

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Skill in LOGIC and translation of codes to layman terms.
2. Skill in writing efficient software.
3. Skill in written communications.
4. Skill in understanding network systems.

5. Skill in the integration of hardware and software for various components of the GIS system.
6. Skill in installing, troubleshooting, and maintaining personal computers.

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

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

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

381

Class Title: Installation and Processing Manager

Department: Cable /Telecommunications

Supervisor: Cable /Telecommunication Superintendent

Supervises: Installation and Processing Division.

Grade: 38

Revised: 5/18/04

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

General Duties and Responsibilities:

Essential:

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

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

Non-essential: none

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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

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

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

353

Class Title: Installer Supervisor

Department: Cable /Telecommunication (Cable Division)

Supervisor: Installation and Processing Manager

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

Grade: 33

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

2094, 2085,

2082

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Installer Technician I

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

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

Grade: 25

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Few.

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

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

Class Title: Installer Technician II

Department: Cable / Telecommunications (Cable Division)

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

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

Grade: 28

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Few.

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

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

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

Overtime Provision: Non-exempt.

2003

FRANKFORT PLANT AOARD
CLASS SPECIFICATION

Class Title: Laboratory Supervisor

Department: Water Plant

Supervisor: Water Plant Superintendent

Supervises: Seasonal Interns

Grade: 31

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-Essential:

1. Performs process samples as requested.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Ability:

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

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

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

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

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

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: None.

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

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

Overtime Provision: Non-exempt.

1885, 167,

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

161

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

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

General Duties and Responsibilities:

Essential:

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

Lead LineWorker, Page 2

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

Lead Substation Technician, Page 3

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

254, 121,
1899, 291,
257, 148

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Little or no confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

1988, 237

1990

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Pole climbing skills.
2. Electrical skills.

Abilities:

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

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

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

Review of Work: All completed work is checked.

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

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

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

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

Confidential Information: Little or no confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

205, 1907

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Pole climbing skills.

Abilities:

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

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

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

Review of Work: All completed work is checked.

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

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

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

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

Confidential Information: Little or no confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

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

Skills:

1. Skill in the use of hand tools.

Abilities:

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT AOARD
CLASS SPECIFICATION

Class Title: Plant Maintenance Supervisor

Department: Water Plant

Supervisor: Water Plant Superintendent

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

Grade: 32

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Completed work is spot checked.

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

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

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

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

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

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

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

114,
2049

Class Title: Mechanic II

Department: Support Services

Supervisor: Mechanic Supervisor

Supervises: None

Grade: 26

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

1871, 1989

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Mechanic III

Department: Support Services

Supervisor: Mechanic Supervisor

Supervises: None

Grade 29

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

1865

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Media Services Manager

Department: Cable/Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Media Services Division

Grade: 38

Revised: 5/18/04

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: none

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

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

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

Interruptions: Constant.

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

Certification Requirements: None.

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

Overtime Provision: Exempt.

2047

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Media Specialist

Department: Cable/Telecommunications

Supervisor: Manager, Media Services

Supervises: none

Grade: 27

Revised: 8/5/2004

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

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

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

Media Specialist, Page 3

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

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

Review of Work: Completed work is spot-checked.

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

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: Valid Kentucky driver's license.

Certification Requirements: PhotoShop certification

Overtime Provision: Non-exempt.

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

2102,
2074

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Skill in the use of hand tools.

Abilities:

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

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

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

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

Analytical Requirements: Duties are of a routine nature.

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: None.

Overtime Provision: Non-exempt.

13, 2004,

262, 108

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

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

Skills:

1. Skill in the use of hand tools.

Abilities:

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

14

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Skill in the use of computers.

Abilities:

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

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

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

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

Analytical Requirements: There is a choice in standard procedure.

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

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

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

Confidential Information: Limited use of confidential information.

Meter Reading Supervisor, Page 3

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

351, 2077

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

2021

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Meter Technician II

Department: Water Distribution

Supervisor: Service Supervisor

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

Grade: 24

Revised: 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Meter Technician II, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Meter Technician II, Page 3

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Meter Technician II, Page 4

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

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

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

Overtime Provision: Non-exempt.

256

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Meter Technician III

Department: Water Distribution

Supervisor: Service Supervisor

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

Grade: 27

Revised: 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Meter Technician III, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Meter Technician III, Page 3

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Meter Technician III, Page 4

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

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

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

Overtime Provision: Non-exempt.

2086

CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

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

Overtime Provision: Exempt.

2090,
2101, 2079

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Operator I

Department: Water Distribution

Supervisor: Construction Supervisor

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

Grade: 21

Revised: 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Operator I, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Operator I, Page 3

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

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

Operator I, Page 4

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

Overtime Provision: Non-exempt.

263,
242

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Operator II

Department: Water Distribution

Supervisor: Construction Supervisor

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

Grade: 24

Revised: 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Operator II, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Operator II, Page 3

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

Operator II, Page 4

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Operator IV

Department: Water Distribution

Supervisor: Construction Supervisor

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

Grade: 30

Revised: 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Operator IV, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Operator IV, Page 3

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

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

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

Review of Work: Supervisor may spot-check completed work

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

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Operator IV, Page 4

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

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

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

Overtime Provision: Non-exempt.

10385

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Broadband/Optical Cable/Telecommunication Network Technician

Department: Cable / Telecommunications (Cable Division)

Supervisor: Chief Field Technician

Supervises: May supervise Apprentice in absence of Chief Field Technician

Grade: 30

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Broadband/Optical /Cable /Telecommunication Network Technician, Page 3

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

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

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

Review of Work: Completed work is spot-checked.

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

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

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

Broadband/Optical/ Cable/Telecommunication Network Technician, Page 3

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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

BCT/E or equivalent-Preferred but not required.

Category I (Signal Processing Center)

Category II (Audio Signals and Systems)

Category III (Transportation Systems)

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

Overtime Provision: Non-exempt.

123,
133

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

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

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

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

Overtime Provision: Non-exempt.

1911

FRANKFORT PLANT AOARD
CLASS SPECIFICATION

Class Title: Water Plant Operator III

Department: Water Plant

Supervisor: Chief Water Plant Operator

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

Grade: 27

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

Review of Work: Completed work is spot checked.

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

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

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

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

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Water Plant Operator III, Page 4

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

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

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

Overtime Provision: Non-exempt.

2073,
310

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Production (Video) Assistant

Department: Marketing, Public Relations and Community TV

Supervisor: Community TV Coordinator

Supervises: None.

Grade: 22

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-Essential:

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

Production Edit Assistant, Page 3

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

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

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

1943

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Purchasing Agent

Department: Support Services

Supervisor: Director of Support Services

Supervises: None

Grade: 30

Revised: 11/05

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

Purchasing Agent, Page 3

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

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

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

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

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

Interruptions: Frequent/constant.

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

Additional Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

2087

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Receptionist

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade: 21

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Receptionist, Page 2

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

Abilities:

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Safety Field Assistant

Department: Safety

Supervisor: Safety Officer

Supervises: None

Grade: 29

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Safety Field Assistant, Page 2

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

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain valid license.

Certification Requirements:

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

Overtime Provision: Non-exempt.

26

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Safety Officer

Department: Safety

Supervisor: General Manager

Supervises: All Personnel Assigned to the Department

Grade: 37

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

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

Certification Requirements:

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

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Security and Broadband Technology Manager

Department: Cable/Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Security and Broadband Technology Division

Pay Grade: 38

Revised: 5/18/04

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

General Duties and Responsibilities:

Essential:

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

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

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

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

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

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

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

Interruptions: Frequent.

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

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

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

Overtime Provision: Exempt

1981, 264,
1915

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Security Installer I

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

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

Grade: 25

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

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

General Duties and Responsibilities:

Essential:

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Few.

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

Certification Requirements: NTS level I certificate of training or equivalent certification. Must possess or obtain training in basic first aid, bloodborne pathogens, and CPR.

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

Overtime Provision: Non-exempt.

1949

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Security Installer II

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

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

Grade: 28

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

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

General Duties and Responsibilities:

Essential:

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year at the Security Installer I , or two years of related work experience. See Certification requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Few.

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

Certification Requirements: NTS level I certification or equivalent, Must obtain NTS Fire Alarm certificate of training or equivalent within 6 months. Must possess or obtain training in basic first aid, bloodborne pathogens, and CPR.

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

Overtime Provision: Non-exempt.

2022

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Security Supervisor

Department: Cable /Telecommunication (Security/Broadband)

Supervisor: Security/Broadband Manager

Supervises: Personnel Assigned to the Division.

Grade: 32

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

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

General Duties and Responsibilities:

Essential:

1. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and recommending disciplinary actions, addressing complaints and resolving problems.
2. Supervises and assists in the installation of FPB Security Services in homes and businesses, including pre-wiring and/or post-wiring of buildings for different security services offered.
3. Solves installation problems; Meets with Installers and customers to determine location and method of service to be installed when required.. Completes Quality control inspections of completed work. Insures that work is completed in accordance with federal, state and Plant Board regulations/standards.
4. Receives customer complaints and attends to their disposition or forwards to proper Division; assists trouble-call personnel with job-related problems.
5. Assists with troubleshooting duties; corrects routine Security problems by repairing or replacing damaged equipment and broken cables.
6. Completes daily time sheets,
7. Insures that sufficient stock of materials and supplies are on-hand at all times.
8. Responsible for safety of employees assigned to Division.
9. Assists in training programs; provides training for other employees as requested.
10. Prepares reports of materials used for each job.
11. Maintains clean vehicles and equipment.
12. Assists other Divisions as requested.
13. Assists, prepares annual budget for installation of services.

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in security installation.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding Security, Fire alarm system; ability to insure compliance with the same.
3. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
4. Thorough knowledge of the geography and topography of the service area.
5. Thorough knowledge of security, card access, CCTV and fire alarm system.
6. Thorough knowledge of security industries computer systems and software.

Abilities:

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

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

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

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

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

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

Tools and/or Equipment Used: Computer systems and software packages, various hand tools and test equipment assigned to the Division.

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

Certification Requirements ; NTS Level I and NTS Fire Alarm Certificates of training or equivalent, is required, Must obtain NTS Card Access and Life Safety Code Certificates of training or equivalent within 6 months. Must have or must obtain training in basic first-aid, blood borne pathogens, and CPR.

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Accountant

Department: Finance

Supervisor: Finance Director

Supervises: Department Personnel in the absence of the Finance Director

Grade: 33

Created: 6/18/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Certified Public Accountant (CPA) designation preferred, but not required. CPA is required to advance to Finance Director position.

Bond Requirement: Must meet bonding requirements.

Overtime Provision: non-exempt.

1947

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Video Producer/Director

Department: Cable / Telecommunications

Supervisor: Media Services Manager

Supervises: Production (Edit) Assistant

Grade : 28

Revised: 6/17/2004

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

General Duties and Responsibilities:

Essential:

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

Video Producer/Director, Page 2

11. Performs other duties as assigned.

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

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

Abilities:

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

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

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

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

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

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

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

Video Producer/Director, Page 4

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

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

Certification Requirements: Media 100 Advanced Certification.

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

Overtime Provision: Non-Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2029, 321
2020

Class Title: Service Order Representative

Department: Cable/Telecommunications

Supervisor: Cable Office Coordinator

Supervises: None

Grade: 25

Revised: 8/5/2004

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

General Duties and Responsibilities:

Essential:

Dispatching/Receptionist Functions

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

Order Close-Out Functions

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

Customer Order functions

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

Equipment Authorization – Provisioning Functions

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

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

MINIMUM QUALIFICATIONS

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

General Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

Service Order Representative, Page 4

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.

249

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Supervisor

Department: Water Distribution

Supervisor: Water Distribution Superintendent / Assistant Water Distribution Superintendent

Supervises: All Personnel Assigned to Service Division

Grade: 34

Revised: 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Service Supervisor, Page 2

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

Non-Essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Service Supervisor, Page 3

3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to maintain safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with departmental supervisors, personnel, and the general public.

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

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

Review of Work: Supervisor may spot-check completed work

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

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

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

Service Supervisor, Page 4

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

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

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

Overtime Provision: Non-exempt.

131, 163

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: Hangs and takes down Christmas decorations.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

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

Skills:

1. Public relations skills.

Abilities:

1. Ability to supervise personnel assigned to truck while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to recognize work hazards, and to maintain safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.
7. Ability to climb poles.
8. Ability to perform manual labor under extreme weather conditions for extended periods of time.
9. Possess mechanical aptitude, manual dexterity, and good physical condition.

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

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

Review of Work: Service orders are reviewed after completion.

Analytical Requirements: There is a choice of standard procedure.

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

Tools and/or Equipment Used: Pole climbing equipment, bucket truck, trenchers, chain saws, chain hoists, various hand tools.

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Worker I

Department: Water Distribution

Supervisor: Service Supervisor

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

Grade: 21

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the installation, repair and/or disconnection of customer service lines; maintenance of pumps and tanks; may assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the installation, repair and disconnection of customer service lines. Operation of system is performed under the supervision of a Class IV operator.
2. Assists in the installation of new service requests and requests for service renewals, including locating water lines, installing service lines, installing meters, renewing or replacing old water lines, using push machine, directional drilling machine, etc.
3. Performs traffic control measures per rules and regulations while working in street or highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis and may be required to take chlorine residuals.
5. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation. Checks tanks and tank levels and assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. May install, and assist in the maintenance of electronic metering devices.
7. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.

Service Worker I, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Service Worker I, Page 3

Abilities:

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Service Worker I, Page 4

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

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

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

Overtime Provision: Non-exempt.

1939, 1957

1952

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Worker II

Department: Water Distribution

Supervisor: Service Supervisor

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

Grade: 24

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the installation, repair and/or disconnection of customer service lines; maintenance of pumps and tanks; may assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the installation, repair and/or disconnection of customer service lines. Operation of system is performed under the supervision of a Class IV operator.
2. Assists in the installation of new service requests and requests for service renewals, including locating water lines, installing service lines, installing meters, renewing or replacing old water lines, using push machine, directional drilling machine, etc.
3. Performs traffic control measures per rules and regulations while working in street or highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis and may be required to take chlorine residuals.
5. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation. Checks tanks and tank levels and assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. May install, and assist in the maintenance of electronic metering devices.
7. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.

Service Worker II, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to operate all equipment assigned to the Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.

Service Worker II, Page 3

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

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

Service Worker II, Page 4

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

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

Overtime Provision: Non-exempt.

2013, 251

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Worker IV

Department: Water Distribution

Supervisor: Service Supervisor

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

Grade: 30

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the installation, repair and/or disconnection of customer service lines; maintenance of pumps and tanks; may supervise employees assigned to division in absence of the supervisor; may assist other departments or divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. May supervise employees assigned to the Division in the absence of the Service Supervisor.
2. Performs skilled and unskilled manual labor in the installation, repair and/or disconnection of customer service lines.
3. Assists in the installation of new service requests and requests for service renewals, including locating water lines, installing service lines, installing meters, renewing or replacing old water lines, using push machine, directional drilling machine, etc.
4. Performance of traffic control measures per rules and regulations while working in street or highway right-of-way.
5. Performs on-call duties on scheduled and emergency basis.
6. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation. Checks tanks and tank levels, assists with maintenance of pump stations throughout system, including painting buildings and pumps.
7. May install, and assist in the maintenance of electronic metering devices.

Service Worker IV, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Service Worker IV, Page 3

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

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

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

Review of Work: Supervisor may spot-check work

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

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

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

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

Confidential Information: Limited use of confidential information.

Service Worker IV, Page 4

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-exempt.

1945

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Synchronized Optical Network (SONET) Technician

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Assistant Telecommunications Superintendent

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

Grade: 35

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Synchronized Optical Network (SONET) Technician, Page 2

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

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

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

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

Overtime Provision: Non-Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

44, 68,
2014, 61

Class Title: Senior Customer Services Representative

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade: 25

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Senior Customer Service Representative, Page 2

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

Review of Work: Work is checked through reports.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Constant.

Special Licensing Requirements: None.

Additional Requirements: Must be bondable.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Meter Reader/Technician

Department: Customer Services / Meter Reading

Supervisor: Meter Reading Supervisor

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

Grade: 25

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Senior Meter Reader Technician, Page 2

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Senior Meter Reader Technician, Page 3

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

2088

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Staff Attorney

Function: Administration

Supervisor: General Manager and Board Attorney

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

Grade: 43

Revised: 2/15/2005

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

General Duties and Responsibilities:

Essential:

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

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

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

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2016,
2015

Class Title: Stock Clerk II

Department: Support Services

Supervisor: Store Room Supervisor

Supervises: None

Grade: 23

Revised: 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of materials, spare parts, equipment and supplies used by Plant Board.
2. Knowledge of modern inventory practices, including inventory control techniques.
3. Knowledge of Plant Board's procurement policies and procedures.
4. Knowledge of computer hardware and software.
5. Knowledge of administrative regulations governing storage, use and disposition of regulated items such as transformers, etc.

Abilities:

1. Ability to receive, store, and distribute materials, spare parts, supplies and equipment.
2. Ability to accurately use office equipment, including computer hardware and software.
3. Ability to prepare and maintain accurate reports and records.
4. Ability to establish and maintain effective working relationships with Plant Board employees.
5. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Somewhat general; many aspects of work covered specifically, but must also use some of own judgment.

Processes: Work sometimes requires refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Completed work is spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: This job requires sitting at table or desk, standing, walking, stooping, lifting objects greater than 25 pounds; work is performed indoors and outdoors regardless of weather conditions; must operate vehicle and motorized equipment; exposed to dangerous machinery and sharp tools; must be in high places, confined spaces, and use stairs, ladders, etc; exposure to noise, fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Forklift, trucks, tractors, calculator, computer, hand tools.

Stock Clerk II, Page 3

Contacts: Occasional public and frequent internal contacts are a requirement of the job.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: Certified Forklift Operator.

Overtime Provision: Non-exempt.

1946, 369

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Stock Clerk III

Department: Support Services

Supervisor: Storeroom Supervisor

Supervises: None.

Grade: 25

Revised: 7/1/2002

Class Characteristics: Under general direction, maintains inventory of materials, spare parts, tools and supplies for the Plant Board; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Maintains inventory of materials, parts, tools and supplies for the Plant Board.
2. Receives, stores and issues materials, parts, tools and supplies.
3. Assists in unloading incoming stock from vendors trucks; checks for visible defects; checks for accuracy in quantity received by matching items to packing slip; stores all stock items in correct location.
4. Delivers materials to job sites when requested.
5. Establishes and maintains accurate computerized records of all items received and distributed; makes reports as required.
6. Maintains clean and safe work area, including cleaning and sweeping warehouse floors.
7. Participates in annual inventory of materials, spare parts and supplies.
8. Performs related work as required.

Non-essential:

1. May requisition some spare parts from approved vendors.
2. May pick up materials or spare parts from vendors in emergency situations.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years related work experience and recommendation by supervisor and approval of General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of materials, spare parts, equipment and supplies used by Plant Board.
2. Thorough knowledge of modern inventory practices, including inventory control techniques.
3. Thorough knowledge of Plant Board's procurement policies and procedures.
4. Thorough knowledge of computer hardware and software.
5. Thorough knowledge of administrative regulations governing storage, use and disposition of regulated items such as transformers, etc.

Abilities:

1. Ability to receive, store, and distribute materials, spare parts, supplies and equipment.
2. Ability to accurately use office equipment, including computer hardware and software.
3. Ability to prepare and maintain accurate reports and records.
4. Ability to establish and maintain effective working relationships with Plant Board employees.
5. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Very general; must use own judgment most of the time.

Processes: Work frequently requires refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Completed work is generally not checked.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: This job requires sitting at table or desk, standing, walking, stooping, lifting objects greater than 25 pounds; work is performed indoors and outdoors regardless of weather conditions; must operate vehicle and motorized equipment; exposed to dangerous machinery and sharp tools; must be in high places, confined spaces, and use stairs, ladders, etc; exposure to noise, fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Forklift, trucks, tractors, calculator, computer, hand tools.

Contacts: Occasional public contacts and frequent internal contacts are requirements of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: Certified Forklift Operator.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Storeroom Supervisor

Department: Support Services

Supervisor: Support Services Director

Grade: 34

Revised: 7/1/2002

Supervises: All Personnel Assigned to Storeroom; may Supervise all Departmental Personnel in the Absence of the Director

Class Characteristics: Under general direction, supervises and schedules daily storeroom activities; assists Purchasing Agent with daily activities; assumes responsibility for the department in the absence of the Director; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and schedules daily storeroom activities, insuring that inventory of materials, parts, tools and supplies for the Plant Board are maintained.
2. Participates in annual inventory of materials, spare parts and supplies; including coordination with auditors..
3. Assists the Support Services Director/Purchasing Agent with planning, organizing, directing, coordinating and evaluating the activities and programs of the department.
4. Assists with formulating, administering, and maintaining operating policies and procedures for the department.
7. 6. Purchases by phone or goes in person to purchase items, may deliver items ordered to correct locations.
7. Assumes responsibility for the department in the absence of the Director
8. Supervises and assists with the receipt, storage & issuance of materials, parts, tools, and supplies.
9. Assists updates and maintains maintenance specs list for stock store.
10. Conducts employee performance evaluations.

Storeroom Supervisor, Page 2

Non-essential:

1. May requisition some spare parts from approved vendors.
2. May approve pick-up of materials or spare parts from vendors in emergency situations.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by six years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of materials, spare parts, equipment and supplies used by Plant Board.
2. Knowledge of all support service requirements of the Plant Board.
3. Knowledge of laws and administrative regulations regarding public purchasing requirements, including state price contracts.
4. Knowledge of business methods, markets, and purchasing practices.
5. Knowledge of federal and state laws and administrative regulations regarding vehicle and equipment maintenance, including preventive maintenance.
6. Knowledge of the occupational hazards and safety precautions of the trade, and ability to insure that preventive safety measures are maintained.
7. Knowledge of Plant Board's accounting and inventory systems and practices, including inventory control techniques.
8. Knowledge of computer hardware and applicable software programs.
9. Knowledge of administrative regulations governing storage, use and disposition of regulated items such as transformers, etc.

Abilities:

1. Ability to process purchase orders from beginning to end.
2. Ability to supervise the receipt, storage and distribution of materials, spare parts, supplies and equipment.
3. Ability to supervise the preparation of and/or prepare and maintain accurate reports and records.
4. Ability to work with sales personnel and vendors on a daily basis.

Storeroom Supervisor, Page 3

5. Ability to use office equipment, including computer hardware and software.
6. Ability to establish and maintain effective working relationship with Plant Board officers and employees, vendors, and the general public.
7. Mathematical and analytical abilities.
8. Possess mechanical aptitude, manual dexterity and good physical condition.

Instructions: Very general; use own judgment most of the time.

Processes: Often considers different courses of action, or deviates from standard practices, to get the job done.

Review of Work: Completed work may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Problems mostly require analysis based on precedent; some problems require judgement for which there is no precedent.

Physical Demands of the Job: Work is typically performed both indoors while sitting at a desk or outdoors while driving vehicle; must lift objects weighing in excess of 25 pounds on a daily basis.

Tools and/or Equipment used: Normal office equipment (computer, calculator, telephone, copier, etc.); must drive vehicle as a job requirement; may drive forklift, trucks, and tractors.

Contacts: Constant public and internal contacts requiring tact and diplomacy.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license .

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR. Certification as a Purchasing Agent preferred, but not required. Forklift Certification.

Overtime Provision: Non-exempt.

306

Class Title: Cable Telecommunications Superintendent

Department: Cable Telecommunications

Supervisor: Assistant General Manager

Supervises: All Department Personnel

Grade: 43

Revised: 5/18/04

1. Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities and programs of the department; responsible for monitoring special projects related to system construction, installation, maintenance, programming and marketing. Other duties as assigned.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department; responsible for construction, installation, operation and maintenance of network systems.
2. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
3. Oversees the preparation of cost estimates for projects and purchases.
4. Prepares, administers and monitors annual budget for department.
5. Insures preparation and maintenance of required records and reports.
6. Insures employees participate in programs for advancement in classification, upgrading and licensing.
7. Attends board meetings; attends meetings as representative of Plant Board with federal, state and local regulatory agencies.
8. Supervises the marketing of FPB Services through print, electronic media and Internet.
9. Coordinates and directs the negotiation of cable programming agreements either directly with the programmer or through the National Cable Television Cooperative.

10. Supervises and directs the cable advisory committee and serves as staff liaison to the committee.
11. Keeps abreast of developments in cable/telecommunications industry through reading of trade journals and via Internet, attendance at trade shows and conferences.

Non-Essential:

1. Ensures adequate inventory of materials and equipment.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from High School or equivalent supplemented by nine years directly related work experience including a minimum of three in an administrative or supervisory capacity. Additional education may be substituted for experience on a year by year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working knowledge of equipment, materials, methods and techniques used in construction, installation, operation and maintenance of cable telecommunications network.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding cable telecommunications industry; ability to insure compliance with it.
3. Extensive knowledge of public administration principles and practices.
4. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
5. Extensive knowledge of and ability to insure compliance with safety requirements.
6. Extensive knowledge of the marketing of Cable/Telecommunications services.
7. Extensive knowledge of cable programming contract negotiations.

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.

Cable/Telecommunications Superintendent, Page 3

2. Ability to conduct orientation and training programs for new employees.
3. Ability to insure compliance with preventive maintenance and servicing programs.
4. Ability to insure compliance with safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with officers in other Plant Board departments and with the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Projects may be discussed with Assistant General Manager, but work is generally not reviewed.

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds that directly affect the policy of the Plant Board.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate vehicle; exposed to machinery and its moving parts; required to be in high places, confined spaces, and using stairs and ladders in order to inspect completed work assignments.

Tools and/or Equipment Used: Normal office equipment; may use industry tools and equipment occasionally, but not on a regular basis.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid Commonwealth of Kentucky driver's license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Exempt.

122

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Electric Superintendent
Department: Electric
Supervisor: Assistant General Manager of Operations
Supervises: All Department Personnel
Grade: 43
Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities and programs of the department; directs and supervises the department with a focus on safety, power reliability, long range planning for future power requirements, and prompt power restoration after system disturbance in the most efficient manner possible; responsible for monitoring special projects related to construction and maintenance of the system; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department; assumes responsibility for construction, operation, and maintenance of system.
2. Responsible for the operation of the transmission/distribution system as A System Operator as required by 29 CFR Part 1910.269.
3. Responsible for power reliability and power quality;; must analyze outage reports, resolve customer complaints, and correct any system weaknesses or problems that deter power quality.
4. Formulates, administers and maintains operating policies and procedures after consultation with higher authority and subordinate personnel.
5. Insures that operations are in compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
6. Develops and implements five-ten-year long-range planning requirements necessary for future upgrade of system.
7. Assists in recruiting, interviewing and employment of personnel.
8. Insures orientation and training programs for new employees, including safety training, is conducted as required.
8. Checks and approves personnel evaluations and salary recommendations.
9. Supervises and recommends discipline of departmental personnel; approves assignments, training, and all leave requests.
10. Reviews and approves personnel evaluations and salary recommendations.
11. Insures employees participate in programs for advancement in classification upgrade and licensing.
12. Insures adequate inventory of materials are stocked, personnel is available, and equipment is maintained.
13. Prepares cost estimates for projects and purchases, with assistance of engineer, Electric in accordance with purchasing standards.
14. Reviews and approves all change work orders as prepared by Engineering.

15. Prepares, administers, and monitors annual budget for department.
16. Prepares and maintains required records and reports.
17. Attends Plant Board meetings; attends meetings as representative of Plant Board with state and federal regulatory agencies; attends other meetings as requested.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by nine years directly related work experience, including a minimum of three years in an administrative or supervisory capacity. Additional education in a related field may be substituted for experience requirements on a year-for-year basis, up to a maximum of four years. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of electric, electronics.
2. Extensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of electric system.
3. Extensive knowledge of federal, state and local laws and administrative regulations regarding electric systems; ability to insure compliance with the same.
4. Extensive knowledge of public administration principles and practices.
5. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
6. Extensive knowledge of and ability to insure compliance with safety requirements.
7. Extensive knowledge of the geography of the service area.

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.
2. Ability to conduct orientation and training programs for new employees.
3. Ability to administer departmental budget.
4. Ability to detect mechanical flaws and make minor repairs to equipment.
5. Ability to insure compliance with preventive maintenance and servicing programs.
6. Ability to insure compliance with safety standards and practices.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationships with federal, state and local officials, Plant Board department directors, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate vehicle; required to be in high places, confined spaces, and using stairs and ladders in order to inspect completed work assignments.

Tools and/or Equipment Used: Pick-up truck, construction equipment, electronic power quality equipment, scanner, sub-station equipment; normal office equipment (phone, computer, etc.)

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have completed TVPPA Certification or equivalent. Must possess First-Aid Responder & CPR Certification.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Water Distribution Superintendent

Department: Water Distribution

Supervisor: Assistant General Manager/Operations

Supervises: All Department Personnel

Grade: 43

Revised: 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities and programs of the department; responsible for monitoring special projects related to line construction and maintenance; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department; responsible for operation, construction and maintenance of water distribution system and fire hydrants.
2. Formulates, administers and maintains operating policies and procedures after consultation with higher authority.
3. Insures that operations are in compliance with established procedures and standards and federal, state and local laws and administrative regulations.
4. Assists in recruiting, interviewing, and employment of personnel.
5. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
6. Insures orientation and training programs for new employees, including safety training.
7. Checks and approves personnel evaluations and salary recommendations.
8. Insures employees participate in programs for advancement in classification upgrade and licensing.
9. Insures adequate inventory of materials, adequate labor, and equipment.
10. Insures preparation of cost estimates for projects and purchases with assistance of Engineer.

Water Distribution Superintendent, Page 2

11. Prepares, administers, and monitors annual budget for department.
12. Insures preparation and maintenance of required records and reports.
13. Attends Plant Board meetings; as a representative of the Plant Board, meets with state and federal regulatory agencies, etc.
14. Performs system analyses.
15. Assists in design criteria.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by ten years directly related work experience, including a minimum of three years in an administrative or supervisory capacity. Additional education in a related field may be substituted for work experience requirements on a year-for-year basis for a maximum of four years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of water distribution system.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding water distribution systems, ability to insure compliance with the same.
3. Extensive knowledge of public administration principles and practices.
4. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
5. Extensive knowledge of and ability to insure compliance with safety requirements.

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.
2. Ability to conduct orientation and training programs for new employees.

3. Ability to detect mechanical flaws and make minor repairs to equipment.
4. Ability to insure compliance with preventive maintenance and servicing programs.
5. Ability to insure compliance with safety standards and practices.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with federal and state officials, officers in other Plant Board departments, engineering firms, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must operate vehicle; required to be in high places, confined spaces, and using stairs and ladders in order to inspect completed work assignments.

Tools and/or Equipment Used: Construction equipment; normal office equipment (computer, phone, calculator, etc.)

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a Class IV Distribution License issued by the Commonwealth of Kentucky and a valid kentucky Drivers License.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Exempt.

Class Title: Water Plant Superintendent

Department: Water Plant

Supervisor: Assistant General Manager/Operations

Supervises: All Department Personnel

Grade: 43

Revised: 7/1/2002

Class Characteristics: Under general direction, is responsible for the overall operation and maintenance of the water plant; responsible for monitoring special projects related to plant; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department.
2. Formulates, administers and maintains operating policies and procedures after consultation with higher authority and subordinate personnel.
3. Insures that plant operations are in compliance with established procedures and standards, and federal, state and local laws and administrative regulations.
4. Assists in recruiting, interviewing, and employment of personnel.
5. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
6. Insures that plants are operated and maintained in a safe and efficient manner; may assist in performing minor repairs on plant and equipment; implements and insures that preventive maintenance programs are followed.
7. Checks and approves personnel evaluations and safety recommendations.
8. Insures employees participate in programs for advancement in classification upgrade and licensing.
9. Prepares, administers, and monitors departmental budget.
10. Insures preparation of cost estimates for projects and purchases; administers special projects for water plant, including facilities construction and repair, installation of new equipment and implementation of improvements in plant operation.

11. Insures that samples are collected, lab analysis completed, samples are forwarded as required on a timely basis and accurate records and reports are prepared and maintained.
12. Prepares reports or insures preparation of reports on various Department activities as requested.
13. Maintains and/or insures the maintenance of departmental records.
14. Accepts complaints from the public and attends to their disposition .
15. Attends Plant Board meetings; attends meetings as representative of the Plant Board with state and federal regulatory agencies, etc.

Non-Essential:

1. May manage environmental functions as requested or required.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by a minimum of nine years of directly related work experience, including two years supervisory experience. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of water plant operations.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference to water filtration and treatment.
3. Extensive knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.
5. Extensive knowledge of "extremely hazardous" and "hazardous" chemicals.
6. Knowledge of chemistry, physics, and engineering.
7. Knowledge of computers, spread sheets, and applicable software programs.

Abilities:

1. Ability to supervise plant operations in compliance with federal and state laws and administrative regulations.
2. Ability to detect mechanical flaws and make repairs to plant and equipment.
3. Ability to implement and insure compliance with preventive maintenance program.
4. Ability to supervise employees assigned to department; ability to evaluate employees.
5. Ability to conduct orientation and training programs for new employees.
6. Ability to analyze data and make appropriate decisions based on the data.
7. Ability to administer departmental budget.
8. Ability to establish and maintain effective working relationships with officers and employees of the Plant Board, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Construction equipment, laboratory instruments, normal office equipment (phone, computer, calculator, etc.)

Water Plant Superintendent, Page 4

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Certification Requirements: Must possess and maintain a Class IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky. Must possess First-Aid Responder & CPR Certification.

Additional Requirements: Must use self-contained breathing apparatus (SCAA) for prolonged periods of time; must be able to wear level A chemical suit for prolonged periods. Must respond to emergency situations at all hours.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title Director of Support Services
Department: Support Services
Supervisor: Assistant General Manager/ Operations
Grade 40
Revised: 8/22/2005, 7/1/2002
Supervises: All Department Personnel

Class Characteristics: Under general administrative direction, is responsible for all activities and programs within the Support Services Department; performs related work as required.

General Duties and Responsibilities:Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department, including inventory, garage, buildings & grounds, and custodial personnel.
2. Conducts weekly field inspections of stock room, storage lot, all FPB facilities, ground crews, custodial crews and garage.
3. Formulates, administers and maintains operating policies and procedures after consultation with higher authority and subordinate personnel.
4. Insures that all activities are in compliance with established procedures, including safety precautions and OSHA requirements.
5. Assists in recruiting, interviewing, and employment of personnel.
6. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
7. Insures orientation and training programs for new employees, including safety training.
8. Conducts performance evaluations and checks and approves personnel evaluations and salary recommendations of subordinates.
9. Insures employees participate in programs for advancement in classification upgrade and licensing.
10. Insures adequate inventory of materials, labor and equipment for efficient operation of department.
11. Interact with employees on problems and concerns.
12. Works with Department Directors to expedite resolution of problems between Departments.
13. Attends meetings as needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (Bachelors degree in Public Administration, Business Administration, or related field preferred, but not required) supplemented by five years directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of laws and administrative regulations regarding public purchasing requirements.
2. Knowledge of general maintenance, construction, and facility repair.
3. Extensive knowledge of the occupational hazards and safety precautions of the trade, and ability to insure that preventive safety measures are maintained.
4. Extensive knowledge of business methods, markets, and purchasing practices.
5. Basic computer knowledge.

Abilities:

1. Ability to learn all support service requirements of the Plant Board
2. Ability to supervise diversified support services activities.
3. Ability to proactively recognize problems related to support services including, but not limited to, building & grounds, mechanical, electrical, and construction; and ability to implement solutions in a timely manner.
4. Ability to establish and maintain project schedules while maintaining quality and safety standards.
5. Ability to supervise, evaluate, and discipline employees.
6. Mathematical and analytical abilities.
7. Ability to develop and administer departmental budget.
8. Ability to establish and maintain effective working relationship with Plant Board officers and employees, vendors, and the general public.
9. Ability to communicate effectively verbally and in writing.
10. Ability to use MS Office and e-mail system.

Instructions: Very general; must use own judgment most of the time and be self-motivated.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Work is subject to review by Assistant General Manager of Operations on an infrequent basis.

Director of Support Services, page 3

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is typically performed in an office setting at a desk or table and in the field as needed; while the incumbent sometimes lifts light objects weighing less than 25 pounds, lifting is not a requirement of the job.

Tools and/or Equipment used: Normal office equipment (computer, calculator, telephone, copier, etc.); vehicle.

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid driver's license.

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title Director of Support Services
Department: Support Services
Supervisor: Assistant General Manager/ Operations
Grade 40 Paul Corbrie
Revised: 7/1/2002
Supervises: All Department Personnel

Class Characteristics: Under general administrative direction, is responsible for all activities and programs within the Support Services Department; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department, including inventory, garage, buildings & grounds, and custodial personnel.
2. Conducts weekly field inspections of stock room, storage lot, all FPB facilities, ground crews, custodial crews and garage.
2. Formulates, administers and maintains operating policies and procedures after consultation with higher authority and subordinate personnel.
3. Insures that all activities are in compliance with established procedures, including safety precautions.
4. Assists in recruiting, interviewing, and employment of personnel.
5. Insures correct supervision and disciplining of departmental personnel; approves assignments, training, and time-off.
6. Insures orientation and training programs for new employees, including safety training.
7. Conducts performance evaluations and checks and approves personnel evaluations and salary recommendations of subordinates.
8. Insures employees participate in programs for advancement in classification upgrade and licensing.
9. Insures adequate inventory of materials, labor and equipment for efficient operation of department.
10. Interact with employees on problems and concerns.
11. Works with Department Directors to expedite resolution of problems between Departments.
12. Attends meetings as needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (Bachelors degree in Public Administration, Business Administration, or related field preferred, but not required) supplemented by five years directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of federal and state laws and administrative regulations regarding vehicle and equipment maintenance, including *preventive maintenance*.
2. Knowledge of general maintenance, construction, and facility repair.
3. Extensive knowledge of the occupational hazards and safety precautions of the trade, and ability to insure that preventive safety measures are maintained.
5. Extensive knowledge of business methods, markets, and purchasing practices.
6. Basic computer knowledge.

Abilities:

1. Ability to learn all support service requirements of the Plant Board
2. Ability to learn laws and administrative regulations regarding public purchasing requirements.
3. Ability to supervise diversified support services activities.
4. Ability to establish and maintain project schedules while maintaining quality and safety standards.
5. Ability to supervise, evaluate, and discipline employees.
7. Mathematical and analytical abilities.
8. Ability to develop and administer departmental budget.
9. Ability to establish and maintain effective working relationship with Plant Board officers and employees, vendors, and the general public.
10. Ability to communicate effectively verbally and in writing.
11. Ability to use MS Office and e-mail system.

Instructions: Very general; must use own judgment most of the time and be self motivated.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Work is subject to review by Assistant General Manager of Operations on an infrequent basis.

Director of Support Services, page 3

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is typically performed in an office setting at a desk or table and in the field as needed; while the incumbent sometimes lifts light objects weighing less than 25 pounds, lifting is not a requirement of the job.

Tools and/or Equipment used: Normal office equipment (computer, calculator, telephone, copier, etc.); vehicle.

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None.

Overtime Provision: Exempt.

2030, 2012
2052, 2097

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Switch and Trunking Technician II
Department: Cable / Telecommunications, Telecommunications Division
Supervisor: Assistant Telecommunications Superintendent
Supervises: None
Grade: 36
Revised: 7/1/2002

Class Characteristics: Under general supervision, performs the maintenance, test, repair, and analyzes defects in the telephone switching circuits. Provides provisioning and trunking translations for the programming of customer and interconnection traffic from FPB's switch. Works closely with the BackOffice Administrator for the retrieval of billing data from the switch. Assists the SONET Technician with the operation and provisioning of the High Speed Data Network. Performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs all complex switch translations, capacity analysts, control test and turn-up.
2. Analyzes defects, tests, repairs, and maintains telephone switching circuits and equipment by using various test equipment.
3. Responsible for addition, modification and deletion of translations, and implementing new area code additions, testing and adding new trunking translations.
4. Responsible for all translation and routing trouble resolution.
5. Follows manufacturers switch and transport maintenance procedures.
6. Maintains translation design standards including but not limited to trunk group assignment, route index assignment, ect.
7. Performs/oversees all hardware/software upgrades to the switching equipment.
8. Supports provisioning and maintenance of all voice mail ports.
9. Creates and maintains recent change and office backup tapes.
10. Reviews and interprets service, circuit diagrams, layout records, or other technical documents and follows standard practices for provisioning of service and circuit orders.
11. Performs periodic preventive maintenance on computer systems through the use of sophisticated test equipment and software diagnostics.

Switch and Trunking Technician II- Page 2

Non-Essential:

1. Updates records with completed work.
2. Assists other Divisions as required.

MINIMUM QUALIFICATIONS

Training and Experience: Two year degree in Electronics or equivalent training. A minimum of 5 years experience in the telecommunications field to include: provisioning of trunking, switch monitoring/analysis, customer service provisioning and repair, and have a minimum of 1 years experience in complex switch translations.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Previous knowledge of telecommunications switches (5e, 1A, DMS)
2. Knowledge of electronic switching systems from a capacity management perspective.
3. Strong computer skills related to service provisioning and translations in telecommunications switches.

Abilities:

1. Good communications skills both verbal and written. The ability to establish and maintain effective working relationships with co-workers in other Plant Board departments / divisions, representatives of other telecommunications companies, and the general public.
2. Ability to perform and assist in the installation of telecommunications network equipment.
3. Ability to perform testing, troubleshooting, and component replacement of telecommunications switching equipment.
4. Ability to keep abreast of technological changes impacting telecommunication service.
5. Ability to detect mechanical flaws and make minor repairs to equipment.
6. Ability to work as a team and to perform job with little or no supervision.

7. Ability to insure compliance with preventive maintenance and servicing programs.
8. Ability to insure compliance with safety standards and practices.

Instructions: Instructions are very general: must use own judgement most of the time.

Processes: Must occasionally consider different course of action, and develop new techniques, concepts or programs within established limits.

Review of Work: Completed work is not reviewed by supervisor.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed primarily indoors including sitting at a desk or table, walking and standing; must operate equipment and vehicle; exposed to sharp tools; noise, fumes, chemicals and toxic substances. Lifting of heavy tools and equipment. Required to be in high places using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment, hand tools, vehicle, telecommunications equipment and test equipment assigned to Division. May occasionally use special equipment associated with the industry.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement.

Confidential Information: Regular use of extremely confidential information is a job requirement (unlisted telephone numbers, court order of records).

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid Commonwealth of Kentucky drivers license.

Switch and Trunking Technician II - Page 4

Certification Requirements: Certificates of training in: Switching, Networking, basic first aid and CPR, bloodborne pathogens.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-Exempt.

228

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Supervisor

Department: Water Distribution

Supervisor: Water Distribution Superintendent and Assistant Water Distribution Superintendent

Supervises: All Personnel Assigned to System Maintenance Division

Grade: 34

Revised: 3/21/2006

Class Characteristics: Under general direction, supervises and assists in the maintenance of the water distribution system; including fire hydrants, valves, pump stations, tanks, water analysis, backflow prevention, leak detection and performs related work as required. .

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the maintenance of pump stations, tanks, fire hydrants, valves and appurtenances, insuring that work is completed in accordance with federal and state regulations and Plant Board standards.
2. Supervises and assists in the implementation of system maintenance programs including hydrant flushing and maintenance, backflow prevention and valve maintenance.
3. Supervises and assist in the collection and reporting of distribution water sampling.
4. Supervises and assist in the information sharing between engineering and water distribution as it relates to GIS mapping.
5. Performs on-call duties on scheduled and emergency basis, and may be required to take chlorine residuals.
6. Assigns personnel, equipment and material to work to be completed.
7. Responsible for proper traffic control devices within street and highway right-of-way.
8. Responsible for safety of employees assigned to Division.
9. Prepares daily reports of materials used for each job.

System Maintenance Supervisor, Page 2

10. Prepares time sheets, completes employees performance evaluations; recommends disciplinary action to Assistant Water Superintendent.
11. Supervises testing functions on lines.
12. Supervises reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
13. Insures sufficient stock of materials and supplies are on-hand at all times.
14. Responsible for employees maintaining clean vehicles and equipment.
15. Acknowledges malfunctions of equipment and vehicles with recommendations to superiors.

Non-Essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by ten years directly related work experience. Promotion to System Maintenance Supervisor is made only upon recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of water distribution system.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding water distribution systems, ability to insure compliance with the same.
3. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to insure compliance with safety requirements.

System Maintenance Supervisor, Page 3

Abilities:

1. Ability to supervise subordinates while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to maintain safety standards and practices.
5. Ability to read blueprints.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with department supervisors, personnel, and the general public.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Supervisor may spot-check completed work

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where the application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to inspect completed work assignments.

Tools and/or Equipment Used: Computer and other office equipment. Construction equipment (excavators, loaders, air compressors, dump truck, tampers, water pumps, pipe saws, concrete mixers, boom truck, blacktop roller, boring machine, jack hammer, leak corralator, valve truck, backflow prevention test gauges etc.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

System Maintenance Supervisor, Page 4

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a Class IV Distribution License issued by the Commonwealth of Kentucky. Must possess and maintain a valid commercial driver's license.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification. Must possess and maintain Backflow Testers Certification.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

1860, 1901,
2027, 1873

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Worker II

Department: Water Distribution

Supervisor: System Maintenance Supervisor

Supervises: May Supervise Utility Workers and System Maintenance Worker I in the absence of a higher authority

Grade: 24

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the maintenance of the water distribution system; including pump stations, tanks, valves, fire hydrants, water analysis, backflow prevention, leak detection; may assist other divisions as requested; and performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the maintenance of pump stations, tanks, fire hydrants, valves and appurtenances. Operation of the system under the supervision of a Class IV operator.
2. Assists in the system maintenance programs including hydrant flushing and maintenance, backflow prevention, valve maintenance, and leak detection.
3. Performs traffic control measures per rules and regulations while working in streets and highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis.
5. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation; makes adjustments as needed. Checks tanks and tank levels and makes adjustments as needed; assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
7. Cleans vehicles and equipment after use.
8. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.

System Maintenance Worker II, Page 2

9. Prepares and maintains records
10. Completes work in accordance with federal and state regulations and Plant Board standards.
11. Insures sufficient stock of materials and supplies are on-hand at all times.
12. Assist other divisions as requested and approved by Supervisor.
13. Other duties as conditions and consequences dictate.
14. May assist in trouble shooting SCADA system.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school graduate or equivalent supplemented by three years of directly related work experience. Promotion to System Maintenance Worker II is made only upon the recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, the equipment, materials, methods and techniques used in the construction, maintenance, and operation of the system.
2. Knowledge of, operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Knowledge of, federal, state and Plant Board regulations, standards, policies and procedures regarding water distribution.
4. Knowledge of the geography of the service area.
5. Knowledge of safety requirements.

Abilities:

1. Ability to operate all equipment assigned to the Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.
4. Ability to perform manual labor under extreme weather conditions for extended periods of time.

System Maintenance Worker II, Page 3

5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity, and in good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed projects may be discussed with supervisor, but work is generally reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Testing equipment, computer, office equipment, computerized system monitoring equipment, leak correlator, valve equipment, power tools, some heavy equipment as required, and numerous small hand tools.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must acquire and maintain a valid commercial driver's license if deemed necessary to perform job duties. Must obtain Class III Distribution License issued by the Commonwealth of Kentucky to advance to System Maintenance Worker III.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

System Maintenance Worker II, Page 4

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Worker IV

Department: Water Distribution

Supervisor: System Maintenance Supervisor

Supervises: May Supervise System Maintenance Worker I, II, III and Utility Workers in the absence of a higher authority

Grade: 30

Revised: 1/19/2006

Class Characteristics: Under general direction, performs skilled and unskilled work activities in the maintenance of the water distribution system; including pump stations, tanks, valves, fire hydrants, water analysis, backflow prevention, leak detection; may assist other divisions as requested; and performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs skilled and unskilled manual labor in the maintenance of pump stations, tanks, fire hydrants, valves and appurtenances.
2. Assists in the system maintenance programs including hydrant flushing and maintenance, backflow prevention, valve maintenance, and leak detection.
3. Performs traffic control measures per rules and regulations while working in streets and highway right-of-way.
4. Performs on-call duties on scheduled and emergency basis.
5. Performs maintenance on pumps and water tanks; checks pumps and gauges at pump stations to insure proper operation; makes adjustments as needed. Checks tanks and tank levels and makes adjustments as needed; assists with maintenance of pump stations throughout system, including painting buildings and pumps.
6. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
7. Cleans vehicles and equipment after use.
8. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to superiors.

System Maintenance Worker IV, Page 2

9. Prepares and maintains records
10. Completes work in accordance with federal and state regulations and Plant Board standards.
11. Insures sufficient stock of materials and supplies are on-hand at all times.
12. Assist other divisions as requested and approved by Supervisor.
13. Other duties as conditions and consequences dictate.
14. May perform trouble shooting on SCADA system.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: High school graduate or equivalent supplemented by a minimum of eight years of directly related work experience. Promotion to System Maintenance Worker IV is made only upon the recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of, the equipment, materials, methods and techniques used in the construction, maintenance, and operation of the system.
2. Extensive knowledge of, operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Extensive knowledge of, federal, state and Plant Board regulations, standards, policies and procedures regarding water distribution.
4. Extensive knowledge of the geography of the service area.
5. Extensive knowledge of safety requirements.

Abilities:

1. Ability to operate all equipment assigned to the Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.
4. Ability to perform manual labor under extreme weather conditions for extended periods of time.

System Maintenance Worker IV, Page 3

5. Ability to establish and maintain effective working relationships with officials, employees and the general public.
6. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity, and in good physical condition.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Supervisor may spot –check completed work.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where the application of advanced or technical concepts is required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Testing equipment, computer, office equipment, computerized system monitoring equipment, leak correlator, valve equipment, power tools, some heavy equipment as required, and numerous small hand tools.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must acquire and maintain a valid commercial driver's license as soon as practical for division if deemed necessary to perform job duties. Must possess and maintain Class IV Distribution License issued by the Commonwealth of Kentucky.

System Maintenance Worker IV, Page 4

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

142

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Technician I
Department: Electric
Supervisor: Technical Support Supervisor / Lead System Technician
Supervises: May Supervise Lower Class System Technicians in Absence of a Higher Authority
Grade: 33
Revised: 7/1/2002

Class Characteristics: Under general direction, analyzes power quality problems; provides load data; operates scanning equipment and underground locating equipment; may supervise assigned personnel; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs predictive and preventive maintenance on systems voltage regulation equipment.
2. Responds to power quality problems due to random complaints.
3. Locates underground facilities.
4. Performs equipment and facility inspections.
5. Locates underground faults, both *primary and secondary*, including the upkeep and maintenance of the high voltage fault locating equipment.
6. Performs testing and repairs of electrical and electronic equipment used throughout power delivery system; assists other Plant Board departments with the repair of electrical and electronic equipment.
7. Assists substation personnel with station problems.
8. Operates infrared scanning equipment and programs.
9. Operates radio interference locating equipment.
10. Maintains sub-station and load flow data and program.
11. Recommends changes, improvements, and repairs to the system=s equipment.
12. Provides *technical assistance* to customers.
13. Provides technical and safety training to all Plant Board departments.
14. Performs infra-red scanning for the system.
15. Sets recording voltmeters and meters on customer complaints; trouble-shoots customer problems.
16. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Electronic Technology supplemented by seven years directly related work experience; appointment from System Technician II to System Technician I must be recommended by the Superintendent and approved by the General manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of federal and state laws and administrative regulations regarding system leakage.
2. Extensive knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
3. Extensive knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Technical knowledge, including trouble-shooting voltage regulation problems, determining repair methods, etc.; knowledge required to interpret technical publications and determine appropriate course of action.
5. Extensive knowledge of electronics with strong math background.
6. Extensive knowledge of computers.
7. Knowledge of manufacturing processes.

Skills:

1. Written and verbal communication skills.
2. Public relations skills.
3. Trouble-shooting skills.

Abilities:

1. Ability to monitor system leakage and maintain accurate reports.
2. Ability to work independently.
3. Ability to maintain safety standards and practices.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationships with Plant Board department directors and employees, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; standing and walking required; must lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Vehicle; scanning equipment; underground lines locating equipment; precision measuring equipment; common hand tools.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification PQS certified. TVPPA Certification preferred; not required.

Overtime Provision: Non-exempt.

1993

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Technician II
Department: Electric
Supervisor: Technical Support Supervisor / Lead System Technician
Supervises: May Supervise Lower Class System Technicians in Absence of a Higher Authority
Grade: 29
Revised: 7/1/2002

Class Characteristics: Under general direction, analyzes power quality problems; provides load data; operates scanning equipment and underground locating equipment; may supervise assigned personnel; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs predictive and preventive maintenance on systems voltage regulation equipment.
2. Responds to power quality problems due to random complaints.
3. *Locates underground facilities.*
4. Performs equipment and facility inspections.
5. Locates underground faults, both primary and secondary, including the upkeep and maintenance of the high voltage fault locating equipment.
6. *Performs testing and repairs of electrical and electronic equipment used throughout power delivery system; assists other Plant Board departments with the repair of electrical and electronic equipment.*
7. Assists substation personnel with station problems.
8. *Operates infrared scanning equipment and programs.*
9. Operates radio interference locating equipment.
10. Maintains sub-station and load flow data and program.
11. Recommends changes, improvements, and repairs to the system=s equipment.
12. *Provides technical assistance to customers.*
13. Provides technical and safety training to all Plant Board departments.
14. Performs infra-red scanning for the system.
15. Sets recording voltmeters and meters on customer complaints; trouble-shoots customer problems.
16. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Electronic Technology supplemented by five years directly related work experience; appointment from System Technician III to System Technician II must be recommended by the Superintendent and approved by the General manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state laws and administrative regulations regarding system leakage.
2. Thorough knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
3. Thorough knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Technical knowledge, including trouble-shooting voltage regulation problems, determining repair methods, etc.; knowledge required to interpret technical publications and determine appropriate course of action.
5. Thorough knowledge of electronics with strong math background.
6. Thorough knowledge of computers.
7. Thorough knowledge of manufacturing processes.

Skills:

1. Written and verbal communication skills.
2. Public relations skills.
3. Trouble-shooting skills.

Abilities:

1. Ability to monitor system leakage and maintain accurate reports.
2. Ability to work independently.
3. Ability to maintain safety standards and practices.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationships with Plant Board department directors and employees, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; standing and walking required; must lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Vehicle; scanning equipment; underground lines locating equipment; precision measuring equipment; common hand tools.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification.

Overtime Provision: Non-exempt.

2024

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Technician III
Department: Electric
Supervisor: Technical Support Supervisor / Lead System Technician
Supervises: None.
Grade: 26
Revised: 7/1/2002, 02/2006

Class Characteristics: Under general direction, analyzes power quality problems; provides load data; operates scanning equipment and underground locating equipment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs predictive and preventive maintenance on systems voltage regulation equipment.
2. Responds to power quality problems due to random complaints.
3. Locates underground facilities.
4. Performs equipment and facility inspections.
5. Locates underground faults, both primary and secondary, including the upkeep and maintenance of the high voltage fault locating equipment.
6. Performs testing and repairs of electrical and electronic equipment used throughout power delivery system; assists other Plant Board departments with the repair of electrical and electronic equipment.
7. Assists substation personnel with station problems.
8. Operates infrared scanning equipment and programs.
9. Operates radio interference locating equipment.
10. Maintains sub-station and load flow data and program.
11. Recommends changes, improvements, and repairs to the system=s equipment.
12. Provides technical assistance to customers.
13. Provides technical and safety training to all Plant Board departments.
14. Performs infra-red scanning for the system.
15. Sets recording voltmeters and meters on customer complaints; trouble-shoots customer problems.
16. Attends safety and other seminars on a regular basis.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Electronic Technology supplemented by two years directly related work experience; appointment from System Technician IV to System Technician III must be recommended by the Superintendent and approved by the General manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal and state laws and administrative regulations regarding system leakage.
2. Knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
3. Knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Technical knowledge, including trouble-shooting voltage regulation problems, determining repair methods, etc.; knowledge required to interpret technical publications and determine appropriate course of action.
5. Knowledge of electronics with strong math background.
6. Knowledge of computers.
7. Knowledge of manufacturing processes.

Skills:

1. Written and verbal communication skills.
2. Public relations skills.
3. Trouble-shooting skills.

Abilities:

1. Ability to monitor system leakage and maintain accurate reports.
2. Ability to work independently.
3. Ability to maintain safety standards and practices.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationships with Plant Board department directors and employees, and the general public.

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; standing and walking required; must lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; must be in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Vehicle; scanning equipment; underground lines locating equipment; precision measuring equipment; common hand tools.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification, TVPPA Unit 1 & 2 certifications are required.

Overtime Provision: Non-exempt.

130, 115

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Technical Support Supervisor
Department: Electric
Supervisor: Electric Superintendent or Assistant Superintendent
Supervises: All Assigned Personnel
Grade: 35
Revised: 1/18/2005, 7/1/2002

Class Characteristics: Under general direction, supervises and assists in the construction and maintenance of electrical metering equipment to insure continuity of service and proper registration and installation of measurement devices throughout system; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the construction and/or maintenance of electrical metering equipment to insure workability of all sub-stations and equipment, insuring that work is completed in accordance with federal and state regulations and Plant Board standards.
2. Selects proper metering and associated devices for protection of system and power reliability; directs all switching procedures within sub-stations; tests protective devices within station systems, relays, re-closures, etc.; remove and retro-fill station equipment as directed.
3. Orders parts for all station related equipment.
4. Responsible for employee safety, including issuance of safety equipment and scheduling of employees for safety training.
5. Trouble-shoot customer complaints of voltage problems.
6. Attends to problems as they arise daily.
7. Insures that employees receive training for assigned duties; supervises employees; completes performance evaluations; recommends disciplinary action to Superintendent.
8. Detects malfunctions in equipment and vehicles, and makes minor repairs; insures that preventive maintenance standards are followed; recommends major repairs to Superintendent.
9. Conducts investigations for all accidents.
10. Prepares monthly peak-demand reports.
11. Attends safety and other seminars on a regular basis.
12. Assists with in-house wiring.

Non-Essential:

1. Assists other departments with high voltage pumps and equipment.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by eight years directly related work experience; or Associates Degree and six years of directly related work experience. (See Certification Requirements for additional requirements)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of electrical metering, including equipment, materials, methods and techniques used in all operations, construction and maintenance of electrical metering equipment.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding metering equipment; ability to insure compliance with the same.
3. Thorough knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery.
4. Thorough knowledge of and ability to insure compliance with safety requirements.
5. Thorough knowledge of relays, substation operation, load shifting system layout, etc.

Skills:

1. Problem-solving skills.

Abilities:

1. Ability to supervise subordinates while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to recognize work hazards and maintain safety standards and practices.
5. Ability to work in highly stressful situations, such as working with hot wires.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with officers in other Plant Board departments, and the general public.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; sitting, standing and stooping are job requirements; must operate equipment and vehicle; must lift objects weighing in excess of twenty-five (25) pounds; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Meters, electric and hand tools, vehicles, oil filter press, pumps, generators, etc.

Contacts: Public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification. Must have completed TVPPA Certification or equivalent.

Overtime Provision: Non-exempt.

2019

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Telephone Manager

Department: Cable / Telecommunications, Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Telephone Division

Grade: 38

Revised: 5/18/04

Class Characteristics: Under general direction of the Superintendent, manages the division related to local and long distance telephone services and the SONET Network.

General Duties and Responsibilities:

Essential:

1. Manages the operation of local and long distance telephone services and the SONET Network.
2. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
3. Responsible for keeping abreast of federal and state regulatory and legislative developments affecting the Frankfort Plant Board. Develops and presents FPB position in industry meetings and as a witness in regulatory and legislative hearings.
4. Assures that required proof tests of technical standards compliance; completes required forms and forwards to supervisor.
5. Negotiates and recommends terms & conditions of interconnection/collocation Agreements for local and long distance services.
6. Supervises the maintenance of vehicles and functional equipment.
7. Develops and interprets contract language, presents FPB's position in third party negotiations regarding billing disputes and other operational requirements.
8. Assists supervisor in the preparation of division budget.
9. Receives customer complaints and attends to their disposition or forwards to Superintendent.
10. Assists with preparation of cost estimates for special projects and major purchases.

Non-Essential:

None

MINIMUM QUALIFICATIONS

Training and Experience: College graduate in telecommunications or related field supplemented by five years directly related work experience, including two years in a supervisory capacity.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working knowledge of equipment, materials, methods and techniques used in construction, operation and maintenance of the telecommunications network including SONET and Switching.
2. Thorough knowledge of federal/state and local laws, telecommunications interconnection/collocation agreements, administrative regulations regarding telecommunications systems, Plant Board, Department/Division policy and procedure, ability to insure compliance with the same.
3. Thorough knowledge of public administration principles and practices.
4. Thorough knowledge of telecommunications tariffs, services, and terminology.
5. Thorough knowledge of, and ability to insure compliance with safety requirements.

Abilities:

1. Excellent communications skills both verbal and written.
2. Ability to establish and maintain effective working relationships with officers in other Plant Board departments/divisions, other telecommunications companies, and the general public.
3. Ability to develop a strategic marketing position to attract potential business and residential customers and to assess customer telecommunication needs, provide service, and retain new customers.
4. Ability to coordinate telecommunication matters with consultants and other telecommunications companies.
5. Ability to assist with the development of budgets for HICAP and Switch Business services, network management programs, and customer premise equipment.
6. Ability to determine telecommunications hardware/software and professional service needs, coordinate bidding, evaluation, ordering, installation and activation of equipment.

7. Ability to insure compliance with preventive maintenance and servicing programs.
8. Ability to insure compliance with safety standards and practices.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Must frequently refine existing work methods and develop techniques, concepts, and programs within established policy and procedure.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Demands of the Job: Work is performed primarily indoors but may include some outdoor activity including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances. May be required to be in high places using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment, hand tools, vehicle, telecommunications equipment and test equipment assigned to Division. May occasionally use special equipment associated with the industry.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement.

Confidential Information: Regular use of confidential information is a job requirement.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Additional Requirements: Must be able to respond to calls in emergency situations within 30 minutes.

Overtime Provision: Exempt.

1904

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Work Order Coordinator/Accountant

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade 25

Revised: 9/12/2002, 7/1/2002

Class Characteristics: Under general direction, tracks work-orders; completes and processes billings including state/federal projects and contracts on work-orders; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Issues work order number; tracks work-orders from origination to completion.
2. Sends out cost estimate sheets for engineering approval.
3. Writes-up and mails-out contracts; processes advances to customers.
4. Solves work order related problems with billings, misplaced information, incorrect information, etc.
5. Prepares correspondence on work-orders for explanations, additional billings, collections, etc.
6. Processes accounts receivable billings for work-orders and inventory.
7. Processes cash receipts reconciliation for work-orders.
8. Reconciles sales orders.
9. Reconciles labor charges.
10. Performs journal entries.
11. Assists other personnel as required.
12. Enters sales orders into cash program.
13. Enters travel information; prints and distributes travel reports.
14. Assists in processing cash receipts for bank deposits; assists with balancing customer accounts.
15. Provides detail backup information for audit of state/federal projects.

Non-essential:

1. Opens and processes mail daily.

MINIMUM QUALIFICATIONS

Training and Experience: Associates degree in accounting or closely related field supplemented by one year related work experience; additional education may be substituted for work experience on a year-for-year basis; or 5 years work experience in accounting or closely related field may be substituted for associates degree.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of accounting theory, principles and practices.
2. Knowledge of federal and state laws and administrative regulations regarding accounts payable, including related reporting requirements.
3. Knowledge of Plant Board policies and procedures regarding work-orders.
4. Knowledge of arithmetic, business English, spelling and grammar.
5. Knowledge of office terminology, procedures and equipment.
6. Knowledge of computer hardware and applicable software programs.

Skills:

1. Skill in the use of computer keyboard, typewriter, calculator and other office equipment.

Abilities:

1. Ability to make mathematical computations with speed and accuracy by hand or machine.
2. Ability to prepare and maintain accurate financial records and reports.
3. Ability to complete job tasks within established time periods.
4. Ability to firmly but tactfully and courteously deal with the public in difficult situations.
5. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
6. Mental alertness and attention to detail and accuracy.

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get job done.

Review of Work: Work is not checked regularly.

Analytical Requirements: Problems require analysis based on precedent.

Work Order Coordinator/Accountant, Page 3

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds).

Tools and/or Equipment Used: General office equipment (computer, calculator, telephone, copier, etc.).

Contacts: Frequent contact with the public; frequent contact with employees and supervisors from other departments.

Confidential Information: Limited use of confidential information is a requirement of the job.

Interruptions: Frequent.

Special Licensing Requirements: None.

Additional Requirements: Must meet bonding requirements.

Certification Requirements: None.

Overtime Provision: Non-exempt.

60, 63,
1961

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Telephone Order Representative

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Assistant Superintendent - Telecommunications

Supervises: None

Grade: 26

Revised: 8/5/2004

Class Characteristics: Under general supervision, performs clerical and administrative duties, with reference to initiating service orders, handling customer questions and complaints, and ordering of services to convert customers to Plant Board local exchange and long distance telephone services. Performs related work as required, including the initiation and management of coordination activities with representatives from outside companies such as BellSouth, Qwest (long distance), Neustar (number porting) Intrado (911), and other wireline and wireless carriers

General Duties and Responsibilities:

Essential:

1. Deals directly with FPB customers to initiate service orders, answer customer questions, and resolve customer issues. Handles incoming daily service requests from FPB Customer Service Representatives for conversion of customers to FPB telephone system. Completes service requests via web based systems interconnected to BellSouth.
2. Interprets details of service order requests to ensure that the appropriate Local Service Requests (LSR's) are completed correctly and submitted to BellSouth in a timely manner.
3. Updates the service order system to reflect any changes to Firm Order Commitment (FOC) date received from BellSouth, and after order has been accepted.
4. Serves as the Liaison to BellSouth for Negotiation of FOC's and changes to FOC's for all LSR's and Access Service Requests (ASR's).
5. Maintains records of LSRs and ASRs submitted and files in appropriate locations.
6. Completes and submits Local Number Portability (LNP) orders via web based systems for customers choosing LNP.

7. Submits 911 update information via web based systems.
8. Assists with the submittal of all other documentation required to convert customers to the FPB telephone system.
9. Coordinates service order activity with other FPB employees and representatives from other companies,

Non-Essential:

1. Assists other Divisions as requested.
2. Assist as required with all other functions in the Telecom Division.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year directly related telecommunications work experience. Attends training as required to maintain proficiency with systems used to transmit LSR's and ASR's. Training includes attendance and satisfactory completion of BellSouth local service order initiation training and BAPCO directory assistance order entry training.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of or ability to learn, the policies and procedures for submittal of ASR's and LSR's.
2. Knowledge of Telecommunications terms and descriptions.
3. Knowledge of or ability to learn Plant Board service order flow and processing.
4. Knowledge of or ability to learn the procedures for Local Number Portability (LNP) submittal.
5. Knowledge of or ability to learn the method for submittal of new 911 addresses to the national database.
6. Ability to learn compliance with safety requirements.

Abilities:

1. Good Communications skills both verbal and written. The ability to establish and maintain effective working relationships with officers in other Plant Board departments / divisions, other telecommunications companies, and the general public.
2. Good typing and data entry skills.

3. Ability to work with BellSouth and other telecom company counterparts to achieve desired due date for orders or earliest due date available in system.
4. Ability to insure compliance with safety standards and practices.
5. Ability to coordinate and resolve issues/problems with different telecom carriers for moving customer telephone numbers to and from FPB.
6. Ability to understand and use complex data entry processes from other carriers.

Instructions: Instructions are initially very specific but become more general with work experience.

Processes: Generally follows specific guidelines to ensure job completion. Must occasionally consider different course of action or deviate from standard procedures to get job done.

Review of Work: The nature of the complex data entry work and need for coordination with other company representatives requires that the FPB Telephone Order Representative assume responsibility for successful management of work to completion. Manager offers guidance and assistance as needed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required. This position must comprehend and be able to accurately execute lengthy and complex data entry processes as required by other companies. These processes are unique to telecom operations and require an understanding of telephone terminology and process flows.

Physical Demands of the Job: Work is performed primarily indoors including walking and standing, must operate normal office equipment, may be exposed to sharp tools; noise, fumes, chemicals and toxic substances. May be required to be in high places using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement. The position also requires the need to daily coordinate and direct work activities of representatives from other companies, including BellSouth, Qwest, Neustar and Intrado, Contacts with many wireline and wireless carriers must be initiated to manage the process for handling number porting requests.

Confidential Information: Regular use of extremely confidential information is a job requirement (unlisted telephone numbers, court order of records).

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid Commonwealth of Kentucky drivers license.

Certification Requirements: Certificates of training in: basic first aid and CPR, blood-borne pathogens.

Additional Requirements: Must possess advanced problem solving skills and flexibility to develop and manage previously undefined work processes in a changing telecom environment.

Overtime Provision: Non-Exempt

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Telephone Order Representative

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Telephone Manager

Supervises: None

Grade: 26

Revised: 9/21/2004

Class Characteristics: Under general supervision, performs clerical and administrative duties, with reference to initiating service orders, handling customer questions and complaints, and ordering of services to convert customers to Plant Board local exchange and long distance telephone services. Performs related work as required, including the initiation and management of coordination activities with representatives from outside companies such as BellSouth, Qwest (long distance), Neustar (number porting) Intrado (911), and other wireline and wireless carriers

General Duties and Responsibilities:

Essential:

1. Deals directly with FPB customers to initiate service orders, answer customer questions, and resolve customer issues. Handles incoming daily service requests from FPB Customer Service Representatives for conversion of customers to FPB telephone system. Completes service requests via web based systems interconnected to BellSouth.
2. Interprets details of service order requests to ensure that the appropriate Local Service Requests (LSR's) are completed correctly and submitted to BellSouth in a timely manner.
3. Updates the service order system to reflect any changes to Firm Order Commitment (FOC) date received from BellSouth, and after order has been accepted.
4. Serves as the Liaison to BellSouth for Negotiation of FOC's and changes to FOC's for all LSR's and Access Service Requests (ASR's).
5. Maintains records of LSRs and ASRs submitted and files in appropriate locations.
6. Completes and submits Local Number Portability (LNP) orders via web based systems for customers choosing LNP.

Telephone Order Representative, Page 2

7. Submits 911 update information via web based systems.
8. Assists with the submittal of all other documentation required to convert customers to the FPB telephone system.
9. Coordinates service order activity with other FPB employees and representatives from other companies,

Non-Essential:

1. Assists other Divisions as requested.
2. Assist as required with all other functions in the Telecom Division.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year directly related telecommunications work experience. Attends training as required to maintain proficiency with systems used to transmit LSR's and ASR's. Training includes attendance and satisfactory completion of BellSouth local service order initiation training and BAPCO directory assistance order entry training.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of or ability to learn, the policies and procedures for submittal of ASR's and LSR's.
2. Knowledge of Telecommunications terms and descriptions.
3. Knowledge of or ability to learn Plant Board service order flow and processing.
4. Knowledge of or ability to learn the procedures for Local Number Portability (LNP) submittal.
5. Knowledge of or ability to learn the method for submittal of new 911 addresses to the national database.
6. Ability to learn compliance with safety requirements.

Abilities:

1. Good Communications skills both verbal and written. The ability to establish and maintain effective working relationships with officers in other Plant Board departments / divisions, other telecommunications companies, and the general public.
2. Good typing and data entry skills.

Telephone Order Representative, Page 3

3. Ability to work with BellSouth and other telecom company counterparts to achieve desired due date for orders or earliest due date available in system.
4. Ability to insure compliance with safety standards and practices.
5. Ability to coordinate and resolve issues/problems with different telecom carriers for moving customer telephone numbers to and from FPB.
6. Ability to understand and use complex data entry processes from other carriers.

Instructions: Instructions are initially very specific but become more general with work experience.

Processes: Generally follows specific guidelines to ensure job completion. Must occasionally consider different course of action or deviate from standard procedures to get job done.

Review of Work: The nature of the complex data entry work and need for coordination with other company representatives requires that the FPB Telephone Order Representative assume responsibility for successful management of work to completion. Manager offers guidance and assistance as needed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required. This position must comprehend and be able to accurately execute lengthy and complex data entry processes as required by other companies. These processes are unique to telecom operations and require an understanding of telephone terminology and process flows.

Physical Demands of the Job: Work is performed primarily indoors including walking and standing, must operate normal office equipment, may be exposed to sharp tools; noise, fumes, chemicals and toxic substances. May be required to be in high places using stairs and ladders in order to complete work assignments.

Tools and/or Equipment Used: Normal office equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement. The position also requires the need to daily coordinate and direct work activities of representatives from other companies, including BellSouth, Qwest, Neustar and Intrado, Contacts with many wireline and wireless carriers must be initiated to manage the process for handling number porting requests.

Telephone Order Representative, Page 4

Confidential Information: Regular use of extremely confidential information is a job requirement (unlisted telephone numbers, court order of records).

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid Commonwealth of Kentucky drivers license.

Certification Requirements: Certificates of training in: basic first aid and CPR, blood-borne pathogens.

Additional Requirements: Must possess advanced problem solving skills and flexibility to develop and manage previously undefined work processes in a changing telecom environment.

Overtime Provision: Non-Exempt

2054

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Traffic/Billing/PPV Coordinator

Department: Media Services

Supervisor: Media Services Manager

Supervises: None

Grade: 25

Revised: 8/1/2003

Class Characteristics: Under general direction, serves as Traffic/ Billing/PPV Coordinator; Inputs sales orders, generates order confirmations, verifies insertions and build daily schedules for commercial insertion. Inputs checks, applies to appropriate account and delivers reports and checks to Finance Department. Maintains pay-per-view invoicing. Manages Node database. Performs general office duties and serves as department receptionist. Performs other duties as assigned.

General Duties and Responsibilities:

Essential:

Traffic/Billing Duties:

1. Inputs Sales Orders
2. Verifies insertions from prior day
3. Processes monthly billing
4. Produces order confirmations
5. Builds daily commercial insertion schedule.
6. Schedules make goods as needed
7. Inputs checks and applies to proper account
8. Produces weekly report for Friday meeting
9. Generates accounts receivable billing reports and collection information and delivers to Finance Department.
10. Maintains client list.
11. Produces notarized affidavits for clients.
12. Performs secretarial duties; answers phone; serves as departmental receptionist, etc.
13. Coordinates and inserts video crawls on insertable channels

PPV Duties

1. Maintains pay per view invoicing on a monthly basis
2. Manages Node address data base and facilitates FSN mailings for residential customers.
3. Works with Bluegrass Mailing to ensure mailings

Non-Essential: 1. Coordinates special events for Cable Advertising Department

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent

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.
5. Knowledge of computer hardware and applicable software programs.
6. Knowledge of accounting and inventory management.
7. Knowledge of PPV marketing industry.

Skills:

1. Organizational skills.
2. Public relations skills.
3. PC skills
4. Time Management skills

Abilities:

1. Ability to effectively coordinate client needs with available inventory..
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: Completed work is spot-checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work 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.

Tools and/or Equipment Used: Advertising management systems; advertising billing system, normal office equipment (fax, copier, VCR, etc.) PPV management system.

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: None

Additional Requirements: Must be able to respond to emergency situations at all hours.

Certification Requirements: None.

Overtime Provision: Non-exempt.

1166

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Underground Electric Supervisor
Department: Electric
Supervisor: Electric Superintendent or Assistant Superintendent
Supervises: All Assigned Personnel
Grade: 35
Revised: 7/1/2002

Class Characteristics: Under general direction, supervises and assists in the construction and maintenance of underground division of utility; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises employees assigned to the Division and assists in the construction and/or maintenance of underground electric utility, insuring that work is completed in accordance with federal and state regulations and Plant Board standards.
2. Troubleshoots and repairs underground electric facilities to maintain service.
3. Assigns personnel, equipment and material to work to be completed.
4. Insures that production, projects, and goals are met.
5. Assists with system design upgrades; assists with developing new standards and specifications for new programs.
6. Assists with preparation of estimates for job costs and job lay-out; insures sufficient stock of materials and supplies are on-hand at all times; prepares daily reports of materials used for each job; maintains accurate records and maps.
7. Responsible for employee safety, including issuance of safety equipment and scheduling of employees for safety training; conducts safety training.
8. Responsible for protection of job-site for general public and public property.
9. Attends to problems as they arise daily.
10. Supervises and trains employees; completes performance evaluations; responsible for daily time and attendance for subordinates; recommends disciplinary action to Superintendent.
11. Works high voltage and instructs employees to work high voltage safely and efficiently.
12. Detects malfunctions in equipment and vehicles, and makes minor system repairs; insures that preventive maintenance standards are followed; recommends major repairs to Superintendent.
13. Insures production, projects, and goals are met.
14. Conducts investigations for all accidents.
15. Attends safety and other seminars on a regular basis.
16. Responsible for up-to-date maps, tagging, 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. Thorough knowledge of underground electric utility system, including equipment, materials, methods and techniques used in operations, construction and maintenance.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding underground section of utility; 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.

Skills:

1. Problem-solving skills.
2. Pole climbing skills.

Abilities:

1. Ability to supervise subordinates while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to recognize work hazards and maintain safety standards and practices.
5. Ability to work in highly stressful situations, such as working with Ahot wires.
6. Ability to use pole climbing equipment and to climb poles.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationships with Plant Board department directors, and the general public.
9. Ability to operate electronic or detection equipment needed in performance of duties.

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 projects may be discussed with supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; sitting, standing, stooping and climbing poles are job requirements; must operate equipment and vehicle; must lift objects weighing in excess of twenty-five (25) pounds; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Bucket truck; backhoe; bobcat; trencher; cable radar fault locating equipment; voltage meter; hydraulic tools (jackhammer, drill, pump); winches; wire pullers; pole climbing tools; pipe bender; pipe threader; ladders; computer; fax machine; copier; various hand tools assigned to department.

Contacts: Public and internal contacts are a requirement of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a commercial drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess First-Aid Responder & CPR Certification. Must have completed TVPPA Certification or equivalent.

Overtime Provision: Non-exempt.

2078

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Video Producer/Director

Department: Marketing, Public Relations and Community TV

Supervisor: Production Supervisor/Webmaster

Supervises: May Supervise Production (Edit) Assistant

Grade 26

Revised: 7/1/2002

Class Characteristics: Under general supervision, evaluates client needs and requirements, writes scripts, operates video equipment for commercial/industrial production, edits production on non-linear editor; submits work for client review and approval; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Operates equipment for production of programming (camera, audio, switcher, lighting, character generator, non-linear editing,
2. Produces (shoots, writes, and edits) commercials for advertising clients.
3. Performs crew assignments for production, including set-up, floor directing, clean-up, and both pre- and post-production activities.
4. Constructs and/or designs sets for productions.
5. May coordinate finished product with traffic/billing for insertion onto cable system.
6. Performs preventive maintenance on equipment utilized in production of commercials.
7. Attends continuing education classes as required for system and equipment updates and new/or processes are implemented.
8. Serves as Cable 10 production resource.
9. Works with public access groups, when applicable.
10. Performs other duties as assigned.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Telecommunications or Video Production; directly related work experience may be substituted for the education requirements on a year-for-year basis up to a maximum of two years. Advanced training in Media 100 Editor certification classes.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, federal, state and local laws and administrative regulations governing commercials.
2. Knowledge of script writing.
3. Knowledge of lighting.
4. Knowledge of, or ability to learn, Plant Board operating policies and procedures.
5. Knowledge of cable television production and operations.
6. Knowledge of work hazards and applicable safety precautions associated with equipment.
7. Knowledge of ,or ability to demonstrate and utilize 2D animation programs such as Adobe After Effects.
8. Knowledge of photo-shop.

Skills:

1. Skill in the use of departmental equipment, including non-linear editing system, character generator, audio mixer, field and studio camera operation, lighting, etc.
2. Communication skills.
3. Skill in producing quality products.
4. Problem-solving skills.
5. Editing skills.
6. Graphic design and layout.
7. Skill in producing multi-layered motion graphics.

Abilities:

1. Ability to write script, produce, shoot and edit commercials.
2. Ability to prepare and maintain effective record keeping system.
3. Ability to communicate effectively, orally and in writing.

4. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and members of the community.
5. Ability to work independently.
6. Excellent vision; manual dexterity; attention to detail; good balance and muscle control; ability to adapt to frequent change.

Instructions: Instructions are initially very specific, but become more general with additional work experience.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits.

Review of Work: All completed work is reviewed initially, but review is reduced with work experience.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed in an office at a desk, table, or piece of video equipment; must lift objects weighing in excess of 25 pounds as a job requirement ; must operate vehicle and other equipment; exposed to machinery and its moving parts; must work in high places, confined spaces, and use stairs and ladders.

Tools and/or Equipment Used: Non-linear editing system, character generator (CG), audio mixer, field and studio camera operation, lighting; normal office equipment (computer, copier, phone, etc).

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None.

Video Producer/Director, Page 4

Additional Requirements: Since the employee in this class performs on-call duties, the employee must be able to respond in the event of emergency situations within 30-minutes from the time the call is received.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: VoIP Technologies Coordinator
Department: Cable / Telecommunications, Telecommunications Division
Supervisor: Telephone Manager
Supervises: None
Grade: 34
Created: 10/19/2004
Revised:

Class Characteristics: Under general supervision, performs the maintenance, test, and repair of telephone switching circuits. Provides provisioning and trunking translations for the programming of customer and interconnection traffic from FPB's switch. Provisions multimedia terminal adapters for telephone operation. Researches and implements new broadband technology applications for FPB customers. Performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs all complex telecommunications switch translations for customer telephone service requests.
2. Uses test equipment to analyze, repair, and maintain telephone switching circuits and equipment. Responsible for translation and routing trouble resolution.
3. Assists telephone installers in trouble determination and resolution.
4. Researches new Voice over Internet Protocol (VoIP) and broadband wireless technology for potential consumer applications.
5. Communicates with vendors/manufacturers on RF network requirements and evaluates products/technologies related to a wireless solution within a telecommunications network.
6. Assists in the implementation and configuration of the network elements being deployed in a city or urban area.
7. Provisions multimedia terminal adapters for telephone service.
8. Performs first level troubleshooting and works with IT to resolve high level issues on the multimedia terminal adapters.
9. Assists IT in the testing and deployment of new hardware and software for the multimedia terminal adapters.
10. May be required to work some weekends and respond to trouble calls after normal working hours.

Non-Essential:

1. Updates records with completed work.

2. Assists other Divisions as required.

MINIMUM QUALIFICATIONS

Training and Experience: Two year degree in Electronics or equivalent training and education. Extensive knowledge in dealing with telecommunications broadband technology, including wireless Internet and VoIP, is required. Experience in provisioning of trunking, switch monitoring/analysis, switch repair/maintenance, customer service provisioning and repair, and complex switch translations a plus.

Experience with Wireless and VoIP technologies to evaluate, define and assist in the development of 802.x standards, requirements and recommendation of standard configurations for wireless network elements is desired. This includes deployment of routers, switching, transport, and access point devices on a system or regional level. Extensive knowledge of Wireless LANs, (WiFi) 802.11a/b/g and 802.16a (WiMax) protocol is required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Previous knowledge of telecommunications switches (5e, 1A, DMS)
2. Knowledge of electronic switching systems from a capacity management perspective.
3. Strong computer skills and an in-depth knowledge of Internet broadband technology.

Abilities:

1. Good communications skills both verbal and written. The ability to establish and maintain effective working relationships with co-workers in other Plant Board departments / divisions,
2. Ability to deal effectively with representatives of other telecommunications companies and the general public.
3. Ability to perform and assist in the installation of telecommunications network equipment.
4. Ability to perform testing, troubleshooting, and component replacement of telecommunications switching equipment.
5. Ability to keep abreast of technological changes impacting telecommunication service.
6. Ability to detect mechanical flaws and make minor repairs to equipment.

7. Ability to work as a team and to perform job with little or no supervision.
8. Ability to insure compliance with preventive maintenance and servicing programs.
9. Ability to insure compliance with safety standards and practices.

Instructions: Instructions are very general: must use own judgement..

Processes: Must occasionally consider different course of action, and develop new techniques, concepts or programs within established limits.

Review of Work: Completed work may be spot checked by supervisor, but work is generally not reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed primarily indoors including sitting at a desk or table, walking and standing; must operate test equipment and vehicle.

Tools and/or Equipment Used: Normal office equipment, hand tools, vehicle, telecommunications equipment and test equipment assigned to Division. May occasionally use special equipment associated with the industry.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is a job requirement.

Confidential Information: Regular use of extremely confidential information is a job requirement.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid Commonwealth of Kentucky drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-Exempt.

246

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Water Analyst IV

Department: Water Distribution

Supervisor: System Maintenance Supervisor

Supervises: None. -

Grade: 30

Revised: 1/19/2006

Class Characteristics: Under general supervision, collects water samples; may analyze samples; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Collects water samples, including routine and new-line bacteriological samples; collects samples of water off over 30-days.
2. Responds to all water quality complaints and analyzes problem.
3. Flushes dead-ends, blow-offs and low-use areas to maintain water quality.
4. Keeps superiors advised of water quality.
5. Establish and maintain records of samples collected and analyzed or forwarded for analysis.
6. Assists other departmental personnel as requested and approved by Supervisor.
7. Monitors, operates, and maintains mobile computerized water analyzing equipment.
8. Responsible for dechlorination of new water mains by EPA standards, hydrostatically testing of new mains, and bacteriological sampling of new mains.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by eight years related work experience. Job related technical training or college level courses in chemistry preferred. Promotion to Water Analyst IV is made only upon the recommendation of the Superintendent and approval of the General manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in the construction and maintenance of the water distribution system.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference water quality.
3. Extensive knowledge of sampling techniques.
4. Extensive knowledge of water chemistry.
5. Extensive knowledge of the work hazards and applicable safety precautions associated with the operation of equipment.
6. Extensive knowledge of the operating characteristics and servicing requirements of vehicles and equipment.
7. Extensive knowledge of the geography of the service area.

Abilities:

1. Ability to work independently.
2. Ability to recognize operating deficiencies and make minor repairs to equipment.
3. Ability to establish and maintain effective working relationships with employees and the general public.
4. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.
5. Possess water distribution operational aptitude, mechanical aptitude, manual dexterity and good in physical condition.
6. Ability to maintain and operate computerized water analyzing equipment.

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Water Analyst IV, Page 3

Processes: Must occasionally consider different course of action or deviate from standard operating procedures to get the job done.

Review of Work: Supervisor may spot-check work.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where the application of advanced or technical concepts 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 ladder.

Tools and/or Equipment Used: Testing equipment, computer, hand tools, vehicle.

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 Class IV Distribution License issued by the Commonwealth of Kentucky. Must possess and maintain a valid driver's license.

Certification Requirements: Must possess First-Aid Responder (CPR) Certification.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

290,
289, 1940,
294

Class Title: Water Plant Operator IV

Department: Water Plant

Supervisor: Chief Water Plant Operator

Supervises: May Supervise Water Plant Operators III, II, I, Plant Maintenance /Operator in the Absence of a Higher Authority

Grade: 31

Revised: 7/1/2002

Class Characteristics: Under general direction, assumes responsible charge of the daily operation and maintenance of the water plant; may supervise other plant operators in the absence of higher authority; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Responsible charge of the daily operation and maintenance of the water plant, including start-up and/or shut-down of plant and equipment, involving collection and distribution of water in compliance with established procedures and standards and federal and state laws and administrative regulations.
2. May supervise water plant operators in absence of higher authority.
3. Inspects and/or monitors computerized equipment, pumps, charts, gauges and meters daily.
4. Collects samples from designated points plus additional points; analyzes samples and interprets results to maintain water quality.
5. Accepts inquiries about water quality and provides information or assistance.
6. Adds chemicals in accordance with prescribed standards; may assist lab personnel in collection of water samples; insures proper adjustment of feeder equipment; adjusts chemicals as necessary.
7. Prepares and maintains accurate reports/records.
8. Insures that water samples and reports are forwarded as required.
9. Insures that servicing and preventive maintenance programs on plant and equipment are followed; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment and tools to superiors.

10. Assists with creating computer generated forms and log sheets.
11. Assists with providing plant tours.
12. Insures adequate inventory of spare parts, chemicals, equipment and tools.
13. Assists with minor construction projects.
14. Assists with cleaning of plant and grounds.
15. Assists in evaluation and implementation of new or different treatment chemicals/procedures.

MINIMUM QUALIFICATIONS

Non-Essential: None.

Training and Experience: Graduation from high school or equivalent supplemented by five ~~seven~~ years work experience as a Plant Operator. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of water plant operations.
2. Extensive knowledge of federal, state laws and administrative regulations with reference to water treatment.
3. Extensive knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of and ability to comply with safety standards.
5. Working knowledge of computer hardware and applicable software programs.
6. Knowledge of "hazardous" and "extremely hazardous" chemicals.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to prepare and maintain preventive maintenance and servicing program.
3. Ability to run laboratory equipment.
4. Ability to prepare and maintain accurate reports.
5. Ability to maintain inventory of chemicals, spare parts and tools.
6. Ability to supervise the work of water plant operators.
7. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
8. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

9. Ability to work independently or as part of a team.
10. Ability to base decisions on-line equipment.
11. Ability to learn and utilize new technology and processes (equipment, chemicals, etc.)

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different information and analysis from courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work requires sitting at desk with intermittent 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. Must load and unload chlorine cylinders from chemical delivery trucks.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, vehicles.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Certification Requirements: Must possess and maintain a Class 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 obtain 24 continuing education hours for bi-annual license renewal. Must pass physical for and complete 40 hour emergency responder and technician course, in compliance with 29 CFR 1910, 120 and must maintain certification with 8 hour annual training. Must complete confined space training and rescue course.

Water Plant Operator IV, Page 4

Additional Requirements: Must use self-contained breathing apparatus (SCAA) for prolonged periods of time; must be able to wear level A chemical suit for prolonged periods. Must be able to respond to emergency situations at all hours. May be required to work additional hours without advance notice. Must be able to work alternating schedules and swing shifts (nights-days-weekends, etc.).

Overtime Provision: Non-exempt.

224

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Water Quality Specialist IV

Department: Water Distribution

Supervisor: Assistant Water Superintendent

Supervises: None

Grade: 30

Revised: 1/19/2006

Class Characteristics: Under general supervision, monitors collection and results of samples to assure water quality in distribution system; keeps Superintendent aware of water quality; assists with coordinating some activities of the department; assists with monitoring some special related projects; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Monitors all water quality results and keeps Superintendent aware of tests.
2. Records bacteriological sampling and monitors for state testing requirements.
3. Records chlorine checks.
4. Records and track water analysis of systems.
5. Records all incoming special tests, and inform Superintendent of any problems.
6. Monitors new analysis testing equipment for use in water quality control.
7. Assists the Superintendent and Assistant Superintendent in forwarding approved implementations to person or persons of interest in coordinating activities and programs of the department.
8. Assists with monitoring some special projects of the department.

Non-essential:

1. Records all service orders for department.
2. Records all work orders for department.
3. Tracks all purchase orders for department.

Water Quality Specialist IV, Page 2

4. Keeps records of daily time sheets, and vacation and sick leave time for employees in department.
5. Maintains records for hydrants.
6. Maintains records of departmental activities; forward to persons requesting information upon approval of the Superintendent.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by eight years related work experience. Promotion to Water Quality Specialist IV is made only upon the recommendation of the Superintendent and approval of the General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in the construction and maintenance of the water distribution system.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference water quality.
3. Extensive knowledge of sampling techniques.
4. Extensive knowledge of water chemistry.
5. Extensive knowledge of the work hazards and applicable safety precautions associated with the operation of equipment.
6. Extensive knowledge of the operating characteristics and servicing requirements of vehicles and equipment.
7. Extensive knowledge of the geography of the service area.

Abilities:

1. Ability to work independently.
2. Ability to recognize operating deficiencies and make minor repairs to equipment.
3. Ability to establish and maintain effective working relationships with employees and the general public.
4. Possess water distribution operational aptitude, 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 course of action or deviate from standard operating procedures to get the job done.

Review of Work: Completed projects may be discussed with supervisor, but work is generally reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily indoors, but outdoor work is required. Must operate equipment and vehicle in completing job tasks.

Tools and/or Equipment Used: Testing equipment, computer and office equipment, hand tools, vehicle.

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 Class IV Distribution License issued by the Commonwealth of Kentucky. Must possess and maintain a valid drivers license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.

**SCHEDULE XII 2006-07 BUDGET
DIVISIONAL BUDGET DETAIL
FISCAL YEAR 2006-07**

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2006-07	ELECT	WATER	CABLE
10-440-100	RESIDENTIAL	100.00%			1	\$ 12,541,200	\$ 12,541,200		
10-442100	COMMERCIAL	100.00%			1	\$ 5,077,200	\$ 5,077,200		
10-442400	LARGE POWER	100.00%			1	\$ 20,936,500	\$ 20,936,500		
10-444100	MUNICIPAL STREET LGT	100.00%			1	\$ 155,300	\$ 155,300		
10-445100	MUNICIPAL	100.00%			1	\$ 700,500	\$ 700,500		
10-448100	CO USE ELECT DEPT	100.00%			1	\$ 237,500	\$ 237,500		
10-448200	CO USE WATER DEPT	100.00%			1	\$ 366,300	\$ 366,300		
10-449100	SECURITY LIGHTS	100.00%			1	\$ 105,900	\$ 105,900		
10-450100	ELECT COLLECTION CHG	100.00%			1	\$ 200,600	\$ 200,600		
10-451100	POLE RENTAL	100.00%			1	\$ 15,000	\$ 15,000		
	TOTAL ELECTRIC REVENUE					\$ 40,336,000	\$ 40,336,000		
20-461100	RESIDENTIAL CITY		100.00%		1	\$ 2,146,800		\$ 2,146,800	
20-461200	RESIDENTIAL CNTY		100.00%		1	\$ 1,266,700		\$ 1,266,700	
20-461300	COMMERCIAL CITY		100.00%		1	\$ 1,838,800		\$ 1,838,800	
20-461400	COMMERCIAL CNTY		100.00%		1	\$ 914,300		\$ 914,300	
20-462100	SPRINKLER SERVICE		100.00%		1	\$ 92,800		\$ 92,800	
20-462200	PRIVATE FIRE HYDRANT		100.00%		1	\$ 32,700		\$ 32,700	
20-463100	CITY FIRE HYDRANT		100.00%		1	\$ 96,500		\$ 96,500	
20-466100	WHOLESALE/RESALE		100.00%		1	\$ 1,265,000		\$ 1,265,000	
20-466200	WHOLESALE/PRODUCERS		100.00%		1	\$ 329,100		\$ 329,100	
20-467100	CO USE ELECT DEPT		100.00%		1	\$ 300		\$ 300	
20-467200	CO USE WATER DEPT		100.00%		1	\$ 5,500		\$ 5,500	
20-470100	WATER COLLECTION CHG		100.00%		1	\$ 43,900		\$ 43,900	
	TOTAL WATER REVENUE					\$ 8,032,400		\$ 8,032,400	
30-420100	BASIC SERVICE			100.00%	1	\$ 6,967,000			\$ 6,967,000
30-420150	DIGITAL REVENUE			100.00%	1	\$ 706,300			\$ 706,300
30-420175	PAY PER VIEW			100.00%	1	\$ 21,900			\$ 21,900
30-420200	HBO			100.00%	1	\$ 490,400			\$ 490,400
30-420300	TMC			100.00%	1	\$ 69,000			\$ 69,000
30-420510	CONNECTION CHARGES			100.00%	1	\$ 200,000			\$ 200,000
30-420520	PAY CHANNEL DISCOUNTS			100.00%	1	\$ (180,000)			\$ (180,000)
30-420530	CABLE COLLECTION CHG			100.00%	1	\$ 110,000			\$ 110,000
30-420600	SHOWTIME			100.00%	1	\$ 125,400			\$ 125,400
30-420700	CINEMAX			100.00%	1	\$ 125,400			\$ 125,400
30-420750	STARZ/ENC			100.00%	1	\$ 175,600			\$ 175,600
30-420760	WAM/ENC			100.00%	1	\$ 1,500			\$ 1,500
30-420770	WAM/STARZ/ENC			100.00%	1	\$ 29,600			\$ 29,600
30-420800	ENCORE			100.00%	1	\$ 8,900			\$ 8,900
30-420900	ADVERTISING/AD INSERTION			100.00%	1	\$ 785,000			\$ 785,000
30-420901	PRODUCTION REVENUE			100.00%	1	\$ 35,000			\$ 35,000
30-420910	LEASE/SALE CHANNEL			100.00%	1	\$ 165,000			\$ 165,000
30-420920	SHOPPING CHANNEL			100.00%	1	\$ 75,000			\$ 75,000
30-420950	DIGITAL MUSIC			100.00%	1	\$ 5,200			\$ 5,200
30-420970	CHANNEL 10 REVENUE			100.00%	1	\$ 6,000			\$ 6,000
30-420990	DARK FIBER			100.00%	1	\$ 875,000			\$ 875,000
30-420160	DIGITAL PAY SERVICE REVENUE			100.00%	1	\$ 19,900			\$ 19,900

Sheet 1 of 9

**SCHEDULE XII 2006-07 BUDGET
DIVISIONAL BUDGET DETAIL
FISCAL YEAR 2006-07**

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2006-07	ELECT	WATER	CABLE
30-420820	HICAP REVENUE			100.00%	1	\$ 200,000			\$ 200,000
30-420825	SBA REVENUE(LONG DIST.)			100.00%	1	\$ 615,000			\$ 615,000
30-420826	ACCESS BILLING REVENUE			100.00%	1	\$ 225,000			\$ 225,000
30-420830	HSDS (DATA) REVENUE			100.00%	1	\$ 3,738,000			\$ 3,738,000
30-420832	BUNDLED SERVICE DISCOUNT			100.00%	1	\$ (340,000)			\$ (340,000)
30-420835	CLEC (TELEPHONE) REVENUE			100.00%	1	\$ 3,345,300			\$ 3,345,300
30-420810	SECURITY SERVICES			100.00%	1	\$ 303,600			\$ 303,600
30-420815	SECURITY INSTALLS			100.00%	1	\$ 60,000			\$ 60,000
	SUBTOTAL BASIC REVENUE W/ DIGITAL					\$ 7,673,300			\$ 7,673,300
	SUBTOTAL PAY SERVICES W/ DMX & PPV					\$ 892,800			\$ 892,800
	SUBTOTAL FSN REVENUE					\$ 8,146,900			\$ 8,146,900
	SUBTOTAL OTHER REVENUE					\$ 2,251,000			\$ 2,251,000
	TOTAL CABLE REVENUE			100.00%	1	\$ 18,964,000			\$ 18,964,000
40-415-100	MATERIAL SALES	36.03%	26.56%	37.42%	3	\$ 14,300	\$ 5,152	\$ 3,797	\$ 5,350
40-415-400	MAPPING INCOME	36.03%	26.56%	37.42%	3	\$ 1,500	\$ 540	\$ 398	\$ 561
40-418-200	CLUBHOUSE RENTAL	36.03%	26.56%	37.42%	3	\$ 9,500	\$ 3,423	\$ 2,523	\$ 3,554
40-419-050	INT CASH WORKING FUND	62.99%	12.60%	24.40%	4	\$ 100	\$ 63	\$ 13	\$ 24
40-419-100	INT CONTRACT FUND	30.92%	60.18%	8.90%	10	\$ 40,000	\$ 12,370	\$ 24,070	\$ 3,560
40-419-200	INT REVENUE BOND SINKING FUND		100.00%		1	\$ 37,500	\$ -	\$ 37,500	\$ -
40-419-250	INT REV BOND INT & RED FUND		100.00%		1	\$ 3,400	\$ -	\$ 3,400	\$ -
40-419-300	INT DEPRECIATION FUND	30.13%	19.84%	50.03%	9	\$ 58,000	\$ 17,474	\$ 11,506	\$ 29,020
40-419-350	INT OPERATIONS & MAINT FUND	62.99%	12.60%	24.40%	4	\$ 8,000	\$ 5,039	\$ 1,008	\$ 1,952
40-419-400	INT REVENUE FUND - FARMERS BANK	62.99%	12.60%	24.40%	4	\$ 14,900	\$ 9,386	\$ 1,878	\$ 3,636
40-419-450	INT REVENUE FUND - STATE NAT BANK	62.99%	12.60%	24.40%	4	\$ 17,500	\$ 11,024	\$ 2,206	\$ 4,271
40-419-500	INT CLUBHOUSE FUND	36.03%	26.56%	37.42%	3	\$ 4,200	\$ 1,513	\$ 1,115	\$ 1,571
40-419-550	IN REVENUE FUND - REPUBLIC	62.99%	12.60%	24.40%	4	\$ 100	\$ 63	\$ 13	\$ 24
	TOTAL INTEREST					\$ 183,700	\$ 56,932	\$ 82,709	\$ 44,059
40-421-100	MISCELLANEOUS INCOME	38.79%	31.61%	29.60%	15	\$ 400,000	\$ 137,240	\$ 192,400	\$ 70,360
40-421-300	CAPITAL CONTRIBUTIONS	56.52%	32.61%	10.87%	18	\$ 3,354,300	\$ 260,000	\$ 150,000	\$ 50,000
	TOTAL OTHER INCOME					\$ 3,963,300	\$ 463,287	\$ 431,828	\$ 173,885
	TOTAL INCOME					\$ 71,295,700	\$ 40,799,287	\$ 8,464,228	\$ 19,137,885
30-510510	HBO EXPENSE			100.00%	1	\$ 470,700	\$ -	\$ -	\$ 470,700
30-510520	TMC EXPENSE			100.00%	1	\$ 31,700	\$ -	\$ -	\$ 31,700
30-510540	SHOWTIME EXPENSE			100.00%	1	\$ 80,600	\$ -	\$ -	\$ 80,600
30-510550	CINEMAX EXPENSE			100.00%	1	\$ 50,400	\$ -	\$ -	\$ 50,400
30-510560	ENCORE EXPENSE			100.00%	1	\$ 2,500	\$ -	\$ -	\$ 2,500
30-510563	WAM/ENCORE			100.00%	1	\$ 200	\$ -	\$ -	\$ 200
30-510565	STARZ/ENC			100.00%	1	\$ 96,500	\$ -	\$ -	\$ 96,500
30-510570	DIGITAL MUSIC EXPENSE			100.00%	1	\$ 4,300	\$ -	\$ -	\$ 4,300
30-510600	SATELLITE STATION EXPENSE			100.00%	1	\$ 2,946,200	\$ -	\$ -	\$ 2,946,200
30-510650	DIGITAL STATION EXPENSE			100.00%	1	\$ 263,700	\$ -	\$ -	\$ 263,700
30-510655	DIGITAL PAY STATION EXPENSE			100.00%	1	\$ 55,300	\$ -	\$ -	\$ 55,300
30-510660	HIGH DEFINITION TV			100.00%	1	\$ 37,500	\$ -	\$ -	\$ 37,500

Sheet 2 of 9

**SCHEDULE XII 2006-07 BUDGET
DIVISIONAL BUDGET DETAIL
FISCAL YEAR 2006-07**

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2006-07	ELECT	WATER	CABLE
30-510675	PAY PER VIEW EXPENSE			100.00%	1	\$ 5,000	\$ -	\$ -	\$ 5,000
30-510100	O & M PAYROLL			100.00%	1	\$ 520,000	\$ -	\$ -	\$ 520,000
30-510300	DISTRIBUTION EXPENSES			100.00%	1	\$ 300,000	\$ -	\$ -	\$ 300,000
30-510700	POLE RENTAL			100.00%	1	\$ 55,000	\$ -	\$ -	\$ 55,000
30-510800	ROYALTY/COPYRIGHT			100.00%	1	\$ 65,000	\$ -	\$ -	\$ 65,000
	TOTAL CABLE O&M EXPENSE					\$ 4,984,600	\$ -	\$ -	\$ 4,984,600
30-520100	MEDIA SERVICES PAYROLL			100.00%	1	\$ 435,000	\$ -	\$ -	\$ 435,000
30-520200	MEDIA SERVICES EXPENSE			100.00%	1	\$ 48,000	\$ -	\$ -	\$ 48,000
30-525200	CABLE ADVERTISING EXPENSE			100.00%	1	\$ 58,000	\$ -	\$ -	\$ 58,000
30-525210	MARKETING EXPENSE			100.00%	1	\$ 75,000	\$ -	\$ -	\$ 75,000
	TOTAL CABLE 10 EXPENSE					\$ 616,000	\$ -	\$ -	\$ 616,000
30-530110	HICAP FSN PAYROLL			100.00%	1	\$ 38,000	\$ -	\$ -	\$ 38,000
30-530120	SBA FSN PAYROLL			100.00%	1	\$ 74,000	\$ -	\$ -	\$ 74,000
30-530130	HSDS FSN PAYROLL			100.00%	1	\$ 47,200	\$ -	\$ -	\$ 47,200
30-530140	CLEC FSN PAYROLL			100.00%	1	\$ 366,900	\$ -	\$ -	\$ 366,900
30-530150	EXPACAB FSN PAYROLL			100.00%	1	\$ 65,000	\$ -	\$ -	\$ 65,000
30-530160	SEC FSN PAYROLL			100.00%	1	\$ 81,100	\$ -	\$ -	\$ 81,100
30-530510	HICAP FSN EXPENSE			100.00%	1	\$ 8,000	\$ -	\$ -	\$ 8,000
30-530520	SBA FSN EXPENSE			100.00%	1	\$ 240,000	\$ -	\$ -	\$ 240,000
30-530525	ACCESS BILLING EXPENSE			100.00%	1	\$ 10,000	\$ -	\$ -	\$ 10,000
30-530530	HSDS FSN EXPENSE			100.00%	1	\$ 485,000	\$ -	\$ -	\$ 485,000
30-530540	CLEC FSN EXPENSE			100.00%	1	\$ 396,000	\$ -	\$ -	\$ 396,000
30-530560	SEC FSN EXPENSE			100.00%	1	\$ 55,000	\$ -	\$ -	\$ 55,000
	TOTAL CABLE FSN EXPENSE					\$ 1,866,200	\$ -	\$ -	\$ 1,866,200
30-700000	CABLE ENGINEERING EXP		100.00%		1	\$ 2,500	\$ -	\$ -	\$ 2,500
30-700100	CABLE ENGINEERING PR		100.00%		1	\$ 143,500	\$ -	\$ -	\$ 143,500
	TOTAL CABLE ENGINEERING EXPENSE					\$ 146,000	\$ -	\$ -	\$ 146,000
	TOTAL CABLE EXPENSES					\$ 7,612,800	\$ -	\$ -	\$ 7,612,800
10-555100	KW PURCHASES	100.00%			1	\$ 11,311,600	\$ 11,311,600	\$ -	\$ -
10-555200	KWH PURCHASES	100.00%			1	\$ 18,333,500	\$ 18,333,500	\$ -	\$ -
10-555300	FUEL ADJUSTMENT COSTS	100.00%			1	\$ 2,360,500	\$ 2,360,500	\$ -	\$ -
	KU POWER COST	100.00%			1	\$ 32,005,600	\$ 32,005,600	\$ -	\$ -
10-555400	SEPA ADJUSTMENT	100.00%			1	\$ (1,223,600)	\$ (1,223,600)	\$ -	\$ -
10-555-500	MERGER CREDIT	100.00%			1	\$ -	\$ -	\$ -	\$ -
	TOTAL POWER COSTS					\$ 30,782,000	\$ 30,782,000	\$ -	\$ -
10-568000	TRANSMISSION PAYROLL EXP	100.00%			1	\$ 4,000	\$ 4,000	\$ -	\$ -
10-569000	TRANSMISSION EXPENSES	100.00%			1	\$ 6,500	\$ 6,500	\$ -	\$ -
10-594000	UNDERGROUND LINES EXP	100.00%			1	\$ 32,000	\$ 32,000	\$ -	\$ -
10-594100	UNDERGROUND LINES PR	100.00%			1	\$ 89,500	\$ 89,500	\$ -	\$ -
10-596000	STREET & SIGNAL LIGHT EXP	100.00%			1	\$ 5,000	\$ 5,000	\$ -	\$ -
10-596100	STREET & SIGNAL LIGHT PR	100.00%			1	\$ 14,000	\$ 14,000	\$ -	\$ -
10-598000	DISTRIBUTION EXPENSES	100.00%			1	\$ 770,000	\$ 770,000	\$ -	\$ -
10-598100	DISTRIBUTION PR	100.00%			1	\$ 710,500	\$ 710,500	\$ -	\$ -
10-599000	SECURITY LIGHT EXPENSE	100.00%			1	\$ 2,000	\$ 2,000	\$ -	\$ -
10-599100	SECURITY LIGHT PR	100.00%			1	\$ 2,500	\$ 2,500	\$ -	\$ -
	TOTAL ELECTRIC O&M EXPENSES					\$ 1,636,000	\$ 1,636,000	\$ -	\$ -

Sheet 3 of 9

**SCHEDULE XII 2006-07 BUDGET
DIVISIONAL BUDGET DETAIL
FISCAL YEAR 2006-07**

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2006-07	ELECT	WATER	CABLE
10-700000	ELECT ENGINEERING EXP	100.00%			1	\$ 19,000	\$ 19,000	\$ -	\$ -
10-700100	ELECT ENGINEERING PR	100.00%			1	\$ 240,000	\$ 240,000	\$ -	\$ -
	TOTAL ELECTRIC ENGINEERING EXPENSE					\$ 259,000	\$ 259,000	\$ -	\$ -
	TOTAL ELECTRIC EXPENSES					\$ 32,677,000	\$ 32,677,000	\$ -	\$ -
20-623000	PUMPING POWER		100.00%		1	\$ 389,100	\$ -	\$ 389,100	\$ -
20-633000	PUMPING MAINTENANCE		100.00%		1	\$ 218,000	\$ -	\$ 218,000	\$ -
20-641000	CHEMICALS		100.00%		1	\$ 408,100	\$ -	\$ 408,100	\$ -
20-642000	TREATMENT PR		100.00%		1	\$ 310,300	\$ -	\$ 310,300	\$ -
20-641300	MISC TREATMENT EXP		100.00%		1	\$ 93,000	\$ -	\$ 93,000	\$ -
20-644000	LABORATORY EXP		100.00%		1	\$ 76,600	\$ -	\$ 76,600	\$ -
120-644100	LABORATORY PR		100.00%		1	\$ 29,900	\$ -	\$ 29,900	\$ -
20-652000	TREATMENT MAINTENANCE		100.00%		1	\$ 60,600	\$ -	\$ 60,600	\$ -
20-652100	TREATMENT MAINT PR		100.00%		1	\$ 86,000	\$ -	\$ 86,000	\$ -
	TOTAL WATER TREATMENT EXPENSES					\$ 1,671,600	\$ -	\$ 1,671,600	\$ -
20-677000	FIRE HYDRANT EXPENSES		100.00%		1	\$ 8,500	\$ -	\$ 8,500	\$ -
20-677100	FIRE HYDRANT PR		100.00%		1	\$ 40,000	\$ -	\$ 40,000	\$ -
20-678000	DISTRIBUTION EXPENSES		100.00%		1	\$ 278,800	\$ -	\$ 278,800	\$ -
20-678100	DISTRIBUTION PR		100.00%		1	\$ 767,100	\$ -	\$ 767,100	\$ -
	TOTAL WATER O&M EXPENSES					\$ 1,094,400	\$ -	\$ 1,094,400	\$ -
20-700000	WATER ENGINEERING EXP		100.00%		1	\$ 6,000	\$ -	\$ 6,000	\$ -
20-700100	WATER ENGINEERING PR		100.00%		1	\$ 211,800	\$ -	\$ 211,800	\$ -
	TOTAL WATER ENGINEERING EXPENSE					\$ 217,800	\$ -	\$ 217,800	\$ -
	TOTAL WATER EXPENSES					\$ 2,983,800	\$ -	\$ 2,983,800	\$ -
40-932-110	SUPPORT SERVICES EXPENSE	36.03%	26.56%	37.42%	3	\$ 90,000	\$ 32,427	\$ 23,900	\$ 33,674
40-932-120	SUPPORT SERVICES PAYROLL	36.03%	26.56%	37.42%	3	\$ 445,400	\$ 160,476	\$ 118,277	\$ 166,647
40-932-130	INVENTORY ADJUSTMENTS	49.43%	16.17%	34.40%	16	\$ -	\$ -	\$ -	\$ -
40-932-135	FREIGHT & OTHER ADJUSTMENTS	49.43%	16.17%	34.40%	16	\$ -	\$ -	\$ -	\$ -
40-932-140	COST OF SALES CLEARING	36.03%	26.56%	37.42%	3	\$ -	\$ -	\$ -	\$ -
40-932-200	AUTO & TRUCK REPAIR EXPENSE	43.62%	29.82%	26.56%	8	\$ 192,300	\$ 83,881	\$ 57,352	\$ 51,067
40-932-210	AUTO & TRUCK REPAIR PAYROLL	43.62%	29.82%	26.56%	8	\$ 189,900	\$ 82,834	\$ 56,636	\$ 50,430
40-932-220	GAS & OIL	43.62%	29.82%	26.56%	8	\$ 276,800	\$ 120,739	\$ 82,554	\$ 73,507
	TOTAL SUPPORT SERVICES EXPENSES					\$ 1,194,400	\$ 480,357	\$ 338,719	\$ 375,324
40-902-000	METER READING EXPENSE	57.57%	42.43%	0.00%	5	\$ 19,000	\$ 10,938	\$ 8,062	\$ -
40-902-100	METER READING PAYROLL	57.57%	42.43%	0.00%	5	\$ 368,700	\$ 212,258	\$ 156,442	\$ -
40-903-000	CUST RECORDS & COLL EXPENSE	36.03%	26.56%	37.42%	3	\$ 37,800	\$ 13,619	\$ 10,038	\$ 14,143
40-903-010	POSTAGE & PRINTING	36.03%	26.56%	37.42%	3	\$ 175,000	\$ 63,052	\$ 46,472	\$ 65,476
40-903-100	CUST RECORDS & COLL PAYROLL	36.03%	26.56%	37.42%	3	\$ 773,700	\$ 278,762	\$ 205,458	\$ 289,480
40-903-200	CASH OVER/SHORT	36.03%	26.56%	37.42%	3	\$ 100	\$ 36	\$ 27	\$ 37
40-903-921	OFFICE SUPPLIES EXPENSE	36.03%	26.56%	37.42%	3	\$ 37,800	\$ 13,619	\$ 10,038	\$ 14,143
40-904-000	BAD DEBTS EXPENSE	62.99%	12.60%	24.40%	4	\$ 100,000	\$ 62,991	\$ 12,605	\$ 24,404
	TOTAL OFFICE EXPENSES					\$ 1,512,100	\$ 655,276	\$ 449,140	\$ 407,684
40-905-100	INFORMATION TECHNOLOGIES PAYROLL	36.03%	26.56%	37.42%	3	\$ 523,700	\$ 188,688	\$ 139,070	\$ 195,943
40-905-200	GIS EXPENSE	36.03%	26.56%	37.42%	3	\$ 55,000	\$ 19,816	\$ 14,605	\$ 20,578
40-905-210	CIS EXPENSE	36.03%	26.56%	37.42%	3	\$ 259,000	\$ 93,317	\$ 68,778	\$ 96,905
40-905-300	COMPUTER EXPENSE	36.03%	26.56%	37.42%	3	\$ 130,000	\$ 46,839	\$ 34,522	\$ 48,640
	TOTAL IT EXPENSES					\$ 967,700	\$ 348,659	\$ 256,975	\$ 362,066
	TOTAL OFFICE & IT EXPENSES					\$ 2,479,800	\$ 1,003,935	\$ 706,115	\$ 769,749

Sheet 4 of 9

**SCHEDULE XII 2006-07 BUDGET
DIVISIONAL BUDGET DETAIL
FISCAL YEAR 2006-07**

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2006-07	ELECT	WATER	CABLE
40-913-000	PUBLISHING EXPENSE	36.03%	26.56%	37.42%	3	\$ 30,000	\$ 10,809	\$ 7,967	\$ 11,225
40-920-000	ADMINISTRATIVE EXPENSE	36.03%	26.56%	37.42%	3	\$ 174,000	\$ 62,692	\$ 46,206	\$ 65,102
40-920-100	ADMINISTRATIVE PAYROLL	36.03%	26.56%	37.42%	3	\$ 771,000	\$ 277,769	\$ 204,741	\$ 288,470
40-920-200	CLEARING ACCOUNT	36.03%	26.56%	37.42%	3	\$ -	\$ -	\$ -	\$ -
40-920-400	SAFETY EXPENSE	26.27%	29.03%	44.70%	7	\$ 34,700	\$ 9,115	\$ 10,074	\$ 15,511
40-920-700	TRAVEL & TRAINING	31.18%	29.36%	39.46%	13	\$ 194,700	\$ 60,716	\$ 57,165	\$ 76,820
40-920-060	DUES & SUBSCRIPTIONS	26.27%	29.03%	44.70%	7	\$ 60,000	\$ 15,760	\$ 17,419	\$ 26,820
40-920-810	BOARD EXPENSE	36.03%	26.56%	37.42%	3	\$ 500	\$ 180	\$ 133	\$ 187
40-920-820	BOARD PAYROLL	36.03%	26.56%	37.42%	3	\$ 5,600	\$ 2,018	\$ 1,487	\$ 2,095
40-924-000	INSURANCE EXPENSE	34.37%	29.86%	35.77%	17	\$ 873,800	\$ 300,325	\$ 260,917	\$ 312,558
40-920-910	SOCIAL SECURITY EXPENSE	29.95%	28.11%	41.94%	6	\$ 710,200	\$ 212,733	\$ 199,641	\$ 297,826
40-923-100	LEGAL EXPENSES - RATE CASES	100.00%			1	\$ 3,000	\$ 3,000	\$ -	\$ -
40-923-200	CONSULTING FEES - RATE CASES	100.00%			1	\$ 3,000	\$ 3,000	\$ -	\$ -
40-923-300	LEGAL RETAINER FEES	36.03%	26.56%	37.42%	3	\$ 32,400	\$ 11,674	\$ 8,604	\$ 12,122
40-923-400	OTHER CONSULTING FEES	34.32%	13.41%	52.27%	11	\$ 89,900	\$ 30,857	\$ 12,056	\$ 46,986
40-923-500	OTHER LEGAL & ACCOUNTING	36.03%	26.56%	37.42%	3	\$ 69,000	\$ 24,860	\$ 18,323	\$ 25,816
40-923-600	CABLE LEGAL COSTS			100.00%	1	\$ 8,200	\$ -	\$ -	\$ 8,200
	TOTAL ADMINISTRATIVE EXPENSES					\$ 3,060,000	\$ 1,025,528	\$ 844,733	\$ 1,189,740
40-930-100	GENERAL EXPENSE	36.03%	26.56%	37.42%	3	\$ 10,000	\$ 3,603	\$ 2,656	\$ 3,742
40-930-110	MAINTENANCE EXPENSE	36.03%	26.56%	37.42%	3	\$ 17,000	\$ 6,125	\$ 4,514	\$ 6,361
40-930-401	AMORTIZATION BOND/DISC EXPENSE		100.00%		1	\$ 16,100	\$ -	\$ 16,100	\$ -
40-930-402	AMORTIZATION EXPENSE			100.00%	1	\$ 140,400	\$ -	\$ -	\$ 140,400
40-930-403	DEPRECIATION EXPENSE	30.13%	19.84%	50.03%	9	\$ 5,442,200	\$ 1,639,603	\$ 1,079,650	\$ 2,722,947
40-930-408	CITY PROPERTY TAX	38.79%	31.61%	29.60%	2	\$ 109,000	\$ 42,281	\$ 34,455	\$ 32,264
40-930-409	COUNTY PROPERTY TAX	38.79%	31.61%	29.60%	2	\$ 46,000	\$ 17,843	\$ 14,541	\$ 13,616
40-930-427	INT ON WATER BONDS		100.00%		1	\$ 552,900	\$ -	\$ 552,900	\$ -
40-930-429	INT ON CONSOLIDATED NOTE			100.00%	1	\$ 73,900	\$ -	\$ -	\$ 73,900
40-930-425	INT ON FSN			100.00%	1	\$ 1,466,700	\$ -	\$ -	\$ 1,466,700
40-930-426	INT ON BAN	0.00%	100.00%	0.00%	12	\$ 70,300	\$ -	\$ 70,300	\$ -
40-930-431	INT ON CUSTOMER DEPOSITS	83.33%	16.67%		4	\$ 80,300	\$ 66,911	\$ 13,389	\$ -
40-930-432	OTHER INTEREST EXPENSE	26.27%	29.03%	44.70%	7	\$ 22,000	\$ 5,779	\$ 6,387	\$ 9,834
40-930-435	CASH CONTRIBUTIONS TO CITY	62.99%	12.60%	24.40%	4	\$ 25,000	\$ 15,748	\$ 3,151	\$ 6,101
	TOTAL GENERAL EXPENSES					\$ 8,071,800	\$ 1,797,893	\$ 1,798,042	\$ 4,475,865
40-926-000	UNEMPLOYMENT INSURANCE	26.27%	29.03%	44.70%	7	\$ 13,600	\$ 3,572	\$ 3,948	\$ 6,079
40-926-100	EMPLOYEE WELFARE EXPENSE	26.27%	29.03%	44.70%	7	\$ 1,745,700	\$ 458,548	\$ 506,816	\$ 780,336
40-926-400	CLUBHOUSE EXPENSE	26.27%	29.03%	44.70%	7	\$ 5,000	\$ 1,313	\$ 1,452	\$ 2,235
40-926-470	EMPLOYEE ASSISTANCE EXPENSE	26.27%	29.03%	44.70%	7	\$ 4,600	\$ 1,208	\$ 1,335	\$ 2,056
40-926-450	EMPLOYEE ACTIVITY EXPENSE	26.27%	29.03%	44.70%	7	\$ 38,200	\$ 10,034	\$ 11,090	\$ 17,076
40-926-500	PENSION EXPENSE	26.27%	29.03%	44.70%	7	\$ 1,288,200	\$ 337,850	\$ 373,413	\$ 574,937
40-926-600	OTHER PENSION COSTS	26.27%	29.03%	44.70%	7	\$ 2,500	\$ 657	\$ 726	\$ 1,118
40-926-060	VACATION BENEFITS EXPENSE	26.27%	29.03%	44.70%	7	\$ 502,800	\$ 132,072	\$ 145,974	\$ 224,754
40-926-070	SICK BENEFITS EXPENSE	26.27%	29.03%	44.70%	7	\$ 229,100	\$ 60,178	\$ 66,513	\$ 102,409
	TOTAL EMPLOYEE BENEFITS EXPENSES					\$ 3,827,700	\$ 1,005,433	\$ 1,111,268	\$ 1,711,000
	TOTAL ALLOCABLE EXPENSES					\$ 18,633,700	\$ 5,313,146	\$ 4,798,877	\$ 8,521,677
	TOTAL EXPENSES					\$ 61,907,300	\$ 37,990,146	\$ 7,782,677	\$ 16,134,477
	NET INCOME					\$ 9,388,400	\$ 2,809,141	\$ 681,551	\$ 3,003,408

Sheet 5 of 9

**SCHEDULE XII 2006-07
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2006-07**

ALLOCATION METHODS				
Method 1				
Direct 100% to Dept.	Electric Department			100%
	Water Department			100%
	Cable Department			100%
Method 2				
Plant Value	3/31/2006			
Electric	\$ 43,805,872			38.79%
Water	\$ 35,699,609			31.61%
Cable	\$ 33,425,929			29.60%
	\$ 112,931,410			100.00%
Method 3				
	AS OF 3/31/03			
# of Customers	PER DEPT COUNTS	E-W	E-W-C	
Electric	20,520	57.57%	36.03%	
Water	15,124	42.43%	26.56%	
Sub Total	35,644	100.00%		
Cable	21,309		37.42%	
Total	56,953			100%
Method 4				
Sales Volume \$	6/30/2005	E-W	E-W-C	
Electric	\$ 32,573,117	83.33%	62.99%	
Water	\$ 6,517,961	16.67%	12.60%	
Cable	\$ 12,619,308		24.40%	
	\$ 51,710,386			100.00%
Method 5				
	AS OF 3/31/03			
#active meters	PER DEPT COUNTS			
Electric	20,520		57.57%	
Water	15,124		42.43%	
Cable	-		0.00%	
	35,644			100.00%

**SCHEDULE XII 2006-07
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2006-07**

ALLOCATION METHODS				
Method 6		EMPLOYEE COUNT BY DEPARTMENT		3/31/2006
Number of Employees (General By Customers)				
Electric	35	65		29.95%
Water	39	61		28.11%
Cable	60	91		41.94%
Subtotal	<u>134</u>			
General	83			
	<u>217</u>	<u>217</u>		100.00%
Method 7		EMPLOYEE COUNT BY DEPARTMENT		3/31/2006
Number of Employees (General By Employees)				
Electric w/Elect Eng	35	57		26.27%
Water	39	63		29.03%
Cable	60	97		44.70%
Subtotal	<u>134</u>			
General	83			
	<u>217</u>	<u>217</u>		100.00%
Method 8		VEHICLES ASSIGNED TO DEPARTMENTS		PRIOR
Vehicle Cost		6/30/2005		YEAR
Electric	\$ 1,665,411.42		43.62%	44.65%
Water	\$ 1,138,697.02		29.82%	27.87%
Cable	\$ 1,013,913.66		26.56%	27.48%
	<u>\$ 3,818,022.10</u>		100.00%	
Method 9		FROM ADMIN EXPENSE BUDGET 2006-07		
Depreciation				
Electric	\$ 1,639,617.00		30.13%	
Water	\$ 1,079,659.00		19.84%	
Cable	\$ 2,722,971.00		50.03%	
	<u>\$ 5,442,247.00</u>		100.00%	

**SCHEDULE XII 2006-07
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2006-07**

ALLOCATION METHODS				
Method 10				
Contracts Payable	6/30/2005			
Electric	\$	492,831		30.92%
Water	\$	958,981		60.18%
Cable	\$	141,828		8.90%
	\$	1,593,640		100.00%
Method 11				
FROM ADMIN EXPENSE BUDGET 2006-07				
Consultant Fees (Dept by Dept, Gen By # Cust)				
Electric	\$	14,500	30857.48775	34.32%
Water	\$	-	12056.07431	13.41%
Cable	\$	30,000	46986.43794	52.27%
General	\$	45,400		
	\$	89,900		100.00%
Method 12				
ALLOCATE BY BANS OUTSTANDING FOR EACH DEPARTMENT				
WATER BAN ORIGINATED IN FEBRUARY 2005				
Electric	\$	-	0	0.00%
Water	\$	-	1	100.00%
Cable	\$	-	0	0.00%
	\$	-	1	100.00%
Method 13				
Travel and Training				
FROM ADMIN EXPENSE BUDGET 2006-07				
Dept by Dept				
Gen by # cust				
Elect	\$	32,000	\$ 60,716	31.18%
Water	\$	36,000	\$ 57,165	29.36%
Cable	\$	47,000	\$ 76,820	39.46%
General	\$	79,700		
	\$	194,700	\$ 194,700	100.00%

**SCHEDULE XII 2006-07
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2006-07**

ALLOCATION METHODS				
Method 14				
Extraordinary Income				
per event			claim	
Elect				
Water				
Cable				
General				
			0.00	0.00%
Method 15				
Misc Inc		6/30/2005		
Electric	\$	122,376		34.31%
Water	\$	171,576		48.10%
Cable	\$	62,752		17.59%
Total	\$	<u>356,704</u>		100.00%
Method 16				
Inventory		3/30/2006		
Electric	\$	1,948,774		49.43%
Water	\$	637,606		16.17%
Cable	\$	1,356,063		34.40%
Total	\$	<u>3,942,442</u>		100.00%
Method 17				
Insurance allocated by average % of statement of values and number of employees				
		plant value	emp	avg
Electric		39%	30%	34.37%
Water		32%	28%	29.86%
Cable		30%	42%	35.77%
		100%	100%	100.00%
Method 18				
Capital contributions 100% by department				
Electric	\$	260,000	56.52%	\$ 260,000
Water	\$	150,000	32.61%	\$ 150,000
Cable	\$	<u>50,000</u>	10.87%	\$ 50,000
	\$	460,000	100.00%	