

RESPONSE TO PSC

PSC CASE NO. 2008-00250

ITEM 6

Frankfort Electric and Water Plant Board
Response to PSC Order Dated: 7-2-2008
Case No. 2008-00250

ITEM 6: Salary Information/Allocation Methods

Response: Ex. 1 – Salary Records

Ex. 2 – Job Descriptions

Ex. 3 – Allocation Methods

All employees, except those in Administration, Information Technology, Human Resources and Support Services, spend 100% of their time working in their assigned department. That is, water department employees spend 100% of their time working for the water department and do not perform work for other departments. Employee salaries are allocated using several different methods. Employee salaries in the electric, water and cable departments are allocated using Method 1 and 100% of the salary is charged to the department. (Item 6, Ex. 3.) Method 1 is used for the majority of FEWPB's employees. Employees salaries not attributable to the electric, water or cable departments are allocated using methods 3, 5 or 8. (Item 6, Ex. 3.)

Employees on the Payroll from July 1, 2006 Through June 30, 2007

Employee Number	Title	Current* Pay Rate	FY 06-07 WAGES
1988	LineWorker II- Electric	\$20.60	\$38,666.33
237	LineWorker II- Electric	\$22.10	\$39,981.28
1871	Mechanic III	\$22.26	\$42,413.04
241	Superintendent	\$43.26	\$82,230.23
322	Community TV Coordinator	\$22.33	\$43,361.65
254	LineWorker I- Electric	\$26.23	\$53,232.27
64	Payroll Coordinator	\$20.74	\$21,902.20
2140	Temporary - Electric	\$7.50	\$300.00
391	Construct Supervisor -CTV	\$25.39	\$52,013.84
255	Construction Crewleader	\$24.17	\$48,241.15
170	Assistant G M /Operations	\$53.54	\$102,985.53
60	Telephone Order Rep	\$22.32	\$42,435.98
1939	Service Worker II WD	\$15.41	\$33,844.62
16	M Reader/ Billing Assist	\$21.43	\$51,225.77
1969	Customer Serv Rep	\$14.61	\$28,135.17
2113	Temporary - Office/Clerc	\$7.25	\$3,367.64
2060	Chief Water Engineer	\$43.54	\$78,164.83
1885	Lead LineWorker - Elec	\$23.22	\$57,688.11
1980	Construction Lineworker	\$14.24	\$4,760.46
21	Executive Asst	\$24.13	\$45,907.94
246	Water Analyst IV	\$22.13	\$48,783.24
1957	Service Worker II WD	\$16.44	\$32,518.14
224	Water Quality Spec IV - WD	\$24.42	\$51,407.90
123	Overhead Supv- Elec	\$30.88	\$77,263.19
238	Construction Supervsr- WD	\$33.19	\$58,204.37
54	Temporary- Technical	\$25.57	\$44,696.88
1913	Installer Technician II	\$18.36	\$38,912.62
2080	VOIP Tech Coordinator	\$25.75	\$52,099.73
2123	Human Resources Asst II	\$16.28	\$24,397.44
373	Engineering Tech II - Cable	\$21.73	\$43,646.25
1989	Mechanic III	\$23.40	\$43,867.99
2136	Temporary- Skilled	\$12.63	\$1,440.00
2002	Installer Technician II	\$17.86	\$44,666.11
2029	Service Order Representat	\$15.42	\$30,554.07
72	Board Member	\$0.49	\$1,018.42
19	General Manager	\$59.66	\$126,863.89
245	Const Crew Leader	\$20.98	\$45,168.83
2135	Customer Service/Dispatch	\$13.89	\$3,113.25
1927	Installer Technician II	\$17.92	\$43,893.01
172	Chief Elec Engineer	\$39.92	\$88,464.97
2089	LineWorker III- Electric	\$15.02	\$31,538.11
173	Electric Engineer II	\$35.30	\$66,914.76
2043	Apprentice Installer	\$14.78	\$12,679.01
2051	Customer Serv Rep	\$16.11	\$27,689.76
263	Operator III WD	\$19.41	\$37,590.40
2073	Production Asst. Video	\$11.90	\$5,205.50
63	Telephone Order Rep	\$16.65	\$31,530.93
2133	Meter Reader I	\$13.26	\$7,922.88

Employees on the Payroll from July 1, 2006 through June 30, 2007

Employee Number	Title	Current* Pay Rate	FY 06-07 WAGES
398	Safety (Field) AssistantI	\$20.86	\$40,333.99
107	Dispatcher	\$20.16	\$39,104.55
171	Engineering Tech	\$26.00	\$49,842.56
1916	Construction Lineworker	\$16.13	\$31,136.35
2141	Temporary- Skilled	\$7.75	\$240.00
1951	Customer Service Director	\$35.37	\$68,015.37
7	Asst Meter Read Supervisr	\$27.28	\$57,968.07
121	LineWorker I- Electric	\$22.24	\$45,165.66
22	Temporary - Office/Clerc	\$19.75	\$15,091.65
86	Equipment Oper I	\$21.41	\$41,693.74
2132	Customer Serv Rep	\$13.89	\$9,330.02
2126	Production Asst. Video	\$12.76	\$18,510.28
2119	Temporary - Office/Clerc	\$7.25	\$1,790.75
158	Const Support Supv -E	\$31.23	\$60,176.09
1943	Purchasing Agent	\$18.88	\$36,072.69
2052	Switch and Trnkg Tech II	\$25.90	\$58,512.12
2118	Temporary Labor	\$7.25	\$1,497.13
177	GIS Landbase Admi	\$28.89	\$53,781.84
2026	Board Member	\$0.75	\$1,569.88
2130	Water Engineer I	\$27.82	\$22,241.33
318	Cable Office Coordinator	\$24.10	\$51,078.22
2055	Installer Technician II	\$17.49	\$40,385.59
2020	Service Order Representat	\$15.46	\$33,336.10
1944	Broadband Technician	\$19.83	\$42,988.63
2016	Stock Clerk II	\$12.98	\$26,991.60
44	Sr. Customer Services Rep	\$18.15	\$34,539.41
2104	Temporary Labor	\$7.25	\$1,080.25
264	Security Installer I	\$14.63	\$12,213.37
1860	System Maintenance Wkr 2	\$15.64	\$30,863.52
2022	Security Supervisor	\$21.76	\$48,273.32
242	Operator II WD	\$19.41	\$38,223.93
41	Cashier	\$13.97	\$27,599.94
2094	Installer Technician I	\$17.38	\$39,135.12
1867	Chief Elec Engineer	\$43.54	\$77,849.01
1899	LineWorker I- Electric	\$24.78	\$51,510.65
2139	Temporary - Meter Reader	\$7.50	\$300.00
1956	Administrative Assistant	\$16.64	\$30,189.40
116	Storeroom Supervisor	\$26.68	\$51,687.33
1874	Account Executive	\$12.80	\$66,858.99
381	Install. & Processing Mgr	\$35.67	\$62,794.20
385	Optical Cable Network Tch	\$23.69	\$50,596.95
2059	Custodian	\$12.23	\$25,530.38
291	LineWorker I- Electric	\$22.53	\$46,714.49
1865	Media Services Manager	\$36.35	\$69,307.61
114	Mechanic II	\$17.77	\$34,675.44
1908	Cable Modem/Network Admin	\$25.38	\$52,095.04
1902	Installer Technician II	\$18.21	\$43,971.02
2098	Temporary - Office/Clerc	\$7.50	\$960.00

Employees on the Payroll from July 1, 2006 through June 30, 2007

Employee Number	Title	Current* Pay Rate	FY 06-07 WAGES
2124	Temporary - Office/Clerc	\$13.89	\$4,202.58
2019	Telephone Manager	\$35.62	\$71,578.77
1901	System Maintenance Wkr 2	\$19.93	\$35,402.86
142	Substation Tech I	\$27.46	\$53,273.03
351	Meter Relay Technician IV	\$16.02	\$28,957.45
133	Overhead Supv- Elec	\$31.50	\$64,376.63
257	Overhead Supv- Elec	\$28.79	\$50,691.54
1992	Installer Technician II	\$17.92	\$39,187.45
1946	Stock Clerk III	\$17.39	\$32,060.03
2090	Plant Maintenance Op I	\$14.36	\$24,699.56
1859	Human Resrcs Coordinator	\$20.55	\$39,145.31
311	Security & Bband Tech MGR	\$36.38	\$67,923.29
2085	Installer Technician II	\$17.31	\$38,641.78
2033	Customer Serv Rep	\$16.05	\$31,246.69
1993	System Technician II	\$25.54	\$43,213.76
306	Superintendent	\$43.44	\$82,441.15
2125	Appr Construction Worker	\$16.31	\$18,822.70
1915	Engineering Tech I	\$17.88	\$37,463.95
1983	Customer Service/Dispatch	\$16.68	\$42,147.88
1953	Engineering Tech II	\$22.44	\$41,851.21
2138	Temporary - Meter Reader	\$7.50	\$450.00
112	Equipment Oper I	\$23.43	\$44,172.12
1984	Cust Svc Rep II	\$14.05	\$25,070.88
134	Assistant Superintendent	\$38.74	\$73,080.53
1978	Computer Programmer II	\$32.22	\$56,522.74
353	Installation Supervisor	\$25.25	\$55,623.06
1963	Information Systems Secur	\$39.38	\$66,409.67
285	Maintenance Supv- WTP	\$26.69	\$52,576.33
1961	Telephone Order Rep	\$18.98	\$35,452.39
15	Sr. Meter Reader/ Tech	\$23.66	\$51,393.45
2099	Payroll Accountant	\$17.49	\$35,827.20
2110	Temporary - Office/Clerc	\$7.25	\$1,972.04
290	Water Plant Operator IV	\$24.14	\$50,387.24
1935	Temporary - Labor	\$7.25	\$2,223.07
1924	Customer Service/Dispatch	\$14.28	\$27,907.44
2093	Apprentice Construction Wkr	\$12.14	\$23,503.96
2063	Cashier	\$12.64	\$25,812.40
2057	Board Member	\$0.48	\$998.40
1952	Service Worker II WD	\$17.71	\$31,736.04
1990	LineWorker II- Electric	\$20.76	\$38,116.58
2128	Customer Service/Dispatch	\$13.89	\$20,498.93
115	Technical Suppt Supervisr	\$28.33	\$47,865.38
2137	Temporary - Elect. Eng	\$7.25	\$1,102.00
2142	Customer Service/Dispatch	\$13.25	\$518.89
316	Temporary - Office/Clerc	\$22.77	\$21,873.45
2030	Switch and Trnkg	\$26.17	\$53,899.10
281	Assist. Supt. WTP	\$34.30	\$65,664.93
375	Chief Field Tech- CATV	\$25.58	\$49,677.75

Employees on the Payroll from July 1, 2006 through June 30, 2007

Employee Number	Title	Current* Pay Rate	FY 06-07 WAGES
1909	Customer Serv Rep	\$16.14	\$27,744.76
2097	Switch and Trnkg Tech II	\$25.50	\$56,900.63
68	Sr. Customer Services Rep	\$19.62	\$39,252.98
2112	GroundWorker	\$15.69	\$27,801.09
113	System Maintenance Wkr 4	\$22.61	\$44,082.98
1917	Engineer&ConstructManager	\$37.27	\$71,303.97
1981	Appr. Security Installer	\$14.78	\$29,461.32
2054	Traffic, Billing, & PPV	\$15.20	\$29,080.79
2091	Temporary Meter Reader	\$7.50	\$840.00
2027	System Maintenance Wkr 2	\$14.57	\$29,636.43
289	Water Plant Operator IV	\$17.00	\$26,232.93
2021	Meter Technician II	\$16.42	\$32,524.33
2116	Temporary - Office/Clerc	\$7.25	\$2,233.00
2111	Temporary Meter Reader	\$7.25	\$1,964.75
1940	Water Plant Operator IV	\$22.64	\$48,940.49
148	LineWorker I- Electric	\$23.07	\$37,915.06
352	Chief Field Tech- CATV	\$29.29	\$75,377.67
2114	Temporary - Office/Clerc	\$7.25	\$2,305.50
2096	Engineering Technician	\$15.04	\$15,390.42
2117	Temporary - Labor	\$7.25	\$2,001.00
234	Assist Water Superintendent	\$30.72	\$63,992.24
167	Lead LineWorker - Elec	\$27.67	\$57,938.40
25	Temporary - Finance	\$36.71	\$587.36
1998	Construction Lineworker	\$16.90	\$29,775.87
13	Temporary/ Meter Reader	\$18.41	\$40,101.63
2121	Customer Service Represent	\$12.97	\$2,795.26
310	Production Asst.	\$14.88	\$34,349.55
97	Information Tech Director	\$43.83	\$84,272.87
1911	Water Plant Operator IV	\$20.32	\$39,263.86
2088	Staff Attorney	\$37.30	\$66,313.17
1904	Work Order Coord/ Acct	\$15.80	\$29,936.95
2131	Utility Construction WD	\$12.04	\$8,140.83
2109	GroundWorker	\$15.33	\$27,927.63
2101	Operator I WD	\$14.61	\$24,318.25
2004	Meter Reader II	\$13.20	\$19,254.02
69	Customer Services Supv	\$27.98	\$64,652.63
2014	Sr. Customer Services Rep	\$16.47	\$31,261.18
2076	Custodian	\$11.30	\$26,389.32
2115	Temporary-Office Clerk	\$7.25	\$1,181.75
98	Support Services Director	\$30.85	\$59,869.05
2084	Customer Serv Rep	\$16.11	\$22,630.24
369	Stock Clerk III	\$16.82	\$32,201.64
2035	Service Worker I WD	\$14.35	\$26,330.50
38	Senior Accountant	\$26.94	\$51,889.93
2034	Bldg/ Grounds Maint Workr	\$12.49	\$22,994.83
280	Superintendent	\$43.69	\$83,106.53
2103	Engineering Tech II - Electric	\$17.39	\$33,007.85
349	Engineering Tech II - Cable	\$21.33	\$41,255.66

Employees on the Payroll from July 1, 2006 through June 30, 2007

Employee Number	Title	Current* Pay Rate	FY 06-07 WAGES
1945	Sonet Technician	\$28.04	\$63,471.53
2011	Temporary- Skilled	\$16.11	\$5,313.01
2049	Mechanic II	\$18.78	\$30,893.56
104	Garage Supervisor	\$25.62	\$50,276.98
2107	Meter Reader I	\$12.90	\$24,721.10
182	Engineering Tech	\$23.84	\$45,321.23
24	Temporary- Professional	\$52.83	\$2,615.08
2105	Temporary - Labor	\$7.25	\$1,914.00
1918	Human Resources Director	\$37.19	\$71,586.51
294	Water Plant Operator IV	\$23.47	\$50,879.60
2031	Cable Modem/Network Admin	\$23.37	\$48,323.20
152	Lead Substation Technichn	\$26.98	\$52,721.41
2106	Temporary - Labor	\$7.25	\$2,320.00
131	Service Truck Crew Leader	\$29.09	\$58,424.41
1948	Cashier	\$14.66	\$28,266.04
122	Superintendent	\$47.86	\$91,164.36
228	System Maintenance Super	\$27.09	\$60,273.58
1982	Customer Service/Dispatch	\$15.09	\$32,435.95
2061	Customer Serv Rep	\$14.61	\$28,947.08
71	Board Member	\$0.49	\$1,018.42
163	Service Truck Crew Leader	\$27.08	\$60,319.25
137	Equipment Oper I	\$25.99	\$50,808.54
1930	Installer Technician II	\$18.25	\$49,780.46
262	Meter Reader II	\$15.50	\$29,385.99
1947	Senior Video Producer/Dir	\$22.18	\$44,397.70
108	Meter Reader II	\$18.10	\$43,834.30
2122	Media Specialist	\$16.29	\$27,632.00
14	Meter Reader Supervisor	\$28.32	\$54,448.89
226	Temporary- Service Worker	\$15.00	\$7,680.00
2134	Appr. Security Installer	\$14.78	\$3,772.80
2087	Customer Serv Rep	\$13.89	\$14,088.20
2056	Customer Service/Dispatch	\$13.50	\$27,378.06
243	Const Crew Leader	\$23.05	\$48,390.54
2081	Finance Director	\$33.83	\$65,018.65
2120	Receptionist	\$11.24	\$9,148.57
166	Underground Supervisor	\$28.33	\$56,029.76
2095	Temporary - Skilled	\$7.50	\$4,085.17
2082	Installer Technician II	\$17.38	\$42,424.01
2086	Network Administrator	\$26.22	\$45,039.20
1907	LineWorker II- Electric	\$19.67	\$36,551.50
1979	Constr Crewleader Cable	\$18.91	\$30,992.78
2077	Meter Relay Technician IV	\$14.82	\$27,441.18
366	Broadband Technician	\$20.48	\$43,858.82
2078	Video Producer/ Director	\$17.56	\$36,563.18
101	Executive Asst	\$21.11	\$39,147.15
2129	Order Representative - Cable	\$14.05	\$11,711.13
106	Building/Grounds Supv	\$21.94	\$44,106.84
2028	Cust. Premise EQ Technichn	\$22.58	\$52,492.80

*Pay Rate in effect July 15, 2008

Employees on the Payroll from July 2006 through June 30, 2007

Employee Number	Title	Current* Pay Rate	FY 06-07 WAGES
26	Safety Officer	\$31.38	\$60,319.12
380	Appr Broadband Tech	\$19.96	\$40,793.86
1873	System Maintenance Wkr 2	\$16.23	\$34,784.52
256	Meter Technician IV	\$21.44	\$43,699.25
1875	Account Executive	\$12.80	\$67,652.11
321	Service Order Representat	\$17.98	\$41,634.79
2083	Custodian	\$11.59	\$21,728.92
249	Service Supervisor - WD	\$26.55	\$57,240.86
2058	Board Member	\$0.48	\$998.40
1986	Cust Svc Rep II	\$14.11	\$25,494.18
2079	Operator I WD	\$14.98	\$27,272.03
251	Service Worker IV WD	\$26.34	\$47,084.67
2092	Temporary - skilled	\$7.50	\$5,107.62
2100	Accountant I	\$16.25	\$33,180.66
348	Const LeadWorker	\$19.02	\$37,481.17
61	Sr. Customer Services Rep	\$16.59	\$33,582.65
39	Temporary - Cust Svc	\$24.71	\$13,269.29
1949	Security Installer II	\$17.94	\$43,647.86
2003	Laboratory Supervisor	\$21.54	\$41,387.97
2068	Temporary - Office/Clerc	\$7.75	\$7,998.08
1866	Database Administ	\$32.57	\$61,414.07
			<u>\$9,674,312.56</u>

*Pay Rate in effect July 15, 2008

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Account Executive

Department: Marketing, Public Relations and Community TV

Supervisor: Senior Account Executive

Supervises: None.

Revised: 7/1/2002

Class Characteristics: Under general direction, maintains existing and develops prospective accounts for local advertising insertion; initiates pre-production of commercials,; collects accounts on monthly basis; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Maintains existing account base.
2. Develops prospective accounts through competing media, telephone or sales calls.
3. Submits proposals to clients.
4. Initiates pre-production, talent, , etc.
5. Coordinates completion of commercials for client approval.
6. Coordinates schedule with Traffic/Account Executive.
7. Collects accounts prior to past-due points; calls and visits to clients to collect.
8. Develops promotional activities to assist in new orders.
9. Appears as talent as necessary.
10. Performs related duties as assigned by Supervisor.

Non-Essential: None.

MINIMUM QUALIFICATIONS:

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal, state and local laws and administrative regulations regarding advertising on cable-broadcast television.
2. Knowledge of the Cable TV industry, including equipment, television production, and operations.
3. Knowledge of Plant Board operating policies and procedures.
4. Knowledge of work hazards and applicable safety precautions associated with equipment.

Skills:

1. Organizational skills.
2. Public relations skills.
3. Skill in sales.

Abilities:

1. Ability to maintain existing clients while developing new clients.
2. Ability to relate with public in professional manner, including sales, coordinating production as necessary (; and collections of accounts.
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.

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

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

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

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

Physical Demands of the Job: Work is performed indoors at a desk or table, with intermittent sitting, standing and stooping; lifting light objects weighing less than 25 pounds are a requirement of the job; must operate a vehicle as a requirement of the job; must be in high places, confined spaces, or using stairs or ladders.

Tools and/or Equipment Used: Vehicle; television monitor; VCR; 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 requirement of the job.

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Account Executive

Department: Marketing, Public Relations and Community TV

Supervisor Advertising Supervisor/Webmaster

Supervises: None

Revised: 7/1/2003, 7/1/2002

Class Characteristics: Under general direction, administers the sales function for all accounts while performing duties of Account Executive; performs related work as required.

General Duties and Responsibilities:

Essential:

- 1a. Administers sales function for all ad insertion sales while serving as Account Executive.
- 2d. Assists in creating and coordinates sales packages.
- 3e. Prepares reports as required or requested.

4. Maintains existing account base.
5. Develops prospective accounts through competing media, telephone or sales calls.
6. Submits proposals to clients.
- 7d. Initiates pre-production to include script writing, talent, shooting schedule, etc.
8. Coordinates completion of commercials for client approval.9. Coordinates schedule with Traffic/Account Executive.
10. Collects accounts prior to past-due points; calls and visits to clients to collect.
11. Develops promotional activities to assist in new orders.
12. Appears as talent as necessary.

Account Executive, Page 2

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal, state and local laws and administrative regulations regarding advertising on cable-broadcast television.
2. Thorough knowledge of the Cable TV industry, including equipment, television production, and operations.
3. Thorough knowledge of Plant Board operating policies and procedures.
4. Thorough knowledge of work hazards and applicable safety precautions associated with equipment.
5. Knowledge of cable advertising sales, including regional and national advertising account cooperatives.

Skills:

1. Organizational skills.
2. Public relations skills.
3. Skill in sales.

Abilities:

2. Ability to maintain existing clients while developing new clients.
3. Ability to relate with public in professional manner, including sales,; and collections of accounts.
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 members of the community.

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

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

Senior Account Executive, Page 3

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

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

Physical Demands of the Job: Work is performed indoors at a desk or table, with intermittent sitting, standing and stooping; lifting light objects weighing less than 25 pounds is a requirement of the job; must operate a vehicle as a requirement of the job; must be in high places, confined spaces, or using stairs or ladders.

Tools and/or Equipment Used: Vehicle; television monitor; VCR; 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 requirement of the job.

Interruptions: Constant.

Deleted: Mental Effort: Heavy.¶

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

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Accountant I

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade: 28

Revised: 7/1/2002, 7/16/2002, 6/13/05

Class Characteristics: Under general direction, performs accounts payable and accounts receivable duties for operations and maintenance funds; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Maintains operations and maintenance accounts payable records including receiving and assembling invoices, matching invoices with purchase orders, keying invoices for payment, and filing documentation.
2. Runs checks and monthly closeout of accounts payable. Coordinates closeout with relevant departments.
3. Makes daily bank deposits, maintains Access database for cash receipts, balances customer payments made through banks, and verifies cash receipts daily.
4. Balances customer deposits to the general ledger; communicates with Customer Service and IT to resolve any discrepancies.
5. Reconciles operations and maintenance bank statements.
6. Processes information for 1099s and prepares.
7. Reconciles vendor statements to company records.
8. Prepares journal entries to correct mistakes within accounts payable.
9. Performs back-up duties, as assigned; assists other employees as requested.

Non-essential:

1. Sorts and distributes mail.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in accounting or closely related field, a minimum of four months related experience (experience may include internship, or summer employment).

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of accounting theory, principles and practices and its application to accounts payable.
2. Knowledge of federal and state laws and administrative regulations regarding accounts payable, including related reporting requirements.
3. Knowledge of payroll requirements.
4. Knowledge of arithmetic, business English, spelling and grammar.
5. Knowledge of office terminology, procedures and equipment.
6. Knowledge of computers, and skill in the use of computer keyboard, typewriter, calculator and other office equipment.

Abilities:

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

Instructions: Instructions are very general; 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 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; must lift light objects (less than 25 pounds).

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Additional Requirements: Must be bondable.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Accounts Payable/Accountant

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade: 26

Revised: 7/1/2002, 7/16/2002

Class Characteristics: Under general direction, performs accounts payable duties for operations and maintenance funds; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Maintains operations and maintenance accounts payable records for Plant Board.
2. Receives and assembles invoices; matches invoices with purchase orders for accounts payable; keys invoices for payment.
3. Assigns work order numbers to engineering as needed.
4. Assists balancing customer deposits when schedule permits.
5. Prepares and forwards monthly reminders to Human Resources for insurance premiums.
6. Assists with mail.
7. Files all paid invoices and remittances.
8. Reconciles operations, maintenance, and payroll bank statements.
9. Process deposits for each payroll.
10. Process and keep current records regarding employee purchases during each year; provides information for employee tax purposes.
11. Monthly close-outs; run checks; coordinates closeout with relevant departments.
12. Pays all cable bills each month.
13. Posts receipts and charges to Plant Board books.
14. Performs back-up duties; as assigned; assists other employees as requested.
15. Reconciles sales orders.
16. Reconciles labor charges.
17. Reconciles miscellaneous accounts receivable.

Accounts Payable/Accountant, Page 2

18. Copies work order invoices and purchase orders for other Departmental personnel as required.
19. Processes transfers to operation and maintenance fund.
20. Processes deposits to imprest fund.
21. Processes all credit applications and tax-exempt requests.
22. Processes 1099 information and types forms.
23. Reconciles statements with vendor document history.
24. Posts transactions to the general ledger.
25. Prepares journal entries.

Non-essential:

1. Sorts and distributes mail.
2. Transfers Network work order information from mainframe computer to Network.

MINIMUM QUALIFICATIONS

Training and Experience: Associates degree in accounting or closely related field supplemented by one year related work experience; or five years of closely related work experience in accounting

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of accounting theory, principles and practices and its application to accounts payable.
2. Knowledge of federal and state laws and administrative regulations regarding accounts payable, including related reporting requirements.
3. Knowledge of payroll requirements.
4. Knowledge of arithmetic, business English, spelling and grammar.
5. Knowledge of office terminology, procedures and equipment.
6. Knowledge of computers, and skill in the use of computer keyboard, typewriter, calculator and other office equipment.

Abilities:

1. Ability to make mathematical computations with speed and accuracy by hand or machine.
2. Ability to prepare and maintain accurate financial records and reports.
3. Ability to complete job tasks within established time periods.
4. Ability to firmly but tactfully and courteously deal with the public in difficult situations.

Accounts Payable/Accountant, Page 3

5. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
6. Mental alertness and attention to detail and accuracy.

Instructions: Instructions are very general; 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 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; must lift light objects (less than 25 pounds).

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Additional Requirements: Must be bondable.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Accounts Receivable/Bookkeeper

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade: 23

Revised: 7/1/2002

Class Characteristics: Under general supervision, verifies cash receipts, makes daily bank deposits; tracks all receipts for monthly reporting; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Verifies cash receipts; clears customer payments to keypunch for data entry.
2. Makes daily bank deposits; tracks all receipts by type and purpose for monthly reporting.
3. Verifies customer deposits; balances deposits and makes any corrections.
4. Adjusts accounts receivable to account for confiscation of meter deposits and write-offs.
5. Performs various audits of cash sheets daily.
6. Adds all refunds from imprest to deposit.
7. Runs reports from computer as requested.
8. Carries mail to post office daily.
9. Monitors employee jury duty and pays travel expenses.
10. Assists other employees as requested.
11. Balances all customer payments made through banks.
12. Maintains files of sales tax exempt customers.
13. Prepares W&J Club bank deposits; post all receipts to computer.
14. Prepares residential security devices sale orders for entry and tracking on cash receipts.
15. Processes commercial security service for entry and tracking on cash receipts.
16. Processes Cable modem installations for entry and tracking on cash receipts.
17. Processes Cable modem equipment for entry and tracking on cash receipts.
18. Processes Cable 10 - copies – advertising for entry and tracking on cash receipts.

19. Processes Cable 10 advertising: customer deposit; sale orders; bad debt; recording fee; cable installations; etc., for entry and tracking on cash receipts.

Non-essential:

1. Insures mail is taken to post office at end of each day.
2. Coordinates processing of military reserve and jury duty pay.

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 regarding accounts receivable.
2. Knowledge of bookkeeping practices and its application to accounts receivable.
3. Knowledge of banking practices.
4. Knowledge of arithmetic, business English, spelling and grammar.
5. Knowledge of office terminology, procedures and equipment.
6. Knowledge of computers, and skill in the use of computer keyboard, calculator and other office equipment.

Abilities:

1. Ability to make mathematical computations with speed and accuracy by hand or machine.
2. Ability to complete assignments within established time tables.
3. Ability to handle large amounts of repetitive duties accurately.
4. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
5. Mental alertness and attention to detail and accuracy.

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

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

Review of Work: Most completed work is reviewed.

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, calculator, telephone, typewriter, etc.).

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: None.

Additional Requirements: Must be bondable.

Certification Requirements: None.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Administrative Assistant

Department: Electric

Supervisor: Electric Superintendent

Supervises: None

Grade: 25

Revised: 8/10/2005,7/1/2002

Class Characteristics: Under general direction, compiles timesheet information for the department; processes service orders; maintains sub-station reports; tests reports, uses Transformer tracking software program; tracks work order and crew locations; maintains forms; receives all incoming departmental phone calls; monitors all inter-department radio traffic; maintains records such as CDL and truck inspection records.; performs other duties as assigned.

General Duties and Responsibilities:

Essential:

1. Compiles master time sheet from time sheets submitted by supervisors.
2. Compiles monthly electric outage report for department and Board meetings.
3. Reviews outage reports from Trouble Call information, writes up work request.
4. Organizes service orders; compiles inspections with service orders for crew completion.
5. Serves as contact person on all construction
6. Maintains all substation files, test reports and inspection reports.
7. Operates and maintains Transformer tracking program.
8. Tracks crew location and movement during the day and during storm repair.
9. Tracks and closes out work orders; acts as primary contact person regarding work orders for Electric Department.
10. Maintains industrial and large customer files and communicates unstable system condition to customers by fax or phone.
11. Takes incoming phone calls directed to Electric Department through Dispatch
12. Compiles sub-station reports.
13. Communicates all pole transfer request to other utilities; uses software to track pole location.
14. Prints Service Orders and distributes to Service Trucks
15. Updates CIBS system on completed orders.
16. Receives or requests inspection certificates and matches to service orders.
17. Records and assigns numbers to all rental security and area lighting.
18. Tracks, maintains records and coordinates Lineworker education program participation in TVPPA.

Non-Essential:

1. Downloads black box information from various recording systems.
2. Maintains service logs on all system equipment.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent, plus one year of related work experience.

Operations Assistant, Page 2

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the geography of the service area.
2. Knowledge of computer and applicable software programs, including Excel and Word.
3. Knowledge of Plant Board policies and procedures.
4. Communication skills.
5. Knowledge of operation of two way radio systems.
6. Knowledge of, or ability to learn, PCB requirements.
7. Knowledge of, or ability to learn, oil testing and tracking.
8. Knowledge of or ability to learn CDL requirements.

Skills

1. Organizational Skills
2. Computer Skills
3. Communication Skills

Abilities:

1. Ability to communicate effectively, orally and in writing.
2. Ability to use computer software programs.
3. Ability to maintain accurate and easily retrievable filing system
4. Ability to use basic mathematical skills
5. Ability to read maps
6. Ability to analyze problems and make decisions

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.

Analytical Requirements: Problems require analysis based on precedent.

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

Tools and/or Equipment Used: Telephone, radios, personal computer applications, normal office equipment (phone, computer, etc.)

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: Must become Notary Public

Operations Assistant, Page 3

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

Certification Requirements: Must obtain First Aid and & CPR Certification.

Overtime Provision: Non - Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Apprentice Construction LineWorker

Department: Cable / Telecommunications (Cable Division)

Supervisor: Construction Supervisor

Supervises: None.

Grade: 22

Revised: 7/1/2002

Class Characteristics: Under direct supervision, constructs, installs and/or maintains Cable / Telecommunications systems; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs unskilled labor in installation of lines and poles, bonding/grounding poles, splicing in equipment, switching from old to new equipment, etc.; removes old lines and poles.
2. Assists in detecting malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
3. Assists in performing troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
4. Assists in preparing daily time sheets with description of completed work, and mileage on each job.
5. Assists in locating and/or repairing signal leakage in network.
6. Assists in locating and repairing underground cables.
7. Assists in pre-wiring/post-wiring new homes/businesses during and/or after construction stage; rewires existing structures as needed.

Non-essential:

1. Carries and maintains sufficient materials and supplies for job-related projects.

Apprentice Construction LineWorker, Page 2

2. Operates equipment assigned to Division.
3. Cleans and maintains vehicles and equipment.
4. Assists other Divisions as requested.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Must have good communications skills verbal and written. Ability to establish and maintain effective working relationships with officials, employees and the general public.
2. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder, or in a bucket truck.
3. Ability to accept and implement new techniques and technologies on a continuing basis.
4. Ability to operate all equipment assigned to the Division.
5. Ability to detect mechanical flaws and make minor repairs to equipment.
6. Ability to maintain safety standards and practices.

Apprentice Construction LineWorker, Page 3

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

Instructions: Instructions are detailed and specific, covering all aspects of the work.

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

Review of Work: Supervisor spot-checks work.

Analytical Requirements: Problems require analysis based on precedent.

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

Tools and/or Equipment Used: Climbing gear, cable lashers, pullers, drop plows, hydraulic trailers, hand tools, drills, ladders, 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 Commonwealth of Kentucky drivers license.

Certification Requirements: Must complete SCTE Installer certification or equivalent during first year of employment in the class; must complete First-Aid Responder (CPR) Certification during first year of employment in the class.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. Must successfully complete pole-climbing training during first 6 months of employment.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant Water Plant Superintendent

Department: Water Plant

Supervisor: Water Plant Superintendent

Supervises: Supervises all Employees Assigned to Plant in the Absence of the Superintendent

Grade: 38 34

Revised: 8/2/2004, 7/1/2002

Class Characteristics: Under general direction, oversees proper operation of water plant; assumes responsibility for the department in the absence of the Superintendent; may perform duties of Laboratory Supervisor, Maintenance Supervisor or Plant Operator; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists the Superintendent in planning, organizing, directing, coordinating and evaluating all activities and programs of the department; assumes responsibility for the department in the absence of the Superintendent.
2. Oversees operation of water plant, insuring that plant operation is in compliance with established procedures and standards and federal, state and local laws and administrative regulations.
3. May perform duties of Laboratory Supervisor, Maintenance Supervisor, and Plant Operator.
4. Supervises and evaluates all departmental personnel; assists in selection of departmental personnel.
5. Maintains inventory of chemicals, orders additional chemicals as needed.
6. Inspects plant for needed repairs and maintenance; reports needs for major repairs; assists with minor maintenance duties.
7. Completes and forwards and/or insures the completion and forwarding of data sheets and required reports on a timely basis.
8. May represent Superintendent at meetings involving departmental issues.
9. Keeps time records for all plant employees; adjusts work schedules to cover time off for employees to take leave, attend seminars, etc.
10. Responds to emergency situations at plant.
11. Maintains and calibrates and/or insures the maintenance and calibration of air quality monitors. Performs duties of Lab Supervisor when required.
12. Creates and maintains computerized records and forms in state approved format for required reporting.

Non-Essential:

1. Assists evaluation of engineering firms.
2. Responds to company-wide environmental emergencies as alternate facility Emergency Response Coordinator.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by a minimum of seven years work experience as a Plant Operator. Additional education may be substituted for experience requirement on a year-for-year basis up to a maximum of three years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of water plant operations.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference water treatment.
3. Extensive knowledge of functions and servicing/ maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.
5. Working knowledge of math and chemistry.
6. Extensive knowledge of applicable software programs (including databases).
7. Extensive knowledge of "extremely hazardous" and "hazardous" chemicals.

Abilities:

1. Ability to assist Superintendent with administrative or supervisory duties to maintain compliance with federal and state regulations.
2. Ability to detect mechanical flaws and assists with minor repairs on plant and equipment.
3. Ability to insure compliance with preventive maintenance and servicing programs.
4. Ability to analyze data and to generate required reports.
5. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.
6. Ability to learn new technologies.
7. Ability to supervise employees assigned to the department.

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

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

Review of Work: Completed work is spot-checked.

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

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

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

Contacts: 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 driver's license issued by the Commonwealth of Kentucky.

Certification Requirements: Must possess and maintain a Class IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky. Must have completed training in basic first-aid, bloodborne pathogens, and CPR. Must maintain technical level training per 1910.120 standard.

Additional Requirements: Must use self-contained breathing apparatus (SCAA) for prolonged periods of time; must be able to wear level A chemical suit for prolonged periods. Must be able to respond to emergency situations at all hours.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant General Manager - Operations

Function: Operations

Supervisor: General Manager

Supervises: All Operations Departmental Personnel (Through Department Directors)

Grade: 50

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, assists Department Directors with planning, organizing, directing, coordinating and evaluating all activities and programs for Cable Television, Electric, Water Plant, and Water Distribution Departments; develops and implements policy statements; administers special projects; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists Department Directors with planning, organizing, directing, coordinating and evaluating all administrative activities and programs for Cable Television, Electric, Water Plant, and Water Distribution Departments.
2. Responsible for overall direction and management of the operational aspects of the Plant Board.
3. Subject to approval of the Board and the General Manager, sets strategic direction and plans execution for long-range plans for operations functions.
4. Organizes, coordinates, researches, prepares, presents items for Board's consideration at Board meetings; follows-up on action taken at Board meetings.
5. Researches and develops policy/procedures statements, tariffs, contracts, surveys, Board package document, Board circulation document, operations manuals, long-range plans, budgets, etc.
6. Assists Department Directors with preparation and administration of annual budget.
7. Assists with contract negotiations, assessments of expansion feasibility, rate setting, service packaging, and the development of general policies and procedures.
8. Serves as coordinator for interdepartmental special projects such as acquisitions, general policies and procedures, safety, etc.
9. Works with department directors to expedite movement and resolutions of special matters.
10. Analyzes and recommends projects to extend Plant Board services.
11. Confers with state, city and county government officials, contractors, and others in regard to Plant Board activities and programs.
12. Insures the preparation and maintenance of records, reports, etc.
13. Insures ongoing public relations programs.
14. Insures proper resolution of customer complaint.
15. Serves on committees as requested.

16. Attends and participates in Board meetings.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Engineering degree supplemented by five years directly related work experience, or Bachelors degree in Business Management, Public Administration, or closely related field supplemented by eight years directly related work experience.

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. Supervisory abilities.
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. Analytical abilities.
- 6.

7. Problem-solving abilities.
8. Ability to communicate effectively, orally and in writing.
9. 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: General Manager usually relies on judgment, but input is requested as necessary.

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

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

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

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

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

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant Electric Superintendent
Department: Electric
Supervisor: Electric Superintendent
Supervises: May Supervise All Department Personnel in Absence of Superintendent
Grade: 38
Revised: 7/1/2002

Class Characteristics: Under general direction, assists the Superintendent in planning, organizing, directing, coordinating and evaluating all activities and programs of the department; assists with monitoring special projects related to system construction and maintenance; performs related work as required.

General Duties and Responsibilities:Essential:

1. Assists with planning, organizing, directing, coordinating and evaluating all activities and programs of the department, including construction, upgrade and maintenance of system; timely completion of the above.
2. Assists with formulating, administering, and maintaining operating policies and procedures.
3. Insures that operations are in compliance with established procedures and standards and federal, state and local laws and administrative regulations.
4. Insures adequate inventory of materials; assigns personnel, materials and equipment to projects; may inspect projects upon completion.
5. Conducts orientation and training programs for new employees, including safety training; schedules departmental personnel for outside training classes following approval of the Superintendent.
6. Insures safety in system construction and maintenance.
7. Handles customer complaints; serves as liaison regarding work orders and information requests.
8. Insures that all departmental vehicles and equipment are cleaned and maintained in accordance with prescribed standards, including preventive maintenance.
9. Assists with preparation of cost estimates for special projects and major purchases.
10. Assists with preparation and maintenance of annual budget for department.
11. Evaluates supervisors' work habits and compliance with Plant Board regulations, policies and procedures.
12. Prepares and maintains required records and reports.
13. Attends Board meetings.

Non-Essential: None.

'MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to conduct orientation and training programs for new employees.
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 insure compliance with safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with Plant Board department directors, and the general public.

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

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

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

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

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

Assistant Electric Superintendent, Page 3

Tools and/or Equipment Used: Pick-up truck, construction equipment, electronic power quality equipment, testing equipment; normal office equipment (phone, computer, etc.)

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

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

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

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

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant Water Distribution Superintendent

Department: Water Distribution

Supervisor: Water Distribution Superintendent

Supervises: All Department Personnel in the Absence of the Superintendent

Grade: 38

Revised: 7/1/2002

Class Characteristics: Under general direction, assists the Superintendent in planning, organizing, directing, coordinating and evaluating all activities and programs of the department; assists with monitoring special projects related to line construction and maintenance; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists with planning, organizing, directing, coordinating and evaluating all activities and programs of the department, including operation, construction and maintenance of water distribution system and fire hydrants.
2. Assists with formulating, administering, and maintaining operating policies and procedures.
3. Insures that operations are in compliance with established procedures and standards and federal, state and local laws and administrative regulations.
4. Conducts orientation and training programs for new employees, including safety training.
5. Insures that employees participate in programs to obtain distribution licenses.
6. Insures safety in line construction and maintenance.
7. Insures that all departmental vehicles and equipment are cleaned and maintained in accordance with prescribed standards, including preventive maintenance.
8. Assists with preparation of cost estimates for special projects and major purchases.
9. Assists with preparation and maintenance of annual budget for department.
10. Prepares and maintains required records and reports.

11. Performs system analyses.
12. Assists in design criteria.

Non-Essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to conduct orientation and training programs for new employees.
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 insure compliance with safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with officers in other Plant Board departments, and 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: Completed projects may be discussed with supervisor, but work is generally reviewed.

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

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise; 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; testing equipment; normal office equipment (computer, phone, calculator, etc.)

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant GM-Administration

Department: Administration

Supervisor: General Manager

Supervises: All Departmental Personnel

Grade: 50

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the department; serves as Deputy to General Manager for cable television operations; shares oversight of Personnel Department with General Manager; organizes and facilitates Board of Directors business, special projects, and policy statements; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the Administration department; shares responsibility for personnel office with General Manager.
2. Organizes, coordinates, researches, prepares, presents items for Board's consideration at and between meetings; follows-up on action taken at Board meetings.
3. Researches and develops policy/procedures statements, tariffs, contracts, surveys, Board package document, Board circulation document, operations manuals, long-range plans, budgets, etc.
4. Serves as General Manager's Deputy for cable operations (except for technical aspects).
5. Serves as Board's, contract negotiator, compliance analyst, customer service, assessor of expansion feasibility, rate setting, service packaging, and general policies and procedures development.
6. Serves as coordinator for interdepartmental special projects such as acquisitions, general policies and procedures, safety, etc.
7. Works with department directors to expedite movement and resolutions of special matters.
8. Receives and resolves customer complaints.

9. Serves on committees as requested.
10. Attends and participates in Board meetings.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Business Management, Public Administration, or closely related field supplemented by five years directly related work experience, including a minimum of three years in an administrative or supervisory capacity.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of federal, state and local laws and administrative regulations governing utility operations.
2. Extensive knowledge of Plant Board operations, practices, policies and procedures.
3. Extensive knowledge of the operations of public utilities, including compliance requirements, pricing, packaging, billings and collections, etc.
4. Extensive knowledge of principles and practices of public administration with emphasis on planning, implementation, execution and evaluation of policies and programs.
5. Extensive knowledge of personnel management, accounting and budgeting, computer hardware and software, banking practices, customer services, etc.

Skills:

1. Organizational skills.
2. Written and oral communication skills.
3. Interpersonal skills.

Abilities:

1. Supervisory abilities.
2. Ability to supervise the operations of a diverse department.
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. Analytical abilities.
6. Supervisory abilities.
7. Problem-solving abilities.
8. Ability to communicate effectively, orally and in writing.
9. 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: General Manager usually relies on judgment, but input is requested as necessary.

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

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

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

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

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

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant Meter Reading Supervisor
Department: Customer Services / Meter Reading
Supervisor: Meter Reading Supervisor
Supervises: Supervises All Personnel Assigned to the Division in the Absence of the Supervisor
Grade 29
Revised: 7/1/2002

Class Characteristics: Under general direction, assists in organizing and supervising the monthly reading of all metered water and electric services; assumes responsibility for the Division in the absence of the Supervisor; inspects customer complaints and trouble areas; performs duties as meter reader when required; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for the Division in the absence of the Supervisor.
2. Assists with setting up and operating computerized communications between the hand-held computers used by meter readers and the Plant Board's primary system.
3. Prior to the beginning of each month, assists in establishing and posting schedule of meters to be read each day during the month; assists with changing daily schedules as required.
4. Assists in assigning work to be completed each day following completion of routes.
5. Checks customer problems and complaints as requested.
6. Responsible for all service locations, sequence numbers, and customer service related work being completed.
7. Trains Meter Readers on new equipment, technology, and policies for the Division.
8. Performs meter reader and service truck duties as necessary, including scheduled readings, re-reads, final-bill readings, locating and connecting meters at new construction sites, disconnecting service for non-payment, reconnecting service after receipt of payment, etc.
9. Assists office personnel with other duties as requested, many of which are not related to job classification.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Assistant Meter Reading Supervisor, Page 2

Knowledge:

1. Thorough knowledge of federal and state laws and administrative regulations and Plant Board policies and procedures governing assigned duties, including confined space legislation.
2. Thorough knowledge of the geography of the service area, including location of streets, roads and meters.
3. Thorough knowledge of all meter routes within the service area.
4. Thorough knowledge of work hazards and applicable safety precautions associated with vehicle, tools and equipment.
5. Thorough knowledge of computer system utilized in meter reading.

Skills:

1. Skill in the use of computers and hand-held tools.

Abilities:

1. Ability to supervise others while spending a large amount of time performing meter reading duties; ability to evaluate employees.
2. Ability to meet strict time requirements in completing the reading of all meters monthly.
3. Ability to establish and maintain effective working relationships with other employees and the general public.
4. Ability to walk long distances and remain outdoors for extended periods of time, regardless of weather conditions.

Instructions: Somewhat 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 job done.

Review of Work: Unless major problems arise, work is not reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Tools and/or Equipment Used: Computer, including hand-held computer, normal office equipment (telephone, fax machine, etc.), pipe wrench, small hand tools; vehicle.

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Buildings/Grounds Maintenance Worker

Department: Support Services

Supervisor: Buildings/Grounds Supervisor

Supervises: May supervise correctional workers and seasonal employees

Grade 20

Revised: 7/1/2002

Class Characteristics: Under general supervision, performs duties in maintaining buildings and grounds; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists supervisor with all duties required of the division.
2. Maintains buildings and grounds.
3. Mows grass at all Plant Board property, including sub-stations and clubhouse.
4. Uses pesticides; assists supervisor in maintaining records of use of pesticides.
5. Picks up litter from all Plant Board property.
6. Plants and maintains flowers, shrubs and trees.
7. Removes snow and ice from Plant Board buildings and sidewalks when necessary.
8. Performs minor building maintenance, including painting, plumbing, changing fluorescent bulbs, filter replacement, etc.
9. Assists personnel in stock room when requested, including picking up and/or delivering supplies.
10. Puts up and takes down Christmas decorations.
11. Performs related work as required.
12. Assists garage with equipment maintenance upon request.
13. Assists in dispatch as needed.

Non-essential:

1. Assists other departments with special requests for yard repairs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in the maintenance of buildings and grounds.
2. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.
3. Working knowledge of plumbing, electricity, carpentry, and agriculture.

Abilities:

1. Ability to follow oral and written instructions.
2. Ability to comply with established safety standards.
3. Ability to operate motorized equipment.
4. Ability to establish and maintain effective working relationships with employees and the general public.
5. Ability to perform manual labor for long periods of time, often under adverse weather conditions.
6. Possess mechanical aptitude, manual dexterity and good physical condition.

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

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

Review of Work: Completed work is spot-checked.

Analytical Requirements: Duties are of a routine nature.

Buildings/Grounds Maintenance Worker, Page 3

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must lift objects weighing in excess of 25 pounds; must operate mowing equipment on steep inclines; exposed to dangerous machinery and its moving parts; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: One-ton truck, small hand tools, tractor with mowers, push mowers, weed-eaters, blowers, plunger, saw, drill, etc.

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

Confidential Information: Little or no use of confidential information.

Interruptions: Constant.

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

Certification Requirements: Must obtain and maintain certification from Commonwealth of Kentucky to work with restricted pesticides during first year of employment. Must have completed training in basic first-aid, bloodborne pathogens, and CPR.

Overtime Provision: Non-exempt

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: BroadBand Technician

Department: Cable /Telecommunications (Cable Division)

Supervisor: Chief Field Technician

Supervises: May supervise Apprentice Technician in absence of Chief Field Technician.

Grade: 30

Revised: 7/1/2002

Class Characteristics: Under general direction, performs headend, system, preventive maintenance, troubleshoots system from headend to taps; performs leakage detection and repairs; performs power supply maintenance; provides emergency repair service; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs preventive maintenance, conducts two-way Cable/Telecommunication system sweeps from headend to nodes, amp, line extenders, and taps; documents levels repairs and response of nodes, amp, line extenders, and taps and directly input data and forwards to supervisor for entry in ongoing maintenance program.
2. Performs two-way sweeps and meter balancing within 1.5 db of designed levels on new plant and documents responses and levels on as-builts and forwards to supervisor.
3. Troubleshoots Cable/Telecommunication system from headend building to taps and repairs Cable/Telecommunication system as necessary.
4. At headend building, installs new equipment; maintains existing equipment; checks and adjusts levels of equipment to within 1 db of specification; installs and aligns satellite dishes with satellite and installs and aligns off air antennas; maintains power supplies.
5. Conducts and records required proof tests of technical standards compliance; completes required forms and forwards to supervisor.
6. Detects and repairs leakage, conducts C.L.I. tests, and completes documentation as required and forwards to supervisor.
7. Must perform scheduled backup call.
8. Maintains clean vehicles and equipment.
9. Assists other Divisions as requested.

Non-Essential:

1. Performs cable locating duties.
2. Attends training programs; provides training for other employees as required.
3. Gathers field data for Engineering Division.
4. Mark up blue prints with completed work.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by four years directly related work experience, and completion of SCTE Installer Certification Program;. Must have certificates of training for Digital Cable, Telephone, Cable Modem installation, Computer Operations and BCT/E Category IV (Distribution Systems) or equivalents required;

Special Knowledge, Skills and Abilities:

Knowledge:

1. 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/Telecommunication network industry.
3. Knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools and pole climbing; tower/tanks.
4. Knowledge of federal, state and Plant Board regulations, standards, policies and procedures regarding cable television installation and maintenance.
5. Knowledge of, or ability to learn, the geography of the service area.

Abilities:

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

8. Ability to perform manual labor under extreme weather conditions for extended periods of time.
9. Possess mechanical aptitude, manual dexterity, and good physical condition.
10. Ability to work inside customers' homes, as needed.

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

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

Review of Work: Work is spot-checked.

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

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

Tools and/or Equipment Used: Climbing gear, electronic test equipment, various hand tools, and assigned vehicle.

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR; SCTE Installer Certification or equivalent. Required; BCT/E Category IV certification or equivalent. Required; Certificates of training for: Digital Cable, Cable modem installation, Telephone, Computer Operations or equivalent: Required; Completion of: fiber optic network training within one year after entering position: Required;

BCT/E or equivalents

Category 1 (signal processing Center)

Category 2 (Audio Signals and Systems)

Category 3 (Transportation Systems). Preferred but not required

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Buildings/Grounds Supervisor

Department: Support Services

Supervisor: Support Services Director/Purchasing Agent

Supervises: All Assigned Personnel

Grade 27

Revised: 7/1/2002

Class Characteristics: Under general supervision, supervises subordinates in maintenance of buildings and grounds while assisting in performance of duties; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises all subordinates in maintenance of buildings and grounds while assisting in performance of duties.
2. Mows grass at all Plant Board property, including sub-stations, clubhouse, right-of-ways, and areas as requested by engineering.
3. Uses pesticides; maintains records of use of pesticides.
4. Picks up litter from all Plant Board property.
5. Plants and maintains flowers, shrubs and trees.
6. Removes snow and ice from Plant Board buildings and sidewalks when necessary.
7. Performs minor building maintenance, including painting, plumbing, changing fluorescent bulbs, filter replacement, etc and maintains fences.
8. Assists personnel in stock room when requested, including picking up and/or delivering supplies.
9. Puts up and takes down Christmas decorations.
10. Performs related work as required.
11. Assists garage with equipment maintenance as requested.
12. Conducts employee performance evaluations.

Non-essential:

1. Assists other departments with special request for yard repairs.
2. Assists in dispatch area upon request.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; must have minimum of five years directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in the maintenance of buildings and grounds.
2. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.
3. Working knowledge of plumbing, electricity, carpentry, and agriculture.

Abilities:

1. Ability to supervise subordinates while assisting with performing required duties.
2. Ability to follow oral and written instructions.
3. Ability to comply with established safety standards.
4. Ability to operate motorized equipment.
5. Ability to establish and maintain effective working relationships with employees and the general public.
6. Ability to perform manual labor for long periods of time, often under adverse weather conditions.
7. Possess mechanical aptitude, manual dexterity and good physical condition.

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

Processes: Different courses of action are often required to get the jobs done.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems mostly require analysis based on precedent some require analysis without precedent.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must lift objects weighing in excess of 25 pounds; must operate mowing equipment on steep inclines; exposed to dangerous machinery and its moving parts; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: One-ton truck, small hand tools, tractor with mowers, push mowers, weed-eaters, blowers, plunger, saw, drill, etc.

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

Confidential Information: Some confidential information.

Interruptions: Constant.

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. Must obtain and maintain certification from Commonwealth of Kentucky to work with restricted pesticides.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Cable Modem/Network Administrator
Department: Information Technology
Supervisor: Information Technology Director
Supervises: None
Grade: 34
Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Assists in maintaining Novell Network by adding or deleting users, creating groups, assigning security rights, and other related functions on the network.
2. Uses Network utilities to troubleshoot, resolve and prevent problems.
3. Adds or deletes users in e-mail program.
4. Assists with resolution of communications problems between sites.
5. Assists in the data backup on Novell LAN.
6. Monitors network traffic.
7. Reviews and analyzes network statistics for possible use in best upgrade options.
8. Assists in determining if new hardware/software requests will interface with existing hardware and software.
9. Installs hardware and software to meet end-user's needs.
10. Assists in five-year plan for information technology interfacing of all sites.
11. Evaluates and implements Internet access.
12. Monitor WAN:
 - a. Traffic load.
 - b. Install Hardware.
13. Interacts with customers both internal and external, regarding new or cut-over services.
14. Coordinates customer installations.
15. Train cable installers on the computer essentials for cable modem installs.
16. Takes trouble call after hours to support FSN network.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

Cable/Modem Network Administrator, Page 3

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

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

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

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

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

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

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

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

Interruptions: Frequent.

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

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

Overtime Provision: Exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Cable Office Coordinator

Department: Cable/Telecommunications

Supervisor: Manager, Installation and Processing

Supervises: Service Order Representative

Grade: 28

Revised: 8/5/2004

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

General Duties and Responsibilities:

Essential:

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.
2. Assists the manager as requested in supervising the installation and order processing staff, helps assure the efficient and economical delivery of services to FPB customers in a satisfactory manner. Monitors staff's timely processing of service orders through the customer information and billing system. Initiates corrective action to resolve unnecessary delays or problems.

Dispatching/Receptionist Functions

1. Greets and directs visitors, answers phone and takes messages, delivers mail, make copies and performs other non-technical office duties as required.

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

Order Close-Out Functions

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

Customer Order functions

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

Equipment Authorization – Provisioning Functions

1. Assigns, authorizes and engraves equipment for requested Cable-Telecom services to installation technicians. Equipment includes; digital cable terminals (DCT), cable modems and indoor/outdoor telephone equipment (MTA). Labels, sorts and distributes equipment to technicians on daily basis.
2. Maintains databases for all customer equipment, service level authorization, equipment repair, returned or reassigned equipment and equipment inventory control. Takes necessary action to maintain databases on daily basis.

3. Imports PPV information on monthly basis from PPV programmer. Compiles PPV sports packages as required and creates database for authorization through third party vendor.
4. Performs PPV end of month including; capture of PPV information, editing /and processing customer purchasing reports and submits information for billing of PPV movies and events.
5. Maintains, tracks and informs supervisor of equipment stock (DCT's, DMX receivers, cable modems, MTA's, premium cable traps and remote controls)
6. Tracks, maintains database and performs initializing of DCT's that are non-responsive to daily polling for PPV events and movies.

Non-essential:

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

MINIMUM QUALIFICATIONS

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

General Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

Review of Work: Work is general not reviewed.

Analytical Requirements: Duties require analysis based on precedent.

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

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: None

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

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

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Cashier

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade 22

Revised: 7/1/2002

Class Characteristics: Under general direction, performs administrative work in the receipt of utility payments, deposits or reconnect fees for services; serves as Receptionist for the Administrative Department; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Accepts payment for services from walk-in customers; explains bills to customers or refers to appropriate personnel.
2. Accepts deposits or reconnect fees for services.
3. Accepts payment for returned checks or bad debt.
4. Balances payments from night-depository and mail; completes paperwork; matches payments and stubs.
5. Balances cash drawer daily.
6. Prepares and forwards letters to customers regarding excessive water usage.
7. Places calls and/or processes and mails correspondence to customers who have insufficient funds checks returned; follows-up as necessary with customer until check is picked up; maintains list of customers no longer allowed to write personal checks for payment of utility bills.
8. Prepares disconnect orders for returned checks.
9. Prepares and/or reviews non-payment cutoff lists.
10. Prepares monthly re-read reports.
11. Accepts money from water loading station and prepares deposit; prepares required reports on water loading station.
12. Performs after-hours dispatching duties at service center for non-payment reconnects.
13. Prepares reports as required (e.g., monthly insufficient funds report, water loading station report.)
14. Assists with general filing duties as requested.
15. Posts daily service orders.

Non-essential: None.

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, or ability to learn, Plant Board policies and procedures regarding deposits, refunds, co-signers, billing, late charges, returned checks, disconnects, etc.
2. Knowledge of, or ability to learn, clerical methods used in accepting and processing utility payments.
3. Knowledge of office terminology, processes, procedures and equipment.
4. Knowledge of business arithmetic and English.
5. Knowledge of professional accounting practices.
6. Knowledge of computer hardware and software with ability to learn systems used in Plant Board administrative offices.
7. Knowledge of and skill in the operation of a telephone system.
8. Knowledge of, or ability to learn, all Plant Board operations necessary to direct visitors and calls to appropriate department or person.

Abilities:

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Class Title: Chief Electrical Engineer

Department: Electric / Engineering

Supervisor: Assistant General Manager/Operations

Supervises: Electric Engineering Personnel

Grade: 45

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, performs professional engineering functions with respect to electric department; provides technical assistance to other departments and the public; performs studies, modeling, and mapping activities; budgets; writes specifications and makes product and service recommendations; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises Engineering personnel, insuring that work is completed accurately and timely.
2. Writes specifications for projects as required.
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 General Manager on engineering related issues and questions.
7. Develops standards and new programs.
8. Performs system modeling to include fault current studies, reliability indices, voltage drop studies, load flows..
9. Performs planning activities for future expansions and upgrades.
10. Evaluates proposals, reports, plans, suppliers, etc., from vendors and makes recommendations to General Manager.
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.
15. Develops / implements company wide systems, as part of a team.

Chief Electrical Engineer, Page 2

16. Directly or indirectly responsible for contract labor.
17. Perform presentations.
18. Guides, directs, develops, supervises and institutes the process for GPS/GIS mapping of electric facilities by engineering personnel.
19. Prepares and presents items for Board's consideration at Board meetings; follow-up on actions taken at Board meetings

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Electrical 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. Extensive knowledge of equipment, materials, methods and techniques used in all activities and programs of the department.
2. Extensive knowledge of physical sciences, electrical engineering (related to power industry), mathematics, geometry, trigonometry, etc.
3. Extensive 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. Extensive knowledge of and ability to insure compliance with safety requirements.
6. Knowledge of computers and applicable software programs.
7. Knowledge of GIS/GPS systems.
8. Knowledge of basic accounting procedures and practices.

Skills:

1. Administrative skills
2. Analytical skills
3. Organizational skills
4. Communications skills, both oral and written

5. Supervisory /Management skills
6. Interpersonal skills

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.
2. Ability to conduct training programs for employees.
3. Ability to insure compliance with safety standards and practices.
4. Ability to operate computer and applicable software programs.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationship with consulting engineers, Plant Board officers and employees, and the general public.
7. Ability to prepare , justify, and present annual departmental budgets.
8. Ability to supervise department employees

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 typically performed indoors at a desk or table, where lifting objects of less than 25 pounds is required; however, must be outdoors during all weather conditions and exposed to 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: 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

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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.

Chief Field Technician, Page 2

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.

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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.

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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 channel10.
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.

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.

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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

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.

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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.

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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

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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.

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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.

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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: SONENT, 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, 2074,
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.

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.

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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.

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.

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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.

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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.

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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

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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

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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.

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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.

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

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

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

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

Tools and/or Equipment Used: Normal office equipment; vehicle; may occasionally use special equipment associated with the industry.

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 of Requirements: BCT/E, network design (equipment/powering), broadband training for the cable / telecommunications industry or equivalent.

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

Overtime Provision: Exempt.

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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.

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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.

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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.

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.

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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.

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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.

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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.

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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.

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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.

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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

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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.

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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.,

Human Resources Coordinator, Page 2

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

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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

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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.

Frankfort Plant Board

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

Skills:

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

Abilities:

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

Instructions:

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

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

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

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

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

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

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

Confidential Information:

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

Interruptions: Frequent.

Special Licensing Requirements: None.

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

Overtime Provision: Exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Information Technology Director

Department: Information Technology

Supervisor: Assistant General Manager/Administration

Supervises: All Personnel Assigned to Department

Grade 44

Revised: 7/12002

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

General Duties and Responsibilities:

Essential:

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

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

Non-essential: None.