

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

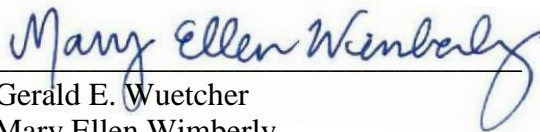
**ELECTRONIC APPLICATION OF MONROE)
COUNTY WATER DISTRICT FOR RATE) CASE NO. 2017-00070
ADJUSTMENT PURSUANT TO 807 KAR 5:076)**

NOTICE OF FILING

Monroe County Water District (“Monroe District”) gives notice of the filing of its Comparison of Water District Wages with State and National Water Industry Wages/Salaries (“Comparison”). Monroe District is filing this Comparison, which is attached, pursuant to Vice Chairman Cicero’s request that Monroe District include a comparison of its wages to the average wages shown in the Kentucky League of Cities’ (“KLC”) Wage & Salary Survey before the hearing continued on Wednesday, October 25, 2017.¹ The Comparison also includes a description of each Monroe District employee’s responsibilities compared to the job descriptions listed in the surveys.

Dated: October 20, 2017

Respectfully submitted,



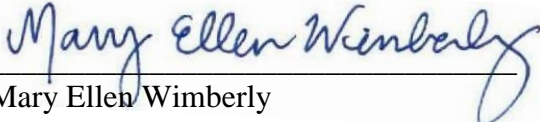
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Counsel for Monroe County Water District

¹ VR: 09/27/2017; 11:09:50.

CERTIFICATE OF SERVICE

In accordance with 807 KAR 5:001, Section 8, I certify that Monroe County Water District's October 20, 2017 electronic filing of this Notice of Filing is a true and accurate copy of the same document being filed in paper medium; that the electronic filing has been transmitted to the Commission on October 20, 2017; that there are currently no parties that the Commission has excused from participation by electronic means in this proceeding; and that the original and six copies in paper medium of this Notice of Filing will be delivered to the Commission on or before October 24, 2017.



Mary Ellen Wimberly

Comparison of Water District Wages with State and National Water Industry Wages/Salaries¹

	Years Employed by Monroe District	Age	Monroe District Total Adjusted Pay	2016 ²		2017		2017	2016
				AWWA - 50th Percentile	AWWA - Mid Average Salary	AWWA - 50th Percentile	AWWA - Mid Average Salary	KRWA Average	KLC
General Manager*	16	65	\$58,678.90	\$81,120.00	\$84,708.00	\$75,000.00	\$76,513.00	\$64,063.00	\$58,355.00
Office Manager*	26	46	\$51,671.39	\$48,256.00	\$59,754.00	\$49,098.00	\$54,151.00	\$50,033.00	\$35,880.00
Distribution Crew Supervisor*	20	46	\$52,653.93	\$56,000.00	\$56,496.00	\$53,800.00	\$54,449.00	\$46,522.00	\$46,236.00
Accounts Receivable III*	20	60	\$34,687.16	\$47,996.00	\$52,701.00	\$47,955.00	\$53,689.00	\$35,394.00	\$31,006.00
Customer Service Rep Supervisor*	17	61	\$42,626.70	\$52,358.00	\$48,804.00	\$50,514.00	\$48,463.00	\$30,142.00	\$35,652.00
Meter Tester/Equip. Operator II*	15	56	\$43,001.90	\$47,000.00	\$47,603.00	\$45,000.00	\$45,462.00	\$37,348.00	\$35,652.00
Laborer II*	13	62	\$31,209.83	\$37,950.00	\$41,873.00	\$36,872.00	\$36,506.00	\$37,348.00	\$28,375.00
Accounts Receivable II*	6	28	\$26,794.84	\$40,000.00	\$40,404.00	\$38,480.00	\$39,219.00	\$35,394.00	\$31,006.00
Laborer I*	2	47	\$26,948.44	\$37,950.00	\$41,873.00	\$36,872.00	\$36,506.00	\$30,244.00	\$28,375.00
Accounts Receivable I (2017 Hire)	0	30	\$24,292.32	\$40,000.00	\$40,404.00	\$38,480.00	\$39,219.00	\$35,394.00	\$31,006.00
Laborer (2017 Hire)	0	25	\$23,337.60	\$37,950.00	\$41,873.00	\$36,872.00	\$36,506.00	\$30,244.00	\$28,375.00

More complete job descriptions are attached.

* Each employee denoted with an asterisk worked overtime hours in 2015. As explained in Exhibit 1 to the Third Supplement to Application, Monroe County Water District's ("Monroe District") total adjusted pay was determined by applying current wage rates to regular and overtime hours worked in 2015. The KRWA Compensation and Benefit Survey specifies that "wage information has been annualized using 2080 hours per year for full time employment." Thus, unlike the Monroe District pay, which includes overtime, the KRWA average does not include overtime. The KRWA further advises users of its survey to "take into consideration that years of service, geographic location, and sophistication of operation have not been factored into this survey." Monroe District's counsel has been unable to ascertain whether the AWWA or KLC Compensation Surveys include overtime in their salary figures.

¹ The supporting information from the 2016 American Water Works Association ("AWWA") Survey, the 2017 Kentucky Rural Water Association ("KRWA") Survey, and the 2016 Kentucky League of Cities ("KLC") Survey was filed as an exhibit to Monroe District's Notice of Filing on September 21, 2017. The AWWA recently released a 2017 Survey. Monroe District has not filed this Survey with the Public Service Commission ("Commission"), but will furnish it to the Commission and Attorney General upon request. The excerpt of the KLC Survey showing the City Clerk position was not included in the original excerpt filed by Monroe District, but is included as Exhibit A to this filing.

² Some salaries included in this table differ from those originally filed by Monroe District in Tab 24 to the Application. The originally filed table included salary information that was derived from different portions of the Survey. The 2016 AWWA Survey data was updated in this table for consistency.

General Manager

Monroe District Job Description:

- In charge of day to day operations of the water district
- Responsible for supervision of all employees
- Schedule work and duties for employees
- Maintain inventory and time records as needed
- Manage and prepare budgets; prepare financial information for presentation to the Board of Commissioners
- Carry out the instructions and directions of the Board of Commissioners
- Attend meetings of Board of Commissioners
- Assist and prepares monthly and quarterly reports
- Assist in preparing new construction project plans
- Prepare and revise rules, rates, and regulations in tariff
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 2001 (16 years)

Special Skills and Qualifications:

Class IIID Distribution Operator (1999)¹; Class IVA Treatment Operator (2005)²; Certified Meter Tester (2004); Previously held Commercial Driver's License; Experienced and proficient in operating heavy equipment; Trained in disaster preparedness; Previously held Wastewater Class II License (1979); Serves on Barren River Area Development District Water Management Council (BRADD); CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System General Manager (Superintendent)³

Position Description: Responsible for office and field administration, planning, reporting, and policy administration. Hires and terminates employees and determines compensation.

Responsible for public relations and compliance policies. Reports directly to board of directors or city council and may supervise contract, office, plant, distribution, and operations employees.

KRWA Comparable Position: Manager/Superintendent/CEO⁴

KLC Comparable Position: Utilities Director

Position Description: Directs operation and maintenance of water distribution/treatment system and/or sewage collection/treatment system

¹ For each employee, the year following the certification indicates the year in which the certification was obtained. Unless otherwise noted, the certification has been maintained.

² The General Manager first obtained a Class IIA Treatment Operator License in 1973 and a Class IIIA Treatment Operator License in 1977. His operator license lapsed and he retested and obtained a Class IIIA Treatment Operator License in 1999.

³ In the 2016 AWWA Guide, positions are described with "Rural System" preceding the job title. In the 2017 AWWA Guide, positions are described with "Small System" preceding the job title. The job descriptions otherwise remain the same. Each AWWA Comparable Position is described with "Rural/Small System" preceding the job title to represent both the 2016 and 2017 AWWA Guides.

⁴ No position descriptions are available in the KRWA Guide.

Office Manager

Monroe District Job Description:

- Generate letters, reports, and other documents
- Prepare reports, charts and agenda packets for Board of Commissioners meetings
- Attend and maintains the minutes of Board of Commissioners meetings
- Maintain central filing system
- Assist General Manager with various administrative duties, correspondence and related work
- Generate misc. bills for General Manager, along with follow up on delinquent misc. bills
- Assist in the preparation of water sample reports and filing of Lab results
- Assist in the preparation of Monthly Operating Report
- Prepares Quarterly Meter Testing Report
- Assist in the preparation of Monthly Water Loss Report
- Assist in preparing new project plans
- Prepares necessary documents for new water main extensions including easements
- Assist in updating maps and records of District facilities
- Liaison to general public, contractors, and developers
- Request on call personnel to make emergency repairs and satisfy customer requests
- Prepare annual budget and financial reports to USDA Rural Development, Public Service Commission, and Department of Local Government
- Assist Certified Public Accounts preparing annual audit
- Assist with preparation of Operations and Maintenance Manual
- Assist with Telemetry System, sending repairs, and restocking of parts for tanks and pump stations
- Assist with SCADA monitoring system
- Assist in preparation and revision of rules, rates and regulations in tariff
- Responsible for daily deposits and audit of cash flow
- Approve all customer adjustments (MCWD leak, customer leak, or misread)
- Reconcile and balance all bank accounts for reviewed by General Manager
- Compile monthly operating report to show revenue, expenses of accounts payable, profit and loss, and other items of business
- Prepare payroll checks weekly
- Prepare all payroll withholding reports monthly and quarterly (Federal, Medicare, Social Security, State, Local)
- Prepare monthly school tax report, monthly retirement report, and monthly sales tax report
- Assist in preparing new construction project plans and serve as Project Administrator for EPA, USDA-RD, and KIA funded projects
- Responsible for preparation and maintenance of general ledger and accounts payable
- Human Resource Officer and Civil Rights Coordinator
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 1991 (26 years)

Special Skills and Qualifications:

Utility Management Institute Certification (2007); Certified Meter Tester (2004); Proficient and trained in Telemetry System; Proficient and trained in United Systems billing software; Proficient in Microsoft

Office; Trained in implementing Boil Water Advisory; Serves on BRADD Water Management Council; Notary Public; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Office Manager

Description: Responsible for supervision of all administrative functions at the utility, including maintaining office supplies and coordinating office administrative schedules. Supervises other administrative personnel. May also be responsible for certain accounting activities, including billing, processing utility payments, bank deposits, drawing warrants for payment of delinquent bills, and processing payroll, along with taking minutes at meetings and serving as receptionist.

KRWA Comparable Position: Assistant Mgr/Supt/CEO⁵

KLC Comparable Position: City Clerk⁶

Description: Directs operations of city clerk's office; clerk of governing body and custodian of record.

⁵ In the Application and Third Supplement, the KRWA Comparable Position was mistakenly listed as "Office Manager." Monroe District's Office Manager's job more closely aligns with the Assistant Mgr/Supt/CEO. The salary from the Assistant Mgr/CEO was correctly included on Tab 24 of the Application and updated in the Third Supplement.

⁶ No comparable position to the Office Manager exists in the KLC Survey. The responsibilities of City Clerk most closely align with, but do not fully encompass, those of the Office Manager.

Distribution Crew Supervisor

Monroe District Job Description:

- Install, repair and maintain water lines, meters, fire hydrants, valves and related plant
- Map and locate water lines and valves
- Inspect, maintain and operate vehicles and equipment
- Perform maintenance on pump station and telemetry
- Assist with SCADA Monitoring system
- Clean up all areas pertaining to Water District work (such as, leveling ground and sowing grass seed, etc.)
- Pull meters for testing
- Inspect customer water service lines
- Maintain Class IID Distribution Operation certification
- Assist with all operation and maintenance of the water district as needed
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 1997 (20 years)

Special Skills and Qualifications:

Class IID Distribution Operator (2005); Commercial Driver's License (1998); Certified Meter Tester (2004); Experienced and proficient in using backhoe, trencher, and boring machine; Experienced and proficient in SCADA system software and field infrastructure maintenance; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Field Manager

Description: Responsible for all managerial tasks for the distribution and/or collection system, including human resource recommendations for field staff and the maintenance, repair, and construction of facilities in the distribution and/or collection system. Must have a state operator's license or be directly supervised by a licensed operator.

KRWA Comparable Position: Superintendent/Supervisor/Foreman

KLC Comparable Position: Utility Crew Foreman

Description: Provides first-line supervision of a small unit of utility workers on an assigned shift.

Accounts Receivable III

Monroe District Job Description:

- Assist with answering and directing telephone calls in a pleasant and professional manner
- Courteously greet customers and visitors and provide assistance and information as needed
- Enter pertinent data into computer for billing, meter change outs, bank drafts, meter testing and etc.
- Assist with collecting customer payments and reconciling cash drawer daily
- Maintain and file paperwork for billing, meter change outs, bank drafts, meter testing, service line inspections and leaks reported
- Call telephone company for line locates as needed
- Prepare Monthly Service Report and Water Line list
- Maintains water district computer network and all informational technology assets, including computer software
- Perform routine updates and work with United Systems problem solving
- Assist Office Manager and General Manager with creating tables, reports, general paperwork and etc. as needed
- Assist with SCADA Monitoring system as needed
- Assist with general office duties and other duties deemed necessary by supervisor
- Prepare Disinfection Byproduct Reports for review by General Manager
- Reconcile bank statements and assist with accounts payable
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 1997 (20 years)

Special Skills and Qualifications:

Proficient and trained in Telemetry System; Proficient and trained in United Systems billing software; Trained in implementing Boil Water Advisory; Trained to complete Consumer Confidence Reports; Proficient and trained in Microsoft Office; Proficient in network management and able to troubleshoot IT issues; Proficient in SCADA software; Proficient in Itron meter reading software; Proficient and trained in GPS software; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Bookkeeper (Accountant, if certified)

Description: Responsible for maintaining the system's financial accounts. Typically pays vendor and utility bills, processes receivables and deposits and maintains accurate records of all financial transactions. Is not required to possess an accounting certificate.

KRWA Comparable Position: Bookkeeper

KLC Comparable Position: Utility Clerk

Description: Performs routine clerical work; collects and distributes materials and products to appropriate destinations; provides support service, data entry, and simple bookkeeping

Customer Service Representative Supervisor

Monroe District Job Description:

- Read master meters daily, take chlorine samples daily
- Check and reread customer meters as problems occur
- Inspect and maintain vehicles
- Map and locate water lines and valves
- Inspect customer water service lines
- Monitor SCADA system at office
- Record keeping on all work orders
- Perform monthly Pump Station and Pressure Relief Valve (PRV) maintenance
- Disassemble and repair old meters
- Assist office personnel as needed
- Maintain shop
- Install, repair and maintain water lines, meters, fire hydrants, valves and etc. as needed
- Assist with all operation and maintenance of the water district as needed
- Flushing lines (Semi-annually)
- Pull meters for testing
- Maintain Class IID Distribution Operation certification
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 2000 (17 years)

Special Skills and Qualifications:

Certified Meter Tester (2004); Class IID Distribution Operator (2005); Experienced in and performs most of daily maintenance work orders; Experienced and proficient in Division of Water pressure testing; Experienced and proficient in customer communication; Experienced and proficient in SCADA system software and field infrastructure maintenance; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Operator I⁷

Description: In addition to plant and system operator duties, lead operators are responsible for oversight and collection of water or wastewater samples, compiling data for monthly operating reports, and crew oversight. Position requires a state operator's license.

KRWA Comparable Position: Customer Service Representative⁸

KLC Comparable Position: Water Distribution System Operator II

Description: Conducts maintenance of water distribution system apparatus; has Class II state certification

⁷ Monroe County Water District's Counsel previously compared the Customer Representative Supervisor to the AWWA Rural/Small System Receptionist. Closer examination of the responsibilities of Customer Representative Supervisor reveals that the position is more comparable to a Rural/Small System Operator I.

⁸ This position does not fully encompass the job responsibilities and qualifications of Monroe County Water District's Customer Service Representative Supervisor. For example, the KRWA classification does not require that a Customer Service Representative to be a certified distribution system operator or perform field work.

Meter Tester/Equipment Operator II

Monroe District Job Description:

- Test meters and perform all necessary paperwork
- Install, repair and maintain water lines, meters, fire hydrants, valves and etc.
- Map and locate water lines and valves
- Inspect, maintain and operate all vehicles and equipment
- Maintain shop, pump stations and PRVs
- Pull meters for testing
- Clean up all areas pertaining to Water District work (e.g., leveling ground and sowing grass seed)
- Assist with SCADA system, including recordkeeping of inventory
- Maintain Class IID Distribution Operator certification
- Assist with all operation and maintenance of the water district as needed
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 2002 (15 years)

Special Skills and Qualifications:

Certified Meter Tester (2004); Class IID Distribution Operator (2006); Commercial Driver's License (2005); Experienced and proficient in using backhoe, trencher, and boring machine; Experienced and proficient in SCADA system software and field infrastructure maintenance; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Maintenance Technician

Description: Responsible for planning, scheduling, and performing preventative and regular maintenance work. May hold a state operator's license or operate water and wastewater components under the supervision of a licensed operator. Must possess strong working knowledge of water main maintenance, valves, meters, chemicals, controls, and other treatment procedures.

KRWA Comparable Position: Certified Operator⁹

KLC Comparable Position: Water Distribution System Operator II

Description: Conducts maintenance of water distribution system apparatus; has Class II state certification

⁹ Monroe County Water District's Counsel previously compared the Meter Tester/Equipment Operator II to the KRWA Non-certified Field Personnel. Closer examination of the job description and responsibilities of Meter Tester/Equipment Operator II, including the requirement to hold a Class IID Distribution Operator certification, suggests that the position is more comparable to a Certified Operator.

Laborer II

Monroe District Job Description:

- Install, repair and maintain water lines, meters, fire hydrants, valves and etc.
- Perform maintenance and rereading of customer's meters and boxes
- Pull meters for testing
- Mowing and weed-eating of all Water District properties
- Maintain pump station sites and shop cleanliness
- Map and locate water line and fire hydrant valves
- Electrical maintenance on shop, office and the other sites
- Inspect and maintain vehicles
- Assist with all operation and maintenance of the water district as needed
- Maintain a Class IID Distribution Operator certification
- Take daily chlorine samples
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 2004 (13 years)

Special Skills and Qualifications:

Class IID Distribution Operator (2007); Certified Meter Tester (2012); Licensed electrician – able to perform minor electrical work; Most experienced employee with flushing; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Laborer

Description: Responsible for grounds maintenance, system repairs, excavation equipment operation, and meter installation and replacement. Must maintain a state operator's license or be directly supervised by a licensed operator.

KRWA Comparable Position: Certified Operator¹⁰

KLC Comparable Position: Water/Wastewater Laborer

Description: Performs semiskilled and skilled labor in a wide variety of water/wastewater duties.

¹⁰ Monroe County Water District's Counsel previously compared the Laborer II to the KRWA Non-certified Field Personnel. Closer examination of the job description and responsibilities of Laborer II, including the requirement to hold a Class IID Distribution Operator certification, suggests that the position is more comparable to a Certified Operator.

Accounts Receivable II

Monroe District Job Description:

- Greet customers and visitors and provide assistance and information
- Answer and direct telephone calls in a pleasant and professional manner
- Check back-up tape in computer daily
- Open, work up, and distribute mail to the proper departments
- Record meter deposits in computer and meter deposit books
- Assist with preparation for mailing bills
- Assists in maintaining water district computer network and all informational technology assets, including computer software
- Load and unload PDAs and check readings for high/low usage and notify customers when necessary
- Fill out and complete necessary paperwork for maintenance work orders
- Fill out purchase orders as needed
- Enter pertinent data in computer for new customers, penalties, delinquent notices, etc.
- Maintain and file paperwork
- Assist customers with bank draft
- Assist with SCADA Monitoring system as needed
- Assist with general office duties and other duties deemed necessary by supervisor
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 2011 (6 years)

Special Skills and Qualifications:

Proficient and trained in Telemetry System; Proficient and trained in United Systems billing software; Trained in implementing Boil Water Advisory; Proficient in Microsoft Office; Proficient in network management and able to troubleshoot IT issues; Proficient in SCADA software; Proficient in Itron meter reading software; Proficient and trained in GPS software; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Accounting Clerk

Description: Responsible for assisting the bookkeeper or office manager with billing functions. May assist customers who pay in person by collecting cash and checks, processing credit cards, issuing receipts, and fielding questions and complaints. May also collect and process meter readers' reports.

KRWA Comparable Position: Bookkeeper

KLC Comparable Position: Utility Clerk

Description: Performs routine clerical work; collects and distributes materials and products to appropriate destinations; provides support service, data entry, and simple bookkeeping

Laborer I

Monroe District Job Description:

- Install new water lines
- Repair water lines
- Install meters
- Pull meters
- Recheck meter readings
- Check customer's meters for problems such as high or low pressure
- Turn meters on or off — lock or unlock
- Mowing and weed-eating all the tank and pump station sites
- Mowing and weed-eating office and shop lawns
- Cleaning and sweeping pump station sites
- Replace and repair fire hydrants
- Repair, replace, and install water mains and valves
- Map and locate water valves and fire hydrant valves
- Clean and maintain shop
- Electrical maintenance on shop, office and the other sites
- Inspect, maintain, and drive vehicles
- Repair meters
- Ditch Witch and backhoe trainee
- Train to obtain a Class IID Distribution Operator certification
- On call for emergencies 24 hours a day, 7 days a week

Hire Date: 2015 (2 years)

Special Skills and Qualifications:

Trained in using backhoe, trencher, and boring machine; Proficient and trained in GPS and SCADA; Currently in training to obtain distribution operator certification (attended operator training in 2017); CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Laborer

Description: Responsible for grounds maintenance, system repairs, excavation equipment operation, and meter installation and replacement. Must maintain a state operator's license or be directly supervised by a licensed operator.

KRWA Comparable Position: Non-Certified Field Personnel

KLC Comparable Position: Water/Wastewater Laborer

Description: Performs semiskilled and skilled labor in a wide variety of water/wastewater duties.

Accounts Receivable I (2017 Hire)

Monroe District Job Description

- Greet customers and visitors and provide assistance and information
- Answer and direct telephone calls in a pleasant and professional manner
- Insert back-up tape in computer daily
- Open, work up and distribute mail to the proper departments
- Record meter deposits in computer and meter deposit books
- Assist with preparation for mailing bills
- Load and unload PDAs and check readings for high/low usage and notify customers when necessary
- Fill out and complete necessary paperwork for maintenance work orders
- Fill out purchase orders as needed
- Enter pertinent data in computer regarding new customers, penalties, delinquent notices and etc.
- Maintain and file paperwork
- Assist customers with bank draft
- Assist with SCADA Monitoring system as needed
- Assist with general office duties and other duties deemed necessary by supervisor
- Adjust customer bills as needed for leaks, misreads, etc.
- Responsible for overseeing 811 program
- On call for emergencies 24 hours a day, 7 days a week

Special Skills and Qualifications:

Bachelor's Degree from Western Kentucky University in Interdisciplinary Studies with emphasis on Social & Human Behavior (2016); Proficient in Microsoft Office; Proficient and trained in Telemetry System; Proficient and trained in United Systems billing software; Proficient in Itron meter reading software; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Accounting Clerk

Description: Responsible for assisting the bookkeeper or office manager with billing functions. May assist customers who pay in person by collecting cash and checks, processing credit cards, issuing receipts, and fielding questions and complaints. May also collect and process meter readers' reports.

KRWA Comparable Position: Bookkeeper

KLC Comparable Position: Utility Clerk

Description: Performs routine clerical work; collects and distributes materials and products to appropriate destinations; provides support service, data entry, and simple bookkeeping

Laborer I (2017 Hire)

Monroe District Job Description:

- Install new water lines
- Repair water lines
- Install meters
- Pull meters
- Recheck meter readings
- Check customer's meters for problems such as high or low pressure
- Turn meters on or off — lock or unlock
- Mowing and weed-eating all the tank and pump station sites
- Mowing and weed-eating office and shop lawns
- Cleaning and sweeping pump station sites
- Replace and repair fire hydrants
- Repair, replace and install water mains and valves
- Map and locate water valves and fire hydrant valves
- Clean and maintain shop
- Electrical maintenance on shop, office and the other sites
- Inspect, maintain and drive vehicles
- Repair meters
- Ditch Witch and backhoe trainee
- Train to obtain a Class IID Distribution Operation certification
- On call for emergencies 24 hours a day, 7 days a week

Special Skills and Qualifications:

Commercial Driver's License; Currently in training to obtain distribution operator certification (attended operator training in 2017); Proficient and trained in GPS; CPR and First Aid Certified

AWWA Comparable Position: Rural/Small System Laborer

Description: Responsible for grounds maintenance, system repairs, excavation equipment operation, and meter installation and replacement. Must maintain a state operator's license or be directly supervised by a licensed operator.

KRWA Comparable Position: Non-Certified Field Personnel

KLC Comparable Position: Water/Wastewater Laborer

Description: Performs semiskilled and skilled labor in a wide variety of water/wastewater duties.

Administration

CITY CLERK

*Directs operations of city clerk's office;
clerk of governing body and custodian of records*

		Salary Paid				
Statewide	# Reporting	Minimum	25%	50%	75%	Maximum
Kentucky	99	\$0	\$8,370	\$35,880	\$45,190	\$76,859

		Salary Paid				
Population Range	# Reporting	Minimum	25%	50%	75%	Maximum
100,000 or more	2	\$63,303	-	\$69,903	-	\$76,502
20,000-99,999	11	\$40,600	\$49,885	\$54,795	\$66,595	\$76,859
8,000-19,999	13	\$32,319	\$38,064	\$47,186	\$56,014	\$75,858
3,000-7,999	22	\$21,600	\$37,478	\$42,250	\$45,215	\$61,030
1,000-2,999	13	\$4,410	\$21,463	\$29,120	\$36,421	\$41,000
Less than 1,000	38	\$0	\$1,515	\$3,738	\$26,942	\$72,987

Administration

CITY CLERK/ TREASURER

Performs duties of both the city clerk and city treasurer

		Salary Paid				
Statewide	# Reporting	Minimum	25%	50%	75%	Maximum
Kentucky	95	\$0	\$15,425	\$32,073	\$42,411	\$91,065

		Salary Paid				
Population Range	# Reporting	Minimum	25%	50%	75%	Maximum
100,000 or more	0	-	-	-	-	-
20,000-99,999	2	\$53,424	-	\$66,183	-	\$78,942
8,000-19,999	5	\$47,320	\$52,956	\$54,995	\$65,520	\$91,065
3,000-7,999	10	\$31,990	\$41,891	\$48,083	\$57,096	\$66,040
1,000-2,999	31	\$4,120	\$32,084	\$35,360	\$45,022	\$74,000
Less than 1,000	47	\$0	\$9,025	\$15,600	\$31,041	\$43,160