best use of bandwidth for maximum Return On Investment.
4. Monitoring of SONET traffic to insure Quality of Service.
5. Performs and assists with troubleshooting duties from the NOC Center, SONET, SONET- Hubs, and SONET Extenders to Customer Premise Equipment. Corrects routine problems by repairing or replacing damaged equipment and broken cable or recommends major repairs to supervisors.

Synchronized Optical Network (SONET) Technician, Page 2

6. Performs preventive maintenance programs for SONET, SONET Hubs, and SONET Extenders to customer premise equipment.
7. Supervises CPET Technician and Apprentice CPET Technician. Completes daily time sheets, completes performance evaluations, recommends disciplinary action to Superintendent.
8. Interacts with customers, both internal and external on pre and post installation requirements and service installation. Identifies and resolves compatibility issues between customer premise equipment and the FSN network as part of the pre-installation process.
9. Assessment of customer network applications to further clarify internet/intranet networking and bandwidth requirements. Recommend high-speed technology network solutions utilizing bridges, routers, gateways and transport media (such as UTP, COAX, or FIBER) to deliver Internet/intranet application functionality. Provide support for the design and implementation of the determined network transport solution.
10. Performs the installation of FSN telecommunications network equipment and cut-over of customer premise equipment from other telecommunications companies to the FSN telecommunications network. Insures quality of service at time of service activation.
11. Performs splicing, testing, and activation of fiber optic cable network.
12. Insures that work is completed in accordance with federal, state, and local laws and regulation, and Plant Board Department / Division policy and procedures.
13. Responds to on-call duties as scheduled.
14. Completes daily time sheets with mileage and material used on jobs.
15. Conducts training programs; provides training for other Division employees as required.
16. Maintains clean vehicles and functional equipment.
17. Assists other Divisions as requested.

Non-Essential:

1. Receives customer complaints and attends to their disposition or forwards to Supervisor.
2. Assists with records on circuit assignment.
3. Assists with preparation of cost estimates for special projects and major purchases.
4. Updates records and marks blueprints with completed work.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent. With: An Associates Degree in a Electronic or Computer related discipline and two years directly related electronic work experience; or three years experience with Certificates of training in SONET, Customer Premise Equipment, Telecommunications Networking, Fiber Splicing, and other telecommunications functions as required; or four years directly related work experience with detailed knowledge of SONET, telephony, and telecommunications networks and products.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in construction, operation and maintenance of the telecommunications network including SONET and customer premise equipment.
2. Thorough knowledge of analysis tools to include reports and presentations utilizing but not limited to the following: MS Word, MS Excel, MS PowerPoint, AutoCad as applicable.
3. Thorough knowledge of federal / state and local laws, Plant Board, Department / Division policy and procedure, ability to insure compliance with the same.
4. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools used in telecommunications.
5. Thorough knowledge of the geography of the service area.
6. Thorough knowledge of, and ability to insure compliance with safety requirements.

Abilities:

1. Good communications skills both verbal and written.
2. Ability to establish and maintain effective working relationships with officers in other Plant Board departments / divisions, other telecommunications companies, and the general public.

3. Ability to work with FSN Marketer and potential business customers to assess customer telecommunication needs, provide service, and retain new customers.
4. Ability to perform and assist in the installation of telecommunications network equipment from the NOC, SONET, SONET Hubs and SONET Hub Extenders to Customer Premise Equipment.
5. Ability to splice, test, and activate Fiber optic cable network.
6. Ability to perform testing, troubleshooting, and component replacement of telecommunications equipment and coordinating component replacement procedures to ensure that proper level of ready spare electronic cards are maintained on hand.
7. Ability to keep abreast of technological changes impacting telecommunication service.
8. Ability to conduct training programs for current and new employees assigned to division.
9. Ability to detect mechanical flaws and make minor repairs to equipment.
10. Ability to insure compliance with preventive maintenance and servicing programs.
11. Ability to insure compliance with safety standards and practices.

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

Processes: Must frequently refine existing work methods and develop techniques, concepts, and programs within established policy and procedure.

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 the application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed primarily indoors including walking and standing; occasional outdoors work 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. Lifting of heavy tools and equipment. Required to be in high places using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment, hand tools, vehicle, telecommunications equipment and test equipment assigned to Division. May occasionally use special equipment associated with the industry.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement.

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

Interruptions: Frequent.

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

Certification Requirements: Certificates of training in: SONET, customer premise equipment, telecommunications networking, fiber optic splicing, testing, and activation, basic first aid and CPR, bloodborne pathogens.

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

Overtime Provision: Non-Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

44, 68,
2014, 61

Class Title: Senior Customer Services Representative

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade: 25

Revised: 7/1/2002

Class Characteristics: Under general direction, performs senior level work activities in accepting customer questions and complaints, performing investigative activities to answer question or resolve issue, and making necessary adjustments; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs direct customer contact activities, including explanation of bills, procedures, policy; trouble shooting; bill calculation and recalculation; making payment arrangements; budget sign-ups; making adjustments on accounts; assessment; referrals; networking.
2. Relay account information to organizations which assist with utility and FSN payments.
3. Calculates amount of deposit for business accounts; processes final deposit transactions, including calculating interest and preparing letter of refund or balance due.
4. Performs keypunch adjustments.
5. Processes month-end write-offs.
6. Prepares month-end reports.
7. May count and review service orders daily; assist in closing; make adjustments/corrections; forward to keypunch.
8. Assists with incoming calls for electric, water, cable, and FSN services; informs customers in advance of what they will need when coming into office to sign for service.
9. Prepares all documents, assisting customers with initial sign-ups or reconnects for cable, electric, water and/or FSN services; completes deposit card and insures deposits have been made or co-signer's signature obtained; obtains customer signatures; research files for prior usage and/or delinquent accounts and collect any balance due; distributes required information to customer; orders required tests for electric or water if disconnected for designated period of time; places connect orders in computer.
10. Assists other employees in the office as necessary or requested.

11. Assists with all customer service areas as requested.
12. Prepares letters of credit and/or references if requested.

Non-essential:

1. Assists with processing mail as requested.
2. Assists with answering phone or greeting customers and referring them to appropriate department or person as requested.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of Plant Board policies and procedures regarding customer sign-ups and transfers, deposits, refunds, co-signers, billing, collecting overdue payments, late charges, returned checks, disconnects, etc.
2. Knowledge of office terminology, processes, procedures and equipment.
3. Knowledge of business arithmetic and English.
4. Knowledge of computer hardware and software with ability to learn systems used in Plant Board administrative offices.

Skills:

1. Problem solving skills.
2. Good communication skills, including verbal, non-verbal, and writing.
3. Skill in working with customers, on phone and in person.

Abilities:

1. Ability to assist customers with questions, sign-up for services, etc.
2. Ability to use Plant Board software programs.
3. Ability to ascertain information and data not supplied by Plant Board relative to provision of most effective customer service; i.e., local assistance programs newly requested or established.
4. Ability to establish and maintain effective working relationships with Plant Board employees, and the general public.
5. Mental alertness; good judgment; tact; courtesy; accuracy; attention to detail; integrity.

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

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

Review of Work: Work is checked through reports.

Analytical Requirements: Problems require analysis based on precedent.

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

Tools and/or Equipment Used: General office equipment (computer, typewriter, calculator, telephone, copier, 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: Constant.

Special Licensing Requirements: None.

Additional Requirements: Must be bondable.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Meter Reader/Technician

Department: Customer Services / Meter Reading

Supervisor: Meter Reading Supervisor

Supervises: Supervises Meter Readers in the Absence of a Higher Authority

Grade: 25

Revised: 7/1/2002

Class Characteristics: Under general supervision, performs duties of Meter Reader; maintains Itron handheld computer units and their data; takes care of technical duties for the Division; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for the Division in the absence of a higher authority.
2. Assists with operation of computer systems (mainframe programs, Itron hardware/software system); handheld communications, file transfers, report creation, and route assignments.
3. Identifies 3-phase metering problems that adversely affect customer billing and utility readings.
4. Responsible for installing, programming, and trouble shooting all remote computer read modules (wired, touch-pad, remote reads); performs technical work pertaining to meter reading technologies (AMR, remote reads, etc.).
5. Monitors other departments to ensure that metering devices can be interfaced with reading devices; reports problems to Supervisor.
6. 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.
7. Performs call-out duties (week nights, weekends, and holidays), including disconnecting and reconnecting electric and water services;
8. 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).

Senior Meter Reader Technician, Page 2

9. Locates new meters for CSR location numbers and reading sequence numbers.
10. Reports service problems such as bad service drops, bad electric bases, water vault problems, etc., to Supervisor.
11. Detects and reports meter tampering; assists in investigation and recovery of any revenue loss related to meter tampering.
12. Responsible for use of gas detector and the recording of Confined Space Entry Forms.
13. Estimates water and electric usage during extreme weather conditions.
14. Assists with maintaining vehicles, tools and equipment assigned to the Division.
15. Performs other duties as requested.
16. Promotes remote metering of confined space areas.

Non-essential:

1. May assist in dispatching 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, including location of streets, roads and meters.
2. Knowledge of work hazards and applicable safety precautions associated with tools and equipment.
3. Knowledge of metering equipment and computer system, and monitoring devices utilized in meter reading.
4. Knowledge of federal and state laws and administrative regulations and Plant Board policies and procedures governing assigned duties, including confined space legislation.
5. Knowledge of Plant Board policy regarding disconnects, reconnects, and read in/out orders.

6. Knowledge of technology used within the Division, and ability to understand and adopt new technologies.
7. Knowledge of Schlumberger remote water meters and the programming/troubleshooting techniques.

Skills:

1. Skill in the use of hand tools.
2. Skill in the use of computer hardware and software.

Abilities:

1. Ability to supervise the work of others occasionally while assisting with performing the duties.
2. Ability to read meters accurately; ability to remember the location of meters throughout the system.
3. Ability to walk long distances and remain outdoors for extended periods of time, regardless of weather conditions.
4. Ability to establish and maintain effective working relationships with other employees and the general public.
5. Ability to work trouble calls during and after working hours.
6. Ability to install, program, and troubleshoot Itron ERT radio read modules.

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

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

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

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds. (Including new technology).

Tools and/or Equipment Used: Vehicle, hand-held computer, pipe wrench, hand pump, tube, small hand tools, desk top computer.

Physical Demands of the Job: Work involves sitting at a desk; however, most work is performed outdoors for extended periods of time during all weather conditions, requiring walking long distances; 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 have completed training in basic first-aid, bloodborne pathogens, and CPR.

Overtime Provision: Non-exempt.

2088

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Staff Attorney

Function: Administration

Supervisor: General Manager and Board Attorney

Supervises: As Workloads and Assignments Dictate, Shares Supervision of two Executive Assistants with General Manager

Grade: 43

Revised: 2/15/2005

Class Characteristics: Reviews, negotiates, drafts, revises and/or recommends to the Board acceptance of contracts, easements, and various FPB policy language. Advises, represents, and/or acts as liaison for specialty attorneys on legal matters related to the operation of all lines of business. Participates in the preparation and presentation of cases and regulatory proceedings and appears before federal and state courts and administrative agencies as necessary. This is a full-time position.

General Duties and Responsibilities:

Essential:

1. Prepares, reviews, modifies, negotiates and recommends to the Board the acceptability of contracts applicable to FPB's diversified operations. Some may be in concert with specialty attorneys or others acting on behalf of FPB. Contracts would include, but not be limited to, electric operations and services, water production operations and services, water supply to districts, cable tv programming copyright and royalty, telecommunications interconnection, operations and services, security, internet, and various customer agreements.
2. Responsible for recommending to the Board, the final language (additions or changes) to FPB's Rules, Regulations, and Rates Policy.
3. Responsible for overseeing the final preparation and timely dissemination of monthly board package utilizing administrative staff and others.
4. Reviews and advises staff and the Board on personnel related issues including, but not limited to, terminations, grievances, policies, disciplinary action, investigations, benefits and advises on compliance with major employment laws including FLSA, FMLA, and the ADA.
5. Negotiates and executes on behalf of FPB easements and land acquisition documents, coordinates and advises on planning and zoning issues.

6. Liaison for specialized attorney(s) that FPB retains or contracts with for special purposes.
7. Advises, represents and assists FPB in issues or matters with state and federal agencies including, but not limited to, Kentucky Public Service Commission, OSHA, EPA, Kentucky Division of Water and Kentucky Department of Labor.
8. Reviews, advises, represents or promotes FPB on existing and/or proposed legislative issues affecting FPB.
9. Assists in all policy development or revision requiring board approval, e.g. personnel policy.
10. Assures that FPB bidding and RFP processes comply with state purchasing requirements.
11. Judges the merit of court cases filed against or on behalf of FPB, works with the appropriate parties including the Board or special attorneys as needed to help define strategic defense and advise on settlements of disputes where warranted.
12. Serves on committees as requested.
13. Attends and participates in Board meetings.
14. Other duties as may be assigned by General Manager.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Must be licensed to practice law in the State of Kentucky. One (1) year experience in the practice of law preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of contract negotiation and language.
2. Knowledge of principles and practices of public administration and personnel issues.
3. Knowledge of federal, state and local laws and administrative regulations governing FPB operations.
4. Knowledge of Plant Board operations practices policies and procedures.
5. Knowledge of FPB operations including compliance requirements.
6. Knowledge of the Electric, Cable/Telecommunications, Water Treatment, and Water Distribution Departments.
7. Knowledge of Property Law.

Skills:

1. Must have professional written and oral communication skills.
2. Must have and employee good organizational skills.
3. Must have competent analytical skills.
4. Must have effective interpersonal skills.
5. Must have efficient administrative skills.
6. Legal Research.

Abilities:

1. Ability to insure the compliance of the FPB operations with federal, state and local laws.
2. Ability to prepare and/or supervise the preparation of reports as required by numerous agencies.
3. Analytical abilities.
4. Problem-solving abilities.
5. Ability to communicate effectively, orally and in writing.
6. Ability to insure compliance with administrative regulations.
7. Ability to establish and maintain effective working relationship with Plant Board officials, department heads, outside attorneys, 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.

Review of Work: General Manager usually relies on judgment, but input is requested as necessary.

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.

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid driver's license. Must possess and maintain license to practice law in state of Kentucky.

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2016,
2015

Class Title: Stock Clerk II

Department: Support Services

Supervisor: Store Room Supervisor

Supervises: None

Grade: 23

Revised: 7/1/2002

Class Characteristics: Under general supervision, maintains inventory of materials, spare parts, tools and supplies for the Plant Board; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Maintains inventory of materials, parts, tools and supplies for the Plant Board.
2. Receives, stores and issues materials, parts, tools and supplies.
3. Assists in unloading incoming stock from vendors trucks; checks for visible defects; checks for accuracy in quantity received by matching items to packing slip; stores all stock items in correct location emergency situations.
4. Delivers materials to job sites when requested.
5. Maintains accurate computerized records of some items received and distributed;.
6. Maintains clean and safe work area, including cleaning and sweeping warehouse floors.
7. Participates in annual inventory of materials, spare parts and supplies.
8. Performs related work as required.

Non-essential:

1. May requisition some spare parts from approved vendors.
2. May pick up materials or spare parts from vendors in emergency situations.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; one year directly related work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of materials, spare parts, equipment and supplies used by Plant Board.
2. Knowledge of modern inventory practices, including inventory control techniques.
3. Knowledge of Plant Board's procurement policies and procedures.
4. Knowledge of computer hardware and software.
5. Knowledge of administrative regulations governing storage, use and disposition of regulated items such as transformers, etc.

Abilities:

1. Ability to receive, store, and distribute materials, spare parts, supplies and equipment.
2. Ability to accurately use office equipment, including computer hardware and software.
3. Ability to prepare and maintain accurate reports and records.
4. Ability to establish and maintain effective working relationships with Plant Board employees.
5. Possess mechanical aptitude, manual dexterity and good physical condition.

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

Processes: Work sometimes requires refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: This job requires sitting at table or desk, standing, walking, stooping, lifting objects greater than 25 pounds; work is performed indoors and outdoors regardless of weather conditions; must operate vehicle and motorized equipment; exposed to dangerous machinery and sharp tools; must be in high places, confined spaces, and use stairs, ladders, etc; exposure to noise, fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Forklift, trucks, tractors, calculator, computer, hand tools.

Stock Clerk II, Page 3

Contacts: Occasional public and frequent internal contacts are a requirement 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: Certified Forklift Operator.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Stock Clerk III

Department: Support Services

Supervisor: Storeroom Supervisor

Supervises: None.

Grade: 25

Revised: 7/1/2002

Class Characteristics: Under general direction, maintains inventory of materials, spare parts, tools and supplies for the Plant Board; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Maintains inventory of materials, parts, tools and supplies for the Plant Board.
2. Receives, stores and issues materials, parts, tools and supplies.
3. Assists in unloading incoming stock from vendors trucks; checks for visible defects; checks for accuracy in quantity received by matching items to packing slip; stores all stock items in correct location.
4. Delivers materials to job sites when requested.
5. Establishes and maintains accurate computerized records of all items received and distributed; makes reports as required.
6. Maintains clean and safe work area, including cleaning and sweeping warehouse floors.
7. Participates in annual inventory of materials, spare parts and supplies.
8. Performs related work as required.

Non-essential:

1. May requisition some spare parts from approved vendors.
2. May pick up materials or spare parts from vendors in emergency situations.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years related work experience and recommendation by supervisor and approval of General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of materials, spare parts, equipment and supplies used by Plant Board.
2. Thorough knowledge of modern inventory practices, including inventory control techniques.
3. Thorough knowledge of Plant Board's procurement policies and procedures.
4. Thorough knowledge of computer hardware and software.
5. Thorough knowledge of administrative regulations governing storage, use and disposition of regulated items such as transformers, etc.

Abilities:

1. Ability to receive, store, and distribute materials, spare parts, supplies and equipment.
2. Ability to accurately use office equipment, including computer hardware and software.
3. Ability to prepare and maintain accurate reports and records.
4. Ability to establish and maintain effective working relationships with Plant Board employees.
5. Possess mechanical aptitude, manual dexterity and good physical condition.

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

Processes: Work frequently requires refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Completed work is generally not checked.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: This job requires sitting at table or desk, standing, walking, stooping, lifting objects greater than 25 pounds; work is performed indoors and outdoors regardless of weather conditions; must operate vehicle and motorized equipment; exposed to dangerous machinery and sharp tools; must be in high places, confined spaces, and use stairs, ladders, etc; exposure to noise, fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Forklift, trucks, tractors, calculator, computer, hand tools.

Contacts: Occasional public contacts and frequent internal contacts 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: Certified Forklift Operator.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Storeroom Supervisor

Department: Support Services

Supervisor: Support Services Director

Grade 34

Revised: 7/1/2002

Supervises: All Personnel Assigned to Storeroom; may Supervise all Departmental Personnel in the Absence of the Director

Class Characteristics: Under general direction, supervises and schedules daily storeroom activities; assists Purchasing Agent with daily activities; assumes responsibility for the department in the absence of the Director; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and schedules daily storeroom activities, insuring that inventory of materials, parts, tools and supplies for the Plant Board are maintained.
2. Participates in annual inventory of materials, spare parts and supplies; including coordination with auditors..
3. Assists the Support Services Director/Purchasing Agent with planning, organizing, directing, coordinating and evaluating the activities and programs of the department.
4. Assists with formulating, administering, and maintaining operating policies and procedures for the department.
7. 6. Purchases by phone or goes in person to purchase items, may deliver items ordered to correct locations.
7. Assumes responsibility for the department in the absence of the Director
8. Supervises and assists with the receipt, storage & issuance of materials, parts, tools, and supplies.
9. Assists updates and maintains maintenance specs list for stock store.
10. Conducts employee performance evaluations.

Storeroom Supervisor, Page 2

Non-essential:

1. May requisition some spare parts from approved vendors.
2. May approve pick-up of materials or spare parts from vendors in emergency situations.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of materials, spare parts, equipment and supplies used by Plant Board.
2. Knowledge of all support service requirements of the Plant Board.
3. Knowledge of laws and administrative regulations regarding public purchasing requirements, including state price contracts.
4. Knowledge of business methods, markets, and purchasing practices.
5. Knowledge of federal and state laws and administrative regulations regarding vehicle and equipment maintenance, including preventive maintenance.
6. Knowledge of the occupational hazards and safety precautions of the trade, and ability to insure that preventive safety measures are maintained.
7. Knowledge of Plant Board's accounting and inventory systems and practices, including inventory control techniques.
8. Knowledge of computer hardware and applicable software programs.
9. Knowledge of administrative regulations governing storage, use and disposition of regulated items such as transformers, etc.

Abilities:

1. Ability to process purchase orders from beginning to end.
2. Ability to supervise the receipt, storage and distribution of materials, spare parts, supplies and equipment.
3. Ability to supervise the preparation of and/or prepare and maintain accurate reports and records.
4. Ability to work with sales personnel and vendors on a daily basis.

Storeroom Supervisor, Page 3

5. Ability to use office equipment, including computer hardware and software.
6. Ability to establish and maintain effective working relationship with Plant Board officers and employees, vendors, and the general public.
7. Mathematical and analytical abilities.
8. Possess mechanical aptitude, manual dexterity and good physical condition.

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

Processes: Often considers different courses of action, or deviates from standard practices, to get the job done.

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

Analytical Requirements: Problems mostly require analysis based on precedent; some problems require judgement for which there is no precedent.

Physical Demands of the Job: Work is typically performed both indoors while sitting at a desk or outdoors while driving vehicle; must lift objects weighing in excess of 25 pounds on a daily basis.

Tools and/or Equipment used: Normal office equipment (computer, calculator, telephone, copier, etc.); must drive vehicle as a job requirement; may drive forklift, trucks, and tractors.

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

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/Heavy.

Interruptions: Frequent.

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

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR. Certification as a Purchasing Agent preferred, but not required. Forklift Certification.

Overtime Provision: Non-exempt.

Class Title: Cable Telecommunications Superintendent

Department: Cable Telecommunications

Supervisor: Assistant General Manager

Supervises: All Department Personnel

Grade: 43

Revised: 5/18/04

1. Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities and programs of the department; responsible for monitoring special projects related to system construction, installation, maintenance, programming and marketing. Other duties as assigned.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department; responsible for construction, installation, operation and maintenance of network systems.
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. Oversees the preparation of cost estimates for projects and purchases.
4. Prepares, administers and monitors annual budget for department.
5. Insures preparation and maintenance of required records and reports.
6. Insures employees participate in programs for advancement in classification, upgrading and licensing.
7. Attends board meetings; attends meetings as representative of Plant Board with federal, state and local regulatory agencies.
8. Supervises the marketing of FPB Services through print, electronic media and Internet.
9. Coordinates and directs the negotiation of cable programming agreements either directly with the programmer or through the National Cable Television Cooperative.

10. Supervises and directs the cable advisory committee and serves as staff liaison to the committee.
11. Keeps abreast of developments in cable/telecommunications industry through reading of trade journals and via Internet, attendance at trade shows and conferences.

Non-Essential:

1. Ensures adequate inventory of materials and equipment.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from High School or equivalent supplemented by nine years directly related work experience including a minimum of three in an administrative or supervisory capacity. Additional education may be substituted for experience on a year by year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working knowledge of equipment, materials, methods and techniques used in construction, installation, operation and maintenance of cable telecommunications network.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding cable telecommunications industry; ability to insure compliance with it.
3. Extensive knowledge of public administration principles and practices.
4. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
5. Extensive knowledge of and ability to insure compliance with safety requirements.
6. Extensive knowledge of the marketing of Cable/Telecommunications services.
7. Extensive knowledge of cable programming contract negotiations.

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.

Cable/Telecommunications Superintendent, Page 3

2. Ability to conduct orientation and training programs for new employees.
3. Ability to insure compliance with preventive maintenance and servicing programs.
4. Ability to insure compliance with safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with officers in other Plant Board departments and with 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: Projects may be discussed with Assistant General Manager, but work is generally not reviewed.

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

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate vehicle; exposed to machinery and its moving parts; 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: Normal office equipment; may use industry tools and equipment occasionally, but not on a regular basis.

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 a valid Commonwealth of Kentucky driver's license.

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

Overtime Provision: Exempt.

122

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Electric Superintendent
Department: Electric
Supervisor: Assistant General Manager of Operations
Supervises: All Department Personnel
Grade: 43
Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities and programs of the department; directs and supervises the department with a focus on safety, power reliability, long range planning for future power requirements, and prompt power restoration after system disturbance in the most efficient manner possible; responsible for monitoring special projects related to construction and maintenance of the 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; assumes responsibility for construction, operation, and maintenance of system.
2. Responsible for the operation of the transmission/distribution system as A System Operator as required by 29 CFR Part 1910.269.
3. Responsible for power reliability and power quality;; must analyze outage reports, resolve customer complaints, and correct any system weaknesses or problems that deter power quality.
4. Formulates, administers and maintains operating policies and procedures after consultation with higher authority and subordinate personnel.
5. Insures that operations are in compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
6. Develops and implements five-ten-year long-range planning requirements necessary for future upgrade of system.
7. Assists in recruiting, interviewing and employment of personnel.
8. Insures orientation and training programs for new employees, including safety training, is conducted as required.
8. Checks and approves personnel evaluations and salary recommendations.
9. Supervises and recommends discipline of departmental personnel; approves assignments, training, and all leave requests.
10. Reviews and approves personnel evaluations and salary recommendations.
11. Insures employees participate in programs for advancement in classification upgrade and licensing.
12. Insures adequate inventory of materials are stocked, personnel is available, and equipment is maintained.
13. Prepares cost estimates for projects and purchases, with assistance of engineer, Electric in accordance with purchasing standards.
14. Reviews and approves all change work orders as prepared by Engineering.

15. Prepares, administers, and monitors annual budget for department.
16. Prepares and maintains required records and reports.
17. Attends Plant Board meetings; attends meetings as representative of Plant Board with state and federal regulatory agencies; attends other meetings as requested.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by nine years directly related work experience, including a minimum of three years in an administrative or supervisory capacity. Additional education in a related field may be substituted for experience requirements on a year-for-year basis, up to a maximum of four years. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of electric, electronics.
2. Extensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of electric system.
3. Extensive knowledge of federal, state and local laws and administrative regulations regarding electric systems; ability to insure compliance with the same.
4. Extensive knowledge of public administration principles and practices.
5. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
6. Extensive knowledge of and ability to insure compliance with safety requirements.
7. Extensive knowledge of the geography of the service area.

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.
2. Ability to conduct orientation and training programs for new employees.
3. Ability to administer departmental budget.
4. Ability to detect mechanical flaws and make minor repairs to equipment.
5. Ability to insure compliance with preventive maintenance and servicing programs.
6. Ability to insure compliance with safety standards and practices.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationships with federal, state and local officials, Plant Board department directors, 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 are required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate vehicle; 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: Pick-up truck, construction equipment, electronic power quality equipment, scanner, sub-station equipment; normal office equipment (phone, computer, etc.)

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

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

Interruptions: Constant.

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

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Water Distribution Superintendent

Department: Water Distribution

Supervisor: Assistant General Manager/Operations

Supervises: All Department Personnel

Grade: 43

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities and programs of the department; responsible for monitoring special projects related to line construction and maintenance; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department; responsible for operation, construction and maintenance of water distribution system and fire hydrants.
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 and federal, state and local laws and administrative regulations.
4. Assists in recruiting, interviewing, and employment of personnel.
5. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
6. Insures orientation and training programs for new employees, including safety training.
7. Checks and approves personnel evaluations and salary recommendations.
8. Insures employees participate in programs for advancement in classification upgrade and licensing.
9. Insures adequate inventory of materials, adequate labor, and equipment.
10. Insures preparation of cost estimates for projects and purchases with assistance of Engineer.

Water Distribution Superintendent, Page 2

11. Prepares, administers, and monitors annual budget for department.
12. Insures preparation and maintenance of required records and reports.
13. Attends Plant Board meetings; as a representative of the Plant Board, meets with state and federal regulatory agencies, etc.
14. Performs system analyses.
15. Assists in design criteria.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by ten years directly related work experience, including a minimum of three years in an administrative or supervisory capacity. Additional education in a related field may be substituted for work experience requirements on a year-for-year basis for a maximum of four years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of water distribution system.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding water distribution systems, ability to insure compliance with the same.
3. Extensive knowledge of public administration principles and practices.
4. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
5. Extensive knowledge of and ability to insure compliance with safety requirements.

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.
2. Ability to conduct orientation and training programs for new employees.

3. Ability to detect mechanical flaws and make minor repairs to equipment.
4. Ability to insure compliance with preventive maintenance and servicing programs.
5. Ability to insure compliance with safety standards and practices.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with federal and state officials, officers in other Plant Board departments, engineering firms, 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 are required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate vehicle; 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: Construction equipment; normal office equipment (computer, phone, calculator, etc.)

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

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

Interruptions: Constant.

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

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

Overtime Provision: Exempt.

Class Title: Water Plant Superintendent

Department: Water Plant

Supervisor: Assistant General Manager/Operations

Supervises: All Department Personnel

Grade: 43

Revised: 7/1/2002

Class Characteristics: Under general direction, is responsible for the overall operation and maintenance of the water plant; responsible for monitoring special projects related to plant; 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 and subordinate personnel.
3. Insures that plant operations are in compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
4. Assists in recruiting, interviewing, and employment of personnel.
5. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
6. Insures that plants are operated and maintained in a safe and efficient manner; may assist in performing minor repairs on plant and equipment; implements and insures that preventive maintenance programs are followed.
7. Checks and approves personnel evaluations and safety recommendations.
8. Insures employees participate in programs for advancement in classification upgrade and licensing.
9. Prepares, administers, and monitors departmental budget.
10. Insures preparation of cost estimates for projects and purchases; administers special projects for water plant, including facilities construction and repair, installation of new equipment and implementation of improvements in plant operation.

11. Insures that samples are collected, lab analysis completed, samples are forwarded as required on a timely basis and accurate records and reports are prepared and maintained.
12. Prepares reports or insures preparation of reports on various Department activities as requested.
13. Maintains and/or insures the maintenance of departmental records.
14. Accepts complaints from the public and attends to their disposition .
15. Attends Plant Board meetings; attends meetings as representative of the Plant Board with state and federal regulatory agencies, etc.

Non-Essential:

1. May manage environmental functions as requested or required.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by a minimum of nine years of directly related work experience, including two years supervisory experience. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of water plant operations.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference to water filtration and treatment.
3. Extensive knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.
5. Extensive knowledge of "extremely hazardous" and "hazardous" chemicals.
6. Knowledge of chemistry, physics, and engineering.
7. Knowledge of computers, spread sheets, and applicable software programs.

Abilities:

1. Ability to supervise plant operations in compliance with federal and state laws and administrative regulations.
2. Ability to detect mechanical flaws and make repairs to plant and equipment.
3. Ability to implement and insure compliance with preventive maintenance program.
4. Ability to supervise employees assigned to department; ability to evaluate employees.
5. Ability to conduct orientation and training programs for new employees.
6. Ability to analyze data and make appropriate decisions based on the data.
7. Ability to administer departmental budget.
8. Ability to establish and maintain effective working relationships with officers and employees of the Plant Board, 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 are required.

Physical Demands of the Job: Work requires sitting at desk with intermittent 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 equipment, laboratory instruments, normal office equipment (phone, computer, calculator, etc.)

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

Confidential Information: Regular 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 IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky. 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 respond to emergency situations at all hours.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title Director of Support Services
Department: Support Services
Supervisor: Assistant General Manager/ Operations
Grade 40
Revised: 8/22/2005, 7/1/2002
Supervises: All Department Personnel

Class Characteristics: Under general administrative direction, is responsible for all activities and programs within the Support Services Department; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department, including inventory, garage, buildings & grounds, and custodial personnel.
2. Conducts weekly field inspections of stock room, storage lot, all FPB facilities, ground crews, custodial crews and garage.
3. Formulates, administers and maintains operating policies and procedures after consultation with higher authority and subordinate personnel.
4. Insures that all activities are in compliance with established procedures, including safety precautions and OSHA requirements.
5. Assists in recruiting, interviewing, and employment of personnel.
6. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
7. Insures orientation and training programs for new employees, including safety training.
8. Conducts performance evaluations and checks and approves personnel evaluations and salary recommendations of subordinates.
9. Insures employees participate in programs for advancement in classification upgrade and licensing.
10. Insures adequate inventory of materials, labor and equipment for efficient operation of department.
11. Interact with employees on problems and concerns.
12. Works with Department Directors to expedite resolution of problems between Departments.
13. Attends meetings as needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (Bachelors degree in Public Administration, Business Administration, or related field preferred, but not required) supplemented by five years directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of laws and administrative regulations regarding public purchasing requirements.
2. Knowledge of general maintenance, construction, and facility repair.
3. Extensive knowledge of the occupational hazards and safety precautions of the trade, and ability to insure that preventive safety measures are maintained.
4. Extensive knowledge of business methods, markets, and purchasing practices.
5. Basic computer knowledge.

Abilities:

1. Ability to learn all support service requirements of the Plant Board
2. Ability to supervise diversified support services activities.
3. Ability to proactively recognize problems related to support services including, but not limited to, building & grounds, mechanical, electrical, and construction; and ability to implement solutions in a timely manner.
4. Ability to establish and maintain project schedules while maintaining quality and safety standards.
5. Ability to supervise, evaluate, and discipline employees.
6. Mathematical and analytical abilities.
7. Ability to develop and administer departmental budget.
8. Ability to establish and maintain effective working relationship with Plant Board officers and employees, vendors, and the general public.
9. Ability to communicate effectively verbally and in writing.
10. Ability to use MS Office and e-mail system.

Instructions: Very general; must use own judgment most of the time and be self-motivated.

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

Review of Work: Work is subject to review by Assistant General Manager of Operations on an infrequent basis.

Director of Support Services, page 3

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 typically performed in an office setting at a desk or table and in the field as needed; while the incumbent sometimes lifts light objects weighing less than 25 pounds, lifting is not a requirement of the job.

Tools and/or Equipment used: Normal office equipment (computer, calculator, telephone, copier, etc.); vehicle.

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title Director of Support Services
Department: Support Services
Supervisor: Assistant General Manager/ Operations
Grade 40 *Paul Combs*
Revised: 7/1/2002
Supervises: All Department Personnel

Class Characteristics: Under general administrative direction, is responsible for all activities and programs within the Support Services Department; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department, including inventory, garage, buildings & grounds, and custodial personnel.
2. Conducts weekly field inspections of stock room, storage lot, all FPB facilities, ground crews, custodial crews and garage.
2. Formulates, administers and maintains operating policies and procedures after consultation with higher authority and subordinate personnel.
3. Insures that all activities are in compliance with established procedures, including safety precautions.
4. Assists in recruiting, interviewing, and employment of personnel.
5. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
6. Insures orientation and training programs for new employees, including safety training.
7. Conducts performance evaluations and checks and approves personnel evaluations and salary recommendations of subordinates.
8. Insures employees participate in programs for advancement in classification upgrade and licensing.
9. Insures adequate inventory of materials, labor and equipment for efficient operation of department.
10. Interact with employees on problems and concerns.
11. Works with Department Directors to expedite resolution of problems between Departments.
12. Attends meetings as needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (Bachelors degree in Public Administration, Business Administration, or related field preferred, but not required) supplemented by five years directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of federal and state laws and administrative regulations regarding vehicle and equipment maintenance, including preventive maintenance.
2. Knowledge of general maintenance, construction, and facility repair.
3. Extensive knowledge of the occupational hazards and safety precautions of the trade, and ability to insure that preventive safety measures are maintained.
5. Extensive knowledge of business methods, markets, and purchasing practices.
6. Basic computer knowledge.

Abilities:

1. Ability to learn all support service requirements of the Plant Board
2. Ability to learn laws and administrative regulations regarding public purchasing requirements.
3. Ability to supervise diversified support services activities.
4. Ability to establish and maintain project schedules while maintaining quality and safety standards.
5. Ability to supervise, evaluate, and discipline employees.
7. Mathematical and analytical abilities.
8. Ability to develop and administer departmental budget.
9. Ability to establish and maintain effective working relationship with Plant Board officers and employees, vendors, and the general public.
10. Ability to communicate effectively verbally and in writing.
11. Ability to use MS Office and e-mail system.

Instructions: Very general; must use own judgment most of the time and be self motivated.

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

Review of Work: Work is subject to review by Assistant General Manager of Operations on an infrequent basis.

Director of Support Services, page 3

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 typically performed in an office setting at a desk or table and in the field as needed; while the incumbent sometimes lifts light objects weighing less than 25 pounds, lifting is not a requirement of the job.

Tools and/or Equipment used: Normal office equipment (computer, calculator, telephone, copier, etc.); vehicle.

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: None.

Overtime Provision: Exempt.

2030, 2012

2052, 2097

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Switch and Trunking Technician II
Department: Cable / Telecommunications, Telecommunications Division
Supervisor: Assistant Telecommunications Superintendent
Supervises: None
Grade: 36
Revised: 7/1/2002

Class Characteristics: Under general supervision, performs the maintenance, test, repair, and analyzes defects in the telephone switching circuits. Provides provisioning and trunking translations for the programming of customer and interconnection traffic from FPB's switch. Works closely with the BackOffice Administrator for the retrieval of billing data from the switch. Assists the SONET Technician with the operation and provisioning of the High Speed Data Network. Performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs all complex switch translations, capacity analysts, control test and turn-up.
2. Analyzes defects, tests, repairs, and maintains telephone switching circuits and equipment by using various test equipment.
3. Responsible for addition, modification and deletion of translations, and implementing new area code additions, testing and adding new trunking translations.
4. Responsible for all translation and routing trouble resolution.
5. Follows manufacturers switch and transport maintenance procedures.
6. Maintains translation design standards including but not limited to trunk group assignment, route index assignment, ect.
7. Performs/oversees all hardware/software upgrades to the switching equipment.
8. Supports provisioning and maintenance of all voice mail ports.
9. Creates and maintains recent change and office backup tapes.
10. Reviews and interprets service, circuit diagrams, layout records, or other technical documents and follows standard practices for provisioning of service and circuit orders.
11. Performs periodic preventive maintenance on computer systems through the use of sophisticated test equipment and software diagnostics.

Switch and Trunking Technician II- Page 2

Non-Essential:

1. Updates records with completed work.
2. Assists other Divisions as required.

MINIMUM QUALIFICATIONS

Training and Experience: Two year degree in Electronics or equivalent training. A minimum of 5 years experience in the telecommunications field to include: provisioning of trunking, switch monitoring/analysis, customer service provisioning and repair, and have a minimum of 1 years experience in complex switch translations.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Previous knowledge of telecommunications switches (5e, 1A, DMS)
2. Knowledge of electronic switching systems from a capacity management perspective.
3. Strong computer skills related to service provisioning and translations in telecommunications switches.

Abilities:

1. Good communications skills both verbal and written. The ability to establish and maintain effective working relationships with co-workers in other Plant Board departments / divisions, representatives of other telecommunications companies, and the general public.
2. Ability to perform and assist in the installation of telecommunications network equipment.
3. Ability to perform testing, troubleshooting, and component replacement of telecommunications switching equipment.
4. Ability to keep abreast of technological changes impacting telecommunication service.
5. Ability to detect mechanical flaws and make minor repairs to equipment.
6. Ability to work as a team and to perform job with little or no supervision.

7. Ability to insure compliance with preventive maintenance and servicing programs.
8. Ability to insure compliance with safety standards and practices.

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

Processes: Must occasionally consider different course of action, and develop new techniques, concepts or programs within established limits.

Review of Work: Completed work is not reviewed by supervisor.

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 indoors including sitting at a desk or table, walking and standing; must operate equipment and vehicle; exposed to sharp tools; noise, fumes, chemicals and toxic substances. Lifting of heavy tools and equipment. Required to be in high places using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment, hand tools, vehicle, telecommunications equipment and test equipment assigned to Division. May occasionally use special equipment associated with the industry.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement.

Confidential Information: Regular use of extremely confidential information is a job requirement (unlisted telephone numbers, court order of records).

Interruptions: Frequent.

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

Switch and Trunking Technician II - Page 4

Certification Requirements: Certificates of training in: Switching, Networking, basic first aid and CPR, bloodborne pathogens.

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

Overtime Provision: Non-Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Supervisor

Department: Water Distribution

Supervisor: Water Distribution Superintendent and Assistant Water Distribution Superintendent

Supervises: All Personnel Assigned to System Maintenance Division

Grade: 34

Revised: 3/21/2006

Class Characteristics: Under general direction, supervises and assists in the maintenance of the water distribution system; including fire hydrants, valves, pump stations, tanks, water analysis, backflow prevention, leak detection and performs related work as required. .

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the maintenance of pump stations, tanks, fire hydrants, valves and appurtenances, insuring that work is completed in accordance with federal and state regulations and Plant Board standards.
2. Supervises and assists in the implementation of system maintenance programs including hydrant flushing and maintenance, backflow prevention and valve maintenance.
3. Supervises and assist in the collection and reporting of distribution water sampling.
4. Supervises and assist in the information sharing between engineering and water distribution as it relates to GIS mapping.
5. Performs on-call duties on scheduled and emergency basis, and may be required to take chlorine residuals.
6. Assigns personnel, equipment and material to work to be completed.
7. Responsible for proper traffic control devices within street and highway right-of-way.
8. Responsible for safety of employees assigned to Division.
9. Prepares daily reports of materials used for each job.

System Maintenance Supervisor, Page 2

10. Prepares time sheets, completes employees performance evaluations; recommends disciplinary action to Assistant Water Superintendent.
11. Supervises testing functions on lines.
12. Supervises reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
13. Insures sufficient stock of materials and supplies are on-hand at all times.
14. Responsible for employees maintaining clean vehicles and equipment.
15. Acknowledges malfunctions of equipment and vehicles with recommendations to superiors.

Non-Essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by ten years directly related work experience. Promotion to System Maintenance Supervisor is made only upon recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of water distribution system.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding water distribution systems, ability to insure compliance with the same.
3. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.

System Maintenance Supervisor, Page 3

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 maintain safety standards and practices.
5. Ability to read blueprints.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with department supervisors, personnel, and the general public.

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 are 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 inspect completed work assignments.

Tools and/or Equipment Used: Computer and other office equipment. Construction equipment (excavators, loaders, air compressors, dump truck, tampers, water pumps, pipe saws, concrete mixers, boom truck, blacktop roller, boring machine, jack hammer, leak corralator, valve truck, backflow prevention test gauges etc.

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

System Maintenance Supervisor, Page 4

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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 driver's license.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification. Must possess and maintain Backflow Testers Certification.

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

Overtime Provision: Non-exempt.

1860, 1901,
2027, 1873

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Worker II

Department: Water Distribution

Supervisor: System Maintenance Supervisor

Supervises: May Supervise Utility Workers and System Maintenance Worker I 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 maintenance of the water distribution system; including pump stations, tanks, valves, fire hydrants, water analysis, backflow prevention, leak detection; may assist other divisions as requested; and performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the maintenance of pump stations, tanks, fire hydrants, valves and appurtenances. Operation of the system under the supervision of a Class IV operator.
2. Assists in the system maintenance programs including hydrant flushing and maintenance, backflow prevention, valve maintenance, and leak detection.
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.

System Maintenance Worker II, Page 2

9. Prepares and maintains records
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.
14. May assist in trouble shooting SCADA system.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school graduate or equivalent supplemented by three years of directly related work experience. Promotion to System Maintenance Worker 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.
4. Ability to perform manual labor under extreme weather conditions for extended periods of time.

System Maintenance Worker II, 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: 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: Testing equipment, computer, office equipment, computerized system monitoring equipment, leak correlator, valve equipment, power tools, some heavy equipment as required, 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 acquire and maintain a valid commercial driver's license if deemed necessary to perform job duties. Must obtain Class III Distribution License issued by the Commonwealth of Kentucky to advance to System Maintenance Worker III.

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

System Maintenance Worker II, Page 4

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Worker IV

Department: Water Distribution

Supervisor: System Maintenance Supervisor

Supervises: May Supervise System Maintenance Worker I, II, III and Utility Workers in the absence of a higher authority

Grade: 30

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the maintenance of the water distribution system; including pump stations, tanks, valves, fire hydrants, water analysis, backflow prevention, leak detection; may assist other divisions as requested; and performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the maintenance of pump stations, tanks, fire hydrants, valves and appurtenances.
2. Assists in the system maintenance programs including hydrant flushing and maintenance, backflow prevention, valve maintenance, and leak detection.
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.

System Maintenance Worker IV, Page 2

9. Prepares and maintains records
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.
14. May perform trouble shooting on SCADA system.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school graduate or equivalent supplemented by a minimum of eight years of directly related work experience. Promotion to System Maintenance Worker IV is made only upon the recommendation of 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 the construction, 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.
4. Ability to perform manual labor under extreme weather conditions for extended periods of time.

System Maintenance Worker IV, 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: 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: Testing equipment, computer, office equipment, computerized system monitoring equipment, leak correlator, valve equipment, power tools, some heavy equipment as required, 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.

Special Licensing Requirements: Must acquire and maintain a valid commercial driver's license as soon as practical for division if deemed necessary to perform job duties. Must possess and maintain Class IV Distribution License issued by the Commonwealth of Kentucky.

System Maintenance Worker IV, 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.

142

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Technician I
Department: Electric
Supervisor: Technical Support Supervisor / Lead System Technician
Supervises: May Supervise Lower Class System Technicians in Absence of a Higher Authority
Grade: 33
Revised: 7/1/2002

Class Characteristics: Under general direction, analyzes power quality problems; provides load data; operates scanning equipment and underground locating equipment; may supervise assigned personnel; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs predictive and preventive maintenance on systems voltage regulation equipment.
2. Responds to power quality problems due to random complaints.
3. Locates underground facilities.
4. Performs equipment and facility inspections.
5. Locates underground faults, both primary and secondary, including the upkeep and maintenance of the high voltage fault locating equipment.
6. Performs testing and repairs of electrical and electronic equipment used throughout power delivery system; assists other Plant Board departments with the repair of electrical and electronic equipment.
7. Assists substation personnel with station problems.
8. Operates infrared scanning equipment and programs.
9. Operates radio interference locating equipment.
10. Maintains sub-station and load flow data and program.
11. Recommends changes, improvements, and repairs to the system=s equipment.
12. Provides technical assistance to customers.
13. Provides technical and safety training to all Plant Board departments.
14. Performs infra-red scanning for the system.
15. Sets recording voltmeters and meters on customer complaints; trouble-shoots customer problems.
16. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Electronic Technology supplemented by seven years directly related work experience; appointment from System Technician II to System Technician I must be recommended by the Superintendent and approved by the General manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of federal and state laws and administrative regulations regarding system leakage.
2. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
3. Extensive knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Technical knowledge, including trouble-shooting voltage regulation problems, determining repair methods, etc.; knowledge required to interpret technical publications and determine appropriate course of action.
5. Extensive knowledge of electronics with strong math background.
6. Extensive knowledge of computers.
7. Knowledge of manufacturing processes.

Skills:

1. Written and verbal communication skills.
2. Public relations skills.
3. Trouble-shooting skills.

Abilities:

1. Ability to monitor system leakage and maintain accurate reports.
2. Ability to work independently.
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 department directors and employees, and the general public.

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

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

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

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 both indoors and outdoors, regardless of weather conditions; standing and walking required; must lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Vehicle; scanning equipment; underground lines locating equipment; precision measuring equipment; common hand tools.

Contacts: Frequent 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 possess First-Aid Responder & CPR Certification PQS certified. TVPPA Certification preferred; not required.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Technician II

Department: Electric

Supervisor: Technical Support Supervisor / Lead System Technician

Supervises: May Supervise Lower Class System Technicians in Absence of a Higher Authority

Grade: 29

Revised: 7/1/2002

Class Characteristics: Under general direction, analyzes power quality problems; provides load data; operates scanning equipment and underground locating equipment; may supervise assigned personnel; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs predictive and preventive maintenance on systems voltage regulation equipment.
2. Responds to power quality problems due to random complaints.
3. Locates underground facilities.
4. Performs equipment and facility inspections.
5. Locates underground faults, both primary and secondary, including the upkeep and maintenance of the high voltage fault locating equipment.
6. Performs testing and repairs of electrical and electronic equipment used throughout power delivery system; assists other Plant Board departments with the repair of electrical and electronic equipment.
7. Assists substation personnel with station problems.
8. Operates infrared scanning equipment and programs.
9. Operates radio interference locating equipment.
10. Maintains sub-station and load flow data and program.
11. Recommends changes, improvements, and repairs to the system=s equipment.
12. Provides technical assistance to customers.
13. Provides technical and safety training to all Plant Board departments.
14. Performs infra-red scanning for the system.
15. Sets recording voltmeters and meters on customer complaints; trouble-shoots customer problems.
16. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Electronic Technology supplemented by five years directly related work experience; appointment from System Technician III to System Technician II must be recommended by the Superintendent and approved by the General manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state laws and administrative regulations regarding system leakage.
2. Thorough knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
3. Thorough knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Technical knowledge, including trouble-shooting voltage regulation problems, determining repair methods, etc.; knowledge required to interpret technical publications and determine appropriate course of action.
5. Thorough knowledge of electronics with strong math background.
6. Thorough knowledge of computers.
7. Thorough knowledge of manufacturing processes.

Skills:

1. Written and verbal communication skills.
2. Public relations skills.
3. Trouble-shooting skills.

Abilities:

1. Ability to monitor system leakage and maintain accurate reports.
2. Ability to work independently.
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 department directors and employees, and the general public.

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

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

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

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 both indoors and outdoors, regardless of weather conditions; standing and walking required; must lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Vehicle; scanning equipment; underground lines locating equipment; precision measuring equipment; common hand tools.

Contacts: Frequent 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 possess First-Aid Responder & CPR Certification.

Overtime Provision: Non-exempt.

2024

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Technician III
Department: Electric
Supervisor: Technical Support Supervisor / Lead System Technician
Supervises: None.
Grade: 26
Revised: 7/1/2002, 02/2006

Class Characteristics: Under general direction, analyzes power quality problems; provides load data; operates scanning equipment and underground locating equipment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs predictive and preventive maintenance on systems voltage regulation equipment.
2. Responds to power quality problems due to random complaints.
3. Locates underground facilities.
4. Performs equipment and facility inspections.
5. Locates underground faults, both primary and secondary, including the upkeep and maintenance of the high voltage fault locating equipment.
6. Performs testing and repairs of electrical and electronic equipment used throughout power delivery system; assists other Plant Board departments with the repair of electrical and electronic equipment.
7. Assists substation personnel with station problems.
8. Operates infrared scanning equipment and programs.
9. Operates radio interference locating equipment.
10. Maintains sub-station and load flow data and program.
11. Recommends changes, improvements, and repairs to the system=s equipment.
12. Provides technical assistance to customers.
13. Provides technical and safety training to all Plant Board departments.
14. Performs infra-red scanning for the system.
15. Sets recording voltmeters and meters on customer complaints; trouble-shoots customer problems.
16. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Electronic Technology supplemented by two years directly related work experience; appointment from System Technician IV to System Technician III must be recommended by the Superintendent and approved by the General manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal and state laws and administrative regulations regarding system leakage.
2. Knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
3. Knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Technical knowledge, including trouble-shooting voltage regulation problems, determining repair methods, etc.; knowledge required to interpret technical publications and determine appropriate course of action.
5. Knowledge of electronics with strong math background.
6. Knowledge of computers.
7. Knowledge of manufacturing processes.

Skills:

1. Written and verbal communication skills.
2. Public relations skills.
3. Trouble-shooting skills.

Abilities:

1. Ability to monitor system leakage and maintain accurate reports.
2. Ability to work independently.
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 department directors and employees, and the general public.

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

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

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

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 both indoors and outdoors, regardless of weather conditions; standing and walking required; must lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Vehicle; scanning equipment; underground lines locating equipment; precision measuring equipment; common hand tools.

Contacts: Frequent 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 possess First-Aid Responder & CPR Certification. TVPPA Unit 1 & 2 certifications are required.

Overtime Provision: Non-exempt.

130, 115

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Technical Support Supervisor
Department: Electric
Supervisor: Electric Superintendent or Assistant Superintendent
Supervises: All Assigned Personnel
Grade: 35
Revised: 1/18/2005, 7/1/2002

Class Characteristics: Under general direction, supervises and assists in the construction and maintenance of electrical metering equipment to insure continuity of service and proper registration and installation of measurement devices throughout system; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the construction and/or maintenance of electrical metering equipment to insure workability of all sub-stations and equipment, insuring that work is completed in accordance with federal and state regulations and Plant Board standards.
2. Selects proper metering and associated devices for protection of system and power reliability; directs all switching procedures within sub-stations; tests protective devices within station systems, relays, re-closures, etc.; remove and retro-fill station equipment as directed.
3. Orders parts for all station related equipment.
4. Responsible for employee safety, including issuance of safety equipment and scheduling of employees for safety training.
5. Trouble-shoot customer complaints of voltage problems.
6. Attends to problems as they arise daily.
7. Insures that employees receive training for assigned duties; supervises employees; completes performance evaluations; recommends disciplinary action to Superintendent.
8. Detects malfunctions in equipment and vehicles, and makes minor repairs; insures that preventive maintenance standards are followed; recommends major repairs to Superintendent.
9. Conducts investigations for all accidents.
10. Prepares monthly peak-demand reports.
11. Attends safety and other seminars on a regular basis.
12. Assists with in-house wiring.

Non-Essential:

1. Assists other departments with high voltage pumps and equipment.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of electrical metering, including equipment, materials, methods and techniques used in all operations, construction and maintenance of electrical metering equipment.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding metering equipment; ability to insure compliance with the same.
3. Thorough knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
4. Thorough knowledge of and ability to insure compliance with safety requirements.
5. Thorough knowledge of relays, substation operation, load shifting system layout, etc.

Skills:

1. 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 work in highly stressful situations, such as working with hot wires.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with officers in other Plant Board departments, 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 both indoors and outdoors, regardless of weather conditions; sitting, standing and stooping 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; 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 issued by the Commonwealth of Kentucky.

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.

2019

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Telephone Manager

Department: Cable / Telecommunications, Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Telephone Division

Grade: 38

Revised: 5/18/04

Class Characteristics: Under general direction of the Superintendent, manages the division related to local and long distance telephone services and the SONET Network.

General Duties and Responsibilities:

Essential:

1. Manages the operation of local and long distance telephone services and the SONET Network.
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. Responsible for keeping abreast of federal and state regulatory and legislative developments affecting the Frankfort Plant Board. Develops and presents FPB position in industry meetings and as a witness in regulatory and legislative hearings.
4. Assures that required proof tests of technical standards compliance; completes required forms and forwards to supervisor.
5. Negotiates and recommends terms & conditions of interconnection/collocation Agreements for local and long distance services.
6. Supervises the maintenance of vehicles and functional equipment.
7. Develops and interprets contract language, presents FPB's position in third party negotiations regarding billing disputes and other operational requirements.
8. Assists supervisor in the preparation of division budget.
9. Receives customer complaints and attends to their disposition or forwards to Superintendent.
10. Assists with preparation of cost estimates for special projects and major purchases.

Non-Essential:

None

MINIMUM QUALIFICATIONS

Training and Experience: College graduate in telecommunications or related field supplemented by five years directly related work experience, including two years in a supervisory capacity.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working knowledge of equipment, materials, methods and techniques used in construction, operation and maintenance of the telecommunications network including SONET and Switching.
2. Thorough knowledge of federal/state and local laws, telecommunications interconnection/collocation agreements, administrative regulations regarding telecommunications systems, Plant Board, Department/Division policy and procedure, ability to insure compliance with the same.
3. Thorough knowledge of public administration principles and practices.
4. Thorough knowledge of telecommunications tariffs, services, and terminology.
5. Thorough knowledge of, and ability to insure compliance with safety requirements.

Abilities:

1. Excellent communications skills both verbal and written.
2. Ability to establish and maintain effective working relationships with officers in other Plant Board departments/divisions, other telecommunications companies, and the general public.
3. Ability to develop a strategic marketing position to attract potential business and residential customers and to assess customer telecommunication needs, provide service, and retain new customers.
4. Ability to coordinate telecommunication matters with consultants and other telecommunications companies.
5. Ability to assist with the development of budgets for HICAP and Switch Business services, network management programs, and customer premise equipment.
6. Ability to determine telecommunications hardware/software and professional service needs, coordinate bidding, evaluation, ordering, installation and activation of equipment.

7. Ability to insure compliance with preventive maintenance and servicing programs.
8. Ability to insure compliance with safety standards and practices.

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 techniques, concepts, and programs within established policy and procedure.

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 required.

Physical Demands of the Job: Work is performed primarily indoors but may include some outdoor activity 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. May be required to be in high places using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment, hand tools, vehicle, telecommunications equipment and test equipment assigned to Division. May occasionally use special equipment associated with the industry.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement.

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.

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

Overtime Provision: Exempt.

1904

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Work Order Coordinator/Accountant

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade 25

Revised: 9/12/2002, 7/1/2002

Class Characteristics: Under general direction, tracks work-orders; completes and processes billings including state/federal projects and contracts on work-orders; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Issues work order number; tracks work-orders from origination to completion.
2. Sends out cost estimate sheets for engineering approval.
3. Writes-up and mails-out contracts; processes advances to customers.
4. Solves work order related problems with billings, misplaced information, incorrect information, etc.
5. Prepares correspondence on work-orders for explanations, additional billings, collections, etc.
6. Processes accounts receivable billings for work-orders and inventory.
7. Processes cash receipts reconciliation for work-orders.
8. Reconciles sales orders.
9. Reconciles labor charges.
10. Performs journal entries.
11. Assists other personnel as required.
12. Enters sales orders into cash program.
13. Enters travel information; prints and distributes travel reports.
14. Assists in processing cash receipts for bank deposits; assists with balancing customer accounts.
15. Provides detail backup information for audit of state/federal projects.

Non-essential:

1. Opens and processes mail daily.

MINIMUM QUALIFICATIONS

Training and Experience: Associates degree in accounting or closely related field supplemented by one year related work experience; additional education may be substituted for work experience on a year-for-year basis; or 5 years work experience in accounting or closely related field may be substituted for associates degree.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of accounting theory, principles and practices.
2. Knowledge of federal and state laws and administrative regulations regarding accounts payable, including related reporting requirements.
3. Knowledge of Plant Board policies and procedures regarding work-orders.
4. Knowledge of arithmetic, business English, spelling and grammar.
5. Knowledge of office terminology, procedures and equipment.
6. Knowledge of computer hardware and applicable software programs.

Skills:

1. Skill in the use of computer keyboard, typewriter, calculator and other office equipment.

Abilities:

1. Ability to make mathematical computations with speed and accuracy by hand or machine.
2. Ability to prepare and maintain accurate financial records and reports.
3. Ability to complete job tasks within established time periods.
4. Ability to firmly but tactfully and courteously deal with the public in difficult situations.
5. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
6. Mental alertness and attention to detail and accuracy.

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

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

Review of Work: Work is not checked regularly.

Analytical Requirements: Problems require analysis based on precedent.

Work Order Coordinator/Accountant, Page 3

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

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

Contacts: Frequent contact with the public; frequent contact with employees and supervisors from other departments.

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

60, 63,
1961

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Telephone Order Representative

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Assistant Superintendent - Telecommunications

Supervises: None

Grade: 26

Revised: 8/5/2004

Class Characteristics: Under general supervision, performs clerical and administrative duties, with reference to initiating service orders, handling customer questions and complaints, and ordering of services to convert customers to Plant Board local exchange and long distance telephone services. Performs related work as required, including the initiation and management of coordination activities with representatives from outside companies such as BellSouth, Qwest (long distance), Neustar (number porting) Intrado (911), and other wireline and wireless carriers

General Duties and Responsibilities:

Essential:

1. Deals directly with FPB customers to initiate service orders, answer customer questions, and resolve customer issues. Handles incoming daily service requests from FPB Customer Service Representatives for conversion of customers to FPB telephone system. Completes service requests via web based systems interconnected to BellSouth.
2. Interprets details of service order requests to ensure that the appropriate Local Service Requests (LSR's) are completed correctly and submitted to BellSouth in a timely manner.
3. Updates the service order system to reflect any changes to Firm Order Commitment (FOC) date received from BellSouth, and after order has been accepted.
4. Serves as the Liaison to BellSouth for Negotiation of FOC's and changes to FOC's for all LSR's and Access Service Requests (ASR's).
5. Maintains records of LSRs and ASRs submitted and files in appropriate locations.
6. Completes and submits Local Number Portability (LNP) orders via web based systems for customers choosing LNP.