

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

Confidential Information: Regular use of confidential information.

Interruptions: Constant.

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

Certification/Registration Requirements: Must be registered as a Professional Engineer.

Overtime Provision: Exempt.

Availability: Must be able to respond to calls at all hours

352

CLASS SPECIFICATION

Class Title: Chief Field Technician

Department: Cable /Telecommunication (Cable Division)

Supervisor: Security and Broadband Technology Manager

Supervises: All Personnel Assigned to Division.

Grade: 35

Revised: 7/7/2004

Class Characteristics: Under general direction, performs and assists with system maintenance; implementing preventive maintenance standards, providing emergency repair service, conducting proof tests; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and assists in formulating implementing and maintaining preventive maintenance programs; at headend building, installs equipment, maintains equipment, checks levels of equipment, aligns satellite dishes with satellites.
2. Performs and assists emergency repair service for Cable/Telecommunication system from headend building to pole.
3. Performs and assists in conducting records required proof tests of technical standards compliance; completes required forms and forwards to supervisor.
4. Lay out work; solves problems; checks on progress for technical personnel; assigns personnel equipment and material to work to be completed.
5. Performs and assists with troubleshooting duties; corrects routine Cable/Telecommunication problems by repairing or replacing damaged equipment and broken cable; routes minor repairs to the proper Division or recommends major repairs to supervisors.
6. Insures that work is completed in accordance with federal and state regulations, and Plant Board standards.
7. Supervises all employees assigned to Division; completes daily time sheets; completes performance evaluations; recommends disciplinary action to Superintendent.
8. Responsible for technical coordination with contractors.
9. Responsible for safety of employees assigned to Division.
10. Prepares reports of materials used for each job.
11. Performs training programs; provides training for other employees as required.
12. Maintains clean vehicles and functional equipment.
13. Assists other Divisions as requested.
14. Assists in hiring personnel for division.

15. Creates and updates files (inventory, fiber maps, etc.)
16. Must perform backup call on a scheduled basis.

Non-essential:

1. May assist in locating and repairing underground cables.
2. Marks blueprints with completed work.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by six years directly related work experience; satisfactory completion of SCTE Installer Certification Program or equivalent: Required BCT/E-Category I, II, IV, or equivalent required. Certificate of training for Fiber Optic Network Systems or equivalent: Required /Certificates of training for Digital Cable, Telephone, Cable Modem installation, and Computer Operations of equivalent: Required

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment at head-end building, electronic equipment operations, electronic test equipment, Cable/Telecommunication system trouble-shooting and analysis.
2. Knowledge of the equipment, materials, methods and techniques used in cable networks industry.
3. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools and pole climbing, towers/tanks.
4. Working knowledge of federal, state and Plant Board regulations, standards, policies and procedures regarding Cable/Telecommunication installation and maintenance.
5. Knowledge of, or ability to learn, the geography of the service area.
6. Thorough knowledge of fiber optics.

Abilities:

1. Ability to work independently, and to effectively and efficiently allocates time for each job.
2. Ability to use pole climbing equipment and work for extended periods while on pole.
3. Ability to learn new techniques and technologies on a continuing basis.
4. Ability to operate assigned vehicle and equipment.
5. Ability to detect mechanical flaws and make minor repairs to equipment.
6. Ability to maintain safety standards and practices.

7. Ability to establish and maintain effective working relationships with officials, employees and the general public.
8. Ability to perform manual labor under extreme weather conditions for extended periods of time.
9. Possess mechanical aptitude, manual dexterity, and good physical condition.
10. Ability to work inside customers' homes as needed.

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 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 wide knowledge of many factors where application of technical concepts are required.

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

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

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

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

Interruptions: Frequent.

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

Certification Requirements: Must have completed training in basic first aid, bloodborne pathogens, and CPR.; SCTE Installer Certification or equivalent required.

BCT/E (or equivalent):

Category I (signal Processing Center) - required;

Category II (Audio Signals and Systems) - required;

Category IV (Distribution systems) - required;

Category III (Transportation Systems) - preferred, but not required.

Fiber Optic Network Training Certificate or equivalent: Required

Certificates of training for Digital Cable, Telephone, Cable Modem Installation, and Computer Operations or equivalent. Required

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Chief Water Engineer

Department: Water Distribution / Engineering

Supervisor: Assistant General Manager/Operations

Supervises: All Personnel Assigned to Engineering

Grade: 45

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, performs professional engineering functions with respect to water department; provides technical assistance to other departments and the public; performs studies, modeling, and mapping activities; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises all employees assigned to the Engineering Division, insuring that work is completed accurately and timely.
2. Writes specifications for projects as requested.
3. Prepares work orders for major system expansions.
4. Performs studies and prepares reports; assists in performing other duties as required.
5. Provides engineering-related technical assistance to other departments; may assist customers in achieving service requirements.
6. Advises Assistant General Manager/Operations on engineering related issues and questions.
7. Develops standards and new programs as requested.
8. Performs modeling and mapping duties.
9. Performs planning activities for future expansions and upgrades.
10. Evaluates proposals, reports, plans, suppliers, etc., from vendors and makes recommendations to Assistant General Manager/Operations..
11. Works with federal and state regulatory agencies to insure compliance.
12. Develops and/or supervises the development of records, reports, etc., as required or requested.

13. Approves work orders after reviewing for accuracy, comprehensiveness, etc.; approves completed projects.
14. Attends Board meetings.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Civil Engineering from an accredited college supplemented by four years work experience in a related field; including two years supervisory experience. Must be registered as a Professional Engineer. If licensed in another state, must obtain Kentucky registration within six months from date of appointment

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in all activities and programs of the department.
2. Thorough knowledge of physical sciences, civil engineering (related to water treatment and distribution), mathematics, geometry, trigonometry, etc.
3. Thorough knowledge of federal, state and local laws and administrative regulations regarding applicable utilities.
4. Knowledge of Plant Board policies and procedures, including safety practices.
5. Knowledge of and ability to insure compliance with safety requirements.
6. Knowledge of computers and applicable software programs.

Abilities:

1. Ability to perform professional activities in all weather conditions, rough terrain, heavy vegetation, etc.
2. Ability to comply with safety standards and practices.
3. Ability to operate computer and applicable software programs.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with consulting engineers, Plant Board officers and employees, and the general public.

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

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

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 at a desk or table, and outdoors regardless of weather conditions; must lift objects weighing less than 25 pounds; must be outdoors and exposed to weather, rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must be in high places, confined spaces, and use stairs and ladders; must operate vehicle as a requirement of the job.

Tools and/or Equipment Used: Vehicle, computer, calculator, drafting equipment, copier, cad work station, survey equipment.

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

Confidential Information: Will be exposed to confidential information.

Interruptions: Frequent.

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

Certification/Registration Requirements: Must be registered as a Professional Engineer.

Overtime Provision: Exempt.

322

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Community Television Coordinator

Department: Cable/Telecommunications

Supervisor: Manager, Media Services

Supervises: Supervises Production (Video) Assistants

Grade: 28

Revised: 7/1/03, 7/1/2002, 9/21/2004

Class Characteristics: Under direction of manager, responsible for program development, production schedule, maintenance, video production assignment of staff and freelance personnel and playback of Local Origination channel 10, leased access, real estate classified channel and audio service; facilitates public requests for bulletin board on channel 10; prepares playback schedule for channels 10, leased access channel, real estate classified channel and audio service; performs related work as required.

General Duties and Responsibilities:

Essential:

Supervisory

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 disciplining employees, addressing complaints and resolving problems.

Cable 10 Community Television

1. Facilitates public requests for message generator by phone, walk-in traffic, fax and mail; take messages and puts them on channel 10.
2. Coordinates playback schedule, programming playback equipment through computer-assisted software and interface on Channel 10.
3. Develops or approves programs to air on channel 10.
4. Meets with clients interested in producing programs for channel 10.
5. Decides when local programming will be aired.
6. Determines time and place for production; maintains schedule book for all channel 10 studio and field production.
7. Prepares and maintains playback schedule and playback log, records, reports and tape library; reports schedule to newspaper and third party program schedulers.

Community Television Coordinator, Page 2

8. Maintains freelance schedule availability, contacts freelance videographers concerning shoot, arranges and assigns production by staff or freelance personnel.
9. Facilitates advertising, interviews and coordinates hiring of freelance video graphers.
10. Times, logs reviews all tapes, and prepares correct titles for programs.
11. Prepares and maintains billing and message removal report for paid programming on channel 10.
12. Keeps time and attendance records for departmental personnel and reports to payroll clerk.
13. Prepares invoices for freelancers and forwards them to accounting for payment.
14. Assists customers with renting studio or equipment.
15. Performs dubbing services; maintains record and receipts of services; prepares and transfers money to accounts receivable/ bookkeeper.
16. Maintains record of all video and character generator requests for channel 10.
17. Maintains inventory of video tapes and orders new supplies when low.
18. Tracks shows through tape library system on computer database; keeps information on all tapes current on database; maintains correct filing structure of database and tape library.
19. Assists with general secretarial duties; types correspondence, including, and reports, and daily mail.
20. Delivers tape, troubleshooting, and performing preventative maintenance on character generator.

Leased Access, Real Estate Classified and Audio Service

1. Facilitates public requests for message generator by phone, walk-in traffic, fax, mail and email; through the use of hardware and software, maintains, designs and manipulates leased access channel, real estate classified channel and audio service messages and ads.
2. Coordinates playback schedule, programming playback equipment through computer assisted software and interface with real estate classified channel and audio service.
3. Coordinates the playback of video programming on leased access channel through computer-assisted software and interface.
4. Meets with video program producers, schedules programs for playback on leased access, coordinates purchase of time for program playback through written agreement.
5. Maintains schedules, logs and facilitates playback and scheduling information with newspaper and third party program schedulers.
6. Receives payment for leased access programs, real estate classified and audio service ads and forwards to appropriate personnel.

Non-Essential:

1. Responsible for allocation of equipment to freelancers for field productions.
2. Determines materials, supplies and equipment needs for projects.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the Cable TV industry, including equipment, television production, and operations.
2. Knowledge of, federal, state and local laws and administrative regulations governing industry.
3. Knowledge of Plant Board operate policies and procedures.
4. Knowledge of office terminology processes procedures and equipment.
5. Knowledge of work hazards and applicable safety precautions associated with equipment.
6. Working knowledge of computer hardware and software.

Skills:

1. Skill in producing quality products for playback.
2. Skill in the use of computers, fax, and VCR.
3. Skill in both verbal and written communications.
4. Skill in accurate record keeping.
5. Good data processing and keyboard skills.

Abilities:

1. Ability to edit video tapes on a minimal basis.
2. Ability to prepare and maintain clerical reports.
3. Ability to communicate effectively, orally and in writing.
4. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and members of the community.
5. Ability to work independently.
7. Ability to learn new communication technology as needed.
8. Ability to learn cable policies and procedures.

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

Processes: Frequently requires refining existing work methods and developing new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is generally not reviewed.

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

Physical Demands of the Job: Work is performed indoors at a desk, table, or piece of video equipment; intermittent sitting, standing or stooping; must lift heavy objects weighing more than 25 pounds as a job requirement; must operate a vehicle; work requires being in high places, confined spaces, or using stairs or ladders.

Tools and/or Equipment Used: Vehicle, VCR, message generator, normal office equipment (computer, copier, phone, fax, etc), playback equipment, dub equipment, video equipment, PhotoShop software.

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain valid Commonwealth of Kentucky driver's license

Certification Requirements: Must complete PhotoShop training within first six months of hire.

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

Overtime Provision: Non-exempt.

54

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Computer Programmer I
Department: Information Technology
Supervisor: Information Technology Director
Supervises: None.
Grade : 28
Revised: 7/1/2002

Class Characteristics: Under general direction assists in designing, writing and testing documents and maintaining computer programs to meet the application needs of the users; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in the study of specifications prepared by the IT Director, consultants, or software company and translates them into programs.
2. Assists in the design (detail) and writing of the program, which is a series of step-by-step instructions to the computer in a particular programming language, then enters the program into the computer.
3. Assists in testing the program by processing sample data, and corrects any errors by altering the program.
4. Assists in ensuring the program meets the specifications of IT Director and the users.
5. Assists in writing documentation and manuals to guide users of the program and computer operators.
6. Assists in writing reports on programs.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school or equivalent. Post-secondary training /program in a directly related field supplemented by up to one year related work experience with Visual Basic programming.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the principles and practices of the operation of computers and related equipment.
2. Knowledge of the capabilities and intricacies of computers and related equipment.
3. Knowledge of computer languages.
4. Knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
5. Knowledge of utility industry, and Plant Board operating procedures and processes.

Skills:

1. Beginner skill-level in LOGIC and translation of codes to lay terms.
2. Beginner skill-level in writing efficient software.
3. Skill in written communications.
4. Skill in analyzing problem solving.

Abilities:

1. Ability to, or ability to learn to, design efficient software programs to meet needs of the organization; programming abilities.
2. Ability to, or ability to learn to read, interpret, and apply program in the operation of an electronic computer and related equipment.
3. Ability to establish and maintain an effective working relationship with Plant Board officers and employees.
4. Ability to Work well in a team environment.

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

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

Review of Work: Work is reviewed.

Analytical Requirements: Assignments involve limited decisions based on general knowledge base.

Computer Programmer I, Page 3

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

Tools and/or Equipment Used: Computers; normal office equipment (calculator, telephone, etc.).

Contacts: Frequent contact with employees and supervisors from other departments.

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-Exempt.

1978

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

| Class Title: Computer Programmer_II
Department: Information Technology
Supervisor: Information Technology Director
Supervises: None.
Grade 34
Revised: 7/1/2002

Class Characteristics: Under general direction, designs, writes, test documents and maintain computer programs to meet the application needs of the users; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Studies the specifications prepared by the IT Director, consultants, or software company and translates them into programs.
2. Designs in detail and writes the program, which is a series of step-by-step instructions to the computer in a particular programming language, then enters the program into the computer.
3. Tests the program by processing sample data, and corrects any errors by altering the program.
4. Ensures the program meets the specifications of IT Director and the users.
5. Writes documentation and manuals to guide users of the program and computer operators.
6. Writes reports on programs.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in computer science or related field supplemented by two years related work experience with **Visual Basic**. Additional programming work experience may be substituted, on a year-for-year basis, for a maximum of two years, post-secondary education. Additional education may be substituted, on a year-for-year basis, for a maximum of one year of the work experience requirement

Computer Programmer II, Page 2

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the principles and practices of the operation of computers and related equipment.
2. Thorough knowledge of the capabilities and intricacies of computers and related equipment.
3. Thorough knowledge of computer languages.
4. Knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
5. Knowledge of utility industry, and Plant Board operating procedures and processes.

Skills:

1. Skill in LOGIC and translation of codes to layman terms.
2. Skill in writing efficient software.
3. Skill in written communications.
4. Skill in analyzing problem solving.

Abilities:

1. Ability to design efficient software programs to meet needs of the organization; programming abilities.
2. Ability to read, interpret, and apply program in the operation of an electronic computer and related equipment.
3. Ability to establish and maintain an effective working relationship with Plant Board officers and employees.
4. Ability to Work well in a team environment.

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.

Computer Programmer II, Page 3

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

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

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

Tools and/or Equipment Used: Computers; normal office equipment (calculator, telephone, etc.).

Contacts: Frequent contact with employees and supervisors from other departments.

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

245, 247,

243

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Crew Leader

Department: Water Distribution

Supervisor: Construction Supervisor

Supervises: All Personnel Assigned to Crew

Grade: 27

Revised: 1/19/2006

Class Characteristics: Under general direction, supervises crew while assisting in the construction and maintenance of water mains and appurtenances in proper and safe manner to deliver safe potable water; operates equipment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises crew while assisting in the construction and/or maintenance of water mains and appurtenances; tests water mains; insures that work is completed in accordance with federal and state regulations and Plant Board standards.
2. May supervise all Division personnel in absence of the Supervisor.
3. Responds to trouble calls; checks pumps; takes chlorine readings.
4. Responsible for proper traffic control devices within street and highway rights-of-way at work site with crew.
5. Responsible for safety of employees assigned to crew.
6. Completes daily reports.
7. Supervises employees assigned to crew; assists with performance evaluations; recommends disciplinary action to Supervisor.
8. Serves as equipment operator at job sites when necessary.
9. Supervises and assists with reclamation projects; resurfaces streets and roads; repairs sidewalks; refurbishes landscaping; etc.
10. Assists with maintaining sufficient inventory of materials and supplies.
11. Insures and assists with maintenance and cleanliness of vehicles and equipment, including preventive maintenance.
12. Acknowledges malfunctions of equipment and vehicles with recommendations to superiors.

Construction Crew Leader, Page 2

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough Knowledge of equipment, materials, methods and techniques Construction used in all operations, construction and maintenance of water distribution system.
2. Thorough Knowledge of federal, state and local laws and administrative regulations regarding water distribution systems, 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.

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.

Construction Crew Leader, Page 3

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 inspect completed work assignments.

Tools and/or Equipment Used: Construction equipment (excavators, backhoe, loaders, air compressors, boom truck, dump truck, tampers, water pumps, pipe saws, concrete mixers, blacktop roller, boring machine, jack hammer, etc.

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain Class III Distribution License, or must obtain License as soon as practical upon meeting experience requirements; must maintain a License while employed in the class. 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.

380, 348

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction LeadWorker

Department: Cable / Telecommunications, Cable Division

Supervisor: Construction Supervisor

Supervises: All Personnel Assigned to Crew

Grade: 29

Revised: 7/1/2002

Class Characteristics: Under general direction, supervises a crew and installs and/or maintains cable/telecommunications systems; Responsible for the installation, removal, and maintenance of lines and poles, bonding/grounding poles, splicing in equipment, switching from old to new equipment, etc.; removes old lines and poles; performs related duties as required in the construction and maintenance of cable network system; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Constructs and/or maintains cable for network system, including installation of lines and poles, grounding/bonding poles, splicing in equipment and meter set-up of network equipment, switching from old to new equipment; etc.; removes old lines and poles.
2. Supervises personnel, equipment and material required for assigned projects and job-related functions.
3. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
4. Performs troubleshooting duties; corrects routine cable network problems by repairing and/or replacing damaged equipment and/or cables.
5. Insures sufficient material, equipment and supplies are on-hand for job-related projects.
6. Completes work in accordance with federal and state regulations and Plant Board standards.
7. Pre-wire/post-wire new homes/businesses for networks during and/or after construction stage.

Construction LeadWorker, Page 2

8. Locates and/or repairs underground cable.
9. Responsible for maintaining and cleaning vehicles and/or equipment assigned to crew.
10. Conducts training programs; provides training for other employees as required.
11. Assists Supervisor with appraisal of assigned crew members, prepares time sheets and reports materials used for each job; marks blue prints with completed work.
12. Operates equipment assigned to Division.
13. Assists other Departmental personnel when requested.

Non-Essential:

1. Disconnects services for non-payment; reconnects as requested following payment;
2. Installs cables for network services in homes and businesses, including wiring homes/buildings for networks and/or connecting homes/businesses to the systems; including installation of lines and poles, bonding/grounding poles, splicing in equipment, switching from old to new equipment, etc.; removes old lines and poles.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by four years directly related work experience. Must possess SCTE Installer Certification or equivalent.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Must possess good verbal and written communications skills.
2. Ability to supervise subordinates in the absence of the Supervisor.
3. Ability to detect mechanical flaws and make minor repairs to equipment.
4. Ability to read blueprints, and drawings.
5. Ability to maintain safety standards and practices.
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; ability to lift and maneuver 80 lb. while working on a pole or ground.
9. Possess mechanical aptitude, manual dexterity, and good physical condition.
10. Ability to work inside Plant Board customers' homes; sometimes under stressful conditions.

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

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

Review of Work: Completed work is spot checked.

Analytical Requirements: 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 (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: Pole climbing equipment, bucket truck, trenchers, chain saws, chain hoists, hydraulic trailers, cable lasher and puller, drop plow, various hand tools; test equipment assigned to Division.

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky and a commercial driver's license (C.D.L. License).

Certification Requirements: Must possess SCTE Installer Certification or equivalent. Must have successfully completed First-Aid Responder (CPR) Certification.

Additional Requirements: Must complete Underground (URD Trenching), Competent person and Confined Space-Entry & Rescue Training. be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Support Supervisor

Department: Electric

Supervisor: Electric Superintendent or Assistant Superintendent

Supervises: All Assigned Personnel, Including Contractors

Grade: 34

Revised: 7/1/2002

Class Characteristics: Under general direction, supervises personnel assigned to the Division; insures that electrical lines maintain proper clearance from trees; coordinates P.C.B. samples, transformers and containers; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Receive service orders from customer service; receive inspections from city, county, and state electrical inspectors; insures that materials and supplies are available to complete job; assigns daily service orders; and supervises the operation of the Service Truck, Derrick truck, and line clearance crews.
2. Coordinate orders and inspections in order to get electric service hook-ups.
3. Reviews work to insure accuracy and thoroughness.
4. Insures that scheduled work is completed accurately; prepares records; forwards records to customer service and accounting department; maintains records of completed service orders and inspections.
5. Schedules appointments with land owners about trees on private property which require trimming; obtains permission to trim trees from lines; monitors line clearance throughout system.
6. Works with contractors, scheduling tree trimming activities by area on regular cycle; oversees tree trimming activities; accepts complaints regarding tree trimming and attends to their disposition.
7. Keeps time sheets for all assigned employees; approves time off; completes employee evaluations annually; assist employees with employment-related problems when requested.
8. Schedules employees for departmental safety meetings.
9. Accepts complaint calls or requests for tree trimming, down wire on service problems, etc.
10. Takes oil samples from transformers to be tested for P.C.B.; ships samples to be tested; prepares and maintains records of P.C.B. samples; marks and labels transformers after receiving test results; ships all contaminated transformers for disposal; prepares and maintains P.C.B. records; and compiles annual reports.
11. Maintains inventory of oil tested transformers.
12. Insures that all new security and street lights are installed and maintained.
13. Assists departmental personnel in emergency situations.

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of Plant Board policies and procedures regarding tree trimming, including procedures, easements and right-of-ways for line clearance.
2. Thorough knowledge of the Plant Board electric system.
3. Thorough knowledge of federal and state laws and administrative regulations regarding P.C.B. work.
4. Thorough knowledge of service/work orders.
5. Thorough knowledge of materials and supplies used in completing assigned tasks.
6. Thorough knowledge of national and local electrical codes.
7. Thorough knowledge of vegetation control.
8. Thorough knowledge of federal, state and local laws and administrative regulations relating to right-of-ways and easements, construction standards, hazardous materials, etc.
9. Thorough knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
10. Thorough knowledge of and ability to insure compliance with safety requirements.

Skills:

1. Public relations skills.
2. Record keeping skills.

Abilities:

1. Ability to monitor and maintain line clearance from trees and tree limbs throughout system.
2. Supervisory abilities; ability to assign work and insure its completion by subordinates and contractors.
3. Ability to meet with land owners and obtain permission to trim trees on private property, even if the land owner is reluctant to grant permission.
4. Ability to maintain safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with Plant Board officers and employees, contractors, and the general public.

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

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

Review of Work: Work is generally not reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools.

Tools and/or Equipment Used: Truck, computer, phone, fax machine, sprayer, small hand tools, hand pruners, volt meters.

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

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

Certification Requirements: Must possess and maintain certification from the Commonwealth of Kentucky to work with restricted pesticides.

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.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

391

Class Title: Construction Supervisor

Department: Cable /Telecommunication (Cable Division)

Supervisor: Engineering and Construction Manager

Supervises: Construction Line Worker, Apprentice Construction Line Worker, Construction Lead Worker and/or all Personnel Assigned to the Division

Grade: 34

Revised: 5/18/2004

Class Characteristics: Under general direction, supervises and assists in the construction and maintenance of Cable/Telecommunication network; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the construction and/or maintenance of Cable Telecommunication system, including installation of lines and poles, grounding poles, splicing in equipment and meter set-up of Cable/Telecommunication network equipment, switching from old to new equipment, etc.; removing old lines and poles.
2. Lays out work orders; solves problems; checks on progress for construction personnel.
3. Assigns personnel, equipment and material to work to be completed.
4. Assists with troubleshooting duties; corrects routine Cable/Telecommunication problems by repairing or replacing damaged equipment and broken cable; routes signal problems and minor repairs to proper Division.
5. Insures that work is completed in accordance with federal and state regulations, and Plant Board standards.
6. Supervises employees assigned to Division; completes daily time sheets, completes performance evaluations; recommends disciplinary action to Superintendent 3%
7. Responsible for outside plant construction with contractors. 5%
8. Responsible for safety of employees assigned to Division.
9. Prepares reports of materials used for each job.
10. Coordinates pole climbing training for Cable personnel:
 - A. Develops program in conjunction with the Safety Department.
 - B. Conducts training sessions;
 - C. Assesses skill level of trainees during their introductory employment period.
11. Recommends and orders equipment and materials for construction projects.
12. Assists in hiring new personnel.
13. Assists, prepares budget annually for construction projects.
14. Maintains clean vehicles and equipment.
15. Assists other Divisions as requested.

Non-Essential:

1. May assist in locating and repairing underground cable.
2. Marks blue prints with completed work.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by six years directly related work experience. Must possess SCTE Installer Certification or equivalent. Required Additional education may be substituted on a year for year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in all construction, installation and maintenance of Cable/Telecommunication network.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding Cable/Telecommunication 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 topography and geography of the service area.

Abilities:

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

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

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

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 extremely high places (pole climbing equipment, water tanks, 3-legged antennas, and bucket trucks), confined spaces, and using stairs and ladders in order to inspect completed work assignments.

Tools and/or Equipment Used: Pole climbing equipment, bucket truck, trenchers, chain saws, cable pullers and lashers, drop plows, hydraulic trailers, chain hoists, various hand tools; test equipment assigned to Division.

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

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

Interruptions: Frequent.

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

Certification Requirements: SCTE Installer Certification or equivalent; Required must have completed training in basic first-aid, blood borne pathogens, and CPR. Required

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

1916, 1980, 1998,
1979

Class Title: Construction LineWorker

Department: Cable / Telecommunications (Cable Division)

Supervisor: Construction Supervisor

Supervises: May Supervise Apprentice Construction LineWorker in the Absence of the Supervisor.

Grade: 25

Revised: 7/1/2002

Class Characteristics: Under general direction and/or supervision, constructs, installs and/or maintains cable/telecommunications systems; performs related work as required. Responsible for the installation, removal, and maintenance of lines and poles, bonding/grounding poles, splicing in equipment, switching from old to new equipment, etc.; removes old lines and poles; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Installs lines and poles, bonding/grounding poles, splicing in equipment, switching from old to new equipment, etc.; removes old lines and poles.
2. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
3. Performs troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
4. Prepares daily time sheets with description of completed work, and mileage on each job.
5. Locates and/or repairs signal leakage in network.
6. Locates and repairs underground aerial cables, and main line services.
7. Pre-wires/post-wires new homes/businesses during and/or after construction stage; and rewires existing structures as needed.
8. Completes work in accordance with federal and state regulations and Plant Board standards.
9. Carries and maintains sufficient materials and supplies for job-related projects.
10. Operates equipment assigned to Division.
11. Cleans and maintains vehicles and equipment.
12. Assists other Divisions as requested.

Non-Essential:

1. May mark blueprints with completed work.
2. Disconnects service for non-payment; retrieves equipment upon request; reconnects as requested following payment.
3. Assists with the installation of cables and equipment for the delivery of services from the Tap to homes and businesses, including wiring homes/buildings and/or connecting homes/businesses to the systems.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

9. Ability to perform manual labor under extreme weather conditions for extended periods of time; ability to lift and maneuver heavy tool and equipment (up to 80 lbs) while working on a pole or on the ground.
10. Possess mechanical aptitude, manual dexterity, and good physical condition.
11. Ability to work inside Plant Board customers' homes / business.

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

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

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Few.

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

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

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

Overtime Provision: Non-exempt.

238

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Supervisor

Department: Water Distribution

Supervisor: Water Distribution Superintendent and Assistant Water Distribution Superintendent

Supervises: All Personnel Assigned to Construction Division

Grade: 34

Revised: 1/19/2006

Class Characteristics: Under general direction, supervises and assists in the construction and maintenance of water mains and appurtenances in proper and safe manner to deliver safe potable water; 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 construction and/or maintenance of water mains and appurtenances; including renewing, replacing, repairing, and/or the disconnection of old water mains, using construction equipment, etc.
3. Performs on-call duties on scheduled and emergency basis, and may be required to take chlorine residuals.
4. Checks on all completed jobs
5. Responsible for proper traffic control measures per rules and regulations while supervising work in street or in highway right-of-way.
6. Responsible for safety of employees assigned to Division.
7. Supervises reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
8. Prepares daily reports of materials used for each job.
9. Makes approved changes to original construction plans and provides asbuilt drawings to Superintendent.
10. Prepares time sheets, employee evaluations, and accident reports involving personnel assigned to division; recommends disciplinary action to Assistant Water Superintendent when necessary.
11. Serves as equipment operator at job sites when necessary.

Construction 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 employee maintaining clean vehicles and equipment.
15. Acknowledges malfunctions of equipment and vehicles and recommends major or minor repair to Superiors.

Non-Essential: None

MINIMUM QUALIFICATIONS

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

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.

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.

Construction Supervisor, Page 3

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

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

Confidential Information: 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.

Construction Supervisor, 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: Customer Premise Equipment Technician

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: SONET Technician

Supervises: May supervise Apprentice Customer Premise Equipment Technician in the absence of the supervisor.

Grade: 33

Revised: 7/1/2002

Class Characteristics: Under general direction, provides enhanced customer support with 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 assist 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. Interacts with customers, both internal and external on post installation requirements and service installation. Identifies and reports to supervisor compatibility issues between customer premise equipment and the FSN network as part of the Post installation process.
2. 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.
3. Performs splicing, testing, and activation of fiber optic cable network.
4. Performs preventive maintenance programs from SONET Hubs to customer premise, installation and setup of equipment, maintains equipment, checks status of equipment.

Customer Premise Equipment Technician, Page 2

5. Performs and assists with troubleshooting duties from the SONET Hubs to Customer Premise Equipment. Corrects routine problems by repairing or replacing damaged equipment and broken cable or recommends major repairs to supervisors.
6. Insures that work is completed in accordance with federal, state, and local laws and regulation, and Plant Board Department / Division policy and procedures.
7. Responds to on-call duties as scheduled.
8. Completes daily time sheets with mileage and material used on jobs.
9. Conducts training programs; provides training for other Division employees as required.
10. Maintains clean vehicles and functional equipment.
11. 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 supplemented by three years directly related work experience with detailed knowledge of telephony and telecommunications networks and products or Two years experience with Certificates of training in SONET, Customer Premise Equipment, Telecommunications Networking, Fiber Splicing, and other telecommunications functions as required.

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 customer premise equipment.

Customer Premise Equipment Technician, Page 3

2. Thorough knowledge of federal / state and local laws, Plant Board, Department / Division policy and procedure, 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 used in telecommunications.
4. Thorough knowledge of the geography of the service area.
5. 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 SONET Hubs and SONET Hub Extenders to Customer Premise Equipment.
5. Ability to splice, test, and activate Fiber optic cable network.
5. 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.
6. Ability to keep abreast of technological changes impacting telecommunication service.
7. Ability to conduct training programs for current and new employees assigned to division.
8. Ability to detect mechanical flaws and make minor repairs to equipment.
9. Ability to insure compliance with preventive maintenance and servicing programs.
10. 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.

Customer Premise Equipment Technician, Page 4

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

Review of Work: Completed projects are spot checked.

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

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts.

Continuation, Physical Demands of the Job: 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: Few.

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.

Customer Premise Equipment Technician, Page 5

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

Overtime Provision: Non-Exempt.

2059, 2076,
2083

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Custodian

Department: Support Services

Supervisor: Custodial Supervisor

Supervises: None

Grade: 20

Revised: 7/1/2002

Class Characteristics: Under general supervision, performs routine janitorial work to maintain clean, sanitary and safe work environment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Cleans, performs custodial work and minor maintenance of Plant Board buildings.
2. Dusts, sweeps, strips, shampoos, mops, scrubs and/or polishes floors; washes walls, windows and woodwork.
3. Dusts offices, cleans appliances and tables.
4. Cleans restrooms, disinfects toilets, cleans sinks and replenishes supplies.
5. Dusts, polishes, arranges and moves furniture and equipment.
6. Removes trash and replaces light bulbs.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: No education requirements; however, must be able to follow oral and written instructions; one year's directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the equipment, materials, methods and techniques used in janitorial work.

Custodian, Page 2

2. Knowledge of chemicals and cleaning detergents used in custodial work.
3. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, supplies and procedures.

Abilities:

1. Ability to perform manual labor for extended periods of time.
2. Ability to follow oral and written instructions.
3. Ability to establish and maintain effective working relationships with officials, employees and the general public.
4. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Instructions are very general for routine work activities, but specific for new or unusual activities.

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

Review of Work: Supervisor reviews most or all of completed work.

Analytical Requirements: Duties are of a routine nature.

Physical Demands of the Job: Typically performed in an office, either standing or walking; must lift objects over 25 pounds; exposed to noise, fumes and chemicals.

Tools and/or Equipment Used: Vacuum cleaner, buffer, stripper, mop, wringers, buckets, cleaning rags, dust mops, brooms, shampooer/steamer, and protective gloves. Must drive vehicle during work day due to working in more than one building.

Contacts: Frequent internal contacts are a requirement of the job.

Confidential Information: Regular, indirect exposure to confidential information in many offices.

Interruptions: Few.

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

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR.

Additional Requirements: Must drive personal vehicle from one building to other buildings throughout the workday. Must be available and willing to work irregular days and/or shifts in accordance with a work schedule as determined by supervisor.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2051, 1984,
1909, 1969,
2084, 2061
1986

Class Title: Customer Services Representative

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None.

Grade: 24

Revised: 7/1/2002

Class Characteristics: Under general direction, performs administrative work including assisting customers with utility and FSN services, including initial sign-ups, transfers, disconnects, etc.; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Take 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.
2. Prepares all documents, assisting customers with initial sign-ups or reconnects for cable, electric, water, and FSN services; budget sign-ups; 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.
3. Files information in manual filing system; posts information on alphabetical and address cards; transfers information.
4. Issues disconnect and/or connect orders for customers who either move or change services provided; types new information in files; posts bad debts to files.
5. Sign-up builders for temporary electric and water meters; locate lot on map; set up service location numbers. Set up new address in computer; determines inspection needed on disconnects and new trailer services.
6. Takes orders from builders to run new cable in new construction; forward invoice following completion of work.
7. Issues cable related equipment; accepts returned boxes, checks for correct operation, and replaces in stock; processes return of deposit.
8. Accepts trouble calls from customers; assists customer when possible; assists service personnel in finding requested information.
9. Processes payment for services.
10. Assists with identifying non-payment customers.
11. Assists with cross-training new employees.
12. Orders inspections concerning follow-up of service orders if required.
13. Prepares letters of credit and/or references if requested.
14. May recommend deposit amounts for contractors and businesses at existing locations.

Non-essential:

1. 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 one year directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of Plant Board policies and procedures regarding sign-ups and transfers, deposits, refunds, co-signers, billing, late charges, returned checks, disconnects, etc.
2. Knowledge of clerical methods used in accepting and processing requests for service.
3. Knowledge of office terminology processes procedures and equipment.
4. Knowledge of business arithmetic and English.
5. Knowledge of computer hardware and software with ability to learn systems used in Plant Board administrative offices.
6. Knowledge of personnel to refer customer to for direct information concerning Service Center and engineers instructions.

Abilities:

1. Ability to greet and assist customers with sign-up for services.
2. Ability to use Plant Board software programs.
3. Ability to establish and maintain effective working relationships with Plant Board employees, and the general public.
4. Mental alertness; good judgment; tact; courtesy; accuracy; attention to detail; integrity.
5. Ability to work professionally at all times, especially during periods when extremely busy.

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

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

Review of Work: Supervisor spot-checks completed work.

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 is requirements of the job.

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Additional Requirements: Must be bondable.

Certification Requirements: None.

Overtime Provision: Non-exempt.

316

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Customer Services Coordinator

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade 27

Revised: 7/1/2002

Class Characteristics: Under general direction, coordinates with supervisor and/or assistant supervisor the work in customer service; works job related areas when absenteeism or heavy work loads occur; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Works job related areas due to absenteeism or heavy work loads.
2. Checks, researches and closes service orders; makes copies and flags digital, modem, and security orders for NOC.
3. Processes adjustments, transfers and refunds.
4. Serves as non-payment coordinator.
5. Schedules personnel for mail duty.
6. Coordinates and directs personnel to other customer service areas to fill in during absences, breaks and lunch periods.
7. 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; may calculate commercial deposits, adjustments and refunds.
8. Relays account information to organizations which assist with utility payments.
9. Assists with incoming calls for electric, water and cable services; informs customers in advance of what they will need when coming into office to sign for service.
10. Prepares all documents, assisting customers with initial sign-ups or reconnects for cable, electric and/or water 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.

Customer Services Coordinator, Page 2

11. Answers telephone or greets customers and refers them to appropriate department or person during breaks and lunch for Cashiers.
12. Serves as back-up for Supervisor or Assistant Supervisor when they are not available.
13. Assists other employees in the office as necessary or requested.
14. Prepares letters of credit and/or references if requested.

Non-essential:

1. Assists with processing mail as requested.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years work experience. Directly related work experience as a Senior Customer Service Representative preferred, but not required.

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.
5. Knowledge of and ability to perform all work activities in the office.

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 coordinate all work activities in the office while assisting with performing all required duties.
2. Ability to assist customers with questions, sign-up for services, etc.
3. Ability to use Plant Board software programs.
4. 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.
5. Ability to establish and maintain effective working relationships with Plant Board employees, and the general public.
6. Mental alertness; good judgment; tact; courtesy; accuracy; 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 may be spot-checked while it is being completed.

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

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

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

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

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

1951

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Customer Services Director

Department: Customer Services

Supervisor: Assistant General Manager/Administration

Supervises: All Personnel Assigned to Department

Grade: 41

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the Department; participates in all activities of the 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 customer service, meter reading, and dispatch (extended hours).
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 administrative regulations.
4. Insures the correct supervision, evaluation and disciplining of Departmental personnel; approves assignments, training, and time-off.
5. Insures orientation and training for new employees and training of existing employees when new services and systems are being implemented.
6. Prepares, administers and monitors annual budget for Department.
7. Insures the preparation and maintenance of required records and reports.
8. Conducts research activities to insure the effective and efficient operation of the department.
9. Evaluates customer satisfaction and insures customer service accuracy.
10. Accepts customer questions and complaints, conducts research into the questions and complaints, and makes resolutions.
11. Works with other Department Directors to streamline the interaction and to expedite movement and resolution of special matters between Departments when work activities are interdepartmental.
12. Maintains overall responsibility for Departmental personnel matters, but delegates daily supervision of personnel to Division Supervisors.
13. Serves on Committees as requested.
14. Attends and participates in Board meetings.

Non-essential: None.

MINIMUM QUALIFICATIONS

Customer Services Director, Page 2

Training and Experience: Bachelors degree in Public Administration, Business Administration or related field, supplemented by five years directly related work experience. Additional directly related work experience (in excess of the five years) may be substituted for education on a year for year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of Plant Board policies and procedures.
2. Extensive knowledge of complete utility operation.
3. Extensive knowledge of applicable federal, state and local laws, administrative regulations, ordinances, and policies governing operations of the office, including customer service, meter reading activities, and dispatch (extended hours).
4. Extensive knowledge of office terminology, processes, procedures and equipment.
5. Extensive knowledge of business arithmetic and English.
6. Extensive knowledge of computer hardware and applicable software programs.

Skills:

1. Administrative skills.
2. Organizational skills.
3. Problem-solving skills.
4. Excellent communication skills, both verbal and writing.

Abilities:

1. Ability to delegate the supervision of departmental personnel to subordinate Division Supervisors while maintaining responsibility for the Department.
2. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.
3. Ability to communicate effectively, orally and in writing.
4. Ability to accept questions and complaints from the public and to attend to their disposition.
5. Ability to use Plant Board software programs.
6. Ability to establish and maintain effective working relationships with Plant Board officers, Department Directors, employees, and the general public.

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

Customer Services Director, Page 3

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

Review of Work: Projects may be discussed with supervisor, 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 typically performed indoors sitting at a desk or table with intermittent sitting, standing, or stooping; must lift light objects (less than 25 pounds).

Tools and/or Equipment Used: Normal 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: Must possess and maintain a valid drivers' license.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2033, 1983,
2099, 1924,
1982, 2056

Class Title: Customer Service/Dispatcher - Extended Hours

Department: Customer Services

Supervisor: Director of Customer Services

Supervises: None

Grade: 24

Revised: 7/1/2002

Class Characteristics: Under general direction, performs administrative work including assisting customers with all FPB services (initial sign-ups, transfers, disconnects, etc.; receives, transmits, and relays information concerning services and activities to, from, and between Plant Board supervisors, employees and customers); maintains accurate records; markets service packages, processes various FPB monitoring system alarms/alerts and messages; and performs other related work as assigned.

General Duties and Responsibilities:

Essential:

1. Receives customer inquiries after normal working hours e.g. reporting service problems, asking about service and service offers, subscribing to services, checking status of account, and requesting BUD locate information, etc.
2. Obtain and/or enter the necessary information from the customer and based on the customer inquiry either refer the matter to other FPB personnel for action or personally address the inquiry.
3. Advise the customer how the inquiry will be processed and what additional information or steps, if any, the customer needs to take.
4. Monitors (a) related FPB facilities' remote systems for alarms/alerts and notifies appropriate personnel, (b) weather for alerts and notifies the appropriate FPB personnel.
5. Maintains appropriate records of activity.
6. Provides information to customers and other FPB personnel via telephone, radio, computer, fax, pager, in person or any other means.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of Plant Board policies and procedures regarding sign-ups and transfers, deposits, refunds, co-signers, billing, late charges, returned checks, disconnects, etc.
2. Knowledge of clerical methods used in accepting and processing requests for service.
3. Knowledge of office terminology, processes, procedures and equipment.
4. Knowledge of business arithmetic and English.
5. Knowledge of computer hardware and software with ability to learn systems used in Plant Board administrative offices.
6. Knowledge of personnel to refer customer to for direct information concerning Service Center and engineers instructions.
7. Working knowledge of FCC rules and regulations governing operations of radio-telephone receiving and transmitting equipment.
8. Working knowledge of the basic radio transmission procedures.
9. Working knowledge of all FPB services.
10. General marketing knowledge of services and packages available.

Abilities:

1. Ability to work assigned hours including evening shift and weekend hours.
2. Ability to greet and assist customers with sign-up for services.
3. Ability to use Plant Board software programs.
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.
6. Ability to work professionally and calmly and effectively, especially during periods when extremely busy or in emergency situations.
7. Ability to act calmly and effectively in emergency situations.
8. Ability to prepare and maintain accurate filing system.
9. Ability to effectively utilize all Plant Board systems (computer, communications, etc.) relevant to performance of duties.

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

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

Review of Work: Work is generally not reviewed, supervisor may spot-check completed work.

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, fax, copier, etc.), radio, computer and closed circuit monitoring system equipment.

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

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

69

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Customer Services Supervisor

Department: Customer Services

Supervisor: Customer Services Director

Supervises: All Personnel Assigned to Division

Grade: 33

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, supervises office employees while assisting in performing required duties; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and evaluates office personnel; reports daily time worked; schedules time off; assigns work to insure proper staffing in all areas.
2. Evaluates customer satisfaction and insures customer service accuracy.
3. Accepts customer questions and complaints; explains billing procedures and policy; trouble shoots; bill calculation and recalculation; makes payment arrangements; makes adjustments on accounts; assessment; referrals; networking.
4. Processes final deposit transactions, including calculating interest and preparing letter of refund or balance due.
5. Coordinates month-end reports.
6. Assists with operating, maintaining and updating budget payment plan.
7. Incorporates cable rate changes into computer information system.
8. Prepares letters of credit and/or references if requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive 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. Extensive knowledge of complete utility operation.
3. Extensive knowledge of applicable federal, state and local laws, administrative regulations, ordinances, and policies governing operations of the office.
4. Extensive knowledge of office terminology, processes, procedures and equipment.
5. Extensive knowledge of business arithmetic and English.
6. Extensive knowledge of computer hardware and software; ability to learn systems used in administrative offices.

Skills:

1. Problem-solving skills.
2. Good communication skills, both verbal and writing.
3. Skill in working with customers.

Abilities:

1. Ability to supervise the work of subordinates while assisting with the required duties.
2. Ability to assist customers with questions and problems, investigate the question or problem, and communicate results to customer.
3. Ability to use Plant Board software programs.
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 not checked regularly.

Analytical Requirements: Duties area of a complex nature, requiring judgment for which there is often not a precedent.

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

Tools and/or Equipment Used: General office equipment (computer, typewriter, micro fiche, 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 meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

1866

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Database Administrator

Department: Information Technology

Supervisor: Information Technology Director

Supervises: None.

Grade 38

Revised: 7/1/2002

Class Characteristics: Under general direction, designs, analyzes and tests databases; maintains company's data model; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Analyzes and designs Plant Board databases.
2. Keeps the integrity and linkage of all databases.
3. Tests the databases by processing sample data, and corrects any errors by altering the databases.
4. Ensures the databases meet the specifications of IT Director and the users.
5. Maintains the Plant Board's data model.
6. Performs database performance metrics and optimization.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in computer science or related field supplemented by two years DBA experience. Must have experience in Microsoft SQL, database schemas, database optimization, and database performance metrics.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the principles and practices of the operation of computers and related equipment.

Database Administrator, Page 2

2. Thorough knowledge of the capabilities and intricacies of computers and related equipment.
3. Thorough knowledge of ODBC.
4. Thorough knowledge of Windows NT.
5. Thorough knowledge of Microsoft SQL.
6. Thorough knowledge of utility industry, and Plant Board operating policies and procedures.

Skills:

1. Skill in LOGIC and translation of codes to layman terms.
2. Skill in database modeling.
3. Skill in written communications.
4. Skill in analytical problem solving.

Abilities:

1. Ability to design efficient databases to meet the needs of the organization.
2. Ability to read, interpret, and apply data models into the corporate data structure.
3. Ability to establish and maintain effective working relationship with Plant Board officers and employees.
4. Ability to work well in a team environment.

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

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

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

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

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

Database Administrator, Page 3

Tools and/or Equipment Used: Computers; normal office equipment (calculator, telephone, etc.).

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Dispatcher

Department: Support Services

Supervisor: Support Services Director

Supervises: None

Grade: 23

Revised: 7/1/2002

Class Characteristics: Under general supervision, receives, transmits, and relays information concerning services and activities to, from and between Plant Board supervisors, employees and customers; maintains accurate records; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Primary receiver of incoming communications by way of radio and telephone; relays messages to appropriate personnel.
2. Coordinates requests for underground utility (electric, water and cable television) locations (BUD - before you dig).
3. Records and maintains daily log of communications and other related reports.
4. Monitors weather radio and alerts necessary personnel during severe weather conditions.
5. Provides information by telephone, radio, computer, fax, pager and in person.
6. Attends training programs as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; two years previous work experience dealing with the public.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working knowledge of F.C.C. rules and regulations governing operations of radio-telephone receiving and transmitting equipment.
2. Working knowledge of the basic radio transmission procedures.
3. Working knowledge of electric and water distribution systems.

Abilities:

1. Ability to act calmly and effectively in emergency situations.
2. Ability to prepare and maintain accurate filing system
3. Ability to deal tactfully and courteously with the public.
4. Ability to establish and maintain effective working relationships with other organizations/agencies, Plant Board officers and employees, and the general public.
5. Ability to respond to 24 hour emergencies.
6. Ability to effectively utilize all Plant Board systems (computer, communications, etc.) relevant to the dispatching office.

Instructions: Instructions are sometimes detailed and specific, but most are general according to specific procedures.

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

Review of Work: Work is generally not reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is done typically in an office, requiring sitting at a desk or table with intermittent sitting, standing or stooping.

Tools and/or Equipment Used: Radio, telephone, computer, fax machine, printer, regular office equipment.

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

173, 1867

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineer II

Department: Electric / Engineering

Supervisor: Chief Electrical Engineer

Supervises: None.

Grade: 40

Revised: 7/1/2002

Class Characteristics: Under general direction, performs engineering functions with respect to electric distribution and transmission systems; provides technical assistance to the public and other departments; performs work order design to include extension of both overhead and underground facilities; performs studies, modeling, mapping, and meets with the public; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Works with the customer and provides technical assistance so the customer's service requirements are achieved.
2. Prepares work orders for line extensions based on customer's requests, including field work, office engineering, property research, encroachment permits, accounting functions, and material requisition.
3. Performs work orders for capital addition projects, including field work, office engineering, property research, encroachment permits, accounting functions, and material requisition.
4. Provides assistance in substation engineering, including design, maintenance, and material requisition.
5. Performs work order accounting functions and inspection.
6. Performs studies and prepares reports.
8. 7. Performs system modeling.es

Engineer II, Page 2

- 9.
- 10.
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- 12.

16. Reviews, approves, and releases work submitted by Engineers and Engineering Technicians.

17. Performs studies and prepares reports as needed or as requested by the Chief Electrical Engineer.
18. Assists Chief Electrical Engineer in performing other departmental duties as requested.
20. Specification Writing
21. Deed Preparation.
22. Develop specifications and contracts for materials and contract labor bidding.
23. Oversees contractors during construction projects, processes change orders, and deals with public concerns.
24. Coordinates Community meetings for large construction projects.
25. Work order inspections and cost analysis.26. Prepares utility easements and encroachment permits.
27. Work with Governmental Agencies.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Electrical Engineering from an accredited institution supplemented by minimal related work experience (up to one year).

Special Knowledge, Skills and Abilities:

Knowledge:

1. General knowledge of physical sciences and engineering, electrical and electronics theory, math (geometry and trigonometry).

Engineer II, Page 3

2. Thorough knowledge of computers and software programs related to electrical engineering.
3. Knowledge of federal, state and local laws, administrative regulations, and ordinances relating to electrical engineering (National Electrical Safety Code, National Electric Code, ANSI and NEMA standards as they relate to electric utilities, city and county ordinances, Company Policies and procedures, KRS 424.260 bidding statutes, KRS 416.540 eminent domain.
4. General knowledge on engineering ethics creed.
5. Knowledge of equipment, materials, methods and techniques used in all activities and programs of the department.

6. Knowledge of and ability to insure compliance with safety requirements.
8. 7. Knowledge of drafting.
10. General knowledge of Federal regulations on environmental Issues.

Skills:

1. Communication skills.
2. Problem-solving skills.
3. Decision making skills.
4. Skill in working with Plant Board officers and employees, and the general public.
6. 5. CAD skills.

Abilities:

1. Ability to design electric systems as related to an electric utility, including system development or expansion.
2. Ability to comply with safety standards and practices.
3. Ability to operate computer and applicable software programs.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with consulting engineers, Plant Board officers and employees, and the general public.
6. Analytical abilities.
7. Structural abilities as it deals with poles and pole design.
- 8.

Engineer II, Page 4

- 9.
- 10.

Instructions: 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: Completed work is spot checked. Responsible for reviewing departmental work

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 at a desk or table, and outdoors regardless of weather conditions; must lift objects weighing more than 25 pounds; must be outdoors and exposed to weather, rough, hilly terrain,

heavy vegetation, mud, water, noise, etc.; must be in high places, confined spaces, and use stairs and ladders; must operate vehicle as a requirement of the job.

Tools and/or Equipment Used: Vehicle, Electronic Distance Measuring instrument, surveyors level, range rod, prism pole, hammer, ax, machete, metal detector, measuring wheel, computer, engineering calculator, normal office equipment.

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Engineer II, Page 5

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

Certification Requirements: Confined space certification preferred, but not required.

Availability: Must be able to respond to calls at all hours.

Overtime Provision: Exempt.

1917

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering and Construction Manager

Department: Cable / Telecommunications

Supervisor: Cable / Telecommunications Superintendent

Supervises: Cable / Telecommunications Engineering and Construction Division.
Is the direct Supervisor for Engineering Personnel.

Grade: 38

Class Characteristics: Under general direction of the superintendent, manages the Engineering & Construction Division. Other duties as assigned by supervisor.

General Duties and Responsibilities:

Essential:

1. Manages the design and construction of Cable/Telecommunications structure, including coordinating all work associated with shared facilities with appropriate department, company or organization.
2. Responsible for assuring Cable/Telecommunications infrastructure is appropriately documented on FPB GIS system. This includes coordinating efforts with FPB GIS coordinator in assigning Personnel in accomplishing this task. Determines and establishes GIS data base elements and implements priorities.
3. Assures that as built of infrastructure is in accordance as designed. Approves and documents any changes from design to as built.
4. 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.
5. Meets with customers, developers, etc. to determine type, amount, location and method of services to be provided; attends pre-construction and construction status meetings for projects.
6. Supervises and monitors work of contractors assigned to the Division.
7. Reviews and signs off on Actual vs. Estimated cost sheets.
8. Develops and/or supervises the development of reports, records, etc. as required or requested by the Superintendent.
9. Assists the Superintendent with budget preparation for the Division.
10. Reviews / approves requests for materials and supplies for jobs as needed.
11. Receives/reviews customer complaints and attends to their disposition or forwards to Superintendent.

Engineering / Construction Manager, Page 2

12. Supervises the preparation of cost estimates for special projects and major purchases.
13. Insures adequate inventory of materials and equipment required for Division.
14. Performs engineering duties as required

Non-Essential:

none

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience, including two years in a supervisory capacity. Additional education in a related field may be substituted for experience requirements on a year-for-year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in the design and construction of fiber optics and cable/telecommunications systems.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding cable / telecommunications systems and the ability to insure compliance with same.
3. Thorough knowledge of and ability to insure compliance with safety requirements.
4. Thorough knowledge of the topography and geography of the service area.
5. Thorough knowledge of Federal/State/Local rules, laws and regulations of division.
6. Working knowledge of AutoCAD, GIS related data base systems, GPS, familiarity of language, symbology, and data base experience.
7. General knowledge of GIS Network Engineer.

Abilities:

1. Ability to establish and maintain effective working relationships with officials and employees in other Plant Board departments, other utility & telecommunications companies and the general public..
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to insure compliance with preventive maintenance and servicing programs.
4. Ability to communicate effectively, orally and in writing.

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

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician II
Department: Cable / Telecommunications
Supervisor: Engineering Design Technician Supervisor
Supervises: None.
Grade: 29
Revised: 7/1/2002

Class Characteristics: Under general direction, assists in coordinating engineering activities (including design of HFC networks); coordinates / assists in providing work order packages for cable/telecommunications extensions, upgrades, etc. from customer request to final closing of work order; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assist supervisor in the design of HFC networks; prepares work orders (design, drawings, material sheet, material requests, labor/equipment costs); maintains work order files.
2. Meets with customer in office and/or at job site to assist in determining type, amount, location and methods of services to be provided; attends pre-construction and construction status meetings as requested by supervisor.
3. Performs and maintains CAD / facilities management drawings; performs other drafting duties as required.
4. Assist supervisor with preparation of cost estimates for the accounting department for advance payment projects.
5. Assist supervisor in the development of records, reports, etc. as required.
6. Assists research of property ownership, plats and easements at courthouse; processes easement and encroachment permits.
7. Field stakes projects.
8. Assists in reviewing actual versus estimated cost sheets.
9. Assist supervisor with special projects (future expansions/upgrades, developing standards / specifications, regulatory compliance, and budgetary issues.)
10. Assist supervisor with training programs and provides training for employees as requested.
11. Assists other Divisions as requested.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Four years post secondary education in Engineering Technology or related field plus one year work experience. Additional work experience may be substituted for the education requirement on a year-for-year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of engineering practices, in cable/telecommunications design.
2. Knowledge of mathematics and ability to perform mathematical calculations.
3. Knowledge of, or ability to learn, topography of the service area.
4. Knowledge of, or ability to learn, Plant Board policy, planning and zoning regulations, and applicable NESC/NEC, federal, state and local requirements.
5. Knowledge of computer aided drafting.
6. Knowledge of computer and applicable software programs.
7. Knowledge of, or ability to learn, cable/telecommunication design.
8. Knowledge of, or ability to learn, GPS mapping.

Skills:

1. Skill in operating related equipment.
2. Skill in computer aided drafting.
3. In-the-field problem solving skills.
4. Communication skills.

Abilities:

1. Ability to learn work order procedures.
2. Ability to interpret blueprints, plats and drawings.
3. Mathematical abilities.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.
6. Ability to work outdoors for extended periods of time regardless of weather conditions.
7. Ability to utilize computer aided drafting skills and equipment for efficient and effective output of drawings.

8. Ability to utilize GPS skills and equipment for mapping of cable/telecommunications service area support structures.

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

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

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

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

Physical Demands of the Job: Must work both indoors at a desk or table, or outdoors regardless of weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must operate vehicle and other equipment; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Pick-up truck, electronic distance measuring device, surveyors level, range rod, hammer, axe, machete, metal detector, measuring wheel, normal office equipment (computer, calculator, phone, drafting equipment) GPS related equipment.

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

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: Completion of BCT/E Category IV (Distribution Systems) or equivalent required within the first year of position. Must have completed training in basic first aid, bloodborne pathogens and CPR.

Overtime Provision: Non-exempt.

370,
2094

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician I
Department: Cable / Telecommunications
Supervisor: Engineering Design Technician Supervisor
Supervises: None.
Grade: 27
Revised: 7/1/2002

Class Characteristics: Under general direction, assists in providing work order packages for cable/telecommunications extensions, upgrades, etc. from customer request to final closing of work order; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Meets with customer in office and/or at job site to gather information related to Cable/telecommunications projects; attends pre-construction and construction meetings as needed.
2. Performs and maintains CAD / facilities management drawings; performs other drafting duties as required.
3. Assists in researching property ownership, plats and easements at courthouse; processes easement and encroachment permits.
4. Assist in preparing works orders (design, drawings, material sheet, material requests, labor/equipment costs); maintains work order files.
5. Field stakes projects.
6. Assists in reviewing actual versus estimated cost sheets.
7. Assists other Divisions as requested.

Non-essential:

None

MINIMUM QUALIFICATIONS

Training and Experience: Two years post secondary education in Engineering Technology or related field plus one year work experience. Additional work experience may be substituted for the education requirement on a year-for-year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of engineering practices, in cable/telecommunications design.
2. Knowledge of mathematics and ability to perform mathematical calculations.
3. Knowledge of, or ability to learn, topography of the service area.
4. Knowledge of, or ability to learn, Plant Board policy, planning and zoning regulations, and applicable NESC/NEC, federal, state and local requirements.
5. Knowledge of computer aided drafting.
6. Knowledge of computer and applicable software programs.
7. Knowledge of, or ability to learn, cable/telecommunications design.
8. Knowledge of, or ability to learn, GPS mapping.

Skills:

1. Skill in operating related equipment.
2. Skill in computer aided drafting.
3. In-the-field problem solving skills.
4. Communication skills.

Abilities:

1. Ability to learn work order procedures.
2. Ability to interpret blueprints, plats and drawings.
3. Mathematical abilities.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.
6. Ability to work outdoors for extended periods of time regardless of weather conditions.
7. Ability to utilize computer aided drafting skills and equipment for efficient and effective output of drawings.
8. Ability to utilize GPS skills and equipment for mapping of cable/telecommunications service area support structures.

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

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

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

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

Physical Demands of the Job: Must work both indoors at a desk or table, or outdoors regardless of weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must operate vehicle and other equipment; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Pick-up truck, electronic distance measuring device, surveyors level, range rod, hammer, axe, machete, metal detector, measuring wheel, normal office equipment (computer, calculator, phone, drafting equipment) GPS related equipment.

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

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: Completion of BCT/E Category IV (Distribution Systems) or equivalent required within the first year of position. Must have completed training in basic first aid, bloodborne pathogens and CPR.

Overtime Provision: Non-exempt.

171, 182

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician I

Department: Water Distribution

Supervisor: Engineer

Supervises: None

Grade 27

Revised: 7/1/2002

Class Characteristics: Under general direction, provides extensive research, investigation, planning and design leading to the implementation of developer projects and in-house budget projects; maintains facility distribution system maps using GPS data collection; converts paper based facility information to GIS mapping; develops and maintains system maps providing for long range planning; provides support to departmental personnel; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Meets with customers in office and at job site; obtains development plans, projected development schedule, size and scope of development; maintains constant contact with developer and developer engineer during all phases of project.
2. Conducts background research at court house; checks deeds, plats, property lines, easements, right-of-ways, sanitary and storm sewer, sidewalk location, existing and proposed utilities, and any other features that would impede the installation and future maintenance of distribution water facilities; investigates existing and proposed topography to insure adequate water pressure to proposed projects.
3. Digitizes paper based maps or converts digital maps from developer to Autocad format.
4. Initiates paperwork and field work for BUD locates, documents field information, and adds information to project maps.
5. Designs proposed water facilities; incorporates future needs when designing.

Engineering Technician I, Page 2

6. Meets with other supervisors/officials/utilities to coordinate proposed water main locations with other existing or proposed underground utilities; makes design changes as required to adhere to Plant Board and Division of Water policy regarding the separation of water and other utilities, and minimum water pressure requirements.
7. Drafts letters and submits water design to Division of Water for approval.
8. Aids Engineer in the acquisition of easements, right-of-ways, and encroachment permits.
9. Provides specifications and drawings for road bore bids.
10. Conducts extensive research; checks and re-checks are required to get the project to sign-off stage.
11. Resolves problems during construction and inspects projects at completion.
12. Cross-checks actual vs. estimated cost sheets; corrects discrepancies by checking against daily time and material sheets.
13. Updates system maps to reflect as-built drawings.
14. Investigates and suggests engineering materials to be utilized.
15. Inputs project information into Approach (tracking program).
16. Assists in the implementation of GPS surveying and the converting of existing paper data into the GIS system.
17. Prepares vigorous designs and drawings for in-house budget projects.

Non-essential:

1. Provides programming for automatic material list generation and pricing.
2. Revises daily time and material sheet for water construction as new employees and equipment are added or deleted.
3. Provides digital maps in Autocad format to other departments.
4. Provides technical support in Autocad and other programs to fellow employees.
5. Attends weekly staff meetings.

MINIMUM QUALIFICATIONS

Training and Experience: Two years post secondary education in Engineering Technology or related field plus one year work experience. Additional work experience may be substituted for the education requirement on a year-for-year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of engineering practices, land surveys and/or practices.
2. Knowledge of mathematics and ability to perform mathematical calculations.
3. Knowledge of the service area.
4. Knowledge of Plant Board policy, planning and zoning regulations, and applicable national codes.
5. Knowledge of safety policies and practices.

Skills:

1. Skill in operating surveying equipment.
2. Processes AUTOCAD and mechanical drafting skills.
3. Office and field problem solving skills.
4. Proficiency in personal computers and software related to the technical field.
5. Experience in and understanding of survey information.
6. Communication skills.

Abilities:

1. Ability to prepare work orders.
2. Ability to prioritize projects, efficiently manage time, and use resources efficiently.
3. Ability to research, design, develop and implement projects.
4. Ability to critique blueprints and plans for mistakes.
5. Ability to calculate and understand mathematical calculations.
6. Ability to communicate effectively, orally and in writing.
7. Ability to understand survey information.
8. Ability to read and determine scale of maps.
9. Ability to convert plans from other digital formats to Autocad format.
10. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.
11. Ability to work indoors and outdoors for extended periods of time regardless of weather conditions.

Instructions: Under general instructions, must prioritize work, use resources efficiently and effectively, utilize communications and technical skills to effectively implement projects.

Processes: Must be open minded to new techniques or alternative procedures.

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

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

Physical Demands of the Job: Must work both indoors at a desk or table, and outdoors regardless of weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must operate vehicle and other equipment; must be in confined spaces, and use stairs and ladders; must lift materials and equipment weighing up to 50 pounds.

Tools and/or Equipment Used: Company vehicles, electronic distance measuring device, surveyors rod and level, GPS unit, digitizer, plotter, blueprint machine, Autocad, software programs, deed-room computer files and old deed and easement books, normal office equipment (computer, calculator, phone, drafting equipment).

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

Confidential Information: Will be exposed to confidential information.

Interruptions: Frequent.

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

Certification Requirements: None.

Overtime Provision: Non-exempt.

2053

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician I

Department: Electric / Engineering

Supervisor: Chief Electrical Engineer

Supervises: None

Grade: 27

Revised: 11/7/2006

Class Characteristics: Under general direction, provides planning and design for electric extensions, upgrades and repairs; work order packages; maintains facility distribution system maps using GPS data collection, following proper procedures; provides support to departmental personnel relating to facility distribution and GPS data; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Meets with customer in office and/or at job site to gather information related to electric projects; attends pre-construction and construction meetings as needed. obtaining development plans projected schedules and size of development to determine what facilities are needed.
2. Monitors construction, ensuring that the electrical aspects of the project are constructed in accordance with contract plans and specifications; keeping customers informed by answering questions and resolving complaints.
3. Interface with engineering firms, developers, governmental authorities and other utilities to secure plans of developments, subdivisions and commercial facilities.
4. Research, design, develop and implement projects.
5. Prepare electric work orders (overhead, underground, street lighting, security lights, mapping, Bellsouth and CATV transfers cost estimates, drawings, material sheets, labor and equipment costs); maintain work order file and status of job until completed.
6. Provide cost estimates for accounting department for jobs that require advance payment.
7. Design and Field stakes projects.

8. Upon Engineer approval, investigate and suggest engineering materials to be utilized; requisitions materials and supplies for jobs as needed.
9. Researches property ownership, plats and easements at courthouse; process easement and encroachment permits and any other features that would impede the installation and future maintenance of facilities.
10. Inspects completed projects comparing Engineering design to Operations construction.
11. Reviews actual versus estimated cost sheets.
12. Updates maps per as-built drawings.
13. Designs AUTOCAD.
14. Initiates paperwork and fieldwork for location of foreign facilities and/or BUD locates.
15. Maintains the electric distribution model as it relates to ESRI ArcGIS data.
16. Develops and maintains electric Designer GIS work order program to include materials standards and assists other departments with Designer as required.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Engineering Technology with no previous work experiences required; or high school graduate or equivalent plus five years related work experience. Must have strong computer background.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Comprehensive understanding of engineering practices.
2. Comprehensive understanding of mathematics and ability to perform mathematical calculations based on Algebra, Geometry and Trigonometry theories.
3. Thorough knowledge of topography of the service area.
4. Thorough knowledge of Plant Board policy and procedures, planning and zoning regulations NEC Section 230 and NESC Section 23, Clearances.
5. Thorough knowledge of safety policies and practices.
6. Thorough knowledge of computer and applicable software programs
7. Knowledge of City and County ordinances.

Engineering Technician I, Page 3

8. Knowledge of Autocad and manual drafting
9. Understanding GIS and Mapping principles as it relates to ESRI GIS products, specifically ArcGIS and ArcFM.
- 10 Knowledge in operating surveying equipment.

Skills:

1. AUTOCAD/GIS drafting and mapping skills.
2. Skilled in utilizing engineering and GIS software to complete assignments. (i.e. Microsoft, Pathfinder Office, ArcGIS)
3. Skilled in operating survey equipment, GPS equipment and interpret collected data.
4. In-the-field and in-the-office problem solving and decision making skills.
5. Organizational Skills.
6. Computer and related software skills.
7. Communication skills a must.
8. Skilled in databases such as access and/or SQL.
9. Analytical and math skills

Abilities:

1. Ability to prepare work orders.
2. Ability to interpret blueprints and plats.
3. Ability to prioritize assignments, effectively manage time, and use resources efficiently to complete projects in a timely manner.
4. Ability to GPS data in the field, perform differential correction and map into main electric drawing and database.
5. Ability to communicate effectively, orally and in writing
6. Ability to learn quickly and handle multiple tasks simultaneously.
7. Ability to inventory supplies; requisitioning materials as needed.
8. Must be self- starter, self-motivated and the ability to manage multiple projects.
9. Must possess analytical abilities.
10. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.
11. Ability to work outdoors for extended periods of time regardless of weather conditions.
12. Ability to train others.
13. Ability to manage, interpret, organize, and store data relating to GIS functions.
14. Ability to work with IT in GIS and computer related issues for the overall improvement of department and company goals.

Engineering Technician I, Page 4

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

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

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

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

Physical Demands of the Job: Must work both indoors at a desk or table, or outdoors regardless of weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must operate vehicle and other equipment; must be in high places, confined spaces, and use stairs and ladders; must lift materials and equipment weighing up to 50 pounds.

Tools and/or Equipment Used: Pick-up truck, Global Positioning System equipment, electronic distance measuring device, surveyors level, range rod, hammer, axe, machete, metal detector, measuring wheel, normal office equipment (computer, calculator, phone, drafting equipment); GPS equipment.

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: Certified land surveyor preferred, but not required. Bloodborn pathogens, CPR and First Aid Certification. GPS certification

Overtime Provision: Non-exempt.

349

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician II
Department: Cable / Telecommunications
Supervisor: Engineering Design Technician Supervisor
Supervises: None.
Grade: 29
Revised: 7/1/2002

Class Characteristics: Under general direction, assists in coordinating engineering activities (including design of HFC networks); coordinates / assists in providing work order packages for cable/telecommunications extensions, upgrades, etc. from customer request to final closing of work order; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assist supervisor in the design of HFC networks; prepares work orders (design, drawings, material sheet, material requests, labor/equipment costs); maintains work order files.
2. Meets with customer in office and/or at job site to assist in determining type, amount, location and methods of services to be provided; attends pre-construction and construction status meetings as requested by supervisor.
3. Performs and maintains CAD / facilities management drawings; performs other drafting duties as required.
4. Assist supervisor with preparation of cost estimates for the accounting department for advance payment projects.
5. Assist supervisor in the development of records, reports, etc. as required.
6. Assists research of property ownership, plats and easements at courthouse; processes easement and encroachment permits.
7. Field stakes projects.
8. Assists in reviewing actual versus estimated cost sheets.
9. Assist supervisor with special projects (future expansions/upgrades, developing standards / specifications, regulatory compliance, and budgetary issues.)
10. Assist supervisor with training programs and provides training for employees as requested.
11. Assists other Divisions as requested.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Four years post secondary education in Engineering Technology or related field plus one year work experience. Additional work experience may be substituted for the education requirement on a year-for-year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of engineering practices, in cable/telecommunications design.
2. Knowledge of mathematics and ability to perform mathematical calculations.
3. Knowledge of, or ability to learn, topography of the service area.
4. Knowledge of, or ability to learn, Plant Board policy, planning and zoning regulations, and applicable NESC/NEC, federal, state and local requirements.
5. Knowledge of computer aided drafting.
6. Knowledge of computer and applicable software programs.
7. Knowledge of, or ability to learn, cable/telecommunication design.
8. Knowledge of, or ability to learn, GPS mapping.

Skills:

1. Skill in operating related equipment.
2. Skill in computer aided drafting.
3. In-the-field problem solving skills.
4. Communication skills.

Abilities:

1. Ability to learn work order procedures.
2. Ability to interpret blueprints, plats and drawings.
3. Mathematical abilities.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.
6. Ability to work outdoors for extended periods of time regardless of weather conditions.
7. Ability to utilize computer aided drafting skills and equipment for efficient and effective output of drawings.

8. Ability to utilize GPS skills and equipment for mapping of cable/telecommunications service area support structures.

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

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

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

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

Physical Demands of the Job: Must work both indoors at a desk or table, or outdoors regardless of weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must operate vehicle and other equipment; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Pick-up truck, electronic distance measuring device, surveyors level, range rod, hammer, axe, machete, metal detector, measuring wheel, normal office equipment (computer, calculator, phone, drafting equipment) GPS related equipment.

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

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: Completion of BCT/E Category IV (Distribution Systems) or equivalent required within the first year of position. Must have completed training in basic first aid, bloodborne pathogens and CPR.

Overtime Provision: Non-exempt.

1953

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician II

Department: Electric / Engineering

Supervisor: Chief Electrical Engineer

Supervises: None

Grade: 29

Revised: 7/1/2002

Class Characteristics: Under general direction, provides work order package for electric extensions or upgrades; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Meets with customer in office and/or at job site to gather information related to electric projects; attends pre-construction and construction meetings as needed.
2. Prepare work orders (cost estimates, drawings, material sheets, labor and equipment costs); maintain work order file and status of job until completed.
3. Provide cost estimates for accounting department for jobs that require advance payment.
4. Field stakes projects.
5. Upon Engineer approval, requisitions materials and supplies for jobs as needed.
6. Researches property ownership, plats and easements at court house; processes easement and encroachment permits.
7. Inspects completed projects.
8. Reviews actual versus estimated cost sheets.
9. Updates maps per as-built drawings.
10. Creates work order drawings on AUTOCAD system.
11. Performs BUD locates.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's Degree or five years related work experience; or equivalent combination of education and experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of engineering practices, land surveys and/or practices.
2. Thorough knowledge of mathematics and ability to perform mathematical calculations.
3. Thorough knowledge of topography of the service area.
4. Thorough knowledge of Plant Board policy, planning and zoning regulations, and applicable national codes.
5. Thorough knowledge of safety policies and practices.
6. Knowledge of computer and applicable software programs.

Skills:

1. Skill in operating GPS equipment and related computer programs.
2. Skill in operating surveying equipment.
3. AUTOCAD drafting skills.
4. In-the-field problem solving skills.
5. Communication skills.
6. Computer skills.

Abilities:

1. Ability to prepare work orders.
2. Ability to interpret blueprints and plats.
3. Mathematical abilities.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.
6. Ability to work outdoors for extended periods of time regardless of weather conditions.

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

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

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

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

Physical Demands of the Job: Must work both indoors at a desk or table, or outdoors regardless of weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must operate vehicle and other equipment; must be in high places, confined spaces, and use stairs and ladders; must lift materials and equipment weighing up to 50 pounds.

Tools and/or Equipment Used: Pick-up truck, electronic distance measuring device, surveyors level, range rod, hammer, axe, machete, metal detector, measuring wheel, normal office equipment (computer, calculator, phone, drafting equipment); GPS equipment.

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: Certified land surveyor preferred, but not required.

Overtime Provision: Non-exempt.

86, 112,
137

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Equipment Operator I
Department: Electric
Supervisor: Construction Support Supervisor
Supervises: Personnel Assigned to Truck
Grade: 31
Revised: 7/1/2002

Class Characteristics: Under general direction, operates equipment and assists crews with performing required duties, including drilling holes to set poles, using front-end wench, lifting materials, transporting materials, etc.; hanging transformers; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Operates equipment and provides specific assistance to crews as needed to transport construction/repair materials, drilling holes, installing poles and anchors, using front-end wench to pull wire, or lifting materials (transformers, poles, reels of wire, etc.).
2. Supervises personnel assigned to vehicle; performs duties with crews when not operative equipment.
3. Insures compliance with safety standards.
4. Detects malfunctions in equipment; recommends repairs to superiors.
5. Insures vehicle and equipment are cleaned after use.
6. Assists other departmental personnel when requested.
7. Cleans vehicles and equipment after use.
8. Maintains clean work site.

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in construction and maintenance of electric physical plant.
2. Extensive knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.

Equipment Operator I, Page 2

3. Extensive knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Extensive knowledge of the geography of the service area.

Abilities:

1. Ability to work with and assist different crews within the department as assigned.
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 supervise any personnel assigned to truck while assisting with the required duties.
6. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.
7. Ability to perform manual labor under extreme weather conditions for extended periods of time.
8. Ability to communicate effectively, orally and in writing.
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: Work is generally reviewed as it is being completed.

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 lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in confined spaces; must use stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Derrick truck and attached equipment; backhoe; trencher; front-end loader; bobcat; jackhammer; hydraulic tamper; small hand tools.

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

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

Equipment Operator I, Page 3

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Executive Assistant to General Manager

Department: Administration

Supervisor: Assistant General Manager/Administration

Supervises: None.

Grade: 27

Revised: 7/1/2002

Class Characteristics: Under general direction, assembles Board of Directors package and Cable Board package monthly; attends meetings and takes minutes of meetings; provides general secretarial support for General Manager and Business Manager; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assembles and disseminates package for Board of Directors before each meeting; attends meeting; records, prepares and disseminates minutes of meeting.
2. Prepares and forwards follow-up action memorandums to appropriate personnel following decisions of the Board.
3. Prepares agenda for Cable Board meetings; attends meeting; records, prepares and disseminates minutes of meeting.
4. Provides proper notification to the media, etc., regarding public meetings and hearings.
5. Maintains official contract files, public record inspection files, open records files, records pertaining to FCC material, etc.
6. Schedules appointments for General Manager and Business Manager.
7. Screens calls for General Manager and Business Manager.
8. Prepares documents for administrative personnel, department directors, and Board Attorney.
9. Accepts customer complaints and attends to their disposition or forwards to appropriate personnel.

10. Maintains and updates official Rules, Regulations and Rate Book for Plant Board(back-up) for Administrative Assistant).
11. Assists other office personnel with special requests for assistance.
12. Serves as backup for Administrative Secretary, including time sheets, insurance, etc.

Non-essential:

1. Assist with functions outside formal organization such as United Way, etc.
2. Maintains schedule book for Clubhouse.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience; additional education may be substituted for experience requirements on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the legal requirements relating to preparation, preservation and maintenance of minutes and records of the Board of Directors and Cable Board.
2. Thorough knowledge of modern office practices and procedures, business English, spelling, grammar and math.
3. Thorough knowledge of Plant Board operations, rules and regulations.
4. Knowledge of modern office machinery, including word processing hardware and software.

Skills:

1. Skill in the use of word processors, typewriters, and standard office equipment.

Abilities:

1. Ability to prepare and disseminate packets before meetings, and to record, prepare and disseminate minutes of meetings under strict time-frame.
2. Ability to gather information and prepare clear and concise reports.
3. Ability to prepare correspondence in finished product from rough draft.
4. Ability to carry out, without supervision, continuing assignments requiring the organization of material and the preparation of packets, reports, etc.
5. Ability to exercise individual initiative and use discretion in handling confidential matters.
6. Ability to make administrative decisions recognizing established precedents, laws, regulations and practices, and to use resourcefulness and tactfulness in meeting new situations.
7. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

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

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

Review of Work: Completed work is reviewed through packets, reports, correspondence, etc.

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) as a requirement of the job.

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

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

Executive Assistant, Page 4

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

22

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Executive Assistant to Asst. General Manager

Department: Administration

Supervisor: Assistant General Manager/Administration

Supervises: None.

Grade: 27

Revised: 7/1/2002

Class Characteristics: Under general direction, serves as Secretary for executive and administrative personnel; coordinates and process insurance claims and maintain insurance records; assist other Plant Board personnel as necessary; performs related work as required. Basically performs all work for General Manager and Assistant GM-Administration not associated with board package. Serves as backup for Executive Assistant.

General Duties and Responsibilities:

Essential:

1. Performs general secretarial duties for General Manager and Assistant GM-Administration; scheduling appointments, screening calls, receives customer complaints, and performs ,most all work associated with special projects for General Manager and Assistant GM-Administration.
2. Performs general secretarial duties for other Divisions.
3. Maintains time sheets for office supervisors, secretaries and Cable 10 employees.
4. Coordinates insurance issues with insurance company and files claims for liability and auto accidents where personnel and property of Plant Board are involved; gathers information from parties involved in the accident; maintains files on all possible insurance claims; corresponds with insurance company representatives when necessary in processing claims.
5. Maintains all dark fiber billing and payment records including preparing monthly billing for dark fiber.
6. Serves as back-up for Executive Assistant, including attending board meetings and taking minutes of the meetings.

Non-essential:

1. Performs outside activities such as working with United Way and other events sponsored by Plant Board, as requested.
2. Maintains schedule book for Clubhouse.
3. Processes office mail as scheduled or requested.
4. Assist other office personnel with special requests for assistance.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience; additional education may be substituted for experience requirements on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of Plant Board operations, rules and regulations.
2. Knowledge of federal and state laws and administrative regulations regarding Utility record keeping requirements.
3. Thorough knowledge of modern office terminology practices and procedures, business English, spelling, grammar and math.
4. Knowledge of modern office machinery, including word processing hardware and software.

Skills:

1. Skill in the use of word processors, typewriters, and standard office equipment.

Abilities:

1. Ability to prepare correspondence in finished product from rough draft.

Executive Assistant to Asst. General Manager, Page 3

2. Ability to carry out, without supervision, continuing assignments requiring the organization of information.
3. Ability to exercise individual initiative and use discretion in handling confidential matters.
4. Ability to make decisions recognizing established precedents, laws, regulations and practices, and to use resourcefulness and tactfulness in meeting new situations.
5. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

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

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

Review of Work: Completed work is reviewed by reviewing reports, correspondence, etc.

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) as a requirement of the job.

Tools and/or Equipment Used: General office equipment (computer, printer, copier, fax, 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: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Executive Assistant to Asst. GM Operations

Department: Operations

Supervisor: Assistant General Manager/Operations & Superintendent Support Svcs.

Supervises: None

Grade: 27

Revised: 7/1/2002

Class Characteristics: Under general direction, serves as Secretary for executive and supervisory personnel in the Operations Department; attends and takes minutes at staff meetings; schedules travel for departmental personnel; assists with purchase order system for the Plant Board; serves as backup for Dispatch; assist other departments as necessary; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs general secretarial duties for Assistant General Manager-Operations and other departmental personnel.
2. Types letters, memorandums, easements, agreements and contracts.
3. Maintains updated vendors lists; prepares and mails bid invitations for Plant Board stock, inventory or work order projects.
4. Attends bid openings; prepares bid tabulation sheets; record vendors and bid prices for each item; enters items into purchasing program after approval; orders approved items.
5. Upon receipt of items, forwards purchase orders for payment.
6. Prepares trouble call sheets on regular basis.
7. Prepares and maintains records for Operations Department not otherwise assigned to another Division.
8. Maintains records for central garage, including all Plant Board vehicles and equipment.
9. Coordinates all travel arrangements and lodging for required travel for administrative personnel, including making reservations, processing registrations, insuring that travel costs are paid, etc.
10. Coordinates teleconferences sponsored by the Plant Board, including attendance records, preparing handouts, ordering refreshments or lunches, maintaining records of participants, etc.
11. Serves as backup for dispatch; assists with dispatch duties as required.
12. Assists other departments as requested.

Non-essential:

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience; additional education may be substituted for experience requirements on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of Plant Board operations, rules and regulations.
2. Thorough knowledge of federal and state laws and administrative regulations regarding record keeping requirements.
3. Thorough knowledge of the Plant Board purchase order system.
4. Thorough knowledge of modern office terminology practices and procedures, business English, spelling, grammar and math.
5. Knowledge of modern office machinery, including word-processing hardware and software.

Skills:

1. Skill in the use of word processors, typewriters, and standard office equipment.

Abilities:

1. Ability to prepare correspondence as finished product from rough draft.
2. Ability to carry out, without supervision, continuing assignments requiring the organization of information.
3. Ability to exercise individual initiative and use discretion in handling confidential matters.
4. Ability to make decisions recognizing established precedents, laws, regulations and practices, and to use resourcefulness and tactfulness in meeting new situations.
5. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

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

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

Review of Work: Completed work is reviewed by reviewing reports, correspondence, etc.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table with intermittent sitting, standing or walking; must lift light objects (less than 25 pounds) as a requirement of the job.

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

Contacts: Constant contact with supervisors and employees from other departments; 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: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

25,
2081

Class Title: Finance Director

Department: Finance

Supervisor: Assistant General Manager/Administration

Supervises: All Departmental Personnel

Grade: 42

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the Department; prepares reports for legislative and administrative personnel; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates the financial management programs of the Plant Board.
2. Supervises and evaluates all personnel assigned to the Department.
3. Participates in the maintenance of the central accounting system and general and subsidiary ledgers.
4. Supervises, reviews and 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 subordinates concerning difficult work problems and the development and installation of financial programs and services.
6. Signs checks for designated funds.
7. Assists with preparation of annual budget.
8. Prepares and analyzes required reports and presents to Board on a monthly basis.
9. Prepares reports as required by federal and state governments.
10. Prepares monthly, quarterly, and annual payroll reports.
11. Supervises and participates in recording and maintenance of Department records.
12. Determines 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 financing activities with bond counsel, the Board, management, and the lenders.
15. Oversees 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 five years accounting experience, including two years in an administrative/supervisory capacity.

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 and state 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 data processing systems.
8. Knowledge of federal and state regulations regarding financing activities.

Abilities:

1. Ability to plan, assign and supervise the work of subordinates while assisting with duties as required.
2. Ability to develop sound financial management systems and procedures.
3. Ability to prepare and maintain, or supervise the preparation and maintenance of, required reports.
4. Ability to present reports at Board meetings.
5. Ability to establish and maintain effective working relationship with bond counsel, suppliers, Plant Board officials and employees, and the general public.
6. Ability to effectively utilize existing computer systems and programs.

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

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

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

Analytical Requirements: Assignments require almost continual analysis of figures, data trends, and results of all kinds that 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 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 required.

Bond Requirement: Must meet bonding requirements.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Garage Supervisor

Department: Support Services

Supervisor: Support Services Director/Purchasing Agent

Supervises: All Personnel Assigned to the Division

Grade 34

Revised: 7/1/2002

Class Characteristics: Under general direction, supervises subordinates in repairing and/or performing preventive maintenance service on vehicles and equipment while assisting with performance of duties; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises subordinates in repairing and/or performing preventive maintenance service on vehicles and equipment while assisting with performance of duties.
2. Evaluates employee job performance on an annual basis.
3. Determines needed repairs from operators, specialized testing equipment, and road tests; assigns work to Mechanics or makes necessary repairs; may perform road tests to check repair work before vehicle or equipment is placed back into service.
4. Performs major and minor repairs, rebuilding and routine preventive maintenance on vehicles and equipment.
5. Orders parts needed for repairs; may travel to vendors and pick up parts.
6. Supervises and/or repairs hydraulic systems, electrical systems, communications systems, etc.
7. Implements and insures continuance of preventive maintenance program.
8. Prepares and maintains accurate records on all vehicles and equipment serviced.
9. Maintains tools, equipment and shop area in clean, orderly condition.
- 10.. Monitors gas equipment.
11. Performs related work as required.

12. Ensures aerial devices are repaired and maintained according to Federal Regulations.
13. Assures that oil, filters and waste is disposed of according to EPA regulations.
14. Maintains all records of underground storage tanks for the State of Kentucky upon request from officials.
15. Keeps stock of filters, tires, hydraulic fittings hydraulic hose, etc.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of the standard practices and equipment used in the mechanic trade.
2. Extensive knowledge of and experience in the principles of operation of engines, electrical systems, communication systems, welding, hydraulics, and of mechanical methods applicable to vehicles and equipment.
3. Extensive knowledge of the occupational hazards and safety precautions of the trade.
4. Extensive knowledge of aerial equipment.

Abilities:

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

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

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

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

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

Physical Demands of the Job: Work requires sitting, standing, stooping, walking; lifting heavy objects (more than 25 pounds); work is performed indoors and outdoors regardless of weather conditions; exposed to noise, machinery and moving parts, fumes, chemicals and substances.

Tools and/or Equipment used: Computer, diagnostic equipment, hand tools, trucks.

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 possess and maintain a Commercial Drivers License.

Certification Requirements: Must be certified in pneumatics, hydraulics, electronics, and diesel engines, or must obtain certification during first two years of employment in the class.

Overtime Provision: Non-exempt..

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: General Manager

Supervisor: Board of Directors

Supervises:

Directly: Assistant General Manager of Operations, Administrative Assistant, Staff Attorney, Finance Director, Customer Service Director, Human Resource Director, Safety Officer, and Information Technology Director

Indirectly: All Personnel (through Assistant General Manager or Department Heads)

Grade: None Assigned

Revised: 8/22/2006

Class Characteristics: Responsible for the management and day to day operation of the utility. Responsible for planning, leading, controlling, and organizing all departments, functions, and activities to meet the organization's short term & long term objectives.

General Duties and Responsibilities:

Essential:

1. Maintains communication with Board of Directors, to keep Board informed of the operation of the Plant Board.
2. Secures Board approval, for matters regarding company insurance, employee benefits, budget, rates, legal issues, contracts, Plant Board policy, and other issues as necessary.
3. Supervises content, development, and presentation of Board package at monthly Board meetings.
4. Supervises preparation, development, and presentation of annual budget.
5. Maintains budgetary control through review and approval process of expenditures.
6. Reviews annual financial audit to determine if any corrective action is needed, makes recommendations, and implements changes as necessary.
7. Consults with Board Attorney on legal issues, including employee terminations, and relations.
8. Supervises development of policies and practices concerning employee relations, performance management, training & development, compensation, benefits, staffing and safety.

9. Develops in consultation with staff and Board of Directors, short and long-term strategic planning for the utility.
10. Ensures efficient and effective operation of the Plant Board.
11. Responsible for overall direction and management of the Frankfort Plant Board.
12. Represents the utility and its interests at the local, state, and national level as required.
13. Develops business practices concerning customer service and financial operations.
14. Maintains an effective relationship with customers and the public
15. Oversees the development of tariffs and contracts for the Board's approval.
16. Maintains a professional relationship with regulatory agencies (PSC, EPA, FCC, etc.).
17. Develops business and operational practices to ascertain compliance with all regulatory requirements.
18. Monitors and makes recommendations on legislative issues affecting the Plant Board and represents the utility in matters before them.
19. Ensures that management is abreast of current issues related to the utility industry.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Engineering degree from an accredited college or university, an advanced degree is preferred, but not required; and eight years directly related utility experience, including five years in a management level position.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of principles and practices of public administration with emphasis on planning, implementation, execution and evaluation of policies and programs.
2. Extensive knowledge of federal, state and local laws and administrative regulations governing utility operations.

3. Extensive knowledge of Plant Board operations, practices, policies and procedures.
4. Extensive knowledge of the operations of public utilities, including compliance requirements, pricing, packaging, billings and collections, etc.
5. Extensive knowledge of the Electric, Cable, Water Plant, and Water Distribution Departments.

Skills:

1. Administrative skills.
2. Analytical skills.
3. Organizational skills.
4. Written and oral communication skills.
5. Interpersonal skills.

Abilities:

1. Ability to make decisions and implement actions necessary to meet utility's goals.
2. Ability to supervise the operations of diverse departments.
3. Ability to insure the compliance of the utility operations with federal, state and local laws, administrative regulations, and Plant Board policies and procedures.
4. Ability to prepare and/or supervise the preparation of reports as required by numerous agencies.
5. Ability to lead and motivate a diverse workforce.
6. Problem-solving abilities.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationship with Plant Board officials, department directors, 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: Direction provided by the Board of Directors on an as needed basis.

Analytical Requirements: Assignments require almost continual analysis of figures, data trends, and results of all kinds that directly affect the operation and policies 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: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

177

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: GIS Landbase Administrator

Department: Information Technology

Supervisor: Information Technology Director

Supervises: None.

Grade: 34

Revised: 7/1/2002

Class Characteristics: Under general direction, maintains current GIS landbase maps; instructs and trains users in operation of the GIS; processes outside requests for information; maintains GIS data; liaison to the contractors, developers, and the city and county governments; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Maintains GIS landbase maps to include updates relating to changes in base map features (i.e., highways, subdivisions, buildings, etc.)
2. Trains and advises users.
3. Performs troubleshooting activities.
4. Maintains all related GIS data:
 - a. Checks integrity of data.
 - b. Verifies linkage to other tables and/or databases.
 - c. Keeps all related GIS data updated.
5. Serves as the single point of contact for the contractors, developers, and the city and county governments.
6. Responds to GIS open records requests, collects fees, provides maps, survey data, etc.
7. Coordinates with GIS consulting engineer as to future aerial photography, base map updates, etc.
8. Assists city and county governments in training and implementation of GIS programs to include database development, file server access for their daily use, etc.
9. Makes presentations relating to GIS.
10. Requisitions supplies as needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent with technical school training (drafting, AUTOCAD, computers) supplemented by four years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Considerable knowledge of AUTOCAD and its extensions.
2. Basic knowledge of engineering and surveying practices as they relate to GIS.
3. Knowledge of drafting.
4. Knowledge of topography of the service area.
5. Considerable knowledge of drafting practices and procedures.
6. Knowledge of computer and applicable software programs.
7. Knowledge of surveying equipment.
8. Knowledge of safety policies and practices.
9. Knowledge of Plant Board policies and procedures.
10. Knowledge of mathematics and ability to perform mathematical calculations.
11. Basic knowledge of Global Positioning Systems (GPS) field measurements.
12. Basic knowledge of relational databases.

Skills:

1. Skill in operating GIS equipment.
2. Communication skills.
3. Skill in training and/or assisting users with the GIS systems.

Abilities:

1. Ability to interpret feedback and requests from users and to implement changes or improvements in present operations.
2. Ability to work with relational databases.
3. Ability to interpret blueprints and plats.
4. Mathematical abilities.
5. Ability to operate computer and applicable software programs.

6. Ability to prepare and maintain effective record keeping systems.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.

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

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

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

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

Physical Demands of the Job: Work is performed indoors at a drafting table or desk; however, while verifying field data, must be outdoors during all weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Normal office equipment (computer, truck, plotter, digitizer, printer, phone, GPS equipment, calculator, etc.)

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: GroundWorker
Department: Electric
Supervisor: Overhead or Underground Electric Supervisor
Supervises: None.
Grade: 24
Revised: 7/1/2002; 8/2005, 02/06

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: No work experience requirements. Graduation from high school or equivalent. Must complete climbing certification (Lab A) from TVPPA during the first six months of employment. CDL within 6 during first 6 months of employment.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to recognize safety hazards and to comply with established safety standards at all times.
2. Ability to know when to call for assistance.
3. Ability to learn pole climbing skills and to work from heights.
4. Ability to operate equipment assigned to projects after receiving proper training.
5. Ability to work in highly stressful situations.
6. Ability to detect mechanical problems and make minor repairs to equipment.
7. Ability to establish and maintain effective working relationships with officers, employees and the general public.
8. Possess mechanical aptitude, manual dexterity and good physical condition.

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

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

Review of Work: All work is checked.

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

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

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid commercial drivers license, or must obtain license during first six months of employment in the class.

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 complete climbing certification (Lab A) from TVPPA during the first six months of employment.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Human Resources Director

Department: Administration

Supervisor: Assistant General Manager/Administration

Supervises: Human Resources Coordinator

Grade: 40

Revised: 7/1/2002, 1/8/2004

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the 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.
2. Supervises and evaluates personnel.
3. Insures that departmental activities are in compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
4. Prepares and distributes job vacancy notices; assists with reviewing application forms and selecting applicants for interviews; develops questions for interviews; participates in applicant interviews; assists with final employment recommendations; drafts correspondence notifying applicants of status in the employment process.
5. Develops and administers recruitment, testing and selection procedures in accordance with federal and state laws and administrative regulations, and Plant Board policies and procedures.
6. Administers employee evaluation program.
7. Assists with development, implementation, dissemination and administration of policies and procedures; insures changes are prepared and distributed to all who have copies of the policies and procedures.
8. Advises General Manager, Assistant General Managers, Department Directors and employees on personnel related matters.
9. Serves as Equal Employment Opportunity (EEO) Officer; administers Affirmative Action Program.
10. Administers classification and compensation plans; performs desk audits and compensation studies as required.
11. Maintains employee records in compliance with federal and state laws and administrative regulations.
12. Serves as Coordinator for the Americans with Disabilities Act (ADA).
13. Administers insurance programs for the Plant Board employees (including hospitalization, dental, life, cancer, and accident).
14. Serves as Privacy Officer for the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA).

15. Monitors training needs/requirements; assists in establishing and/or scheduling training programs.
16. Completes reports, forms, questionnaires, etc., as requested or required.
17. Contracts with outside suppliers for personnel related services (temporary labor, Employee Assistance Program, training, etc.).
18. Represents Plant Board at conferences, meetings with other agencies, etc.

Non-essential:

1. Assists with development and review of bids for all lines of insurance coverage for the Plant Board.
2. Participates in Christmas Party preparation (employee awards, employee-of-the-year selection, etc.)

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Business, Public Administration, or related field supplemented by five years directly related experience; additional directly related work experience may be substituted for education requirements on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of theories, practices, methods, techniques, principles and practices of personnel administration.
2. Extensive knowledge of public administration principles and practices.
3. Extensive knowledge of federal, state and local laws and administrative regulations plus Plant Board policies and procedures relating to personnel administration.
4. Knowledge of Plant Board policies and procedures.
5. Knowledge of computer hardware and related software programs.

Skills:

1. Skill with the use of computer.
2. Data-base management skills.
3. Organizational skills.
4. Oral and written communication skills.

Abilities:

1. Ability to supervise subordinates while assisting with required duties.
2. Ability to analyze positions for recruitment and examination development purposes, and to develop valid employee selection devices, processes, etc..
3. Ability to write clear and accurate reports, test items, and correspondence.
4. Ability to resolve complex problems in the area of employee selection, career development, grievances, etc.
5. Ability to conduct effective interviews.
6. Ability to present ideas concisely and effectively, orally and in writing.

7. Ability to exercise sound judgment in arriving at conclusions.
Human Resources Director, Page 3

8. Ability to establish and maintain effective working relationship with Plant Board officials, 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: Work is reviewed through oral and written reports.

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

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

Tools and/or Equipment Used: Normal office equipment: (computer, calculator, printer, 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: Must possess and maintain a valid drivers license.

Certification Requirements: Completion of certification requirements by the Society of Human Resources Management and/or the Kentucky Public Human Resources Association preferred, but not required.

Overtime Provision: Exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

39,
1859

Class Title: Human Resources Coordinator

Department: Human Resources

Supervisor: Human Resources Director

Supervises: None

Grade: 31

Revised: 6/1/2006

Class Characteristics: Under general direction, assists the Director with all activities and programs of the department with a primary focus on recruiting, evaluating, and selecting qualified candidates to fill vacancies; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Prepares and distributes job vacancy notices; reviews application forms and selects applicants for interview; develops questions for interviews; coordinates and participates in applicant interviews; checks employment references and initiates background investigations, makes final employment recommendations to HR Director and General Manager based on department selection; drafts correspondence notifying applicants of status in the employment process.
2. Assists with development and administration of recruitment, testing, and selection procedures (including background investigations) in accordance with federal and state laws and administrative regulations, and Plant Board policies and procedures.
3. Coordinates pre-employment physicals and drug/alcohol examinations, reviews results.
4. Coordinates seasonal employment process.
5. Maintains and secures employee records in compliance with federal and state laws and administrative regulations and FPB's AAP.
6. Maintains Human Resources Information system database of employee and applicant data for use by Human Resources Office and other Plant Board departments or divisions.
7. Verifies billing of temporary employees from temporary agencies.
8. Assists Human Resources Director and Safety Officer with drug/alcohol testing program, including the safeguarding of employee records and scheduling drug and alcohol testing. Schedules all drug and alcohol testing for employees.
9. Verifies employment
10. Prepares reports, (such as the quarterly unemployment insurance reports), forms, correspondence, questionnaires, etc.,

11. Prepares and mails initial notification letters for HIPPA and COBRA compliance.
12. Answers employee and applicant questions related to employment process, company policies and benefits.
13. Schedules employee's performance evaluation reminders.

Non-essential:

1. Orders flowers on behalf of company to send to employees/families. Coordinates annual Christmas party (annual awards, employee of the year selection, sick-leave incentive checks, etc.)
2. Assists in coordinating company-wide meetings and training programs as requested.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Business Human Resources or related field; or Graduation from high school or equivalent supplemented by three years of human resource related work experience; or equivalent combination of education and experience. Bachelor's degree with experience preferred.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal and state laws and administrative regulations pertaining to Human Resources management and record compliance.
2. Knowledge of, or ability to learn, Plant Board policies and procedures relating to Human Resources management..
3. Working knowledge of office terminology, processes, equipment, and procedures.
4. Knowledge of business English.
5. Knowledge of computer hardware and related software programs.
6. Knowledge of drug/alcohol testing laws and administrative regulations.
7. Knowledge of Human Resource Information system and database management.
8. Knowledge of company policies and employee benefit plans.

Skills:

1. Skill in the use of computer software, typewriter, calculator, facsimile, copier, and other general office equipment.
2. Organizational skills.
3. Interviewing skills.

Abilities:

1. Ability to prepare and maintain clear and accurate reports and other correspondence, from raw data or rough draft.
2. Ability to exercise sound judgment in maintaining employee records.
3. Ability to exercise sound judgment in selecting applicants for employment.
4. Ability to establish and maintain effective working relationship with Plant Board officials, employees and the general public.
5. Ability to complete job tasks to meet frequent deadlines.
6. Ability to research and implement continuous improvements in existing processes and procedures.
7. Ability to use discretion and exercise good judgment in handling sensitive and confidential information such as medical records, performance/disciplinary issues, and pay.
8. Ability to use various software packages including Human Resource Information System (HRIS).

Instructions: Instructions are general; must use own judgment.

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

Review of Work: Work is reviewed through oral and written 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; lifting light objects (less than 25 pounds) is a requirement of the job.

Tools and/or Equipment Used: Normal office equipment: (computer, typewriter, printer, calculator, telephone, copier, microfiche, 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: Kentucky Public Human Resources Association certification must be obtained within a reasonable time frame, PHR certification preferred, but not required.

Overtime Provision: Non-exempt

Frankfort Plant Board
CLASS SPECIFICATION

1963

Class Title: -Information Systems Security Manager

Department: Information Technology

Supervisor: Information Technology Director

Supervises: Cable Modem/Network Administrator & Network Administrator

Grade: 37

Revised: 7/21/2004

Class Characteristics: Under general direction and basically (1) Provides technical support for the backoffice equipment used primarily to operate the FSN's new high speed data and telephone services, and (2) Retrieves, integrates, analyzes and reconciles telephone traffic between FPB and BellSouth and all long distance companies needed for (a) FPB's CIS System, and (b) Settlement or resolution of differences in traffic and charges reported or claimed by FPB's system and systems of other local and long distance companies as may be required by interconnection agreements. Supervises assigned employees.

General Duties and Responsibilities:

Essential:

(A) Technical Support

(1) NOC Systems

(a) Monitors routers, access and various internet services, cable modems, data switches for a number of operational characteristics and thresholds such as traffic volume, network loading, ingress/noise and RF levels related to the Internet service channels.

(b) Retrieve, analyze and interpret operational statistics and other reports as required.

(2) Basic Service Monitoring

(a) Polls router to determine whether a high number of packets are dropping, memory is low or high CPU utilization is occurring and act to resolve problem.

(B) Other Support

Frankfort Plant Board

1. Maintains the communication between the Plant Boards hubs, switches and routers.
2. Uses Cisco utilities and other tools to troubleshoot, resolve and prevent problems.
3. Updates each piece of equipment's OS.
4. Assists with resolution of communications problems between sites.
5. Maintains the security and access standards of the BackOffice equipment.
6. Reviews and analyzes the statistics for possible use in best upgrade options.
7. Installs and configures new cards for routers and switches.
8. Uploads and/or downloads necessary data to be shared with other resources.
9. Performs backup of the intelligent equipment data and programs.

C) Reconciliation and Settlement of Telephone Interconnection Traffic & Charges

(1) Periodically generates traffic and charge data needed to reconcile and settle interconnection traffic and charges between FPB and other telephone companies. Initiates billing for amounts due FPB and payments where FPB owes the interconnection company.

D) Routinely retrieves and downloads data from the telephone switch and operating support system (OSS) needed by the CIS System (data tables) to bill customers.

E.. 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 disciplining employees, addressing complaints and resolving problems.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the principles and practices of the operation of computer hardware and related equipment.
2. Thorough knowledge of the capabilities and intricacies of computers and related equipment.
3. Thorough knowledge of routers, switches and hubs.
4. Thorough knowledge of Cisco's CLI.