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RESPONSE TO PSC

PSC CASE NO. 2010-00485

ITEM 5

Frankfort Electric and Water Plant Board
Response to PSC Order Dated: 12/17/2010
Case No. 2010-00485

ITEM 5: Outstanding Revenue Bond Issues

Response: 5(a): 1999 Bond Authorizing Resolution (Ex. 1)

2009 Refunding Bond Authorizing Resolution (Ex. 2)

5(b): Amortization Schedule (Ex. 3)

5(c): The debt was incurred in order to finance the system

Improvements detailed in the Bond Authorizing Resolution(s)
attached hereto.

5(d): Amortization Schedule (Ex. 3)

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BOND-AUTHORIZING RESOLUTION

A RESOLUTION OF THE ELECTRIC AND WATER PLANT BOARD OF THE CITY OF FRANKFORT, KENTUCKY, AUTHORIZING THE SALE AND ISSUANCE OF THE BOARD'S ELECTRIC AND WATER REVENUE BONDS, SERIES 1999, TO FINANCE AND REFINANCE THE COSTS OF ACQUISITION, CONSTRUCTION AND INSTALLATION OF MAJOR IMPROVEMENTS AND ADDITIONS TO THE BOARD'S COMBINED ELECTRIC AND WATER SYSTEM; SETTING FORTH THE TERMS AND CONDITIONS UPON WHICH THE SERIES 1999 BONDS AND ADDITIONAL BONDS RANKING ON A PARITY THEREWITH ARE TO BE AND MAY BE ISSUED AND OUTSTANDING; PROVIDING FOR THE SECURITY OF THE SERIES 1999 BONDS AND THE PAYMENT THEREOF FROM THE REVENUES OF THE BOARD'S COMBINED ELECTRIC AND WATER SYSTEM, THE COLLECTION, SEGREGATION AND APPLICATION OF SUCH REVENUES AND THE OPERATION AND MAINTENANCE OF THE SYSTEM; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF THE SERIES 1999 BONDS AND THE ENFORCEMENT THEREOF; AND PROVIDING FOR AN ADVERTISED, PUBLIC, COMPETITIVE SALE OF THE SERIES 1999 BONDS

WHEREAS, the Electric and Water Plant Board of the City of Frankfort, Kentucky (the "Board"), a body politic and corporate and a political subdivision of the Commonwealth of Kentucky created and existing pursuant to Sections 96.171 through 96.188 of the Kentucky Revised Statutes (the "Act") and an ordinance of the City of Frankfort, Kentucky (the "City"), adopted on August 27, 1996, is vested with the exclusive operation, management, supervision and control of the City's combined electric and water system (sometimes referred to as the electric and water plant) supplying electric and water services for public, domestic, commercial and industrial uses to the inhabitants of the City and its environs (the "System"), and has the power and authority under the Act, among other things, to improve, add to and expand the System and to finance such improvements, additions and expansions by the issuance of the Board's revenue bonds secured by a pledge of the revenues of the System, and

WHEREAS, the Board desires and intends to authorize, sell and issue \$13,160,000 principal amount (subject to adjustment as hereinafter provided) of its Electric and Water Revenue Bonds, Series 1999 (the "Bonds") pursuant to the Act for the following purposes:

(1) to refund, pay and discharge the Board's Electric and Water System Revenue Bond Anticipation Note, Series 1996, dated December 19, 1996 (the "1996 Note"), outstanding in the principal amount of \$3,614,000, which was issued to finance the costs of improvements and additions to the electric distribution system and the water treatment plant of the Board;

(2) to refund, pay and discharge the Board's Electric and Water System Revenue Bond Anticipation Note, Series 1997, dated December 19, 1997 (the "1997 Note"), outstanding in the principal amount of \$7,600,000, which was issued to finance the costs (including engineering costs) of water tank, pump station and line additions and improvements to the Board's water system in East Frankfort;

(3) to refund, pay and discharge the North Woodford Water District Water Revenue Bonds, previously issued in three series (the "Water District Bonds"), outstanding in the principal amount of \$143,000, which were assumed by the Board in 1989 when the Board acquired the water distribution system of North Woodford Water District;

(4) to pay cost overruns on the East Frankfort water project described in subparagraph (2) above in the amount of \$692,000, and to pay the costs of refurbishing water tanks and bridge lines in the estimated amount, including contingencies, of \$775,000 (collectively the "Project"); and

(5) to pay costs of issuance of the Bonds, including bond discount, in the estimated sum of \$336,000; and

WHEREAS, it is now appropriate for the Board to provide for borrowing of the sum of \$160,000 (subject to adjustment as hereinafter provided) by means of the issuance and sale of the Bonds according to authority of the Act; and the Bonds shall be payable as to both principal and interest solely (except as to any capitalized interest) from the Board's income and revenues derived from the operation of the System and shall not constitute an indebtedness of the City within the meaning of any statutory or constitutional provisions or limitations;

NOW, THEREFORE, THE ELECTRIC AND WATER PLANT BOARD OF THE CITY OF FRANKFORT, KENTUCKY, DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:

Section 1. Affirmation of Preamble Recitals: System to Be Municipally Owned and Operated. All statements and recitals set forth in the preamble of this Resolution, including the terms contained therein, are hereby affirmed and adopted as a part of this Resolution.

It is hereby further determined and declared to be necessary in the interests of the general welfare of the citizens and inhabitants of the City and its environs that the Board undertake at this time the refunding, payment and discharge of the 1996 Note, the 1997 Note and the Water District Bonds and the acquisition, construction and installation of the Project, which is hereby approved, all pursuant to the Act.

The acquisition, construction and installation of the facilities originally financed by the 1996 Note, the 1997 Note and the Water District Bonds and the Project were and are undertaken by the Board for public and municipal purposes, and the same shall constitute and be a part of the Board's combined and consolidated municipal electric and water system (the "System," as expanded and

approved by the Project); and so long as any of the Bonds hereinafter authorized, or bonds issued on parity therewith, shall remain outstanding and unpaid as to principal or interest, the System shall continue to be municipally owned, controlled, operated and maintained by the Board pursuant to the for the security and source of payment of the Bonds and such parity bonds.

Section 2. Authorization of Bonds For the purpose of providing funds to refund, pay and discharge the 1996 Note, the 1997 Note and the Water District Bonds, to pay the costs of the Project (to the extent not otherwise provided to be paid) and to pay costs of issuance of the Bonds, and pursuant to the laws of the Commonwealth of Kentucky, particularly the Act, there are hereby authorized to be issued \$13,160,000 aggregate principal amount of Electric and Water Plant Board of the City of Frankfort, Kentucky, Electric and Water Revenue Bonds, Series 1999 (the "Bonds"), which aggregate amount, together with corresponding amounts of annual maturities as set out in Section 3 hereof, may be increased or decreased by as much as \$500,000 pursuant to official action of the Chairman, Vice Chairman or Secretary-Treasurer of the Board upon the sale of the Bonds as hereinafter provided in Section 21, and each of which Bonds shall be designated an "Electric and Water Plant Board of the City of Frankfort, Kentucky, Electric and Water Revenue Bond, Series 1999."

Section 3. Description of Bonds The Bonds shall be dated December 1, 1999, or such other date as the Chairman may designate, and shall bear interest payable on June 1, 2000, and on each June 1 and December 1 thereafter to maturity and payment of the Bonds, such interest to be paid by check drawn upon the Paying Agent and Bond Registrar, hereinafter designated, and mailed to each person in whose name a Bond is registered as hereinafter provided (a "Registered Holder") at the address of such Registered Holder as it appears on the registration books of the Paying Agent and Bond Registrar. Farmers Bank & Capital Trust Co., Frankfort, Kentucky, has been designated and appointed as the Paying Agent and Bond Registrar. The principal of and premium, if any, on the Bonds shall be payable to the respective Registered Holders without exchange or collection charges, in lawful money of the United States of America, upon their presentation and surrender as they respectively become due and payable, whether at maturity or by prior redemption, at the principal office of the Paying Agent and Bond Registrar in Frankfort, Kentucky. The Bonds shall be issued and reissued by the Paying Agent and Bond Registrar from time to time only as fully registered bonds without coupons in the denominations of \$5,000 and any integral multiples thereof, as hereinafter provided. Unless the Board shall otherwise direct, the Bonds shall be numbered separately from 1 upward.

The Bonds shall bear interest at a rate or rates to be established by official action of the Chairman, Vice Chairman or Secretary-Treasurer of the Board on the basis of competition after the Bonds are offered for sale at an advertised, public, competitive sale as hereinafter provided. The fifteenth day (15th) of the month prior to a June 1 or December 1 interest payment date shall be the record date for the Bonds (the "Record Date") for the purpose of determining the Registered Holder to whom interest shall be payable on the next succeeding interest payment date, and the Paying Agent and Bond Registrar may treat for such purpose the person in whose name any Bond is registered on the Record Date as the Registered Holder thereof.

The Bonds shall mature and be payable as to principal as follows:

<u>Year</u>	<u>Principal Amount*</u>	<u>Year</u>	<u>Principal Amount*</u>
December 1, 2000	\$ 400,000	December 1, 2010	\$ 635,000
December 1, 2001	415,000	December 1, 2011	670,000
December 1, 2002	435,000	December 1, 2012	705,000
December 1, 2003	455,000	December 1, 2013	745,000
December 1, 2004	475,000	December 1, 2014	790,000
December 1, 2005	500,000	December 1, 2015	835,000
December 1, 2006	520,000	December 1, 2016	880,000
December 1, 2007	550,000	December 1, 2017	935,000
December 1, 2008	575,000	December 1, 2018	990,000
December 1, 2009	605,000	December 1, 2019	1,045,000

*Subject to increase or reduction as provided in Section 2 and Section 21 hereof.

provided, however, certain Bonds may become Term Bonds subject to mandatory sinking fund redemption as described in Section 4 hereof and in Section 21 hereof.

All of the Bonds, together with the interest thereon and any additional bonds ranking on a parity therewith as may be issued and outstanding from time to time under the conditions and restrictions hereinafter set forth, shall be payable only out of and secured by a pledge of the special fund of the Board designated the "Electric and Water Revenue Bonds Sinking Fund" (the "Sinking Fund") as hereinafter created and more specifically provided in Section 13 and shall be a valid claim of the Registered Holder thereof only against the Sinking Fund and the portion or amount of the income and revenues of the System pledged to the Sinking Fund. The Sinking Fund and all income and revenues of the System and other moneys which are or should in accordance with the terms hereof be paid into the Sinking Fund are hereby pledged for the purpose of equally securing the payments when due of principal of and interest (and premium, if any) on the Bonds and any such parity bonds.

Section 4. Redemption of Bonds.

(A) Mandatory Sinking Fund Redemption.

If the successful bidder and original purchaser of the Bonds so elects in accordance with the provisions of Section 21 hereof and as may be provided by official action of the Chairman, Vice Chairman or Secretary-Treasurer in awarding the Bonds to such original purchaser, the Bonds stated to mature on the maturity dates set out in the successful bid of such original purchaser shall be combined to comprise the maturities of Term Bonds as set out in said successful bid and in said resolution; and such Term Bonds shall be subject to mandatory redemption in part, at the selection of the Paying Agent and Bond Registrar by lot in such manner as the Paying Agent and Bond Registrar may determine, from moneys in the Sinking Fund on each applicable December 1 at par plus accrued interest to the redemption date, according to the mandatory sinking fund redemption

schedule or schedules set out in said official action and in principal amounts corresponding to the above maturity schedule set out in Section 3 hereof, as may be adjusted as provided in Section 21 hereof.

(B) Optional Redemption

The Bonds are non-callable for redemption prior to December 1, 2009. The Bonds maturing on and after December 1, 2010, are subject to redemption by the Board, at its option, prior to maturity in whole or from time to time in part on December 1, 2009, and on any date or dates hereafter, in any order of maturity (less than all of a single maturity to be selected by lot in such manner as the Paying Agent and Bond Registrar may determine) at the redemption prices (expressed as percentages of principal amount) set forth in the table below plus accrued interest to the redemption date:

<u>Redemption Date</u>	<u>Redemption Price</u>
December 1, 2009, and prior to December 1, 2010	101%
December 1, 2010, and prior to December 1, 2011	100.5%
December 1, 2011, and thereafter	100%

The Bonds maturing on and after December 1, 2010, shall be called for redemption by the Paying Agent and Bond Registrar as herein provided upon receipt by the Paying Agent and Bond Registrar at least forty-five (45) days prior to the redemption date of a certificate of the Board specifying the principal amount and maturities of the Bonds so to be called for redemption and the applicable redemption price or prices.

(C) Other Redemption Provisions

The Paying Agent and Bond Registrar shall, upon being satisfactorily indemnified as to expenses, cause notice of the call for any redemption, identifying the Bonds or portions thereof (\$5,000 or any integral multiples thereof) to be redeemed, to be sent by first class mail at least thirty (30) but no more than sixty (60) days prior to the date fixed for redemption to the Registered Holder of each Bond to be redeemed at the address shown on the registration books. Failure to give such notice by mailing or any defect therein in respect of any Bond shall not affect the validity of any proceedings for the redemption of any other Bond. Any notice mailed as provided in this Section shall be conclusively presumed to have been duly given, irrespective of whether the Registered Holder receives the notice. Such notice shall set forth in detail the redemption provisions.

Prior to the date fixed for redemption of Bonds, funds shall be deposited by the Board with the Paying Agent and Bond Registrar to pay, and the Paying Agent and Bond Registrar is hereby authorized and directed to deposit such funds into the Sinking Fund hereinafter identified and to apply such funds to the payment of, the Bonds or portions thereof called for redemption, together with accrued interest thereon to the redemption date and any required premium. Upon the giving of notice and the deposit of adequate funds in the Sinking Fund for redemption of Bonds, interest on the Bonds

portions thereof so called for redemption shall cease to accrue after the date fixed for redemption. No payment of principal, premium or interest shall be made by the Paying Agent and Bond Registrar on any Bond or portion thereof called for redemption until such Bond or portion thereof shall have been delivered to the Paying Agent and Bond Registrar for payment or cancellation, or the Paying Agent and Bond Registrar shall have received the items required by Section 7 hereof with respect to any mutilated, lost, stolen or destroyed Bond.

A portion of any Bond maturing on or after December 1, 2010, may be redeemed, but Bonds shall be redeemed only in the principal amount of \$5,000 each or any integral multiples thereof. Upon surrender of any Bond for redemption in part only, the Board shall execute and the Paying Agent and Bond Registrar shall register, authenticate and deliver to the holder thereof, within a period of three days from surrender of such Bond to the Paying Agent and Bond Registrar, at the expense of the Board, a new Bond or Bonds of the same maturity, of authorized denominations and aggregate principal amount equal to the unredeemed portion of the Bond surrendered.

Section 5. Execution of Bonds: Limited Obligation. The Bonds shall be executed on behalf of the Board by the manual or reproduced facsimile signature of the Chairman and shall have impressed or imprinted thereon either a true impression or a reproduced facsimile of the official seal of the Board and shall be attested with the manual or reproduced facsimile signature of the Secretary-Treasurer. An authorized facsimile signature shall have the same force and effect as a manual signature. In case any officer of the Board whose signature or a facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of such Bonds, such signature or such facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he had remained in office until delivery.

The Bonds are not general obligations of the Board but are special and limited obligations payable solely from the Sinking Fund as hereinafter provided, and the Sinking Fund and the income and revenues of the System herein provided to be paid into the Sinking Fund are hereby specifically pledged to the holders of the Bonds for the payment of the Bonds and interest thereon in the manner and to the extent provided herein. The Bonds and the interest thereon do not constitute a debt, indebtedness or a pledge of the faith and credit of the City within the meaning of any provision or limitation of the Constitution or statutes of the Commonwealth of Kentucky and shall not constitute a charge against its general credit. The Board shall not be obligated to pay the principal of the Bonds, premium, if any, or the interest thereon or other costs incident thereto except from the net revenues and amounts pledged therefor, and the faith and credit of the Board are not pledged to the payment of the principal of the Bonds, premium, if any, or the interest thereon or other costs incident thereto.

Section 6. Form of Bonds. The Bonds shall be issued only in the form of bonds registered as to payment of both principal and interest in substantially the following form, with necessary and appropriate variations, omissions and insertions as permitted or required by this Resolution, as follows:

(FORM OF FACE OF BOND)

No. _____

\$ _____

UNITED STATES OF AMERICA
COMMONWEALTH OF KENTUCKY
ELECTRIC AND WATER PLANT BOARD
OF THE CITY OF FRANKFORT, KENTUCKY
ELECTRIC AND WATER REVENUE BONDS
SERIES 1999

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>BOND DATE</u>	<u>CUSIP</u>
_____ %	December 1, _____	December 1, 1999	_____

REGISTERED HOLDER: _____

PRINCIPAL AMOUNT: _____

KNOW ALL MEN BY THESE PRESENTS: That the Electric and Water Plant Board of the City of Frankfort, Kentucky (the "Board"), a statutory body politic and corporate created, organized and existing pursuant to Sections 96.171 through 96.188 of the Kentucky Revised Statutes, and a political subdivision of the Commonwealth of Kentucky, for value received, hereby promises to pay to the registered holder identified above, or registered assigns, solely and only from the special fund pledged for that purpose as hereinafter referred to and not otherwise, the principal amount set out above, on the maturity date set out above, and to pay interest from the same source on the unpaid balance of said amount at the interest rate per annum set out above, payable on the first days of June and December in each year, beginning June 1, 2000, until payment of the principal amount or until the date fixed for redemption if this Bond is called for prior redemption and payment on such redemption date is duly provided for. Each such interest payment shall represent interest accruing on this Bond from the later of December 1, 1999, or the most recent interest payment date (June 1 or December 1), to which interest has been paid or duly provided for.

Interest accruing on this Bond shall be payable as aforesaid by check drawn upon Farmers Bank & Capital Trust Co., Frankfort, Kentucky, as the Paying Agent and Bond Registrar (the "Paying Agent and Bond Registrar"), and mailed to the person who is the registered holder hereof as of the close of business on the Record Date for such interest installment, which Record Date shall be the fifteenth (15th) day of the month (whether or not a business day) next preceding an interest payment date, at the address of such registered holder as it appears on the books of the Paying Agent and Bond Registrar. Principal shall be paid when due upon delivery of this Bond for payment at the principal corporate trust office of the Paying Agent and Bond Registrar.

REFERENCE IS HEREBY MADE TO THE FURTHER PROVISIONS OF THIS BOND SET FORTH ON THE REVERSE HEREOF, WHICH FURTHER PROVISIONS SHALL FOR ALL PURPOSES HAVE THE SAME EFFECT AS IF SET FORTH AT THIS PLACE.

This Bond is exempt from ad valorem taxation by the Commonwealth of Kentucky and by all the political subdivisions thereof.

This Bond shall not be valid or become obligatory for any purpose until the authentication certificate hereon shall have been executed by the Paying Agent and Bond Registrar.

IN WITNESS WHEREOF, the Electric and Water Plant Board of the City of Frankfort, Kentucky, has caused this Bond to be executed with the manual or reproduced facsimile of the official signature of its Chairman, to be sealed by an impression or a reproduced facsimile of an impression of the official seal of the Board and to be attested by the manual or reproduced facsimile signature of its Secretary-Treasurer, in each case as its duly authorized officer, all as of the date of this Bond, which is December 1, 1999.

ELECTRIC AND WATER PLANT BOARD
OF THE CITY OF FRANKFORT, KENTUCKY

(Facsimile of Seal
of Board)

By (manual or facsimile signature)
Chairman

ATTEST:

(manual or facsimile signature)
Secretary-Treasurer

AUTHENTICATION CERTIFICATE

The undersigned hereby certifies
that this is one of
the Bonds described above.

FARMERS BANK & CAPITAL TRUST CO.
Frankfort, Kentucky
Paying Agent and Bond Registrar

By (manual signature)
Authorized Officer

Authentication Date:

(END OF FACE OF BOND)

(BEGIN REVERSE OF BOND)

This Bond is one of a duly authorized issue of Bonds of the Board designated "Electric and Water Plant Board of the City of Frankfort, Kentucky Electric and Water Revenue Bonds, Series 1999" (the "Bonds"), issued in the original principal amount of \$_____, authorized and issued by the Board pursuant to a Resolution duly adopted by the Board (the "Bond Resolution") for the purpose (among others) of financing and refinancing major additions and improvements to the Board's combined and consolidated municipal electric and water system (the "System"), and this Bond has been issued under and in full compliance with the Constitution and statutes of the Commonwealth of Kentucky, including among others Sections 96.171 through 96.188 of the Kentucky Revised Statutes (the "Act").

Reference is made to the Bond Resolution for provisions with respect to the nature and extent of the security, rights, duties and obligations of the holders of the Bonds, the Board and the Paying Agent and Bond Registrar, the terms upon which the Bonds are issued and the terms and conditions upon which the Bonds will be deemed to be paid at or prior to their scheduled maturity or redemption upon the making of provision for the payment thereof in the manner set forth in the Bond Resolution.

*The Bonds maturing on December 1 _____, are subject to mandatory sinking fund redemption in part, at the selection of the Paying Agent and Bond Registrar by lot, from moneys in the special fund identified hereinafter on each December 1, _____, at the principal amount thereof plus accrued interest to the redemption date, according to following Schedule of mandatory sinking fund installments:

<u>December 1</u>	<u>Amount</u>
	\$

This paragraph is to be inserted, and may be repeated, with respect to any Term Bonds as described in Section 3 hereof.

The Bonds are non-callable for redemption prior to December 1, 2009. The Bonds maturing on and after December 1, 2010, are subject to redemption by the Board, at its option, prior to maturity in whole or from time to time in part on December 1, 2009, and on any date or dates thereafter, in any order of maturity (less than all of a single maturity to be selected by lot by the

ing Agent and Bond Registrar) at the redemption prices expressed as percentages of principal amount set forth in the table below plus accrued interest to the redemption date:

<u>Redemption Date</u>	<u>Redemption Price</u>
December 1, 2009, and prior to December 1, 2010	101%
December 1, 2010, and prior to December 1, 2011	100.5%
December 1, 2011, and thereafter	100%

At least thirty (30) but no more than sixty (60) days prior to the redemption date of any bonds, the Paying Agent and Bond Registrar shall cause a notice of redemption to be mailed postage prepaid by first class mail to all registered holders of Bonds to be redeemed in whole or in part at their registered addresses. Failure to mail any notice or any defect therein in respect of any such Bond shall not affect the validity of the redemption of any other Bond. Such redemption notice shall set forth in detail the redemption provisions.

This Bond and the series of which it forms a part, together with additional bonds ranking a parity therewith as may be hereafter issued and outstanding from time to time under the conditions and restrictions set forth in the Bond Resolution, are payable from and secured by a pledge of a fixed portion of the revenues to be derived from the operation of the System after paying operation and maintenance expenses of the System, which fixed portion shall be sufficient to pay the principal of and premium, if any, and interest on this Bond and the series of which it forms a part and any such additional parity bonds as and when the same become due and payable and which shall be held in trust as a special fund for that purpose and identified as the "Electric and Water Revenue Bonds Sinking Fund."

This Bond and the series of which it forms a part do not constitute an indebtedness of the Board or the City of Frankfort, Kentucky, within the meaning of any constitutional or statutory provisions or limitations. The Board covenants that the System will be continuously operated as a revenue-producing undertaking and that it will fix and charge such rates for the services and facilities of the System so that the revenues therefrom will be sufficient to pay the interest and premium, if any, and principal of this series of Bonds and all other bonds ranking on a parity therewith as may be outstanding from time to time and also to pay the costs of operation and maintenance of the System.

This Bond is issued under and pursuant to the statutory laws of the Commonwealth of Kentucky, including the Act, and its construction will be governed thereby.

This Bond shall be transferable only upon the presentation and surrender hereof at the principal office of the Paying Agent and Bond Registrar duly endorsed for transfer or accompanied by an assignment duly executed by the registered holder or his authorized representative. The Paying Agent and Bond Registrar shall not be required to transfer or exchange this Bond (a) during any period beginning five days prior to the selection by the Paying Agent and Bond Registrar of Bonds to be redeemed prior to maturity and ending on the date of mailing of notice of any such redemption (b) if this Bond has been selected or called for redemption in whole or in part.

Bonds shall be exchangeable upon the presentation and surrender thereof at the principal office of the Paying Agent and Bond Registrar for a Bond or Bonds of the same maturity, and in the denomination of \$5,000 or any integral multiple thereof, in an aggregate principal amount or amounts equal to the unpaid principal amount of the Bond or Bonds presented for exchange. The Paying Agent and Bond Registrar shall authenticate and deliver Bonds delivered in exchange in accordance herewith.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the execution and delivery of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; that the issuance of this Bond and the series of which it forms a part, together with all other obligations of the Board, does not exceed or violate any constitutional or statutory limitation; and that a sufficient portion of the revenues of the System, after allowance for operation and maintenance expenses as aforesaid, has been pledged to and will be set aside into said special fund by the Board for the prompt payment of the principal of and premium, if any, and interest on this series of Bonds and all other bonds which by their terms and by the provisions of the Bond Resolution are payable from said special fund

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells,
assigns and transfers unto

(Name, Address and Social Security (or other Identifying) Number of
Assignee)

the within Bond and does hereby irrevocably constitute and appoint

attorney to transfer the said Bond on the books kept for registration thereof with full power of
substitution in the premises.

Dated: _____

NOTICE: The signature of this assignment must correspond with the name of the registered holder as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Signature guaranteed:

(END OF REVERSE OF BOND)

Section 7. Mutilated, Lost, Stolen or Destroyed Bonds. In the event any Bond is mutilated, stolen or destroyed, the Board may execute and the Paying Agent and Bond Registrar may authenticate and deliver a new Bond of like series, date, maturity and denomination as that mutilated, stolen or destroyed; provided that, in the case of any mutilated Bond, such Bond shall first be surrendered to the Paying Agent and Bond Registrar, and in the case of any lost, stolen or destroyed bond, there shall be first furnished to the Board and the Paying Agent and Bond Registrar evidence of such loss, theft or destruction satisfactory to them and such indemnity as the Board and the Paying Agent and Bond Registrar may require. In the event any such Bond shall have matured, in lieu of issuing a duplicate Bond, the Board may pay the same without surrender thereof. The Board and the Paying Agent and Bond Registrar may charge the holder or owner of such Bond their reasonable fees and expenses in this connection.

Section 8. Registration, Authentication, Transfer and Exchange of Bonds. So long as any bonds remain outstanding, the Paying Agent and Bond Registrar shall keep and maintain at its principal office in Frankfort, Kentucky, complete registration books for the Bonds and shall provide the registration and transfer of the Bonds in accordance with the terms of this Resolution. Each Bond shall be authenticated by the Paying Agent and Bond Registrar and shall be transferable only upon the presentation and surrender thereof at the principal office of the Paying Agent and Bond Registrar, duly endorsed for transfer or accompanied by an assignment duly executed by the Registered Holder or his authorized representative. Upon receipt of any such Bond, duly endorsed for transfer or accompanied by any assignment for transfer, the Paying Agent and Bond Registrar shall transfer such Bond within a period of three days by reissuing such Bond, duly executed by the Board and authenticated by the Paying Agent and Bond Registrar, and delivering the same to the new Registered Holder thereof forthwith.

The Paying Agent and Bond Registrar shall not be required to transfer or exchange any bond (a) during any period beginning five (5) days prior to the selection by the Paying Agent and Bond Registrar of Bonds to be redeemed prior to maturity and ending on the date of mailing of notice of any such redemption or (b) if such Bond has been selected or called for redemption in whole or part.

Bonds shall be exchangeable upon the presentation and surrender thereof at the principal office of the Paying Agent and Bond Registrar for a Bond or Bonds of the same maturity, in the denomination of \$5,000 or an integral multiple thereof, in an aggregate principal amount or amounts equal to the unpaid principal amount of the Bond or Bonds presented for exchange. The Paying Agent and Bond Registrar shall and is hereby authorized to authenticate and deliver Bonds delivered in exchange in accordance herewith. Each Bond delivered in exchange for a surrendered Bond shall constitute an original contractual obligation of the Board and shall be entitled to the benefits and security of this Resolution to the same extent as the Bond or Bonds in lieu of which any Bond is delivered in exchange. Any Bonds surrendered for exchange shall be canceled by the Paying Agent and Bond Registrar and the Paying Agent and Bond Registrar shall maintain a complete record of all exchanges, transfers and cancellations of Bonds and shall make a report thereof to the Board on not less than an annual basis.

No service charge or other transfer fee shall be charged to any Bondholder in connection with any transfer or exchange of a Bond. However, the Registered Holder of any Bond may be required to pay an amount equal to any tax or other governmental charge, if any, that may be imposed in connection with the transfer or exchange of any Bond.

Section 9. Destruction of Bonds. Whenever any outstanding Bond shall be delivered to the Paying Agent and Bond Registrar for cancellation thereof pursuant to this Resolution, upon payment of the principal amount or interest represented thereby or for replacement or exchange, such Bonds, following such replacement or exchange, shall be promptly canceled and destroyed by the Paying Agent and Bond Registrar and counterparts of a certificate of destruction evidencing such destruction shall be furnished by the Paying Agent and Bond Registrar to the Board.

All Bonds which have been redeemed shall not be reissued but shall be canceled and destroyed by Paying Agent and Bond Registrar in accordance with this Section.

Section 10. Appointment and Duties of Paying Agent and Bond Registrar. The Board has appointed Farmers Bank & Capital Trust Co., Frankfort, Kentucky, as Paying Agent and Bond Registrar in respect of the Bonds. The Paying Agent and Bond Registrar shall maintain a complete and current record of each Bond issued, the name and address of each owner (Registered Holder) of any Bonds and such additional information as may be required for compliance with applicable laws and regulations. The Paying Agent and Bond Registrar will also make all payments of interest on the Bonds and pay principal of and premium, if any, on the Bonds as herein provided.

The recitals of fact herein and in the Bonds contained shall be taken as the statements of the Board and the Paying Agent and Bond Registrar assumes no responsibility for the correctness of the same. The Paying Agent and Bond Registrar makes no representations as to the validity or sufficiency of this Resolution or of any Bonds issued thereunder or in respect of the security afforded by this Resolution, and the Paying Agent and Bond Registrar shall not incur any responsibility in respect thereof. The Board shall, however, be responsible for its representations contained in the Bonds. The Paying Agent and Bond Registrar shall not be under any responsibility or duty with respect to the issuance of the Bonds for value or the application of the proceeds thereof or the application of any moneys paid to the Board. The Paying Agent and Bond Registrar shall be under no obligation or duty to perform any act which would involve it in expense or liability or to institute or defend any suit in respect hereof, or to advance any of its own moneys, unless properly indemnified. The Paying Agent and Bond Registrar shall be protected in acting upon any notice, resolution, request, consent, order, certificate, report, opinion, bond or other paper or document believed by it to be genuine, and to have been signed or presented by the proper party or parties. The Paying Agent and Bond Registrar may consult with counsel, who may or may not be of counsel to the Board, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance therewith. Whenever the Paying Agent and Bond Registrar shall deem it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, including payment of moneys out of any fund, such matter (unless other evidence in respect thereof be herein specifically prescribed) may be deemed to be conclusively proved and established by a certificate signed by an authorized officer of the Board and such certificate shall be full warrant for any action taken or

ffered in good faith under the provisions of this Resolution upon the faith thereof, but in its discretion the Paying Agent and Bond Registrar may in lieu thereof accept other evidence of such fact or matter or may require such further or additional evidences as to it may seem reasonable. Except otherwise expressly provided herein, any request, order, notice or other direction required or permitted to be furnished pursuant to any provision hereof by the Board to the Paying Agent and Bond Registrar shall be sufficiently executed if executed in the name of the Board by its Chairman Secretary-Treasurer.

The Board shall pay to the Paying Agent and Bond Registrar reasonable compensation for services rendered under this Resolution, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of its attorneys, agents and employees, incurred in and about the performance of their powers and duties under this Resolution. The Board further agrees to indemnify and hold the Paying Agent and Bond Registrar harmless against any liabilities which it may incur in the exercise and performance of its powers and duties hereunder, and which are not due to its negligence or default. The Paying Agent and Bond Registrar hereby indemnifies and will hold the Board harmless against any liabilities which the Board may incur as a result of the negligence or default of the Paying Agent and Bond Registrar.

The Paying Agent and Bond Registrar may become the owner of any Bonds, with the same rights it would have if it were not the Paying Agent and Bond Registrar. The Paying Agent and Bond Registrar and any other fiduciary may act as depository for, or permit any of its officers or directors to act as a member of, or in any other capacity with respect to, any committee formed to protect the rights of Bondholders or to effect or aid in any reorganization growing out of the enforcement of the Bonds or this Resolution, whether or not any such committee shall represent the holders of a majority principal amount of the Bonds then outstanding.

Any company into which the Paying Agent and Bond Registrar may be merged or converted or with which it may be consolidated or any company resulting from any merger, conversion or consolidation to which it shall be a party or any company to which the Paying Agent and Bond Registrar may sell or transfer all or substantially all of its banking and corporate trust business, provided such company shall be authorized by law to perform all the duties imposed upon it by this Resolution, shall be the successor to the Paying Agent and Bond Registrar without the execution or filing of any paper or the performance of any further act, anything herein to the contrary notwithstanding.

Section 11. Disposition of Bond Proceeds. All sums received as accrued interest from the sale of the Bonds shall be deposited into the Interest Account of the Sinking Fund hereinafter created and the remaining Bond proceeds shall be applied as follows:

(A) The expenses incident to the authorization, sale and issuance of the Bonds, including without limitation the contractual fee of the Board's Financial Advisor, the fees and expenses of the Paying Agent and Bond Registrar, all counsel fees and expenses, rating service fees, printing and publishing expenses and any other necessary or desirable fees and expenses related to the issuance of the Bonds, shall, upon written direction of the Chairman or Secretary-Treasurer, be paid

immediately from the proceeds of the Bonds or otherwise from amounts in the Construction Fund identified in (D) following.

(B) A portion of the Bond proceeds in an amount sufficient to pay and discharge the 1996 Note and the 1997 Note shall, by or on the written order of the Chairman or Secretary-Treasurer, be paid to the holder thereof.

(C) A portion of Bond proceeds in an amount sufficient to pay and discharge the Water District Bonds shall, by or on the written order of the Chairman or Secretary-Treasurer, be paid to the holder thereof.

(D) The remaining balance of the Bond proceeds shall be deposited in a special fund or account of the Board, hereby created, designated and identified as the Board's "Electric and Water System 1999 Construction Fund" (the "Construction Fund"), to be held and applied as provided in the following Section 12 of this Resolution. The Construction Fund shall be an account or accounts at such bank or banks as the Board may from time to time designate (hereinafter sometimes referred to, singularly and collectively, as the "Depository Bank").

Section 12. Construction Fund. Amounts on deposit in the Construction Fund shall be applied from time to time by the Board to the payment of the costs of acquiring, constructing and installing the Project, including without limitation planning, design and engineering costs, interest during construction, unpaid costs of issuance of the Bonds and reimbursements to the Board for Project costs previously paid.

The amount deposited in the Construction Fund shall, to the extent that it may cause the aggregate deposits of the Board in the Depository Bank to be in excess of the amount insured by the Federal Deposit Insurance Corporation ("FDIC"), be collaterally secured by direct obligations of or obligations guaranteed by the United States of America having a market value equivalent to such deposit, or the Depository Bank shall assist the Board in investing, for the credit of the Construction Fund, whatever portion of the Construction Fund is designated by the Chairman or Secretary-Treasurer in Investment Obligations as hereinafter defined in Section 14, having maturity dates, or being subject to retirement at the option of the holder, corresponding to the need for cash to pay costs of the Project as they come due; provided that for Construction Fund investment purposes only the Investment Obligations described in clause (ii) of Section 14 shall include obligations of any agency or instrumentality of the United States of America. All such investments, as well as all income therefrom, shall be carried to the credit of such Construction Fund.

Payments from the Construction Fund for costs of acquisition, construction and installation of the Project shall be made only upon vouchers approved by the engineer having charge of supervising such acquisition, construction and installation and countersigned by the Secretary-Treasurer or the Board's Assistant General Manager-Administration, such engineer to certify in each instance that the voucher represents a sum actually earned by and due to the proposed payee under a contract with the Board for work performed or materials furnished in connection with the Project, or represents a sum necessary to be expended for land or rights-of-way necessary to be acquired by the Board in connection with the Project, provided all checks drawn against the Construction Fund

shall be signed by the Secretary-Treasurer or other Board official duly authorized by the Board. No expenditure shall be made from the Construction Fund except for proper and authorized expenses relating to the acquisition, construction and installation of the Project (including design and engineering costs and interest during construction) in accordance with the plans and specifications prepared by the engineer and approved by the Board, for which contracts have been awarded or work has been authorized by the Board, or to pay any unpaid costs of issuance of the Bonds (as approved by the Secretary-Treasurer or the Board's Assistant General Manager-Administration). Pending disbursement for the authorized purposes, the Construction Fund shall be subject to a first and paramount lien and charge in favor of the holders of the Bonds.

After completion of the Project, as certified by the Secretary-Treasurer or the Board's Assistant General Manager-Administration, any balance then remaining on deposit in the Construction Fund shall, subject to any and all applicable legal requirements and compliance with applicable federal statutes and regulations necessary to assure the exclusion of interest on the Bonds from gross income for federal income tax purposes, upon order of the Chairman or Secretary-Treasurer be (a) expended to pay costs of improvements and additions to the System which may be outside the scope of the Project or (b) transferred to the 1989 Sinking Fund as a segregated subaccount and used to purchase (at 103 or less) Bonds, and such balance shall not be invested at a yield exceeding the yield of the Bonds

Section 13. Operation and Revenues of System, Funds and Accounts. From and after the delivery of the Bonds and any parity bonds issued under the provisions of this Resolution and so long as any of said bonds remain outstanding, the System shall be continuously operated by the Board as a revenue-producing and self-liquidating undertaking and the income and revenues from the System, together with all extensions, improvements or betterments thereto that may be made, shall be set aside, and are hereby pledged daily as collected, into a special and separate fund hereby created and designated the "Electric and Water Plant Board Electric and Water Revenue Fund" (the "Revenue Fund") to be used and apportioned, as follows:

(A) On or before the 20th day of each month there shall be withdrawn from the Revenue Fund and credited to a separate and special fund hereby created and designated as the "Operation and Maintenance Fund" a sum sufficient to pay the reasonably necessary costs of operating and maintaining the System during such month, including without limitation salaries, wages, cost of materials and supplies, power at wholesale and insurance for such month, and any deficit for the same arising in the preceding month.

(B) There shall be and there is hereby created a separate and special fund to be known as the "Electric and Water Plant Board Electric and Water Revenue Bonds Sinking Fund" (the "Sinking Fund"). The Sinking Fund shall comprise three accounts, the Interest Account, the Principal Account and the Debt Service Reserve Account, which are hereby irrevocably pledged and shall be used and applied for the following purposes. Money in the Interest Account shall be used solely for the payment of interest falling due on the Bonds and any additional parity bonds. Money in the Principal Account shall be used solely for the purpose of paying the principal of (and premium, if any, on) the Bonds and any additional parity bonds when due at maturity or pursuant to any call for redemption. The Debt Service Reserve Account shall be held for the benefit of the holders of all of the Bonds and

any additional parity bonds and shall be used solely for the purpose of paying principal of or interest on the Bonds and any parity bonds as to which there would otherwise be a default.

There shall be set aside into the Sinking Fund in equal monthly installments on or before the 20th day of each month, out of the Revenue Fund (subject to the priorities of the foregoing paragraph (A) of this Section 13) sufficient funds to pay when due the interest on and premium, if any, and principal of any outstanding bonds (including the Bonds) which by their terms are payable from the Sinking Fund. Such monthly payments into the Sinking Fund shall be made in the minimum amounts each month as follows:

1. An amount which together with other funds available for such purpose will be equal to at least one-sixth (1/6th) of the interest falling due on the Bonds on the next succeeding interest payment date shall be deposited in the Interest Account.
2. An amount which together with other funds available for such purpose will be equal to at least one-twelfth (1/12th) of the principal amount of the Bonds coming due on the next December 1 shall be deposited in the Principal Account.

In addition to the aforesaid monthly installments, during the first ten-year period from the date of issuance of the Bonds and any additional parity bonds permitted to be issued hereunder there shall be set aside from the Revenue Fund (subject to the foregoing priorities) into the Debt Service Reserve Account in equal monthly installments on or before the 20th day of each month a sufficient amount so that at the end of such ten-year period there will have been accumulated in the Debt Service Reserve Account an amount equal to the Reserve Amount, hereinafter defined; provided that no further payments into the Debt Service Reserve Account shall be made when and so long as the amount therein is equal to the Reserve Amount. Whenever any amount in the Debt Service Reserve Account is withdrawn, such withdrawn amount shall be made up from the first moneys thereafter available in the Revenue Fund (after the requirements of subparagraphs 1 and 2 above have been satisfied). The term "Reserve Amount" as used in this Resolution is defined as an amount of money equal to the lesser of (i) the highest amount required to be paid into the Interest Account and the Principal Account for account of the Bonds and any additional parity bonds in any 12-month period ending December 1, (ii) an amount equal to 125% of the average amount required to be paid into the Interest Account and the Principal Account for account of the Bonds and any additional parity bonds in each 12-month period ending December 1, and (iii) an amount equal to 10% of the proceeds of the Bonds and any additional parity bonds within the meaning of Section 148(d) of the United States Internal Revenue Code of 1986, as amended.

As and when additional parity bonds are issued provision shall be made for additional payments into the Sinking Fund so as to pay the interest on and principal of such additional parity bonds as and when the same become due and for increasing the monthly installments required to be paid into the Debt Service Reserve Account over the ten-year period from the date of issuance of the additional parity bonds on the same basis as provided in the next preceding paragraph hereof.

No further payments need be made into the Sinking Fund after and so long as the amount then held in the Sinking Fund, including the Debt Service Reserve Account, is equal to the entire amount

required for retiring all bonds then outstanding which are payable from the Sinking Fund and paying all interest that will accrue at the time of such retirement.

If for any reason there should be a failure to pay into the Sinking Fund the full amount above stipulated, then an amount equivalent to such deficiency shall be set apart and paid into the Sinking Fund from the first available income and revenues of the System or from the Depreciation Fund hereinafter created.

All moneys held in the Sinking Fund, including the Debt Service Reserve Account, shall be deposited in a bank or banks which are members of the Federal Deposit Insurance Corporation ("FDIC") and all such deposits which cause the aggregate deposits of the Board in any one bank to be in excess of the amount insured by the FDIC shall be continuously secured by a valid pledge of direct obligations of the United States of America having an equivalent market value. All or any part of the Sinking Fund may, provided that the Debt Service Reserve Account therein shall, be invested in Investment Obligations, as defined in Section 14 hereof, maturing or being subject to retirement at the option of the holder on such dates as the same may be needed for meeting interest and/or principal payments, and all such investments shall be carried to the credit of the particular account in the Sinking Fund which supplied the funds for such investments, but the income from such investments shall be credited to the Interest Account; provided, however, if the amount in the Debt Service Reserve Account is less than the Reserve Amount, income from investments in the Debt Service Reserve Account shall be credited to the Debt Service Reserve Account until the Reserve Amount is accumulated therein. Investment Obligations in the Debt Service Reserve Account shall be valued at cost.

The Sinking Fund shall be used solely and only and is hereby pledged for the purpose of paying principal of and interest and premium, if any, on the Bonds and any additional bonds ranking on a parity therewith that may be outstanding from time to time in accordance with the terms and provisions of this Resolution.

Notwithstanding the foregoing provisions of this Section 13(B) relating to the Debt Service Reserve Account, in lieu of the deposit of funds in the Debt Service Reserve Account, the Board may obtain a Debt Service Reserve Guaranty. Any Debt Service Reserve Guaranty shall be considered a deposit of funds in the Debt Service Reserve Account equal to the Debt Service Reserve Guaranty Coverage provided by the Debt Service Reserve Guaranty Agreement. As conditions precedent to delivery of a Debt Service Reserve Guaranty, the Board shall obtain (i) the Debt Service Reserve Guaranty, (ii) an opinion of counsel addressed to the Board stating that the delivery of such Debt Service Reserve Guaranty to the Board is authorized under this Resolution and complies with the terms hereof, and (iii) written evidence from a Rating Agency, if the Bonds and any additional parity bonds are then rated by such Rating Agency, that the Rating Agency has reviewed the proposed Debt Service Reserve Guaranty and that (a) the issuance of the Debt Service Reserve Guaranty to the Board and, (b) if a Debt Service Reserve Guaranty is then in effect with respect to the Debt Service Reserve Account, the substitution of the proposed Debt Service Reserve Guaranty for the Debt Service Reserve Guaranty then in effect, will not, by itself, result in a reduction or withdrawal of its rating on the Bonds and any additional parity bonds. If the Bonds and any additional parity bonds are insured by a bond insurer, the references to a Rating Agency in the preceding sentence shall be

lead to mean such bond insurer and the substitution of the proposed Debt Service Reserve Guaranty shall not result in the cancellation of the bond insurance provided by such bond insurer.

The capitalized terms used in the preceding paragraph shall have the following meanings:

“Debt Service Reserve Guarantor” means the issuer of a Debt Service Reserve Guaranty.

“Debt Service Reserve Guaranty” means a letter of credit, insurance policy, surety bond or similar arrangement representing the irrevocable obligation of the Debt Service Reserve Guarantor to pay to or for the account of the Board upon request made by the Board or its designee up to an amount stated therein for application as provided in this Section 13(B).

“Debt Service Reserve Guaranty Agreement” means the reimbursement agreement, bond insurance agreement, loan agreement or similar agreement between the Board and a Debt Service Reserve Guarantor with respect to repayment of amounts advanced under the Debt Service Reserve Guaranty.

“Debt Service Reserve Guaranty Coverage” means the amount available at any particular time to be paid to or for the account of the Board under the terms of the Debt Service Reserve Guaranty.

“Debt Service Reserve Guaranty Limit” means the maximum aggregate amount available to be paid to or for the account of the Board under the terms of a Debt Service Reserve Guaranty.

“Rating Agency” means either Moody’s Investors Service, Inc. or Standard & Poor’s Rating’s Services, and their successors and assigns.

(C) In order to provide moneys which will be available for improvements and major repairs to and replacements and extensions of the System, a separate and special fund is hereby created, separate and apart from all other accounts and funds of the Board, and the same is hereby designated the “Depreciation Fund.” It is hereby recognized that the Board presently has on hand the sum of \$2,606,000, which amount is equal to six percent (6%) of the undepreciated book value of the System (based on the most recent audited financial statements of the System) and is hereby credited to the Depreciation Fund. Balances at any time on deposit in the Depreciation Fund may be expended for costs indicated in this paragraph. If and when it shall become necessary to make disbursements from the Depreciation Fund for authorized purposes, monthly transfers and deposits from the Revenue Fund to the Depreciation Fund shall be made (after meeting the requirements of the foregoing subsections (A) and (B) of this Section 13) until such time as a balance equal to six percent (6%) of the undepreciated book value of the System (based on the most recent audited financial statements of the System) shall have been accumulated therein, represented either by cash or the market value of investments, as hereinafter permitted. Upon the accumulation of such balance in such amount, the monthly transfers from the Revenue Fund may be suspended. To the extent amounts in the Depreciation Fund from time to time may exceed the foreseeable need for making disbursements therefrom, the same may be invested and reinvested by the Board in Investment Obligations, as defined in Section 14 hereof, which shall have a maturity date or be redeemable at the option of the holder within five years from the date of investment therein, and all income therefrom shall be

credited to the Depreciation Fund (or to the Revenue Fund at the election of the Board if the aforesaid minimum balance is on deposit in the Depreciation Fund) and any expenses or loss in connection therewith shall be charged to the Depreciation Fund. In the event there would otherwise be a default in the payment of interest on or principal of any bond or bonds outstanding under authority of this Resolution, amounts in the Depreciation Fund shall be withdrawn and applied to such extent as may be necessary in order to prevent such default, and any investments held for the account of the Depreciation Fund shall be converted into cash if and to the extent required for such purpose; but such withdrawal shall be deemed to be advances from the Depreciation Fund and the amount thereof shall be restored as soon as moneys are available.

(D) The remaining moneys in the Revenue Fund shall be used and applied to the extent necessary (1) to maintain a cash working fund equal to one-twelfth (1/12) of the gross income and revenues of the System during the preceding fiscal year; (2) to pay all other obligations authorized and incurred by the Board in the operation and maintenance of the System and furnishing of services and facilities thereby; (3) to pay such taxes, if any, as the Board may elect to pay to the City under the provisions of Section 96.179 of the Act; and (4) for any other lawful corporate purpose as permitted and provided by Section 96.182 of the Act.

The Board reserves the right from time to time to purchase bonds herein authorized or permitted to be issued in advance of maturity and to redeem such bonds pursuant to the pertinent redemption terms through the use and application of surplus income and revenues from the System and from excess funds in the Sinking Fund, provided no such purchase shall be made from the Sinking Fund at a price exceeding the redemption terms on the next succeeding redemption date; and all bonds so purchased or redeemed shall be canceled.

Section 14. Investments. As used in this Resolution, the term "Investment Obligations" shall mean any of the following, if and to the extent the following are legal investments for the moneys held in the funds and accounts established pursuant to this Resolution: (i) direct general obligations of, or obligations the payment of the principal of and interest on which are unconditionally guaranteed by, the United States of America, and any certificate or other evidence of an ownership interest in any such securities or in specified portions thereof consisting of the principal thereof or the interest thereon or any combination thereof; (ii) obligations of any agency or instrumentality of the United States of America; (iii) savings accounts, interest-bearing time deposits or certificates of deposit in any national bank or bank chartered in Kentucky authorized to engage in the banking business the deposits of which shall be insured by the FDIC and having a combined capital and surplus aggregating not less than Two Million Dollars (\$2,000,000); provided, however, that each such deposit shall be continuously secured (to the extent not insured by FDIC) by lodging with a separate bank or trust company approved by the Board, as custodian, collateral security in the form of obligations described in (i) or (ii) above having a market value (exclusive of accrued interest) at all times not less than the amount of such deposit, which collateral security shall be valued by the Board at least annually and must be unencumbered and not otherwise pledged and shall be subject to a perfected first lien for the benefit of the Board; (iv) repurchase agreements with banks described in (iii) above, continuously secured as provided in (iii) above; (v) money market funds composed of securities described in (i) and (ii) above and rated "AAA" by Standard and Poor's Ratings Services or Moody's Investors Service, Inc., provided that any such investment in money market funds shall not exceed six (6) months in

duration; and (vi) bonds, notes or certificates of indebtedness of the Commonwealth of Kentucky and its agencies and instrumentalities.

Section 15. Rebate Fund. The following terms when used hereinafter shall have the indicated meanings:

“Computation Period” means, with respect to the Bonds, the period of time over which Excess Earnings are required to be computed under Section 148(f) of the United States Internal Revenue Code of 1986, as amended (the “Code”), and applicable regulations thereunder.

“Cumulative Excess Earnings” means the amount of all Excess Earnings earned from the date of original delivery of the Bonds through the end of the relevant computation date, less the amount of any Excess Earnings paid to the United States pursuant to this Section.

“Excess Earnings” means an amount equal to the sum of (i) plus (ii) where:

(i) is the excess of

(a) the aggregate amount earned on all nonpurpose investments in which gross proceeds of the Bonds are invested (other than investments attributable to an excess described in this clause (i)), over

(b) the amount which would have been earned if such nonpurpose investments (other than amounts attributable to an excess described in this clause (i)) were invested at a rate equal to the yield on the Bonds; and

(ii) is any income attributable to the excess described in clause (i).

The sum of (i) plus (ii) shall be determined in accordance with Section 148(f) of the Code. As used herein, the terms “gross proceeds,” “nonpurpose investments” and “yield” have the meanings assigned to them for purposes of Section 148(f) of the Code.

The Board's Electric and Water Revenue Bonds, Series 1999 Rebate Fund (the “Rebate Fund”) is hereby created. Amounts from time to time held in the Rebate Fund, if any, shall be invested in Investment Obligations (to the extent practicable), shall not be subject to the pledge of this Resolution, shall not constitute a part of the funds held for the benefit of the holders of the Bonds and shall be dedicated to the United States of America to the extent of any obligation on the part of the Board to rebate to the United States Cumulative Excess Earnings.

Within five days after the end of each Computation Period and within five days after the payment in full of all outstanding Bonds, the Board shall calculate the amount of Cumulative Excess Earnings as of the end of that Computation Period or the date of such payment, and shall also determine the amount then on deposit in the Rebate Fund. If the amount then on deposit in the Rebate Fund is in excess of the Cumulative Excess Earnings, the Board shall forthwith deposit that excess amount in the Sinking Fund. If the amount then on deposit in the Rebate Fund is less than the

Cumulative Excess Earnings, the Board shall within five days deposit in the Rebate Fund an amount sufficient to cause the Rebate Fund to contain an amount equal to the Cumulative Excess Earnings. Within 30 days after the end of the fifth anniversary date of the issuance of the Bonds and every such fifth anniversary date thereafter, the Board shall pay to the United States in accordance with Section 148(f) of the Code from the moneys then on deposit in the Rebate Fund an amount equal to 90% (or such greater percentage not in excess of 100% as the Board may direct) of the Cumulative Excess Earnings as of the end of such fifth anniversary date. Within 60 days after the payment in full of all outstanding Bonds, the Board shall pay to the United States in accordance with Section 148(f) of the Code from the moneys then on deposit in the Rebate Fund an amount equal to 100% of the Cumulative Excess Earnings as of the date of such payment and any moneys remaining in the Rebate Fund following such payment shall be paid to the Sinking Fund.

Section 16. Covenants to Bondholders. (A) While the Bonds or any parity bonds remain outstanding and unpaid, the rates and charges for all services rendered by the System shall be reasonable and just, taking into account and consideration the cost and value of the System and the cost of maintaining and operating the same, and the amounts necessary for the retirement of all bonds and the accruing interest on all such bonds as may be issued or permitted to be issued under the provisions of this Resolution and the payments provided to be made into the Depreciation Fund. Said rates will be fixed, maintained and, if necessary, adjusted from time to time so as to produce after costs of normal maintenance and operation, net revenues (as defined in Section 17 hereof) sufficient (1) to provide for the payment of the principal and interest maturing in the next fiscal year of the System on the Bonds and parity bonds, if any are issued under the restrictions and conditions set forth in Section 17 hereof, and to accumulate and maintain the Reserve Amount in the Debt Service Reserve Account as provided in Section 13 hereof; (2) to maintain the Depreciation Fund for account of the System in an amount equal to six percent (6%) of the undepreciated book value of the System; (3) to maintain a cash working fund equal to one-twelfth (1/12) of the gross income and revenues of the System during the preceding fiscal year; (4) to pay all other obligations authorized and incurred by the Board in the operation and maintenance of the System and the furnishing of services and facilities thereby; (5) to pay such taxes, if any, as the Board may elect to pay to the City under the provisions of Section 96.179 of the Kentucky Revised Statutes; and (6) to satisfy any other obligations or commitments authorized or incurred by the Board for any lawful corporate purpose as permitted and provided by Section 96.182 of the Act. The rates prevailing at any time will not be reduced except upon the basis of a written statement of a consulting engineer or firm of consulting engineers of national reputation, after necessary investigation, expressing the opinion that the net earnings of the System will not thereby be reduced below the level prescribed in the preceding sentence; and there shall be charged against all users of electric and water services rendered by or through the System, including the City, such rates and amounts for such services as shall be adequate to meet the requirements of this Section 16. Compensation for services rendered to the City shall be charged against the City and payment for the same from the corporate funds shall be made and shall be apportioned as other income and revenues.

(B) The Board hereby covenants and agrees with the holder or holders of the Bonds and any parity bonds permitted to be issued hereunder, or any of them, that it will faithfully and punctually perform all duties with reference to the System and the operation and maintenance thereof as required by the Constitution and laws of the Commonwealth of Kentucky, including the making and collecting

of reasonable and sufficient rates for services rendered thereby, and that the income and revenues of the System will be segregated and application thereof made into the respective funds as created and provided by this Resolution; and to maintain in good condition and continuously operate the System and to charge and collect such rates and charges for services rendered thereby so that the gross revenues will be sufficient at all times to provide for the payment of the operation and maintenance thereof, to make the prescribed payments into the Sinking Fund, including provision for the reserve therein, to create and maintain the Depreciation Fund as provided herein and to provide for all other authorized payments therefrom as provided in this Resolution.

(C) The Board hereby further covenants, binds and obligates itself and the City not to sell, lease, mortgage or in any manner dispose of any integral part of the System, including any and all extensions, additions and appurtenances thereto that may be made or constructed, until all the Bonds and any parity bonds permitted to be issued hereunder shall have been paid in full, both principal and interest; provided, however, that this covenant shall not be construed to prevent disposal of property by exchange for other property on the basis of a finding by the Board, after necessary investigation, that the property to be obtained through such exchange is of equal or greater value and utility than the property so disposed of and such exchange will not adversely affect the operations of the System or the income and revenues to be derived therefrom; nor shall be construed to prevent the sale, lease or other disposal of properties of the System which are found by the Board to be no longer necessary or useful in the operations of the System, provided that the proceeds, if any, received from the lease, sale or other disposition of any such property shall be paid either into the Depreciation Fund or into the Sinking Fund, but such payments shall not operate to reduce the amounts otherwise required to be paid into said funds.

Section 17. No Priority among Bonds: Issuance of Additional Bonds. The Bonds, together with any additional parity bonds issued under the restrictions and conditions hereinafter set forth, shall not be entitled to priority one over the other in the application of the income and revenues of the System regardless of the time or times of their issuance, it being the intention that there shall be no priority among such bonds, regardless of the fact that they may be actually issued and delivered at different times.

The Board hereby reserves the right and privilege of issuing additional bonds from time to time payable from the income and revenues of the System ranking on a parity with the Bonds (herein sometimes referred to as "additional parity bonds") in order to pay the costs of extensions, additions and improvements to the System and related costs, including without limitation providing funds for deposit in the Debt Service Reserve Account, provided that either of the conditions set forth in (i) or (ii) below is met.

(i) The net revenues of the System for the fiscal year preceding the year in which such parity bonds are to be issued were at least 120% of the maximum annual debt service requirements (for any year ending December 1) with respect to all Bonds and parity bonds which are then outstanding and the additional parity bonds then proposed to be issued. The term "net revenues" as herein used is defined as gross income and revenues of the System (including all payments to the Revenue Fund and interest earnings accruing to the Sinking Fund and the Depreciation Fund) less the sum of operating expenses, which shall include

salaries, wages, costs of maintenance and operation, materials and supplies, pumping, generating and development costs, power at wholesale, insurance, and such other expenses as are normally chargeable to costs of operation, maintenance and repairs under generally recognized accounting practices and principles, not including, however, any costs for capital expenses or allowances for depreciation or payments on account of interest or principal due on the Bonds and any additional parity bonds. Such showing of net revenues for such preceding fiscal year may be represented by the report of the auditors.

(ii) A statement is filed with the Secretary-Treasurer by (a) an independent certified public accountant or firm of certified public accountants not in the regular employ of the Board on a monthly salary basis or (b) an independent professional engineer or firm or firms of professional engineers not in the employ of the Board on a monthly salary basis, and of recognized excellent expertise and reputation in the fields of electric and water engineering and licensed in Kentucky, reciting the opinion based upon necessary investigation that the net revenues of the System as defined in (i) above for twelve (12) consecutive months out of the eighteen (18) months preceding the issuance of said additional parity bonds (with adjustments as hereinafter provided) were equal to at least 120% of the maximum annual debt service (for any year ending December 1) on the Bonds and any parity bonds then outstanding and the proposed additional parity bonds. The net revenues may be adjusted for the purpose of the foregoing computations to reflect any revision in the schedule of rates or charges being imposed at the time of the issuance of any such additional parity bonds, and also to reflect any increase in such net income and revenues by reason of the extensions, additions and improvements to the System the cost of which (in whole or in part) is to be paid through the issuance of such additional parity bonds and by reason of the investment of any proceeds of such additional parity bonds that are deposited in the Debt Service Reserve Account; but such adjustments to reflect an increase in net revenues by reason of extensions, additions and improvements to the System shall only be made if contracts for the immediate construction or acquisition of such extensions, additions and improvements have been or will be entered into prior to the issuance of such additional parity bonds. All such adjustments to reflect any revision of rates and charges or an increase in net revenues by reason of extensions, additions and improvements to the System shall be based upon written certification by (a) a professional engineer not in the employ of the Board on a monthly salary basis, or firm or firms of professional engineers, of recognized excellent expertise and reputation in the field of water engineering and licensed in Kentucky or (b) a certified public accountant or firm of certified public accountants.

The Board hereby further reserves the right and privilege of issuing additional parity bonds for the purpose of refunding the Bonds or any parity bonds, or any portion thereof, as may be outstanding, provided that before any additional parity bonds are issued for such purpose, there shall have been procured and filed with the Secretary-Treasurer a statement by an independent certified public accountant or firm of independent certified public accountants reciting the opinion based upon necessary investigation that after the issuance of such additional parity bonds, the net revenues, as adjusted and defined above, of the System for the fiscal year preceding the date of issuance of such additional parity bonds, after taking into account the revised Reserve Amount resulting from the issuance of such additional parity bonds and from the elimination of the bonds being refunded thereby,

are equal to not less than 120% of the maximum annual debt service (for any year ending December 1) on the Bonds and any parity bonds then outstanding and the proposed additional parity bonds and calculated in the manner specified above.

The interest payment dates for all such additional parity bonds shall be semiannually on June 1 and December 1 of each year, and the principal maturities thereof shall be on December 1 of the year in which any such principal is scheduled to become due.

The additional parity bonds, the issuance of which is restricted and conditioned by this Section, shall be understood to mean bonds payable from the income and revenues of the System on a parity with the Bonds, and shall not be deemed to include nor prohibit the issuance of other obligations, the security and source of payment of which is subordinate and subject to the priority of the payments into the Sinking Fund for account of the Bonds and any parity bonds.

Section 18. Additional Covenants of Board. (A) The Board covenants and agrees that so long as the Bonds or any parity bonds are outstanding it will keep its operations and all buildings and all machinery and equipment therein, constituting a part of the System, insured to the extent insurable under a policy or policies of a responsible insurance company or companies authorized and qualified under the laws of Kentucky to assume such risks and in amounts and of the character customarily carried by municipal utilities in similar operations. The proceeds of all such insurance shall be available for the repair, replacement and reconstruction of damaged or destroyed property. The Board further covenants and agrees in like manner to carry public liability and property damage insurance covering such risks and for such amounts as the Board determines from time to time to be necessary or advisable by reason of the character and extent of its operations. If the insurance proceeds are in excess of the amount required for making good the loss or damage in respect of which such proceeds are received by repairing, replacing and reconstructing the property damaged or destroyed, any balance remaining shall be paid into the Sinking Fund or the Depreciation Fund, and if for any reason the insurance proceeds are insufficient for the repair, replacement and reconstruction of the damaged or destroyed property, any deficiency may be supplied from any moneys legally available to the Board for such purposes.

(B) The Board hereby covenants and agrees that it will keep and maintain proper books and accounts adapted to the System, which books and accounts will show the several items of receipts and disbursements and the same shall be audited annually by a recognized independent firm of certified public accountants; and in each annual audit report such accountants shall be instructed to comment on the performances of the Board during the audit period as compared with the requirements set forth in this Resolution. The balance sheet and the profit and loss statement of the System as certified by such accountants shall be generally available to the holder or holders of any Bonds upon their written request.

Section 19. Tax Covenants and Representations. The Board certifies, covenants and agrees to and for the benefit of the Bondholders that so long as any of the Bonds remain outstanding, moneys on deposit in any fund or account in connection with the Bonds, whether or not such moneys were derived from the proceeds of the sale of the Bonds or from any other sources, will not be invested or used in a manner which will cause the Bonds to be "arbitrage bonds" within the meaning

of Sections 103(b)(2) and 148 of the United States Internal Revenue Code of 1986, as amended (the "Code"), and any lawful Income Tax Regulations issued or proposed thereunder, as the same presently exist, or may from time to time hereafter be amended, supplemented or revised. The Chairman, Vice Chairman and/or Secretary-Treasurer as the officers of the Board charged with the responsibility for issuing the Bonds are authorized and directed, for and on behalf of the Board, to execute all certificates and other documents that may be required for evidencing compliance with federal tax rules, and any representations, certifications and covenants contained in such certificates and other documents so executed shall be deemed to constitute representations, certifications and covenants of the Board.

The Board further represents, warrants, agrees, covenants and certifies as follows:

(A) Within the meaning of Section 141 of the Code and the Income Tax Regulations issued thereunder, over the term of the Bonds (i) less than 10% of the proceeds of the Bonds, if any, will be applied for any private business use, and the payment of principal of or interest on less than 10% of the amount of the Bonds, if any, will be secured directly or indirectly by any interest in property used for a private business use, or payments in respect of such property, or will be derived directly or indirectly from payments (whether or not to the Board) in respect of such property; (ii) at least 90% of the proceeds applied for a governmental use of the Board; (iii) any private business use of the System will be related to such governmental use of the Board and will not be unrelated or disproportionate; and (iv) none of the proceeds of the Bonds will be used, directly or indirectly, to make or finance loans to private persons. It is reasonably expected that over the term of the Bonds (a) the System will be available for general public use, in that it will be reasonably available for use by natural persons not engaged in a trade or business on the same basis as any other person or entity, (b) no nongovernmental person will have any special legal entitlement to use the System, and (c) there will be no direct or indirect payments made with respect to the System or the security of the Bonds by any persons or entities other than payments by the general public as described in clause (a) above.

(B) It is reasonably expected that at least 15% of the proceeds (including investment proceeds) of the Bonds will be spent for the governmental purposes of the issue within six months from the date the Bonds are issued, at least 60% of such proceeds will be spent for such purposes within one year from such date, and at least 100% of such proceeds will be spent within 18 months from such date. The Board will take all action necessary to comply with the arbitrage rebate requirements of Section 148(f) of the Code in respect of the Bonds.

(C) It is reasonably expected that during the term of the Bonds the System will not be disposed of, provided, however, should there be any disposition of any personal property constituting a part of the System because it is no longer suitable for its governmental purpose, it is reasonably expected that the fair market value of such personal property will not exceed 25% of its cost.

(D) The weighted average maturity of the Bonds does not exceed 120% of the weighted average useful life of the facilities financed or refinanced by the Bonds.

(E) The Bonds are not federally guaranteed within the meaning of Section 149(b) of the Code.

(F) The Board will comply with the information reporting requirements of Section 149(e) of the Code.

(G) The Board will not use or permit the use of any of the funds provided by the Bonds in such manner as to, or take or omit to take any action which would, impair the exclusion from gross income for federal income tax purposes of interest on the Bonds. The Board shall at all times do and perform all acts and things permitted by law and necessary or desirable in order to assure that interest paid by the Board on the Bonds shall, for the purposes of federal income taxation, be excludable from gross income.

Section 20. Defeasance. The Board reserves the right at any time to cause the pledge of this Resolution securing any Bonds to be defeased and released by paying an amount into an escrow fund sufficient, when invested (or sufficient without such investment, as the case may be) in direct obligations of the United States Government to assure the availability in such escrow fund of an adequate amount (a) to call for redemption and to redeem and retire all of such Bonds, both as to principal and as to interest, on the next or any optional redemption date, including all costs and expenses in connection therewith, and to pay all principal and interest falling due on such Bonds to and on said date, or (b) to pay all principal and interest requirements on such Bonds as same mature, without redemption in advance of maturity, the determination of whether to defease under (a) or (b) or both to be made by the Board. Such United States Government obligations shall have such maturities as to assure that there will be sufficient funds for such purpose. If such defeasance is to be accomplished pursuant to (a), the Board shall take all steps necessary to publish notice of the redemption of such Bonds on the applicable redemption date. Upon the proper amount of United States Government obligations being placed in escrow and so pledged, the pledge of this Resolution securing such Bonds shall be automatically fully defeased and released without any further action being necessary.

The immediately foregoing provisions are subject to the limitation that no such termination and release of the pledge of this Resolution shall be accomplished through the use of any funds or investments which, in the opinion of the Board's Bond Counsel, would adversely affect the exclusion of interest on any such Bonds from gross income for federal income tax purposes.

Section 21. Sale of Bonds. The Chairman is authorized to approve, execute and cause to be published in accordance with Chapter 424 of the Kentucky Revised Statutes an appropriate form of Notice of Bond Sale soliciting sealed, competitive bids for the purchase of all the Bonds, such bids to be received in the office of the Assistant General Manager-Administration of the Board until a fixed time on a day the Chairman may determine, after which fixed time the sealed competitive bids heretofore received in said office shall be opened by him and then referred to the Chairman, Vice Chairman or Secretary-Treasurer for official action. Such Notice of Bond Sale shall be in such form as may be prepared by the Board's Bond Counsel and recommended by the Board's Financial Advisor in connection with the issuance of the Bonds.

The public offering of the Bonds shall be upon the following terms and conditions and such other terms and conditions as the Chairman may determine:

(A) Bids shall be for the entire issue and shall be submitted upon an Official Bid Form in order to provide for uniformity in submission of bids and ready determination of the best bid.

(B) Bidders shall be required to bid not less than 98.25% of par plus accrued interest from the date of the Bonds to the date of delivery; provided that upon the recommendation of the Financial Advisor, the Chairman is authorized to approve a change in the required minimum and/or maximum bid price, and also to change the date and hour of the sale.

(C) No good faith check will be required to accompany a bid, but the successful bidder shall be required to wire transfer to Farmers Bank & Capital Trust Co., Frankfort, Kentucky, for the credit of the Board, an amount equal to 2% of the principal amount of Bonds awarded by the close of the business day following the day of award of the Bonds. Such good faith amount will be applied (without interest) to the purchase price upon delivery of the Bonds.

(D) Bidders have the option of specifying that all of the principal amount of Bonds maturing on any two or more consecutive dates given in the schedule in Section 3 hereof may, in lieu of maturing on each of such dates, be considered to comprise one maturity of Bonds ("Term Bonds") scheduled to mature on the latest of such dates and be subject to mandatory sinking fund redemption at par in the manner described in Section 4 hereof on each of the dates and in the principal amounts as given in said schedule, except for the principal amount of Bonds scheduled to mature on the date of maturity of the Term Bonds, which shall mature on such date. Bidders may specify one or more of such Term Bonds.

(E) Bidders must stipulate an interest rate or rates in a multiple of 1/8 or 1/20 of 1%. There is no limit on the number of different interest rates which may be specified by any bidder, subject to compliance with the other bidding conditions, provided that interest rates must be on an ascending scale, in that the rate for Bonds of any maturity may not be less than the rate stipulated for any preceding maturity, and all Bonds of the same maturity shall bear the same and a single interest rate from the date thereof to maturity.

(F) The right to reject bids for any reason deemed advisable by the Board, acting by and through the Chairman, Vice Chairman or Secretary-Treasurer, and the right to waive any possible informalities or irregularities in any bid which, in the judgment of the Board, acting by and through the Chairman, Vice Chairman or Secretary-Treasurer, shall be minor or immaterial are expressly reserved.

(G) CUSIP identification numbers may be printed on the Bonds at the request of the purchaser. Neither the failure to print a CUSIP number on any Bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the purchaser thereof to accept delivery of and pay for the Bonds in accordance with the terms of the purchase agreement.

(H) The determination of the best bid will be made on the basis of all bids submitted for exactly \$13,160,000 of Bonds offered for sale under the terms and conditions herein specified. The Board, acting by and through the Chairman, Vice Chairman or Secretary-Treasurer, will upon the receipt of bids for the Bonds accept a bid or reject such bids; provided, however, the Board, acting

by and through the Chairman, Vice Chairman or Secretary-Treasurer, reserves the right to increase or to decrease by an amount not exceeding \$500,000 (in \$5,000 denominations) the total amount of Bonds sold to such best bidder by increasing or decreasing any of the stipulated principal maturities. In the event of any such adjustment, no rebidding or recalculation of the bid submitted will be required or permitted. The price at which such adjusted amount of Bonds will be sold will be at the same price per \$1,000 of Bonds as the price bid per \$1,000 for the \$13,160,000 of Bonds.

Further, upon determination of the best bid, the Board, acting by and through the Chairman, Vice Chairman or Secretary-Treasurer, shall have the right within its sole discretion, without increasing or decreasing the aggregate principal amount of the Bonds sold, to increase or decrease (in increments of \$5,000) the amount of any annual principal maturities in order to promote level debt service on the Bonds. In the event of any such adjustments, no rebidding or recalculation of a submitted bid will be required or permitted.

It shall not be necessary that the published Notice of Bond Sale set forth any or all of the special conditions stated herein, but the substance thereof shall be disclosed to prospective bidders either in the Notice of Bond Sale, the Official Terms and Conditions of Bond Sale or the Official Bid Form. The Chairman and/or Secretary-Treasurer are authorized in connection with the Bond sale to sign and cause to be furnished to any interested party upon request an Official Terms and Conditions of Bond Sale containing the above conditions, together with additional requirements and information relating to the sale and delivery of the Bonds, and giving a detailed description of the Bonds, all calculated to bring about uniformity in bidding.

Suggested forms of Notice of Bond Sale, Official Terms and Conditions of Bond Sale and Official Bid Form having been prepared and submitted according to the recommendation of the Board's Financial Advisor by Bond Counsel, and the same having been examined by the Board and found to be in order, the same are hereby approved and adopted for use in connection with the Bond sale.

In addition, in connection with the Bond sale the Board has caused or is causing to be prepared its preliminary Official Statement (the "Official Statement"), setting forth relevant information concerning the sale and issuance of the Bonds, including, *inter alia*, financial data relating to the System. The Official Statement and the use thereof by the Board in offering and selling the Bonds is hereby expressly approved, the Board, through certain of its officials and employees, having reviewed the Official Statement and having found the factual statements and the data therein to be accurate, and the Chairman is authorized to sign the same on behalf of the Board, with such modifications as may be necessary or desirable and approved by the Chairman, as evidenced by such execution. The Official Statement shall be supplemented following sale of the Bonds, and the Chairman is authorized to approve and sign such supplemented or final Official Statement on behalf of the Board. The Official Statement is in a form "deemed final" by the Board for purposes of SEC Rule 15c2-12(b)(1) but, as aforesaid, is subject to supplementation and completion following sale of the Bonds.

Upon the date and at the hour set forth for the opening of purchase bids, as provided in the instruments hereinabove approved, the sealed bids theretofore received by the Assistant General

Manager-Administration of the Board shall be publicly opened and examined by the Assistant General Manager-Administration, and shall then be referred to the Board's Financial Advisor for assistance in determining the best bid. If there shall be one or more bids which conform in all respects to the prescribed terms and conditions, the same shall be compared and the Chairman, Vice Chairman or Secretary-Treasurer, acting on behalf of the Board, will accept the best of such bids, as measured in terms of the lowest net interest cost to the Board, subject to the terms prescribed in the Official Terms and Conditions of Bond Sale. If upon the basis of the foregoing the Board accepts a purchase bid for the Bonds, such acceptance shall be evidenced by the completion of and execution of the acceptance on the Official Bid Form of the successful bidder by the Chairman, Vice Chairman or Secretary-Treasurer, a copy of which document shall be filed in the official records of the Board, provided that the net average interest rate (i.e., net interest cost) on the Bonds shall not exceed 6.5% per annum. The principal amount of the Bonds, principal maturities and interest rates shall be as set out in said completed and executed Official Bid Form without further action of the Board.

Section 22. Bondholders' Rights and Remedies. As provided in Section 96.184 of the Act, any holder or holders of Bonds shall have the right, in addition to all other rights:

(A) By action in court, to enforce his or their rights against the Board, and any other proper officer, agent or employee of the Board, including without limitation the right to require the Board, and any proper officer, agent or employee of the Board, to fix and collect rates and charges adequate to carry out any agreement as to, or pledge of, revenues from the System, and to require the Board, and any officer, agent or employee of the Board, to carry out any other covenants or agreements and to perform its and their duties under the Act.

(B) By action in equity, to enjoin any act or thing which may be unlawful or a violation of the rights of the holder of Bonds

If there is a default in the payment of the principal or interest of any Bonds, any court having jurisdiction may, upon the petition of the holders of not less than twenty-five percent (25%) of the outstanding Bonds, appoint a receiver to administer the System on behalf of the Board, with power to charge and collect rates sufficient to provide for the payment of any bonds or obligations outstanding against the System and for the payment of the operating expenses and to apply the income and revenues in conformity with the Act.

Section 23. Resolution as Contract. The provisions of this Resolution shall constitute a contract between the Board and the holders of the Bonds and any additional parity bonds, and after the issuance of any of said bonds no material change, variation or alteration of any kind in the provisions of this Resolution shall be made in any manner without the consent of such holders and except as herein provided, until such time as all of said bonds issued hereunder and interest thereon have been paid or provided for in full by defeasance as provided in Section 20 hereof or as otherwise provided herein.

Section 24. Continuing Disclosure. Prior to the issuance of the Bonds, the Board shall execute a Continuing Disclosure Certificate dated the date of issuance and delivery of the Bonds, which document, as originally executed and as it may be amended from time to time in accordance

with the terms thereof, is hereinafter referred to as the "Continuing Disclosure Certificate." The Board hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the Board to comply with the Continuing Disclosure Certificate shall not be considered an event of default under this Resolution; however, any holder of a Bond may take such action as may be necessary to obtain specific performance by court order to cause the Board to comply with its obligations under this Section.

Section 25. Holidays. If the date for making any payment or the last date for performance of any act or the exercising of any right, as provided in this Resolution, is not a business day for the Paying Agent and Bond Registrar, such payment may be made or act performed or right exercised on the next succeeding business day with the same force and effect as if done on the nominal date provided in this Resolution, and no interest shall accrue for the period after such nominal date.

Section 26. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or ineffective for any reason, the remainder of this Resolution shall remain in full force and effect, it being expressly hereby found and declared that the remainder of this Resolution would have been adopted despite the invalidity of such section, paragraph, clause or provision.

Section 27. Miscellaneous Provisions. (A) All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed.

(B) This Resolution shall take effect immediately upon its adoption as provided by law.

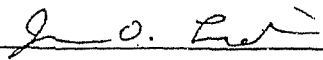
(C) The captions or headings in this Resolution, and in the Table of Contents preceding this Resolution, are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Resolution.

ADOPTED BY THE ELECTRIC AND WATER PLANT BOARD OF THE CITY OF FRANKFORT, KENTUCKY, at a meeting held on the 30th day of November, 1999, signed by the Chairman, attested by the Secretary-Treasurer, and declared to be in full force and effect.



Chairman

ATTEST:

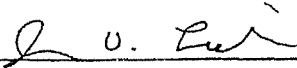


Secretary-Treasurer

CERTIFICATION

The undersigned, Secretary-Treasurer of the Electric and Water Plant Board of the City of Frankfort, Kentucky (the "Board"), hereby certifies that the foregoing is a true, complete and correct copy of a Resolution duly adopted by the Board at a properly convened meeting of the Board held on the 30th day of November, 1999, as shown by the official records of the Board in my custody and under my control, and that said Resolution is in full force and effect.

WITNESS my hand this 28th day of December, 1999.



Secretary-Treasurer

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BOND-AUTHORIZING RESOLUTION

A RESOLUTION OF THE ELECTRIC AND WATER PLANT BOARD OF THE CITY OF FRANKFORT, KENTUCKY, AUTHORIZING THE SALE AND ISSUANCE OF THE BOARD'S ELECTRIC AND WATER REFUNDING REVENUE BONDS, SERIES 2009, TO REFUND THE BOARD'S ELECTRIC AND WATER REVENUE BONDS, SERIES 1999, AND ELECTRIC AND WATER SYSTEM REVENUE BOND ANTICIPATION NOTE, SERIES 2007; SETTING FORTH THE TERMS AND CONDITIONS UPON WHICH THE SERIES 2009 BONDS AND ADDITIONAL BONDS RANKING ON A PARITY THEREWITH ARE TO BE AND MAY BE ISSUED AND OUTSTANDING; PROVIDING FOR THE SECURITY OF THE SERIES 2009 BONDS AND THE PAYMENT THEREOF FROM THE REVENUES OF THE BOARD'S COMBINED ELECTRIC AND WATER SYSTEM, THE COLLECTION, SEGREGATION AND APPLICATION OF SUCH REVENUES AND THE OPERATION AND MAINTENANCE OF THE SYSTEM; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF THE SERIES 2009 BONDS AND THE ENFORCEMENT THEREOF; AND PROVIDING FOR AN ADVERTISED, PUBLIC, COMPETITIVE SALE OF THE SERIES 2009 BONDS

Adopted October 27, 2009

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BOND-AUTHORIZING RESOLUTION

A RESOLUTION OF THE ELECTRIC AND WATER PLANT BOARD OF THE CITY OF FRANKFORT, KENTUCKY, AUTHORIZING THE SALE AND ISSUANCE OF THE BOARD'S ELECTRIC AND WATER REFUNDING REVENUE BONDS, SERIES 2009, TO REFUND THE BOARD'S ELECTRIC AND WATER REVENUE BONDS, SERIES 1999, AND ELECTRIC AND WATER SYSTEM REVENUE BOND ANTICIPATION NOTE, SERIES 2007; SETTING FORTH THE TERMS AND CONDITIONS UPON WHICH THE SERIES 2009 BONDS AND ADDITIONAL BONDS RANKING ON A PARITY THEREWITH ARE TO BE AND MAY BE ISSUED AND OUTSTANDING; PROVIDING FOR THE SECURITY OF THE SERIES 2009 BONDS AND THE PAYMENT THEREOF FROM THE REVENUES OF THE BOARD'S COMBINED ELECTRIC AND WATER SYSTEM, THE COLLECTION, SEGREGATION AND APPLICATION OF SUCH REVENUES AND THE OPERATION AND MAINTENANCE OF THE SYSTEM; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF THE SERIES 2009 BONDS AND THE ENFORCEMENT THEREOF; AND PROVIDING FOR AN ADVERTISED, PUBLIC, COMPETITIVE SALE OF THE SERIES 2009 BONDS

WHEREAS, the Electric and Water Plant Board of the City of Frankfort, Kentucky (the "Board"), a body politic and corporate and a political subdivision of the Commonwealth of Kentucky created and existing pursuant to Sections 96.171 through 96.188 of the Kentucky Revised Statutes (the "Act") and an ordinance of the City of Frankfort, Kentucky (the "City"), adopted on August 27, 1946, is vested with the exclusive operation, management, supervision and control of the City's combined electric and water system (sometimes referred to as the electric and water plant) supplying electric and water services for public, domestic, commercial and industrial uses to the inhabitants of the City and its environs (the "System"), and has the power and authority under the Act, among other things, to improve, add to and expand the System and to finance such improvements, additions and expansions by the issuance of the Board's revenue bonds secured by a pledge of the revenues of the System; and

WHEREAS, the Board desires and intends to authorize, sell and issue \$10,180,000 principal amount (subject to adjustment as hereinafter provided) of its Electric and Water Refunding Revenue Bonds, Series 2009 (the "Bonds"), pursuant to the Act for the following purposes:

- (1) to refund, pay and discharge the Board's Electric and Water System Revenue Bond Anticipation Note, Series 2007, dated February 27, 2007 (the "2007 Note"), outstanding in the principal amount of \$1,850,000, which was issued to finance the costs of improvements and additions to the water distribution system and the water treatment plant of the Board;

(2) to currently refund the Board's Electric and Water System Revenue Bonds, Series 1999, dated December 1, 1999 (the "1999 Bonds"), maturing after December 1, 2009, in the principal amount of \$8,275,000, which were issued to refund certain notes, bonds and obligations of the Board and to pay costs of water service improvements and facilities, and which are subject to optional redemption on and after December 1, 2009;

(3) to partially fund a debt service reserve for the Bonds, if necessary; and

(4) to pay costs of issuance of the Bonds, including bond discount; and

WHEREAS, the Bonds, when issued, will be the only outstanding bonds or obligations payable on a first pledge basis from the revenues of the System; provided that the Board also has outstanding, payable from the revenues of the System on a subordinate basis and subject to the prior pledge and lien securing the Bonds, an obligation to repay a loan from the Kentucky Infrastructure Authority ("KIA") in a principal amount up to \$6,841,000 (the "KIA Loan") under an Assistance Agreement dated as of October 1, 2008, between KIA and the Board (the "2008 Assistance Agreement"); and

WHEREAS, it is now appropriate for the Board to provide for borrowing of the sum of \$10,180,000 (subject to adjustment as hereinafter provided) by means of the issuance and sale of the Bonds according to authority of the Act; and the Bonds shall be payable as to both principal and interest solely from the Board's income and revenues derived from the operation of the System and shall not constitute an indebtedness of the Board or the City within the meaning of any statutory or constitutional provisions or limitations;

NOW, THEREFORE, THE ELECTRIC AND WATER PLANT BOARD OF THE CITY OF FRANKFORT, KENTUCKY, DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:

Section 1. Affirmation of Preamble Recitals; System to Be Municipally Owned and Operated. All statements and recitals set forth in the preamble of this Resolution, including the terms defined therein, are hereby affirmed and adopted as a part of this Resolution.

It is hereby further determined and declared to be necessary in the interests of the general welfare of the citizens and inhabitants of the City and its environs that the Board undertake at this time the current refunding of the 2007 Note and the 1999 Bonds maturing after December 1, 2009, all pursuant to the Act.

The acquisition, construction and installation of the facilities originally financed and refinanced by the 2007 Note and the 1999 Bonds were undertaken by the Board for public and municipal purposes, and the same shall constitute and be a part of the Board's combined and consolidated municipal electric and water system (the "System"), as expanded and improved from time to time; and so long as any of the Bonds hereinafter authorized, or bonds issued on a parity therewith, shall remain outstanding and unpaid as to principal or interest, the System shall continue to be municipally owned, controlled, operated and maintained by the Board pursuant to the Act for the security and source of payment of the Bonds and such parity bonds.

Section 2. Authorization of Bonds. For the purposes set out in the preamble hereof, and pursuant to the laws of the Commonwealth of Kentucky, particularly the Act, there are hereby authorized to be issued \$10,180,000 aggregate principal amount of Electric and Water Plant Board of the City of Frankfort, Kentucky, Electric and Water Refunding Revenue Bonds, Series 2009 (the "Bonds"), which aggregate amount, together with corresponding amounts of annual maturities as set out in Section 3 hereof, may be increased or decreased by as much as \$1,000,000 pursuant to official action of the Chairman, Vice Chairman or Secretary-Treasurer of the Board upon the sale of the Bonds as hereinafter provided in Section 21, and each of which Bonds shall be designated an "Electric and Water Plant Board of the City of Frankfort, Kentucky, Electric and Water Refunding Revenue Bond, Series 2009."

Section 3. Description of Bonds.

(A) Payment of Principal and Interest; Other Provisions. The Bonds shall be dated the date of issuance and shall bear interest payable on June 1, 2010, and on each June 1 and December 1 thereafter to maturity or redemption and payment of the Bonds. Interest on each Bond not registered in Book-Entry Form to a Securities Depository (as described in Section 3(B) hereof) shall be paid by check or draft drawn upon the Paying Agent and Bond Registrar or one of its affiliates, hereinafter designated, and mailed to each person in whose name a Bond is registered as hereinafter provided (a "Registered Holder") at the address of such Registered Holder as it appears on the registration books of the Paying Agent and Bond Registrar. Farmers Bank & Capital Trust Co. is hereby designated and appointed as the Paying Agent and Bond Registrar. The principal of the Bonds not registered in Book-Entry Form to a Securities Depository (as described in Section 3(B) hereof) shall be payable to the respective Registered Holders without exchange or collection charges, in lawful money of the United States of America, upon their presentation and surrender as they respectively become due and payable at the principal office of the Paying Agent and Bond Registrar in Frankfort, Kentucky. The Bonds shall be issued and reissued by the Paying Agent and Bond Registrar from time to time only as fully registered bonds without coupons in the denominations of \$5,000 and any integral multiple thereof, as hereinafter provided. Unless the Board shall otherwise direct, the Bonds shall be numbered separately from 1 upward.

Principal of and interest on Bonds registered in Book-Entry Form in the name of the Securities Depository or the Securities Depository Nominee (all as described in Section 3(B) hereof) shall be payable by wire transfer from the Paying Agent and Bond Registrar to the Securities Depository or its nominee.

The Bonds shall bear interest at a rate or rates to be established by official action of the Chairman, Vice Chairman or Secretary-Treasurer of the Board on the basis of competition after the Bonds are offered for sale at an advertised, public, competitive sale as hereinafter provided. The fifteenth (15th) day of the month prior to a June 1 or December 1 interest payment date shall be the record date for the Bonds (the "Record Date") for the purpose of determining the Registered Holder to whom interest shall be payable on the next succeeding interest payment date, and the Paying Agent and Bond Registrar may treat for such purpose the person in whose name any Bond is registered on the Record Date as the Registered Holder thereof. Interest shall be computed on the basis of a year of 360 days consisting of twelve 30-day months.

The Bonds shall mature and be payable as to principal as follows:

<u>Maturity Date</u>	<u>Principal Amount*</u>	<u>Maturity Date</u>	<u>Principal Amount*</u>
Dec. 1, 2010	\$860,000	Dec. 1, 2015	\$1,025,000
Dec. 1, 2011	890,000	Dec. 1, 2016	1,070,000
Dec. 1, 2012	920,000	Dec. 1, 2017	1,110,000
Dec. 1, 2013	950,000	Dec. 1, 2018	1,160,000
Dec. 1, 2014	990,000	Dec. 1, 2019	1,205,000

*Subject to increase or reduction as provided in Section 2 and Section 21 hereof.

provided, however, certain Bonds may become Term Bonds subject to mandatory sinking fund redemption as described in Section 4 hereof and in Section 21 hereof.

All of the Bonds, together with the interest thereon and any additional bonds ranking on a parity therewith as may be issued and outstanding from time to time under the conditions and restrictions hereinafter set forth, shall be payable only out of and secured by a pledge of the special fund of the Board designated the "Electric and Water Revenue Bonds Sinking Fund of 2009" (the "Sinking Fund") as hereinafter created and more specifically provided in Section 13 and shall be a valid claim of the Registered Holder thereof only against the Sinking Fund and the portion or amount of the income and revenues of the System pledged to the Sinking Fund. The Sinking Fund and all income and revenues of the System and other moneys which are or should in accordance with the terms hereof be paid into the Sinking Fund are hereby pledged for the purpose of equally securing the payments when due of principal of and interest on the Bonds and any such parity bonds.

(B) Bonds Issued in Book-Entry Form. As used in this Resolution, the following terms shall have the indicated meanings:

"Book-Entry Form" means, with respect to the Bonds, a form or system, as applicable, under which (i) the ownership of beneficial interests in Bonds and principal and interest payments thereon may be transferred only through a book entry and (ii) physical Bond certificates in fully registered form are registered only in the name of a Securities Depository or its nominee as Registered Holder, with the physical Bond certificates held in the custody of a Securities Depository.

"Participant" means a member of, or a participant in, the Securities Depository.

"Securities Depository" means any securities depository that is a "clearing corporation" within the meaning of the New York Uniform Commercial Code and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act, operating and maintaining, with its Participants or otherwise, a Book-Entry System to record ownership of beneficial interests in bonds and bond service charges, and to effect transfers of bonds in Book-Entry Form, and means, initially, The Depository Trust Company (a limited purpose trust company), New York, New York.

“Securities Depository Nominee” means any nominee of a Securities Depository and shall initially mean Cede & Co., New York, New York, as nominee of The Depository Trust Company.

The Bonds shall initially be issued in Book-Entry Form and registered in the name of the Securities Depository or the Securities Depository Nominee as provided in this Section 3(B). Except when the Bonds are no longer issued in Book-Entry Form as provided below in this Section 3(B), the Bonds shall be registered in the name of the Securities Depository or the Securities Depository Nominee, and ownership thereof shall be maintained in Book-Entry Form by the Securities Depository for the account of the Participants thereof. Initially, the Bonds shall be registered in the name of Cede & Co., as the nominee of The Depository Trust Company, which shall be the initial Securities Depository. Each of the Chairman, Vice Chairman and Secretary-Treasurer is authorized to approve and execute on behalf of the Board a letter of representations or other appropriate instrument with The Depository Trust Company (to which the Paying Agent and Bond Registrar may also be a party) relating to the issuance and administration of the Bonds in Book-Entry Form.

Except when the Bonds are no longer issued in Book-Entry Form as provided below in this Section 3(B), the Bonds may be transferred, in whole but not in part, only to the Securities Depository or the Securities Depository Nominee, or to a successor Securities Depository selected or approved by the Board or to a nominee of such successor Securities Depository.

As to any Bond, the person in whose name the Bond shall be registered shall be the Registered Holder and the absolute owner thereof for all purposes, and payment of or on account of the principal of and interest on any such Bond shall be made only to or on the order of the Registered Holder thereof or his legal representative.

Neither the Board nor the Paying Agent and Bond Registrar shall have any responsibility or obligation with respect to:

- (i) the accuracy of the records of the Securities Depository or any Participant with respect to any beneficial ownership interest in the Bonds;
- (ii) the delivery to any Participant, any beneficial owner of the Bonds or any other person, other than the Securities Depository, of any notice with respect to the Bonds; or
- (iii) the payment to any Participant, any beneficial owner of the Bonds or any other person, other than the Securities Depository, of any amount with respect to the principal or interest on the Bonds.

So long as any Bonds are registered in Book-Entry Form, the Board and the Paying Agent and Bond Registrar may treat the Securities Depository as, and deem the Securities Depository to be, the absolute owner and the Registered Holder of such Bonds for all purposes whatsoever, including without limitation:

- (i) the payment of principal and interest on the Bonds;
- (ii) giving notices of redemption and other matters with respect to the Bonds;

- (iii) registering transfers with respect to the Bonds;
- (iv) selection of Bonds for redemption; and
- (v) for purposes of obtaining any consents under this Resolution.

As used herein, the terms “holder of Bonds” or “Bondholder” shall be deemed to refer to the Registered Holder of the Bonds.

If at any time the Securities Depository notifies the Board that it is unwilling or unable to continue as Securities Depository with respect to the Bonds, or if at any time the Securities Depository shall no longer be registered or in good standing under the Securities Exchange Act or other applicable statute or regulation and a successor Securities Depository is not appointed by the Board within ninety (90) days after the Board receives notice or becomes aware of such condition, as the case may be, then this Section 3(B) shall no longer be applicable and the Board shall execute and the Paying Agent and Bond Registrar shall authenticate and deliver certificates representing the Bonds to the Registered Holders.

Payment of principal and interest on any Bonds not registered in Book-Entry Form shall be made as provided in Section 3(A) hereof.

Section 4. Redemption of Bonds.

(A) Mandatory Sinking Fund Redemption.

If the successful bidder and original purchaser of the Bonds so elects in accordance with the provisions of Section 21 hereof and as may be provided by official action of the Chairman, Vice Chairman or Secretary-Treasurer in awarding the Bonds to such original purchaser, the Bonds stated to mature on the maturity dates set out in the successful bid of such original purchaser shall be combined to comprise the maturities of Term Bonds as set out in said successful bid and in said official action; and such Term Bonds shall be subject to mandatory redemption in part, at the selection of the Paying Agent and Bond Registrar on a *pro rata* basis in such manner as the Paying Agent and Bond Registrar may determine, from moneys in the Sinking Fund on each applicable December 1 at par plus accrued interest to the redemption date, according to the mandatory sinking fund redemption schedule or schedules set out in said official action and in principal amounts corresponding to the above maturity schedule set out in Section 3 hereof, as may be adjusted as provided in Section 21 hereof.

(B) No Optional Redemption.

The Bonds are not subject to optional redemption prior to maturity.

(C) Other Redemption Provisions.*

The Paying Agent and Bond Registrar shall, upon being satisfactorily indemnified as to expenses, cause notice of the call for any redemption, identifying the Bonds or portions thereof (\$5,000 or any integral multiples thereof) to be redeemed, to be sent by first class mail at least thirty (30) but no more than sixty (60) days prior to the date fixed for redemption to the Registered Holder of each Bond to be redeemed at the address shown on the registration books. Failure to give such notice by mailing or any defect therein in respect of any Bond shall not affect the validity of any proceedings for the redemption of any other Bond. Any notice mailed as provided in this Section shall be conclusively presumed to have been duly given, irrespective of whether the Registered Holder receives the notice. Such notice shall set forth in detail the redemption provisions.

Prior to the date fixed for redemption of Bonds, funds shall be deposited by the Board with the Paying Agent and Bond Registrar to pay, and the Paying Agent and Bond Registrar is hereby authorized and directed to deposit such funds into the Sinking Fund hereinafter identified and to apply such funds to the payment of, the Bonds or portions thereof called for redemption, together with accrued interest thereon to the redemption date. Upon the giving of notice and the deposit of adequate funds in the Sinking Fund for redemption of Bonds, interest on the Bonds or portions thereof so called for redemption shall cease to accrue after the date fixed for redemption. No payment of principal or interest shall be made by the Paying Agent and Bond Registrar upon any Bond or portion thereof called for redemption until such Bond or portion thereof shall have been delivered to the Paying Agent and Bond Registrar for payment or cancellation, or the Paying Agent and Bond Registrar shall have received the items required by Section 7 hereof with respect to any mutilated, lost, stolen or destroyed Bond.

A portion of any Bond may be redeemed, but Bonds shall be redeemed only in the principal amount of \$5,000 each or any integral multiples thereof. Upon surrender of any Bond for redemption in part only, the Board shall execute and the Paying Agent and Bond Registrar shall register, authenticate and deliver to the holder thereof, within a period of three days from surrender of such Bond to the Paying Agent and Bond Registrar, at the expense of the Board, a new Bond or Bonds of the same maturity, of authorized denominations and in aggregate principal amount equal to the unredeemed portion of the Bond surrendered.

Section 5. Execution of Bonds; Limited Obligation. The Bonds shall be executed on behalf of the Board by the manual or reproduced facsimile signature of the Chairman or the Vice Chairman and shall have impressed or imprinted thereon either a true impression or a reproduced facsimile of the official seal of the Board and shall be attested with the manual or reproduced facsimile signature of the Secretary-Treasurer. An authorized facsimile signature shall have the same force and effect as a manual signature. In case any officer of the Board whose signature or a facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of such Bonds, such signature or such facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he had remained in office until delivery.

*Section 4(C) is applicable only if the original purchaser elects to stipulate Term Bonds as provided in Section 4(A) and Section 21.

The Bonds are not general obligations of the Board but are special and limited obligations payable solely from the Sinking Fund as hereinafter provided, and the Sinking Fund and the income and revenues of the System herein provided to be paid into the Sinking Fund are hereby specifically pledged to the holders of the Bonds for the payment of the Bonds and interest thereon in the manner and to the extent provided herein. The Bonds and the interest thereon do not constitute a debt, indebtedness or a pledge of the faith and credit of the City within the meaning of any provision or limitation of the Constitution or statutes of the Commonwealth of Kentucky and shall not constitute a charge against its general credit. The Board shall not be obligated to pay the principal of the Bonds or the interest thereon or other costs incident thereto except from the net revenues and amounts pledged therefor, and the faith and credit of the Board are not pledged to the payment of the principal of the Bonds or the interest thereon or other costs incident thereto.

Section 6. Form of Bonds. The Bonds shall be issued only in the form of bonds registered as to payment of both principal and interest in substantially the following form, with necessary and appropriate variations, omissions and insertions as permitted or required by this Resolution, as follows:

(FORM OF FACE OF BOND)

No. _____ \$ _____

UNITED STATES OF AMERICA
COMMONWEALTH OF KENTUCKY
ELECTRIC AND WATER PLANT BOARD
OF THE CITY OF FRANKFORT, KENTUCKY
ELECTRIC AND WATER REFUNDING REVENUE BONDS
SERIES 2009

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>BOND DATE</u>	<u>CUSIP</u>
_____ %	December 1, _____	December __, 2009	_____

REGISTERED HOLDER: _____

PRINCIPAL AMOUNT: _____

KNOW ALL MEN BY THESE PRESENTS: That the Electric and Water Plant Board of the City of Frankfort, Kentucky (the "Board"), a statutory body politic and corporate created, organized and existing pursuant to Sections 96.171 through 96.188 of the Kentucky Revised Statutes, and a political subdivision of the Commonwealth of Kentucky, for value received, hereby promises to pay to the registered holder identified above, or registered assigns, solely and only from the special fund pledged for that purpose as hereinafter referred to and not otherwise, the principal amount set out above, on the maturity date set out above, and to pay interest from the same source on the unpaid balance of said amount at the interest rate per annum set out above, payable on the first days of June and December in each year, beginning June 1, 2010, until payment of the principal amount or until

the date fixed for redemption if this Bond is called for prior redemption and payment on such redemption date is duly provided for. Each such interest payment shall represent interest accruing on this Bond from the later of the Bond date set out above, or the most recent interest payment date (June 1 or December 1), to which interest has been paid or duly provided for.

Interest accruing on this Bond shall be payable as aforesaid by check drawn upon Farmers Bank & Capital Trust Co., Frankfort, Kentucky, as the Paying Agent and Bond Registrar (the "Paying Agent and Bond Registrar"), and mailed to the person who is the registered holder hereof as of the close of business on the Record Date for such interest installment, which Record Date shall be the fifteenth (15th) day of the month (whether or not a business day) next preceding an interest payment date, at the address of such registered holder as it appears on the books of the Paying Agent and Bond Registrar. Principal shall be paid when due upon delivery of this Bond for payment at the principal corporate trust office of the Paying Agent and Bond Registrar.

REFERENCE IS HEREBY MADE TO THE FURTHER PROVISIONS OF THIS BOND SET FORTH ON THE REVERSE HEREOF, WHICH FURTHER PROVISIONS SHALL FOR ALL PURPOSES HAVE THE SAME EFFECT AS IF SET FORTH AT THIS PLACE.

This Bond is exempt from *ad valorem* taxation by the Commonwealth of Kentucky and by all of the political subdivisions thereof.

This Bond shall not be valid or become obligatory for any purpose until the authentication certificate hereon shall have been executed by the Paying Agent and Bond Registrar.

IN WITNESS WHEREOF, the Electric and Water Plant Board of the City of Frankfort, Kentucky, has caused this Bond to be executed with the manual or reproduced facsimile of the official signature of its Chairman or Vice Chairman, to be sealed by an impression or a reproduced facsimile of an impression of the official seal of the Board and to be attested by the manual or reproduced facsimile signature of its Secretary-Treasurer, in each case as its duly authorized officer, all as of the date of this Bond as set out above.

ELECTRIC AND WATER PLANT BOARD
OF THE CITY OF FRANKFORT, KENTUCKY

(Facsimile of Seal
of Board)

By (manual or facsimile signature)
[Vice] Chairman

ATTEST:

(manual or facsimile signature)
Secretary-Treasurer

AUTHENTICATION CERTIFICATE

The undersigned hereby certifies
that this is one of
the Bonds described above.

FARMERS BANK & CAPITAL TRUST CO.
Frankfort, Kentucky
Paying Agent and Bond Registrar

By _____ (manual signature)
Authorized Officer
Authentication Date: _____

(END OF FACE OF BOND)

(BEGIN REVERSE OF BOND)

This Bond is one of a duly authorized issue of Bonds of the Board designated "Electric and Water Plant Board of the City of Frankfort, Kentucky Electric and Water Refunding Revenue Bonds, Series 2009" (the "Bonds"), issued in the original principal amount of \$_____, authorized and issued by the Board pursuant to a Resolution duly adopted by the Board (the "Bond Resolution") for the purpose (among others) of refinancing major additions and improvements to the Board's combined and consolidated municipal electric and water system (the "System") by refunding certain bonds and a note of the Board, and this Bond has been issued under and in full compliance with the Constitution and statutes of the Commonwealth of Kentucky, including among others Sections 96.171 through 96.188 of the Kentucky Revised Statutes (the "Act").

Reference is made to the Bond Resolution for provisions with respect to the nature and extent of the security, rights, duties and obligations of the holders of the Bonds, the Board and the Paying Agent and Bond Registrar, the terms upon which the Bonds are issued and the terms and conditions upon which the Bonds will be deemed to be paid at or prior to their scheduled maturity or redemption upon the making of provision for the payment thereof in the manner set forth in the Bond Resolution.

*The Bonds maturing on December 1 _____, are subject to mandatory sinking fund redemption in part, at the selection of the Paying Agent and Bond Registrar by lot, from moneys in the special fund identified hereinafter on each December 1, _____, at the principal amount thereof plus accrued interest to the redemption date, according to following schedule of mandatory sinking fund installments:

December 1

Amount

\$

*At least thirty (30) but no more than sixty (60) days prior to the redemption date of any Bonds, the Paying Agent and Bond Registrar shall cause a notice of redemption to be mailed postage prepaid by first class mail to all registered holders of Bonds to be redeemed in whole or in part at their registered addresses. Failure to mail any notice or any defect therein in respect of any such Bond shall not affect the validity of the redemption of any other Bond. Such redemption notice shall set forth in detail the redemption provisions.

*The preceding two paragraphs are to be inserted, and may be repeated, with respect to any Term Bonds as described in Section 3 hereof.

This Bond and the series of which it forms a part, together with additional bonds ranking on a parity therewith as may be hereafter issued and outstanding from time to time under the conditions and restrictions set forth in the Bond Resolution, are payable from and secured by a pledge of a fixed portion of the revenues to be derived from the operation of the System after paying operation and maintenance expenses of the System, which fixed portion shall be sufficient to pay the principal of and interest on this Bond and the series of which it forms a part and any such additional parity bonds as and when the same become due and payable and which shall be set aside as a special fund for that purpose and identified as the "Electric and Water Revenue Bonds Sinking Fund of 2009."

This Bond and the series of which it forms a part do not constitute an indebtedness of the Board or the City of Frankfort, Kentucky, within the meaning of any constitutional or statutory provisions or limitations. The Board covenants that the System will be continuously operated as a revenue-producing undertaking and that it will fix and charge such rates for the services and facilities of the System so that the revenues therefrom will be sufficient to pay the interest on and principal of this series of Bonds and all other bonds ranking on a parity therewith as may be outstanding from time to time and also to pay the costs of operation and maintenance of the System.

This Bond is issued under and pursuant to the statutory laws of the Commonwealth of Kentucky, including the Act, and its construction will be governed thereby.

This Bond shall be transferable only upon the presentation and surrender hereof at the principal office of the Paying Agent and Bond Registrar duly endorsed for transfer or accompanied by an assignment duly executed by the registered holder or his authorized representative. The Paying Agent and Bond Registrar shall not be required to transfer or exchange this Bond (a) during any period beginning five days prior to the selection by the Paying Agent and Bond Registrar of Bonds to be redeemed prior to maturity and ending on the date of mailing of notice of any such redemption or (b) if this Bond has been selected or called for redemption in whole or in part.

Bonds shall be exchangeable upon the presentation and surrender thereof at the principal office of the Paying Agent and Bond Registrar for a Bond or Bonds of the same maturity, and in the denomination of \$5,000 or any integral multiple thereof, in an aggregate principal amount or amounts equal to the unpaid principal amount of the Bond or Bonds presented for exchange. The Paying Agent and Bond Registrar shall authenticate and deliver Bonds delivered in exchange in accordance herewith.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the execution and delivery of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; that the issuance of this Bond and the series of which it forms a part, together with all other obligations of the Board, does not exceed or violate any constitutional or statutory limitation; and that a sufficient portion of the revenues of the System, after allowance for operation and maintenance expenses as aforesaid, has been pledged to and will be set aside into said special fund by the Board for the prompt payment of the principal of and interest on this series of Bonds and all other bonds which by their terms and by the provisions of the Bond Resolution are payable from said special fund.

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells,
assigns and transfers unto

(Name, Address and Social Security (or other Identifying) Number of
Assignee)

the within Bond and does hereby irrevocably constitute and appoint

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

NOTICE: The signature of this assignment must correspond with the name of the registered holder as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Signature guaranteed:

(END OF REVERSE OF BOND)

Section 7. Mutilated, Lost, Stolen or Destroyed Bonds. In the event any Bond is mutilated, lost, stolen or destroyed, the Board may execute and the Paying Agent and Bond Registrar may authenticate and deliver a new Bond of like series, date, maturity and denomination as that mutilated, lost, stolen or destroyed; provided that, in the case of any mutilated Bond, such Bond shall first be surrendered to the Paying Agent and Bond Registrar, and in the case of any lost, stolen or destroyed Bond, there shall be first furnished to the Board and the Paying Agent and Bond Registrar evidence of such loss, theft or destruction satisfactory to them and such indemnity as the Board and the Paying Agent and Bond Registrar may require. In the event any such Bond shall have matured, in lieu of issuing a duplicate Bond, the Board may pay the same without surrender thereof. The Board and the Paying Agent and Bond Registrar may charge the holder or owner of such Bond their reasonable fees and expenses in this connection.

Section 8. Registration, Authentication, Transfer and Exchange of Bonds. So long as any Bonds remain outstanding, the Paying Agent and Bond Registrar shall keep and maintain at its principal office in Frankfort, Kentucky, complete registration books for the Bonds and shall provide for the registration and transfer of the Bonds in accordance with the terms of this Resolution. Each Bond shall be authenticated by the Paying Agent and Bond Registrar and shall be transferable only upon the presentation and surrender thereof at the principal office of the Paying Agent and Bond Registrar, duly endorsed for transfer or accompanied by an assignment duly executed by the Registered Holder or his authorized representative. Upon receipt of any such Bond, duly endorsed for transfer or accompanied by any assignment for transfer, the Paying Agent and Bond Registrar shall transfer such Bond within a period of three days by reissuing such Bond, duly executed by the Board and authenticated by the Paying Agent and Bond Registrar, and delivering the same to the new Registered Holder thereof forthwith.

The Paying Agent and Bond Registrar shall not be required to transfer or exchange any Bond (a) during any period beginning five (5) days prior to the selection by the Paying Agent and Bond Registrar of Bonds to be redeemed prior to maturity and ending on the date of mailing of notice of any such redemption or (b) if such Bond has been selected or called for redemption in whole or in part.

Except as may be otherwise provided in Section 3(B) hereof for Bonds registered in Book-Entry Form in the name of the Securities Depository or the Securities Depository Nominee, each Bond shall be exchangeable upon the presentation and surrender thereof at the principal office of the Paying Agent and Bond Registrar for a Bond or Bonds of the same maturity, in the denomination of \$5,000 or an integral multiple thereof, in an aggregate principal amount or amounts equal to the unpaid principal amount of the Bond or Bonds presented for exchange. The Paying Agent and Bond Registrar shall and is hereby authorized to authenticate and deliver Bonds delivered in exchange in accordance herewith. Each Bond delivered in exchange for a surrendered Bond shall constitute an original contractual obligation of the Board and shall be entitled to the benefits and security of this Resolution to the same extent as the Bond or Bonds in lieu of which any Bond is delivered in exchange. Any Bonds surrendered for exchange shall be canceled by the Paying Agent and Bond Registrar and the Paying Agent and Bond Registrar shall maintain a complete record of all exchanges, transfers and cancellations of Bonds and shall make a report thereof to the Board on not less than an annual basis.

Except as may be otherwise provided in Section 3(B) hereof for Bonds registered in Book-Entry Form in the name of the Securities Depository or the Securities Depository Nominee, no service charge or other transfer fee shall be charged to any Bondholder in connection with any transfer or exchange of a Bond. However, the Registered Holder of any Bond may be required to pay an amount equal to any tax or other governmental charge, if any, that may be imposed in connection with the transfer or exchange of any Bond.

Section 9. Destruction of Bonds. Whenever any outstanding Bond shall be delivered to the Paying Agent and Bond Registrar for cancellation thereof pursuant to this Resolution, upon payment of the principal amount or interest represented thereby or for replacement or exchange, such Bonds, following such replacement or exchange, shall be promptly canceled and destroyed by the Paying Agent and Bond Registrar and counterparts of a certificate of destruction evidencing such destruction shall be furnished by the Paying Agent and Bond Registrar to the Board.

All Bonds which have been redeemed shall not be reissued but shall be canceled and destroyed by Paying Agent and Bond Registrar in accordance with this Section.

Section 10. Appointment and Duties of Paying Agent and Bond Registrar. The Board has appointed Farmers Bank & Capital Trust Co., Frankfort, Kentucky, as Paying Agent and Bond Registrar in respect of the Bonds. The Paying Agent and Bond Registrar shall maintain a complete and current record of each Bond issued, the name and address of each owner (Registered Holder) of any Bonds and such additional information as may be required for compliance with applicable laws and regulations. The Paying Agent and Bond Registrar will also make all payments of interest on the Bonds and pay principal of the Bonds as herein provided.

The recitals of fact herein and in the Bonds contained shall be taken as the statements of the Board and the Paying Agent and Bond Registrar assumes no responsibility for the correctness of the same. The Paying Agent and Bond Registrar makes no representations as to the validity or sufficiency of this Resolution or of any Bonds issued thereunder or in respect of the security afforded by this Resolution, and the Paying Agent and Bond Registrar shall not incur any responsibility in respect thereof. The Board shall, however, be responsible for its representations contained in the Bonds. The Paying Agent and Bond Registrar shall not be under any responsibility or duty with respect to the issuance of the Bonds for value or the application of the proceeds thereof or the application of any moneys paid to the Board. The Paying Agent and Bond Registrar shall be under no obligation or duty to perform any act which would involve it in expense or liability or to institute or defend any suit in respect hereof, or to advance any of its own moneys, unless properly indemnified. The Paying Agent and Bond Registrar shall be protected in acting upon any notice, resolution, request, consent, order, certificate, report, opinion, bond or other paper or document believed by it to be genuine, and to have been signed or presented by the proper party or parties. The Paying Agent and Bond Registrar may consult with counsel, who may or may not be of counsel to the Board, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance therewith. Whenever the Paying Agent and Bond Registrar shall deem it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, including payment of moneys out of any fund, such matter (unless other evidence in respect thereof be herein specifically

prescribed) may be deemed to be conclusively proved and established by a certificate signed by an authorized officer of the Board and such certificate shall be full warrant for any action taken or suffered in good faith under the provisions of this Resolution upon the faith thereof, but in its discretion the Paying Agent and Bond Registrar may in lieu thereof accept other evidence of such fact or matter or may require such further or additional evidences as to it may seem reasonable. Except as otherwise expressly provided herein, any request, order, notice or other direction required or permitted to be furnished pursuant to any provision hereof by the Board to the Paying Agent and Bond Registrar shall be sufficiently executed if executed in the name of the Board by its Chairman or Secretary-Treasurer. The Paying Agent and Bond Registrar may execute any of its trusts or powers and perform any of its duties under this Resolution by or through attorneys, agents or employees.

The Board shall pay to the Paying Agent and Bond Registrar reasonable compensation for all services rendered under this Resolution, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of its attorneys, agents and employees, incurred in and about the performance of their powers and duties under this Resolution. The Board further agrees to indemnify and hold the Paying Agent and Bond Registrar harmless against any liabilities which it may incur in the exercise and performance of its powers and duties hereunder, and which are not due to its negligence or default. This indemnification shall survive the termination of this Resolution.

The Paying Agent and Bond Registrar may become the owner of any Bonds, with the same rights it would have if it were not the Paying Agent and Bond Registrar. The Paying Agent and Bond Registrar and any other fiduciary may act as depository for, or permit any of its officers or directors to act as a member of, or in any other capacity with respect to, any committee formed to protect the rights of Bondholders or to effect or aid in any reorganization growing out of the enforcement of the Bonds or this Resolution, whether or not any such committee shall represent the holders of a majority in principal amount of the Bonds then outstanding.

Any corporation, association or other entity into which the Paying Agent and Bond Registrar may be converted or merged, or with which it may be consolidated, or to which it may sell or otherwise transfer all or substantially all of its corporate trust assets and businesses or any corporation, association or other entity resulting from any such conversion, sale, merger consolidation or other transfer to which it is a party, *ipso facto*, shall be and become successor Paying Agent and Bond Registrar hereunder, as applicable, vested with all other matters as was its predecessor, without the execution or filing of any instrument or any further act on the part of the parties hereto, notwithstanding anything herein to the contrary.

Section 11. Disposition of Bond Proceeds. The Bond proceeds shall be applied as follows:

(A) The expenses incident to the authorization, sale and issuance of the Bonds, including without limitation the contractual fee of the Board's Financial Advisor, the fees and expenses of the Paying Agent and Bond Registrar, all counsel fees and expenses, rating service fees, printing and publishing expenses and any other necessary or desirable fees and expenses related to the issuance of the Bonds and the refunding and redemption of the 1999 Bonds, shall, upon written direction of the Chairman, Vice Chairman or Secretary-Treasurer, be paid from the proceeds of the Bonds. For this purpose, the Board may cause the establishment of a special account to be applied by or at the

written direction of the Chairman, Vice Chairman or Secretary-Treasurer for payment of such expenses within sixty (60) days from the date of issuance of the Bonds; provided any balance in the special account not needed to pay expenses shall be transferred to the Sinking Fund.

(B) A portion of the Bond proceeds in an amount sufficient to pay and discharge the 2007 Note shall, by or on the written direction of the Chairman, Vice Chairman or Secretary-Treasurer, be paid to the holder thereof.

(C) A portion of Bond proceeds in an amount sufficient to refund and redeem on the earliest practicable redemption date, at 101% of par, the 1999 Bonds maturing after December 1, 2009, and to pay interest thereon to that date, shall, by or on the written direction of the Chairman, Vice Chairman or Secretary-Treasurer, be deposited in the Board's Electric and Water Revenue Bonds Sinking Fund (the "1999 Bond Fund") created under the Board's Resolution adopted on November 30, 1999, authorizing the 1999 Bonds (the "1999 Resolution"), to be used by the Paying Agent and Bond Registrar for the 1999 Bonds to redeem on December 1, 2009, at 101% of par, and pay interest on the 1999 Bonds maturing after that date.

(D) A portion of the Bond proceeds which, together with other available funds held pursuant to the 1999 Resolution and transferred to the Debt Service Reserve Account identified in Section 13(B) hereof, shall, but only if necessary to fund the Debt Service Reserve Account to the Reserve Amount (defined in Section 13(B) hereof), by or on the written direction of the Chairman, Vice Chairman or Secretary-Treasurer, be deposited in the Debt Service Reserve Account.

(E) Any remaining balance of the Bond proceeds shall be deposited in the Sinking Fund hereinafter identified in Section 13(B).

Section 12. Redemption and Defeasance of 1999 Bonds.

(A) Redemption of 1999 Bonds. The Chairman, Vice Chairman and Secretary-Treasurer, and each of them, are authorized and directed to act on behalf of the Board in causing the call for redemption and the redemption on the earliest practicable redemption date of the 1999 Bonds maturing after December 1, 2009, applying the amounts on deposit in the 1999 Bond Fund as set out in Section 11(C) above, all pursuant to the terms of the 1999 Resolution.

(B) Defeasance of 1999 Bonds. The Board hereby determines and declares that when the deposits set out in Section 11(C) above and subsection (A) above are made (upon delivery and receipt of the proceeds of the Bonds) and other actions are provided to be taken pursuant to the 1999 Resolution as conditions precedent to the redemption of the 1999 Bonds, then the pledges and commitments securing the 1999 Bonds pursuant to the 1999 Resolution shall be deemed to have been defeased, released and discharged, and the payment of the 1999 Bonds shall be deemed to have been satisfied, provided that the provisions of the 1999 Resolution with respect to redemption and payment of the 1999 Bonds shall continue in effect until the 1999 Bonds are fully paid on December 1, 2009.

Section 13. Operation and Revenues of System; Funds and Accounts. From and after the delivery of the Bonds and any parity bonds issued under the provisions of this Resolution and so long

as any of such bonds remain outstanding, the System shall be continuously operated by the Board as a revenue-producing and self-liquidating undertaking and the income and revenues from the System, together with all extensions, improvements or betterments thereto that may be made, shall be set aside, and are hereby pledged daily as collected, into a special and separate fund hereby created and designated the "Electric and Water Plant Board Electric and Water Revenue Fund" (the "Revenue Fund") to be used and apportioned, as follows:

(A) On or before the 20th day of each month there shall be withdrawn from the Revenue Fund and credited to a separate and special fund hereby created and designated the "Operation and Maintenance Fund" a sum sufficient to pay the reasonably necessary costs of operating and maintaining the System during such month, including without limitation salaries, wages, cost of materials and supplies, power at wholesale and insurance for such month, and any deficit for the same arising in the preceding month.

(B) There shall be and there is hereby created a separate and special fund to be known as the "Electric and Water Plant Board Electric and Water Revenue Bonds Sinking Fund of 2009" (the "Sinking Fund"). The Sinking Fund shall comprise three accounts, the Interest Account, the Principal Account and the Debt Service Reserve Account, which are hereby irrevocably pledged and shall be used and applied for the following purposes. Money in the Interest Account shall be used solely for the payment of interest falling due on the Bonds and any additional parity bonds. Money in the Principal Account shall be used solely for the purpose of paying the principal of the Bonds and any additional parity bonds when due at maturity or pursuant to any call for redemption. The Debt Service Reserve Account shall be held for the benefit of the holders of all of the Bonds and any additional parity bonds and shall be used solely for the purpose of paying principal of or interest on the Bonds and any parity bonds as to which there would otherwise be a default.

There shall be set aside into the Sinking Fund in equal monthly installments on or before the 20th day of each month, out of the Revenue Fund (subject to the priorities of the foregoing subsection (A) of this Section 13) sufficient funds to pay when due the interest on and principal of any outstanding bonds (including the Bonds) which by their terms are payable from the Sinking Fund. Such monthly payments into the Sinking Fund shall be made in the minimum amounts each month as follows:

1. An amount which together with other funds available for such purpose will be equal to at least one-sixth (1/6th) of the interest falling due on the Bonds on the next succeeding interest payment date shall be deposited in the Interest Account.
2. An amount which together with other funds available for such purpose will be equal to at least one-twelfth (1/12th) of the principal amount of the Bonds coming due on the next December 1 shall be deposited in the Principal Account.

Upon issuance of the Bonds, the Debt Service Reserve Account shall be initially funded in the Reserve Amount from proceeds of the Bonds, if necessary, and transfers from other available funds held pursuant to the 1999 Resolution as provided in Section 11(D) hereof. Whenever any amount in the Debt Service Reserve Account is less than the Reserve Amount, such deficiency shall be made up (in any event within three (3) years from the date such deficiency occurs) from the first

moneys thereafter available in the Revenue Fund (after the requirements of subparagraphs 1 and 2 above have been satisfied) or in the Depreciation Fund hereinafter identified. The term "Reserve Amount" as used in this Resolution is defined as an amount of money equal to the least of (i) the highest amount required to be paid into the Interest Account and the Principal Account for account of the Bonds and any additional parity bonds in any 12-month period ending December 1, (ii) an amount equal to 125% of the average amount required to be paid into the Interest Account and the Principal Account for account of the Bonds and any additional parity bonds in each 12-month period ending December 1, and (iii) an amount equal to 10% of the proceeds of the Bonds and any additional parity bonds within the meaning of Section 148(d) of the United States Internal Revenue Code of 1986, as amended.

As and when additional parity bonds are issued provision shall be made for additional payments into the Sinking Fund so as to pay the interest on and principal of such additional parity bonds as and when the same become due and for increasing the amount in the Debt Service Reserve Account on the date of issuance of the additional parity bonds to the then required Reserve Amount.

No further payments need be made into the Sinking Fund after and so long as the amount then held in the Sinking Fund, including the Debt Service Reserve Account, is equal to the entire amount required for retiring all bonds then outstanding which are payable from the Sinking Fund and paying all interest that will accrue at the time of such retirement.

If for any reason there should be a failure to pay into the Sinking Fund the full amount above stipulated, then an amount equivalent to such deficiency shall be set apart and paid into the Sinking Fund from the first available income and revenues of the System or from the Depreciation Fund hereinafter created.

All moneys held in the Sinking Fund, including the Debt Service Reserve Account, shall be deposited in a bank or banks which are members of the Federal Deposit Insurance Corporation ("FDIC") and all such deposits which cause the aggregate deposits of the Board in any one bank to be in excess of the amount insured by the FDIC or one of its agencies shall be continuously secured by a valid pledge of direct obligations of, or obligations the payment of principal of and interest on which is guaranteed by, the United States of America having an equivalent market value. All or any part of the Sinking Fund may, provided that the Debt Service Reserve Account therein shall, be invested in Investment Obligations, as defined in Section 14 hereof, maturing or being subject to retirement at the option of the holder on such dates as the same may be needed for meeting interest and/or principal payments, and all such investments shall be carried to the credit of the particular account in the Sinking Fund which supplied the funds for such investments, but the income from such investments shall be credited to the Interest Account; provided, however, if the amount in the Debt Service Reserve Account is less than the Reserve Amount, income from investments in the Debt Service Reserve Account shall be credited to the Debt Service Reserve Account until the Reserve Amount is accumulated therein. Investment Obligations in the Debt Service Reserve Account shall be valued at the fair market value thereof or, for a plain par investment within the meaning of Treas. Reg. §1.148-5(d) or any successor provision, at the outstanding stated principal amount thereof plus any accrued unpaid interest.

The Sinking Fund shall be used solely and only and is hereby pledged for the purpose of paying principal of and interest and premium, if any, on the Bonds and any additional bonds ranking on a parity therewith that may be outstanding from time to time in accordance with the terms and provisions of this Resolution.

Notwithstanding the foregoing provisions of this Section 13(B) relating to the Debt Service Reserve Account, in lieu of the deposit of funds in the Debt Service Reserve Account, the Board may obtain a Debt Service Reserve Guaranty. Any Debt Service Reserve Guaranty shall be considered a deposit of funds in the Debt Service Reserve Account equal to the Debt Service Reserve Guaranty Coverage provided by the Debt Service Reserve Guaranty Agreement. As conditions precedent to delivery of a Debt Service Reserve Guaranty, the Board shall obtain (i) the Debt Service Reserve Guaranty, (ii) an opinion of counsel addressed to the Board stating that the delivery of such Debt Service Reserve Guaranty to the Board is authorized under this Resolution and complies with the terms hereof, and (iii) written evidence from a Rating Agency, if the Bonds and any additional parity bonds are then rated by such Rating Agency, that the Rating Agency has reviewed the proposed Debt Service Reserve Guaranty and that (a) the issuance of the Debt Service Reserve Guaranty to the Board and, (b) if a Debt Service Reserve Guaranty is then in effect with respect to the Debt Service Reserve Account, the substitution of the proposed Debt Service Reserve Guaranty for the Debt Service Reserve Guaranty then in effect, will not, by itself, result in a reduction or withdrawal of its rating on the Bonds and any additional parity bonds. If the Bonds and any additional parity bonds are insured by a bond insurer, the references to a Rating Agency in the preceding sentence shall be read to mean such bond insurer and the substitution of the proposed Debt Service Reserve Guaranty shall not result in the cancellation of the bond insurance provided by such bond insurer.

The capitalized terms used in the preceding paragraph shall have the following meanings:

“Debt Service Reserve Guarantor” means the issuer of a Debt Service Reserve Guaranty.

“Debt Service Reserve Guaranty” means a letter of credit, insurance policy, surety bond or similar arrangement representing the irrevocable obligation of the Debt Service Reserve Guarantor to pay to or for the account of the Board upon request made by the Board or its designee up to an amount stated therein for application as provided in this Section 13(B).

“Debt Service Reserve Guaranty Agreement” means the reimbursement agreement, bond insurance agreement, loan agreement or similar agreement between the Board and a Debt Service Reserve Guarantor with respect to repayment of amounts advanced under the Debt Service Reserve Guaranty.

“Debt Service Reserve Guaranty Coverage” means the amount available at any particular time to be paid to or for the account of the Board under the terms of the Debt Service Reserve Guaranty.

“Debt Service Reserve Guaranty Limit” means the maximum aggregate amount available to be paid to or for the account of the Board under the terms of a Debt Service Reserve Guaranty.

“Rating Agency” means either Moody’s Investors Service, Inc. or Standard & Poor’s Rating’s Services, and their successors and assigns.

(C) In order to provide moneys which will be available for improvements and major repairs to and replacements and extensions of the System, the special fund currently maintained by the Board, separate and apart from all other accounts and funds of the Board, designated the “Depreciation Fund,” is hereby continued and shall be maintained in accordance with the Act. Balances at any time on deposit in the Depreciation Fund may be expended for costs indicated in this paragraph. Monthly transfers and deposits from the Revenue Fund to the Depreciation Fund shall be made (after meeting the requirements of the foregoing subsections (A) and (B) of this Section 13) until such time as a balance equal to six percent (6%) of the undepreciated book value of the System (based on the most recent audited financial statements of the System) shall have been accumulated therein, represented either by cash or the market value of investments, as hereinafter permitted. Upon the accumulation of a balance in such amount, the monthly transfers from the Revenue Fund may be suspended. To the extent amounts in the Depreciation Fund from time to time may exceed the foreseeable need for making disbursements therefrom, they may be invested and reinvested by the Board in Investment Obligations, as defined in Section 14 hereof, which shall have a maturity date or be redeemable at the option of the holder within five years from the date of investment therein, and all income therefrom shall be credited to the Depreciation Fund (or to the Revenue Fund at the election of the Board if the aforesaid minimum balance is on deposit in the Depreciation Fund) and any expenses or loss in connection therewith shall be charged to the Depreciation Fund. In the event there would otherwise be a default in the payment of interest on or principal of any bond or bonds outstanding under authority of this Resolution, amounts in the Depreciation Fund shall be withdrawn and applied to such extent as may be necessary in order to prevent such default, and any investments held for the account of the Depreciation Fund shall be converted into cash if and to the extent required for such purpose; but such withdrawal shall be deemed to be advances from the Depreciation Fund and the amount thereof shall be restored as soon as moneys are available.

(D) The remaining moneys in the Revenue Fund shall be used and applied to the extent necessary (1) to maintain a cash working fund equal to one-twelfth (1/12) of the gross income and revenues of the System during the preceding fiscal year; (2) to pay all other obligations authorized and incurred by the Board in the operation and maintenance of the System and furnishing of services and facilities thereby; (3) to pay such taxes, if any, as the Board may elect to pay to the City under the provisions of Section 96.179 of the Act; and (4) for any other lawful corporate purpose as permitted and provided by Section 96.182 of the Act.

The Board reserves the right from time to time to purchase bonds herein authorized or permitted to be issued in advance of maturity and to redeem such bonds pursuant to the pertinent redemption terms through the use and application of surplus income and revenues from the System and from excess funds in the Sinking Fund, provided no such purchase shall be made from the Sinking Fund at a price exceeding the redemption terms on the next succeeding redemption date; and all bonds so purchased or redeemed shall be canceled.

Section 14. Investments. As used in this Resolution, the term "Investment Obligations" shall mean any of the following, if and to the extent the following are legal investments for the moneys held in the funds and accounts established pursuant to this Resolution:

(A) Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, if delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian, which investments may be accomplished through repurchase agreements reached with sources including, but not limited to, national or state banks chartered in Kentucky;

(B) Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency, including but not limited to: (i) United States Treasury; (ii) Export-Import Bank of the United States; (iii) Government National Mortgage Corporation; and (iv) Merchant Marine;

(C) Obligations of any corporation of the United States government, including but not limited to: (i) Federal Home Loan Mortgage Corporation; (ii) Federal Farm Credit Banks; (iii) Bank for Cooperatives; (iv) Federal Intermediate Credit Banks; (v) Federal Land Banks; (vi) Federal Home Loan Banks; (vii) Federal National Mortgage Association; and (viii) Tennessee Valley Authority;

(D) Certificates of deposit issued by or other interest bearing accounts of any bank or savings and loan institution, including the Paying Agent and Bond Registrar or any of its affiliates, which are insured by FDIC or similar entity or which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by Section 41.240(4) of the Kentucky Revised Statutes;

(E) Uncollateralized certificates of deposit issued by any bank or savings and loan institution, including the Paying Agent and Bond Registrar or any of its affiliates, rated in one of the three highest categories by a nationally recognized rating agency;

(F) Bankers' acceptances for banks, including the Paying Agent and Bond Registrar or any of its affiliates, rated in one of the three highest categories by a nationally recognized rating agency;

(G) Commercial paper rated in the highest category by a nationally recognized rating agency, including commercial paper issued by the Paying Agent and Bond Registrar or any of its affiliates;

(H) Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities;

(I) Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, and rated in one of the three highest categories by a nationally recognized rating agency; and

(J) Shares of mutual funds, each of which shall have the following characteristics:

(i) The mutual fund shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;

(ii) The management company of the investment company shall have been in operation for at least five years;

(iii) All of the securities in the mutual fund shall be investments in any one or more of the investments described in (A) through (I) above;

(iv) The mutual funds may include, without limitation, any mutual fund for which the Paying Agent and Bond Registrar or any of its affiliates serves as investment manager, administrator, shareholder servicing agent, and/or custodian or subcustodian, notwithstanding that (1) the Paying Agent and Bond Registrar or any of its affiliates receives fees from such funds for services rendered, (2) the Paying Agent and Bond Registrar or any of its affiliates charges and collects fees for services rendered pursuant to this Resolution, which fees are separate from the fees received from such funds, and (3) services performed for such funds and pursuant to this Resolution may at times duplicate those provided to such funds by the Paying Agent and Bond Registrar or its affiliates; and

(K) Investment agreements with any financial institution the long-term debt, claims paying ability or financial program strength of which is rated not lower than the second highest category (without regard to gradations within such category) by at least one of the nationally recognized rating agencies; provided that if the investment agreement is guaranteed by a third-party, then the above rating requirement will apply to the guarantor only.

Section 15. Rebate Fund. The following terms when used hereinafter shall have the indicated meanings:

“Computation Period” means, with respect to the Bonds, the period of time over which Excess Earnings are required to be computed under Section 148(f) of the United States Internal Revenue Code of 1986, as amended (the “Code”), and applicable regulations thereunder.

“Cumulative Excess Earnings” means the amount of all Excess Earnings earned from the date of original delivery of the Bonds through the end of the relevant computation date, less the amount of any Excess Earnings paid to the United States pursuant to this Section.

“Excess Earnings” means an amount equal to the sum of (i) plus (ii) where:

(i) is the excess of

(a) the aggregate amount earned on all nonpurpose investments in which gross proceeds of the Bonds are invested (other than investments attributable to an excess described in this clause (i)), over

(b) the amount which would have been earned if such nonpurpose investments (other than amounts attributable to an excess described in this clause (i)) were invested at a rate equal to the yield on the Bonds; and

(ii) is any income attributable to the excess described in clause (i).

The sum of (i) plus (ii) shall be determined in accordance with Section 148(f) of the Code. As used herein, the terms "gross proceeds," "nonpurpose investments" and "yield" have the meanings assigned to them for purposes of Section 148(f) of the Code.

The Board's Electric and Water Refunding Revenue Bonds, Series 2009 Rebate Fund (the "Rebate Fund") is hereby created. Amounts from time to time held in the Rebate Fund, if any, shall be invested in Investment Obligations (to the extent practicable), shall not be subject to the pledge of this Resolution, shall not constitute a part of the funds held for the benefit of the holders of the Bonds and shall be dedicated to the United States of America to the extent of any obligation on the part of the Board to rebate to the United States Cumulative Excess Earnings.

Within ten (10) days after the end of each Computation Period and within ten (10) days after the payment in full of all outstanding Bonds, the Board shall calculate the amount of Cumulative Excess Earnings as of the end of that Computation Period or the date of such payment, and shall also determine the amount then on deposit in the Rebate Fund. If the amount then on deposit in the Rebate Fund is in excess of the Cumulative Excess Earnings, the Board shall forthwith deposit that excess amount in the Sinking Fund. If the amount then on deposit in the Rebate Fund is less than the Cumulative Excess Earnings, the Board shall within ten (10) days deposit in the Rebate Fund an amount sufficient to cause the Rebate Fund to contain an amount equal to the Cumulative Excess Earnings. Within thirty (30) days after the end of the fifth anniversary date of the issuance of the Bonds and every such fifth anniversary date thereafter, the Board shall pay to the United States in accordance with Section 148(f) of the Code from the moneys then on deposit in the Rebate Fund an amount equal to 90% (or such greater percentage not in excess of 100% as the Board may direct) of the Cumulative Excess Earnings as of the end of such fifth anniversary date. Within sixty (60) days after the payment in full of all outstanding Bonds, the Board shall pay to the United States in accordance with Section 148(f) of the Code from the moneys then on deposit in the Rebate Fund an amount equal to 100% of the Cumulative Excess Earnings as of the date of such payment and any moneys remaining in the Rebate Fund following such payment shall be paid to the Sinking Fund.

Section 16. Covenants to Bondholders.

(A) Rates and Charges. While the Bonds or any parity bonds remain outstanding and unpaid, the rates and charges for all services rendered by the System shall be reasonable and just, taking into account and consideration the cost and value of the System and the cost of maintaining and operating the same, and the amounts necessary for the retirement of all bonds and the accruing interest on all such bonds as may be issued or permitted to be issued under the provisions of this Resolution and the payments provided to be made into the Depreciation Fund. Such rates will be fixed, maintained and, if necessary, adjusted from time to time so as to produce after costs of normal maintenance and operation, net revenues (as defined in Section 17 hereof) sufficient (1) to provide for the payment of the principal and interest maturing in the next fiscal year of the System on the

Bonds and parity bonds, if any are issued under the restrictions and conditions set forth in Section 17 hereof, and to accumulate and maintain the Reserve Amount in the Debt Service Reserve Account as provided in Section 13 hereof; (2) to accumulate in the Depreciation Fund for account of the System up to an amount equal to six percent (6%) of the undepreciated book value of the System; (3) to maintain a cash working fund equal to one-twelfth (1/12) of the gross income and revenues of the System during the preceding fiscal year; (4) to pay all other obligations authorized and incurred by the Board in the operation and maintenance of the System and the furnishing of services and facilities thereby; (5) to pay such taxes, if any, as the Board may elect to pay to the City under the provisions of Section 96.179 of the Kentucky Revised Statutes; and (6) to satisfy any other obligations or commitments authorized or incurred by the Board for any lawful corporate purpose as permitted and provided by Section 96.182 of the Act. The rates prevailing at any time will not be reduced except upon the basis of a written statement of a consulting engineer or firm of consulting engineers of national reputation, after necessary investigation, expressing the opinion that the net earnings of the System will not thereby be reduced below the level prescribed in the preceding sentence; and there shall be charged against all users of electric and water services rendered by or through the System, including the City, such rates and amounts for such services as shall be adequate to meet the requirements of this Section 16. Compensation for services rendered to the City shall be charged against the City and payment for the same from the corporate funds shall be made and shall be apportioned as other income and revenues.

(B) Performance. The Board hereby covenants and agrees with the holder or holders of the Bonds and any parity bonds permitted to be issued hereunder, or any of them, that it will faithfully and punctually perform all duties with reference to the System and the operation and maintenance thereof as required by the Constitution and laws of the Commonwealth of Kentucky.

(C) Disposal of Facilities. The Board hereby further covenants, binds and obligates itself and the City not to sell, lease, mortgage or in any manner dispose of any integral part of the System, including any and all extensions, additions and appurtenances thereto that may be made or constructed, until all the Bonds and any parity bonds permitted to be issued hereunder shall have been paid in full, both principal and interest; provided, however, that this covenant shall not be construed to prevent disposal of property by exchange for other property on the basis of a finding by the Board, after necessary investigation, that the property to be obtained through such exchange is of equal or greater value and utility than the property so disposed of and such exchange will not adversely affect the operations of the System or the income and revenues to be derived therefrom; nor shall be construed to prevent the sale, lease or other disposal of properties of the System which are found by the Board to be no longer necessary or useful in the operations of the System, provided that the proceeds, if any, received from the lease, sale or other disposition of any such property shall be paid either into the Depreciation Fund or into the Sinking Fund, but such payments shall not operate to reduce the amounts otherwise required to be paid into said funds.

Section 17. No Priority among Bonds; Issuance of Additional Bonds. The Bonds, together with any additional parity bonds issued under the restrictions and conditions hereinafter set forth, shall not be entitled to priority one over the other in the application of the income and revenues of the System regardless of the time or times of their issuance, it being the intention that there shall be

no priority among such bonds, regardless of the fact that they may be actually issued and delivered at different times.

The Board hereby reserves the right and privilege of issuing additional bonds from time to time payable from the income and revenues of the System ranking on a parity with the Bonds (herein sometimes referred to as "additional parity bonds") in order to pay the costs of extensions, additions and improvements to the System and related costs, including without limitation providing funds for deposit in the Debt Service Reserve Account, provided that (a) either of the conditions set forth in (i) or (ii) below is met and (b), if the KIA Loan, other subordinate KIA loans or similar subordinate obligations payable from the revenues of the System are in effect, the requirements, if any, for the issuance of additional parity bonds (on a parity with the Bonds) contained in the 2008 Assistance Agreement, in any other assistance agreements with KIA or in other similar agreements with respect to similar subordinate loan obligations are met.

(i) The net revenues of the System for the fiscal year preceding the year in which such parity bonds are to be issued were at least 120% of the maximum annual debt service requirements (for any year ending December 1) with respect to all Bonds and parity bonds which are then outstanding and the additional parity bonds then proposed to be issued. The term "net revenues" as herein used is defined as gross income and revenues of the System, which shall mean electric and water service sales and all operating revenues and non-operating income of the System as identified in the Board's financial statements prepared in accordance with generally accepted accounting principles ("GAAP"), less operating expenses of the System, which shall include salaries, wages, costs of maintenance and operation, materials and supplies, costs of electricity generation and purchases and costs of water treatment and purchases, pumping costs and insurance, as well as all other items that are normally and regularly so included under GAAP, but exclusive of capital costs, allowances for depreciation and amortization and payments into the Sinking Fund. Such showing of net revenues for such preceding fiscal year may be based on the report of the auditors.

(ii) A statement is filed with the Secretary-Treasurer by (a) an independent certified public accountant or firm of certified public accountants not in the regular employ of the Board on a monthly salary basis or (b) an independent professional engineer or firm or firms of professional engineers not in the employ of the Board on a monthly salary basis, and of recognized expertise and good reputation in the fields of electric and water engineering and licensed in Kentucky, reciting the opinion or determination based upon necessary investigation that the net revenues of the System as defined in (i) above for twelve (12) consecutive months out of the eighteen (18) months preceding the issuance of said additional parity bonds (with adjustments as hereinafter provided, if necessary) were equal to at least 120% of the maximum annual debt service (for any year ending December 1) on the Bonds and any parity bonds then outstanding and the proposed additional parity bonds. The net revenues may be adjusted for the purpose of the foregoing computations to reflect any revision in the schedule of rates or charges being imposed at the time of the issuance of any such additional parity bonds, and also to reflect any increase in such net revenues by reason of the extensions, additions and improvements to the System the cost of which (in whole or in part) is to be paid through the issuance of such additional parity bonds and by reason of the

investment of any proceeds of such additional parity bonds that are deposited in the Debt Service Reserve Account; but such adjustments to reflect an increase in net revenues by reason of extensions, additions and improvements to the System shall only be made if contracts for the immediate construction or acquisition of such extensions, additions and improvements have been or will be entered into prior to the issuance of such additional parity bonds. All such adjustments to reflect any revision of rates and charges or an increase in net revenues by reason of extensions, additions and improvements to the System shall be based upon written certification by (a) a professional engineer not in the employ of the Board on a monthly salary basis, or a firm or firms of professional engineers of recognized expertise and good reputation in the fields of electric and water engineering and licensed in Kentucky or (b) a certified public accountant or firm of certified public accountants.

The Board hereby further reserves the right and privilege of issuing additional parity bonds for the purpose of refunding the Bonds or any parity bonds, or any portion thereof, as may be outstanding, provided that before any additional parity bonds are issued for such purpose, there shall have been procured and filed with the Secretary-Treasurer a statement by an independent certified public accountant or firm of independent certified public accountants reciting the opinion or determination based upon necessary investigation that after the issuance of such additional parity bonds the net revenues, as adjusted and defined above, of the System for the fiscal year preceding the date of issuance of such additional parity bonds or for twelve (12) consecutive months out of eighteen (18) months preceding the issuance of such additional parity bonds, after taking into account the revised Reserve Amount resulting from the issuance of such additional parity bonds and from the elimination of the bonds being refunded thereby, are equal to not less than 120% of the maximum annual debt service (for any year ending December 1) on the Bonds and any parity bonds then outstanding and the proposed additional parity bonds and calculated in the manner specified above.

The interest payment dates for all such additional parity bonds shall be semiannually on June 1 and December 1 of each year, and the principal maturities thereof shall be on December 1 of the year in which any such principal is scheduled to become due.

The additional parity bonds, the issuance of which is restricted and conditioned by this Section, shall be understood to mean bonds payable from the income and revenues of the System on a parity with the Bonds, and shall not be deemed to include nor prohibit the issuance of other obligations, the security and source of payment of which is subordinate and subject to the priority of the payments into the Sinking Fund for account of the Bonds and any parity bonds.

Section 18. Additional Covenants of Board.

(A) Insurance. The Board covenants and agrees that so long as the Bonds or any parity bonds are outstanding it will keep its operations and all buildings and all machinery and equipment therein, constituting a part of the System, insured to the extent insurable under a policy or policies of a responsible insurance company or companies authorized and qualified under the laws of Kentucky to assume such risks and in amounts and of the character customarily carried by municipal utilities in similar operations. The proceeds of all such insurance shall be available for the repair, replacement and reconstruction of damaged or destroyed property. The Board further covenants and agrees in

like manner to carry public liability and property damage insurance covering such risks and for such amounts as the Board determines from time to time to be necessary or advisable by reason of the character and extent of its operations. If the insurance proceeds are in excess of the amount required for making good the loss or damage in respect of which such proceeds are received by repairing, replacing and reconstructing the property damaged or destroyed, any balance remaining shall be paid into the Sinking Fund or the Depreciation Fund, and if for any reason the insurance proceeds are insufficient for the repair, replacement and reconstruction of the damaged or destroyed property, any deficiency may be supplied from any moneys legally available to the Board for such purposes.

(B) Financial Records. The Board covenants and agrees that it will keep and maintain proper books and accounts adapted to the System, which books and accounts will show the several items of receipts and disbursements and the same shall be audited annually by a recognized independent firm of certified public accountants; and in each annual audit report such accountants shall be instructed to comment on the performances of the Board during the audit period as compared with the requirements set forth in this Resolution. The balance sheet and the profit and loss statement of the System as certified by such accountants shall be generally available to the holder or holders of any Bonds upon their written request.

Section 19. Tax Covenants and Representations. The Board certifies, covenants and agrees to and for the benefit of the Bondholders that so long as any of the Bonds remain outstanding, moneys on deposit in any fund or account in connection with the Bonds, whether or not such moneys were derived from the proceeds of the sale of the Bonds or from any other sources, will not be invested or used in a manner which will cause the Bonds to be "arbitrage bonds" within the meaning of Sections 103(b)(2) and 148 of the United States Internal Revenue Code of 1986, as amended (the "Code"), and any lawful income tax regulations issued or proposed thereunder, as the same presently exist, or may from time to time hereafter be amended, supplemented or revised. The Chairman, Vice Chairman and/or Secretary-Treasurer as the officers of the Board charged with the responsibility for issuing the Bonds are authorized and directed, for and on behalf of the Board, to execute all certificates and other documents that may be required for evidencing compliance with federal tax rules, and any representations, certifications and covenants contained in such certificates and other documents so executed shall be deemed to constitute representations, certifications and covenants of the Board.

The Board further represents, warrants, agrees, covenants and certifies as follows:

(A) Within the meaning of Section 141 of the Code and the Income Tax Regulations issued thereunder, over the term of the Bonds (i) less than 10% of the proceeds of the Bonds, if any, will be applied for any private business use, and the payment of principal of or interest on less than 10% of the amount of the Bonds, if any, will be secured directly or indirectly by any interest in property used for a private business use, or payments in respect of such property, or will be derived directly or indirectly from payments (whether or not to the Board) in respect of such property; (ii) at least 90% of the proceeds applied for a governmental use of the Board; (iii) any private business use of the System will be related to such governmental use of the Board and will not be unrelated or disproportionate; and (iv) none of the proceeds of the Bonds will be used, directly or indirectly, to make or finance loans to private persons. It is reasonably expected that over the term of the Bonds

(a) the System will be available for general public use, in that it will be reasonably available for use by natural persons not engaged in a trade or business on the same basis as any other person or entity, (b) no nongovernmental person will have any special legal entitlement to use the System, and (c) there will be no direct or indirect payments made with respect to the System or the security of the Bonds by any persons or entities other than payments by the general public as described in clause (a) above.

(B) The Board will take all action necessary to comply with the arbitrage rebate requirements of Section 148(f) of the Code in respect of the Bonds.

(C) It is reasonably expected that during the term of the Bonds the facilities refinanced by the Bonds will not be disposed of; provided, however, should there be any disposition of any personal property constituting facilities refinanced by the Bonds because it is no longer suitable for its governmental purpose, it is reasonably expected that the fair market value of such personal property will not exceed 25% of its cost.

(D) The weighted average maturity of the Bonds does not exceed 120% of the weighted average useful life of the facilities financed or refinanced by the Bonds.

(E) The Bonds are not federally guaranteed within the meaning of Section 149(b) of the Code.

(F) The Board will comply with the information reporting requirements of Section 149(e) of the Code.

(G) The Board will not use or permit the use of any of the funds provided by the Bonds in such manner as to, or take or omit to take any action which would, impair the exclusion from gross income for federal income tax purposes of interest on the Bonds. The Board shall at all times do and perform all acts and things permitted by law and necessary or desirable in order to assure that interest paid by the Board on the Bonds shall, for the purposes of federal income taxation, be excludable from gross income.

(H) Within the meaning of Section 265(b) of the Code, the Bonds are "qualified tax-exempt obligations" and are hereby so designated (or deemed designated) by the Board for purposes of Section 265(b)(3) of the Code, and in this connection the Board states that the reasonably anticipated amount of qualified tax-exempt obligations (other than private activity bonds and current refunding bonds not exceeding the amount of the refunded obligations) which will be issued by the Board during calendar year 2009 does not exceed \$30,000,000.

Section 20. Defeasance. If the Board shall pay or cause to be paid, or there shall otherwise be paid, to the holders of all Bonds the total principal and interest due or to become due thereon at the times and in the manner stipulated therein and in this Resolution, then the pledge of this Resolution, and all covenants, agreements and other obligations of the Board to the Bondholders, shall thereon cease, terminate and become void and be discharged and satisfied.

Whenever there shall be held irrevocably in the Sinking Fund or an escrow fund established for such purpose either (a) moneys in an amount which shall be sufficient or (b) direct obligations of or obligations fully guaranteed by the United States of America, including such obligations issued or held in book-entry form, the principal of and interest on which when due (without consideration of reinvestment income) will provide moneys which, together with other moneys, if any, then on deposit in the Sinking Fund or such escrow fund, shall be sufficient to pay when due the principal of and interest on the Bonds or any part thereof to and including the date on which the Bonds or any of them will be redeemed in accordance with this Resolution, or the maturity date or dates thereof, as the case may be, then and in any of such events all such Bonds shall be deemed to have been paid within the meaning and with the effect expressed above in this Section; and the Paying Agent and Bond Registrar shall be and is instructed to send in accordance with this Resolution irrevocable notice of redemption to the holders of any such Bonds that are to be redeemed. Thereafter the holders of such Bonds shall be entitled only to payment out of the cash and obligations deposited as aforesaid.

The provisions of the immediately foregoing paragraph are subject to the limitation that no discharge and release of the pledge of this Resolution shall be accomplished through the use of any funds or investments which would adversely affect the exclusion of interest on any such Bonds from gross income for federal income tax purposes.

Section 21. Sale of Bonds. Each of the Chairman, Vice Chairman and Secretary-Treasurer is authorized to execute and to cause to be published pursuant to KRS Chapter 424 an appropriate form of Notice of Bond Sale soliciting competitive bids for the purchase of the Bonds, such bids to be received until a fixed time and day, as the Chairman, Vice Chairman or Secretary-Treasurer may determine, after which fixed time the competitive bids theretofore received shall be tabulated by the Board's Financial Advisor, Morgan Keegan & Company, Inc. (the "Financial Advisor"). The Notice of Bond Sale shall be in such form as may be prepared by the Board's Bond Counsel, Stoll Keenon Ogden PLLC ("Bond Counsel"), and recommended by the Financial Advisor in connection with the issuance of the Bonds.

The public offering of the Bonds shall be on the following terms and conditions and such other terms and conditions as may be set out in the sale materials hereinafter referred to and as the Chairman, Vice Chairman and Secretary-Treasurer may determine:

(A) Bids shall be for the entire series and may be required to be submitted upon or in a form containing the essential elements of the Official Bid Form hereinafter approved in order to provide for uniformity in submission of bids and ready determination of the best bid. The Financial Advisor may submit a bid for the Bonds.

(B) Bidders shall be required to bid not less than 98% of par; provided that upon the recommendation of the Financial Advisor, each of the Chairman, Vice Chairman or Secretary-Treasurer is authorized to approve a change in the required minimum bid price, and also to change the date and hour of the sale.

(C) The successful bidder shall be required to wire a 2% good faith deposit to the Paying Agent and Bond Registrar, for the account of the Board, by the end of the day following the sale.

(D) Bidders must stipulate an interest rate or rates in a multiple of 1/8 or 1/20 of 1%. There is no limit on the number of different interest rates which may be specified by any bidder, provided that all Bonds of the same maturity shall bear the same and a single interest rate from the date thereof to maturity.

(E) The right to reject bids for any reason deemed advisable by the Board, and the right to waive any possible informalities or irregularities in any bid which in the judgment of the Board shall be minor or immaterial, are expressly reserved.

(F) CUSIP identification numbers may be printed on the Bonds at the expense of the Board. Neither the failure to print a CUSIP number on any Bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the purchaser thereof to accept delivery of and pay for the Bonds in accordance with the terms of the purchase agreement.

(G) Bidders have the option of specifying that all of the principal amount of the Bonds maturing on any two or more consecutive dates given in the schedule in Section 3 hereof may, in lieu of maturing on each of such dates, be considered to comprise one maturity of the Bonds ("Term Bonds") scheduled to mature on the latest of such dates and be subject to mandatory sinking fund redemption at par in the manner described in Section 4(A) hereof on each of the dates and in the principal amounts as given in said schedule (subject to adjustment as herein provided), except for the principal amount of such Bonds scheduled to mature on the date of maturity of the Term Bonds, which shall mature in such year. Bidders may specify one or more of such Term Bonds.

(H) The determination of the best bid will be made on a true interest cost basis as approved by the Board and as set out in the Official Terms and Conditions of Bond Sale described below and on the basis of all bids submitted for the total amount of Bonds offered for sale under the terms and conditions herein specified. The Board will accept a bid or reject such bids by official action of the Chairman, Vice Chairman or Secretary-Treasurer; provided, however, the Board reserves the right to increase or decrease by an amount not exceeding \$1,000,000 (in \$5,000 denominations) the total amount of Bonds sold to such best bidder by increasing or decreasing any of the stipulated principal maturities. In the event of any such adjustment, which shall be by official action of the Chairman, Vice Chairman or Secretary-Treasurer, no rebidding or recalculation of the bid submitted will be required or permitted. The price at which such adjusted amount of Bonds will be sold will be at the same price per \$1,000 of the advertised amount of Bonds as the price bid per \$1,000 for the advertised amount of Bonds.

Further, upon determination of the best bid for the Bonds, the Board shall have the right within its sole discretion, without increasing or decreasing the aggregate principal amount of Bonds, to increase or decrease (in increments of \$5,000) the amount of any annual principal maturities in order to achieve desired debt service levels. In the event of any such adjustments, which shall be made by official action of the Chairman, Vice Chairman or Secretary-Treasurer, no rebidding or recalculation of a submitted bid will be required or permitted.

(I) If the successful bidder for the Bonds desires to purchase a municipal bond insurance policy insuring payment of all or a portion of the debt service payable on the Bonds, the successful bidder may do so at its own risk and expense and the obligation of the successful bidder to pay for

the Bonds shall not be conditioned on the issuance of a municipal bond insurance policy. The Board will cooperate with the successful bidder in obtaining such insurance but the Board will not enter into any additional agreements with a bond insurer. Without limiting the generality of the foregoing, the successful bidder will be responsible for all costs, expenses and charges associated with the issuance of such insurance, including but not limited to the premium for the insurance policy and any taxes related thereto, provided that the Board will pay the fee of Standard & Poor's Ratings Services for rating the Bonds.

* * *

Each of the Chairman, Vice Chairman and Secretary-Treasurer is authorized in connection with the Bond sale to sign and cause to be furnished to any interested party upon request an Official Terms and Conditions of Bond Sale containing the above conditions, together with additional requirements and information relating to the sale and delivery of the Bonds, and giving a description of the Bonds, all calculated to bring about uniformity in bidding.

Suggested forms of the Notice of Bond Sale and the Official Terms and Conditions of Bond Sale, including the Official Bid Form, having been prepared and submitted according to the recommendation of the Financial Advisor by Bond Counsel, and the same having been examined by the Board and found to be in order, the same are hereby approved for use in connection with the Bond sale.

In addition to the foregoing, on the recommendation of the Financial Advisor bids may be taken or submitted electronically (provided all electronic proposals shall be deemed to incorporate in substance the provisions of the Official Bid Form). Any bid transmitted electronically shall be submitted through BIDCOMP/PARITY[®] and no other provider of electronic bidding services will be accepted. Bidders submitting an electronic proposal must fulfill any requirements of the bidding service provider over and above the requirements of the Board set forth in the Official Terms and Conditions of Bond Sale. Electronic bidding for the Bonds shall be made available to bidders solely as a courtesy by the Board. The Board shall assume no responsibility or liability for bids submitted through the electronic bidding service provider. Without limiting the generality of the foregoing disclaimers, the Board does not assume responsibility for any communications or negotiations between bidders and the electronic bidding service provider, or for any failure of the provider to accurately or timely submit any electronic proposal. Any electronic proposal shall be deemed to incorporate all of the provisions of the Official Bid Form and the Official Terms and Conditions of Bond Sale. Each bidder shall be solely responsible for making necessary arrangements to access the electronic bidding service provider for purposes of submitting such bidder's bid in a timely manner and in compliance with the requirements of the Board. The Board shall have no duty or obligation to provide or assure such access to any bidder. The Board shall not be responsible for proper operation of, or have any liability for, any delays or interruptions of, or any damages caused by, the provider's service. The Board shall use the provider's service solely as a communication mechanism, and not as the Board's agent, to conduct the electronic bidding for the Bonds. If any provision in the Official Terms and Conditions of Bond Sale (herein approved) conflicts with information provided by the electronic bidding service provider, the Official Terms and Conditions of Bond Sale shall control.

In addition, in connection with the Bond sale the Board has caused to be prepared its Preliminary Official Statement (the "Preliminary Official Statement") setting forth relevant information concerning the issuance of the Bonds, including, *inter alia*, financial data relating to the System. The Preliminary Official Statement and the use thereof by the Board in offering and selling the Bonds is hereby expressly approved, the Board, through certain of its officials and employees, having reviewed the Preliminary Official Statement and having found the factual statements and the data therein to be accurate, and each of the Chairman, Vice Chairman and Secretary-Treasurer is authorized to approve the same on behalf of the Board, with such modifications as may be necessary or desirable and approved by the Chairman, Vice Chairman or Secretary-Treasurer. The Preliminary Official Statement shall be supplemented following sale of the Bonds, and either the Chairman or the Vice Chairman is authorized to approve and sign such supplemented or final Official Statement on behalf of the Board, which is authorized for distribution in connection with the sale of the Bonds. The Preliminary Official Statement is in a form "deemed final" by the Board for purposes of SEC Rule 15c2-12(b)(1) but, as aforesaid, is subject to supplementation and completion following sale of the Bonds. The Chairman, Vice Chairman or Secretary-Treasurer of the Board is also hereby authorized and directed, on the recommendation of the Board's Financial Advisor, to cause the Official Terms and Conditions of Bond Sale (including the Official Bid Form) and the Preliminary Official Statement and/or the final Official Statement to be posted on the Internet through one or more nationally recognized municipal market information or electronic bidding service providers. The electronic or physical distribution of the and Official Terms and Conditions of Bond Sale (including the Official Bid Form) and the Preliminary Official Statement as herein provided is hereby ratified, confirmed, authorized and approved. If any provision of the Notice and Official Terms and Conditions of Bond Sale and the Preliminary Official Statement, herein approved, conflicts with information provided by any electronic information service provider, the Notice and Official Terms and Conditions of Bond Sale and Preliminary Official Statement as herein approved shall control.

The Chairman, Vice Chairman and Secretary-Treasurer and other officials of the Board, including the Finance Director, and each of them, are further authorized to enter into and to execute on behalf of the Board any and all certificates, opinions, instruments and documents necessary or desirable, upon the advice of counsel or the Financial Advisor, to effectuate the issuance of the Bonds, including without limitation any modifications of this Resolution which are deemed to be insubstantial.

On the date and at the hour set forth for the opening of purchase bids, as provided in the instruments hereinabove approved, the bids theretofore received by the Board shall be publicly examined by one of the Chairman, Vice Chairman or Secretary-Treasurer and shall then be referred to the Board's Financial Advisor for assistance in determining the best bid. After examination and recommendation by the Finance Advisor, each of the Chairman, Vice Chairman and Secretary-Treasurer of the Board is hereby authorized to, and one of them shall, establish the rates of interest on, the principal maturities of, the mandatory sinking fund installments, if any, of and necessary or appropriate details of the Bonds by completion and execution of the acceptance on the Official Bid Form of the successful bidder, if submitted, or other certificate or document establishing those terms and details, a copy of which document shall be filed in the official records of the Board, provided that the net average interest rate on the Bonds shall not exceed 5.0% per annum.

Section 22. Bondholders' Rights and Remedies. As provided in Section 96.184 of the Act, any holder or holders of Bonds shall have the right, in addition to all other rights:

(A) By action in court, to enforce his or their rights against the Board, and any other proper officer, agent or employee of the Board, including without limitation the right to require the Board, and any proper officer, agent or employee of the Board, to fix and collect rates and charges adequate to carry out any agreement as to, or pledge of, revenues from the System, and to require the Board, and any officer, agent or employee of the Board, to carry out any other covenants or agreements and to perform its and their duties under the Act.

(B) By action in equity, to enjoin any act or thing which may be unlawful or a violation of the rights of the holder of Bonds.

If there is a default in the payment of the principal or interest of any Bonds, any court having jurisdiction may, upon the petition of the holders of not less than twenty-five percent (25%) of the outstanding Bonds, appoint a receiver to administer the System on behalf of the Board, with power to charge and collect rates sufficient to provide for the payment of any bonds or obligations outstanding against the System and for the payment of the operating expenses and to apply the income and revenues in conformity with the Act.

Section 23. Resolution as Contract. The provisions of this Resolution shall constitute a contract between the Board and the holders of the Bonds and any additional parity bonds, and after the issuance of any of said bonds no material change, variation or alteration of any kind in the provisions of this Resolution shall be made in any manner without the consent of such holders and except as otherwise herein provided, until such time as all of the bonds issued hereunder and interest thereon have been paid or provided for in full by defeasance as provided in Section 20 hereof or as otherwise provided herein.

The Board may specifically make any amendment or change herein (a) to evidence the succession of an institution as Paying Agent and Bond Registrar, (b) to cure any ambiguity or to cure, correct or supplement any defective or inconsistent provisions contained herein or in any resolution or other proceedings pertaining hereto, (c) to grant to or confer on the Paying Agent and Bond Registrar for the benefit of the holders of the Bonds any additional rights, remedies, powers, authority or security which may lawfully be granted or conferred and which are not contrary to or inconsistent with this Resolution as theretofore in effect, (d) to permit the Paying Agent and Bond Registrar to comply with any obligations imposed on it by law, (e) to achieve compliance of this Resolution with any federal tax law, regulation or ruling, (f) to maintain or improve any rating on the Bonds or (g) for any other purpose not inconsistent with the terms of this Resolution which shall not impair the security of the Bondholders or otherwise materially adversely affect the rights of the Bondholders.

Additionally, and not in limitation of the foregoing, the holders of eighty percent (80%) in principal amount of the Bonds shall have the right to consent to and approve the adoption of resolutions or other proceedings modifying or amending any of the terms or provisions contained in this Resolution, subject to the condition that this Resolution shall not be so modified in any manner that may adversely affect the rights of any holders without similarly affecting the rights of all holders

of the Bonds or to reduce the percentage of the number of holders whose consent is required to effect a further modification.

Section 24. Continuing Disclosure. Prior to the issuance of the Bonds, the Board shall execute a Continuing Disclosure Certificate dated the date of issuance and delivery of the Bonds, which document, as originally executed and as it may be amended from time to time in accordance with the terms thereof, is hereinafter referred to as the "Continuing Disclosure Certificate." The Board hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the Board to comply with the Continuing Disclosure Certificate shall not be considered an event of default under this Resolution; however, any holder of a Bond may take such action as may be necessary to obtain specific performance by court order to cause the Board to comply with its obligations under this Section.

Section 25. Holidays. If the date for making any payment or the last date for performance of any act or the exercising of any right, as provided in this Resolution, is not a business day for the Paying Agent and Bond Registrar, such payment may be made or act performed or right exercised on the next succeeding business day with the same force and effect as if done on the nominal date provided in this Resolution, and no interest shall accrue for the period after such nominal date.


Section 26. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or ineffective for any reason, the remainder of this Resolution shall remain in full force and effect, it being expressly hereby found and declared that the remainder of this Resolution would have been adopted despite the invalidity of such section, paragraph, clause or provision.

Section 27. Miscellaneous Provisions. (A) All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed.

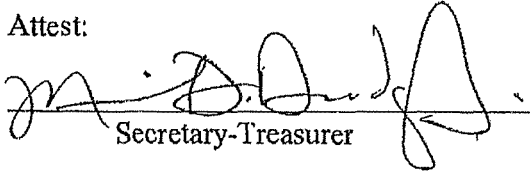
(B) This Resolution shall take effect immediately upon its adoption as provided by law.

(C) The captions or headings in this Resolution, and in the Table of Contents preceding this Resolution, are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Resolution.

ADOPTED BY THE ELECTRIC AND WATER PLANT BOARD OF THE CITY OF FRANKFORT, KENTUCKY, at a meeting held on the 27th day of October, 2009, signed by the Chairman or Vice Chairman, attested by the Secretary-Treasurer, and declared to be in full force and effect.


Chairman

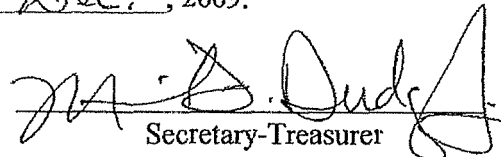
Attest:


Secretary-Treasurer

Certification

The undersigned, Secretary-Treasurer of the Electric and Water Plant Board of the City of Frankfort, Kentucky (the "Board"), hereby certifies that the foregoing is a true, complete and correct copy of a Resolution duly adopted by the Board at a properly convened meeting of the Board held on the 27th day of October, 2009, as shown by the official records of the Board in my custody and under my control, and that said Resolution is in full force and effect.

WITNESS my hand this 21 day of Dec., 2009.


Secretary-Treasurer

**ELECTRIC AND WATER PLANT BOARD
OF THE CITY OF FRANKFORT, KY**

ELECTRIC AND WATER REFUNDING REVENUE BONDS
SERIES 2009

Sinking Fund Schedule

Date	Principal Sinking Fund Deposit	Interest Sinking Fund Deposit	Total P & I Sinking Fund Deposits	Principal Withdrawls	Interest Withdrawls	P & I Sinking Fund Balance
12/20/2009	75,833.34	21,977.32	97,810.66			97,810.66
01/20/2010	75,833.34	21,977.32	97,810.66			195,621.32
02/20/2010	75,833.34	21,977.32	97,810.66			293,431.98
03/20/2010	75,833.34	21,977.32	97,810.66			391,242.64
04/20/2010	75,833.34	21,977.32	97,810.66			489,053.30
05/20/2010	75,833.34	21,977.32	97,810.66			586,863.96
06/01/2010					(131,863.89)	455,000.07
06/20/2010	75,833.34	24,724.47	100,557.81			555,557.88
07/20/2010	75,833.34	24,724.47	100,557.81			656,115.69
08/20/2010	75,833.33	24,724.47	100,557.80			756,673.49
09/20/2010	75,833.33	24,724.47	100,557.80			857,231.29
10/20/2010	75,833.33	24,724.47	100,557.80			957,789.09
11/20/2010	75,833.33	24,724.47	100,557.80			1,058,346.89
12/01/2010				(910,000.00)	(148,346.88)	0.01
12/20/2010	77,916.67	23,207.81	101,124.48			101,124.49
01/20/2011	77,916.67	23,207.81	101,124.48			202,248.97
02/20/2011	77,916.67	23,207.81	101,124.48			303,373.45
03/20/2011	77,916.67	23,207.81	101,124.48			404,497.93
04/20/2011	77,916.67	23,207.81	101,124.48			505,622.41
05/20/2011	77,916.67	23,207.81	101,124.48			606,746.89
06/01/2011					(139,246.88)	467,500.01
06/20/2011	77,916.67	23,207.81	101,124.48			568,624.49
07/20/2011	77,916.67	23,207.81	101,124.48			669,748.97
08/20/2011	77,916.67	23,207.81	101,124.48			770,873.45
09/20/2011	77,916.67	23,207.81	101,124.48			871,997.93
10/20/2011	77,916.67	23,207.81	101,124.48			973,122.41
11/20/2011	77,916.67	23,207.81	101,124.48			1,074,246.89
12/01/2011				(935,000.00)	(139,246.88)	0.01
12/20/2011	79,166.67	21,649.48	100,816.15			100,816.16
01/20/2012	79,166.67	21,649.48	100,816.15			201,632.31
02/20/2012	79,166.67	21,649.48	100,816.15			302,448.46
03/20/2012	79,166.67	21,649.48	100,816.15			403,264.61
04/20/2012	79,166.67	21,649.48	100,816.15			504,080.76
05/20/2012	79,166.67	21,649.48	100,816.15			604,896.91
06/01/2012					(129,896.88)	475,000.03
06/20/2012	79,166.67	21,649.48	100,816.15			575,816.18
07/20/2012	79,166.67	21,649.48	100,816.15			676,632.33
08/20/2012	79,166.67	21,649.48	100,816.15			777,448.48
09/20/2012	79,166.67	21,649.48	100,816.15			878,264.63
10/20/2012	79,166.67	21,649.48	100,816.15			979,080.78
11/20/2012	79,166.67	21,649.48	100,816.15			1,079,896.93
12/01/2012				(950,000.00)	(129,896.88)	0.05
12/20/2012	81,250.00	20,066.15	101,316.15			101,316.20
01/20/2013	81,250.00	20,066.15	101,316.15			202,632.35
02/20/2013	81,250.00	20,066.15	101,316.15			303,948.50
03/20/2013	81,250.00	20,066.15	101,316.15			405,264.65
04/20/2013	81,250.00	20,066.15	101,316.15			506,580.80
05/20/2013	81,250.00	20,066.15	101,316.15			607,896.95
06/01/2013					(120,396.88)	487,500.07
06/20/2013	81,250.00	20,066.13	101,316.13			588,816.20
07/20/2013	81,250.00	20,066.13	101,316.13			690,132.33
08/20/2013	81,250.00	20,066.13	101,316.13			791,448.46
09/20/2013	81,250.00	20,066.14	101,316.14			892,764.60
10/20/2013	81,250.00	20,066.14	101,316.14			994,080.74
11/20/2013	81,250.00	20,066.14	101,316.14			1,095,396.88
12/01/2013				(975,000.00)	(120,396.88)	0.00
12/20/2013	83,333.33	18,034.90	101,368.23			101,368.23
01/20/2014	83,333.33	18,034.90	101,368.23			202,736.46
02/20/2014	83,333.33	18,034.90	101,368.23			304,104.69
03/20/2014	83,333.33	18,034.90	101,368.23			405,472.92
04/20/2014	83,333.33	18,034.90	101,368.23			506,841.15
05/20/2014	83,333.33	18,034.90	101,368.23			608,209.38

06/01/2014					(108,209.38)	500,000.00
06/20/2014	83,333.33	18,034.90	101,368.23			601,368.23
07/20/2014	83,333.33	18,034.90	101,368.23			702,736.46
08/20/2014	83,333.33	18,034.90	101,368.23			804,104.69
09/20/2014	83,333.33	18,034.90	101,368.23			905,472.92
10/20/2014	83,333.33	18,034.90	101,368.23			1,006,841.15
11/20/2014	83,333.33	18,034.90	101,368.23			1,108,209.38
12/01/2014				(1,000,000.00)	(108,209.38)	0.00
12/20/2014	85,416.67	15,743.23	101,159.90			101,159.90
01/20/2015	85,416.67	15,743.23	101,159.90			202,319.80
02/20/2015	85,416.67	15,743.23	101,159.90			303,479.70
03/20/2015	85,416.67	15,743.23	101,159.90			404,639.60
04/20/2015	85,416.67	15,743.23	101,159.90			505,799.50
05/20/2015	85,416.67	15,743.23	101,159.90			606,959.40
06/01/2015					(94,459.38)	512,500.02
06/20/2015	85,416.67	15,743.23	101,159.90			613,659.92
07/20/2015	85,416.67	15,743.23	101,159.90			714,819.82
08/20/2015	85,416.67	15,743.23	101,159.90			815,979.72
09/20/2015	85,416.67	15,743.23	101,159.90			917,139.62
10/20/2015	85,416.67	15,743.23	101,159.90			1,018,299.52
11/20/2015	85,416.67	15,743.23	101,159.90			1,119,459.42
12/01/2015				(1,025,000.00)	(94,459.38)	0.04
12/20/2015	88,333.33	13,180.73	101,514.06			101,514.10
01/20/2016	88,333.33	13,180.73	101,514.06			203,028.16
02/20/2016	88,333.33	13,180.73	101,514.06			304,542.22
03/20/2016	88,333.33	13,180.73	101,514.06			406,056.28
04/20/2016	88,333.33	13,180.73	101,514.06			507,570.34
05/20/2016	88,333.33	13,180.73	101,514.06			609,084.40
06/01/2016					(79,084.38)	530,000.02
06/20/2016	88,333.33	13,180.73	101,514.06			631,514.08
07/20/2016	88,333.33	13,180.73	101,514.06			733,028.14
08/20/2016	88,333.33	13,180.73	101,514.06			834,542.20
09/20/2016	88,333.33	13,180.73	101,514.06			936,056.26
10/20/2016	88,333.33	13,180.73	101,514.06			1,037,570.32
11/20/2016	88,333.33	13,180.73	101,514.06			1,139,084.38
12/01/2016				(1,060,000.00)	(79,084.38)	0.00
12/20/2016	91,250.00	10,309.90	101,559.90			101,559.90
01/20/2017	91,250.00	10,309.90	101,559.90			203,119.80
02/20/2017	91,250.00	10,309.90	101,559.90			304,679.70
03/20/2017	91,250.00	10,309.90	101,559.90			406,239.60
04/20/2017	91,250.00	10,309.90	101,559.90			507,799.50
05/20/2017	91,250.00	10,309.90	101,559.90			609,359.40
06/01/2017					(61,859.38)	547,500.02
06/20/2017	91,250.00	10,309.90	101,559.90			649,059.92
07/20/2017	91,250.00	10,309.90	101,559.90			750,619.82
08/20/2017	91,250.00	10,309.90	101,559.90			852,179.72
09/20/2017	91,250.00	10,309.90	101,559.90			953,739.62
10/20/2017	91,250.00	10,309.90	101,559.90			1,055,299.52
11/20/2017	91,250.00	10,309.90	101,559.90			1,156,859.42
12/01/2017				(1,095,000.00)	(61,859.38)	0.04
12/20/2017	94,583.33	7,116.15	101,699.48			101,699.52
01/20/2018	94,583.33	7,116.15	101,699.48			203,399.00
02/20/2018	94,583.33	7,116.15	101,699.48			305,098.48
03/20/2018	94,583.33	7,116.15	101,699.48			406,797.96
04/20/2018	94,583.33	7,116.15	101,699.48			508,497.44
05/20/2018	94,583.33	7,116.15	101,699.48			610,196.92
06/01/2018					(42,696.88)	567,500.04
06/20/2018	94,583.33	7,116.15	101,699.48			669,199.52
07/20/2018	94,583.33	7,116.15	101,699.48			770,899.00
08/20/2018	94,583.33	7,116.15	101,699.48			872,598.48
09/20/2018	94,583.33	7,116.15	101,699.48			974,297.96
10/20/2018	94,583.33	7,116.15	101,699.48			1,075,997.44
11/20/2018	94,583.33	7,116.15	101,699.48			1,177,696.92
12/01/2018				(1,135,000.00)	(42,696.88)	0.04
12/20/2018	98,333.33	3,687.50	102,020.83			102,020.87
01/20/2019	98,333.33	3,687.50	102,020.83			204,041.70
02/20/2019	98,333.33	3,687.50	102,020.83			306,062.53
03/20/2019	98,333.33	3,687.50	102,020.83			408,083.36
04/20/2019	98,333.33	3,687.50	102,020.83			510,104.19
05/20/2019	98,333.33	3,687.50	102,020.83			612,125.02
06/01/2019					(22,125.00)	590,000.02
06/20/2019	98,333.33	3,687.50	102,020.83			692,020.85
07/20/2019	98,333.33	3,687.50	102,020.83			794,041.68
08/20/2019	98,333.33	3,687.50	102,020.83			896,062.51
09/20/2019	98,333.33	3,687.50	102,020.83			998,083.34
10/20/2019	98,333.33	3,687.50	102,020.83			1,100,104.17
11/20/2019	98,333.33	3,687.50	102,020.83			1,202,125.00
12/01/2019				(1,180,000.00)	(22,125.00)	0.00
Total	\$10,265,000.00	\$1,876,160.85	\$12,141,160.85	(10,265,000.00)	(1,876,160.85)	

RESPONSE TO PSC

PSC CASE NO. 2010-00485

ITEM 6

Frankfort Electric and Water Plant Board
Response to PSC Order Dated: 12/17/2010
Case No. 2010-00485

ITEM 6: List all persons on the Plant Board's payroll during the proposed test period. For each employee, state his or her job duties, total wages paid during the fiscal year, current salary or wage rate, and the percentage of work hours spent performing duties for each city division (e.g., water, sewer, police department, public works) during the fiscal year. If the Plant Board's records do not permit the allocation of an employee's work hours among city divisions, provide an estimate for each employee and explain how the Plant Board derived the estimate.

Response: Ex. 1 – Salary Records

Ex. 2 – Job Descriptions

Ex. 3 – Allocation Methods

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

FPB Employees on the payroll from July 1 , 2008 through June 30, 2009

Department	Employee #	Job Title	Hourly Payrate	FY Wages
WATER DIST	2147	Service Worker I WD	\$12.04	\$26,775.05
ELECTRIC	1988	Lead LineWorker - Elec	\$23.69	\$54,610.42
ELECTRIC	237	LineWorker I- Electric	\$22.10	\$52,302.17
ADMIN-SS	1871	Mechanic III	\$22.26	\$47,185.18
WATER DIST	241	Superintendent	\$43.26	\$90,207.90
MEDSVC	322	Community TV Coordinator	\$22.33	\$46,747.32
WATER DIST	2166	Administrative Assistant	\$14.61	\$27,170.19
ELECTRIC	254	LineWorker I- Electric	\$26.23	\$63,794.94
CABLE	2153	Installer Technician I	\$14.61	\$36,820.88
CABLE	391	Construct Supervisor -CTV	\$25.39	\$58,070.12
WATER DIST	255	Construction Crewleader	\$24.17	\$53,810.01
ADMIN-GEN	170	Assistant G M /Operations	\$53.54	\$111,465.99
CABLE FSN	60	Telephone Order Rep	\$22.32	\$46,420.54
WATER DIST	1939	Service Worker II WD	\$15.41	\$36,254.20
ADMIN-CS	16	M Reader/ Billing Assist	\$21.43	\$60,184.06
ADMIN-CS	1969	Customer Serv Rep II	\$14.76	\$33,696.02
ELECTRIC	2161	Temporary	\$7.75	\$3,977.02
WATER ENG	2060	Chief Water Engineer	\$43.54	\$90,647.26
ADMIN	21	Executive Assistant	\$24.13	\$23,992.85
WATER DIST	2168	Service Worker I WD	\$12.04	\$20,727.41
WATER DIST	246	Water Analyst IV	\$22.13	\$52,348.64
WATER DIST	1957	Service Worker II WD	\$16.44	\$39,265.76
WATER DIST	238	Assistant Superintendent	\$33.19	\$69,406.35
ADMIN-IT	54	Temporary	\$25.57	\$409.12
CABLE	1913	Installer Technician II	\$18.36	\$43,144.14
CABLE FSN	2080	Switch and Trnkg Tech II	\$25.75	\$60,824.77
ADMIN-HR	2123	Human Resources Asst II	\$16.28	\$33,935.32
ADMIN-SS	1989	Sr. Mechanic	\$23.40	\$49,951.28
ADMIN-CS	2136	Meter Reader I	\$12.88	\$27,761.18
ADMIN-SS	2171	Executive Asst 27	\$16.11	\$27,858.85
CABLE	2002	Installer Technician II	\$17.86	\$44,884.56
CABLE	2029	Service Order Representat	\$15.42	\$38,993.76
ADMIN-BOARD	72	Board Member	\$0.49	\$1,018.42
ADMIN	19	General Manager	\$59.66	\$127,267.09
WATER DIST	245	Const Crew Leader	\$20.98	\$50,643.91
ADMIN-CS	2135	Customer Svc/Dispatch	\$14.03	\$29,790.38
CABLE	1927	Installer Technician II	\$17.92	\$51,639.46
ELEC ENG	173	Electric Engineer II	\$35.30	\$73,439.36
CABLE	2043	Installer Technician I	\$14.78	\$36,907.38
ADMIN-CS	2051	Customer Serv Rep III	\$16.11	\$34,580.56
ELECTRIC	2089	Meter Relay Tech III	\$16.52	\$33,834.52
WATER DIST	263	Operator III WD	\$19.41	\$45,347.23
CABLE FSN	63	Telephone Order Rep	\$16.65	\$34,583.53
ADMIN-CS	2133	Customer Serv Rep I	\$13.26	\$28,078.79
ADMIN-SAF	398	Safety (Field) AssistantI	\$20.86	\$61,732.17
ADMIN-SS	107	Dispatcher	\$20.16	\$23,868.97
WATER ENG	171	Engineering Tech II	\$26.00	\$54,113.93
ADMIN-SS	1916	Dispatcher	\$15.32	\$34,142.45
ADMIN-CS	2141	Temporary	\$7.75	\$2,313.38
CABLE	2163	Temporary	\$7.50	\$3,091.89
ADMIN-CS	1951	Customer Service Director	\$35.37	\$73,682.53
ADMIN-CS	7	Meter Reader Assist Superviso	\$27.28	\$19,089.24
ELECTRIC	121	LineWorker I- Electric	\$22.24	\$52,840.73

FPB Employees on the payroll from July 1 , 2008 through June 30, 2009

Department	Employee #	Job Title	Hourly Payrate	FY Wages
ELEC ENG	2164	Temporary- Skilled	\$7.75	\$4,975.50
WATER DIST	2169	Appr Constr. LineWorker	\$12.04	\$20,713.13
ELECTRIC	86	Equipment Oper I	\$21.41	\$48,261.33
ADMIN-IT	2132	Broadband Net Adm	\$17.77	\$41,686.16
MEDSVC	2126	Video Producer/ Director	\$15.33	\$37,524.04
ADMIN-CS	2173	Meter Reader I	\$12.63	\$21,456.68
ELECTRIC	158	Const Support Supv -E	\$31.23	\$67,986.39
ADMIN-FIN	2154	Accountant I	\$16.90	\$35,134.03
CABLE FSN	2052	Switch and Trnkg Tech II	\$25.90	\$61,728.05
ADMIN-IT	177	GIS Landbase Administratr	\$28.89	\$60,073.76
CABLE	2176	Appr Constr. LineWorker	\$12.63	\$17,629.68
ADMIN-BOARD	2026	Board Member	\$0.75	\$1,569.88
WATER ENG	2130	Water Engineer I	\$27.82	\$57,888.98
CABLE	218	Cable Office Coordinator	\$24.10	\$59,278.16
CABLE	2055	Installer Technician II	\$17.49	\$43,571.51
CABLE	2020	Service Order Representat	\$15.46	\$43,934.80
CABLE	1944	Broadband Technician	\$19.83	\$46,403.34
CABLE	2162	Temporary	\$7.50	\$2,161.89
ADMIN-CS	44	Customer Services Supv	\$22.23	\$54,777.50
CABLE	2182	Appr Constr. LineWorker	\$12.63	\$3,574.64
WATER DIST	1860	System Maintenance Wkr 2	\$15.64	\$32,670.82
SECURITY	2022	Security Supervisor	\$21.76	\$58,127.76
ADMIN-CS	2174	Temporary	\$7.50	\$4,751.26
WATER DIST	242	Operator II WD	\$19.41	\$42,183.76
ADMIN-CS	41	Cashier	\$13.97	\$16,926.26
CABLE	2094	Installer Technician II	\$17.38	\$49,784.85
ELEC ENG	1867	Chief Elec Engineer	\$43.54	\$90,570.85
ADMIN-CS	2175	Cashier	\$12.63	\$17,453.88
ELECTRIC	1899	LineWorker I- Electric	\$24.78	\$55,330.61
ADMIN-SS	116	Storeroom Supervisor	\$26.68	\$57,745.11
CABLE	2149	Appr Constr. LineWorker	\$12.63	\$27,960.32
MEDSVC	1874	Account Executive	\$12.80	\$65,857.44
CABLE	381	Install. & Processing Mgr	\$35.67	\$74,071.50
CABLE	385	Optical Cable Network Tch	\$23.69	\$55,513.12
ADMIN-SS	2059	Custodian	\$12.23	\$28,751.27
ELECTRIC	291	LineWorker I- Electric	\$22.53	\$53,209.32
MEDSVC	1865	Media Services Manager	\$36.35	\$75,737.53
ADMIN-SS	2146	Stock Clerk I	\$11.79	\$27,310.69
ADMIN-SS	114	Mechanic II	\$17.77	\$37,118.52
ADMIN-IT	1908	Network Administrator I	\$25.38	\$29,911.97
CABLE	1902	Installer Technician II	\$18.21	\$47,639.67
ADMIN-CS	2124	Customer Service/Dispatch	\$13.89	\$37,577.35
WATER DIST	1901	System Maintenance Wkr 3	\$19.93	\$43,650.87
ELECTRIC	142	Substation Tech I	\$27.46	\$60,868.49
ELECTRIC	351	Meter Relay Tech III	\$16.02	\$36,211.94
ELECTRIC	133	Overhead Supv- Elec	\$31.50	\$77,780.05
ELECTRIC	257	Overhead Supv- Elec	\$28.79	\$68,938.33
CABLE ENG	1992	Engineering Tech I	\$17.02	\$39,903.59
ADMIN-SS	1946	Stock Clerk III	\$17.39	\$36,978.99
WATER TREAT	2090	Plant Main Operator II	\$13.81	\$30,073.94
ADMIN-HR	1859	Human Resrcs Coordinator	\$20.55	\$43,196.09
SECURITY	311	Security & Bband Tech MGR	\$36.38	\$75,941.29
CABLE	2085	Installer Technician II	\$17.31	\$48,974.70

FPB Employees on the payroll from July 1 , 2008 through June 30, 2009

Department	Employee #	Job Title	Hourly Payrate	FY Wages
ADMIN-CS	2033	Customer Serv Rep II	\$16.05	\$34,692.06
ELECTRIC	1993	System Technician I	\$25.54	\$56,082.65
CABLE FSN	2170	Telephone Manager	\$27.56	\$47,466.52
CABLE	2183	Temporary- Skilled	\$7.25	\$1,477.28
CABLE	306	Superintendent	\$43.44	\$90,498.77
ADMIN-CS	1982	Customer Service/Dispatch	\$15.34	\$35,172.01
CABLE	2125	Construction Lineworkr II	\$16.31	\$36,000.07
CABLE ENG	1915	Engineering Tech I	\$17.88	\$38,096.44
ADMIN-CS	1983	Customer Service/Dispatch	\$17.18	\$48,791.03
ELEC ENG	1953	Engineering Tech II	\$22.44	\$47,618.28
ELECTRIC	112	Equipment Oper I	\$23.43	\$53,658.62
CABLE	2184	Temporary- Skilled	\$7.25	\$1,399.27
ELECTRIC	134	Superintendent	\$42.61	\$84,161.32
CABLE	2180	Apprentice Installer	\$12.76	\$12,169.89
CABLE	2179	Apprentice Installer	\$12.63	\$14,340.59
CABLE	353	Installation Supervisor	\$25.25	\$59,054.16
ADMIN-IT	1963	Information Tech Asst Dir	\$39.38	\$81,900.51
ADMIN-CS	2155	Meter Reader I	\$12.63	\$26,267.96
CABLE	2144	Temporary- Skilled	\$8.00	\$3,965.74
CABLE	2145	Temporary- Skilled	\$8.00	\$3,212.00
WATER TREAT	285	Maintenance Supv- WTP	\$26.69	\$29,247.13
CABLE FSN	1961	Telephone Order Rep	\$18.98	\$40,020.86
ADMIN-CS	15	Sr. Meter Reader/ Tech	\$23.66	\$54,278.41
ADMIN-FIN	2099	Payroll Accountant	\$17.49	\$47,553.62
WATER TREAT	290	Water Plant Operator IV	\$24.14	\$56,055.71
ADMIN-CS	1924	Customer Service/Dispatch	\$14.28	\$29,921.83
ADMIN-CS	2063	Customer Serv Rep I	\$13.27	\$28,209.61
ADMIN-CS	2156	Customer Serv Rep I	\$13.25	\$25,212.53
ADMIN-BOARD	2057	Board Member	\$0.48	\$998.40
Elec Eng	2159	Temporary	\$7.75	\$3,252.50
WATER DIST	1952	Service Worker III WD	\$17.71	\$42,714.17
ELECTRIC	1990	LineWorker I- Electric	\$20.76	\$49,674.48
ELECTRIC	2128	GroundWorker	\$13.89	\$31,777.59
ELECTRIC	115	Technical Suppt Supervisr	\$28.33	\$62,335.41
ADMIN-CS	2142	Customer Serv Rep I	\$13.45	\$29,541.23
ADMIN-CS	316	Temporary - Cust Svc	\$22.77	\$9,125.09
CABLE FSN	2030	Switch and Trnkg Tech II	\$26.17	\$59,251.99
ELEC ENG	2181	Electric Engineer I	\$23.81	\$19,822.57
ELECTRIC	135	Temporary Electric	\$20.00	\$1,575.00
WATER TREAT	281	Assist. Supt. WTP	\$34.30	\$71,632.63
ADMIN-IT	2172	Computer Programmer I	\$25.00	\$42,030.25
ELECTRIC	1956	Administrative Assistant	\$16.64	\$35,870.91
CABLE	375	Chief Field Tech- CATV	\$25.58	\$71,771.98
ADMIN-CS	1909	Customer Serv Rep III	\$16.14	\$35,220.81
ADMIN-SS	2165	Temporary Office	\$7.50	\$2,283.75
CABLE FSN	2097	Switch and Trnkg Tech II	\$25.50	\$60,719.07
ADMIN-CS	68	Customer Serv Rep III	\$19.62	\$43,637.04
ELECTRIC	2112	LineWorker III- Electric	\$15.69	\$40,099.97
WATER DIST	113	Systems Maintenance Worker	\$22.84	\$47,034.99
CABLE ENG	1917	Engineer&ConstructManager	\$37.27	\$78,052.15
ADMIN-SS	2185	Temporary	\$7.25	\$1,323.13
SECURITY	1981	Security Specialist I	\$14.78	\$39,556.02
MEDSVC	2054	Traffic, Billing, & PPV	\$15.20	\$31,567.93

FPB Employees on the payroll from July 1 , 2008 through June 30, 2009

Department	Employee #	Job Title	Hourly Payrate	FY Wages
CABLE	2150	Installer Technician I	\$14.61	\$30,269.25
WATER DIST	2027	System Maintenance Wkr 2	\$14.57	\$30,292.76
WATER TREAT	289	Temporary- Skilled	\$21.97	\$20,238.50
WATER DIST	2021	Service Worker III WD	\$18.88	\$35,724.13
WATER TREAT	1940	Water Plant Operator IV	\$22.64	\$51,691.67
ELECTRIC	148	LineWorker I- Electric	\$23.07	\$51,319.74
CABLE	2160	Cable	\$7.50	\$2,542.52
ADMIN-CS	2151	Meter Reader I	\$12.63	\$24,510.55
ADMIN-CS	2148	Temporary	\$7.50	\$1,961.25
ELECTRIC	167	Lead LineWorker - Elec	\$27.67	\$69,379.13
ADMIN-CS	2158	Temporary	\$7.25	\$1,972.00
CABLE ENG	1998	Engineering Tech I	\$16.90	\$35,729.12
ADMIN-SS	1943	Purchasing Agent	\$18.88	\$41,759.17
ADMIN-CS	13	Temporary-MR	\$18.41	\$883.68
MEDSVC	310	Production Asst. Video	\$14.88	\$36,660.96
ADMIN-IT	97	Information Tech Director	\$43.83	\$91,186.71
WATER TREAT	1911	Water Plant Operator IV	\$20.32	\$45,926.51
ADMIN-LEG	2088	Staff Attorney	\$37.30	\$77,543.44
ADMIN-FIN	1904	Work Order Coord/ Acct	\$15.80	\$34,161.42
ADMIN-CS	2131	Customer Service/Dispatch	\$13.85	\$29,673.85
ELECTRIC	2109	LineWorker III- Electric	\$15.33	\$37,564.56
WATER DIST	2101	Operator III WD	\$16.80	\$32,407.07
ADMIN-CS	69	Customer Service Supervisor	\$28.43	\$30,571.89
ADMIN-CS	2014	Customer Serv Rep III	\$16.92	\$35,897.93
ADMIN-SS	2076	Custodian	\$11.30	\$361.60
ADMIN-SS	98	Support Services Director	\$30.85	\$64,152.26
ADMIN-CS	2084	Customer Serv Rep III	\$16.11	\$34,276.92
ADMIN-SS	369	Stock Clerk III	\$16.82	\$35,872.16
ELECTRIC	2035	GroundWorker	\$14.35	\$34,072.88
ADMIN-FIN	38	Senior Accountant	\$26.94	\$60,364.96
ADMIN-SS	2034	Bldg/ Grounds Maint Workr	\$12.49	\$26,098.60
WATER TREAT	280	Superintendent	\$43.69	\$91,439.85
CABLE	349	Engineering Tech II	\$21.33	\$28,301.44
CABLE FSN	1945	Sonet Technician	\$28.04	\$68,411.73
ELEC ENG	2011	Engineering Tech I	\$16.11	\$34,249.14
ADMIN-SS	2049	Mechanic III	\$18.78	\$40,305.62
ADMIN-SS	104	Garage Supervisor	\$25.62	\$54,700.55
WATER TREAT	2177	Maintenance Supv- WTP	\$20.58	\$28,174.42
ADMIN-CS	2107	Meter Reader	\$14.20	\$27,813.96
WATER ENG	182	Engineering Tech II	\$23.84	\$50,504.82
ADMIN-HR	1918	Human Resources Director	\$37.19	\$77,389.89
ADMIN-CS	2178	Cashier	\$12.63	\$14,192.99
WATER TREAT	294	Water Plant Operator IV	\$23.47	\$54,196.70
ADMIN-IT	2031	Network Administrator I	\$23.37	\$7,198.29
ELECTRIC	152	Lead Substation Tech	\$26.98	\$59,830.91
ELECTRIC	131	Service Truck Crew Leader	\$29.09	\$65,962.14
ADMIN-CS	1948	Cashier	\$14.91	\$32,166.78
ELECTRIC	122	Electric Superintendent	\$47.86	\$76,152.60
WATER DIST	228	System Maintenance Super	\$27.09	\$61,209.22
ADMIN-CS	2061	Customer Serv Rep II	\$14.61	\$32,372.85
ADMIN-BOARD	71	Board Member	\$0.49	\$1,018.42
ELECTRIC	163	Service Truck Crew Leader	\$27.08	\$72,604.57
ELECTRIC	137	Equipment Oper I	\$25.99	\$59,145.49

FPB Employees on the payroll from July 1 , 2008 through June 30, 2009

Department	Employee #	Job Title	Hourly Payrate	FY Wages
ADMIN-IT	1930	Broadband Net Adm	\$19.16	\$54,931.70
ADMIN-CS	262	Meter Reader II	\$15.95	\$33,786.51
MEDSVC	1947	Senior Video Producer/Dir	\$22.18	\$49,743.70
ADMIN-CS	108	Meter Reader II	\$18.50	\$50,649.20
MEDSVC	2122	Media Specialist	\$16.29	\$35,920.43
ADMIN-CS	14	Meter Reader Supervisor	\$28.32	\$58,891.13
WATER DIST	226	Temporary- Service Worker	\$15.00	\$7,200.00
SECURITY	2134	Security Specialist I	\$14.78	\$37,714.72
ADMIN-CS	2087	Customer Serv Rep	\$15.00	\$29,712.95
WATER DIST	243	Const Crew Leader	\$23.05	\$50,347.63
ADMIN-FIN	2081	Finance Director	\$33.83	\$70,313.53
ELECTRIC	166	Underground Supervisor	\$28.33	\$66,021.27
CABLE	2157	Appr Constr. LineWorker	\$12.63	\$24,965.21
CABLE	2082	Installer Technician II	\$17.38	\$44,279.47
ADMIN-IT	2086	Network Administrator II	\$26.22	\$54,466.73
ELECTRIC	1907	LineWorker II- Electric	\$19.67	\$53,740.76
CABLE	1979	Constr Crewleader Cable	\$18.91	\$42,617.56
ELECTRIC	2077	GroundWorker	\$14.82	\$28,290.28
CABLE	366	Broadband Technician	\$20.48	\$48,774.74
MEDSVC	2078	Video Producer/ Director	\$17.56	\$42,565.33
ADMIN-GEN	101	Executive Asst	\$23.22	\$49,134.01
ADMIN-SS	106	Building/Grounds Supv	\$21.94	\$49,774.77
CABLE FSN	2028	Cust. Premise EQ Technicn	\$22.58	\$56,558.18
ADMIN-SAF	26	Safety Officer	\$31.38	\$65,327.22
CABLE	380	Broadband Technician	\$21.96	\$51,476.79
ADMIN-SS	2167	Custodian	\$11.44	\$23,888.79
WATER DIST	1873	System Maintenance Wkr 3	\$18.66	\$39,372.40
WATER DIST	256	Meter Technician IV	\$21.44	\$51,186.44
MEDSVC	1875	Account Executive	\$12.80	\$77,607.26
CABLE	321	Service Order Representat	\$17.98	\$48,759.00
CABLE	2152	Order Representative	\$14.61	\$40,480.82
ADMIN-SS	2083	Custodian	\$11.59	\$27,345.15
WATER DIST	249	Service Supervisor - WD	\$26.55	\$59,563.25
ADMIN-BOARD	2058	Board Member	\$0.49	\$998.40
WATER DIST	2079	Operator II WD	\$17.23	\$35,982.67
WATER DIST	251	Construction Supervsr- WD	\$26.34	\$60,776.25
CABLE	348	Construction Lineworkr II	\$17.12	\$37,900.20
SECURITY	1949	Security Specialist II	\$17.94	\$45,358.33
WATER TREAT	2003	Laboratory Supervisor	\$21.54	\$45,085.32
ADMIN-IT	1866	Database Administrator	\$32.57	\$67,754.63

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: General Manager

Supervisor: Board of Directors

Supervises:

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

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

Grade: None Assigned

Revised: 8/22/2006

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

General Duties and Responsibilities:

Essential:

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

9. Develops in consultation with staff and Board of Directors, short and long-term strategic planning for the utility.
10. Ensures efficient and effective operation of the Plant Board.
11. Responsible for overall direction and management of the Frankfort Plant Board.
12. Represents the utility and its interests at the local, state, and national level as required.
13. Develops business practices concerning customer service and financial operations.

14. Maintains an effective relationship with customers and the public
15. Oversees the development of tariffs and contracts for the Board's approval.
16. Maintains a professional relationship with regulatory agencies (PSC, EPA, FCC, etc.).
17. Develops business and operational practices to ascertain compliance with all regulatory requirements.
18. Monitors and makes recommendations on legislative issues affecting the Plant Board and represents the utility in matters before them.
19. Ensures that management is abreast of current issues related to the utility industry.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

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

Skills:

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

Abilities:

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

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

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

Review of Work: Direction provided by the Board of Directors on an as needed basis.

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

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

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

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

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

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

Subject to Random

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Executive Assistant to General Manager

Department: Administration

Supervisor: Assistant General Manager/ Staff Attorney

Supervises: None

Grade: 29

Revised: 5/27/2008, 7/1/2002; 7/1/2007

Class Characteristics: Collects assembles and disseminates Board of Directors Monthly Board Package. Attends monthly board meetings and records minutes. Attends Cable Advisory Meetings and takes minutes of meetings. Provides support for General Manager, Staff Attorney and other department heads including HR, Customer Service and Finance; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Collects, assembles and disseminates monthly Board Packages for Board and Staff; sets up meeting room each month, attends meeting; records, prepares and disseminates draft minutes to Board of Directors for their review, make any changes as required by Board of Directors and incorporates minutes into official minutes book for approval and execution by Board of Directors.
2. Prepares and follow-up action critique after each monthly Board Meeting. Forwards critique to appropriate personnel to see if action has been taken.
3. Attends Cable Advisory, Board Meetings; records, prepares and disseminates minutes of meeting to Committee Members.
4. Provides proper notification to the news and radio media, etc., regarding public Board Meetings, Special Meetings and Public Hearings.
5. Coordinates and sets up meetings for General Manager and Staff, including Board meetings.
5. Types all legal documentation for Staff Attorney including but not limited to pleadings, discovery responses, position papers and filing of court documents.

6. Maintains official minute books, contact files, public record inspection files, open records files, records pertaining to FCC material, etc.
 7. Schedules appointments for General Manager and Staff Attorney.
- Executive Assistant, Page 2

8. Files court documents in both state and federal courts (ECF/PACER).

9. Manages all records maintained in the office and maintains the official Board minutes.

~~8. Screens calls for General Manager and Staff Attorney.~~

9. Schedule meetings between Staff and Board of Directors.

10. Makes travel arrangements for General Manager and Staff Attorney

12. Prepares documents and letters for Board Chairman, General Manager, and Staff Attorney's signature.

13. Maintains time sheets and leave slips for Management Personnel and forwards to Accounting.

14. Accepts customer complaints and forwards to appropriate personnel.

15. Maintains and updates official Rules, Regulations and Rate Book. Forwards changes to all Tariff Book Holders and Media Services for inclusion on FPB Website.

16. Maintains schedule book for FPB Clubhouse which includes scheduling events for customers, receiving payments, obtaining customer signature on rental agreement, contacting customer to pick up key.

17. Prepares monthly Clubhouse Check Sheet for Accounting.

18. Reports problems associated with Clubhouse such as air conditioning/heating, stove, etc. to Support Services..

20. Assists other office personnel with special requests for assistance.

21. Coordinates and assigns work for temporary help assigned to that office.

Non-essential:

1. Assist with functions outside formal organization such as United Way, March of Dimes, Expo, Company Fish Fry, Christmas Party, etc.

2. Order supplies, contact vendor for maintenance work on copy machines, etc.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years work experience as a legal administrative

assistant/secretary or closely related position; additional education may be substituted for experience requirements on a year-for-year basis up to a maximum of two years.

Executive Assistant, Page 3

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

7. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

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

Executive Assistant, Page 4

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2123

Class Title: Human Resources Assistant II

Department: Human Resources

Supervisor: Human Resources Director

Supervises: None

Grade: 27

Revised: 03/01/2007, 6/20/2006, 8/6/2003

Class Characteristics: Under general direction, assists with all activities and programs of the department with a primary focus on employee benefits; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assist with pre-employment process including readying job applications {numbering, separating for processing, accepting applications/resumes, scheduling interviews, etc.
2. Assists with pre-employment physical and drug/alcohol examinations.
3. Assists in interviews and other pre-employment activities as needed including seasonal employment.
4. Prepares reports, forms, correspondence (including rejection and resume letters), questionnaires (including employment verification), etc.
5. Coordinates the employee orientation program – prepares documents and provides orientation material and personnel forms (I-9, employee acknowledgement, tax withholding, insurance enrollment).
6. Maintains all new hire information in HRIS/payroll system.
7. Conducts benefit orientations, enrollments, claims assistance.
8. Processes and maintains all insurance related information and forms including medical benefits, COBRA, and short term & long term disability.
9. Administers FMLA related information.
10. Maintains Personnel and Medical/ Confidential files in compliance with federal and state laws and administrative regulations assuring accuracy and confidentiality.
11. Notifies insurance carriers and/or TPA of changes in employee enrollment (additions, deletions, name & address changes) and reviews and updates eligibility listings from carriers, approves invoices for accounting.
12. Answers questions from employees, spouses, and insurance benefits/coverage and FMLA procedures.
13. Assists in notification of job vacancies, benefits changes and other information to employees, etc. Verifies billing from supplementary insurance carriers, such as AFLAC, Colonial, & Anthem before forwarding to Accounting.

14. Schedules KY Deferred Compensation meetings.
15. Schedules meetings with KRS Representative.
16. Answers employee and applicant questions related to employment process and company policies.
17. Verifies employment
18. Coordinates Plant Board/Community sponsored events and activities.

Non-essential Duties:

1. Maintains daily time for Human Resources Department.
2. Assists with coordination of annual employee training (EEO, drug/alcohol, etc.).
3. Prepares and mails employee birthday and anniversary cards monthly.
4. Orders flowers for birth, employee death or hospitalization, etc.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Human Resources, Business or related field; or Graduation from high school or equivalent supplemented by three years of Human Resources related work experience; or equivalent combination of education and experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, federal and state laws and administrative regulations pertaining to Human Resources management, including record keeping.
2. General knowledge of office 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 relating to Human Resources management.
5. Knowledge of business English.
6. Knowledge of computer hardware and related software programs.
7. Knowledge of employee benefit practices.
8. Knowledge or ability to learn federal and state laws and administrative regulations pertaining to FMLA.

Skills:

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

Abilities:

1. Ability to compose clear letters, memorandums, accurate reports, etc., from raw data and rough draft.
2. Ability to use discretion and exercise sound judgment in handling sensitive and confidential information and employee records such as medical records, performance evaluations, disciplinary issues and compensation
3. Ability to establish and maintain effective working relationship with Plant Board officials, employees, and the general public.
4. Ability to complete job tasks to meet frequent deadlines.
5. Ability to understand and follow complex oral and written instructions.
6. Ability to carry out, without supervision, continuing assignments requiring the organization of information.
7. Ability to use Human Resources Information System (HRIS).
8. Ability to use Excel and Word.

Instructions: Instructions are general, covering most aspects of the work, must use own judgement occasionally.

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

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

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table, but intermittent standing and stooping required. Lifting light objects (less than 25 pounds) is required.

Tools and/or Equipment Used: Normal office equipment: (computer, typewriter, printer, 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: Frequent

Special Licensing Requirements: None.

Certification Requirements: KPHRA certification must be obtained within reasonable time frame. PHR certification preferred, but not required.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Human Resources Director
Department: Administration
Supervisor: General Manager
Supervises: All Employees assigned to Human Resource Department
Grade: 40

Revised: 7/1/2002, 1/8/2004, 03/01/2007

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the department; performs related work as required.

General Duties and Responsibilities:

Essential:

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

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

Non-essential:

1. Participates in Christmas Party preparation (employee awards, employee-of-the-year selection, etc.)

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

8. Ability to establish and maintain effective working relationship with Plant Board officials, employees and the general public.

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

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

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

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

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

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

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

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

Interruptions: Frequent.

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

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

Overtime Provision: Exempt.

Not Subject to Random

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

1859

Class Title: Human Resources Coordinator

Department: Human Resources

Supervisor: Human Resources Director

Supervises: None

Grade: 31

Revised: 6/1/2006

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

General Duties and Responsibilities:

Essential:

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

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

Instructions: Instructions are general; must use own judgment.

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Kentucky Public Human Resources Association certification must be obtained within a reasonable time frame, PHR certification preferred, but not required.

Overtime Provision: Non-exempt.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2008

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: 44

Revised: 07/01/2007, 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 of experience 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 employ 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 from Board or other specialty attorneys.

Analytical Requirements: Must be able to confer with General Manager, Department Heads and other Staff, identify applicable legal issues, research those issues and communicate and explain findings.

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. Make recommendations to General Manager and other Staff.

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.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

ZLp

Class Title: Safety Officer

Department: Safety

Supervisor: General Manager

Supervises: All Personnel Assigned to the Department

Grade: 37

Revised: 7/1/2002, 07/1/2007

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. Prepares and recommends budget for department administrators' approved budget.
5. Develops, updates, and assures the implementation of the Plant Board Safety Manual.
6. Supervises and evaluates all departmental personnel.
7. Administers workers' compensation program, including working with insurance carrier to reduce lost time and monitor unjust claims.
8. Analyzes cause of workplace accidents and health hazards for use by Plant Board personnel.
9. Monitors regulatory changes through trade publications, external contacts, and off-site training programs and makes recommendations based upon these changes.
10. Maintains safety, training and other records as required by OSHA.
11. 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.
12. Coordinates Drug/Alcohol program with Human Resources Department.
13. Administers safety orientation program for new employees.
14. Administers and directs safety incentive program.

15. Directs confined space program, training, monitoring and equipment purchase.
16. Directs hazardous waste program and coordinates training.
17. Directs lockout/ tagout program and coordinates training.
18. Directs hazardous communications program according to regulatory standards and coordinates training to include hazards of working with hazardous chemicals.
19. Coordinates and directs Hepatitis B vaccination program.
20. Coordinates CPR, First Aid, and Bloodborne Pathogens training as required by regulatory agencies; directs respiratory training and medical surveillance programs.
21. Develops and administers alternative-duty programs for work-related injuries in conjunction with Human Resources Department.
22. Consults with all departments on design and use of equipment, shops, fire prevention and safety programs.
23. Inspects facilities to detect existing or potential accident and health hazards, and recommends correction or preventive measures where indicated.
24. Coordinates facilities' emergency evacuation plan and drills.
25. Develops and monitors electric employees protective clothing program according to regulatory standards.
26. Implements and evaluates pole climbing training for Cable Department.
27. Directs the development and maintenance of Material Safety Data Sheets program.
28. Directs the Plant Board forklift safety program and training.
29. Oversees the activities of the employee safety committee.
30. Serves as Plant Board contact for outside safety related governmental or insurance inspections.
31. Maintains confidential employee safety records.
32. Maintains training resources for training programs that will increase proficiency in safe practices and promote safety consciousness.
33. Designates various Plant Board positions as "designated first aid responder"; performs duties as first aid responder.
34. Monitors offsite safety training programs.
35. Direct s AED program.
36. Advises departments regarding excavation work to meet OSHA 1910.134
37. Directs FPB fleet safety programs.
38. Maintains employee CDL physical records.
39. Coordinates company ergonomic programs.
40. Serves as liaison between liability insurance carrier, FPB departments and customers on matter pertaining to insurance losses.

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 driver's 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.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Safety Field Assistant

Department: Safety

Supervisor: Safety Officer

Supervises: None

Grade: 29

Revised: 03/01/2007, 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.
20. Provides instruction, evaluates and designates forklift operators as certified per OSHA 1910.178 regulations.
21. Troubleshoot, repair, calibrate and maintain multi-gas meters for all departments.
22. Tracks safety incentive program.
23. In absence of supervisor conducts the duties of the Safety Officer.
24. Coordinates rubber glove testing program for all departments (except electric) in accordance with OSHA 1910.269 regulations.

Non-essential:

1. Conducts pole climbing course for the cable department including development of course material and evaluation of employee's ability with recommendation to the department prior to conclusion of employee's probation period.

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 driver's 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 and AED.

Safety Field Assistant, Page 4

4. Must have completed training as competent person for excavations, or must complete the training during the first year of employment in the class.
5. Must have completed confined space entry and rescue training.

Additional Requirements:

Be able to respond to calls in emergency situations at all hours

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

170

Class Title: Assistant General Manager - Operations

Function: Operations

Supervisor: General Manager

Supervises: All Operations Departmental Personnel (Through Department Directors)

Grade: 50

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Assistant General Manager - Operations, Page 2

14. Insures proper resolution of customer complaint.
15. Serves on committees as requested.
16. Attends and participates in Board meetings.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Engineering degree supplemented by five years directly related work experience, or Bachelors degree in Business Management, Public Administration, or closely related field supplemented by eight years directly related work experience. An advanced degree is preferred but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of principles and practices of public administration with emphasis on planning, implementation, execution and evaluation of policies and programs.
2. Extensive knowledge of federal, state and local laws and administrative regulations governing utility operations.
3. Extensive knowledge of Plant Board operations, practices, policies and procedures.
4. Extensive knowledge of the operations of public utilities, including compliance requirements, pricing, packaging, billings and collections, etc.
5. Extensive knowledge of the Electric, Cable, Water Plant, and Water Distribution Departments.

Skills:

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

Abilities:

1. Supervisory abilities.
2. Ability to supervise the operations of diverse departments.
3. Ability to insure the compliance of the utility operations with federal, state and local laws, administrative regulations, and Plant Board policies and procedures.
4. Ability to prepare and/or supervise the preparation of reports as required by numerous agencies.
5. Analytical abilities.
6. Problem-solving abilities.
7. Ability to communicate effectively, orally and in writing.

Assistant General Manager - Operations, Page 3

8. Ability to establish and maintain effective working relationship with Plant Board officials, department directors, employees, and the general public.

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

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

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

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

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

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

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

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

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2171

Class Title: Executive Assistant to Asst. GM Operations

Department: Operations

Supervisor: Assistant General Manager

Supervises: None

Grade: 27

Revised: 07/23/2008, 03/01/2007, 7/1/2002

Class Characteristics: Provides support to Assistant General Manager and other Supervisory staff as necessary. Attend weekly staff meetings and prepares minutes of the meeting; assists in purchase order system, assists in operation of dispatch, prepares bidding documents, assists in providing customer service, serves as backup for Executive Assistant to GM; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Meets and greets visitors to Service Center location.
2. Provides support to Assistant General Manager-Operations and other departmental personnel.
3. Prepares and maintain all FEMA documentation.
4. Develops and refines various documents, bids, forms, contacts easements, spreadsheets and presentations often from draft forms.
5. Assists in operation of Dispatch; Initiates and distributes Kentucky Underground Utility locates tickets (BUD). Accesses Customer Information Billing System (CIBS) to input and locate service information and to initiate service orders. Maintains radio communication with field personnel. Receives and distributes all incoming calls and documents any trouble calls.
6. Maintains updated vendors lists; prepare and mails bid invitations for Plant Board stock, inventory, work order projects and surplus material and equipment.
7. Attends bid openings; prepares and distributes bid tabulation sheets. Initiates purchase order of approved bid items. Process packing slips of receivables and forwards purchase order for payment.
8. Prepares and maintains accuracy of trouble call sheets for weekly/quarterly basis for Electric & Water Personnel.
9. Develops and maintains the Master Vehicle & Equipment List for the Accounting Department and Garage Personnel.
10. Provides assistance to Management personnel in securing travel arrangements.
11. Coordinates Plant Board sponsored teleconferences; attendance records, handouts, refreshments, lunches, and coordinates Continuing Education Units credits for participants.
12. Coordinates and maintains the authorization and processing of time sheets and leave slips for management personnel.

13. Attends weekly staff meetings and records minutes.

Executive Assistant to Asst. GM Operations, Page 2

14. Compiles data for MPM4 software (fuel, mileage, maintenance, history) for FPB Fleet and Equipment.
15. Maintains and coordinates industrial contact list for communications during outage events.
16. Maintains stock of office supplies for Service Center personnel. Assist other departments with supply orders when requested.
17. Maintains and coordinates paging services for FPB personnel. Ordering, Setup, distribution, maintenance and billing confirmation for all company pagers.
18. Serves as backup for Executive Assistant to GM, including attending Board meetings, preparing minutes, and developing Board package.
19. Works Extended hours during storms events, outages, and assisting Service Center personnel in operation of dispatch, coordinating preparation and delivery of meals, travel requirements for out of town crews, and related work as required.

Non-essential:

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of Plant Board operations, rules and regulations.
2. Thorough knowledge of federal and state laws and administrative regulations regarding record keeping requirements.
3. Thorough knowledge of the Plant Board purchase order system.
4. Thorough knowledge of modern office terminology practices and procedures, business English, spelling, grammar and math.
5. Knowledge of modern office machinery, including word-processing hardware and software.
6. Must have knowledge of radio transmission rules and regulations.
7. Must maintain discretion with various staff and executive officers on various occasions.

Skills:

1. Proficient in personal computers, most all standard office equipment, and various software's (Microsoft Office, PowerPoint, Excel, GroupWise, Solomon, Printmaster, HP Scanning, Dymo Label writer, MPM4, CIBS).
2. Effective oral/written communication skills.
3. Prioritize, coordinate, and work on multiple projects simultaneously.

4. Must maintain confidentiality with executive officers and various staff members.
5. Establish and maintain professional relationships with internal/external contacts.
6. Maintain position of neutrality on various company issues and policies while assisting both executive and staff personnel.
7. Dependability, reliability, and professional office manners are a requirement for many duties in its position, both internal and external practices.
8. Notary Public for the state of Kentucky.

Executive Assistant to Asst. GM Operations, Page 3

Abilities:

1. Ability to develop correspondence, minutes, contacts, easements, spreadsheets and reports as finished product from rough draft under timeframes.
2. Ability to carry out, without supervision, continuing assignments requiring the organization of materials, the preparation of documents, reports and presentations.
3. Ability to exercise individual initiative and use discretion in handling confidential matters.
4. Ability to maintain and recover documentation and information when called upon by various departmental personnel.
5. Ability to be flexible with deadlines, workflow, multi-projects and constant interruptions on a regular basis.
6. Ability to prioritize duties, responsibilities, assignments and projects.
7. Ability to maintain professional appearance, manners, composure, and tact with public and internal contacts during times of difficult circumstances or conditions.
8. Ability to make administrative decisions recognizing established precedents, laws, regulations and practices, and to use resourcefulness and tactfulness in meeting new situations.
9. Ability to establish and maintain effective working relationship with officers, employees, and the general public.

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

Contacts: Constant contact with supervisors and employees from other departments; frequent public and internal contacts requiring tact and diplomacy.

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

Executive Assistant to Asst. GM Operations, Page 4

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

114

Class Title: Mechanic II

Department: Support Services

Supervisor: Mechanic Supervisor

Supervises: None

Grade 26

Revised: 03/01/2007, 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, and 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 driver's 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, 2049

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Mechanic III

Department: Support Services

Supervisor: Mechanic Supervisor

Supervises: None

Grade 29

Revised: 03/01/2007, 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, and 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 driver's 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.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Mechanic

Department: Support Services

Supervisor: Mechanic Supervisor

Supervises: Supervises All Departmental Personnel in the Absence of the Mechanic Supervisor

Grade: 30

Revised: 03/01/2007, 7/1/2002

Class Characteristics: Under general direction, assists with the supervision of personnel assigned to the Division; repairs and/or performs preventive maintenance service on vehicles and equipment; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for the mechanic function in the absence of the Mechanic Supervisor.
2. Assists with supervising all assigned personnel.
3. 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.
4. Performs major and minor repairs, rebuilding and routine preventive maintenance on vehicles and equipment.
5. Requisitions parts needed for repairs; upon request from supervisor, may travel to vendors and pick up parts.
6. Supervises and/or repairs hydraulic systems, electrical systems, communications systems, etc.
7. Assists in continuance of preventive maintenance program.
8. Prepares and maintains accurate records on all vehicles and equipment serviced.
9. Maintains tools, equipment and shop area in clean, orderly condition.
10. Performs related work as required.
11. Operates AFC gas monitoring system, 6mpm4 maintenance program.

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

Instructions: Instructions are 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: 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 and requires being in high places; exposed to noise, machinery, sharp tools and moving parts, fumes, chemicals and substances.

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, and gas charging equipment.

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 and sometimes constant.

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

Certification Requirements: Must have certification 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.

1916107

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Dispatcher

Department: Support Services

Supervisor: Support Services Director

Supervises: None

Grade: 24

Revised: 03/01/2007, 7/1/2006

Class Characteristics: Under general direction, assists customers with service questions, disconnects, etc.; receives, transmits, and relays information concerning services and activities to, from and between Plant Board supervisors, employees and customers; maintains accurate records; processes various FPB monitoring system alarms/alerts and messages including some internal FPB security locations; and performs other related work as assigned.

General Duties and Responsibilities:

Essential:

1. Receives customer inquiries after normal working hours e.g. reporting service problems, asking about service, subscribing to services, checking status of account, and requesting BUD locate information, etc.
2. Obtain and/or enter the necessary information from the customer and based on the customer inquiry either refer the matter to other FPB personnel for action or personally address the inquiry and enter order(s) on CIBS for all FPB services (except business telephone).
3. Advise the customer how request for services will be processed through installation, including time line and customer responsibility such as computer system requirements, and information or steps, if any, the customer needs to take.
4. Monitors (a) related FPB facilities' remote systems for alarms/alerts and notifies appropriate personnel, (b) weather for alerts and notifies the appropriate FPB personnel.
5. Maintains appropriate records of activity.
6. Provides information to customers and other FPB personnel via telephone, radio, computer, fax, pager, in person or any other means.
7. Maintains all BUD records, distributes locates to appropriate personnel. Communicates FPB locate requests to BUD.
8. Issues P.O. numbers.
9. Delivers mail between buildings and to other locations as needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; one-year previous work experience dealing with the public.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working knowledge of F.C.C. rules and regulations governing operations of radio-telephone receiving and transmitting equipment.
2. Working knowledge of the basic radio transmission procedures.
3. Working knowledge of electric and water distribution systems and FPB Water and Electric Services.
4. Knowledge of clerical methods used in accepting and processing requests for service.
5. Knowledge of office terminology, processes, procedures and equipment.
6. Knowledge of business arithmetic and English.
7. Knowledge of computer hardware and software with ability to learn systems used in Plant Board administrative offices.
8. Knowledge of personnel to refer customer to for direct information concerning Service Center and engineers instructions.

Abilities:

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

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

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

Review of Work: Work is generally not reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is done typically in an office, requiring sitting at a desk or table with intermittent sitting, standing or stooping. Must lift light objects (less than 25 pounds).

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

Contacts: Frequent public and internal contacts requiring tact and diplomacy.
Confidential Information: Regular use of confidential information is a requirement of this job

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Storeroom Supervisor

Department: Support Services

Supervisor: Support Services Director

Grade 34

Revised: 03/01/2007, 7/1/2002

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

Class Characteristics: Under general direction, supervises and schedules daily storeroom activities; assists Supports service Director 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. Directs in annual inventory of materials, spare parts and supplies; including coordination with auditors.
3. Assists the Support Services Director/ 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.
5. Purchases inventory items daily based upon inventory requirements.
6. Assumes responsibility for the department in the absence of the Director.
7. Supervises and assists with the inventory control system including the receipt, storage & issuance of materials, parts, tools, and supplies.
8. Assists updates and maintains maintenance specs list for stock store.
9. Conducts employee performance evaluations.

Non-essential: None

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.
5. Ability to use office equipment, including computer hardware and software.

Storeroom Supervisor, Page 3

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.

Interruptions: Frequent.

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

2059, 2167, 2083

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Custodian

Department: Support Services

Supervisor: Storeroom Supervisor

Supervises: None

Grade: 20

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

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

Abilities:

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

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

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

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

Analytical Requirements: Duties are of a routine nature.

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

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

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

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

Interruptions: Few.

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

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2146, 2165, 2185

Class Title: Stock Clerk I

Department: Support Services

Supervisor: Store Room Supervisor

Supervises: None

Grade: 21

Revised: 03/01/2007, 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 clean and safe work area, including cleaning and sweeping warehouse floors.
6. Participates in annual inventory of materials, spare parts and supplies.
7. 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.

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.

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 driver's license.

Certification Requirements: Certified Forklift Operator.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Stock Clerk III

Department: Support Services

Supervisor: Storeroom Supervisor

Supervises: None

Grade: 25

Revised: 03/01/2007, 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 for the waste drum/barrel tracking program and the scrap transformer tracking program.
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.
6. Thorough knowledge of dispatch operations and procedures.

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 driver's license.

Certification Requirements: Certified Forklift Operator.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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Class Title: Purchasing Agent

Department: Support Services

Supervisor: Support Services Director

Supervises: None

Grade: 30

Revised: 03/01/2007, 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.

Non-essential:

1. Assists with annual inventory of materials and supplies.

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.

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 driver's license.

Additional Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title Support Services Director
Department: Support Services
Supervisor: Assistant General Manager/ Operations
Grade 40
Revised: 03/01/2007, 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.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Buildings/Grounds Maintenance Worker

Department: Support Services

Supervisor: Buildings/Grounds Supervisor

Supervises: May supervise correctional workers and seasonal employees

Grade 20

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Completed work is spot-checked.

Analytical Requirements: Duties are of a routine nature.

Buildings/Grounds Maintenance Worker, Page 3

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Constant.

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

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

Overtime Provision: Non-exempt

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Buildings/Grounds Supervisor

Department: Support Services

Supervisor: Support Services Director

Supervises: All Assigned Personnel

Grade 27

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Completed work is spot-checked.

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

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

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

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

Confidential Information: Some confidential information.

Interruptions: Constant.

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

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

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Garage Supervisor

Department: Support Services

Supervisor: Support Services Director

Supervises: All Personnel Assigned to the Division

Grade 34

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

12. Ensures aerial devices are repaired and maintained according to Federal Regulations.
 13. Assures that oil, filters and waste is disposed of according to EPA regulations.
 14. Maintains all records of underground storage tanks for the State of Kentucky upon request from officials.
 15. Keeps stock of filters, tires, hydraulic fittings hydraulic hose, etc.
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Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

Garage Supervisor, Page 3

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

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

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

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

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a Commercial Drivers License.

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

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: GIS Landbase Administrator

Department: Information Technology

Supervisor: Information Technology Director

Supervises: None

Grade: 34

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

Physical Demands of the Job: Work is performed indoors at a desk; however, while verifying field data, must be outdoors. Must lift objects weighing less than 25 pounds.

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

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, specifically on Windows Operating Systems and TCP/IP.

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 25 pounds is a requirement of the job.

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

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

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

Interruptions: Frequent.

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

Certification Requirements: Must possess Microsoft Certified Professional (MCP) Windows XP Professional Certification (or most recent variant: 2000, XP, Vista, etc), or achieve such designation during the first six months in the class.

Overtime Provision: Non-exempt

Not Subject to Random

12. Assists in determining if new hardware and software requests will interface with existing hardware and software.
13. Assists in the data backup of servers and equipment.
14. Reviews and analyzes network statistics for possible use in best upgrade options.
15. May provide secondary training to cable field technicians for broadband cable modem installations on various computer hardware.

Non-essential: Answers and re-directs incoming calls for department.

MINIMUM QUALIFICATIONS

Training and Experience: Associates Degree in Computer Science or equivalent, plus one (1) year of directly related work experience; or High School Graduate or equivalent, plus three (3) years of directly related work experience. (See Certification Requirements for additional qualifications.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the principles and practices of the operation of computer hardware and related equipment.
2. Knowledge of the capabilities and intricacies of computers and related equipment.
3. Knowledge of computer storage, record layouts and software.
4. Knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
5. Knowledge Windows Operating Systems and Networks.
6. Knowledge of data & IP communications and the Open System Interconnection Reference Model (OSI Reference Model)
7. Knowledge of Microsoft Office products as well as a wide scope of other software products.
8. Knowledge of Hybrid Fiber-Coax (HFC) cable plants, HFC-related Radio Frequency (RF) concepts, and Data Over Cable Service interface Specifications (DOCSIS).

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.
7. Skill in customer service.

Abilities:

1. Ability to operate personal computers and related equipment.
2. Ability to apply software programs to meet needs of the organization.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2132, 1930

Class Title: Broadband Network Administrator

Department: Information Technology

Supervisor: Assistant Information Technology Director

Supervises: None

Grade: 29

Revised: 9/16/2008, 07/01/2007, 7/1/2002

Class Characteristics: Under general direction, provides technical support for Frankfort Plant Board's Data Over Cable Service Interface Specification (DOCSIS) Broadband Network; provides tier-3 technical support for customers, cable field technicians, and headend technicians; provides technical support and maintenance functions for the DOCSIS Voice and Data -related servers, routers, and switches; handles software and hardware problems for FPB's Broadband Network equipment; performs related work as required; and other duties as assigned.

General Duties and Responsibilities:

Essential:

1. Provides tier-3 technical support via phone to residential and business customers.
2. Assists in maintaining the Broadband Network by adding or deleting customers, creating accounts, assigning security rights, and other related functions on the network.
3. Coordinates tier-1 and tier-2 customer troubleshooting with 3rd party support providers. Provides feedback for improvements to customer service.
4. Assist cable field and headend technicians with DOCSIS-related technical support for voice and data installations, troubleshooting, and network outages.
5. Assists telephony switch technicians with DOCSIS related technical support for Voice-over-IP (VoIP) equipment installations and troubleshooting.
6. Uses Network utilities to troubleshoot, resolve and prevent problems.
7. Monitors customers Internet access experiences and reports findings.
8. Monitor FSN:
 - a. Traffic loads on the RF plant upstreams and downstreams.
 - b. Traffic loads on FSN-related servers, email, dhcp, ftp, etc.
9. Provides both Quality Assurance and Billing Assurance support by producing records for the reconciliation of provisioning systems and customer information & billing systems.
10. Assists with resolution of communications problems between sites.
11. Takes trouble call after hours to support Broadband network escalations.

DRAFT DO NOT USE FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2031, 1908

Class Title: Network Administrator I

Department: Information Technology

Supervisor: Assistant Information Technology Director

Supervises: None

Grade: 34

Revised: 07/01/2007, 7/1/2002

Class Characteristics: Under general direction, provides technical support to cable field technicians and residential and commercial customers with FPB cable modem internet and e-mail service;. Coordinates tier-1 and tier-2 customer troubleshooting with 3rd-party support providers; provides support functions for the FSN platforms; and related servers, routers, and switches; handles software and hardware problems for FPB equipment???.; performs related work as required; and other duties as assigned.

General Duties and Responsibilities:

Essential:

1. Responds to incoming calls from cable field technicians and residential & commercial customers concerning FPB internet and e-mail services.
 6. Assists with customer hardware and software issues to resolve problems.
 10. Coordinates tier-1 and tier-2 customer troubleshooting with 3rd-party support providers. Provides feedback for improvements to customer service.
 9. Coordinates customer installations and troubleshooting with cable field technicians.
 2. Assists in maintaining the ask Mel to help reword Network by adding or deleting customers, creating accounts, assigning security rights, and other related functions on the network.
 3. Uses Network utilities to troubleshoot, resolve and prevent problems.
 4. Adds or deletes users in e-mail program. (is this different than #2?)
 5. Assists with resolution of communications problems between sites. (ask Karl or Casey if covered by #8, if no what does sites mean?)
 7. Monitors customers Internet access experiences and reports findings.
 8. Monitor FSN: (is this #7?)
 - a. Traffic loads on the RF plant upstreams and downstreams.
 - b. Traffic loads on FSN-related servers, email, dhcp, tftp, etc.
 11. Train cable installers on the computer essentials for cable modem installs.
- Cable Modem/ Network Administrator, Page 2 (ask Karl & Casey)

12. Takes trouble call after hours to support FSN network escalations.
13. Assists Customer Service with questions related to modem billing such as usage, upgrade options, IP addresses, etc..

Non-essential: Answer and direct incoming calls to the IT department.

MINIMUM QUALIFICATIONS

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

???

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the principles and practices of the operation of computer hardware and related equipment.
2. Knowledge of the capabilities and intricacies of computers and related equipment.
3. Knowledge of computer storage, record layouts and software.
4. Knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
5. Knowledge Windows Operating Systems and Networks.
6. Knowledge of data & IP communications and the Open System Interconnection Reference Model (OSI Reference Model)
7. Knowledge of Microsoft Office products as well as a wide scope of other software products.
8. Knowledge of Cable Plant software, concepts, and interactions. (ask Karl or Casey if interactions the right word. Processes?)

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.
7. Customer Service and telephone skills.

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, specifically on Windows Operating Systems and TCP/IP.

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. How often is the work of this person reviewed by their supervisor?

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

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

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

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

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

Interruptions: Frequent.

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

Certification Requirements: Must possess Microsoft Certified Professional (MCP) Windows XP Professional Certification (or most recent variant: 2000, XP, Vista, etc), or achieve such designation during the first six months in the class. (ASK Karl & Casey, Mel doesn't have)

Overtime Provision: Exempt.??

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Information Technology Director

Department: Information Technology

Supervisor: General Manager

Grade 44

Supervises: All Personnel Assigned to Department

Revised: 03/01/2007

Class Characteristics: Under general administrative direction, coordinates and design systems to ensure corporate integration; controls interfacing of different sites to a central data base; performs programming activities; handles all the computer and network needs of the company; manages the GIS landbase and related systems; manages the informational security policies and procedures; manages the network for the Cable Modem, Telephony and Hi-CAP services; performs related work as required.

General Duties and Responsibilities:

Essential:

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

Information Technology Director, Page 2

- j. Designs and installs networks.
 - k. Develops and monitors company-wide e-mail.
 - l. Monitors data communications traffic.
 - m. Coordinates connection and operation of the city and county governments to Plant Board Wide Area Network for GIS mapping and other information sharing purposes.
7. Manages and works closely with Computer Programmer:]
- a. Performs programming activities.
 - b. Develops programming specs and guidelines.
 - c. Ensures QC is performed on development code.
8. Manages and works closely with Database Administrator:
- a. Develops GIS database.
 - b. Coordinates the development of and responsible for updating the corporate Data Model which identifies the integrated information system requirements of the Plant Board.
 - c. Establishes data security and access.
 - d. Performs backup for data.
9. Manages and works closely with Landbase Administrator:
- a. Responsible for the GIS project which will update the Plant Board's businesses processes and provide a completely new software system consistent with the Data Model requirements.
 - b. Develops GIS database.
10. Establishes requests for IT needs, including special equipment considerations.
11. Develops five-year plan for IT interfacing of all sites.
12. Contacts other utilities and reviews operations for comparison to Plant Board procedures.
13. Determines if a new request will interfere with existing data.
14. Estimates data storage capacity and computing power requirements for new requests.
15. Determines cost and growth potential of hardware.
16. Determines personnel requirements to maintain data.
17. Evaluates any PC related requisitions from other departments.
18. Manages disaster recovery functions for information systems.
19. Responsible for system security planning, developing, and implementing security policies across multiple platforms.
20. Oversees FSN Data Network modifications and additions.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of the principles and practices of the operation of computers and related equipment.
2. Extensive knowledge of the capabilities and intricacies of computers and related equipment.
3. Extensive knowledge of computer languages.
4. Extensive knowledge of computer storage, record layouts and utilities software.
5. Knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
6. Knowledge of utility industry, and Plant Board operating procedures and processes.
7. Knowledge of electronics communications.
8. Knowledge of 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 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.
17. Knowledge of Informational Security systems and policies.

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 networks 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.).

Information Technology Director, Page 5

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.

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CLASS SPECIFICATION

Class Title: Assistant IT Director
Department: Information Technology
Supervisor: Information Technology Director
Supervises: All Personnel Assigned to Department in absence of the Director.
Grade: 40
Revised: 07/01/2007

Class Characteristics: Under general direction: provides technical support and security implementations for the NOC and HeadEnd equipment used to operate the FSN's new high speed data and telephone services; and provides technical support and security implementations for the FPB Corporate Network; supervises assigned employees; and performs other duties as assigned.

General Duties and Responsibilities:

Essential:

1. Configures, coordinates, and implements FSN Data Network modifications and additions. Configures and deploys devices necessary for transporting IP Data and IP Voice traffic (MTAs, CMTS, Routers, Provisioning, DNS, DHCP, TFTP, etc).
2. Monitors routers, security access, and various other Internet services, cable modems, data switches for a number of operational characteristics and thresholds such as traffic volume, network loading, ingress/noise and RF levels related to the FSN and Internet traffic.
3. Retrieve, analyze and interpret operational statistics and other reports as required.
4. Establishes network baselines and tracks network performance. Polls network equipment to determine whether a high number of packets are dropping, memory is low or high CPU utilization is occurring and act to resolve problem.
5. Manages disaster recovery functions for information systems.
6. Responsible for defining security frameworks for existing and new systems.
7. Responsible for system security planning, developing, and implementing security policies across multiple platforms.
8. Maintains the communication between FPB's networked locations, switches, firewalls, and routers.
9. Ensures compliance of IT Security Policies.
10. Uses Cisco utilities and other tools to troubleshoot, resolve and prevent problems.
11. Updates each piece of equipment's OS.
12. Assists with resolution of communications problems between sites.
13. Maintains the security and access standards of the BackOffice equipment.
14. Reviews and analyzes the statistics for possible use in best upgrade options.
15. Installs and configures new cards for routers and switches.
16. Uploads and/or downloads necessary data to be shared with other resources.
17. Performs backup of the intelligent equipment data and programs.
18. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
19. 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.
20. Manages IT Department in the absence of the IT Director.

Frankfort Plant Board

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

- a. Thorough knowledge of the principles and practices of the operation of computer hardware and related equipment.
- b. Thorough knowledge of the capabilities and intricacies of computers and related equipment.
- c. Thorough knowledge of routers, switches, and firewalls.
- d. Thorough knowledge of Cisco's CLI.
- e. Thorough knowledge data security methods.
- f. Thorough knowledge of electronics communications.
- g. Thorough knowledge of data communications.

Skills:

- a. Skill in logic.
- b. Skill in using hardware equipment commands.
- c. Skill in written communications.
- d. Skill in understanding network system data and statistics.
- e. Skill in the installing, troubleshooting, and maintaining network equipment.
- f. Skill in securing network devices from hackers.

Abilities:

- a. Ability to operate personal computers and related equipment.
- b. Ability to apply software programs to meet needs of the organization.
- c. Ability to read, interpret, and apply programs in the operation of computers and related equipment.
- d. Ability to recognize and distinguish machine malfunctions and program errors.
- e. Ability to establish and maintain effective working relationship with Plant Board officers, employees, and third parties.
- f. Ability to assist in the design and implementation of a network.
- g. Ability to maintain current infrastructure as well as foresee future needs.
- h. Ability to analyze, interpret, and reconcile data.

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

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

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

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

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

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Tools and/or Equipment Used: Network equipment (routers, switches, etc...) and computers (servers and PCs); communications equipment; and various computer equipment.

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Must possess Cisco Certified Network Associate designation, or achieve such designation during the first six months in the class.

Overtime Provision: Exempt.

2172

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Computer Programmer I
Department: Information Technology
Supervisor: Information Technology Director
Supervises: None
Grade : 36
Revised: 07/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

Review of Work: Work is reviewed.

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

Computer Programmer I, Page 3

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

2081

CLASS SPECIFICATION

Class Title: Network Administrator II
Department: Information Technology
Supervisor: Assistant Information Technology Director
Grade 36
Supervises: None
Revised: 07/01/2007

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 Windows Active Directory 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. Assists with resolution of communications problems between sites.
4. Establishes data security and access standards.
5. Performs data backup on all necessary servers. Maintains efficient media rotation scheme and cycles backup media to off-site location.
6. Monitors network and server statistics; maintains baseline data for comparison.
7. Reviews and analyzes network statistics for possible use in best upgrade options.
8. Evaluates and recommends new software for solutions to problems.
9. Determines if new hardware/software requests will interface with existing hardware and software.
10. Estimates data storage capacity and computing power requirements for new software request.
11. Installs hardware and software to meet end-user's needs.
12. Maintains Asset Management and Troubleshooting database, keeping up-to-date records of trouble tickets and equipment locations.
13. Maintains Software Licenses and media. Audits company PCs and servers on a regular basis for software license. Maintains backup installation media off-site.

14. Assists in five-year plan for information technology goals of all business areas.
15. Provides supplemental support, monitoring and administration for the City's Network.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of Windows Active Directory Networks.
2. Thorough knowledge of the Principles and practices of the operation of computer hardware and related equipment.
3. Thorough knowledge of the capabilities and intricacies of computers and related equipment.
4. Thorough knowledge of data & IP communications and the Open Systems Interconnection Reference (OSI Reference Model).
5. Thorough knowledge of computer storage, record layouts and software.
6. Thorough knowledge of the methods and procedures used in accounting and reporting through the use of electronic data processing equipment.
7. Thorough knowledge of electronics 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, specifically on Windows Active Directory 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: Must possess and maintains a valid driver's license.

Certification Requirements: Must possess Certified Microsoft Certified Systems Engineer 2003 designation (or most recent variant: 2000, 2003, etc), or achieve such designation during the first six months in the class.

Overtime Provision: Exempt.

1866

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Database Administrator

Department: Information Technology

Supervisor: Information Technology Director

Supervises: None

Grade 38

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Analyzes and designs Plant Board databases.
2. Keeps the integrity and linkage of all databases.
3. Tests the databases by processing sample data, and corrects any errors by altering the databases.
4. Ensures the databases meet the specifications of IT Director and the users.
5. Maintains the Plant Board's data model.
6. Performs database performance metrics and optimization.
7. Performs data cleansing due to combining data from different systems as well as clearing up user errors.
8. Performs program testing for compatibility with databases. Works with programmers in correcting errors to determine whether to change program or alter database.
9. Analyses workflow processes to determine database and programming needs.
10. Provides documentation of existing work processes and any new processes as they are developed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in computer science or related field supplemented by two years DBA experience. Must have experience in Microsoft

SQL, database schemas, database optimization, and database performance metrics.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

Database Administrator, Page 3

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

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

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Exempt.

2153, 2043, 2163, 2183, 2144,
2150,

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: 03/01/2007, 7/1/2002

Class Characteristics: Under general direction and/or supervision, responsible for the installation, removal, and maintenance of wiring and connections and equipment for the delivery of cable tv, data, telephone and advanced digital services. Interfaces customers equipment and networks to FPB services. Transfers and activates customer dial tone, cable and data from alternative provider to FPB network and equipment. 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 in the installation and interfacing customers' networks to FPB services.
3. Assists in the transfer and activation of premise/business dial tone cable, data 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.
4. May maneuver and lift up to 80 lbs.

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 50 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 including cable, data and telephone test equipment.

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

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

Interruptions: Frequent.

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

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

Installer Technician I, Page 4

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

Overtime Provision: Non-exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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Class Title: Construction Supervisor

Department: Cable /Telecommunications (Cable Division)

Supervisor: Engineering and Construction Manager

Supervises: Construction Line Worker, Apprentice Construction Line Worker, Construction Lead Worker and other Personnel Assigned to the Division

Grade: 34

Revised: 03/01/2007, 5/18/2004

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

General Duties and Responsibilities:

Essential:

1. Supervises and assists in the construction and/or maintenance of the Cable Telecommunications system, including, but not limited to: aerial and underground fiber and coax cables, guys/anchors and conduits, building attachments and entrances, proper bonding and grounding, splicing and setup of amplifiers and other required network equipment, and tree-trimming; supervises system cutover for upgrades in service and removes old plant as required.
2. Prioritizes work orders and arranges daily work schedule; solves problems; checks on progress of construction personnel.
3. Assigns personnel and equipment for work to be completed and reports the materials used for each work order..
4. Assists with troubleshooting duties; corrects routine Cable/Telecommunications problems by repairing or replacing damaged equipment and broken cable; routes signal problems and minor repairs to proper Division.
5. Insures that work is completed in accordance with federal and state regulations, and Plant Board standards.
6. Supervises employees assigned to Division; completes daily time sheets, completes performance evaluations; recommends disciplinary action to Supervisor.
7. Supervises work of outside plant contractors assigned to the Division; monitors progress, performance and quality of work and reviews invoices.
8. Responsible for the safety of employees assigned to Division.
9. Tracks work orders from beginning to end of construction and notifies Engineering of any changes from original design so that "as built" information is posted correctly..

- 10 Coordinates pole climbing training for Cable personnel in conjunction with the Safety Department ; conducts training sessions; assesses skill level of trainees during their introductory employment period.
11. Recommends new methods and equipment to supervisor to improve construction operation; orders equipment and materials for construction projects.
- 12 Assists in interviewing and hiring new personnel.
- 13 Assists with the preparation of the annual budget for construction projects.
- 14 Maintains clean vehicles and equipment.
15. Assists other Divisions as requested.
16. Supervises and assists in completing (BUD) requests for Underground Cable/Telecommunications locates.

Non-Essential:

1. Disconnects services for non-payment; retrieves equipment upon request, reconnects as requested following payment..
2. Installs cable and equipment for network services in homes and business, including wiring homes/buildings for networks and/or connecting homes/business to the systems.
3. Installs outdoor telephone equipment (MTA) including drop wiring, powering and service wire terminations for activation.
4. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in all construction, installation and maintenance of Cable/Telecommunication network.
2. Thorough knowledge of federal, state and local laws and administrative regulations regarding Cable/Telecommunications system, ability to insure compliance with the same.
3. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
4. Thorough knowledge of the topography and geography of the service area.
5. Thorough knowledge of Plant Board and Department/Division policies and procedures regarding Cable/Telecommunications systems; ability to insure compliance with the same.
6. Knowledge of all Cable/Telecommunications service offerings in order to complete service cutovers, nod conversions, pole transfers and buried drop replacements.

Abilities:

1. Ability to supervise personnel assigned to Division.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to read construction workprints and drawings and suggest efficient design changes.
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 in excess of 80 lbs. (while on ground or pole).
8. Possess mechanical aptitude, manual dexterity, and good physical condition.
9. Ability to work inside Plant Board customers' homes/business, sometimes 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 technical concepts and programs within established limits.

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

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

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate heavy equipment and vehicles; exposed to high voltages, dangerous machinery and its moving parts, sharp tools, noise, fumes, chemicals and toxic substances; required to work in extremely high places (requiring pole climbing equipment, ladders, and bucket trucks), confined spaces (manholes, tunnels, ditches and crawl spaces) in order to inspect or complete work assignments. May maneuver and lift up to 50 lbs.

Construction Tools and/or Equipment Used: Pole climbing equipment, bucket truck, trenchers, trackhoe, backhoe, auger & rock boring tools, powered cable puller, jackhammer, air compressor, tree-trimming tools chain saws, cable pullers and lashers, drop plows, hydraulic trailers, chain hoists, various hand tools; test equipment assigned to Division.

Contacts: Public and internal contacts requiring tact & diplomacy are a requirement of the job.

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

Interruptions: Frequent.

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

Certification Requirements: Completion of SCTE or NCTI Installer Certification program or equivalent: must have successfully completed training in basic First-Aid, Blood-borne pathogens, and CPR.

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

Overtime Provision: Non-exempt.

Subject to Random

1913, 2002, 1927, 2055,
2094, 1902, 2085, 2082

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Installer Technician II

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

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

Grade: 28

Revised: 03/01/2007, 7/1/2002

Class Characteristics: Under general direction and/or supervision responsible for the installation, removal, and maintenance of wiring and connections and equipment for the delivery of cable TV, data, telephone and advanced digital services. Connects customer's equipment and networks to FPB services. Transfers and activates customer dial tone, cable and data from alternative provider to FPB equipment and network. 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 interfacing of customer networks to FPB services.
3. Responsible for the transfer and activation of homes/businesses phone, cable, data and fax services from other telecommunication companies to the FPB's telecommunication network.
4. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
5. Troubleshoots wiring and equipment; replaces or repairs damaged equipment.
6. Prepares daily time Sheets with, description of completed work.
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 rewire 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.
5. May maneuver and lift up to 80 lbs.

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, NCTi Digital Installer 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 50 lbs 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 frequently 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 50 lbs.

Installer Technician II, Page 4

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 including cable, data and telephone test equipment.

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

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

Interruptions: Frequent.

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

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

Subject to Random

2029, 2020, 321, 2152,
2162, 2184, 2160
FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Service Order Representative

Department: Cable/Telecommunications - Cable

Supervisor: Cable Office Coordinator

Supervises: None

Grade: 25

Revised: 8/25/2008, 03/01/2007, 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 ; 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, affixing customer instructions 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. Bills any appropriate charges. .
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.
4. Research, verify and reschedule trouble calls, open orders or cancellations.
5. Track, verify, and maintain customer equipment (digital converters, traps, modems and MTA's) records 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. Reviews/reports service order corrections.
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.
5. Performs on-call duties as scheduled.

Equipment Authorization – Provisioning Functions

1. Assigns, authorizes and engraves equipment for requested Cable-Telecom services to installation technicians. Equipment includes; digital cable terminals (DCT), traps, 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. Bills appropriate charges.
5. Maintains, tracks and orders 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.

7. Coordinates and trouble shoots with third party providers, FPB personnel and customers for the authorization of services, activation of interactive guide services and operation of advanced DCT services.

Non-essential:

1. Assists with general secretarial duties; types correspondence, including letters, memorandums, forms, reports from completed draft; personally composes routine replies.
2. Performs related duties as required.
3. May maneuver and lift 80 lbs.

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.

Processes: Must frequently 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. Must maneuver and lift up to 50 lbs.

Tools and/or Equipment Used: Radio; general office equipment (copier, computer, calculator, telephone, fax machine), hand tools including crimpers, prep tools and pliers.

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.

Subject to Random

2176, 2182, 2149,
2187, 2157

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Apprentice Construction Lineworker

Department: Cable / Telecommunications (Cable Division)

Supervisor: Construction Supervisor

Supervises: None.

Grade: 22

Revised: 4/17/09, 07/01/2007, 7/1/2002

Class Characteristics: Under direct supervision, constructs, maintains, and upgrades the Cable / Telecommunications outside plant network; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs unskilled labor in construction, maintenance and upgrades of the Cable/Telecommunications system, including, but not limited to; aerial and underground fiber and coax cables, guys/anchors and conduits, building attachments and entrances, proper grounding and bonding, splicing of equipment and tree-trimming; assists with system cutover for upgrades in service and removes old plant as required.
2. Assists in detecting malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
3. Assists in performing troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
4. Reports daily work activities and completion of work items for preparation of time reports.
5. Assists in locating and/or repairing signal leakage in network.
6. Assists in locating underground plant for BUD requests and/or repairs.
7. Disconnects services for non-payment; retrieves equipment upon request; reconnects service as requested following payment.

Non-essential:

1. Assists in pre-wiring/post wiring new homes/businesses during and/or after construction stage; rewires existing structures as needed.
2. Operates equipment assigned to Division.
3. Cleans and maintains vehicles and equipment.
4. Assists other Divisions as requested.
5. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Must have good communications skills verbal and written. Ability to establish and maintain effective working relationships with officials, employees and the general public.
2. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder, or in a bucket truck.
3. Ability to accept and implement new techniques and technologies on a continuing basis.

4. Ability to operate all equipment assigned to the Division.
5. Ability to detect mechanical flaws and make minor repairs to equipment.
6. Ability to maintain safety standards and practices.
7. Ability to perform manual labor under extreme weather conditions for extended periods of time; ability to lift and maneuver heavy tools, equipment, and materials while working on a pole or on the ground.
8. Possess mechanical aptitude, manual dexterity, and good physical condition.
9. Ability to work inside customer's homes / business, sometimes under stressful situations.

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

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

Review of Work: Supervisor spot-checks work.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate heavy equipment and vehicles; exposed to high voltages, dangerous machinery and its moving parts, sharp tools, noise, fumes, chemicals, and toxic substances; required to be in high places (requiring pole climbing equipment, ladders, and bucket trucks), confined spaces (manholes, tunnels, ditches and crawl spaces) in order to complete work assignments. Must lift and maneuver tools, equipment, and materials up to 80 lbs while working individually aloft on a utility pole.

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

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

Confidential Information: Limited use of confidential information.

Apprentice Construction LineWorker, Page 4

Interruptions: Occasional.

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

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

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

218

Class Title: Cable Office Coordinator

Department: Cable/Telecommunications

Supervisor: Installation and Processing Manager

Supervises: Service Order Representative

Grade: 28

Revised: 03/01/2007, 8/5/2004

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

General Duties and Responsibilities:

Essential:

Supervisory

1. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
2. Assists the manager as requested in supervising the installation and order processing staff, helps assure the efficient and economical delivery of services to FPB customers in a satisfactory manner. Monitors staff's timely processing of service orders through the customer information and billing system. Initiates corrective action to resolve unnecessary delays or problems.

Dispatching/Receptionist Functions

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

2. Monitors assigns and dispatches service personnel by radio to premise for installation of FPB Cable-Telecom services, including reconnection of service and trouble calls. Calls customer to coordinate installation. Receives calls by radio, phone or email and relays messages to appropriate service personnel.
3. Records and maintains a daily log of communications and service truck activity of FPB Cable-Telecom services.
4. Prepares daily service orders by printing, sorting and distributing orders for each installation technician. Prepares daily service orders by printing, sorting, gathering pamphlets 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. Closes out of all service orders, trouble call and reconnection of service orders, on a daily basis. Bills appropriate charges for service activation, trouble calls and bury drops through CIBS and adjustments.
2. Reassign orders to installation technicians for completion of orders that have missing or incomplete information or information in need of clarification.
3. Maintains log for buried drops, initiates billing and/or closes buried drop orders.
4. Reschedules trouble calls (from no one home; left card).
5. Moves equipment in system to maintain customers inventory records (DCT'S traps, modems and MTA'S).
6. Checks-in equipment from disconnect orders.
7. Researches open orders to close reschedule or cancel.

Customer Order functions

1. Calls customer, schedules installation of service, assigns the service installation to technician and records on daily basis in schedule book. Reviews and reports corrections on service orders. Adjusts schedule book.
2. Maintains file of missed customer calls and installation cancellations. Notes in system for future reference and scheduling.
3. Prints 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. Reschedules and coordinates with phone personnel to reschedule ports. Copies orders for all phone ports.
5. Sends service orders to engineers for "Can we serve" before scheduling.

Equipment Authorization – Provisioning Functions

1. Assigns, authorizes and engraves equipment for requested Cable-Telecom services to installation technicians. Equipment includes; traps, 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 and bills PPV.
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 orders 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.
7. Monitors, recognizes and reports problems with digital services and/or equipment.
8. Coordinates the addition of new digital channels to the lineup with vendors and the Cable Headend.
9. Works with customer s and installers in the field to resolve digital problems.
10. Removes all previous recordings on each DCT before reusing.
11. Makes contact with vendors and Cable Headend for trouble shooting.

Non-essential:

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

MINIMUM QUALIFICATIONS

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

General Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, FCC regulations relating to use of radio.
2. Knowledge of cable-telecom terminology processes procedures and equipment.

3. Working knowledge of applicable computer hardware and software.
4. Knowledge of, or ability to learn, Plant Board policies and procedures, service order workflow and processing.
5. Working knowledge of database coordination.

Skills:

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

Abilities:

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

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

Processes: Must frequently 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); hand tools (crimpers, prep tools and pliers).

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.

Subject to Random

1944, 316, 380

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Broadband Technician

Department: Cable /Telecommunications (Cable Division)

Supervisor: Chief Field Technician

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

Grade: 30

Revised: 03/01/2007, 7/1/2002

Class Characteristics: Under general direction, performs headend, and RF outside Plant preventive maintenance, troubleshoots system from headend to taps; performs CLI Ride-Out, documentation and repairs; performs power supply maintenance; provides emergency repair service; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs preventive maintenance, conducts RF two-way system sweeps from headend to all active devices and taps; documents levels repairs and response of nodes all active devices, and taps and directly input data and forwards to supervisor for entry in ongoing maintenance program.
2. Performs and assist with installation and troubleshooting of RF Cable/Telecommunication network from Headend to tap, and repairs to RF Cable/Telecommunication network as necessary.
3. Performs and assists with installation, maintenance, troubleshooting of RF equipment in headend. Maintains and adjusts RF levels of equipment in headend to within 1 db of specification. Installs and aligns satellite & UHF-VHF off air antennas. .
4. Performs and assists with FCC Proof of Performance Tests, and documentation.
6. Performs and assists with CLI ride out, repairs, and documentation.
7. Must perform scheduled backup call.
8. Maintains clean vehicles and equipment.
9. Assists other Divisions as requested.

Non-Essential:

1. Performs and assists with coax locating duties.
2. Attends training programs; provides training for other employees as required.
3. Updates RF network maps and forwards onto supervisor.
4. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Work is spot-checked.

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

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places (pole climbing equipment, bucket trucks, and towers/tanks), confined spaces, and using stairs and ladders in order to complete work assignments. Must maneuver and lift up to 50 lbs.

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR; SCTE Installer Certification or equivalent. Required; BCT/E Category IV certification or equivalent. Required; Certificates of training for: Digital Cable, Cable modem installation, Telephone, Computer Operations or equivalent: Required; Completion of: fiber optic network training within one year after entering position: Required;
BCT/E or equivalents
Category 1 (signal processing Center)
Category 2 (Audio Signals and Systems)
Category 3 (Transportation Systems). Preferred but not required

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

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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:

1. May maneuver and lift up to 80lbs.

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. Must maneuver and lift up to 50lbs.

Tools and/or Equipment Used: Pole climbing equipment, installation equipment, and 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.

Subject to Random

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Broadband/Fiber Optic Network Technician

Department: Cable / Telecommunications (Cable Division)

Supervisor: Chief Field Technician

Supervises: May supervise Apprentice in absence of Chief Field Technician

Grade: 30

Revised: 03/01/2007, 7/1/2002

Class Characteristics: Under general direction, performs and assists with Fiber optic network installation, maintenance, and troubleshooting. performs and assist with Cable/Telecommunication RF network maintenance, and troubleshooting. Performs and assists with installation and troubleshooting of Headend equipment. Performs and assists with RF and fiber optic emergency restoration and performs related work as required. General Duties and Responsibilities:

Essential:

1. Performs and assist with Cable /Telecommunications and fiber optic preventive maintenance. Including RF two way setup, troubleshooting and updates fiber records and fiber maps.
2. Performs and assist with Installation, troubleshooting and setup of all headend equipment. Troubleshooting and maintenance from Headend to tap.
3. Detects malfunctions in RF and Optical equipment and makes minor repairs or recommends major repairs to Supervisor.
4. Insures sufficient materials, equipment and supplies are on-hand for RF and Optical job related projects.
5. Completes work in accordance with federal and state regulations, and Plant Board standards.
7. Locates and/or repairs underground coax and optical cables.
8. Assist with CLI rideout repair, and documentation
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.
3. May maneuver and lift up to 80 lbs.

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 RF Cable/Telecommunication networks, test equipment, system trouble shooting, and analysis.
2. Knowledge of fiber, RF 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 /Fiber Optic 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. Must maneuver and lift up to 50 lbs.

Tools and/or Equipment Used: Pole 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 driver's license.

Broadband/Optical /Fiber Optic Network Technician, Page 4

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

Subject to Random

306

Class Title: Cable Telecommunications Superintendent

Department: Cable Telecommunications

Supervisor: Assistant General Manager Operations

Supervises: All Department Personnel

Grade: 43

Revised: 03/01/07, 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 financial objectives, 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, including capital projects, equipment/technology purchases, programming cost, service penetration goals, financial objectives and marketing costs.
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.

Cable/Telecommunications Superintendent, Page 2

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 budgeting, financial management, 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.
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.

Subject to Random

2125, 348,

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction LineWorker II

Department: Cable / Telecommunications (Cable Division)

Supervisor: Construction Supervisor

Supervises: May Supervise Apprentice and Construction LineWorker I employees in the absence of the Supervisor

Grade: 27

Revised: 07/01/2007

Class Characteristics: Under general direction and/or supervision, constructs, maintains and upgrades the Cable/Telecommunications outside plant network; performs related duties as required in the construction and maintenance of the network.

General Duties and Responsibilities:

Essential:

1. Constructs, maintains and upgrades the Cable/Telecommunications system, including, but not limited to: aerial and underground fiber and coax cables, guys/anchors and conduits, building attachments and entrances, proper bonding and grounding, splicing and setup of amplifiers and other required network equipment and tree-trimming; performs system cutover for upgrades in service and removes old plant as required.
2. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
3. Performs troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
4. Place aerial and underground service drops including cutover to maintain service.
5. Locates and/or repairs signal leakage in network.
6. Locates underground Cable/Telecommunications plant for BUD requests and/or repairs to underground cables and service drops.
7. Completes work in accordance with federal and state regulations and Plant Board standards.
8. Insures sufficient material and supplies are available for normal work day assignments.
9. Operates equipment assigned to Division.
10. Cleans and maintains assigned vehicles and equipment.
11. Assists other Divisions as requested.
13. Disconnects services for non-payment; retrieves equipment upon request; reconnects service as requested following payment.

Non-Essential:

1. May mark construction work prints with completed work.
2. Assists with the installation of cables and equipment for the delivery of services from the Tap to homes and businesses, including wiring homes/buildings and/or connecting homes/businesses to the systems.
3. Installs outdoor telephone equipment (MTA) including drop wiring, powering and service wire terminations for activation.
4. May maneuver and lift up to 80 lbs.

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MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent plus three year related work experience, including two years in the Construction Lineworker I position, required. Must possess SCTE Installer certification or equivalent.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Must possess good verbal and written communication skills.
2. Ability to establish and maintain effective working relationships with officials, employees and the general public.
3. Ability to work independently, or as part of a crew, and to effectively and efficiently allocate time for each job.
4. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder, or in a bucket truck.

5. Ability to accept and implement new techniques and technologies on a continuing basis.
6. Ability to operate all equipment assigned to the Division.
7. Ability to detect mechanical flaws and make minor repairs to equipment.
8. Ability to maintain safety standards and practices.
9. Ability to perform manual labor under extreme weather conditions for extended periods of time; ability to lift and maneuver heavy tools, equipment and material 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 often consider different courses of action or deviate from standard operating procedures to get the job done correctly and meet service schedules.

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 heavy equipment and vehicles; exposed to high voltages, dangerous machinery and it's moving parts, sharp tools, noise, fumes, chemicals and toxic substances; required to work in high places (requiring pole climbing equipment, ladders and bucket trucks), confined spaces (manholes, tunnels, ditches and crawl spaces) in order to complete work assignments. Must lift and maneuver tools, equipment and materials in excess of up to 50 lbs.

Construction Tools and/or Equipment Used: Pole climbing equipment, bucket truck, trenchers, track-hoe, back-hoe, auger & rock boring tools, powered cable puller, jackhammer, air compressor, tree-trimming tools, chain saws, chain hoists, hydraulic trailers, cable lasher and puller, drop plow, various hand tools; test equipment assigned to Division.

Special Equipment Used: Signal meters, volt meters, Optical Time Domain Reflector (OTDR), Underground Cable Locator, Gas meter, Confined Space Recovery Tripod, fresh air blower for manholes.

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

Confidential Information: Limited use of confidential information.

Interruptions: Occasional.

Special Licensing Requirements: Must possess and maintain a valid driver's license and acquire Commercial Driver's License (CDL) within first year.

Certification Requirements: Completion of SCTE or NCTI Installer Certification program or equivalent; must have successfully completed 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 in all weather conditions.

Overtime Provision: Non-exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2180, 2179

Class Title: Apprentice Installer

Department: Cable / Telecommunications (Cable Division)

Supervisor: Installer Supervisor

Supervises: None

Grade: 22

Revised: 07/01/2007, 7/1/2002

Class Characteristics: Under direct supervision, performs unskilled labor and assists in the installation, removal, and maintenance of wiring and equipment for the delivery of cable/telecommunications services. Performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs unskilled labor in installation of cables and equipment for the delivery of cable/telecommunications services in homes and businesses, including wiring homes/buildings and/or connecting homes/businesses to the system.
2. Assists in detecting malfunctions in equipment and makes minor repairs.
3. Assists in performing troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
4. Assists in preparing daily time sheets with description of completed work, and mileage on each job.
5. Assists in disconnecting service for non-payment; retrieves equipment upon request; reconnects as requested following payment.
6. Assists in locating and/or repairing signal leakage in service.
7. Assists in pre-wiring/post-wiring new homes/businesses for network during and/or after construction stage; rewires existing structures as needed.
8. Performs other duties assigned by Supervisors.

Non-essential:

1. Carries and maintains sufficient materials and supplies for job-related projects.
2. Operates equipment assigned to Division.
3. Cleans and maintains vehicles and equipment.
4. Assists other Divisions as requested.
5. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Good verbal and written communication skills.
2. Ability to establish and maintain effective working relationships with officials, employees and the general public.
3. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder, or in a bucket truck.
4. Ability to accept and implement new techniques and technologies on a continuing basis.
5. Ability to operate all equipment assigned to the Division.
6. Ability to detect mechanical flaws and make minor repairs to equipment.
7. Ability to maintain safety standards and practices.
8. 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 50 pounds) while working on a pole or on the ground.
9. Mechanical aptitude, manual dexterity, and good physical condition.
10. Ability to work inside customers' homes.

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

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

Review of Work: My supervisor spot-checks work as it is being completed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must 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 50 lbs.

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Few.

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

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

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

Overtime Provision: Non-exempt.

Subject to Random

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: 03/01/2007, 7/1/2002

Class Characteristics: Under general direction, supervises and assists in the installation and maintenance of Cable/Telecommunications services and removal of wiring, connections and equipment for the delivery of cable TV, advance digital services, data, Telephone. Interfaces customer equipment and networks to FPB services. Transfers and activates customer dial tone, cable and data from alternative provider to FPB network and equipment. 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 supervisor. 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.
3. May maneuver and lift up to 80 lbs.

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 50 lbs. while on a pole or on the ground.
8. Possess mechanical aptitude, manual dexterity, and good physical condition.

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. Must be able to maneuver and lift up to 50 lbs.

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: Constant

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

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. NCTi Trouble shooting Advanced Services – required NCTi Digital Installation

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

Overtime Provision: Non-exempt.

Subject to Random

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CLASS SPECIFICATION

| Class Title: Chief_Technician

| Department: Cable /Telecommunication

Supervisor: Security and Broadband Technology Manager

Supervises: All Personnel Assigned to Division.

Grade: 35

Revised: 07/01/2007, 2/8/2007

Class Characteristics: Under general direction, supervises, performs and assists with RF Broadband and Fiber Optic maintenance. Implementing preventive maintenance standards, providing emergency repair service, conducting FCC Proof of Performance Tests, along with FCC CLI compliance and documentation.

General Duties and Responsibilities:

Essential:

1. Supervises performs and assists in formulating, implementing and maintaining preventive maintenance programs: including status monitoring, (Net-Mentor-PathTrak), Headend operations, field operations, power supply maintenance, sweep & balancing, CLI and RF Issues.
2. Recommends, sets specifications, orders, upgrades, all test equipment, status monitoring equipment, Fiber Optic Equipment, headend and field equipment.
3. Supervises, performs and assists in emergency repair service for Cable/Telecommunication Department from Headend to Pole.
4. Supervises, assists, and performs fiber optic duties, including: creating fiber optic links, maintaining fiber optic records, troubleshooting fiber optic issues, splicing fiber, emergency fiber optic restoration, and maintaining fiber optic network
5. Supervises, assists, and performs in conducting test & records required for FCC Proof of Performance technical standards and compliance; completes required FCC documentation and forwards to Broadband Manager.
6. Supervises, assists, and performs annual CLI Ride-Out, along with FCC documentation, forwards documentation onto Broadband Manager.
7. Schedules work assignments for Broadband & Optical Technicians; solves RF and Optical issues, checks on progress of technical personnel: assigns personnel equipment and material to projects to be completed.
8. Responsible for technical coordination with (installation, engineering) and contractors.
9. Responsible for safety of employees assigned to Division.
10. Completes daily time sheets, performance evaluations, recommends disciplinary action to Broadband Manager.
11. Performs training programs; provides training for other employees as required.

12. Maintains clean vehicles and functional equipment.
13. Assists other Divisions as requested.
14. Assists in hiring personnel for division.
15. Responsible for Monthly reports (EAS & Monthly Reports)
16. Creates and updates files (inventory, fiber maps, etc.)

Non-essential:

1. May assist in locating and repairing underground cables.
2. Updates fiber, RF maps and records with completed work and forwards to Broadband Manager.
3. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places (pole climbing equipment, bucket trucks, and tower/tank), confined spaces, and using stairs and ladders in order to complete work assignments. Must maneuver and lift up to 50 lbs.

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

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

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

Interruptions: Frequent.

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

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

BCT/E (or equivalent):

Category I (signal Processing Center) - required;

Category II (Audio Signals and Systems) - required;

Category IV (Distribution systems) - required;

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

Fiber Optic Network Training Certificate or equivalent: Required

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

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

Overtime Provision: Non-exempt.

Subject to Random

349

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician II
Department: Cable / Telecommunications, Engineering Division
Supervisor: Manager, Engineering/Construction
Supervises: None
Grade: 29
Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Design additions to and extensions of HFC networks; prepares work orders (cost estimates, design, construction work prints, material sheets, material requests, labor/equipment costs); maintains work order files and monitors status of jobs until complete.
2. Meets with customer in office and/or job site to determine type, amount, location and methods of services to be provided; attends pre-construction and construction status meetings as requested required supervisor.
3. Creates construction work prints in CAD system and performs other drafting duties as required.
4. Prepares cost estimates for the accounting department for job that require advance payment.
5. Assist supervisor in the development of records, reports, etc. as required.
6. Assists research of property ownership, plats and easements at courthouse; processes easement and encroachment permits.
7. Performs field surveys and field stakes projects.
8. Monitors projects during construction; reviews actual versus estimated costs and inspects completed work..
9. Assists supervisor with special projects (future expansions/upgrades, developing standards / specifications, regulatory compliance, and budgetary issues.

10. Assist supervisor with training programs and provides training for employees as requested.
11. Assists supervisor with provisioning of fiber optic cable services ("Point-to-Point" dark fiber links, 2Mb Ethernet links, fiber links for Telco services, FSN nodes, etc); maintains records of active links.
12. Assists other Divisions as requested.

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

Subject to Random

1979

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Crew Leader

Department: Cable / Telecommunications, Cable Division

Supervisor: Construction Supervisor

Supervises: All Personnel Assigned to Crew

Grade: 29

Revised: 07/01/2007, 7/1/2002

Class Characteristics: Under general direction, supervises a crew and constructs and/or maintains the Cable/Telecommunications outside plant network; performs related duties as required in the construction and maintenance of the network.

General Duties and Responsibilities:

Essential:

1. Constructs and/or maintains Cable/Telecommunications network , including, but not limited to: aerial and underground fiber and coax cables, guys/anchors and conduits, building attachments and entrances, proper bonding and grounding, splicing and setup of amplifiers and other required network equipment and tree-trimming; performs system cutover for upgrades I service and removes old plant as required.
2. Supervises assigned crew members, reporting time and material used for each job; assist Supervisor with the appraisals of crew members.
3. Detects malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
4. Performs troubleshooting duties; corrects routine cable network problems by repairing and/or replacing damaged equipment and/or cables.
5. Insures sufficient material, equipment and supplies are available for assigned projects.
6. Completes work in accordance with federal and state regulations and Plant Board standards.

Construction Crew Leader, Page 2

7. Locates underground Cable/Telecommunications plant for BUD requests and/or repairs to underground cables and service drops.
8. Responsible for keeping vehicles and all equipment assigned to crew clean and in safe and proper working condition.
9. Conducts construction related training programs; for other employees as required.
10. Marks construction work prints with completed work noting all changes from original design.
11. Operates equipment assigned to Division.
12. Assists other Departmental personnel when requested.
13. Disconnects services for non-payment; retrieves equipment upon request; reconnects service as requested following payment.

Non-Essential:

1. Installs cables and equipment for network services in homes and businesses, including wiring homes/buildings for networks and/or connecting homes/businesses to the systems;
2. Installs outdoors telephone equipment (MTA) including drop wiring, powering and service wire terminations for activation.
3. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Working knowledge of equipment, materials, methods and techniques used in all construction, installation and/or maintenance of Cable/Telecommunications systems.
2. Working knowledge of federal, state and local laws and administrative regulations regarding Cable/Telecommunications systems, ability to insure compliance with the same.
3. Working knowledge of Plant Board and Department/Division policies and procedures regarding Cable/Telecommunications 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 and pole climbing.

5. Thorough knowledge of the geography of the service area.
6. Knowledge of all Cable/Telecommunications service offerings in order to complete service cutovers, node conversions, pole transfers and buried drop replacements.

Abilities:

1. Must possess good verbal and written communications skills.
2. Ability to supervise subordinates in the absence of the Supervisor.
3. Ability to detect mechanical flaws and make minor repairs to equipment.
4. Ability to read construction work prints and drawings.
5. Ability to maintain safety standards and practices.
6. Ability to establish and maintain effective working relationships with Plant Board officers and employees, and the general public.
7. Ability to use pole climbing equipment and work for extended periods while on a pole, ladder or in a bucket truck.
8. Ability to perform manual labor under extreme weather conditions for extended periods of time; ability to lift and maneuver 50 lb. while working on a pole or ground.
9. Possess mechanical aptitude, manual dexterity, and good physical condition.
10. Ability to work inside Plant Board customers' homes; sometimes under stressful conditions.

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

Processes: Must often consider different courses of action or deviate from standard operating procedures to get the job done correctly and meet service schedules.

Review of Work: Completed work is spot checked.

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

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate heavy equipment and vehicles; exposed high voltages, dangerous machinery and its moving parts; and sharp tools; noise, fumes, chemicals

Construction Crew Leader, Page 4

and toxic substances; required to work in high places (requiring pole climbing equipment, ladders and bucket trucks), confined spaces (manholes, tunnels, ditches and crawl spaces) in order to complete work assignments. Must lift and maneuver tools, equipment and material in excess of 100 lbs.

Construction Tools and/or Equipment Used: Pole climbing equipment, bucket truck, trenchers, track-hoe, back-hoe, auger & rock boring tools, powered cable puller, jackhammer, air compressor, tree-trimming tools, chain saws, chain hoists, hydraulic trailers, cable lasher and puller, drop plow, various hand tools; test equipment assigned to Division.

Special Equipment Used: Signal meters, volt meters, Optical Time Domain Reflector (OTDR), Underground Cable Locator, Gas meter, Confined Space Recovery Tripod, fresh air blower for manholes.

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: Completion of SCTE or NCTI Installer Certification program or equivalent; must have successfully completed training in basic First-Aid, Blood-borne pathogens, and CPR

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

Overtime Provision: Non-exempt.

Subject to Random

1992, 1915, 1998

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician I

Department: Cable / Telecommunications, Engineering Division

Supervisor: Manager, Engineering/Construction

Supervises: None

Grade: 27

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Meets with customers and FPB personnel in the office and/or job site to gather information related to Cable / Telecommunications projects; attends pre-construction and construction meetings as necessary.
2. Assists in the preparation of work orders (cost estimates, construction work prints, material sheets, labor and equipment costs); maintains work order file and status of job until complete.
3. Provides cost estimates for the Accounting department for jobs that require advance payment.
4. Performs field surveys and field stakes projects.
5. Researches property ownership, plats and easements at courthouse; processes easement and encroachment permits as required.
6. Creates construction work prints in CAD system and performs other drafting duties as required.
7. Upon supervisor's approval, requisitions materials and supplies for jobs as needed.
8. Monitors projects during construction; reviews actual versus estimated costs and inspects completed work.

9. Assists in maintaining network facilities data base and updates maps per "as-built" drawings for completed projects
10. Assists other Divisions as requested.

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

Engineering Technician I, Page 4

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

Interruptions: Frequent.

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

Certification Requirements: Completion of SCTE or NCTI Installer Certification program or equivalent required within the first year of position. Must have completed training in basic first aid, bloodborne pathogens and CPR.

Overtime Provision: Non-exempt.

Subject to Random

1917

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering and Construction Manager

Department: Cable / Telecommunications

Supervisor: Cable / Telecommunications Superintendent

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

Grade: 38

Revised: 03/01/2007

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

General Duties and Responsibilities:

Essential:

1. Manages the design and construction of Cable/Telecommunications structure, including coordinating all work associated with shared facilities with appropriate department, company or organization.
2. Assuring Cable/Telecommunications infrastructure is appropriately documented on FPB GIS system. This includes coordinating efforts with FPB GIS coordinator in assigning Personnel in accomplishing this task. Determines and establishes GIS data base elements and implements priorities.
3. Reviews, approves and releases for construction work submitted by Engineering Technicians. Approves and documents any changes from design to as built.
4. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
5. Meets with customers, developers, etc. to determine type, amount, location and method of services to be provided; provides technical guidance for architectural and engineering firms in coordination of design criteria, specifications and selection of materials to meet service requirements..
6. Monitors work of contractors assigned to the Division.
7. Reviews and signs off on Actual vs. Estimated cost sheets.
8. Develops and/or supervises the development of reports, records, etc. as required or requested by the Superintendent.
9. Assists the Superintendent with budget preparation for the Division.

10. Reviews / approves requests for materials and supplies for jobs as needed.
11. Receives/reviews customer complaints and attends to their disposition or forwards to Superintendent.
12. Supervises the preparation of cost estimates for special projects and major purchases.
13. Insures adequate inventory of materials and equipment required for Division.
14. Performs engineering duties as required for capital addition projects including Field work, property research, utility easement acquisition and accounting functions.

Non-Essential:

None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Oral and written communication skills.
2. Problem-solving skills.
3. Decision making skills.
4. Skill in working with Plant Board officers and employees, and the general public.
5. Computer skills.
6. Organization and planning skills.
7. Management/supervisory skills.
8. Employee relations skills.

Abilities:

1. Ability to establish and maintain effective working relationships with officials and employees in other Plant Board departments, other utility & telecommunications companies and the general public.
2. Ability to coordinate technical and administrative requirements with local, state or other authorities as required.
3. Ability to insure compliance with safety standards and practices.
4. Ability to communicate effectively, orally and in writing.

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

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done. Sometimes requires development of new procedures and concepts.

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

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

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

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

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

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

Additional Requirements: Must be able to respond to emergency at all hours in any weather.

Overtime Provision: Exempt.

Subject to Random

60, 63, 1961

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Telephone Order Representative

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Telephone Manager

Supervises: None

Grade: 26

Revised: 03/01/2006, 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), NPAC (number porting) Intrado (911), Neustar (customer records), 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 BellSouth, other local exchange companies, and 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.

Telephone Order Representative, Page 2

6. Completes and submits Local Number Portability (LNP) orders via web based systems and through other complex processes for customers choosing LNP. Submits Directory Listing Information for input of listings in the telephone book and national directory assistance. Establishes special directory listings and yellow page listings.
7. Submits 911 update information via web based systems and coordinates with county 911 Dispatch Centers for address validation..
8. Inputs long distance, toll-free and calling card orders to our long distance provider (Qwest) for new service, disconnects and changes to customer accounts.
9. Coordinates service order activity with other FPB employees and representatives from other companies, including daily transmittal of customer service records to national account clearinghouse.
10. Processes payments from other carriers into customer access billing system (CABS). Reconciles billing issues and inquires from approximately twenty-five other telephone companies related to access billing.

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.

Telephone Order Representative, Page 3

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, Ability to multi-task is essential.

Telephone Order Representative, Page 4

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 several 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, resolve billing issues for customers, and manage service issues.

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 driver's license.

Certification Requirements: None

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

Subject to Random

1945

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Synchronized Optical Network (SONET) Technician

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Telephone Manager

Supervises: None

Grade: 35

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Synchronized Optical Network (SONET) Technician, Page 2

6. Performs preventive maintenance programs for SONET, SONET Hubs, and SONET Extenders to customer premise equipment.
7. 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.
8. 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.
9. 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.
10. Insures that work is completed in accordance with federal, state, and local laws and regulation, and Plant Board Department / Division policy and procedures.
11. Responds to on-call duties as scheduled.
12. Completes daily time sheets with mileage and material used on jobs.
13. Conducts training programs; provides training for other Division employees as required.
14. Maintains clean vehicles and functional equipment.
15. Assists other Divisions as requested.

Non-Essential:

1. Receives customer complaints and attends to their disposition.
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.
5. May maneuver and lift up to 80 lbs.

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, 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 other Plant Board departments / divisions, other telecommunications companies, and the general public.

3. Ability to work with potential business customers to assess customer telecommunication needs.
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.
4. 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.
5. Ability to keep abreast of technological changes impacting telecommunication service.
6. Ability to conduct training programs for current and new employees assigned to division.
7. Ability to detect mechanical flaws and make minor repairs to equipment.
8. Ability to insure compliance with preventive maintenance and servicing programs.
9. 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 driver's license.

Certification Requirements: Certificates of training in: SONET, customer premise equipment, telecommunications networking. 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.

Overtime Provision: Non-Exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2080, 2052
2030, 2097

Class Title: Switch and Trunking Technician II
Department: Cable / Telecommunications, Telecommunications Division
Supervisor: Telephone Manager
Supervises: None
Grade: 36
Revised: 03/01/2007, 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. Manages the retrieval of billing data from the switch. Assists the SONET Technician with the operation and provisioning of the High Speed Data Network. Researches and implements new broadband technology applications. 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. Manages and maintains all switch ancillary equipment and services.
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. Evaluates new technologies, both Voice over Internet Protocol (VoIP) and wireless network - software and hardware, for operational viability and potential consumer applications.
9. Supports provisioning and maintenance of all voice mail ports.
10. Reviews and interprets service, circuit diagrams, layout records, or other technical documents and follows standard practices for provisioning of service and circuit orders.

Switch and Trunking Technician II- Page 2

11. Performs periodic preventive maintenance on computer systems through the use of sophisticated test equipment and software diagnostics.
12. Duties may include research and development of emerging telecommunications technology.

Non-Essential:

1. Updates records with completed work.
2. Assists other Divisions as required.
3. May maneuver and lift up to 80 lbs.

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. Experience with VoIP technologies, wireless networks, and deployment of routers and access point devices on a WAN or LAN is desired.

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.

Switch and Trunking Technician II - Page 3

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.. Required to be in high places using stairs and ladders in order to complete work assignments. Must maneuver and lift up to 50 lbs.

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.

Switch and Trunking Technician II - Page 4

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

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

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

Overtime Provision: Non-Exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2170

Class Title: Telephone Manager

Department: Cable / Telecommunications, Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Telephone Division

Grade: 38

Revised: 03/24/08, 03/01/2007, 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, including personnel and associated equipment.
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, as a witness in regulatory and legislative hearings, and through public speaking engagements.
4. Assists in the development of monthly, quarterly and annual reports with state and national regulatory, legal, and telecommunications industry organizations in compliance with state and federal requirements.
5. Assists in Negotiation and recommends terms & conditions of interconnection/collocation.
6. Agreements for local and long distance services.
7. Assists supervisor in the preparation of division budget.
8. Assists with preparation of cost estimates for special projects and major purchases.

Non-Essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree or equivalent in telecommunications or related field supplemented by five years directly related work experience, including two years in a supervisory capacity. Additional experience can be substituted for education on a year for year basis.

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. Knowledge of federal/state and local laws, telecommunications interconnection/collocation agreements, administrative regulations regarding telecommunications systems, Plant Board, Department/Division policy and procedure, and ability to insure compliance with the same.
3. Knowledge of public administration principles and practices.
4. 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 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 premises 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. Must be able to represent FPB interests in a cogent and persuasive manner in public meetings and industry forums

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.

Not Subject to Random

2028

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Customer Premise Equipment Technician

Department: Cable / Telecommunications, Telecommunications Division

Supervisor: Telephone Manager

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

Grade: 33

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Interacts with customers, both internal and external on post installation requirements and service installation. Identifies and reports to supervisor compatibility issues between customer premise equipment and the FSN network as part of the Post installation process.
2. Performs the installation of FSN telecommunications network equipment and cut-over of medium and large business customers from other telecommunications companies to the FSN telecommunications network. Insures quality of service at time of service activation.
3. Performs customer assessments to determine service needs. Quantifies competitive price comparisons, arranges for special equipment and interacts with other service vendors to satisfy customer requirements.
4. Performs preventive maintenance programs from SONET Hubs to customer premise, installation and setup of equipment, maintains equipment, checks status of equipment.

5. Performs and assists with troubleshooting duties from the SONET Hubs to Customer Premise Equipment. Corrects routine problems by repairing or replacing damaged equipment and broken cable or recommends major repairs to supervisors.
6. Insures that work is completed in accordance with federal, state, and local laws and regulation, and Plant Board Department / Division policy and procedures.
7. Responds to on-call duties as scheduled.
8. Conducts training programs; provides training for other Division employees as required.
9. Maintains equipment and develops documentation for special billing requirements.
10. 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.
5. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience with detailed knowledge of telephony and telecommunications networks and products or Two years experience with Certificates of training in SONET, Customer Premise Equipment, Telecommunications Networking, and other telecommunications functions as required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of equipment, materials, methods and techniques used in construction, operation and maintenance of the telecommunications network including customer premise equipment.

Customer Premise Equipment Technician, Page 3

2. Thorough knowledge of federal / state and local laws, Plant Board, Department / Division policy and procedure, ability to insure compliance with the same.
3. Thorough knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools used in telecommunications.
4. Thorough knowledge of the geography of the service area.
5. Thorough knowledge of, and ability to insure compliance with safety requirements.

Abilities:

1. Good communications skills both verbal and written.
2. Ability to establish and maintain effective working relationships with in other Plant Board departments / divisions, other telecommunications companies, and the general public.
3. Ability to work with potential business customers to assess customer telecommunication needs, provide service, and retain new customers.
4. Ability to perform and assist in the installation of telecommunications network equipment from the SONET Hubs and SONET Hub Extenders to Customer Premise Equipment.
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 somewhat general; many aspects are covered specifically, but must use some of own judgment.

Customer Premise Equipment Technician, Page 4

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

Review of Work: Completed projects are spot checked.

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

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to sharp tools; machinery and its moving parts, noise, fumes, chemicals and toxic substance. Must lift tools and equipment up to 50 lbs. Required to be in places using stairs and ladders in order to complete work assignments.

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

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

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

Interruptions: Few.

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

Certification Requirements: 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.

Overtime Provision: Non-Exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

41, 2175, 2178,
1928,

Class Title: Cashier

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade 22

Revised: 04/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is typically performed indoors sitting at a desk or table. Must lift objects weighing less than 25 pounds as a job requirement.

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.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

44, 69

Class Title: Customer Services Supervisor

Department: Customer Services

Supervisor: Customer Services Director

Supervises: All Personnel Assigned to Division

Grade: 33

Revised: 04/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of Plant Board policies and procedures regarding customer sign-ups and transfers, deposits, refunds, co-signers, billing, collecting overdue payments, late charges, returned checks, disconnects, etc.
2. Extensive knowledge of complete utility operation.
3. Extensive knowledge of applicable federal, state and local laws, administrative regulations, ordinances, and policies governing operations of the office.
4. Extensive knowledge of office terminology, processes, procedures and equipment.
5. Extensive knowledge of business arithmetic and English.
6. Extensive knowledge of computer hardware and software; ability to learn systems used in administrative offices.

Skills:

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

Abilities:

1. Ability to supervise the work of subordinates while assisting with the required duties.
2. Ability to assist customers with questions and problems, investigate the question or problem, and communicate results to customer.
3. Ability to use Plant Board software programs.
4. Ability to establish and maintain effective working relationships with Plant Board employees, and the general public.
5. Mental alertness; good judgment; tact; courtesy; accuracy; attention to detail; integrity.

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

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

Review of Work: Work is not checked regularly.

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

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

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

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

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

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

1951

Class Title: Customer Services Director

Department: Customer Services

Supervisor: General Manager

Supervises: All Personnel Assigned to Department

Grade: 41

Revised: 04/01/2007, 7/1/2002

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the Department; participates in all activities of the Department; performs related work as required.

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2135, 2124, 1982,
1983, 1924, 2131,

Class Title: Customer Service/Dispatcher - Extended Hours

Department: Customer Services

Supervisor: Director of Customer Services

Supervises: None

Grade: 24

Revised: 04/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to work assigned hours including evening shift and weekend hours.
2. Ability to greet and assist customers with sign-up for services.
3. Ability to use Plant Board software programs.
4. Ability to establish and maintain effective working relationships with Plant Board employees, and the general public.
5. Mental alertness; good judgment; tact; courtesy; accuracy; attention to detail; integrity.
6. Ability to work professionally and calmly and effectively, especially during periods when extremely busy or in emergency situations.
7. Ability to prepare and maintain accurate filing system.
8. Ability to effectively utilize all Plant Board systems (computer, communications, etc.) relevant to performance of duties.

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

Tools and/or Equipment Used: General office equipment (computer, typewriter, calculator, telephone, fax, copier, etc.), radio, computer and closed circuit monitoring system equipment.

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

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Subject to Random

2156, 2133, 2063, 214,
2087, 2174, 2148

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Customer Services Representative I

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade: 23

Revised: 07/01/2007, 7/1/2002

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

Distinguishing Features of the Class: Employees generally enter the class series as CSR I and advance through CSR II to CSR III after meeting established requirements. Employees may be advanced to CSR II after becoming proficient in all CSR duties and responsibilities, recommendation of Department Director and approval of the General Manager.

General Duties and Responsibilities:

Essential:

1. Take incoming calls for electric, water, cable and FSN services; informs customers in advance of what they will need when coming into office to sign for service.
2. Prepares all documents, assisting customers with initial sign-ups or reconnects for cable, electric, water, and FSN services; budget sign-ups; completes deposit card and insures deposits have been made or co-signer's signature obtained; obtains customer signatures; research files for prior usage and/or delinquent accounts and collect any balance due; distributes required information to customer; orders required tests for electric or water if disconnected for designated period of time; places connect orders in computer.
3. Files information in manual filing system; posts information on alphabetical and address cards; transfers information.
4. Recommends and sells additional services to customers as appropriate.
5. Issues disconnect and/or connect orders for customers who either move or change services provided; types new information in files; posts bad debts to files.
6. Sign-up builders for temporary electric and water meters; locate lot on map; set up service location numbers. Set up new address in computer; determines inspection needed on disconnects and new trailer services.
7. Takes orders from builders to run new cable in new construction; forward invoice following completion of work.
8. Issues cable related equipment; accepts returned boxes, checks for correct operation, and replaces in stock; processes return of deposit.
9. Accepts trouble calls from customers; assists customer when possible; assists service personnel in finding requested information.
10. Processes payment for services.
11. Assists with identifying non-payment customers.
12. Orders inspections concerning follow-up of service orders if required.
13. Prepares letters of credit and/or references if requested.

14. May recommend deposit amounts for contractors and businesses at existing locations.
15. Serves as Receptionist on rotating basis; assists with answering phone, greeting visitors, delivering inter-office mail, distributing Employment Application Forms and information, etc.
16. May perform Cashier duties if requested or required.

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Supervisor spot-checks completed work.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Not Subject to Random

1969, 2033, 2061,

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Customer Services Representative II

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade: 25

Revised: 07/01/2007, 7/1/2002

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

Distinguishing Features of the Class: Employees generally enter the class series as CSR I and advance through CSR II to CSR III after meeting established requirements. Employees may be advanced to CSR III after becoming proficient in all CSR duties and responsibilities, recommendation of Department Director and approval of the General Manager.

General Duties and Responsibilities:

Essential:

1. Take incoming calls for electric, water, cable and FSN services; informs customers in advance of what they will need when coming into office to sign for service.
2. Prepares all documents, assisting customers with initial sign-ups or reconnects for cable, electric, water, and FSN services; budget sign-ups; completes deposit card and insures deposits have been made or co-signer's signature obtained; obtains customer signatures; research files for prior usage and/or delinquent accounts and collect any balance due; distributes required information to customer; orders required tests for electric or water if disconnected for designated period of time; places connect orders in computer.
3. Files information in manual filing system; posts information on alphabetical and address cards; transfers information.
4. Issues disconnect and/or connect orders for customers who either move or change services provided; types new information in files; posts bad debts to files.
5. Recommends and sells additional services to customers as appropriate
6. Sign-up builders for temporary electric and water meters; locate lot on map; set up service location numbers. Set up new address in computer; determines inspection needed on disconnects and new trailer services.
7. Takes orders from builders to run new cable in new construction; forward invoice following completion of work.
8. Issues cable related equipment; accepts returned boxes, checks for correct operation, and replaces in stock; processes return of deposit.
9. Accepts trouble calls from customers; assists customer when possible; assists service personnel in finding requested information.
10. Processes payment for services.
11. Assists with identifying non-payment customers.
12. Orders inspections concerning follow-up of service orders if required.
13. Prepares letters of credit and/or references if requested.

14. May recommend deposit amounts for contractors and businesses at existing locations.
15. Serves as Receptionist on rotating basis; assists with answering phone, greeting visitors, delivering inter-office mail, distributing Employment Application Forms and information, etc.
16. May perform Cashier duties if requested or required.
17. Works at off-site locations on rotating basis, performing all duties of CSR.
18. May perform Cashier duties if requested or required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year experience as a Customer Service Representative I or equivalent.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Supervisor spot-checks completed work.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Frequent/constant.

Special Licensing Requirements: None.

Availability: Must be able to work additional hours during evenings and weekends on a schedule rotating basis.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Not Subject to Random

2051, 1909, 68, 2014,
2084,

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Customer Services Representative III

Department: Customer Services

Supervisor: Customer Services Supervisor

Supervises: None

Grade: 27

Revised: 07/01/2007, 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.

Distinguishing Features of the Class: Employees generally enter the class series as CSR I and advance through CSR II to CSR III after meeting established requirements. Employees may be advanced to CSR III after becoming proficient in all CSR duties and responsibilities, recommendation of Department Director and approval of the General Manager.

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 data entry of adjustments.
5. Processes month-end write-offs.
6. Recommends and sells additional services to customers as appropriate.
7. Prepares month-end reports.
8. May count and review service orders daily; assist in closing; make adjustments/corrections.
9. 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.

10. 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.
11. Assists other employees in the office as necessary or requested.
12. Assists with all customer service areas as requested.
13. Prepares letters of credit and/or references if requested.
14. Assist with cross-training.
15. Serves as Receptionist on rotating basis; assists with answering phone, greeting visitors, delivering inter-office mail, distributing Employment Application Forms and information, etc.
16. Works at off-site locations on rotating basis, performing all duties of CSR.
17. May perform Cashier duties if requested or required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years experience as a Customer Service Representative or equivalent.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of Plant Board policies and procedures regarding customer sign-ups and transfers, deposits, refunds, co-signers, billing, collecting overdue payments, late charges, returned checks, disconnects, etc.
2. Extensive knowledge of 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.

Availability: Must be able to work additional hours during evenings and weekends on a schedule rotating basis.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

16

Class Title: Meter Reader/Billing Assistant
Department: Customer Service / Meter Reading
Supervisor: Meter Reading Supervisor
Supervises: None
Grade 24
Revised: 04/01/2007, 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 ; 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. Assist in setting up and operating communications between handheld computers and CIBS.
11. Assist with assigning and completing non-payment disconnects and reconnects.
12. Assist with daily assignment and management of the service order menu.
13. Reprograms water meters as needed.
14. 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; computer; hand held computers.

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, and 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 driver's license.

Certification Requirements: Must have complete training in basic First-Aid, bloodborne pathogens,(CPR) .

Overtime Provision: Non-exempt.

Subject to Random

2136, 2173, 2155, 2151,
2107, 2141, 2145, 2158

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 driver's license.

Certification Requirements: Must have complete training in basic First-Aid, bloodborne pathogens, and CPR during first year of employment in the class.

Overtime Provision: Non-exempt.

Subject to Random

7

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant Meter Reading Supervisor

Department: Customer Services / Meter Reading

Supervisor: Meter Reading Supervisor

Supervises: Supervises All Personnel Assigned to the Division in the Absence of the Supervisor

Grade 29

Revised: 04/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for the Division in the absence of the Supervisor.
2. Responsible setting up and operating computerized communications between the hand-held computers used by meter readers and the Plant Board's primary system.
3. Prior to the beginning of each month, assists in establishing and posting schedule of meters to be read each day during the month; assists with changing daily schedules as required.
4. Responsible for assigning work to be completed each day following completion of routes.
5. Checks customer problems and complaints as requested.
6. Responsible for all service locations, sequence numbers, and customer service related work being completed.
7. Trains Meter Readers on new equipment, technology, and policies for the Division.
8. Performs meter reader and service truck duties as necessary, including scheduled readings, re-reads, final-bill readings, locating and connecting meters at new construction sites, disconnecting service for non-payment, reconnecting service after receipt of payment, etc.
9. Responsible for assigning and completion of non-payment disconnects and reconnects: management of cut0off menu and software.
10. Responsible for daily assignment and management of service orders and service truck.
11. Responsible for estimation of services as necessary during monthly billing.
12. Responsible for ordering and up-keep of all meter reading equipment and supplies.
13. Assists office personnel with other duties as requested, many of which are not related to job classification.

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state laws and administrative regulations and Plant Board policies and procedures governing assigned duties, including confined space legislation.
2. Thorough knowledge of the geography of the service area, including location of streets, roads and meters.
3. Thorough knowledge of all meter routes within the service area.
4. Thorough knowledge of work hazards and applicable safety precautions associated with vehicle, tools and equipment.
5. Thorough knowledge of computer system utilized in meter reading. CIBS (service order menu); Route maps; non-payment cut-off menu software; speed sheets for Meter Reading.

Skills:

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

Abilities:

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

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

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

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

Analytical Requirements: Problems require analysis based on precedent.

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

Physical Demands of the Job: Work is performed primarily indoors at a desk or table, but a large amount of work is performed outdoors for extended periods of time during all weather conditions requiring walking long distances each day; lifting objects weighing

more than twenty-five pounds is an accepted requirement of the job; exposed to high places, confined spaces, and must use stairs and ladders; must operate vehicle regardless of weather conditions.

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 driver's license.

Certification Requirements: Must have completed training in basic First-Aid bloodborne pathogen and (CPR) Certification.

Overtime Provision: Non-exempt.

Subject to Random

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: 04/01/2007, 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 (neptune 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.
13. Responsible for estimation of electric and water services as necessary during monthly billing.
14. Responsible for assigning and completion of non-payment disconnects and reconnects; management of cut-off menu software.
15. Responsible for supplying dept. head items for yearly budget.

Non-essential:

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

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

Certification Requirements: None.

Overtime Provision: Exempt.

Subject to Random

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, and 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 driver's license.

Certification Requirements: Must have complete training in basic First-Aid, bloodborne pathogens, and (CPR).

Overtime Provision: Non-exempt.

Subject to Random

15

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: 26

Revised: 07/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Senior Meter Reader Technician, Page 2

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

Non-essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

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

Skills:

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

Abilities:

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

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

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

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

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

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

Senior Meter Reader Technician, Page 4

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 driver's license.

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

Overtime Provision: Non-exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2154

Class Title: Accountant I

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade: 28

Revised: 10/10/2007, 03/01/2007, 7/1/2002, 7/16/2002, 6/13/05

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

General Duties and Responsibilities:

Essential:

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

Non-essential:

1. Sorts and distributes mail.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in accounting or related field required; Bachelors degree in accounting preferred; no work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Work may be reviewed through oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Additional Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2099

Class Title: Payroll Accountant

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade 28

Revised: 03/01/2007, 10/23/2006

Class Characteristics: Under general direction, performs tasks associated with payroll for all employees; maintains Imprest Fund; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Payroll:
 - a. Reviews time sheets to verify accounting accuracy and completeness for processing.
 - b. Processes bi-weekly payroll and run all related reports.
 - c. Calculates and initiates biweekly 941 deposits.
 - d. Sets-up payroll information for new employees.
 - e. Enters changes to the payroll information for all employees (i.e. pay and withholding).
 - f. Prepares various journal entries, account reconciliations, and provides General Ledger support.
 - g. Maintains leave time in system and notifies supervisors if allotted time is exceeded.
 - h. Enters and processes information on direct deposit bank accounts and all non-tax withholdings.
 - i. Enters daily use of all equipment for work order processing.
 - j. Processes payroll advance requests within policy guidelines.

2. Imprest:
 - a. Reviews invoices paid from Imprest Fund for proper approval, coding and documentation.
 - b. Prepares checks and maintains checkbook and all paperwork for Imprest Fund.
 - c. Updates the Access database for Imprest Fund activity; balances monthly and runs all necessary reports.

3. Other:
 - a. Enters customer bank draft information and processes monthly.
 - b. Maintains log of returned checks on customer accounts and payments; reconciles monthly with Customer Service records.
 - c. Reviews travel documents for adherence to company policy; processes once they are correct.
 - d. Prepares monthly cable company statements.
 - e. Performs back-up duties as assigned; assists other employees as requested.

Non-essential:

1. Maintains postage machine and copier in upstairs offices.
2. Sorts, opens and processes mail as needed.
3. Assigns long distance codes to new employees.
5. Orders office supplies.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in accounting or closely related field; two years experience in working with payroll related matters preferred.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal and state requirements regarding payroll, including record keeping, required reports, etc.
2. Knowledge of accounting theory, principles and practices.
3. Extensive knowledge in Excel.
4. Knowledge in Access and Word.
5. Knowledge of office terminology, procedures and equipment.

Abilities:

1. Ability to make mathematical computations with speed and accuracy by hand or machine.
2. Ability to complete assignments within established time tables.
3. Ability to firmly but tactfully and courteously deal with the public.
4. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
5. Mental alertness and attention to detail and accuracy.

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

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

Review of Work: Most completed work is reviewed.

Analytical Requirements: Duties are of a routine nature.

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, postal equipment, etc.).

Contacts: Frequent contact with employees or supervisors.

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Additional Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

1904

Class Title: Work Order Coordinator/Accountant

Department: Finance

Supervisor: Finance Director

Supervises: None

Grade 25

Revised: 03/01/2007, 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 account 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.
16. Maintains spreadsheets on customer deposits and reconciles monthly to the General Ledger; communicates with Customer Service and IT to resolve any discrepancies.
17. Prepares monthly billing for Dark Fiber and Ethernet accounts.

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 associate's 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. Extensive knowledge in Excel and Word
5. Knowledge of office terminology, procedures and equipment.
6. Knowledge of computer hardware and applicable software programs.
7. Knowledge in Access.

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.

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: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Not Subject to Random

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: 34

Created: 07/01/2007, 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 monthly financial 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. Reconciles bank statements.
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. Maintains miscellaneous accounts receivable including billing, payments write-offs, etc.

Non-essential:

1. Sorts and distributes mail.
2. Processes jury duty payments for employees.

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.
9. Extensive knowledge in Excel.
10. Knowledge in Word and Access.

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.

Overtime Provision: Non-exempt.

Not Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2081

Class Title: Finance Director

Department: Finance

Supervisor: General Manager

Supervises: All Departmental Personnel

Grade: 42

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates the financial management programs of the Plant Board.
2. Supervises and evaluates all personnel assigned to the Department.
3. Participates in the maintenance of the central accounting system and general and subsidiary ledgers.
4. Supervises, reviews and participates in the development of general procedures, methods, and evaluation of results of the financial activities, including rate design, cost of services, accounts receivable and payable, budgeting, investments, payroll, and maintaining internal accounting controls.
5. Confers with and advises subordinates concerning difficult work problems and the development and installation of financial programs and services.
6. Signs checks for designated funds.
7. Prepares annual budget.
8. Performs month-end closing; prepares and analyzes monthly financial reports and presents to the Board.
9. Prepares reports as required by federal and state governments.
10. Prepares monthly, quarterly, and annual payroll reports.
11. Supervises and participates in recording and maintenance of Department records.
12. Determines the need for financing; recommends methods of financing; evaluates responses from lenders.
13. Prepares for and provides information for annual audit, audit by suppliers (CATV satellite and pay station vendors), and federal, state and local agencies (payroll, sales tax, school tax, etc.).

14. Participates in financing activities with bond counsel, the Board, management, and the lenders.
15. Maintains statistics on a monthly basis for use in required reports, surveys, cost-of-service studies, and various analyses.
16. Performs account analysis for use in monthly variance reporting, cost analysis, and budgeting and for use by Department Heads.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Accounting supplemented by five years accounting experience, including two years in an administrative/supervisory capacity.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of the principles and practices of financial administration, including accounting, budgeting, investments, cost of services, rate designs, etc.
2. Extensive knowledge of accounting theory, principles and practices.
3. Extensive knowledge of federal, state and local laws and ordinances relating to the financial management for utilities, including related reporting requirements.
4. Extensive knowledge of federal and state requirements regarding payroll, including record keeping, required reports, etc.
5. Extensive knowledge of Plant Board policies and procedures.
6. Extensive knowledge of the practices of financial institutions.
7. Extensive knowledge of data processing systems.
8. Knowledge of federal and state regulations regarding financing activities.
9. Extensive knowledge in Excel.
10. Knowledge in Word and Access.

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: Certified Public Accountant (CPA) designation required.

Overtime Provision: Exempt.

Not Subject to Random

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineer II

Department: Electric / Engineering

Supervisor: Chief Electrical Engineer

Supervises: Supervises engineering personnel in the absence of the Chief Electrical Engineer or as assigned

Grade: 40

Revised: 03/01/2007, 7/1/2002

Class Characteristics: Under general administrative direction, performs professional engineering functions with respect to electric distribution and transmission systems; provides technical assistance to the public, Plant Board Contractors, and other departments; performs work order design to include extension of both overhead and underground facilities; performs studies, modeling, mapping, and meets with the public; performs related work as required. My be required to review and approve the work of others in the department.

General Duties and Responsibilities:

Essential:

1. Meets with the public and provides technical assistance in achieving service requirements.
2. Prepares work orders for line extensions based on customer's requests, including field work, office engineering, property research, encroachment permits, considering environmental impact, economic analysis, accounting functions, and material requisition.
3. Performs work orders for capital addition projects, including field work, office engineering, property research, utility easement writing encroachment permits, accounting functions, and material requisition.
4. Provides assistance in substation engineering, including design, maintenance, and material requisition.
5. Performs work order accounting functions and inspection.
6. Performs studies and prepares reports.
7. Performs system modeling.
8. Performs and assists in planning activities for future expansions and upgrades.
9. Responsible for protective relay coordination, commissioning, troubleshooting, development and implementation of protective schemes.

Engineer II, Page 2

10. Research and report writing.
11. Plans and participates in conferences to decide on functional requirements for assigned projects.
12. Provides technical guidance for architectural and engineering firms in coordination of design criteria, specifications, and selection of materials.
13. Provides assistance to the Chief Engineer in performing his duties and other departmental duties as assigned.
14. Develops standards and new programs as required or requested.
15. Assists with Budget preparation.
16. Reviews, approves, and releases work submitted by Engineers and Engineering Technicians.
17. Performs studies and prepares reports as needed or as requested by the Chief Electrical Engineer.
18. Specification Writing
19. Deed Preparation.
20. Develop specifications and contracts for materials and contract labor bidding.
21. Oversees contractors during construction projects, processes change orders, and deals with public concerns.
22. Coordinates Community meetings for large construction projects.
23. Work order inspections and cost analysis.
24. Prepares utility easements and encroachment permits.
25. Work with Governmental Agencies.
26. As assigned by the Department Head, reviews Development Plans from City and County Planning and Zoning. Sits on Construction Review and Technical Review Terms.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Electrical Engineering from an ABET accredited institution supplemented by four years related work experience

Special Knowledge, Skills and Abilities:

Knowledge:

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

2. Thorough knowledge of computers and software programs related to electrical engineering.
3. Knowledge of federal, state and local laws, administrative regulations, and ordinances relating to electrical engineering (National Electrical Safety Code, National Electric Code, ANSI and NEMA standards as they relate to electric utilities, city and county ordinances, Company Policies and procedures, KRS 424.260 bidding statutes, KRS 416.540 eminent domain.
4. General knowledge on engineering ethics creed.
5. Knowledge of equipment, materials, methods and techniques used in all activities and programs of the department.
6. Knowledge of and ability to insure compliance with safety requirements.
7. Knowledge of CAD and manual drafting.
8. Knowledge of protective relaying, substation design, and operation.
9. Knowledge of communications systems as it relates to electric functions.
10. General knowledge of Federal regulations on environmental Issues.

Skills:

1. Oral and written Communication skills.
2. Problem-solving skills.
3. Decision making skills.
4. Skill in working with Plant Board officers and employees, and the general public.
5. Computer skills to include CAD and engineering software.
6. Organization and planning skills.
7. Some management/supervisory skills.
8. Employee relations skills.

Abilities:

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

Engineer II, Page 4

9. Ability to oversee contractors
10. Ability to train and teach.
11. Ability to troubleshoot
12. Ability to prepare and interpret all types of electrical substation drawings.
13. Ability to be self motivated
14. Ability to manage multiple projects.
15. Ability to operate, program, and troubleshoot the SCADA/SA system.

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. Sometimes requires development of new procedures and concepts.

Review of Work: Completed work is spot checked. Responsible for reviewing departmental work

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

Physical Demands of the Job: Work is performed both indoors at a desk or table, and outdoors regardless of weather conditions; must lift objects weighing more than 25 pounds; must be outdoors and exposed to weather, rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must be in high places, and use stairs and ladders; must operate vehicle as a requirement of the job.

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Constant.

Engineer II, Page 5

Special Licensing Requirements: Must possess and maintain a valid driver's license. Professional Engineer Registration (PE) in the state of Kentucky required or the ability to obtain within six months.

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

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

Overtime Provision: Exempt.

Subject to Random

1867

Class Title: Chief Electrical Engineer

Department: Electric / Engineering

Supervisor: Assistant General Manager/Operations

Supervises: Electric Engineering Personnel

Grade: 45

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Supervises Engineering personnel, insuring that work is completed accurately and timely.
2. Writes specifications for projects as required.
3. Prepares work orders for major system expansions.
4. Performs studies and prepares reports; assists in performing other duties as required.
5. Provides engineering-related technical assistance to other departments; may assist customers in achieving service requirements.
6. Advises Assistant General Manager on engineering related issues and questions.
7. Develops standards and new programs.
8. Performs system modeling to include fault current studies, reliability indices, voltage drop studies, load flows.
9. Performs planning activities for future expansions and upgrades.
10. Evaluates proposals, reports, plans, suppliers, etc., from vendors and makes recommendations to Assistant General Manager.
11. Works with federal and state regulatory agencies to insure compliance.
12. Develops and/or supervises the development of records, reports, etc., as required or requested.
13. Approves work orders after reviewing for accuracy, comprehensiveness, etc.; approves completed projects.
15. Develops / implements company wide systems, as part of a team.

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in all activities and programs of the department.
2. Extensive knowledge of physical sciences, electrical engineering (related to power industry), mathematics, geometry, trigonometry, etc.
3. Extensive knowledge of federal, state and local laws and administrative regulations regarding applicable utilities.
4. Knowledge of Plant Board policies and procedures, including safety practices.
5. Extensive knowledge of and ability to insure compliance with safety requirements.
6. Knowledge of computers and applicable software programs.
7. Knowledge of GIS/GPS systems.
8. Knowledge of basic accounting procedures and practices.

Skills:

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

5. Supervisory /Management skills
6. Interpersonal skills

Abilities:

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

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

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

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

Physical Demands of the Job: Work is typically performed indoors at a desk or table, where lifting objects of less than 25 pounds is required; however, must be outdoors during all weather conditions and exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must be in high places, confined spaces, and use stairs and ladders; must operate vehicle as a requirement of the job.

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Constant.

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

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

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

Overtime Provision: Exempt.

Subject to Random

1953

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician II

Department: Electric / Engineering

Supervisor: Chief Electrical Engineer

Supervises: None

Grade: 29

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

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

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

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

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

Subject to Random

2181

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineer I

Department: Electric / Engineering

Supervisor: Chief Electrical Engineer

Supervises: Supervises Division Personnel as assigned

Grade: 35

| Revised: 1/08,03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Works with the customer and provides technical assistance so the customer's service requirements are achieved.
2. Prepares work orders for line extensions based on customer's requests, including field work, office engineering, property research, encroachment permits, environmental impact, economic analysis, accounting functions, and material requisition.
3. Performs work orders for capital addition projects, including field work, office engineering, property research, utility easement writing, considering environmental impact, economic analysis, encroachment permits, accounting functions, and material requisition.
4. Provides assistance in substation engineering, including design, maintenance, and material requisition.
5. Performs work order accounting functions and inspection.
6. Performs studies and prepares reports.
7. Performs system modeling.
8. Performs and assists in planning activities for future expansions and upgrades.
9. Develop, design, implement, commission, coordinate, and troubleshoot protective relays.
10. Research and report writing.

11. Plans and participates in conferences to decide on functional requirements for assigned projects.
12. Provides technical guidance for architectural and engineering firms in coordination of design criteria, specifications and selection of materials.
13. Monitors contractors and assures all work required by the contracts has been satisfactorily completed.
14. Makes field investigations during project construction.
15. Plans and designs transmission lines.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Electrical Engineering from an ABET accredited institution. No previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. General knowledge of physical sciences and engineering, electrical and electronics theory, math (geometry and trigonometry), statics.
2. Thorough knowledge of computers and software programs related to electrical engineering.
3. Knowledge of federal, state and local laws, administrative regulations, and ordinances relating to electrical engineering (National Electrical Safety Code, National Electric Code, ANSI and NEMA standards as they relate to electric utilities, city and county ordinances, Company Policies and procedures, KRS 424.260 bidding statutes, KRS 416.540 eminent domain.
4. General knowledge on engineering ethics creed.
5. Knowledge of equipment, materials, methods and techniques used in all activities and programs of the department.
6. Knowledge of and ability to insure compliance with safety requirements.
7. Knowledge of CAD and manual drafting.
8. Knowledge of SCADA and substation automation.
9. Knowledge of telecommunications as it relates to electric communications.

Skills:

1. Oral and written communication skills.
2. Problem-solving skills.
3. Decision making skills.
4. Skill in working with Plant Board officers and employees, and the general public.
5. Supervisory and personnel skills
6. Computer skill to include CAD and engineering software
7. Organizational and planning skills

Abilities:

1. Ability to design electric systems as related to an electric utility, including system development or expansion.
2. Ability to comply with safety standards and practices.
3. Ability to operate computer and applicable software programs.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with consulting engineers, contractors, Plant Board officers and employees, and the general public.
6. Ability to coordinate technical and administrative requirements with local, state, or other authorities as required.
7. Analytical abilities.
8. Structural abilities as it deals with poles and pole design.
9. Ability to oversee contractors.
10. Ability to train and teach technicians and other engineers.
11. Ability to troubleshoot.
12. Ability to prepare and interpret all types of electrical drawings.
13. Ability to be self-motivated.
14. Ability to manage multiple projects.

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. Sometimes requires development of new procedures and concepts.

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 predominantly required.

Physical Demands of the Job: Work is performed both indoors at a desk or table, and outdoors regardless of weather conditions; must lift objects weighing more than 25 pounds; must be outdoors and exposed to weather, rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must be in high places, and use stairs and ladders; must operate vehicle as a requirement of the job.

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license. Must have Passed Fundamentals of Engineering Exam or must complete within 6 months of hire date.

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

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

Overtime Provision: Exempt.

Subject to Random

2011, 2164, 2159

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician I

Department: Electric / Engineering

Supervisor: Chief Electrical Engineer

Supervises: Seasonal Employees

Grade: 27

Revised: 7/1/2002, 8/18/06

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

General Duties and Responsibilities:

Essential:

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

8. Upon Engineer approval, investigate and suggest engineering materials to be utilized; requisitions materials and supplies for jobs as needed.
9. Researches property ownership, plats and easements at court house; processes easement and encroachment permits and any other features that would impede the installation and future maintenance of facilities.
10. Inspects completed projects comparing Engineering design to Operations construction.
11. Reviews actual versus estimated cost sheets.
12. Updates maps per as-built drawings.
13. Designs in AUTOCAD.
14. Initiates paperwork and fieldwork for location of foreign facilities and/or BUD locates.

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

1. Ability to prepare work orders.
2. Ability to interpret blueprints and plats.
3. Ability to prioritize assignments, effectively manages time, and use resources efficiently to complete projects in a timely manner.
4. Ability to GPS data in the field, perform differential correction and map into ArcGIS/ArcFM and database.
5. Ability to communicate effectively, orally and in writing
6. Ability to learn quickly and handle multiple tasks simultaneously.
7. Ability to inventory supplies; requisitioning materials as needed.
8. Must be self- starter, self-motivated and the ability to manage multiple projects.
9. Must possess analytical abilities.
10. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and the general public.
11. Ability to work outdoors for extended periods of time regardless of weather conditions.

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

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

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

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

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

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

Subject to Random

1988, 167,

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Lead LineWorker
Department: Electric
Supervisor: Overhead or Underground Electric Supervisor
Supervises: Supervises Lower Level LineWorkers and GroundWorkers in the Absence of Higher Authority
Grade: 34
Revised: 7/1/2002, 8/2005, 02/2006, 03/01/2007

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

General Duties and Responsibilities:

Essential:

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

18. Performs trouble-shooting activities as requested; restores power when problem is from OCB at sub-station to end of line.
19. Runs secondary as requested.
20. Connects/disconnects customer services as requested.
21. Performs duties on Service truck, traffic control and URD locating.

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 twenty five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in 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 consistent with department travel time policy. Must be able to be on-call on a scheduled basis.

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens and CPR. Must have completed TVPPA Certification for Unit 1, Unit 2, Unit 3, Unit 4, Lab A, Lab B, Lab C, Unit 3 substation and Labs A and B Substation.

Overtime Provision: Non-exempt.

Subject to Random

291, 237, 254, 121, 1899,
1990, 148,

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

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, 02/2006, 03/01/2007

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,
19. Traffic control and URD Locating.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by 5 ½ years 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 AED and First Aid.
2. Extensive knowledge of federal, state and local laws and administrative regulations pertaining to electric systems.
3. 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.
4. Extensive knowledge of complex Plant Board electrical systems.
5. Extensive knowledge of work hazards and applicable safety precautions associated with job duties, equipment, vehicles, tools and procedures.
6. Extensive knowledge of the geography of the service area.
7. Extensive knowledge of underground mapping.

Skills:

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

Abilities:

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

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

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

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 twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in 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.

Interruptions: Constant.

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

Additional Requirements: Must be able to respond to calls within 20 minutes travel time emergency situations at all hours consistent with department travel time policy. Must be able to be on-call on a scheduled basis.

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens and CPR. TVPPA Units 1, 2, 3 and 4 and Labs A, B and C Certifications are required.

Overtime Provision: Non-exempt.

Subject to Random

1907,

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, 02/2006, 03/01/2007

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 four 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 twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in 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.

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 consistent with departmental travel time policy. Must be able to be on-call on a scheduled basis.

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens and CPR. TVPPA Units 1,2 and 3 and Labs A{climbing} and B certifications are required.

Overtime Provision: Non-exempt.

Subject to Random

2112, 2109,

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, 02/2006, 03/01/2007

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 Groundworker; 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.
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.
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 twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

Additional Requirements: Must be able to respond to calls in emergency situations at all hours consistent with departmental travel time policy.

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR. TVPPA Unit 1 Certification and Lab A {climbing} are required.

Overtime Provision: Non-exempt.

Subject to Random

2128, 2035, 2077
135, 2186

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: GroundWorker
Department: Electric
Supervisor: Overhead or Underground Electric Supervisor
Supervises: None
Grade: 24
Revised: 7/1/2002; 8/2005, 02/06, 03/01/2007

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

General Duties and Responsibilities:

Essential:

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

Non-essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: All work is checked.

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

Physical Demands of the Job: Work is performed primarily outdoors, regardless of weather conditions; must stand and walk for extended periods of time; must be able to climb poles, work in bucket truck, work in trenches; must be able to lift objects weighing in excess of twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in high places, confined spaces, and using stairs and ladders.

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

Additional Requirements: Must be able to respond to calls in emergency situations at all hours consistent with departmental travel time policy.

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR. Must complete climbing certification (Lab A) from TVPPA during the first six months of employment.

Overtime Provision: Non-exempt.

Subject to Random

2089, 351, 2161

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Meter/Relay Technician III
Department: Electric
Supervisor: Technical Support Supervisor or Lead Meter/Relay Technician
Supervises: May Supervise Lower Level Meter/Relay Technicians in Absence of Higher Authority
Grade: 26
Revised: 4/2005, 02/2006, 03/01/2007, 4/7/10

Class Characteristics: Under general direction, 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.
6. Maintains line reclosers (resetting and programming)

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years work experience; the Superintendent must recommend and the General Manager must approve the appointment from Tech. IV to Meter/Relay Technician III.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of meter/relay equipment.
2. Knowledge of federal, state and local laws and administrative regulations regarding meter/relay equipment.
3. Knowledge of 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.
6. Knowledge of computer skills, Excel and CIBs.

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 lift objects more than 25 lbs.; 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 driver's license.

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

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens and CPR. TVPPA Certifications for Unit I and Unit II are required or must complete within 18 months in the grade with management approval.

Must be certified as a meter tester by the Kentucky Public Service Commission, unless *grandfathered.

Overtime Provision: Non-exempt.

Subject to Random

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* Employees in the Meter/Relay Technician job series as of 4/7/10, may advance to Meter/Relay Technician II, without the Meter Tester certification, but must obtain the certification to advance to Meter/Relay Technician I.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Support Supervisor
Department: Electric
Supervisor: Electric Superintendent or Assistant Superintendent
Supervises: All Assigned Personnel, Including Contractors
Grade: 34
Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

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

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

Review of Work: Work is generally not reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions; must lift objects weighing more than 25 lbs.; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools.

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

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

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

Additional Requirements: Must be able to respond to calls in emergency situations at all hours consistent with departmental travel time policy.

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

Overtime Provision: Non-exempt.

Subject to Random

86, 112, 137

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Equipment Operator I
Department: Electric
Supervisor: Construction Support Supervisor
Supervises: Personnel Assigned to Truck
Grade: 31
Revised: 7/1/2002, 08/05, 02/06, 03/01/2007

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

General Duties and Responsibilities:

Essential:

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by 5 ½ years directly related work experience. Must complete 8 hour training course while in position. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods and techniques used in construction and maintenance of electric physical plant.

Equipment Operator I, Page 2

2. Extensive knowledge of operating characteristics, servicing requirements, work hazards and applicable safety precautions associated with vehicles, equipment and tools.
3. Extensive knowledge of work hazards, and ability to insure compliance with safety requirements.
4. Extensive knowledge of the geography of the service area.

Abilities:

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

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

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

Review of Work: Work is generally reviewed as it is being completed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must lift objects weighing more than twenty-five (25) pounds; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; exposed to noise, fumes, chemicals and toxic substances; required to be in confined spaces; must use stairs and ladders in order to complete work assignments.

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

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

Confidential Information: Little or no confidential information.

Interruptions: Frequent.

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

Equipment Operator I, Page 3

Additional Requirements: May be required to respond to calls in emergency situations at all hours consistent with departmental travel time policy.

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens and CPR. TVPPA Unit 1, Lab A {Climbing} Fork Truck Certification required.

Overtime Provision: Non-exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

142

Class Title: Substation Technician I
Department: Electric
Supervisor: Technical Support Supervisor or Lead Technician
Supervises: May Supervise Lower Level Technicians in Absence of Higher Authority
Grade: 31
Revised: 7/1/2002, 05/01/2007

Class Characteristics: Under general direction, assists in the installation and maintenance of electrical metering equipment to insure continual transmission and distribution of electric supply; maintains 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 a higher authority.
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. Maintains LTC and voltage regulators.
8. Checks 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.
11. Tests relays.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by 5 ½ years work experience; the Superintendent must recommend and the General manager must approve the appointment from Tech. II to Substation Technician I. Classes as assigned {1yearly}, {see certifications requirements for additional requirements}.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in all operations, construction and maintenance of electrical metering equipment.
2. Knowledge of federal, state and local laws and administrative regulations regarding metering equipment.
3. Knowledge of 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 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 lift objects weighing more than 25 pounds; 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 driver's license.

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

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens, and CPR. TVPPA Units 1, 2 and Unit 3 Substation, and Lab A & B Substation and Unit 3 Protective Relay and Lab Protective Relay Certifications are required.

Overtime Provision: Non-exempt.

Subject to Random

133, 257

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: 03/01/2007, 7/11/2002

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.
3. Computer skills.
4. Communication 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 driver's license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours consistent with departmental travel time policy.

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

Overtime Provision: Non-exempt.

Subject to Random

1993

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, 02/2006, 03/01/2007

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 systems 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 5 ½ 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. Classes as assigned {see certification requirements for additional requirements}.

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.
8. SCADA installation and some operations.

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 driver's license.

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

Certification Requirements: Must have completed training in basic first-aid, bloodborne pathogens and CPR. PQS certified. TVPPA Unit 1 & 2, Unit 3 Substation, Lab A & B Substation and Unit 3 Protective Relay and Lab Protective Relay Certifications are required.

Overtime Provision: Non-exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

134, 122

Class Title: Electric Superintendent
Department: Electric
Supervisor: Assistant General Manager - Operations
Supervises: All Department Personnel
Grade: 43
Revised: 03/01/2007, 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; must lift objects weighing more than 25 lbs.; 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 driver's license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours consistent with departmental travel time policy.

Certification Requirements: Must have completed TVPPA Certification or equivalent

Overtime Provision: Exempt.

Subject to Random

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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, 02/2006, 05/01/2007

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. Responsible for setup and maintenance of line recloser.
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-shoots 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, installs and operates SCADA systems.

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 driver's 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 have completed training in basic first-aid, bloodborne pathogens, and CPR. Must have completed TVPPA Certification.

Overtime Provision: Non-exempt.

Subject to Random

1956

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Administrative Assistant
Department: Electric
Supervisor: Electric Superintendent
Supervises: None
Grade: 25
Revised: 03/01/2007, 8/10/2005, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills

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

Abilities:

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

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

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

Review of Work: Work is generally reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed indoors, typically sitting at a desk. Must be able to lift objects weighing less than 25 lbs.

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Operations Assistant, Page 3

Special Licensing Requirements: Must become Notary Public

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

Certification Requirements: None.

Overtime Provision: Non - Exempt.

Subject to Random

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: 03/01/2007, 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; connect 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 6 ½ 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.

Service Truck Crew Leader, Page 2

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 lift objects weighing more than 25 lbs.; 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 driver's license.

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

Additional Requirements: May be required to respond to calls in emergency situations at all hours consistent with departmental travel time policy.

Overtime Provision: Non-exempt.

Subject to Random

166

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: 03/01/2007, 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.
17. Operates a computer.
18. Meets with Factory Representatives to schedule shutdowns for maintenance and discuss problems.
19. Operates and trains employees on cable fault locating equipment.
20. Meets with developers on goals and expectations of new projects.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by eight years directly related work experience. Must have completed all TVPPA classes and TVPPA substations classes. (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.
3. Communication 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.
10. Ability to deviate from original plan to complete assigned work.

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 driver's license.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours consistent with department travel time policy.

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

Overtime Provision: Non-exempt.

Subject to Random

322

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Community Television Coordinator

Department: Cable/Telecommunications

Supervisor: Media Services Mangers

Supervises: Supervises Production (Video) Assistants

Grade: 28

Revised: 03/01/2007, 9/13/06, 7/1/03, 7/1/2002, 9/21/2004

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

General Duties and Responsibilities:

Essential:

Supervisory

1. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Cable 10 Community Television

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

7. Prepares and maintains playback schedule and playback log, records, reports and tape library; reports schedule to newspaper and third party program schedulers.
8. Maintains freelance schedule availability, contacts freelance videographers concerning shoot, arranges and assigns production by staff or freelance personnel.
9. Facilitates advertising, interviews and coordinates hiring of freelance video graphers.
10. Times, logs reviews all tapes, and prepares correct titles for programs.
11. Prepares and maintains billing and message removal report for paid programming on channel 10.
12. Keeps time and attendance records for departmental personnel and reports to payroll clerk.
13. Prepares invoices for freelancers and forwards them to accounting for payment.
14. Assists customers with renting studio or equipment.
15. Performs dubbing services; maintains record and receipts of services; prepares and transfers money to accounts receivable/ bookkeeper.
16. Maintains record of all video and character generator requests for channel10.
17. Maintains inventory of video tapes and DVD's and orders new supplies when low.
18. Tracks shows through tape library system on computer database; keeps information on all tapes current on database; maintains correct filing structure of database and tape library.
19. Assists with general secretarial duties; types correspondence, including reports, daily mail, and courier shipments.
20. Delivers tape, troubleshooting, and performing preventative maintenance on character generator and DVD players.

Leased Access, Real Estate Classified and Audio Service

1. Facilitates public requests for message generator by phone, walk-in traffic, fax, mail and email; through the use of hardware and software, maintains, designs and manipulates leased access channel, real estate classified channel and audio service messages and ads.
2. Coordinates playback schedule, programming playback equipment through computer assisted software and interface with real estate classified channel and audio service.
3. Coordinates the playback of video programming on leased access channel through computer-assisted software and interface.
4. Meets with video program producers, schedules programs for playback on leased access, coordinates purchase of time for program playback through written agreement.
5. Maintains schedules, logs and facilitates playback and scheduling information with newspaper and third party program schedulers.
6. Receives payment for leased access programs, real estate classified and audio service ads and forwards to appropriate personnel.
7. Contacts realtors to inform them when they are over their page limit or when there is any problem with their ads.
8. Access Internet to pull houses from LBAR for use on realtor ads.

9. Periodic off-site monitoring of Channel 20 and 26 for trouble.
10. Person to call when there is trouble on Channel 20 or 26.

Community Events

1. Assists with coordinating events with Capitol Expo and Franklin County Fair.

Non-Essential:

1. Responsible for allocation of equipment to freelancers for field productions.
2. Determines materials, supplies and equipment needs for projects.
3. Periodic off-site monitoring of Cable 10, 20 and 26 for trouble.
4. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Skill in producing quality products for playback.
2. Skill in the use of computers, fax, VCR and DVD recorders and players.
3. Skill in both verbal and written communications.
4. Skill in accurate record keeping.
5. Good data processing and keyboard skills.
6. Skill in creating graphic pages for real estate classified channel.

Abilities:

1. Ability to edit video tapes on a minimal basis.
2. Ability to prepare and maintain clerical reports.
3. Ability to communicate effectively, orally and in writing.

4. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and members of the community.
5. Ability to work independently.
7. Ability to learn new communication technology as needed.
7. Ability to learn cable policies and procedures.
8. Ability to encode video onto media server for playback on cable system.
9. Ability to use graphics software to create ads for cable system.

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

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

Review of Work: Work is generally not reviewed.

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

Physical Demands of the Job: Work is performed indoors at a desk, table, or piece of video equipment. Work is performed at outdoor events requiring exposure to all weather conditions, often for extended periods of time intermittent sitting, standing or stooping; must lift heavy objects weighing more than 50 pounds as a job requirement; must operate a vehicle; work requires being in high places, confined spaces, or using stairs or ladders.

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

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

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

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

Overtime Provision: Non-exempt.

Not Subject to Random

2126, 2078

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Video Producer/Director

Department: Cable-Telecommunications-Media Service Division

Supervisor: Senior Video Producer/Director

Supervises: May Supervise Production (Edit) Assistant

Grade 26

Revised: 9/5/2008, 03/01/2007, 9/5/06, 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. Serves as primary source for digitizing and uploading commercials for insertion system.
7. Serves as backup for Traffic/Billing Coordinator.
8. Performs preventive maintenance on equipment utilized in production of commercials.
9. Attends continuing education classes as required for system and equipment updates and new/or processes are implemented.
10. Serves as Cable 10 production resource.
11. Works with public access groups, when applicable.
12. Performs other duties as assigned.

Non-Essential:

1. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Telecommunications, Business, or related field. directly related work experience may be substituted for the education requirements on a year-for-year basis up to a maximum of two years Must be proficient with non-linear editing systems and software.

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.

- Video Producer/Director, Page 3

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 up to 50 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 driver's 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.

Subject to Random

1874, 1875

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Account Executive

Department: Cable-Telecommunications-Media Services

Supervisor: Media Services Manager

Supervises: None

Revised: 03/01/2007, 7/1/2003, 7/1/2002

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

General Duties and Responsibilities:

Essential:

1. Administers sales function for all ad insertion sales while serving as Account Executive.
2. Assists in creating and coordinates sales packages.
3. Prepares reports as required or requested.
4. Maintains existing account base.
5. Develops prospective accounts through competing media, telephone or sales calls.
6. Submits proposals to clients.
7. Initiates pre-production to include script writing, talent, shooting schedule, etc.
8. Coordinates completion of commercials for client approval.
9. Coordinates schedule with Traffic/Account Executive.
10. Collects accounts prior to past-due points; calls and visits to clients to collect.
11. Develops promotional activities to assist in new orders.
12. Appears as talent as necessary.

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

2. Ability to maintain existing clients while developing new clients.
3. Ability to relate with public in professional manner, including sales,; and collections of accounts.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and members of the community.

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

Processes: Must frequently refine existing work methods 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 performed indoors at a desk or table, with intermittent sitting, standing and stooping; lifting light objects weighing less than 25 pounds is a requirement of the job; must operate a vehicle as a requirement of the job; must be in high places, confined spaces, or using stairs or ladders.

Tools and/or Equipment Used: Vehicle; television monitor; VCR; normal office equipment.

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

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

Interruptions: Constant.

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

Certification Requirements: None.

Overtime Provision: Exempt.

Subject to Random

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: 03/01/2007, 9/7/06, 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, and editing services when necessary.
12. Assists supervisor in preparing division budget.

Media Services Manager, Page 2

Non-Essential:

1. May maneuver and lift up to 80 lbs.

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.
13. Thorough knowledge of non-linear editing hardware and software.
14. Thorough knowledge of video production hardware system integration.

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.
9. HTML, Javascript and PERL programming.

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.
6. Ability to determine research, acquire and implement new hardware and software for departmental use based on technological trends and the needs and goals of the department.
7. Ability to create and edit graphics for use in web design and construction.

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 objects up to 50 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.

Subject to Random

2054

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Traffic/Billing/Coordinator

Department: Cable /Telecommunications-Media Services Division

Supervisor: Media Services Manager

Supervises: None

Grade: 25

Revised: 03/01/2007, 9/5/06, 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
14. Processes monthly billing, adds postage to invoices and delivers invoices to post office.
15. Solve problems with traffic and billing system when they arise.

16. Produces daily schedules and programs computer for "Classic Country" audio.
17. Creates pages for photo classified channel using Adobe Photoshop software.
18. Programs, schedules and maintains photo classified computer system

PPV Duties:

19. Maintains pay per view invoicing on a monthly basis
20. Manages Node address data base and facilitates FSN mailings for residential customers.
21. Works with Bluegrass Mailing to ensure mailings

Non-Essential:

1. Coordinates special events for Cable Advertising Department
2. Orders promotional items for marketing events
3. Orders supplies for Cable Advertising section

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.
8. Knowledge of layout and design for creation of ads for photo classified channel.
9. Knowledge of Adobe Photoshop graphics program

Skills:

1. Organizational skills.
2. Public relations skills.
3. PC skills.
4. Time Management skills.
5. Graphic design 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.

Not Subject to Random

310, 2095

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Production (Video) Assistant

Department: Cable / Telecommunications-Media Services

Supervisor: Community TV Coordinator

Supervises: None

Grade: 22

Revised: 03/01/07, 9/5/06, 7/1/2002

Class Characteristics: Under general direction, utilizes digital camera systems to record community programs and events for playback on Cable 10 Community Television. Utilizes non-linear editing system to edit programs, add graphics and export program to tape and DVD for replay on the cable system. Allocates and prepares equipment for use by freelance videographers. Assists with the set-up and operation of the remote video production trailer. Makes duplications of Cable 10 programs for customers on videotape and DVD's. Performs related work as required when assigned.

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: Encodes, times, logs, titles, and edits, and creates DVD's of video programs for replay.
3. Knowledge of non-linear editing system hardware and software.
4. Knowledge of encoding, programming and troubleshooting video media server used for program playback on the cable system.
5. Fills in for Community Television Coordinator when necessary.
6. Video pre-production: Determines materials, supplies and equipment needed for project.
7. Equipment allocation: Responsible for allocation of equipment to staff and freelance videographers for field productions.
8. Production planning: Determines how program is to be produced and what equipment is needed.
9. System design: Works with individuals, groups, schools, and other organizations in setting up production/playback systems.

10. Miscellaneous: Picks up and delivers tapes; troubleshoots; duplicates programs and performs maintenance on equipment as requested.
11. Playback monitoring: Periodic off-site monitoring of channels 10 and 20
12. Performs other duties as assigned by Supervisor.
13. Attends continuous education conferences as new technology is introduced and integrated.
14. Coordinates playback as scheduled; programming, playback equipment through computer assisted software and interface on Community TV Cable 10 and 20.

Non-Essential:

1. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in communications or video production supplemented by one year directly related work experience (video production).

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of non-linear editing system hardware and software.
2. Knowledge of encoding video onto media server from tape or DVD.
3. Knowledge of DVD creation and duplication.
4. Knowledge of remote video production set-up and operation.
5. Knowledge of federal, state and local laws and administrative regulations governing industry.
6. Knowledge of Plant Board operating policies and procedures.
7. Knowledge of cable television production and operations.
8. Knowledge of recording, playback and non-linear editing equipment.
9. Knowledge of work hazards and applicable safety precautions associated with equipment.

Skills:

1. Skill in the use of departmental equipment, including cameras, recorders, VCR, non-linear 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 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 prepare and maintain effective record keeping system.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationship with Plant Board officers and employees, and members of the community.
7. Ability to work independently.
8. Excellent vision; manual dexterity; attention to detail; good balance and muscle control; ability to adapt to frequent change.
9. Ability to utilize non-linear editing system.
10. Ability to utilize digital video camera systems.
11. Ability to utilize disc based video recording systems.
12. Ability to create and duplicate DVD's.

Tools and Equipment Used:

1. Non-linear editing hardware and software, DVD recorders, digital video recorders and DVD duplication equipment.

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 up to 50 pounds 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, recorders, VCR, non-linear 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 driver's license.

Additional Requirements: Overtime: Although the typical work day is 8:00 a.m. to 4:30 p.m., many events that are covered by this department fall outside the normal work day. An individual in this position must be willing and able to work overtime in the evening and occasionally on weekends when necessary.

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

Overtime Provision: Non-exempt.

Subject to Random

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Senior Video Producer/Director

Department: Cable / Telecommunications-Media Services

Supervisor: Media Services Manager

Supervises: Video Producer/Director and Production (Edit) Assistant

Grade : 28

Revised: 6/17/2004, 9/5/06, 03/01/2007,

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

General Duties and Responsibilities:

Essential:

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

11. Builds and creates DVD's for clients complete with menus when requested.
12. Performs other duties as assigned.

Non-Essential:

1. Performs traffic and billing functions in the absence of Traffic/Billing Coordinator.
2. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Telecommunications or Video Production; plus a minimum of five years directly related work experience with non-linear editing system hardware and software. Experience in Final Cut Pro preferred but not required.

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 demonstrate ability to utilize complex 2D animation programs such as Adobe After Effects, Adobe Photoshop and Illustrator.
8. Knowledge of Microsoft Word, Excel and PowerPoint.
9. Thorough knowledge of all aspects of traffic and billing system including maintenance and troubleshooting procedures.
10. Thorough knowledge of Seachange commercial insertion system including maintenance and troubleshooting procedures.
11. Knowledge of Final Cut Pro, LiveType, Soundtrack Pro and DVD Studio Pro software.

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.
9. Ability to constantly learn and adapt to new editing techniques, software applications and updates.

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 up to 50 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

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 driver's license.

Certification Requirements: Non-linear editing Certification.

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

Overtime Provision: Non-Exempt.

Subject to Random

2122

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Media Specialist

Department: Cable/Telecommunications

Supervisor: Media Services Manager and Superintendent

Supervises: none

Grade: 27

Revised: 03/01/2007, 9/12/06, 8/5/2004

Class Characteristics: Under direction of the Superintendent, oversees all steps of marketing message creation, including all print, web, television and any other medium. Works with television network representatives to update network logos, descriptions and information on FPB marketing materials and create promotions to sell FPB services. Under direction of the Media Services Manager, assists with the design of photo classified and real estate graphics. Serves as a backup programmer for the real estate and photo classified systems. Works with the cable advertising production staff to design create and implement graphic elements for FPB marketing videos.

General Duties and Responsibilities:

Essential:

1. 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.
2. Maintains records and receipts, prepares and transfers money to appropriate personnel.
3. Assists in demonstrations at public gatherings of FPB products and services.
4. Assists with content maintenance of FPB website.
5. Conceptualizes, writes, produces and designs marketing material, public relations material and other FPB communications tools designed to inform, educate and produce sales for FPB services.

Non-essential:

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

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's degree in either communications, journalism, marketing or equivalent supplemented by three years working experience.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

1. Proficiency with graphics software including PhotoShop, Illustrator and InDesign.
2. Skill in data entry.
3. Skill in written and verbal communications.
4. Problem solving skills.
5. Page layout and design skills
6. 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.
3. Ability to establish and maintain effective working relationship with Plant Board co-workers and customers.
4. Ability to learn new skills and to attend training as necessary.
5. Ability to meet deadlines consistently.

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

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

Review of Work: Completed work is spot-checked.

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

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

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

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

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

Interruptions: Frequent.

Special Licensing Requirements: Valid Kentucky driver's license.

Certification Requirements: PhotoShop certification

Overtime Provision: Non-exempt.

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

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

2022

Class Title: Security Supervisor

Department: Cable /Telecommunication (Security/Broadband)

Supervisor: Security and Broadband Technology Manager

Supervises: Personnel Assigned to the Division.

Grade: 32

Revised: 03/01/2007, 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 Fire Detection and Notification Systems, Medical Alert Notification systems, and various other fields such as: Burglar Alarms, Card Access, CCTV, Intercom, Structured Wiring, and Video Distribution, including related internal FPB systems 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. [NFPA ,KY Housing Building Codes and/or Authority Having Jurisdiction (AHJ)]
4. Receives customer complaints and attends to their disposition or forward s to proper Division; assists trouble-call personnel with job-related problems.
5. Assists with troubleshooting duties; corrects Fire, Medical Alert, and related Security problems by repairing or replacing damaged equipment.
6. Completes daily time sheets,
7. Ensures that equipment is properly ordered so that materials and supplies are on-hand at all times. Also ensures all damaged and warranted equipment is returned for proper repair or credit.
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 and ensures that Requisitions and Purchase Orders are correctly filed.
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. Assists other divisions in the placement of wire and equipment
3. Assists other divisions in the maintenance of FPB buildings.
4. May maneuver and lift up to 80 lbs.

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 Fire, Medical Alert, and related security services. Such services may include but are not limited to, card access, CCTV, intercom systems, video distribution, and structured wiring.
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 burglary systems, card access, CCTV, intercom, structured wiring, and fire alarm systems.
6. Knowledge of computer hardware and software as related to the department.

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 indoors and 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 driver's license.

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

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

Overtime Provision: Non-exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

311

Class Title: Security and Broadband Technology Manager

Department: Cable/Telecommunications

Supervisor: Cable/Telecommunications Superintendent

Supervises: Security and Broadband Technology Division

Pay Grade: 38

Revised: 03/01/2007, 5/18/04

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

General Duties and Responsibilities:

Essential:

1. Manages and 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 fire/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) and telecommunications hub 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 engineering, construction, installation and contractors.
10. Keeps abreast of technological advances and other trends in the department's service area industry and recommending ways to adapt and/or implement changes as appropriate (including training).

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

Non-Essential:

1. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

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

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

Interruptions: Frequent.

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

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

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

Overtime Provision: Exempt

Subject to Random

1981, 2134

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Security Specialist I

Department: Cable / Telecommunications (Cable Division)

Supervisor: Security Supervisor

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

Grade: 25

Revised: 07/01/2007, 3/30/05, 7/1/2002

Class Characteristics: Under general direction and/or supervision responsible for the Sales, Design, installation, removal, and maintenance of Residential/Commercial Fire Detection and Notification Systems, Medical Alert Notification systems, and various other fields such as: Burglar Alarms, Card Access, CCTV, Intercom, Structured Wiring, and Video Distribution, including related internal FPB systems. Performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Sells, designs, installs, and tests various fire, medical, and burglar systems in homes and businesses.
2. Performs troubleshooting duties to detect malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
3. Prepares cost estimate for installation, repair and/or upgrade of related systems.
4. Prepares required documentation relating to the installation, billing/cancellation, and monitoring of customer accounts such as: Customer Order forms, MASA Agreements, Alarm Monitoring Service Request Forms, Certification of System Installation Forms, as well as As-Built drawings.
5. Disconnects service for non-renewed contracts, and cancels all billing through FPB as well as Third Party Monitoring Station. Retrieves equipment upon request.
6. Wires homes/businesses for Fire, Card Access, CCTV and/or security systems during the pre or post construction phase.
7. Completes work in accordance with federal and state regulations and Plant Board standards [NFPA ,KY Housing Building Codes and/or Authority Having Jurisdiction (AHJ)].
8. Identifies, secures, and maintains sufficient materials and supplies for job-related projects.
9. Operates and maintains vehicles and equipment assigned to the Division.
10. Prepares daily reports for time spent.

11. Performs 24 Hour customer related on call duties as scheduled. First responder to all monitored alarms within the confines of FPB Properties.

Non-Essential:

1. May mark blueprints with completed work.
2. Assist other divisions in the placement of wire and equipment.
3. Assist other divisions in the maintenance of FPB buildings.
4. Assists other Divisions as requested and performs other duties as assigned.
5. May maneuver and lift up to 80 lbs.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques in the sales, design, installation, maintenance, and testing of Fire, Medical Alert, and related of security services. Such services may include card access, CCTV, intercom systems, video distribution, and structured wiring.
2. Knowledge of federal, state, and local laws, and, the ability to insure compliance with them.
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.
5. Geographic knowledge of the FPB service area, as well as surrounding counties extending beyond the service area.
- 6 Knowledge of computer hardware and software used by the department.

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 Fire, Medical, and related Security services.
5. Ability to install and use computer hardware and software.

6. Ability to use equipment and work for extended periods while on a 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 ladder/bucket truck, 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 indoors and 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 bucket trucks, confined spaces, and using stairs and ladders in order to complete work assignments. Must lift and maneuver tools and equipment up to 50 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: Frequent

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

Security Specialist I, Page 4

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

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

Overtime Provision: Non-exempt.

Subject to Random

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

1949

Class Title: Security Specialist II

Department: Cable / Telecommunications (Cable Division)

Supervisor: Security Supervisor

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

Grade: 28

Revised: 07/01/2007, 3/30/05, 7/1/2002

Class Characteristics: Under general direction and/or supervision responsible for the Sales, Design, installation, removal, and maintenance of Residential/Commercial Fire Detection and Notification Systems, Medical Alert Notification systems, and various other fields such as: Burglar Alarms, Card Access, CCTV, Intercom, Structured Wiring, and Video Distribution, including related internal FPB systems. Performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Sells, designs, installs, and tests various fire, medical, and burglar systems in homes and businesses.
2. Performs troubleshooting duties to detect malfunctions in equipment and makes minor repairs or recommends major repairs to supervisors.
3. Prepares cost estimate for installation, repair and/or upgrade of related systems.
4. Prepares required documentation relating to the installation, billing/cancellation, and monitoring of customer accounts such as: Customer Order forms, MASA Agreements, Alarm Monitoring Service Request Forms, Certification of System Installation Forms, as well as As-Built drawings.
5. Disconnects service for non-renewed contracts, and cancels all billing through FPB as well as Third Party Monitoring Station. Retrieves equipment upon request.
6. Wires homes/businesses for Fire, Card Access, CCTV and/or security systems during the pre or post construction phase.
7. Completes work in accordance with federal and state regulations and Plant Board standards [NFPA ,KY Housing Building Codes and/or Authority Having Jurisdiction (AHJ)]
8. Identifies, secures, and maintains sufficient materials and supplies for job-related projects.
9. Operates and maintains vehicles and equipment assigned to the Division.
10. Prepares daily reports for time spent.

11. Performs 24 Hour customer related on call duties as scheduled. First responder to all monitored alarms within the confines of FPB Properties.

Non-Essential:

1. May mark blueprints with completed work.
2. Assist other divisions in the placement of wire and equipment.
3. Assist other divisions in the maintenance of FPB buildings.
4. Assists other Divisions as requested and performs other duties as assigned.
5. May maneuver and lift up 80 lbs.

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 sales, design, installation, maintenance, and testing of Fire, Medical Alert, and related security services. Such services may include card access, CCTV, intercom systems, video distribution, and structured wiring.
2. Knowledge of federal, state, and local laws, and, the ability to insure compliance with them.
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.
5. Geographic knowledge of the FPB service area, as well as surrounding counties extending beyond the service area.
- 6 Knowledge of computer hardware and software as related to the department

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 Fire, Medical, and related Security services and use computer hardware and software.
6. Ability to use equipment and work for extended periods while on a 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 ladder/bucket truck, 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 indoors and 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, bucket trucks, confined spaces, and using stairs and ladders in order to complete work assignments. Must lift and maneuver tools and equipment up to 50 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: Frequent

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

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

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

Overtime Provision: Non-exempt.

2168, 2147, 226

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: 03/01/2007, 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 Class I Distribution License within twelve months after meeting experience requirements. Must obtain a valid commercial driver's license during first year after appointment to the class. Must obtain Class II Distribution License issued by the Commonwealth of Kentucky to advance to Service Worker II.

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,

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: 03/01/2007, 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 two 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 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.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

1952, 2021

Class Title: Service Worker III

Department: Water Distribution

Supervisor: Service Supervisor

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

Grade: 27

Revised: 03/01/2007, 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 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. May install, and assist in the maintenance of electronic metering devices.
7. Performs reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.

Service Worker III, 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. Insure 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 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 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.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to maintain safety standards and practices.

Service Worker III, 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 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.

Service Worker 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 Service Worker IV. Must possess and maintain a valid commercial driver's license.

Certification Requirements: 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.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Crew Leader with Class IV Distribution License

Department: Water Distribution

Supervisor: Construction Supervisor

Supervises: All Personnel Assigned to Crew

Grade: 32

Revised: 03/01/2007, 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Construction Crew Leader, Page 2

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to supervise subordinates while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to maintain safety standards and practices.
5. Ability to read blueprints.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with department supervisors, personnel, and the general public.

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

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

Construction Crew Leader, Page 3

Review of Work: 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 inspect completed 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 a requirement of the job.

Confidential Information: Limited use of confidential information

Interruptions: Frequent.

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

Certification Requirements: 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.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Crew Leader

Department: Water Distribution

Supervisor: Construction Supervisor

Supervises: All Personnel Assigned to Crew

Grade: 27

Revised: 03/01/2007, 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Construction Crew Leader, Page 2

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to supervise subordinates while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to maintain safety standards and practices.
5. Ability to read blueprints.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationships with department supervisors, personnel, and the general public.

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

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

Construction Crew Leader, Page 3

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

Analytical Requirements: Problems require analysis based on precedent.

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

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

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

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: 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.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Water Analyst IV

Department: Water Distribution

Supervisor: System Maintenance Supervisor

Supervises: None

Grade: 30

Revised: 03/01/2007, 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 five 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 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.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Assistant Water Distribution Superintendent

Department: Water Distribution

Supervisor: Water Distribution Superintendent

Supervises: All Department Personnel in the Absence of the Superintendent

Grade: 38

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-Essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to conduct orientation and training programs for new employees.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to insure compliance with preventive maintenance and servicing programs.
4. Ability to insure compliance with safety standards and practices.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationships with officers in other Plant Board departments, and the general public.

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

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

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

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

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

Tools and/or Equipment Used: Construction equipment; testing equipment; normal office equipment (computer, phone, calculator, etc.)

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: 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.

Overtime Provision: Exempt.

Zlbb

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Administrative Assistant
Department: Water
Supervisor: Water Superintendent and Asst. Water Superintendent
Supervises: None
Grade: 25
Revised: 05/14/2008

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

General Duties and Responsibilities:

Essential:

1. Submits time sheets to Accounting Dept.and files with appropriate Work Order
2. Compiles monthly Water outage report for department and Board Packet
3. Reviews outage reports from Trouble Call information, writes up work request
4. Prints Service Orders from CIBS, records and submits to Water Supt.
5. Updates CIBS systems on completed orders
6. Organizes and maintains all service orders
7. Organizes and maintains all work order files
8. Receives all BUD notifications, records and submits to Asst. Water Supt.
9. Upon return, records Bud locates as completed and forwards to dispatch
10. Tracks and assists in closing out work orders
11. Records chlorine residuals in system and graphs
12. Takes incoming phone calls directed to Water Department through dispatch
13. Records and maintains excessive water reports
14. Records and maintains all attendance records
15. Maintains Water Dept. purchase requisitions
16. Serves as contact person for ordering materials needed by field supervisors
17. Reviews fire hydrant flow reports and issues service orders for required maintenance using fire hydrant software program
18. Tracts and submits reports of new water service to the Sewer Board and the Franklin Co. Health Dept.

Non-Essential:

1. Maintains water main break reports and records on excel spreadsheet
2. Coordinates with fire sprinkler contractors for fire flow information and runs fire flow analysis on fire hydrant program
3. May be requires to deliver sample bottles during special testing of water quality.
4. Reviews vehicle inspection sheets and completes garage service order sheets as required

MINIMUM QUALIFICATIONS

Training and Experience:

Graduation from high school or equivalent plus one year of related work experience

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills

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

Abilities:

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

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

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

Review of Work: Work is generally reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work is performed primarily indoors, typically sitting at a desk. Some field training required. Must be able to lift objects weighing less than 25 lbs.

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

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

Confidential Information: Limited use of confidential information.

Administrative Assistant, Page 3

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: None.

Overtime Provision: Non - Exempt.

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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: 03/01/2007, 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.

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 five 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.

Water Distribution Superintendent, Page 3

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.

Water Distribution Superintendent, Page 4

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

Certification Requirements: 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.

Overtime Provision: Exempt.

263, 2101

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Operator III

Department: Water Distribution

Supervisor: Construction Supervisor

Supervises: May Supervise Operators I and II or Utility Workers in the Absence of a Higher Authority

Grade: 27

Revised: 03/01/2007, 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 III, 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. 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 three years directly related work experience. Promotion to Operator 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 line construction, maintenance and operation of the system.
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 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.
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 III, 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: 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 a requirement of the job.

Confidential Information: Little or no use of confidential information.

Interruptions: Frequent.

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 Operator IV. Must possess and maintain a valid commercial driver's license.

Operator III, Page 4

Certification Requirements: 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.

Overtime Provision: Non-exempt.

242, 2079

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: 03/01/2007, 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 two 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 class II Distribution license issued by the Commonwealth of Kentucky. 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 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.

Overtime Provision: Non-exempt.

1860, 2027,

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: 03/01/2007, 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 have completed training in basic first-aid, bloodborne pathogens, and CPR,

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.

1901, 1873,

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Worker III

Department: Water Distribution

Supervisor: System Maintenance Supervisor

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

Grade: 27

Revised: 03/01/2007, 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 III, 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 six years directly related work experience. Promotion to System Maintenance Worker 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 construction, maintenance, and operation of the system.
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 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.
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 III, 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: Frequent public and internal contacts requiring tact and diplomacy 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 as soon as practical for division if deemed necessary to perform job duties. Must possess and maintain Class III Distribution License issued by the Commonwealth of Kentucky.

System Maintenance Worker III, Page 4

Certification Requirements: 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.

Overtime Provision: Non-exempt.

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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: 03/01/2007, 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 five 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 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.

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: System Maintenance Supervisor

Department: Water Distribution

Supervisor: Water Distribution Superintendent and Assistant Water Distribution Superintendent

Supervises: All Personnel Assigned to System Maintenance Division

Grade: 34

Revised: 03/01/2007, 1/19/2006

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.
16. May perform trouble shooting on SCADA system.

Non-Essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five 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.

System Maintenance Supervisor, Page 4

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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



FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Meter Technician IV

Department: Water Distribution

Supervisor: Service Supervisor

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

Grade: 30

Revised: 03/01/2007, 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 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, trouble-shooting, repair, and/or maintenance of electronic metering devices.
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 and assists with maintenance of pump stations throughout system, including painting buildings and pumps.
7. Performs and/or insures completion of meter room meter testing and meter change-out program.
8. Installs, trouble -shoots, and programs electronic metering devices.

Meter Technician IV, Page 2

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience. Promotion to Meter Technician 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 metering of 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.

Meter Technician 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 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 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: Limited use of confidential information.

Meter Technician 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 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.

Overtime Provision: Non-exempt.

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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: 03/01/2007, 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 five 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 driver's license.

Certification Requirements: 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.

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Construction Supervisor

Department: Water Distribution

Supervisor: Water Distribution Superintendent and Assistant Water Distribution Superintendent

Supervises: All Personnel Assigned to Construction Division

Grade: 34

Revised: 6/3/2008, 03/01/2007, 1/19/2006

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

General Duties and Responsibilities:

Essential:

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

Construction Supervisor, Page 2

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

Non-Essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

1. Ability to supervise subordinates while assisting with the required duties.
2. Ability to detect mechanical flaws and make minor repairs to equipment.
3. Ability to monitor and remain in compliance with preventive maintenance and servicing programs.
4. Ability to maintain safety standards and practices.
5. Ability to read blueprints.

Construction Supervisor, Page 3

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 application of advanced or technical concepts are required.

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

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

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

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

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

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

Construction Supervisor, Page 4

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

Overtime Provision: Non-exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Chief Water Engineer

Department: Water Distribution / Engineering

Supervisor: Assistant General Manager/Operations

Supervises: All Personnel Assigned to Engineering

Grade: 45

Revised: 03/01/2007, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

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

Non-Essential: None.

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

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

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

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

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

Confidential Information: Will be exposed to confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Exempt.

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FRANKFORT PLANT BOARD
CLASS SPECIFICATION

Class Title: Engineering Technician II

Department: Water Distribution

Supervisor: Engineer

Supervises: May Supervise Departmental Personnel in the Absence of the Chief Water Engineer

Grade: 29

Revised: 03/01/2007, 7/12/02

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

General Duties and Responsibilities:

Essential:

1. Reviews, researches, meets with and advises Planning and Zoning representatives and owner/developers of available facilities. Coordinates with owner/developer, pertinent utilities and Fire Marshall in order to facilitate adequate infrastructure placement.
2. Revises and maintains chronological work order procedure list.
3. Meets with customers in office and at job site; obtains development plans, projected development schedule, size and scope of development; maintains constant contact with developer and developer engineer during all phases of project.
4. Conducts background research at court house; checks deeds, plats, property lines, easements, right-of-ways, sanitary and storm sewer, sidewalk location, existing and proposed utilities, and any other features that would impede the installation and future maintenance of distribution water facilities; investigates existing and proposed topography to insure adequate water pressure to proposed projects.
5. Digitizes paper based maps or converts digital maps from developer to AutoCAD format.

6. Initiates paperwork and field work for BUD locates, documents field information, and adds information to project maps.
7. Designs proposed water facilities; Provides detailed cost estimates; incorporates future needs when designing.
8. Meets with other supervisors/officials/utilities to coordinate proposed water main locations with other existing or proposed underground utilities; makes design changes as required to adhere to Plant Board and Division of Water policy regarding the separation of water and other utilities, and minimum water pressure requirements.
9. Drafts letters and submits water design to Division of Water for approval.
10. Aids Engineer in the acquisition of easements, right-of-ways, and encroachment permits.
11. Provides specifications and drawings for road bore bids.
12. Conducts extensive research; checks and re-checks are required to get the project to sign-off stage. Performs detailed construction layout and staking. Initiates BUD locates for construction.
13. Resolves problems during construction and inspects projects at completion.
14. Cross-checks actual vs. estimated cost sheets; corrects discrepancies by checking against daily time and material sheets.
15. Conducts field inspections by outside contractors during and after construction.
16. Updates system maps to reflect as-built drawings.
17. Investigates and suggests engineering materials to be utilized.
18. Develops work orders for Water Department Projects.
19. Assists in the implementation of GPS surveying and the converting of existing paper data into the GIS system.
20. Prepares various designs and drawings for in-house budget projects.
21. Coordinates and hosts teleconference for Kentucky-Tennessee AWWA. Schedules and implements set up, conference materials and meals. Registers and coordinates with Division of Water for CCU's of teleconference attendees.
22. Represents Plant Board at monthly Technical Review Committee meeting involving County and City Planning and Zoning.
23. Designs vendor layout and program materials for Annual Association Conference of KWWOA.

Non-essential:

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

MINIMUM QUALIFICATIONS

Training and Experience: Four years post secondary education in Engineering Technology or related field plus one year work experience. Additional work experience may be substituted for the education requirement on a year-for-year basis Up to maximum of 4 years.

Special Knowledge, Skills and Abilities:

Knowledge:

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

Skills:

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

Abilities:

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

Instructions: Under general instructions, must prioritize work, use resources efficiently and effectively, utilize communications and technical skills to effectively implement projects. Many aspects of the work are covered specifically, but must use some of own judgement.

Processes: Must be open minded to new techniques or alternative procedures. Must occasionally consider different course of action, or deviate from standard procedures, to complete project.

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

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of technical concepts are required. Must be capable of handling and maintaining multiple work order projects simultaneously.

Physical Demands of the Job: Must work both indoors at a desk or table, and outdoors regardless of weather conditions; exposed to rough, hilly terrain, heavy vegetation, mud, water, noise, etc.; must operate vehicle and other equipment; must be in confined spaces, and use stairs and ladders; must lift materials and equipment weighing up to 25 pounds.

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

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

Confidential Information: Will be exposed to confidential information.

Interruptions: Frequent.

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

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

Overtime Provision: Non-exempt.

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**FRANKFORT PLANT BOARD
CLASS SPECIFICATION**

Class Title: Engineer I

Department: Water Engineering

Supervisor: Chief Water Engineer

Supervises: Supervises Division Personnel only as assigned

Grade: 35

Revised: 03/01/2007, 8/14/2006

Class Characteristics: Under general direction, performs professional type engineering functions with respect to the water distribution and water treatment departments; provides technical assistance to the public, Plant Board departments and contractors; performs work order design; performs studies, modeling, mapping, and meets with the public; performs other related work as required.

General Duties and Responsibilities:

Essential:

1. Develops plans and specifications for water department projects.
2. Develops work orders for water department projects: work orders are brief reports that contain: project name, location, customer information, billing information, plans, specifications, material list, labor requirements, and estimated construction costs.
3. Conducts property research at courthouse including but not limited to: ownership, value, easement location, record of plat.
4. Obtains easements including but not limited to: conducting property research, performing fieldwork, drafting easement language and drawing, meeting with owner, negotiating agreement, and filing executed document at courthouse.
5. Obtains all necessary permits including but not limited to: Department of Transportation encroachment permits, County Road encroachment permits, City Street encroachment permits, CSX Railroad encroachment permits, and Department for Environmental Protection plan approvals.
6. Performs water system modeling, analysis, and updating.
7. Assists water department superintendents with development and implementation of annual budget.
8. Regularly attends City and County planning and zoning meetings to provide input regarding potable water service to proposed developments.

9. Assists in design of water system improvements.
10. Assists in securing consultant and/or contractor services for publicly bid projects including but not limited to: drafting request for qualifications, review of proposals, development of project scope, negotiation of fees, preparation and execution of contract, review of pay estimates, contract administration, project inspection, review of change orders, punch list development, and project closeout.
11. Assists in development of specifications for annual bid material such as, ductile iron pipe, valves, hydrants, and appurtenances.
12. Meets with the general public, consultants, contractors, customers, vendors, and developers regarding various water issues.
13. Reviews, researches, meets with and advises Planning and Zoning representatives and owners/developers of available facilities. Coordinates with owner/developer, pertinent utilities and Fire Marshall in order to facilitate adequate infrastructure placement.
14. In absence of Chief Water Engineer, attends monthly board meetings, prepares reports as needed for board package, and makes presentation to board as needed.
15. Performs fieldwork including but not limited to: staking, establishment of benchmarks and elevations, construction inspection, and site selection of potential water system improvements.
16. Assists water department superintendents in restoring potable water service during major outages and emergencies.
17. Assists in the development of water system on GIS mapping.
18. Performs other related work as required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience:

Bachelor's degree in Civil Engineering, from an accredited institution. Registration as an engineer in training (EIT) in the state of Kentucky. If licensed in another state, the ability to obtain the registration within six months from the date of hire.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Competent knowledge of proper grammar, physics, statics, chemistry, trigonometry, advanced mathematics, fluid mechanics, water treatment, and surveying.
2. Competent knowledge of drafting and computer aided design (AUTOCADD).

3. Knowledge of software programs and principles associated with computer modeling of water systems.
4. Knowledge of software programs and principals associated with computer mapping of water facilities in GIS.
5. Knowledge of Federal, State, and local laws related to the design of water systems.
6. Competent knowledge and understanding of engineering ethics.
7. Knowledge of computers and software related to civil engineering and general office work.
8. General knowledge of safety issues and requirements.

Skills & Abilities:

1. Must have proficient communication skills, both verbal and written.
2. Must have competent skill in using a personal computer.
3. Must have competent skill in using general office software, related to word-processing, spreadsheets, Internet and e-mail.
4. Must have ability to maintain self-regulation and professional manner during stressful situations.
5. Must possess problem-solving skills.
6. Must possess competency in the ability to design water system appurtenances.
7. Must possess the ability to establish and maintain professional and effective working relationships with the public, consultants, contractors, Plant Board staff and employees.
8. Must possess a safety-oriented attitude in all aspects of job. Must possess the ability to comply with safety standards and practices.
9. Must possess ability to manage multiple tasks, meet schedules, and work well with people at all levels.
10. Must possess good time management skills.
11. Must have initiative and willingness to learn new programs.
12. Must have excellent organizational skills.
13. Must possess the ability to be self-motivated.

Instructions: Very general, must use own judgement most of the time.

Processes: Must address issues and projects in a deliberate, professional, logical manner. Must maintain an open mind to potential alternatives, methods, and materials.

Review of Work: Completed work will be reviewed in a general manner.

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

Tools and/or Equipment Used: Vehicle, GPS instruments, Electronic Distance Measuring instrument, surveyor's level, range rod, prism pole, hammer axe, machete, metal detector, measuring wheel, computer, engineering calculator, normal office equipment.

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid Kentucky driver's license. Must possess and maintain registration as an engineer in training (EIT) in the state of Kentucky.

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

Overtime Provision: Exempt

2090, 289

FRANKFORT PLANT AOARD
CLASS SPECIFICATION

Class Title: Plant Maintenance/Operator II

Department: Water Plant

Supervisor: Plant Maintenance Supervisor or Assistant Water Plant
Superintendent

Supervises: None

Grade: 24

Revised: 03/01/2007, 7/1/2002

Class Characteristics: Under general supervision, assists in performing maintenance duties, including preventive maintenance, for water plant; assists in the daily operation and maintenance of the water plant; performs related work as required.

General Duties and Responsibilities:

Essential:

A. Plant Maintenance (Primary):

1. Assists in repairing and/or replacing equipment, pumps, motors, etc., including mechanical and electrical, at water plant.
2. Detects malfunctions in equipment, and makes minor repairs; assists with making major repairs.
3. Operates motorized equipment safely, drives vehicles; may operate heavy equipment.
4. Performs preventive maintenance duties on pumps and equipment in compliance with preventive maintenance program.
5. Assists with preparing and maintaining records of all repairs.
6. Cleans and properly stores equipment and tools after use.
7. Assists with maintaining adequate inventory of equipment, tools, supplies and materials.

A. Plant Operator (Secondary):

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. Assists with inspection and/or monitoring of computerized equipment, pumps, charts, gauges and meters daily.
3. Adds chemicals in accordance with prescribed standards; assist lab personnel in collection of water samples; checks proper adjustment of feeder equipment; adjusts chemicals as necessary.
4. Prepares and maintains accurate reports/records.
5. Forwards water samples and reports as required.
6. Assists with minor construction projects.
7. Assists with cleaning of plant and grounds.
8. Fill in for operators when on an extended leave, vacation, or sick time.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years work experience as a Plant Operator. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in the operation and maintenance of water treatment plant and equipment.
2. Knowledge of federal and state laws and administrative regulations with reference to water treatment.
3. Knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.
5. Knowledge of and ability to comply with safety standards.

Plant Maintenance/Operator II, Page 3

6. Knowledge of computer hardware and applicable software programs.
7. Knowledge of plant security issues.
8. Extensive mathematical abilities.

Abilities:

1. Ability to operate motorized equipment, including trucks and heavy equipment.
2. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
3. Ability to assist with maintaining preventive maintenance and servicing program.
4. Ability to prepare and maintain accurate reports.
5. Ability to comply with established safety standards.
6. Ability to assist with maintaining inventory of chemicals, spare parts and tools.
7. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
8. Possess mechanical aptitude and manual dexterity; must have physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions, pump wells and basin flocculations under buildings filters.
9. Ability to run Lab equipment.
10. Ability to work independently and as part of a team.
11. Ability to learn and utilize new technologies.
12. Ability to assist with decisions based upon analysis of on-line equipment.

Instructions: Instructions are detailed and specific, covering all aspects of the work; instructions are more general after the employee learns each job.

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

Review of Work: Most completed work is reviewed until the employee learns each job.

Analytical Requirements: Problems require analysis based on precedent.

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. Handles extremely hazardous chemicals on a daily basis. 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.

Interruptions: Frequent.

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

Certification Requirements: Must possess and maintain Class II Water Treatment Plant Operators License issued by the Commonwealth of Kentucky; must receive Class III license within eighteen months after meeting experience requirements (receipt of Class IV is preferred but not required); advancement within the Plant Maintenance/Operator series must be recommended by the Department Director and approved by the General Manager. Must have completed training in basic first-aid, bloodborne pathogens, and CPR. Must maintain technical level training per 1910.120 standard.

Additional Requirements: Must use self-contained breathing apparatus (SCBA) 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. May be required to work additional hours without advance notice. Must be able to work alternating schedules (nights, days, weekends).

Overtime Provision: Non-exempt.

285, 2177

FRANKFORT PLANT AOARD
CLASS SPECIFICATION

Class Title: Plant Maintenance Supervisor

Department: Water Plant

Supervisor: Assistant Water Plant Superintendent

Supervises: Plant Maintenance Worker; Assumes Responsibility for all Personnel Assigned to Plant maintenance in Absence of Superintendent and Assistant Water Plant Superintendent or as directed

Grade: 32

Revised: 9/16/2008, 7/1/2002

Class Characteristics: Under general direction, supervises and directs installation, repairs involving maintaining services for plant production and control equipment, instrumentation

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 Electrical, structural, hydraulic and pneumatic equipment within the water treatment plant
3. Detects malfunctions in equipment, and makes repairs and/or replaces defected parts.
4. Operates motorized equipment safely, drives vehicles; may operate heavy equipment.
5. Calibrates all process and control instrumentation.
6. Performs preventive maintenance duties on pumps and equipment in compliance with preventive maintenance program; including vertical turbine pumps.
7. Maintains all tools and equipment used in maintenance maintaining proper working condition
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: High School or GED and 24 months of technical school training in industrial electronics or equivalent, supplemented by 5 years directly related work experience. Experience may be substituted for education requirement..

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).
7. Knowledge of PLC and related software; Preference given for Rockwell Technology Allen Bradley products.
8. Knowledge of industrial motor control systems.

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: Ability to obtain electrician/master electrician license in accordance with Kentucky KRS Chapter 27A within 24 months of hiring. Certified as Kentucky Class IV Water Treatment Plant Operator is preferred. Must have completed training in basic first-aid, bloodborne pathogens, and CPR.

Additional Requirements: Must use self-contained breathing apparatus (SCBA) 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.

290, 1940, 1911, 294

FRANKFORT PLANT ABOARD
CLASS SPECIFICATION

Class Title: Water Plant Operator IV

Department: Water Plant

Supervisor: Assistant Water Plant Superintendent

Supervises: May Supervise Water Plant Operators III, II, I, Plant Maintenance /Operator in the Absence of a Higher Authority

Grade: 31

Revised: 03/01/2007, 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 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.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's 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 maintain technical level training per 1910.120 standard. Certification for bacteriological analysis of drinking water preferred, but not required.

Additional Requirements: Must use self-contained breathing apparatus (SCBA) for prolonged periods of time; must be able to wear level A chemical suit for prolonged periods. Must be able to work alternating schedules and swing shifts (nights-days-weekends, etc.).

Overtime Provision: Non-exempt.

FRANKFORT PLANT BOARD
CLASS SPECIFICATION

281

Class Title: Assistant Water Plant Superintendent

Department: Water Plant

Supervisor: Water Plant Superintendent

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

Grade: 38

Revised: 03/01/2007, 8/2/2004, 7/1/2002

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

General Duties and Responsibilities:

Essential:

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

Non-Essential:

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

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge:

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

Abilities:

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

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

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

Review of Work: Completed work is spot-checked.

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

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

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

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

Confidential Information: Limited use of confidential information.

Interruptions: Frequent.

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

Certification Requirements: Must possess and maintain a Class IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky. Must have completed training in basic first-aid, bloodborne pathogens, and CPR. Must maintain technical level training per 1910.120 standard. Certification for Bacteriological Analysis of drinking water preferred but not required.

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

Overtime Provision: Exempt.

200

Class Title: Water Plant Superintendent

Department: Water Plant

Supervisor: Assistant General Manager/Operations

Supervises: All Department Personnel

Grade: 43

Revised: 03/01/2007, 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 driver's license.

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

Additional Requirements: Must use self-contained breathing apparatus (SCBA) 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 AOARD
CLASS SPECIFICATION

2003

Class Title: Laboratory Supervisor

Department: Water Plant

Supervisor: Assistant Water Plant Superintendent

Supervises: Seasonal Interns

Grade: 31

Revised: 03/01/2007, 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.

Laboratory Supervisor, Page 3

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.

Additional Requirements: 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.

SCHEDULE XII 2008-09 BUDGET
DIVISIONAL BUDGET DETAIL
FISCAL YEAR 2008-09

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2008-09	ELECT	WATER	CABLE
10-440-100	RESIDENTIAL	100.00%			1	\$ 13,267,800	\$ 13,267,800		
10-442100	COMMERCIAL	100.00%			1	\$ 5,134,100	\$ 5,134,100		
10-442400	LARGE POWER	100.00%			1	\$ 22,777,100	\$ 22,777,100		
10-444100	MUNICIPAL STREET LGT	100.00%			1	\$ 148,100	\$ 148,100		
10-445100	MUNICIPAL	100.00%			1	\$ 734,200	\$ 734,200		
10-448100	CO USE ELECT DEPT	100.00%			1	\$ 253,900	\$ 253,900		
10-448200	CO USE WATER DEPT	100.00%			1	\$ 383,600	\$ 383,600		
10-449100	SECURITY LIGHTS	100.00%			1	\$ 110,000	\$ 110,000		
10-450100	ELECT COLLECTION CHG	100.00%			1	\$ 214,000	\$ 214,000		
10-451100	POLE RENTAL	100.00%			1	\$ 15,000	\$ 15,000		
	TOTAL ELECTRIC REVENUE					\$ 43,037,800	\$ 43,037,800		
20-461100	RESIDENTIAL CITY	100.00%			1	\$ 2,210,900	\$ 2,210,900		
20-461200	RESIDENTIAL CNTY	100.00%			1	\$ 1,298,100	\$ 1,298,100		
20-461300	COMMERCIAL CITY	100.00%			1	\$ 1,759,800	\$ 1,759,800		
20-461400	COMMERCIAL CNTY	100.00%			1	\$ 881,900	\$ 881,900		
20-462100	SPRINKLER SERVICE	100.00%			1	\$ 113,000	\$ 113,000		
20-462200	PRIVATE FIRE HYDRANT	100.00%			1	\$ 38,900	\$ 38,900		
20-463100	CITY FIRE HYDRANT	100.00%			1	\$ 107,400	\$ 107,400		
20-466100	WHOLESALE/RESALE	100.00%			1	\$ 1,199,200	\$ 1,199,200		
20-466200	WHOLESALE/PRODUCERS	100.00%			1	\$ 351,200	\$ 351,200		
20-467100	CO USE ELECT DEPT	100.00%			1	\$ 400	\$ 400		
20-467200	CO USE WATER DEPT	100.00%			1	\$ 4,000	\$ 4,000		
20-470100	WATER COLLECTION CHG	100.00%			1	\$ 51,800	\$ 51,800		
	TOTAL WATER REVENUE					\$ 8,016,600	\$ 8,016,600		
30-420100	BASIC SERVICE	100.00%			1	\$ 7,036,600	\$ 7,036,600		
30-420150	DIGITAL REVENUE	100.00%			1	\$ 1,159,200	\$ 1,159,200		
30-420175	PAY PER VIEW	100.00%			1	\$ 54,600	\$ 54,600		
30-420200	HBO	100.00%			1	\$ 494,400	\$ 494,400		
30-420300	TMC	100.00%			1	\$ 72,500	\$ 72,500		
30-420510	CONNECTION CHARGES	100.00%			1	\$ 210,000	\$ 210,000		
30-420520	PAY CHANNEL DISCOUNTS	100.00%			1	\$ (180,000)	\$ (180,000)		
30-420530	CABLE COLLECTION CHG	100.00%			1	\$ 175,000	\$ 175,000		
30-420600	SHOWTIME	100.00%			1	\$ 135,000	\$ 135,000		
30-420700	CINEMAX	100.00%			1	\$ 131,000	\$ 131,000		
30-420750	STARZ/ENC	100.00%			1	\$ 200,100	\$ 200,100		
30-420760	WAM/ENC	100.00%			1	\$ 600	\$ 600		
30-420770	WAM/STARZ/ENC	100.00%			1	\$ 28,800	\$ 28,800		
30-420800	ENCORE	100.00%			1	\$ 7,200	\$ 7,200		
30-420900	ADVERTISING/AD INSERTION	100.00%			1	\$ 749,000	\$ 749,000		
30-420901	PRODUCTION REVENUE	100.00%			1	\$ 24,000	\$ 24,000		
30-420910	LEASE/SALE CHANNEL	100.00%			1	\$ 166,000	\$ 166,000		
30-420920	SHOPPING CHANNEL	100.00%			1	\$ 75,000	\$ 75,000		
30-420950	DIGITAL MUSIC	100.00%			1	\$ 4,000	\$ 4,000		
30-420970	CHANNEL 10 REVENUE	100.00%			1	\$ 8,000	\$ 8,000		
30-420990	DARK FIBER	100.00%			1	\$ 1,070,000	\$ 1,070,000		
30-420160	DIGITAL PAY SERVICE REVENUE	100.00%			1	\$ 12,900	\$ 12,900		

SCHEDULE XII 2008-09 BUDGET
 DIVISIONAL BUDGET DETAIL
 FISCAL YEAR 2008-09

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2008-09	ELECT	WATER	CABLE
30-420820	HICAP REVENUE			100.00%	1	\$ 176,000			\$ 176,000
30-420825	SBA REVENUE(LONG DIST.)			100.00%	1	\$ 550,000			\$ 550,000
30-420826	ACCESS BILLING REVENUE			100.00%	1	\$ 260,000			\$ 260,000
30-420830	HSDS (DATA) REVENUE			100.00%	1	\$ 4,380,000			\$ 4,380,000
30-420832	BUNDLED SERVICE DISCOUNT			100.00%	1	\$ (500,000)			\$ (500,000)
30-420835	CLEC (TELEPHONE) REVENUE			100.00%	1	\$ 3,344,000			\$ 3,344,000
30-420810	SECURITY SERVICES			100.00%	1	\$ 300,000			\$ 300,000
30-420815	SECURITY INSTALLS			100.00%	1	\$ 67,000			\$ 67,000
	DIGITAL CONVERTOR			100.00%	1	\$ 46,100			\$ 46,100
	SUBTOTAL BASIC REVENUE W/ DIGITAL					\$ 8,195,800			\$ 8,195,800
	SUBTOTAL PAY SERVICES W/ DMX & PPV					\$ 961,100			\$ 961,100
	SUBTOTAL FSN REVENUE					\$ 8,623,100			\$ 8,623,100
	SUBTOTAL OTHER REVENUE					\$ 2,477,000			\$ 2,477,000
	TOTAL CABLE REVENUE			100.00%	1	\$ 20,257,000			\$ 20,257,000
40-415-100	MATERIAL SALES	26.91%	20.13%		3	\$ 15,800	\$ 4,251	\$ 3,180	\$ 8,368
40-415-400	MAPPING INCOME	26.91%	20.13%	52.97%	3	\$ 500	\$ 135	\$ 101	\$ 265
40-418-200	CLUBHOUSE RENTAL	26.91%	20.13%	52.97%	3	\$ 9,400	\$ 2,529	\$ 1,892	\$ 4,979
40-419-050	INT CASH WORKING FUND	62.50%	11.46%	26.04%	4	\$ 100	\$ 62	\$ 11	\$ 26
40-419-100	INT CONTRACT FUND	34.54%	52.97%	12.49%	10	\$ 65,000	\$ 22,451	\$ 34,430	\$ 8,119
40-419-200	INT REVENUE BOND SINKING FUND		100.00%		1	\$ 27,000	\$ -	\$ 27,000	\$ -
40-419-250	INT REV BOND INT & RED FUND		100.00%		1	\$ 2,500	\$ -	\$ 2,500	\$ -
40-419-300	INT DEPRECIATION FUND	26.08%	18.38%	55.55%	9	\$ 50,000	\$ 13,039	\$ 9,188	\$ 27,773
40-419-350	INT OPERATIONS & MAINT FUND	62.50%	11.46%	26.04%	4	\$ 9,000	\$ 5,625	\$ 1,031	\$ 2,344
40-419-400	INT REVENUE FUND - FARMERS BANK	62.50%	11.46%	26.04%	4	\$ 17,200	\$ 10,750	\$ 1,971	\$ 4,480
40-419-450	INT REVENUE FUND - STATE NAT BANK	62.50%	11.46%	26.04%	4	\$ 21,000	\$ 13,124	\$ 2,406	\$ 5,469
40-419-500	INT CLUBHOUSE FUND	26.91%	20.13%	52.97%	3	\$ 5,000	\$ 1,345	\$ 1,006	\$ 2,648
40-419-550	IN REVENUE FUND - REPUBLIC	62.50%	11.46%	26.04%	4	\$ 100	\$ 62	\$ 11	\$ 26
	TOTAL INTEREST					\$ 196,900	\$ 66,460	\$ 79,556	\$ 50,885
40-421-100	MISCELLANEOUS INCOME	37.83%	30.93%	31.24%	15	\$ 433,000	\$ 137,867	\$ 167,181	\$ 127,952
40-421-300	CAPITAL CONTRIBUTIONS	47.63%	48.34%	4.04%	18	\$ 797,900	\$ 380,000	\$ 385,700	\$ 32,200
	TOTAL OTHER INCOME					\$ 1,453,500	\$ 591,242	\$ 637,610	\$ 224,648
	TOTAL INCOME					\$ 72,764,900	\$ 43,629,042	\$ 8,654,210	\$ 20,481,648
30-510510	HBO EXPENSE			100.00%	1	\$ 437,200	\$ -	\$ -	\$ 437,200
30-510520	TMC EXPENSE			100.00%	1	\$ 29,000	\$ -	\$ -	\$ 29,000
30-510540	SHOWTIME EXPENSE			100.00%	1	\$ 72,000	\$ -	\$ -	\$ 72,000
30-510550	CINEMAX EXPENSE			100.00%	1	\$ 54,200	\$ -	\$ -	\$ 54,200
30-510560	ENCORE EXPENSE			100.00%	1	\$ 2,100	\$ -	\$ -	\$ 2,100
30-510563	WAM/ENCORE			100.00%	1	\$ 100	\$ -	\$ -	\$ 100
30-510565	STARZIENG			100.00%	1	\$ 99,700	\$ -	\$ -	\$ 99,700
30-510570	DIGITAL MUSIC EXPENSE			100.00%	1	\$ 3,500	\$ -	\$ -	\$ 3,500
30-510600	SATELLITE STATION EXPENSE			100.00%	1	\$ 3,796,600	\$ -	\$ -	\$ 3,796,600
30-510650	DIGITAL STATION EXPENSE			100.00%	1	\$ 601,900	\$ -	\$ -	\$ 601,900
30-510655	DIGITAL PAY STATION EXPENSE			100.00%	1	\$ 40,500	\$ -	\$ -	\$ 40,500
30-510660	HIGH DEFINITION TV			100.00%	1	\$ 53,600	\$ -	\$ -	\$ 53,600

SCHEDULE XII 2008-09 BUDGET
 DIVISIONAL BUDGET DETAIL
 FISCAL YEAR 2008-09

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2008-09	ELECT	WATER	CABLE
30-510675	PAY PER VIEW EXPENSE	100.00%			1	\$ 27,300	\$ -	\$ -	\$ 27,300
30-510100	O & M PAYROLL	100.00%			1	\$ 992,100	\$ -	\$ -	\$ 992,100
30-510300	DISTRIBUTION EXPENSES	100.00%			1	\$ 275,000	\$ -	\$ -	\$ 275,000
30-510700	POLE RENTAL	100.00%			1	\$ 55,000	\$ -	\$ -	\$ 55,000
30-510800	ROYALTY/COPYRIGHT	100.00%			1	\$ 70,000	\$ -	\$ -	\$ 70,000
	TOTAL CABLE O&M EXPENSE					\$ 6,609,800	\$ -	\$ -	\$ 6,609,800
30-520100	CHANNEL 10 PAYROLL	100.00%			1	\$ 461,000	\$ -	\$ -	\$ 461,000
30-520200	CHANNEL 10 EXPENSE	100.00%			1	\$ 55,000	\$ -	\$ -	\$ 55,000
30-525200	CABLE ADVERTISING EXPENSE	100.00%			1	\$ 80,000	\$ -	\$ -	\$ 80,000
30-525210	MARKETING EXPENSE	100.00%			1	\$ 80,000	\$ -	\$ -	\$ 80,000
	TOTAL CABLE 10 EXPENSE					\$ 676,000	\$ -	\$ -	\$ 676,000
30-530110	HICAP FSN PAYROLL	100.00%			1	\$ 46,500	\$ -	\$ -	\$ 46,500
30-530120	SBA FSN PAYROLL	100.00%			1	\$ 75,000	\$ -	\$ -	\$ 75,000
30-530130	HSDS FSN PAYROLL	100.00%			1	\$ 52,900	\$ -	\$ -	\$ 52,900
30-530140	CLEC FSN PAYROLL	100.00%			1	\$ 438,000	\$ -	\$ -	\$ 438,000
30-530150	EXPACAB FSN PAYROLL	100.00%			1	\$ 75,000	\$ -	\$ -	\$ 75,000
30-530160	SEC FSN PAYROLL	100.00%			1	\$ 113,300	\$ -	\$ -	\$ 113,300
30-530510	HICAP FSN EXPENSE	100.00%			1	\$ 5,000	\$ -	\$ -	\$ 5,000
30-530520	SBA FSN EXPENSE	100.00%			1	\$ 225,000	\$ -	\$ -	\$ 225,000
30-530525	ACCESS BILLING EXPENSE	100.00%			1	\$ 35,000	\$ -	\$ -	\$ 35,000
30-530530	HSDS FSN EXPENSE	100.00%			1	\$ 700,000	\$ -	\$ -	\$ 700,000
30-530540	CLEC FSN EXPENSE	100.00%			1	\$ 500,000	\$ -	\$ -	\$ 500,000
30-530560	SEC FSN EXPENSE	100.00%			1	\$ 70,000	\$ -	\$ -	\$ 70,000
	TOTAL CABLE FSN EXPENSE					\$ 2,335,700	\$ -	\$ -	\$ 2,335,700
30-700000	CABLE ENGINEERING EXP	100.00%			1	\$ 2,000	\$ -	\$ -	\$ 2,000
30-700100	CABLE ENGINEERING PR	100.00%			1	\$ 121,000	\$ -	\$ -	\$ 121,000
	TOTAL CABLE ENGINEERING EXPENSE					\$ 123,000	\$ -	\$ -	\$ 123,000
	TOTAL CABLE EXPENSES					\$ 9,744,500	\$ -	\$ -	\$ 9,744,500
10-555100	KW PURCHASES	100.00%			1	\$ 12,003,900	\$ 12,003,900	\$ -	\$ -
10-555200	KWH PURCHASES	100.00%			1	\$ 19,489,200	\$ 19,489,200	\$ -	\$ -
10-555300	FUEL ADJUSTMENT COSTS	100.00%			1	\$ 5,018,700	\$ 5,018,700	\$ -	\$ -
	KU POWER COST	100.00%			1	\$ 36,511,800	\$ 36,511,800	\$ -	\$ -
10-555400	SEPA ADJUSTMENT	100.00%			1	\$ (480,000)	\$ (480,000)	\$ -	\$ -
10-555-500	MERGER CREDIT	100.00%			1	\$ -	\$ -	\$ -	\$ -
	TOTAL POWER COSTS					\$ 36,031,800	\$ 36,031,800	\$ -	\$ -
10-566000	TRANSMISSION PAYROLL EXP	100.00%			1	\$ 4,000	\$ 4,000	\$ -	\$ -
10-569000	TRANSMISSION EXPENSES	100.00%			1	\$ 10,000	\$ 10,000	\$ -	\$ -
10-594000	UNDERGROUND LINES EXP	100.00%			1	\$ 54,000	\$ 54,000	\$ -	\$ -
10-594100	UNDERGROUND LINES PR	100.00%			1	\$ 102,000	\$ 102,000	\$ -	\$ -
10-596000	STREET & SIGNAL LIGHT EXP	100.00%			1	\$ 16,000	\$ 16,000	\$ -	\$ -
10-596100	STREET & SIGNAL LIGHT PR	100.00%			1	\$ 35,000	\$ 35,000	\$ -	\$ -
10-598000	DISTRIBUTION EXPENSES	100.00%			1	\$ 800,000	\$ 800,000	\$ -	\$ -
10-598100	DISTRIBUTION PR	100.00%			1	\$ 1,060,900	\$ 1,060,900	\$ -	\$ -
10-598000	SECURITY LIGHT EXPENSE	100.00%			1	\$ 8,000	\$ 8,000	\$ -	\$ -
10-599100	SECURITY LIGHT PR	100.00%			1	\$ 4,100	\$ 4,100	\$ -	\$ -
	TOTAL ELECTRIC O&M EXPENSES					\$ 2,094,000	\$ 2,094,000	\$ -	\$ -

SCHEDULE XII 2008-09 BUDGET
 DIVISIONAL BUDGET DETAIL
 FISCAL YEAR 2008-09

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2008-09	ELECT	WATER	CABLE
10-700000	ELECT ENGINEERING EXP	100.00%			1	\$ 15,500	\$ 15,500	\$ -	\$ -
10-700100	ELECT ENGINEERING PR	100.00%			1	\$ 226,700	\$ 226,700	\$ -	\$ -
	TOTAL ELECTRIC ENGINEERING EXPENSE					\$ 242,200	\$ 242,200	\$ -	\$ -
	TOTAL ELECTRIC ENGINEERING EXPENSES					\$ 38,368,000	\$ 38,368,000	\$ -	\$ -
20-623000	PUMPING POWER	100.00%			1	\$ 469,600	\$ -	\$ 469,600	\$ -
20-623000	PUMPING MAINTENANCE	100.00%			1	\$ 90,000	\$ -	\$ 90,000	\$ -
20-641000	CHEMICALS	100.00%			1	\$ 567,100	\$ -	\$ 567,100	\$ -
20-642000	TREATMENT PR	100.00%			1	\$ 336,100	\$ -	\$ 336,100	\$ -
20-641300	MISC TREATMENT EXP	100.00%			1	\$ 40,000	\$ -	\$ 40,000	\$ -
20-644000	LABORATORY EXP	100.00%			1	\$ 37,000	\$ -	\$ 37,000	\$ -
20-644100	LABORATORY PR	100.00%			1	\$ 42,900	\$ -	\$ 42,900	\$ -
20-652000	TREATMENT MAINTENANCE	100.00%			1	\$ 11,000	\$ -	\$ 11,000	\$ -
20-652100	TREATMENT MAINT PR	100.00%			1	\$ 83,400	\$ -	\$ 83,400	\$ -
	TOTAL WATER TREATMENT EXPENSES					\$ 1,677,100	\$ -	\$ 1,677,100	\$ -
20-677000	FIRE HYDRANT EXPENSES	100.00%			1	\$ 12,000	\$ -	\$ 12,000	\$ -
20-677100	FIRE HYDRANT PR	100.00%			1	\$ 44,800	\$ -	\$ 44,800	\$ -
20-678000	DISTRIBUTION EXPENSES	100.00%			1	\$ 308,300	\$ -	\$ 308,300	\$ -
20-678100	DISTRIBUTION PR	100.00%			1	\$ 722,200	\$ -	\$ 722,200	\$ -
	TOTAL WATER O&M EXPENSES					\$ 1,087,300	\$ -	\$ 1,087,300	\$ -
20-700000	WATER ENGINEERING EXP	100.00%			1	\$ 6,000	\$ -	\$ 6,000	\$ -
20-700100	WATER ENGINEERING PR	100.00%			1	\$ 240,500	\$ -	\$ 240,500	\$ -
	TOTAL WATER ENGINEERING EXPENSE					\$ 246,500	\$ -	\$ 246,500	\$ -
	TOTAL WATER EXPENSES					\$ 3,010,900	\$ -	\$ 3,010,900	\$ -
40-932-110	SUPPORT SERVICES EXPENSE	26.91%	20.13%	52.97%	3	\$ 93,000	\$ 25,024	\$ 18,718	\$ 49,257
40-932-120	SUPPORT SERVICES PAYROLL	26.91%	20.13%	52.97%	3	\$ 468,000	\$ 125,929	\$ 94,195	\$ 247,876
40-932-130	INVENTORY ADJUSTMENTS	58.77%	22.00%	19.23%	16	\$ -	\$ -	\$ -	\$ -
40-932-135	FREIGHT & OTHER ADJUSTMENTS	58.77%	22.00%	19.23%	16	\$ -	\$ -	\$ -	\$ -
40-932-140	COST OF SALES CLEARING	26.91%	20.13%	52.97%	3	\$ 204,000	\$ 83,815	\$ 61,732	\$ 58,453
40-932-200	AUTO & TRUCK REPAIR EXPENSE	41.09%	30.26%	28.65%	8	\$ 211,300	\$ 86,814	\$ 63,941	\$ 60,545
40-932-210	AUTO & TRUCK REPAIR PAYROLL	41.09%	30.26%	28.65%	8	\$ 370,900	\$ 152,386	\$ 112,238	\$ 106,276
40-932-220	GAS & OIL	41.09%	30.26%	28.65%	8	\$ 1,347,200	\$ 473,968	\$ 350,825	\$ 522,407
	TOTAL SUPPORT SERVICES EXPENSES					\$ 17,000	\$ 9,725	\$ 7,275	\$ -
40-902-000	METER READING EXPENSE	57.21%	42.79%	0.00%	5	\$ 364,100	\$ 208,295	\$ 155,805	\$ -
40-902-100	METER READING PAYROLL	57.21%	42.79%	0.00%	5	\$ 30,000	\$ 8,072	\$ 6,038	\$ 15,890
40-903-000	CUST RECORDS & COLL EXPENSE	26.91%	20.13%	52.97%	3	\$ 175,000	\$ 47,089	\$ 35,223	\$ 92,689
40-903-010	POSTAGE & PRINTING	26.91%	20.13%	52.97%	3	\$ 854,300	\$ 229,874	\$ 171,946	\$ 452,480
40-903-100	CUST RECORDS & COLL PAYROLL	26.91%	20.13%	52.97%	3	\$ 100	\$ 27	\$ 20	\$ 53
40-903-200	CASH OVER/SHORT	26.91%	20.13%	52.97%	3	\$ 45,000	\$ 12,109	\$ 9,057	\$ 23,834
40-903-921	OFFICE SUPPLIES EXPENSE	26.91%	20.13%	52.97%	3	\$ 180,000	\$ 112,495	\$ 20,624	\$ 46,880
40-904-000	BAD DEBTS EXPENSE	62.50%	11.46%	26.04%	4	\$ 1,665,500	\$ 627,886	\$ 405,988	\$ 631,826
	TOTAL OFFICE EXPENSES					\$ 595,800	\$ 160,317	\$ 119,918	\$ 315,566
40-905-100	INFORMATION TECHNOLOGIES PAYROLL	26.91%	20.13%	52.97%	3	\$ 55,000	\$ 14,799	\$ 11,070	\$ 29,131
40-905-200	GIS EXPENSE	26.91%	20.13%	52.97%	3	\$ 279,000	\$ 75,073	\$ 56,155	\$ 147,772
40-905-210	CIS EXPENSE	26.91%	20.13%	52.97%	3	\$ 130,000	\$ 34,980	\$ 26,165	\$ 68,855
40-905-300	COMPUTER EXPENSE	26.91%	20.13%	52.97%	3	\$ 1,059,800	\$ 285,169	\$ 213,307	\$ 561,323
	TOTAL IT EXPENSES					\$ 2,725,300	\$ 912,855	\$ 619,296	\$ 1,193,149
	TOTAL OFFICE & IT EXPENSES								

SCHEDULE XII 2008-09 BUDGET
 DIVISIONAL BUDGET DETAIL
 FISCAL YEAR 2008-09

ACCOUNT #	TITLE	% ELECT	% WATER	% CABLE	ALLOC METHOD	2008-09	ELECT	WATER	CABLE
40-913-000	PUBLISHING EXPENSE	26.91%	20.13%	52.97%	3	\$ 25,000	\$ 6,727	\$ 5,032	\$ 13,241
40-920-000	ADMINISTRATIVE EXPENSE	26.91%	20.13%	52.97%	3	\$ 235,000	\$ 63,233	\$ 47,299	\$ 124,468
40-920-100	ADMINISTRATIVE PAYROLL	26.91%	20.13%	52.97%	3	\$ 832,800	\$ 224,088	\$ 167,619	\$ 441,093
40-920-200	CLEARING ACCOUNT	26.91%	20.13%	52.97%	3	\$ -	\$ -	\$ -	\$ -
40-920-400	SAFETY EXPENSE	26.79%	28.57%	44.64%	7	\$ 37,200	\$ 9,964	\$ 10,629	\$ 16,607
40-920-700	TRAVEL & TRAINING	27.63%	24.25%	48.11%	13	\$ 287,300	\$ 73,868	\$ 64,829	\$ 128,602
40-920-060	DUES & SUBSCRIPTIONS	26.79%	28.57%	44.64%	7	\$ 69,000	\$ 18,482	\$ 19,714	\$ 30,804
40-920-810	BOARD EXPENSE	26.91%	20.13%	52.97%	3	\$ 500	\$ 135	\$ 101	\$ 265
40-920-820	BOARD PAYROLL	26.91%	20.13%	52.97%	3	\$ 5,600	\$ 1,507	\$ 1,127	\$ 2,966
40-924-000	INSURANCE EXPENSE	32.31%	28.19%	39.50%	17	\$ 854,200	\$ 275,992	\$ 240,799	\$ 337,409
40-920-910	SOCIAL SECURITY EXPENSE	28.11%	28.87%	43.03%	20	\$ 762,700	\$ 214,358	\$ 220,161	\$ 328,182
40-923-100	LEGAL EXPENSES - RATE CASES	100.00%			1	\$ -	\$ -	\$ -	\$ -
40-923-200	CONSULTING FEES - RATE CASES	100.00%			1	\$ -	\$ -	\$ -	\$ -
40-923-300	LEGAL RETAINER FEES	26.91%	20.13%	52.97%	3	\$ 32,400	\$ 8,718	\$ 6,521	\$ 17,161
40-923-400	OTHER CONSULTING FEES	90.29%	2.67%	7.03%	11	\$ 55,500	\$ 50,112	\$ 1,484	\$ 3,904
40-923-500	OTHER LEGAL & ACCOUNTING	26.91%	20.13%	52.97%	3	\$ 134,700	\$ 36,245	\$ 27,111	\$ 71,344
40-923-600	CABLE LEGAL COSTS	100.00%			1	\$ 8,000	\$ -	\$ -	\$ 8,000
	TOTAL ADMINISTRATIVE EXPENSES					\$ 3,319,900	\$ 983,430	\$ 812,425	\$ 1,524,045
40-930-100	GENERAL EXPENSE	26.91%	20.13%	52.97%	3	\$ 15,000	\$ 4,036	\$ 3,019	\$ 7,945
40-930-110	MAINTENANCE EXPENSE	26.91%	20.13%	52.97%	3	\$ 35,000	\$ 9,418	\$ 7,045	\$ 18,538
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	26.08%	18.38%	55.55%	9	\$ 5,922,200	\$ 1,544,399	\$ 1,088,312	\$ 3,289,488
40-930-408	CITY PROPERTY TAX	37.83%	30.93%	31.24%	2	\$ 125,000	\$ 47,288	\$ 38,663	\$ 39,050
40-930-409	COUNTY PROPERTY TAX	37.83%	30.93%	31.24%	2	\$ 61,000	\$ 23,076	\$ 18,867	\$ 19,056
40-930-427	INT ON WATER BONDS	100.00%	100.00%		1	\$ 495,400	\$ -	\$ 495,400	\$ -
	INT ON KIA LOAN	100.00%	100.00%		1	\$ 11,800	\$ -	\$ 11,800	\$ -
	INT ON CONSOLIDATED NOTE	100.00%	100.00%		1	\$ 47,200	\$ -	\$ -	\$ 47,200
40-930-429	INT ON FSN	100.00%	100.00%		1	\$ 47,200	\$ -	\$ -	\$ 47,200
40-930-425	INT ON BAN	0.00%	100.00%	0.00%	12	\$ -	\$ -	\$ -	\$ -
40-930-426	INT ON CUSTOMER DEPOSITS	84.51%	15.49%		4	\$ 85,200	\$ -	\$ 85,200	\$ -
40-930-431	OTHER INTEREST EXPENSE	26.79%	28.57%	44.64%	7	\$ 92,900	\$ 78,507	\$ 14,393	\$ -
40-930-432	CASH CONTRIBUTIONS TO CITY	62.50%	11.46%	26.04%	4	\$ -	\$ -	\$ -	\$ -
40-930-435	TOTAL GENERAL EXPENSES					\$ 25,000	\$ 15,624	\$ 2,865	\$ 6,511
	UNEMPLOYMENT INSURANCE	26.79%	28.57%	44.64%	7	\$ 8,357,400	\$ 1,722,348	\$ 1,781,663	\$ 4,853,388
40-926-000	EMPLOYEE WELFARE EXPENSE	26.79%	28.57%	44.64%	7	\$ 6,000	\$ 1,607	\$ 1,714	\$ 2,679
40-926-100	CLUBHOUSE EXPENSE	26.79%	28.57%	44.64%	7	\$ 1,735,000	\$ 464,732	\$ 495,714	\$ 774,554
40-926-400	EMPLOYEE ASSISTANCE EXPENSE	26.79%	28.57%	44.64%	7	\$ 8,000	\$ 2,143	\$ 2,286	\$ 3,571
40-926-470	EMPLOYEE ACTIVITY EXPENSE	26.79%	28.57%	44.64%	7	\$ 4,600	\$ 1,232	\$ 1,314	\$ 2,054
40-926-450	PENSION EXPENSE	28.01%	28.90%	43.08%	19	\$ 39,700	\$ 10,634	\$ 11,343	\$ 17,723
40-926-500	OTHER PENSION COSTS	26.79%	28.57%	44.64%	7	\$ 1,649,500	\$ 462,083	\$ 476,749	\$ 710,668
40-926-600	VACATION BENEFITS EXPENSE	26.79%	28.57%	44.64%	7	\$ 2,500	\$ 670	\$ 714	\$ 1,116
40-926-060	SICK BENEFITS EXPENSE	26.79%	28.57%	44.64%	7	\$ 547,700	\$ 146,705	\$ 156,486	\$ 244,509
40-926-070	TOTAL EMPLOYEE BENEFITS EXPENSES	26.79%	28.57%	44.64%	7	\$ 281,500	\$ 75,402	\$ 80,429	\$ 125,670
	TOTAL ALLOCABLE EXPENSES					\$ 4,274,500	\$ 1,165,208	\$ 1,226,749	\$ 1,882,543
	TOTAL EMPLOYEE BENEFITS EXPENSES					\$ 20,024,300	\$ 5,257,808	\$ 4,790,959	\$ 9,975,534
	TOTAL EXPENSES					\$ 71,147,700	\$ 43,625,808	\$ 7,801,859	\$ 19,720,034
	NET INCOME					\$ 1,617,200	\$ 3,234	\$ 852,351	\$ 761,615

**SCHEDULE XII 2008-08
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2008-09**

ALLOCATION METHODS			
Method 1			
Direct 100% to Dept.	Electric Department		100%
	Water Department		100%
	Cable Department		100%
Method 2			
Plant Value	6/30/2007		
Electric	\$ 47,123,813		37.83%
Water	\$ 38,530,405		30.93%
Cable	\$ 38,905,514		31.24%
	\$ 124,559,732		100.00%
Method 3			
	AS OF 3/31/08		
# of Customers	PER DEPT COUNTS	E-W	E-W-C
Electric	21,036	57.21%	26.91%
Water	15,735	42.79%	20.13%
Sub Total	36,771	100.00%	
Cable	41,407		52.97%
Total	78,178		100%
Method 4			
Sales Volume \$	6/30/2007	E-W	E-W-C
Electric	\$ 40,795,897	84.51%	62.50%
Water	\$ 7,479,361	15.49%	11.46%
Cable	\$ 17,000,864		26.04%
	\$ 65,276,122		100.00%
Method 5			
	AS OF 3/31/08		
#active meters	PER DEPT COUNTS		
Electric	21,036		57.21%
Water	15,735		42.79%
Cable	-		0.00%
	36,771		100.00%

**SCHEDULE XII 2008-08
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2008-09**

ALLOCATION METHODS			
EMPLOYEE COUNT BY DEPARTMENT			3/31/2008
Method 6			
Number of Employees (General By Customers)			
Electric	37	60	26.79%
Water	40	57	25.45%
Cable	62	107	47.77%
Subtotal	139		
General	85	224	100.00%
Method 7			
EMPLOYEE COUNT BY DEPARTMENT			
Number of Employees (General By Employees)			
Electric w/Elect Eng	37	60	26.79%
Water	40	64	28.57%
Cable	62	100	44.64%
Subtotal	139		
General	85	224	100.00%
Method 8			
VEHICLES ASSIGNED TO DEPARTMENTS			
Vehicle Cost	6/30/2007		PRIOR YEAR
Electric	\$ 1,493,869.32		42.94%
Water	\$ 1,100,286.00		28.84%
Cable	\$ 1,041,838.00		28.22%
	\$ 3,635,993.32		100.00%
Method 9			
FROM ADMIN EXPENSE BUDGET 2008-09			
Depreciation			
Electric	\$ 1,544,409.00		26.08%
Water	\$ 1,088,319.00		18.38%
Cable	\$ 3,289,509.00		55.55%
	\$ 5,922,237.00		100.00%
Method 10			
Contracts Payable			
Electric	6/30/2007	1,222,810	34.54%
Water		1,875,201	52.97%
Cable		442,185	12.49%
		\$ 3,540,195	100.00%

**SCHEDULE XII 2008-08
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2008-09**

ALLOCATION METHODS			
Method 11			
FROM ADMIN EXPENSE BUDGET 2008-09			
Consultant Fees (Dept by Dept, Gen By # Cust)			
Electric	\$ 55,500	\$ 57,787	90.29%
Water	\$ -	\$ 1,711	2.67%
Cable	\$ -	\$ 4,502	7.03%
General	\$ 8,500		
	<u>\$ 64,000</u>		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			
FROM ADMIN EXPENSE BUDGET 2008-09			
Travel and Training			
Dept by Dept			
Gen by # cust			
Elect	\$ 38,000	\$ 73,868	27.63%
Water	\$ 38,000	\$ 64,829	24.25%
Cable	\$ 58,000	\$ 128,602	48.11%
General	\$ 133,300		
	<u>\$ 267,300</u>	\$ 267,300	100.00%
Method 14			
Extraordinary Income			
per event		claim	
Elect			
Water			
Cable			
General		0.00	0.00%
Method 15			
Misc Inc			
	6/30/2007		
Electric	\$ 136,939		31.84%
Water	\$ 166,095		38.61%
Cable	\$ 127,103		29.55%
Total	<u>\$ 430,137</u>		100.00%

**SCHEDULE XII 2008-08
DIVISIONAL ALLOCATION FACTORS
FISCAL YEAR 2008-09**

ALLOCATION METHODS						
Method 16						
Inventory		3/31/2008				
Electric	\$	2,709,540				58.77%
Water	\$	1,014,364				22.00%
Cable	\$	886,619				19.23%
Total	\$	4,610,523				100.00%
Method 17						
Insurance allocated by average % of statement of values and number of employees						
Electric			plant value	emp		avg
Water			38%	27%		32.31%
Cable			31%	25%		28.19%
			31%	48%		39.50%
			100%	100%		100.00%
Method 18						
Capital contributions 100% by department						
Electric	\$	380,000	47.63%	\$	380,000	
Water	\$	385,700	48.34%	\$	385,700	
Cable	\$	32,200	4.04%	\$	32,200	
	\$	797,900	100.01%			
Method 19						
Pension Expense (Dept by Dept, Gen by # of Emp)						
Electric	\$	462,094				28.01%
Water	\$	476,761				28.90%
Cable	\$	710,686				43.08%
	\$	1,649,541				100.00%
Method 20						
Social Security Expense (Dept by Dept, Gen by # of Emp)						
Electric	\$	214,356				28.11%
Water	\$	220,159				28.87%
Cable	\$	328,179				43.03%
	\$	762,694				100.00%