

HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: HWU ADMINISTRATIVE ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide secretarial and administrative support to the General Manager, Director of Plant Operations, Director of Field Operations, the Henderson Water and Sewer Commission, and the other Senior Management.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide administrative support to HWU senior management;
- Handle and process confidential materials related to the operation of the organization;
- Make travel arrangements for staff;
- Schedule and coordinate arrangements for meetings and conferences;
- Plan and coordinate special events and functions, including retirement receptions and holiday dinners;
- Contact other departments and/or agencies as needed to provide and/or obtain information;
- Provides administrative support to the Water and Sewer Commission;
- Contact relevant parties to exchange information for monthly Water and Sewer Commission meeting agenda;
- Assist in setting agenda and compile agenda packets and related materials for the Water and Sewer Commission meetings;
- Prepare meeting minutes as assigned;
- Distribute information to appropriate parties;
- Assist in preparation of the annual budget;
- Answer telephone;
- Greet visitors and interact with our customers;
- Respond to inquiries/complaints;
- Enter data into the asset management system, and assist in creating service requests and work orders, as appropriate;
- Provide information, take/relay messages, or direct visitors/callers to correct location as appropriate;
- Communicate with field personnel via phone and email;
- Route customer service calls to appropriate staff;
- Receive and distribute incoming mail, prepare outgoing mail, and maintain postage machine;
- Receive and deliver packages;
- Coordinate maintenance of office equipment, including copiers and printers;
- Manage incoming and outgoing communications (letters, phone, fax, email).
- Receive and document cash payments;
- Prepare and make deposits;

- Enter data into the accounting software;
- Prepare claim vouchers and invoices for administrative office, plant, Industrial Pre-Treatment and Systems Operation Center expenditures and billings, as assigned;
- Receive and review incoming claim vouchers;
- Distribute claim vouchers to appropriate parties for approval;
- Maintain petty cash fund;
- Perform payroll and accounts payable tasks as requested;
- Maintain the official records of the Utility; Create, organize, and maintains HWU files and records;
- File reports, logs, correspondence, and related documents;
- Box old files for storage, and manage records destruction, including appropriate paperwork required by state statute;
- Distribute and/or mail documents as appropriate;
- Prepare, review, and process a variety of documents and records;
- Type correspondence, letters, schedules, files, and other documents;
- File, distribute, or transmit documents as appropriate;
- Manage the insurance claim process as required, including information gathering from customers and employees, and communication with insurance agents and adjuster
- Create, update, and maintain records of recorded documents, including easements, deeds, stormwater maintenance agreements, property-use restrictions and contracts;
- Gather, report, and/or forward information upon request;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards
- Report all work related accidents, incidents, and near-misses to supervisor and safety department;
- Participate in finding solutions to safety or health related hazards;
- Assist in training of new employees on proper safety procedures;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in Safety Committee as requested;
- Stay current with and use software as necessary to perform essential functions including word processing, spreadsheet, database, or other system software;
- Maintain a positive attitude with other HWU employees;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed;
- Performs related duties as required, necessary, or assigned;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility.

MINIMUM QUALIFICATIONS

High School diploma or GED and 8 years of related job experience, with training emphasis in secretarial, accounting, office management skills, and computer skills preferred. An Associate degree will substitute for 4 years of experience and a bachelor's degree will substitute for 8 years of experience. Must demonstrate proficiency with personal computers and Microsoft Office Suite. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job will be considered. Must possess and maintain a valid driver's license. Must become and maintain status as a Notary Public.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards.

Human Interaction: Requires the ability to deal with other employees and the public in an open, friendly and helpful manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to utilize a variety of standard office equipment, including fax, phone, copy machine, scanner, etc.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (the Henderson Water Utility) at the discretion of the employer, or as the needs of the employer and/or requirements of the job change. The Henderson Water Utility explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The

omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

AUTOMATION MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, manage, and oversee the programs, operations, and service of HWU's automation, and to manage the instrumentation and controls program. Work involves managing staff and resources, planning and directing.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervise, direct, and evaluate assigned staff
- Processing employee concerns and problems,
- Directing work, counseling, disciplining, and completing employee performance appraisals;
- Provide leadership in the day to day operation of assigned departments;
- Provide technical guidance, direction, and assistance to staff;
- Provide expertise to other HWU employees in the areas of information technology and automation control systems;
- Assist the Operations Superintendent in developing a strategic plan for Automation and Maintenance, including long and short term objectives and related budgets, which coincide with the overall plan and goals of the Utility;
- Involve employees in carrying out the department and utility goals;
- Work with other departments in the design and evaluation of projects;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Monitor and assure the proper process control measures are in place and are being carried out;
- Manage and coordinate work with consultants, vendors, and contractors;
- Direct, review, and monitor work on system enhancements and modification;
- Ensure contractor work meets specification and quality standards;
- Direct the automation staff charged with developing, implementing, and maintaining automated control systems and Supervisory Control and Data Acquisition (SCADA) processes; Manage all staff, equipment, materials to maximize efficiency; Approve automation purchasing activities for all facilities;
- Analyze equipment requests and needs;
- Select and purchase new equipment;
- Ensure adequate inventory equipment, supplies, and materials for automation programs, services and operations;
- Monitors expenditures to ensure allocated resources are being used efficiently and that work stays within budgeted limits;
- Develop, implement, and maintain wireless radio networks for control communications;

- Develop, implement, and maintain Human Machine Interface (HMI) software and associated hardware;
- Program, implement and maintain PLC's, RTU's, radios, sensors, actuators, meters, controllers, and other process control devices;
- Identify and research new control equipment and processes;
- Develop plan and cost benefit analysis for new automation and control projects;
- Identify, research, and implement technological and system improvements that show significant return on investment;
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in work areas and department;
- Conduct appropriate safety meetings as assigned;
- Ensure personal and department attendance of appropriate safety meetings;
- Conduct accident investigations as necessary;
- Collect hazard analysis information to be used in eliminating hazards and reducing incident at the utility;
- Perform routine safety inspections of work areas and department and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with computer systems including SCAD, Hansen, WonderWare, and other software needed to perform essential functions of the position;
- Maintain a positive attitude with employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;
- Prepare technical and administrative reports as requested;
- Provide routine progress reports to the Operations Superintendent on status of projects, needs of operations and personnel, and progress toward goals.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's of Science degree in civil, electrical, mechanical, or control systems engineering or a closely related field; supplemented by five years of progressively responsible experience in automation control systems and processes or maintenance or any equivalent combination of education, training, and experience with provides the requisite knowledge, skills and abilities for this job. Requires a valid driver's license. **Desired:** Licensure as a Professional Engineer and some management related classes.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

AUTOMATION SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain system-wide electronic instrumentation and controls for the Henderson Water Utility by performing specialized work with electronics and computer programming.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Design and build new control and communication panels and security systems;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Install and initiate control panels and other process control equipment;
- Integrate existing control equipment with new processes and control equipment;
- Troubleshoot and maintain all Supervisory Control and Data Acquisition (SCADA) and control systems;
- Monitor automation and control equipment;
- Write Programmable Logic Controller (PLC) program logic and Human-Machine Interface (HMI) logic;
- Stay current with computer software necessary to perform essential functions including WonderWare and Hansen;
- Assist Director of Automation with preparation of department budget;
- Obtain quotes from vendors and contracts regarding control installations, equipment, and usage;
- Coordinate work with outside contractors;
- Maintains inventory;
- Orders parts and supplies as needed;
- Develops and maintain control system documentation, and prepares wiring diagrams;
- Maintain correct inventory of supplies and operating materials and identify needs for new equipment and supplies;
- Work with water and wastewater operations staff to obtain input for system improvements and troubleshooting;
- Provide instruction in the operation of new systems;
- Work with water and wastewater operations staff to obtain feedback on status of control systems;
- Provide technical assistance to other HWU personnel regarding assigned automation operations;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant/department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;

- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with computer software systems such as Microsoft Office Suite, Hansen, WonderWare and other software used to perform essential functions of the portion;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;
- Receive off-hours emergency and maintenance calls;
- Prepare work order time sheets to document work performed and materials used;
- Carry a pager and cell phone for standby duty as assigned;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Associate's degree in electronics, robotics, automation or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Desired: Bachelor's Degree in Electrical Engineering Technology or closely related field; Five years of job related experience; Knowledge of GE Fanuc PLC's and WonderWare software.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, vibrations, electric currents, or traffic hazards.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

AUTOMATION SPECIALIST, LEAD

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Director of Operations

Direct Reports: Automation Specialist(s)

Potential Pay Increase Opportunity: Annual Merit & Performance Increase, COLA, Certifications and Licenses (as applicable and qualified for)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain and supervise the effort of system-wide electronic instrumentation and controls for the Henderson Water Utility by performing specialized work with electronics and computer programming.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervise and manage the work assignments and projects of the automation department to ensure efficiency and dependability;
- Design and build new control and communication panels and security systems;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Supervise, direct, and/or assist in the installation and start-up of control panels and other process control equipment;
- Provide input on the selection of process control equipment, project integration, and design-work as applicable;
- Integrate existing control equipment with new processes and control equipment;
- Troubleshoot and maintain all Supervisory Control and Data Acquisition (SCADA) and control systems;
- Process data and provide timely input for preparation of needed reports, including the annual CSO Discharge Report, and other regulatory reports (DMR's, etc) as needed;
- Monitor automation and control equipment;
- Write Programmable Logic Controller (PLC) program logic and Human-Machine Interface (HMI) logic;
- Stay current with computer software necessary to perform essential functions including WonderWare and Proficy;
- Prepare department budget;

- Obtain quotes from vendors and contracts regarding control installations, equipment, and usage;
- Coordinate and oversee the work of outside contractors;
- Develops and maintain control system documentation, and prepares wiring diagrams;
- Maintain correct inventory of supplies and operating materials and identify needs for new equipment and supplies;
- Work with water and wastewater operations/maintenance staff to obtain input for system improvements and troubleshooting;
- Provide instruction and training in the operation of new systems;
- Work with water and wastewater operations staff to obtain feedback on status of control systems;
- Provide technical assistance to other HWU personnel regarding assigned automation operations;
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant/department;
- Attend appropriate meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;
- Maintain personal and departmental safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Stay current with computer software systems such as Microsoft Office Suite, Cityworks, WonderWare, and other software used to perform essential functions of the position;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;
- Receive off-hours emergency and maintenance calls;
- Prepare work order time sheets to document work performed and materials used;
- Carry a pager and cell phone for standby duty as assigned;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Associate's degree in electronics, robotics, automation or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Desired: Bachelor's Degree in Electrical Engineering Technology or closely related field; Five years of job related experience; Knowledge of GE Fanuc PLC's and WonderWare software.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (5 – 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, vibrations, electric currents, or traffic hazards.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

CHIEF ENGINEER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide leadership, direction, and support to the engineering function of the Utility; when directed, to design/oversee the construction projects for the Utility; to prepare engineering studies, reports, and regulatory compliance documents for the Utility; to publicly represent the interest of HWU when dealing with water, wastewater, or stormwater developments issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maximize the career potential of employees by establishing a personal development plan and identifying specific training and development activities for current and future assignments;
- Complete performance appraisals for all direct reports, including goal establishment and development planning, in a timely manner;
- Serve as a mentor to less experienced engineering staff;
- Represent the Utility before the Planning Commission, City Commission, and other state, federal, and local governmental bodies;
- Organize work so it can be accomplished in an efficient manner;
- Attend Water and Sewer Commission meetings by request;
- Serve as Acting General Manager or Acting Director of Utility Operations by request;
- Develop and maintain HWU Master Planning Documents;
- Assist in developing and implementing long and short range plans for capital and operating projects/improvements;
- Develop costs and schedules for projects identified in the adopted goals and plans;
- Prepare and implement operating and capital budgets for the engineering department and capital construction projects;
- Develop and maintain the Utility's public improvements specifications including standard drawings and specifications;
- Review developers' plans to ensure compliance with water, wastewater, and stormwater specifications and regulations;
- When directed, oversee project administration for projects awarded to outside contractors;
- Prepare reports, design plans and specifications, bid documents, and contracts for construction projects to be contracted;
- Develop, negotiate, and manage engineering contracts with outside engineering consultants;
- Coordinate and schedule construction projects with contractors and consultants;
- Review contractor work and ensure compliance with specifications, plans, and quality standards;
- Review and approve contractor pay requests;

- Design in-house capital improvement projects and performs project management activities for same;
- Perform necessary field inspections of construction and maintenance of water, wastewater and stormwater systems;
- Conduct preliminary engineering studies and prepares reports for outside funding;
- Develop subdivision bond calculations for water, sewer and stormwater improvements;
- Obtain railway, highway encroachment, Division of Water permits, and others as needed;
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in engineering department;
- Conduct appropriate safety meetings for engineering department;
- Ensure engineering employees attend appropriate safety meetings;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety to health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with and operate a computer and software including Hansen Asset Management, CAD, MS Office Suite, and other software needed to perform essential functions;
- Maintain a positive attitude with other employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;
- Attend appropriate training seminars/workshops/meetings;
- Manage the development and maintenance of detailed, accurate, and readily available engineering records;
- Submit reports and documents required by regulatory agencies in a timely fashion;
- Prepare concise and complete reports for the Water and Sewer Commission as requested;
- Complete various forms, reports, correspondence, bid specifications, bid schedule, budget documents, audit reports, graphs, and other documents;
- Maintain a comprehensive and current knowledge of applicable engineering practices;
- Maintain an awareness of new trends and advances in the profession;
- Maintain professional affiliations;
- Maintain good public relations with outside agencies;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil or Environmental Engineering supplemented by a minimum of 5 years of progressively responsible experience in design, technical review, and project management of water, wastewater, and stormwater projects; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Licensure as a Professional Engineer by the State of Kentucky within 6 months of employment; Possess and maintain a valid driver's license.

Desired: Master's Degree in Civil or Environmental Engineering with 10 years of progressively responsible experience in design, technical review, and project management of water, wastewater, and stormwater projects.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform complex mathematical operations involving basic algebraic principles and formulas, basic geometric principles and calculations, and other higher mathematics commensurate with the essential functions.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence, disease, or pathogenic substances.

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any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**HENDERSON WATER UTILITY
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE:

COLLECTION SYSTEM OPERATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform duties in the operation and maintenance of the wastewater collection system to maintain efficient management, operation, and maintenance of the collection systems; investigate and provide adequate collection system and treatment plant capacities; respond to and prevent unauthorized discharges such as sanitary sewer overflows (SSOs) and other non-compliance; monitor and report on combined sewer overflows (CSOs); and implementation of required pretreatment standards for industry, in accordance with state, federal and local guidelines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Knowledge of all applicable rules, regulations, and requirements necessary for efficient operation of the wastewater collection system in order to maintain efficient wastewater transport and treatment throughout all points of the system.
- Development and annual review of a comprehensive sampling plan for industries in the pretreatment program.
- Analyze data obtained from sample sites to determine necessary trends, problems, and/or operational adjustments for recommendation.
- Routinely inspect all sample site locations for tampering, potential sources of contamination, leakage, aesthetics, etc.
- Work with operations staff to ensure pump station operation and maintenance.
- Annually review the amount of customer complaints as compared to previous year.
- Maintain/Coordinate/Supervise system-wide inspection, cleaning, and maintenance of wastewater piping on a regular, systematic basis.
- Investigate capacity constrained areas of the collection systems and treatment plants.
- Proactively prevent or minimize unauthorized discharges, including implementation of smoke testing and downspout disconnection programs as assigned.
- Respond to overflow events and other non-compliance. Ensure that proper maintenance, cleanup, and notification procedures are followed any overflow event.
- Proactively prevent or minimize the potential for the release of pollutants from associated activities through treatment plant site runoff, spillage or leaks, sludge or waste disposal or drainage from storage areas.
- Work with GIS staff to accurately map the collection system.
- Ensure that maintenance and field staff follow proper procedures in the reporting assessment, and management of Sewer Overflows, including following the required Sewer Overflow Response Protocol (SORP) and required reporting to regulators. Assists in annual review of the SORP.

- Implement public notification of sewer overflows as required by regulations.
- Assist in the implementation of Best Management Practices (BMPs) in the collection system.
- Be responsible for the preparation of annual reports of combined sewer overflows (CSOs).
- Inspect and document condition of CSO diversion structures, outfall, and signage on a regular basis as required.
- Coordinate data collection and reporting (monthly and annual) of CSO overflow volumes with automation and maintenance staff.
- Coordinate manhole and CCTV inspections of collection system on a regular basis.
- Prioritize and coordinate inspection, investigation, repairs, and rehabilitation related to inflow and infiltration.
- Prioritize and coordinate regular maintenance of problem areas (roots, excessive l&l, etc.).
- Conduct training in proper collection system SOPs with field staff.
- Coordinate testing, inspection, pretreatment and other programs with satellite communities that discharge to the HWU collection system as required.
- Carry out, maintain, and perform the essential tasks, goals, functions and procedures of the fat, oil, and grease (FOG) program, including periodic inspections of existing facilities detection, and registration of new entrants into the FOG program and regular updates of the FOG policy, as needed.
- Assist in implementation of and training in safety programs related to the collection system, including confined space entry, trenching and excavation, lock-out-tag-out, chemical handling, traffic safety, and biohazards.
- Assist in the preparation of emergency operating procedures for the collection system, pump station sand appurtenances.
- Conduct regular inspection and coordinate maintenance of vacuum relief valves, bypass pumping connections and force mains.
- Ensure that all maintenance activities are properly documented in the Utility's asset management system (Cityworks).
- Assist in identifying critical spare parts and inventory for the collection system assets.
- Assist in implementation of a flow monitoring program, including modeling of the collection system.
- Maintain update written SOPs for collection system and pump station inspections on routine, periodic, and comprehensive schedules. Coordinate with other licensed staff in conducting inspections.
- Work with Water Quality and Collection staff to establish and maintain necessary communications with customer in the vicinity of known activity that could cause disturbance or interruption to service or quality.
- Supervise and/or conduct all procedures (testing and inspection) necessary for acceptance of new and/or repaired pipeline into the collection system.
- Maintain current licensure necessary and required as a Collection System Operator.
- Participates in assigned meetings for purposes of communication and resolution of all CS deficiencies, needed corrective action, and/or planning.
- Provides reports and communications to direct supervisor, necessary for providing accurate assessment of collection system needs.
- Properly maintain and service all assigned equipment, vehicles, and tools.
- Participate in annual budget process as well as track all expenses to ensure budget compliance.
- Advise on the implementation of process analysis and monitoring equipment.
- Ensure proper calibration and maintenance of analytical equipment in collection system.
- Maintain positive customer relations at all times.

- Follow all applicable and necessary safety policies.
- Properly maintain all Safety and PPE.
- Assist Water Quality staff and/or consultants in pulling samples in the collection system for pretreatment compliance analytical testing.
- Coordinate and/or prepare Industrial User (IU) discharge permits, performing all necessary and applicable calculations for the federal categorical standards.
- Coordinate and/or prepare enforcement actions against IUs as applicable, in accordance with the Enforcement Response Plan.
- Schedule and attend sampling events at IUs.
- Perform regular surveillance/audit of community industries for determining inclusion in or exclusion from the Industrial Pretreatment Program (IPP). Provide information, documentation, and advice on impacts of potential new IUs in the collection system.
- Review/administer septic hauler permits
- Assist in or prepare for submission of required State reports.
- Prepare, calculate, and present regular updates to the Local Limits.
- Assist in preparing pretreatment surcharge invoices.
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility.

ADDITIONAL FUNCTIONS

Performs related duties as required.

MINIMUM QUALIFICATIONS

The Kentucky Division of Water (KYDOW) requires that wastewater collection systems shall be operated by or under the supervision of a collection system operator certified in a class equal to or higher than the class of the collection system. The collection system of the Henderson Water Utility is rated as a Class III system. The regulations are stipulated and defined in 401 KAR 8:030 and 11:040.

Minimum requirements:

- High school diploma or GED,
- Valid driver's license,
- At least two (2) years of experience working in a collection system,
- Obtain a Class III C license from the State of Kentucky within 18 months of hire date,
- Obtain training in pretreatment program administration.

The collection system operator will also be required to obtain a Class IV C license. It is desirable for the CS Operator to obtain wastewater operations licensure, as able.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires proficiency with use of a personal computer equipped with GIS software. Familiarity with Microsoft Excel preferred.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DIRECTOR OF UTILITY OPERATIONS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, manage and oversee the staff and resources of HWU's entire operations including treatment, water distribution, wastewater collection, stormwater management and related operations, services, constructions, and maintenance activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maximize the career potential of employees by establishing a personal development plan and identifying specific training and development activities for current and future assignments;
- Complete performance appraisals in a timely manner, including goal establishment and development planning;
- Provide direction and leadership to employees;
- Provide technical assistance/guidance as needed;
- Handle personnel matters including disputes, problems, and discipline;
- Assign, review, and evaluate effectiveness of employees' work;
- Participate in hiring process by request;
- Attend meetings, serve on committees, and/or make speeches or presentations as needed;
- Represent the Utility in Operations related presentations;
- Serve as General Manager by request;
- Assist the General Manager in developing a strategic plan for the Utility;
- Develop a plan and goals for the Operations and Engineering Department that coincides with the overall plan/goals of the Utility-including long and short term objectives and related budgets;
- Involve employees in carrying out the department/Utility goals;
- Work with other staff by providing operational advice/support for the design and evaluation of projects;
- Meet with HWU management to discuss ongoing operations and future plans;
- Prepare and administer budget for Operations and Engineering;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Plan and manage the HWU's system operations, which include the installation, maintenance, and repair of water, wastewater, and stormwater lines and related utility system components, and capital improvement projects;
- Manage daily activities through subordinate supervisors and staff;
- Ensure all work activities are performed safely and meet quality and efficiency standards;
- Ensure operations meet applicable state and federal compliance regulations;
- Monitor the use of funds and other allocated resources;
- Ensures work stays within budget limits;
- Establish and review standard operating procedures which provide for safe, efficient, effective, and compliant operations;

- Establish and implement operational policies;
- Plan and review construction projects;
- Direct the work of in-house staff and of contractors;
- Conduct project inspections of work in progress and upon completion;
- Ensure project work meets specification;
- Meet quality standards;
- Process and approve pay requests and change orders;
- Monitor and assure that proper process control measures are in place and are being carried out;
- Direct purchasing activities for systems operations activities;
- Analyze equipment requests and needs;
- Select and purchase new equipment;
- Approve purchase requests;
- Approve labor charges and payment;
- Manage and coordinate work with consulting engineers, vendors, and contractors;
- Monitor expenditures;
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant/department;
- Conduct appropriate safety meetings as assigned;
- Ensure personal and department attendance of appropriate safety meetings;
- Conduct accident investigations as necessary;
- Collect hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of plant/department and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with computer systems including SCADA, Hansen Asset Management System, Microsoft Office Suite, CAD, and other software necessary to perform essential functions of the position;
- Maintain a positive attitude with other employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Manage the development of detailed, accurate, and readily available operations records;
- Ensure reports required by regulatory agencies are submitted in a timely fashion;
- Prepare concise and complete reports for the Water and Sewer Commission;
- Complete various forms, reports, correspondence, bid specifications, bid schedule, budget documents, audit reports, graphs, or other documents;
- Maintain a comprehensive, current knowledge of applicable Operations laws and regulations;
- Maintain an awareness of new trends and advances in the profession;
- Maintain professional affiliations;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, construction management, Business, or related field supplemented by seven years of progressively responsible experience managing water treatment, distribution and wastewater collection construction and maintenance projects; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a Class IV Water, Class IV-A Wastewater, or Class IV-D Distribution Operator's license and a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments, or to assemble, combine, or process complex and/or sensitive materials.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions, may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures..

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DISTRIBUTION SYSTEM OPERATOR

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: Director of Operations

Direct Reports: As Assigned

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve and to perform duties in the operation and maintenance of an assigned water distribution system to maintain high quality potable water in accordance with state, federal and local guidelines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Knowledge of all applicable rules, regulations, and requirements necessary for efficient operation of the distribution system in order to maintain high level of water quality standards throughout all points of the system.
- Development and annual review of a comprehensive sampling plan of the distribution system.
- Analyze data obtained from sample sites to determine necessary trends, problems, and/or operational adjustments for recommendation.
- Routinely inspect all sample site locations for tampering, potential sources of contamination, leakage, aesthetics, etc.
- Work with operations staff to ensure adequate tank turnover rates.

- Perform necessary surveillance/monitoring to ensure best possibility of maintaining microbial control while not exceeding Disinfection By-Product maximums contaminant levels.
- Conduct monitoring of internal corrosion to system piping and mitigation planning.
- Work with and coordinate with other distribution system personnel to inspect piping that is pulled and/or areas of water quality concern that are identified.
- Respond to water quality concerns/complaints and ensure a resolution in a timely manner.
- Maintain positive customer relations at all times.
- Annually review the amount of customer complaints as compared to previous year.
- Maintain/Coordinate/Supervise system-wide flushing program to include full system "hard" flush and consistent "soft" flushing of problematic areas.
- Analyze all water quality data obtained from flushing programs to determine efficiencies, improvements, and/or changes.

- Analyze and ensure a minimum system pressure of not less than 20 psi. Other areas will require greater than this to be maintained.
- Respond to and investigate all instances of concerning water pressure loss, maintain adequate records, and analyze data for trends.
- Maintain an adequate and efficient Backflow Prevention and Cross-Connection Control Program.
- Track and analyze water loss volumes with the goal of identification and mitigation. Consistent reduction shall be an annual goal.
- As available, participation in the valve-exercising schedule will be necessary. Each valve exercised shall be documented and deficiencies noted to the HWU Utility System Superintendent (HUW USS).
- Inspection of and correct classification of system fire-hydrants shall be conducted on an annual basis. Deficiencies and/or classification changes shall be reported to HWU USS.
- Ensure proper functionality and accuracy of select meters in distribution system.
- Maintain updated written SOP for external tank inspections on routine, periodic, and comprehensive schedules. Coordinate with other licensed staff in conducting inspections.
- Coordinate, supervise, and/or perform the routine scheduling and/or performance of external tank and appurtenance inspections.
- Coordinate and supervise the routine scheduling and performance of internal tank inspections as well as the disinfection process when returning tanks into service.
- Work with Water Quality and Distribution staff to establish and maintain necessary communications with customers in the vicinity of known activity that could cause disturbance or interruption to service or quality.
- Maintain compliance and tracking of all information/data related to the AWWA Partnership for Safe Water-Distribution Program.
- Supervise and/or conduct all procedures (sampling and disinfection) necessary for acceptance of new and/or repaired pipeline into the distribution system.
- Maintain current licensure necessary and required as a Distribution System Operator.
- Participates in assigned meetings for purposes of communication and resolution of all DS deficiencies, needed corrective action, and/or planning.
- Provides reports and communications to direct supervisor, necessary for providing accurate assessment of distribution system water quality and needs.
- Properly maintain and service all assigned equipment, vehicles, and tools.
- Participate in annual budget process as well as track all expenses on a monthly basis so as to ensure budget compliance.
- Advise on the implementation of process analysis and monitoring equipment.
- Ensure proper calibration and maintenance of analytical equipment in distribution system.
- Follow all applicable and necessary safety policies.
- Properly maintain all Safety and PPE.
- Assist Water Quality staff in pulling samples in the distribution system for monthly compliance testing.
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

The Kentucky Division of Water (KYDOW) requires that water distribution systems shall be operated by or under the supervision of a distribution system operator certified in a class equal to or higher than the class of the distribution system. The distribution system of Henderson Water Utility is rated as a Class III system. These regulations are stipulated and defined in 401 KAR 8:030 and 11:040.

Minimum requirements:

- High school diploma or GED,
- A valid driver's license,
- At least two (2) years of experience working in a distribution system,
- Obtain a Class III-D license from the State of Kentucky within 18 months of hire date,
- Obtain certification/licensure for Cross Connection and Backflow Prevention.

The DSO will also be required to obtain a Class IV-D license. It is desirable for the DSO to obtain water operations licensure, as able.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may

involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 - 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extreme, machinery, vibrations, electric currents, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

ENGINEERING TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide technical support and assistance to Henderson Water Utility engineers by preparing maps, plats, and drawings and by collecting survey and other field data needed for Utility projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Create maps of potable water system, sanitary sewer system, stormwater sewer system and other Utility system components and structures;
- Create maps to track water sampling data;
- Update maps to reflect changes as necessary;
- Compile map books for field crews;
- Create plats for easements and right of ways;
- Maintain Computer Aided Drafting (CAD) standards;
- Create plan and profile drawings for utility projects;
- Provide needed drawings to requestors as approved by HWU Chief Engineer
- Research property data;
- Survey job sites to collect field data;
- Collect and calculate E.R.U. data;
- Assist HWU Chief Engineer with project tasks as assigned;
- Enter data into automated databases for use in project planning, development of maps, and for locating utility system features;
- Update and maintain databases;
- Update and maintain HWU standard specifications, including potable water, sanitary sewer, and stormwater standard specification;
- Classify and file engineering drawings;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant/department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Maintain a positive attitude with other HWU employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;

- Respond to emergencies as needed;
- Stay current with and operate a personal computer, CAD equipment, and general office equipment as necessary to complete essential functions, to include the use of Microsoft Office Suite, AutoCAD, other cad packages, or other system software and needed to perform essential functions.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in cartography, drafting, or a related field; supplemented by three years CAD and/or cartography experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Desired: AutoCAD certification; five years of experience working with professional engineers.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

GIS ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in the collection/maintenance/analysis of data in HWU's Geographic Information System (GIS), provide GIS support to all HWU department, assists in developing GIS solutions where needed, and work with other entities involved in the Henderson City/County GIS.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist HWU GIS Manager in developing and implementing short-term and long-term objectives;
- Produces maps, reports and related GIS products and services as needed;
- Prepares presentation maps for meetings, conferences, public viewing, and in office wall maps;
- Performs complex GIS analysis (spatial, network, etc.) using various data sources;
- Assists with the creation, maintenance, and development to the HWU GIS layers and geodatabases using ArcGIS;
- Keep current with professional development in the GIS field by attending conferences, seminars, workshops, and other professional opportunities to maintain the necessary level of GIS expertise;
- Work towards obtaining and GIS Professional (GISP) certification;
- Use GPS (survey/mapping grade) to collect spatial and attribute information on HWU assets;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems by maintaining quality communications;
- Performs other directly related duties consistent with the role and function of the position;
- Must be punctual to all work schedules and perform job assignments in a timely and efficient manner;
- Must be able to adjust to unexpected changes in work demand to meet deadlines;
- Must be able and willing to travel in order to attend GIS related conferences, workshops and training;
- Attend GIS Technical Work Group Committee meetings when needed;
- Assists with utility locates;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;

- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Maintain personal safety equipment appropriately;
- Participate in Safety Committee as requested;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed;
- Participate in accident investigations as requested;
- Keep appropriate documentation;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Associates degree in Geography, Earth Science, Computer, Science or related field that is practical to GIS (work experience in GIS field may substitute for degree requirements); 1-2 years professional working experience in GIS related field; experience with ESRI's ArcGIS desktop software; and knowledge and experience of GPS technology, data collection, and utilization. Must possess and maintain a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12/20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

GIS MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop and maintain a Geographic Information System (GIS) for HWU, provide GIS support to other departments, and coordinate the Utility's GIS needs with the Henderson City/County GIS program.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Develop GIS system for HWU;
- Become proficient with ESRI ArcGIS Software Suite;
- Collect asset attributes from the field for GIS use;
- Collect and analyze other data as needed for incorporation into the GIS database;
- Enter assets and asset attributes into the database;
- Coordinate work with other technicians to convert existing CAD data to GIS formats;
- Develop and maintain Global Positioning System (GPS) data on utility assets for use with GIS;
- Provide GIS (and other) database development, management, and maintenance;
- Implement and maintain a set of standard operating procedures for GIS;
- Develop specifications for additional GIS and GPS related hardware and software;
- Guides users in creating requirements for GIS Software;
- Writes documentation to support software;
- Prepares training materials and gives presentations to users;
- Maintain GIS equipment;
- Prepares, updates, and distributes GIS maps and new information;
- Contact vendors for technical support and to obtain information regarding hardware and software;
- Creates new computer programs or edits existing programs in order to produce maps, data, and automate procedures (designs, codes, test, and documents);
- Maintains inventory of system maps as related to GIS (converts from CAD when necessary);
- Review developer plans for water, wastewater, and stormwater and coordinate with other City departments;
- Assist the HWU Information Systems Manager in developing a strategic plan for IT, including long and short term objectives and related budgets, which coincide with the overall plan and goals of the Utility;
- Work with other departments in the design and evaluation of projects;
- Coordinate Provide weekly progress reports to the HWU Information Systems Manager on status of projects, needs of GIS, and progress toward goals;

- Coordinates GIS efforts with the City Of Henderson and other Henderson departments;
- Provides general public information services;
- Represents HWU in job related organizations when requested by supervisor;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed;
- Keeps current with new GIS and GPS information and technology;
- Attends appropriate training seminars/workshops/meetings/conferences as requested or approved;
- Keep appropriate documentation;
- Prepare and maintain operational reports;
- Maintains a positive attitude with other HWU personnel;
- Participate in accident investigations as requested;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in geography, computer science, GIS or related field; supplemented by up to two years of experience working with GIS data, hardware, and software; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Desired: Master's of Science Degree in Geography, Computer Science, GIS or closely related field; 5 years of job related experience working with GIS data, hardware, and software.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12/20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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**HENDERSON WATER UTILITY
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE:

INFORMATION SYSTEMS MANAGER

PURPOSE OF CLASSIFICATION

Supervises and conducts the design, installation, and maintenance of computers, servers and system software at the utility. Reviews and analyzes software and hardware needs, recommending changes and upgrades to provide efficient, effective, and timely service to users in the Utility. Responsible for the technical support of all desktops, laptops, network servers, and associated operating systems and user software.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Analyzes changes in software and hardware issued by manufacturer or vendor and determines impact on existing production systems, systems design, programming standards, and operating procedures;
- Plans, designs, and maintains network in support of data processing systems;
- Functions as Network Administrator;
- Maintains network security;
- Implements and maintains SQL Server and related software;
- Establishes and administers a program of monitoring, measuring, and evaluating hardware and software performance;
- Supervises and implements disaster recovery procedures and contingency plans to ensure the retrieval of all data and system software.
- Supports the server installation and use and the user implementation of technical, financial, and management system software;
- Decides when and how software and hardware will be installed;
- Participates in internal task teams, such as long and short range planning;
- Prepares and administers budget for computer and communication equipment/services;
- Supervises the installation of hardware and software in the most cost-effective manner and with the least amount of negative impact to the Utility;
- Recommends new systems software and hardware to provide solutions for technical and business needs;
- Maintains a current knowledge in new and existing systems software and hardware to ensure productivity, capability, and/or the least-cost ratio;
- Oversees the database administration function to ensure data integrity;
- Participates in the planning and implementation of a communication network among HWU facilities;
- Provides technical support to Utility personnel 24 hours a day, seven days a week;
- Other duties as necessary or as assigned;
- Maintains a positive attitude with team/unit;

- Maintains good public relations;
- Ensures that work is carried out in a safe and efficient manner;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

An A.S. or B.S. degree from an accredited college or university in Computer Information Systems, Computer Science, Networking, or other closely related field plus four (4) years of job related experience is required. Must be knowledgeable in current Microsoft products and advanced networking techniques. Job related certifications are preferred. Or, any other equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job (as approved by the Utility). Valid driver's license. MCSE, A+, Network+, or other certifications may be required.

Additional Desired: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have knowledge of the principles and practices of networking; knowledge of typical hardware and software. Successful candidate must have good communication skills with the ability to communicate clearly and effectively with people outside the area of technology. Successful candidate must have good verbal, numerical, and diagrammatic skills along with the ability to deal with unforeseen situations. Requires ability to quickly comprehend a wide range of technical concepts and the ability to establish and maintain effective working relationships.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to assist persons by action or interaction in carrying out specialized therapeutic or adjustment procedures.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Pass alcohol and drug screening test. Based on pre-employment physical examination and demonstration through job performance is physically able to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: INVENTORY CONTROL TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain an inventory of parts, equipment and supplies needed for the construction and maintenance of treatment plants, pump stations, and water, wastewater and Stormwater lines; and to perform related clerical and administrative support duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain proper inventory levels of parts, equipment, and supplies used by the various departments and personnel of Henderson Water Utility (HWU);
- Monitor inventory levels and usage;
- Ensure adequate levels of inventory to meet HWU's operational needs;
- Check equipment and materials out to work crews and job sites and back in to inventory;
- Ensure equipment is in good working condition;
- Identify equipment which needs to be repaired or replaced;
- Prepare records and documentation for inventory;
- Create parts numbers for items to be included in inventory;
- Enter inventory information and work orders into database for use in tracking inventory;
- Conducts annual or bi-annual inventory audits;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Order new parts and supplies as needed to maintain adequate inventory;
- Issue purchase orders;
- Requisition parts, supplies, and equipment not normally kept in inventory;
- Meet with or otherwise contacts vendors to discuss products and obtains prices;
- Processes claim vouchers;
- Receive inventory shipments, Verify accuracy against purchase orders, Unload trucks;
- Place and mark inventory on storage shelves;
- Operate a fork truck as necessary;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in work areas;
- Conduct appropriate safety meetings as assigned;
- Ensure personal attendance of appropriate safety meetings;
- Participate in accident investigations as requested;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;

- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with computer systems including Hansen, Microsoft Office Suite and other software necessary to perform essential functions of the position;
- Create spreadsheets and/or databases for monthly inventory reports, routine reports, or special projects as necessary or assigned;
- Maintain a positive attitude with other employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;
- Answers telephone, takes messages and transfers calls to appropriate staff;
- Attends staff meetings as requested;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one year of experience performing inventory and related purchasing and storage work; or any equivalent combination of education training, and experience which provides the requisite knowledge, skills, and abilities for this job. Required to maintain fork truck operator's certification. Desired: 5 years experience with purchasing and inventory management; some business classes focusing in purchasing an inventory management.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MAINTENANCE SUPERVISOR

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: Director of Plant Operations

Direct Reports: Maintenance Technicians I and II; Temporary Staff, as assigned.

COMPENSATION & ADVANCEMENT

Pay Grade: 24

Paycheck Schedule: Every two weeks on Thursday

Pay Raise Opportunity: Annual performance appraisals; if applicable,
Treatment/Distribution/Collection System Operator certifications.

Promotional Opportunity: N/A.

WORK SCHEDULE

This is a 40 hour per week day-shift position, off on weekends and holidays.

There may be flexibility to work 4 ten hour days.

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct and supervise maintenance employees in the installation, maintenance, and repair of equipment, machinery, and components of the Henderson Water Utility (HWU) water and wastewater treatment plants, pump stations, and related system facilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the day to day activities of assigned personnel;
- Coordinates, plans, and executes larger projects requiring all maintenance personnel;
- Manages the work order system and schedules of preventative, predictive and active maintenance of the assigned areas and equipment;
- Supervises the training of new employees;
- Actively identifies areas of attention needed for new, additional, or continued training for staff;
- Supervises, schedules, and coordinates the continued training of staff;
- Ensures the proper and consistent inspections, tests and evaluations of equipment and machinery for its proper use and condition at the water and wastewater treatment plants, water tanks, pump stations and other assigned utility facilities;
- Actively participates in identifying problems and needed repairs;

- Maintains positive and consistent communications with maintenance staff on all aspects of HWU issues that are applicable to them;
- Performs annual performance evaluations in a fair and productive way, providing good feedback to staff, giving balanced attention to where they excel and identifying areas of weakness, coaching them in these, and establishing avenues towards improvement;
- Conducts personal and timely meetings with staff to ensure that expectations are known and being met or not being met;
- Ensures that all assigned work is being addressed and completed in a timely and efficient manner;
- Establishes observable metrics and/or departmental goals for staff to measure their productivity against;
- Meets consistently with Chief Operators to discuss where improvements are needed, where staff is excelling, and to communicate and receive feedback between departments;
- Meets consistently with Supervisor to discuss issues and to provide/receive updates;
- Attends assigned meetings and provides beneficial updates, information, and/or feedback as applicable;
- Identifies and obtains equipment and materials to complete jobs, including obtaining quotes and bids for repair and replacement parts and equipment;
- Complies with HWU purchasing policy in obtaining needed supplies, equipment and services;
- Ensures all maintenance activities comply with safety practices, quality standards, and applicable regulations, policies and procedures;
- Ensures personal and departmental compliance with all state safety regulations and HWU safety policies;
- Inspects and ensures proper housekeeping in all work areas;
- Ensures that appropriate safety meetings are scheduled and attended;
- Ensures personal attendance of appropriate safety meetings;
- Participates in accident investigations as requested;
- Assists with the collection of hazard analysis information to be used in eliminating hazards and reducing incidents at the Utility;
- Performs routine safety inspections of work areas and reports or corrects all identified hazards;
- Ensures the proper maintenance of personal safety equipment by staff;
- Reports all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Stay current with computer systems including SCADA, Asset Management Software, Microsoft Office Suite, and other software necessary to perform the essential functions of the position;
- Maintains a positive attitude with staff other employees;
- Maintains and ensures a complimentary attitude towards HWU, other departments, and other management staff;
- Maintains regular and predictable attendance;
- Maintains good public relations;
- Maintains availability to respond to emergency calls 24 hours a day, 7 days a week;
- Responds to emergencies as needed;
- Prepares and maintains appropriate documentation of work performed;
- Maintains correct inventory of parts and supplies.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; Industrial maintenance certificate or related degree supplemented by five years of related maintenance management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. May require a valid Commercial Driver's License with appropriate endorsements or the ability to obtain this license within six months of employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert physical effort within a range of light to heavy work that involves lifting, carrying, pushing and/or pulling of objects and materials of varied weights and sizes (5 to \geq 50 pounds). Some tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence, disease, or pathogenic substances.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MAINTENANCE TEAM LEADER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to lead and engage in the installation, maintenance, and repair of equipment, machinery, and components of the Henderson Water Utility (HWU) water and wastewater treatment plants, pump stations, and related system facilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage the day to day activities of the assigned personnel
- Manage the work order system and schedules of preventative, predictive and active maintenance of the assigned areas
- Inspect, test and evaluate equipment and machinery to insure proper use and condition
- Maintain equipment, machinery and system components of the water and wastewater treatment plants, water tanks, pump stations and other assigned utility facilities;
- Identify problems and needed repairs;
- Perform repair work and/or replaces parts, including pumps, filters, valves, seal pumps, bearings, sump pumps, gauges, and piping;
- Perform preventive maintenance;
- Maintains lines on aeration basins at wastewater treatment plant;
- Adjusts and replaces packing in pumps;
- Checks and maintains water storage tanks and water and wastewater pumping stations;
- Checks voltages and amps on electrical equipment;
- Check and install electrical motors and changes oil in gear boxes;
- Install electrical wiring in facilities as needed;
- Installs piping to pump stations, to include both new and existing stations;
- Serve as a lead maintenance technician;
- Coordinate work activities of maintenance technicians as assigned for specific projects;
- Identify and obtain equipment and materials to complete jobs, including obtaining quotes and bids for repair and replacement parts and equipment;
- Comply with HWU purchasing policy in obtaining needed supplies, equipment and services;
- Review the work of subordinate staff, including participation in employee performance appraisals;
- Ensure all maintenance activities comply with safety practices, quality standards, and applicable regulations, policies and procedures;
- Operates vacuum trucks, pressure wash truck, backhoe, and front end loader as needed;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in work areas;
- Conduct appropriate safety meetings as assigned;

- Ensure personal attendance of appropriate safety meetings;
- Participate in accident investigations as requested;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incidents at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in safety committee as requested;
- Stay current with computer systems including SCADA, Asset Management Software, Microsoft Office Suite, and other software necessary to perform the essential functions of the position;
- Maintain a positive attitude with other employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;
- Prepare and maintain appropriate documentation of work performed;
- Maintain correct inventory of parts and supplies.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; Industrial maintenance certificate or related degree supplemented by five years of related maintenance management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. May require a valid Commercial Driver's License with appropriate endorsements or the ability to obtain this license within six months of employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert physical effort within a range of light to heavy work that involves lifting, carrying, pushing and/or pulling of objects and materials of varied weights and sizes (5 to \geq 50 pounds). Some tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence, disease, or pathogenic substances.

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**HENDERSON WATER UTILITY
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE:

MAINTENANCE TECHNICIAN I

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Maintenance Supervisor

Direct Reports: N/A

Advancement Opportunity: Maintenance Technician II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to install, maintain, and repair equipment, machinery, and components of the water and wastewater treatment plants, pump stations, and related system facilities. Incumbents in this classification typically work as part of a team for more complex or larger repairs. This classification may also serve to assist the treatment plant operator as necessary and to provide light maintenance training for plant operators.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Repair, troubleshoot and complete preventive maintenance tasks for treatment plant equipment, processes, structures and machinery;
- Advise on the purchase, integration, installation and startup of new equipment, processes and machinery as needed or requested;
- Maintain an accurate inventory of all issued tools and supplies;
- Maintain the proper care of all issued tools and equipment;
- Maintain the proper care of work-assigned vehicles;
- Maintain daily detailed and up-to-date records of repair and maintenance tasks;
- Ensure that the grounds are well maintained. This will include ensuring that lawn-care contractors fulfill obligations satisfactorily as well as making sure that all other work needed but not covered in their contract is performed as part of maintenance duties (weed-eating, trimming, mowing, etc);
- Perform and/or coordinate all necessary grounds and building maintenance (painting, cleaning, bulb replacement, HVAC filter replacement, systems inspections, trash removal, etc);
- Proactively identify, notify and/or correct problems through routine walk-through inspections;
- Maintain safe working practices and adhere to all safety requirements;
- Assist with the development of a preventative maintenance program;
- Train plant operators, as available, in light maintenance activities and preventive maintenance duties;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure plant/facility compliance with all state safety regulations and HWU safety policies, report any deficiencies and/or correct them;

- Ensure and follow proper housekeeping expectations in work areas during the time that you are working as well as upon leaving (leave the work areas better than you found them);
- Conduct appropriate safety meetings as applicable and/or as assigned;
- Ensure personal attendance of appropriate safety meetings;
- Participate in accident investigations as requested;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in the training of new employees in proper safety procedures;
- Assist the proper personnel in identifying budgetary needs for both purchase and long-term planning;
- Stay current with computer systems including SCADA, Asset Management Software, Maintenance Management Software, Microsoft Office Suite, and other software necessary to perform the essential functions of the position;
- Maintain a positive attitude with other employees;
- Maintain regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;

ADDITIONAL FUNCTIONS

- Performs related duties as required, necessary, or assigned.
- Completes a maintenance training class and/or obtains a certification in water distribution or wastewater collection for the promotion to a Maintenance Technician II.

MINIMUM QUALIFICATIONS

High School diploma or GED; supplemented by 12 or more months previous experience and/or training involving mechanics, painting, plumbing, electrical work, construction or general building maintenance/repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. There may be functions and/or specific and/or permanent assignments which do not require a driver's license. If assigned to these functions, a valid driver's license is not a requirement. However, for any function or assignment that requires on-road operation of any City vehicle, a valid driver's license shall be required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MAINTENANCE TECHNICIAN II

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Maintenance Supervisor

Direct Reports: N/A

Advancement Opportunity: HWU Maintenance Supervisor

PURPOSE OF CLASSIFICATION

The purpose of this classification is to lead and engage in the installation, maintenance, and repair of equipment, machinery, and components of the Henderson Water Utility (HWU) water and wastewater treatment plants, pump stations, and related system facilities. Incumbents in this classification typically work as part of a team for more complex or larger repairs. This classification may also serve to assist the treatment plant operator as necessary and to provide light maintenance training for plant operators

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain equipment, machinery and system components of the water and wastewater treatment plants, pump stations and other assigned utility facilities;
- Read and interpret equipment manuals and work orders to perform regular and required maintenance on processes and equipment;
- Perform a variety of plumbing, electrical, and carpentry functions;
- Apply sound trouble-shooting skills to identify problems and make needed repairs;
- Maintain an effective preventive maintenance plan on HWU assets under department purview;
- Competently use a variety of hand and power tools, electric meters, specialized tools, and materials in the performance of duties;
- Check and maintain water booster and wastewater pumping stations;
- Coordinate work activities of maintenance technicians as assigned for specific projects;
- Identify and obtain equipment and materials to complete jobs;
- Review the work of Maintenance Tech 1 staff;
- Ensure all maintenance activities comply with safety practices, quality standards, and applicable regulations, policies and procedures;
- Efficiently and responsibly operate assigned HWU equipment and machinery as needed;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in work areas;
- Ensure personal attendance of appropriate safety meetings;
- Participate in accident investigations as requested;

- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incidents at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Lead, mentor, coach Maintenance Technician 1 staff so as to prepare them for promotion into Maintenance Technician 2 position;
- Provide feedback to Maintenance Supervisor on the abilities and deficiencies of MT1 staff;
- Stay current with computer systems including SCADA, Cityworks, Microsoft Office Suite, and other software necessary to perform the essential functions of the position;
- Perform functions and duties of Maintenance Supervisor as necessary or requested;
- Maintain a positive attitude and work environment;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Prepare and maintain appropriate documentation of work performed;
- Maintain correct inventory of parts and supplies.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; Industrial maintenance certificate, Journeyman/Master Electrician certification, class III or IV Collections certification or related degree and four years of related maintenance experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. May require a valid Commercial Driver's License with appropriate endorsements or the ability to obtain this license within six months of employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence, disease, or pathogenic substances.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MAINTENANCE TECHNICIAN, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to lead and engage in the installation, maintenance, and repair of equipment, machinery, and components of the Henderson Water Utility (HWU) water and wastewater treatment plants, pump stations, and related system facilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain equipment, machinery and system components of the water and wastewater treatment plants, pump stations and other assigned utility facilities;
- Inspect and test equipment;
- Identify problems and needed repairs;
- Perform repair work and/or replaces parts, including pumps, filters, valves, seal pumps, bearings, sump pumps, gauges, and piping;
- Perform preventive maintenance;
- Maintains lines on aeration basins at wastewater treatment plant;
- Adjusts and replaces packing in pumps;
- Checks and maintains water storage tanks and water and wastewater pumping stations;
- Checks voltages and amps on electrical equipment;
- Check and install electrical motors and changes oil in gear boxes;
- Install electrical wiring in facilities as needed;
- Installs piping to pump stations, to include both new and existing stations;
- Serve as a lead maintenance technician;
- Coordinate work activities of maintenance technicians as assigned for specific projects;
- Identify and obtain equipment and materials to complete jobs;
- Review the work of subordinate staff;
- Ensure all maintenance activities comply with safety practices, quality standards, and applicable regulations, policies and procedures;
- Operates vacuum trucks, pressure wash truck, backhoe, and front end loader as needed;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in work areas;
- Conduct appropriate safety meetings as assigned;
- Ensure personal attendance of appropriate safety meetings;
- Participate in accident investigations as requested;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incidents at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;

- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in safety committee as requested;
- Stay current with computer systems including SCADA, Hansen Asset Management Software, Microsoft Office Suite, and other software necessary to perform the essential functions of the position;
- Maintain a positive attitude with other employees;
- Maintain regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;
- Prepare and maintain appropriate documentation of work performed;
- Maintain correct inventory of parts and supplies.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; Industrial maintenance certificate or related degree supplemented by four years of related maintenance experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. May require a valid Commercial Driver's License with appropriate endorsements or the ability to obtain this license within six months of employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence, disease, or pathogenic substances.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MECHANIC

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain and repair the vehicles and equipment of the Henderson Water Utility (HWU).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Schedule and perform preventive maintenance of HWU vehicles and equipment
- Inspect equipment;
- Test operating condition;
- Perform scheduled preventive maintenance;
- Identify the need for repairs, tune ups, and/or parts replacement;
- Repair HWU vehicles and equipment;
- Diagnose problems;
- Identify needed repairs and/or corrective actions;
- Perform repairs; Replace parts;
- Test equipment/vehicles after repair to ensure proper working conditions;
- Coordinate maintenance and repair work that is outsourced to private service providers;
- Negotiate rates, inspect, and approves work performed.
- Prepare and maintain records of maintenance and repair work performed;
- Maintain adequate inventory of parts and supplies;
- Identify the need for new equipment and supplies;
- Maintain working knowledge of vacuum trucks, pressure wash trucks, backhoes, and front end loaders as needed.
- Operates a variety of mechanic's tools, vehicles, and equipment.
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in work area;
- Conduct appropriate safety meetings as assigned;
- Ensure personal attendance of appropriate safety meetings;
- Assist in accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work area and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;

- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with computer systems including Hansen Asset Management Software, Microsoft Office Suite, and other software necessary to perform essential functions of the position;
- Maintain a positive attitude with other employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three to five years experience performing vehicle maintenance and repair work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job requires a valid Commercial Driver's License.

Desired: ASE Certifications in appropriate areas.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

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**HENDERSON WATER UTILITY
POSITION SPECIFICATION**

POSITION TITLE:

PROJECT ENGINEER

ORGANIZATIONAL RELATIONSHIP

Office Location: HWU Systems Operation Center (SOC)

Direct Supervisor: General Manager

Direct Reports: None

COMPENSATION & ADVANCEMENT

Classification: Contractual

Paycheck Schedule: Every two weeks on Friday

Pay Raise Opportunity: Annual performance appraisals

WORK SCHEDULE

Position is exempt. Employee's duties may routinely require more than an eight (8) hour day or a forty (40) hour week. Employee is expected to normally be available and at work during regular business hours of the Water Utility.

PURPOSE OF POSITION

The purpose of this contractual position is to assist in the planning, design, and administration of Utility projects and to provide leadership, direction, and support to the field and plant staff, and to contractor personnel doing work for the Utility.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in development of HWU Master Planning Documents;
- Assist in developing and implementing long and short-range plans for capital and operating projects/improvements;
- Develop costs and schedules for projects identified in the adopted goals and plans;
- Assist in developing operating and capital budgets for the engineering department and capital construction projects;
- Prepare design plans and specifications for capital improvement projects to be contracted and/or completed internally;
- Assist with the development of bid documents and contracts for Utility projects;
- Manage engineering contracts with outside engineering consultants as necessary;
- Perform project management activities as necessary;

- Perform field inspections of construction and maintenance of water, wastewater and stormwater systems, performed by City or contractor forces, as necessary;
- Maintain and operate a computer and software including Cityworks, CAD, MS Office Suite, modeling software, and other software needed to perform essential functions;
- Manage the development and maintenance of detailed, accurate, and readily available engineering records;
- Submit reports and documents required by regulatory agencies in a timely fashion;
- Prepare concise and complete reports for the Water and Sewer Commission as requested;
- Responds to complaints and questions related to projects and operations; provides information, researches problems, and initiates problem resolution
- Organize assigned work so it can be accomplished in an efficient manner;
- Complete performance appraisals for all direct reports, including goal establishment and development planning, in a timely manner;
- Attend Water and Sewer Commission and City Commission meetings by request;
- Maintain a comprehensive and current knowledge of applicable engineering practices;
- Maintain an awareness of new trends and advances in the industry and the profession; maintains professional affiliations; attends workshops and seminars as appropriate;
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in engineering department;
- Conduct appropriate safety meetings for engineering department;
- Ensure engineering employees attend appropriate safety meetings;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Participate in training of new employees in proper safety procedures;
- Participate in Safety Committee as requested.
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil or Environmental Engineering. Progress toward Licensure as a Professional Engineer in the Commonwealth of Kentucky, or ability to obtain within 72 months of employment. Possess and maintain a valid driver's license. The position requires successful completion of a pre-employment physical as well as drug and alcohol screens.

Additional Desired: Master's Degree in Civil or Environmental Engineering with 10 years of progressively responsible experience in design, technical review, and project management of water, wastewater, and stormwater projects. Previous experience with municipal water and sewer utility is desirable. Previous experience developing long range capital improvement programs and implementing large water and wastewater projects is desirable. Progressively responsible experience in design, technical review, and project management of water, wastewater, and stormwater projects; or an equivalent combination of education, training, and experience which provides the same requisite knowledge, skills, and abilities for the job.

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: General Manager

Direct Reports: None

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organization unit. Includes the ability to make appropriate and timely decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform complex mathematical operations involving basic algebraic principles and formulas, basic geometric principles and calculations, and other higher mathematics commensurate with the essential functions.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a broader aspect of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Most tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. However, tasks involving field work or investigation will require standing, walking, and climbing on unstable materials and in hazardous situations and locations related to construction and maintenance projects.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

PURCHASING MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform work which involves overseeing and managing the Utility's purchasing and inventory functions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maximize the career potential of employees by establishing a personal development plan and identifying specific training and development activities for current and future assignments;
- Complete performance appraisals, including goal establishment and development planning, in a timely manner;
- Provide direction and leadership to the employees;
- Provide technical assistance/guidance as needed;
- Handle personnel matters including disputes, problems, and discipline;
- Assign, review, and evaluate effectiveness of employee's work;
- Participate in hiring process by request;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the department and Utility;
- Implement standard operating procedures for department related to all purchasing activities of the utility;
- Supervise and administer the purchasing programs and activities of the Henderson Water Utility, including the utilization of Hansen Asset Management Software for purchasing activities, accounts payable, and the management of fixed assets;
- Conduct or supervise internal audit of HWU purchasing transactions and inventory management;
- Provide information and assistance to utility departments regarding purchasing issues;
- Provide training to new supervisors regarding HWU purchasing policies;
- Provide training to utility departments in use of purchasing systems;
- Secures preliminary prices on equipment and vehicles for departmental use in preparing budgets;
- Perform duties of Inventory Coordinator as necessary;
- Coordinate purchasing activities;
- Review purchase orders to ascertain accuracy, proper accounting, and conformity with bid/quote;
- Monitor and maintain knowledge of current state price contracts/specifications;
- Determine best method of procurement for each purchase to ensure compliance with state statutes, HWU policies, grant requirements, and other guidelines;
- Recommend contracts with vendors;
- Develop new supply sources;
- Coordinate bidding process;

- Draft specifications for equipment purchases;
- Assist other departments in drafting equipment specification as needed;
- Submit requests for bids/proposals to vendors or service providers;
- Open bid packages in public setting and read submitted bids aloud at designated time;
- Review/analyze bids and makes purchasing recommendations;
- Assist in resolving problems with purchases or services;
- Discuss defective or unacceptable goods/services with users or vendors to determine source of problem and appropriate corrective action;
- Assist the General Manager in developing a strategic plan for the Purchasing department that coincides with the overall plan/goals of the Utility – including long and short term objectives and related budgets;
- Involve employees in carrying out the department/Utility goals
- Work with other HWU staff by providing purchasing advice/support for the design and evaluation of projects;
- Ensure all purchasing activities comply with HWU Water and Sewer Commission policies and State Regulations;
- Stay current with purchasing regulations;
- Maintains current catalogs, price lists, vendor information, and related information for reference;
- Maintain a comprehensive, current knowledge of applicable laws/regulations;
- Maintain an awareness of new trends and advances in the profession;
- Read professional literature;
- Maintain appropriate professional affiliations;
- Attend appropriate training seminars/workshops/meetings;
- Manage the development and maintenance of detailed, accurate and readily available purchasing records and reports;
- Write concise and complete reports for the Water and Sewer Commission as requested;
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department;
- Conduct appropriate safety meetings as requested;
- Ensure personal and department attendance at appropriate safety meetings;
- Participate in/Conduct accident investigations as necessary;
- Collect hazard analysis information to be used in eliminating hazards and reducing incidents at the Utility;
- Perform routine safety inspections of department and report or correct all identified hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees proper safety procedures;
- Stay current with and operate a computer with software including Microsoft Office Suite, Hansen Asset Management Software, and other software required to perform essential functions of the position;
- Prepare or complete various forms, reports, correspondence, bid specifications, bid schedule, budget documents, audit reports, graphs, or other documents;
- Communicate with supervisor, employees, other departments, vendors, sales representatives, auditors, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;
- Maintain a positive attitude with other HWU employees;

- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Attend meetings, serve on committees, and/or make speeches or presentations as needed;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in marketing, business management, accounting, finance, or a related field; supplemented by three (3) years of progressively responsible purchasing experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Desired: Master's of Accountancy Degree or Master's of Business Administration; 5 years of purchasing management experience; Appropriate professional purchasing certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

PURCHASING AIDE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain an inventory of parts needed for the construction and maintenance of water, wastewater and Stormwater lines; and to perform related clerical and administrative support duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain adequate inventory levels of parts to meet operational needs;
- Prepare records and documentation for inventory;
- Create parts numbers for items to be included in inventory;
- Enter inventory information into Cityworks for use in tracking inventory;
- Conducts annual or bi-annual inventory audits;
- Analyze part usage to determine required inventory levels;
- Administer annual contracts for inventoried parts;
- Obtain quotes and sourcing information on inventory and project materials;
- Assist HWU employees with material sourcing and estimating as needed;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Order new parts and supplies as needed to maintain adequate inventory;
- Issue purchase orders as necessary;
- Meet with or otherwise contact vendors to discuss products and obtains prices;
- Work to reduce on-hand inventory through identifying obsolete items and management of commonly used items;
- Oversee shipping (packing, labeling, scheduling pick-up or drop off) of parts and/or returned products;
- Operate a fork truck as necessary;
- Assist the Receiving/Inventory Clerk with duties as needed;
- Assist in educating other HWU employees with regard to HWU, City, and State purchasing procedures/regulations;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility (as related to parts);
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in Safety Committee as requested;
- Stay current with computer systems including Cityworks, Microsoft Office Suite and other software necessary to perform essential functions of the position;

- Create spreadsheets and/or databases for monthly inventory reports, routine reports, or special projects as necessary or assigned;
- Maintain a positive attitude with other employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Attends staff meetings as requested;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one year of experience performing inventory and related purchasing and storage work; or any equivalent combination of education training, and experience which provides the requisite knowledge, skills, and abilities for this job. Required to maintain fork truck operator's certification. Desired: 3 years experience with purchasing and inventory management; some business classes focusing in purchasing an inventory management.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

RECEIVING/INVENTORY CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain an inventory of equipment and supplies needed for the construction and maintenance of water, wastewater and stormwater lines; and to perform related clerical and administrative support duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Obtains price quotes for department purchases; purchases tools and supplies for authorized purchasers;
- Orders and stocks fuel, tools and other supplies in department inventory;
- Prepares purchase requisitions for HWU supplies and other items;
- Receives shipments and verifies accuracy against purchase order, processes returns;
- Pickup and deliver items as requested by field crews, chief operators, and management;
- Assist with SOC lot and equipment maintenance as requested;
- Ensure equipment is in good working condition; notify appropriate staff of equipment which needs to be repaired or replaced;
- Prepare records and documentation for inventory;
- Operates a personal computer to create routine reports or special projects as necessary or assigned;
- Maintains material receipt forms, sign-out, and related automated records;
- Provides assistance to city employees, vendors, sales representatives, and the general public;
- Enter inventory information and work orders into database for use in tracking inventory;
- Assists with annual and bi-annual inventory audits;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Place and mark inventory on storage shelves;
- Operate a fork truck as necessary;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in work areas;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Participate in Safety Committee as requested;
- Stay current with computer systems including Cityworks, Microsoft Office Suite and other software necessary to perform essential functions of the position;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one year of experience performing inventory and related purchasing and storage work; or any equivalent combination of education training, and experience which provides the requisite knowledge, skills, and abilities for this job. Required to maintain fork truck operator's certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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Henderson Water Utility

Classification Specification

Job Title: **HWU Secretary**

General Description of Position

The purpose of this classification is to provide secretarial support to the System Operations Center. Duties included, but are not limited to, answering telephones, greeting visitors, typing correspondence and reports, maintaining files, and performing data entry and general office tasks.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- **Essential Function: Management Administrative Support**

Tasks:

- Answer telephones and greets visitors; provides information, takes/relays messages, or refers to appropriate personnel;
- Receives and distributes incoming mail, packages, and reports; prepares and transmits outgoing mail; sends faxes as needed;
- Types or prepares a variety of reports, service requests, work orders, receipts, envelopes, labels, forms, or related documentation; copies, distributes, updates, or transmits as appropriate; files as appropriate;
- Receives and files a variety of faxes, reports, correspondence, service requests, work orders, forms, and related documents for storage and reference; researches and pulls computerized files as requested;
- Performs a variety of data entry tasks related to the asset management program; audits and updates information as required;
- Receives tap fee payments and writes receipts as needed;
- Processes payable and receivables documentation and maintains related files; files purchase orders, purchase requisitions, invoice requisitions, and claim vouchers;
- Organizes and maintains hard copy and computerized files; files reports; service requests, work orders, correspondence, and related documents, retrieves, updates and purges files as needed; boxes old files for storage; reviews and audits a variety of data entries and generates reports from data;
- Operates a wide variety of office equipment in the performance of duties, such as a computer, copier, facsimile machine, and scanner;

- Provides clerical and secretarial assistance to the System Operations Administrative Assistant, the Projects & Compliance Manager, and the System Operations Supervisors.

- **Essential Function: Safety**

Tasks:

- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested.

- **Essential Function: Other General and Administrative**

Tasks:

- Stay current with and operate a personal computer and other office equipment as necessary in order to perform essential functions;
- Stay current with and use software as necessary to perform essential functions including word processing, spreadsheet, database, or other system software;
- Maintain a positive attitude with other HWU employees;
- Maintain regular and predictable attendance;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed.

Additional Functions

Operate a two-way radio in performance of duties. Performs other related duties as required, necessary, or assigned.

Classification Requirements

Minimum Required: High school diploma or GED; supplemented by college level course work or vocational training in secretarial or computer skills required; supplemented by one (1) year previous experience and/or training involving secretarial and clerical work required; typing/keyboarding speed of 40 w.p.m. required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Proficient in Microsoft Office software (Outlook, Word, Excel, Powerpoint, and Access). Must possess and maintain a valid driver's license.

Desired:**Performance Aptitudes**

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the applications of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA Compliance

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Other

Class Code: xxxx
Job Category: Administrative Support
Department: Administration or System Operations
Grade: Non-Exempt – Grade 9
Reports To: HWU Administrative Assistant

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

**HWU SOC SECRETARY,
SENIOR**

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: Administrative Assistant

Direct Reports: N/A

Potential Pay Increase Opportunity: Annual Merit & Performance Increase; COLA

Advancement Opportunity: HWU Administrative Assistant (upon vacancy)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide secretarial support to the HWU System Operations Center (SOC) and Administrative personnel. Duties include, but are not limited to, answering telephones, greeting visitors, typing correspondence and reports, maintaining files, performing data entry and general office tasks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answer telephones and greets visitors; provides information, takes/relays messages, or refers to appropriate personnel;
- Dispatches service requests and inspections to field crews and service trucks; forwards work orders to appropriate supervisor, and follows up on scheduling and completion;
- Receives and distributes incoming mail, packages, and reports, prepares and transmits outgoing mail; sends faxes as needed;
- Types or prepares a variety of reports, service request, work orders and inspections in the Cityworks Asset Management System (AMS), receipts, envelopes, labels, forms, or related documentation; copies, distributes, updates, or transmits as appropriate; files as appropriate;
- Creates, edits, completes and closes work orders and service requests in the Cityworks AMS;
- Inputs and checks quantities of inventory items used in work orders;
- Receives and files a variety of emails, faxes, reports, correspondence, service requests, work orders, forms, and related documents for storage and reference; researches and pulls computerized files as requested;
- Performs a variety of data entry tasks related to the asset management program; audits and updates information as required;
- Receives tap fee payments and writes receipts as needed;
- Processes payable and receivables documentation and maintains related files; files purchase orders, purchase requisitions, invoice requisitions, and claim vouchers;

- Organizes and maintains hard copy and computerized files; files reports; service requests, work orders, correspondence, and related documents, retrieves, updates and purges files as needed; boxes old files for storage; reviews and audits a variety of data entries and generates reports from data;
- Operates a wide variety of office equipment in the performance of duties, such as a computer, copier, facsimile machine, and scanner;
- Provides assistance to HWU Senior Management and other personnel at the SOC;
- Provide assistance to other HWU personnel with AMS training, tutorials and support;
- Provide backup for and assistance to HWU Administrative Assistant with board packets, public hearings and other formal or informal meetings;
- Reconciles revenue and operating bank accounts on a monthly basis;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with and operate a personal computer and other office equipment as necessary in order to perform essential functions;
- Stay current with and operate a personal computer and other office equipment as necessary in order to perform essential functions;
- Stay current with and use software as necessary to perform essential functions including word processing, spreadsheet, database, or other system software;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in secretarial or computer skills required; supplemented by one (1) year previous experience and/or training involving secretarial and clerical work required; typing/keyboarding speed of 40 w.p.m. required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Proficient in Microsoft Office software (Outlook, Word, Excel, PowerPoint, and Access). Must possess and maintain a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

SOC SECRETARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide secretarial support to the System Operations Center. Duties include, but are not limited to, answering telephones, greeting visitors, typing correspondence and reports, maintaining files, and performing data entry and general office tasks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answer telephones and greets visitors; provides information, takes/relays messages, or refers to appropriate personnel;
- Receives and distributes incoming mail, packages, and reports, prepares and transmits outgoing mail; sends faxes as needed;
- Types or prepares a variety of reports, service request, work orders, receipts, envelopes, labels, forms, or related documentation; copies, distributes, updates, or transmits as appropriate; files as appropriate;
- Receives and files a variety of faxes, reports, correspondence, service requests, work orders, forms, and related documents for storage and reference; researches and pulls computerized files as requested;
- Performs a variety of data entry tasks related to the asset management program; audits and updates information as required;
- Receives tap fee payments and writes receipts as needed;
- Processes payable and receivables documentation and maintains related files; files purchase orders, purchase requisitions, invoice requisitions, and claim vouchers;
- Organizes and maintains hard copy and computerized files; files reports; service requests, work orders, correspondence, and related documents, retrieves, updates and purges files as needed; boxes old files for storage; reviews and audits a variety of data entries and generates reports from data;
- Operates a wide variety of office equipment in the performance of duties, such as a computer, copier, facsimile machine, and scanner;
- Provides clerical and secretarial assistance to the System Operations Center staff;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;

- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with and operate a personal computer and other office equipment as necessary in order to perform essential functions;
- Stay current with and operate a personal computer and other office equipment as necessary in order to perform essential functions;
- Stay current with and use software as necessary to perform essential functions including word processing, spreadsheet, database, or other system software;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in secretarial or computer skills required; supplemented by one (1) year previous experience and/or training involving secretarial and clerical work required; typing/keyboarding speed of 40 w.p.m. required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Proficient in Microsoft Office software (Outlook, Word, Excel, PowerPoint, and Access). Must possess and maintain a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

TREATMENT MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, manage and oversee the programs, operations and services of Henderson Water Utility (HWU) water and wastewater treatment plants. Work involves managing staff and resources, ensuring compliance with applicable state and federal regulations, overseeing plant operations, coordinating maintenance activities and managing related capital improvement projects.

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Director of Operations

Direct Reports: Chief Plant Operators, Water Quality Specialists

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works under the overall direction of the Director of Operations in planning and administering the activities of the water and wastewater treatment plants;
- Directs the treatment and maintenance operations of HWU's water treatment plants wastewater treatment plants, and could include water quality laboratory staff;
- Manages daily activities through subordinate supervisors and staff;
- Ensures that all bi-weekly payroll data is submitted and entered on time;
- Regularly communicates with supervisor on the status of plant performances, budgetary concerns, staff issues, and general needs;
- Maintains a visible and regular presence at each facility;
- Conducts periodic walkthrough inspections of each facility to ensure general safety and housekeeping practices are being maintained;
- Provide a general plant and water quality update to the Director of Operations each month, detailing budgetary position of each plant, staff issues, projects status, and other pertinent information;
- Ensures an updated SOP and ERP manual for each facility is maintained;
- Participates in DOW/EPA plant inspections, as necessary;
- Maintains positive and cooperative relationship with the Division of Water;
- Works towards continual progressive improvement in areas of treatment efficiency, budget, and staff excellence;
- Conducts and/or directs the regular analysis of treatment chemicals to ensure best chemicals at lowest cost for high standards of treatment;
- Stays informed on and ahead of local, regional, and national areas of water quality concern;

- Works towards the annual submission (and achievement) of treatment plant and individual staff awards within organizational affiliations (KY-TN AWWA, AWWA, WEF, WEA, AWOP, Partnership for Safe Water, etc.);
- Ensures all work activities are performed safely and meet quality and efficiency standards;
- Ensures operations meet applicable state and federal compliance regulations;
- Monitors the expenditures, use of funds and other allocated resources;
- Ensures departments stays within budgetary limits;
- Assists in coordinating adequate plant coverage and training between plants, as applicable;
- Assesses the need for treatment plant and water quality staff, including temporary employees, and submits requests;
- Establishes standard operating procedures which provide for safe, efficient, effective and compliant operations;
- Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels/coaches, motivates, disciplines, and completes employee performance appraisals;
- Participates in long and short-term planning to include budgeting, development goals and objectives, and the prioritization and scheduling of maintenance and capital projects;
- Provides technical guidance, direction and assistance to staff;
- Works with other supervisors in the scheduling and coordination of maintenance activities;
- Works with Distribution System Operator to ensure well-maintained and safe water quality in the distribution system;
- Works with water quality staff to ensure well-maintained and safe water quality in the treatment process and distribution system;
- Works with water quality staff, distribution, pretreatment, and collection crews to understand and identify areas of concern in the distribution and collection systems;
- Ensures facilities and equipment are kept clean, neat and in good operating conditions;
- Serves as Director of Operations in his/her absence as assigned;
- Monitors and assures the proper process control measures are in place and are being carried out;
- Directs purchasing activities;
- Develops technical specifications for bids;
- Approves purchase requests for treatment plants;
- Analyzes equipment requests and needs for purchasing;
- Manages and coordinates work with consulting engineers, vendors, and contractors, as required or requested;
- Prepares and assists in the preparation of technical and administrative reports related to regulatory activities of the Utility;
- Works with engineering staff in the design and evaluation of projects;
- Performs duties of Chief Plant Operator when needed;
- Stays current on governmental mandates;
- Attends appropriate training seminars/workshops/meetings;
- Stays current with computer systems including SCADA;
- Progressive development and implementation of Hach WIMS and other specialty software management systems, as assigned;
- Effectively uses Asset Management program (Cityworks) within plants for preventive and routine maintenance activities;
- Attends staff meetings as requested and assigned;
- Attends monthly Board meetings when requested;

- Ensures personal and departmental compliance with all state safety regulations and HWU safety policies;
- Maintains availability to respond to emergencies 24 hours a day, 7 days a week;
- Maintains and fosters a positive attitude;
- Maintain regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintains high standard of public relations;
- Ensure proper housekeeping in department and work areas;
- Conduct and/or attend appropriate safety meetings as required and/or assigned;
- Assist with accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazard and report or correct all identified hazards;
- Ensure that safety equipment is used properly at all times and that work is carried out in a safe and efficient manner;
- Appropriately maintain personal safety equipment and ensure this is being performed by staff;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Participate in showing new employees proper safety procedures;
- Provide information to general public when in the field;
- Be available for questions/interviews by outside representative;
- Coordinate and conduct public-engagement efforts (i.e., plant tours, job fairs, website posts, etc.);
- Operate general office equipment and assigned vehicles as necessary to complete essential functions.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; five years of responsible supervisory and management experience in the water/wastewater field; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. This position requires a valid driver's license. Candidates will be required to comply with all state safety regulations and HWU safety policies.

Additional Desired: Certifications in water and wastewater treatment plant operation; a degree and/or experience in microbiology, biology, chemistry; experience and/or certification in drinking water and/or wastewater laboratory analyses; some experience and/or training involving equipment operation, construction labor, or maintenance work on utility lines.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principals of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials moderate weight (5-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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**HENDERSON WATER UTILITY
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: CHIEF TREATMENT PLANT OPERATOR

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Treatment Manager

Direct Reports: Treatment Operators of assigned treatment plant

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operations of the assigned treatment plant to produce clean water for Henderson Water Utility's customers in accordance with state, federal and local guidelines. Duties include scheduling, directing, and supervising staff, coordinating operations with maintenance activities, and managing the purchase of chemicals and supplies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Supervises and provides leadership in the day to day operation of the assigned treatment plant; implements and maintains a set of standard operating procedures and related day to day employee functions for the assigned treatment plant; supervises daily plant operations; ensures compliance with federal and state regulations; and monitors operations to ensure effectiveness, efficiency and safety.
- Works under the direction of the Treatment Manager in planning and administering the activities of the assigned treatment plant.
- Provides the Treatment Manager with weekly or bi-weekly progress reports on the status of the needs at the respective plant. These may include process, operational, and personnel concerns.
- Performs all functions related to maintaining state and federal regulatory compliance for the assigned treatment plant.
- Works with Treatment Manager in planning long and short term objectives and budget for the assigned treatment plant.
- Provides effective supervision and direction for the employees working at the assigned treatment plant; schedules and assigns work; provides technical assistance and

guidance as needed; handles personnel matters including disputes, problems, and discipline; and performs employee evaluations.

- Directs, coordinates, and inspects plant operations and maintenance activities to ensure optimum and efficient operation of the assigned treatment plant.
- Monitors and assures that proper process control measures are in place and being carried out.
- Works with Engineering staff in the design and evaluation of projects
- Schedules and oversees needed contractual work.
- Stays current with computer systems, including SCADA.
- Keeps correct inventory of supplies and operating materials; monitors plant equipment; identifies the need to purchase new equipment and supplies.
- Works with other Chief Operators and other HWU staff in the scheduling of operations and maintenance activities.
- Ensures that the assigned treatment plant is operated in an efficient and safe manner
- Ensures that plant safety meetings are held on a regular and consistent basis. These are to be led by either the Chief Operator or assigned representative. These meetings are to be documented (including date, attendees, and topic) and the document kept on file for record.
- Schedules Treatment Plant Operators to ensure plant is properly staffed.
- Performs duties of Treatment Plant Operator as necessary, including shift operation.
- Keeps appropriate documentation; prepares operational reports and records, to include monthly operating reports.
- Stays current on governmental mandates; attends appropriate training seminars/workshops/meetings.
- Responds to emergencies as needed; maintains availability to respond to emergency calls 24 hours a day 7 days a week.
- Works various shifts as assigned by Treatment Manager; may be called in the case of other operator illness or emergency.
- Serves as Treatment Manager as requested.
- Adheres to personal and departmental compliance with all state safety regulations and HWU safety policies.
- Ensures that all work is carried out in a safe and efficient manner.
- Maintains a positive attitude with team/unit.
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.
- Maintains good public relations.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

- **Water Treatment Plant**

High school diploma or GED; supplemented by a Vocational/Technical degree with training emphasis in water treatment plant operations; supplemented by 5 years progressively responsible water treatment plant operations experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires valid driver's license and state certification as a Class IV-A Water Operator or have the ability to obtain this certification within 12 months of employment in the position.

- **Wastewater Treatment Plant**

High school diploma or GED; supplemented a Vocational/Technical degree with training emphasis in wastewater treatment plant operations; supplemented by 5 years progressively responsible wastewater treatment plant operations experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license and state certification as a Class IV Wastewater Operator or have the ability to obtain this certification within 12 months of employment in the position.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: _Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (5-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: UTILITY LOCATOR/GEOSPATIAL TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to locate water and sewer mains, service lines, and other water utility system components for use by HWU personnel in system construction, operations, maintenance, and repair work. Positions in this class also request locates from other utility companies and obtains water quality samples. Positions in this class also document location of new and existing utility assets using Global Positioning System (GPS) equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Locate water utility lines, leaks, valves, manholes, sanitary and storm sewers and other utility system components;
- Provide information to engineering personnel and GIS personnel for use in planning and mapping activities;
- Prepare and maintain appropriate documentation;
- Complete and submit locate forms, manhole inspection forms, and other documents;
- Utilize GPS equipment to locate lines and document locations;
- Maintain records of fuel used during field trips;
- Prepare and submit utility request forms to other utility companies/departments.
- Respond to meter calls and leak reports as needed;
- Obtain water quality samples;
- Submits samples to laboratory personnel at the water plant;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department and work areas;
- Conduct and/or attend appropriate safety meetings as required;
- Assist with accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Maintain good public relations;
- Respond to questions;

- Provide information to general public while in the field;
- Work on-call as assigned;
- Operate general office equipment and assigned vehicles as necessary to complete essential functions;
- Stay current with computer systems necessary to perform essential functions;
- Maintain a positive attitude with other HWU employees;
- Maintain good public relations (interact with the public in a courteous manner);
- Maintain availability to respond to emergency call-outs 24 hours a day 7 days a week;
- Respond to emergencies as needed
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility.

ADDITIONAL FUNCTIONS

Performs related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 6 months of experience working with a utility system. Six months experience reading maps and locating underground utilities, using GPS equipment, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job. Must possess and maintain a valid Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires proficiency with use of a personal computer equipped with GIS software. Familiarity with Microsoft Excel preferred.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY LOCATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to locate water and sewer mains, service lines, and other water utility system components for use by HWU personnel in system construction, operations, maintenance, and repair work. Positions in this class also request locates from other utility companies and obtains water quality samples.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Locate water utility lines, leaks, valves, manholes, and other water utility system components;
- Provide information to engineering personnel and GIS personnel for use in planning and mapping activities;
- Prepare and maintain appropriate documentation;
- Complete and submit locate forms;
- Maintain records of fuel used during field trips;
- Prepare and submit utility request forms to other utility companies/departments.
- Obtain water quality samples;
- Submits samples to laboratory personnel at the water plant;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department and work areas;
- Conduct appropriate safety meetings as assigned;
- Attend appropriate safety meetings;
- Assist with accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Maintain good public relations;
- Respond to questions;
- Provide information to general public while in the field;
- Work on-call as assigned;
- Operate general office equipment and assigned vehicles as necessary to complete essential functions;
- Stay current with computer systems necessary to perform essential functions;

- Maintain a positive attitude with other HWU employees;
- Maintain regular and predictable attendance;
- Maintain good public relations (interact with the public in a courteous manner);
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed

ADDITIONAL FUNCTIONS

Performs related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by five years of experience working with HWU system. Some experience reading maps and locating water lines or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job. Must possess and maintain a valid Commercial Driver's License (CDL) including appropriate endorsement (s) or be able to obtain this license within 6 months of start date.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY SYSTEM CREW LEADER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as a team leader for assigned installation, repair, and maintenance projects. Positions in this class supervise staff oversee project work activities and the use of resources, operate equipment and perform labor, and prepare documentation of project work and daily work activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Supervise assigned installation and maintenance/repair projects for utility water, wastewater, and stormwater lines;
- Supervise assigned staff to ensure work is completed in a safe, economical, and efficient manner;
- Ensure efficient use of resources and adherence to quality and safety standards;
- Inspect work in progress and upon completion;
- Provide guidance, training, correction, and technical assistance to assigned staff;
- Plan the work, assign tasks, review work, and evaluate performance of assigned staff. This includes parts inventorying/returning inventory, securing appropriate locates, initiating and completing all appropriate paperwork, and communicating with assigned team the details of the work;
- Perform assigned duties of the Utility System Superintendent upon request;
- Work to control costs while keeping focus on the long-term objectives of the Utility;
- Participate in team/staff work as necessary;
- Perform labor and equipment operation to facilitate the installation, repair, and maintenance of water, wastewater, and stormwater lines and related components, including water mains, sanitary sewers, manholes, meters, meter boxes, valves, taps, and fire hydrants;
- Ensure all equipment and machinery, including safety equipment is properly operated, maintained, cleaned, and stored;
- Identify equipment which needs to be repaired and/or replaced;
- Operate a variety of equipment, machinery, and tools associated with department activities, which may include a utility truck, dump truck, backhoe, end loader, trencher, tapping machine, valve exerciser, fork lift, air compressor, jack hammer, pipe wrench, pipe cutter, concrete saw, chain saw, grinder, post driver, shovel, pick axe, rake, broom, and other hand tools;
- Supervise/Coordinate the operations and/or operate the wash truck, vacuum truck, rotor-rooter machine, cameras, and line snake to clear lines and locate leaks and blockages.
- Prepare and/or review project documentation, to include work orders, repair tickets, and other records;
- Ensures proper documentation is maintained;

- Update maps when needed and keep records of work undertaken;
- Participate in performance evaluations for assigned staff;
- Ensure personal and team compliance with all safety regulations and HWU safety policies;
- Ensure proper housekeeping in work areas, job sites, equipment, and vehicles;
- Conduct appropriate safety meetings as assigned;
- Ensure personal and team attendance of appropriate meetings;
- Conduct accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of department and work areas and report or correct all identified hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety coordinator;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Stay current with computer systems necessary to perform essential functions, including asset management system;
- Maintain positive attitude with other HWU employees;
- Promote a positive work atmosphere with co-workers and departments;
- Maintain regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations (interact with the public in a courteous manner);
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed;
- Carry a pager/phone for standby duty at request of HWU Utility System Superintendent;
- Carry cell phone at all times to be reached in event of emergencies;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by five years of progressively responsible experience involving equipment operation, manual labor or maintenance work on utility lines (i.e., water, sewer, or stormwater); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license with no DUI convictions in the previous 5 years. Possession of a Kentucky Division of Water Class III or higher Distribution and/or Collection Certification preferred or be able to obtain this license within 12 months of start date. Fork truck certification may be required.

Desired: Kentucky Division of Water Class III-D Certification; Supervisory Training and Commercial Driver's License (CDL) including appropriate endorsements.

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Utility System Superintendent

Direct Reports: Utility System Workers I to III (as assigned to crew)

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (5-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY SYSTEM SPECIALIST

CAMERA TRUCK LEAD

PURPOSE OF CLASSIFICATION

The purpose of this classification is to operate specialized video equipment to conduct wastewater and stormwater line inspections, to document tap locations and other system components, and to locate and prioritize areas in need of repair.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform video inspections of sewer lines;
- Locate sewer taps, roots, broken pipe, misalignment or sources of infiltration and inflow, and assign condition ratings as appropriate;
- Perform and document manhole inspections at each manhole accessed;
- Perform basic electrical wiring and electrical maintenance on related equipment;
- Schedule and coordinate periodic maintenance of camera equipment by outside vendors, and recommend equipment upgrades to supervisors as needed;
- Maintain and operate the camera truck and all associated video inspection equipment;
- Catalog and index video footage;
- Use GIS software to map sewer and stormwater asset location and attributes that are incorrect on the GIS layer (redline editing);
- Use the Pipelogix software to manage all Camera inspection information (work order imports from Cityworks, camera field observations, condition scores, camera inspection export back to Cityworks)
- Use the Asset Management System (AMS) software (Cityworks) to document work performed, and generate new service requests or work orders for further maintenance and repairs as required;
- Use magnetic and cable locator to find manholes;
- Perform utility locates (water, wastewater and stormwater lines and accessories) as required;
- Retrieve information from rainfall gauges using laptop computer;
- Assist employees in other system operations work as assigned;
- Provide technical assistance when needed;
- Operate vacuum truck, pressure wash truck, backhoe, front end loader, and other related equipment as needed;
- Draw maps when needed and keep records of work undertaken;
- Provide data on line location, type, size, condition, etc., to the GIS Manager for incorporation in the Geographic Information System;
- Supervise projects and workers in assigned area to be sure tasks are being accomplished, and lead the video inspection team;

- Inspect work in assigned area to ensure that it is being done correctly and timely;
- Perform assigned duties of Utility System Superintendent as requested;
- Assist in training other field personnel (Utility System Workers and Crew Leaders) in use of camera equipment, to ensure coverage during off-hours and for call-outs.
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department and work areas;
- Conduct appropriate safety meetings as assigned;
- Attend appropriate safety meetings;
- Assist with accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain and utilize personal safety equipment;
- Utilize air-monitoring and confined space entry equipment as necessary; understand and comply with confined space regulations;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department.
- Participate in finding solutions to safety or health related hazards;
- Assist in training new employees in proper safety procedures;
- Participate in Safety Committee as requested;
- Work on-call as assigned;
- Operate general office equipment and assigned vehicles as necessary to complete essential functions;
- Stay current with computer systems necessary to perform essential functions;
- Maintain a positive attitude with other HWU employees;
- Maintain regular and predictable attendance;
- Maintain good public relations (interact with the public in a courteous manner), and provide information and answers to customers while in the field;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week and respond to emergencies as needed;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.
Position normally reports to the Utility System Superintendent.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two years of experience operating video equipment and related electronic utility system equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Commercial Driver's License (CDL) including appropriate endorsement (s) or be able to obtain this license within 6 months of start date. This position requires the ability to pass a pre-employment physical as well as drug and alcohol screens as requested. Wastewater Collection System license preferred.

Desired: Technical background in electronics, video, or closely related field.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50-pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, hazardous materials, fire, machinery, vibrations, electric currents, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY SYSTEMS SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to operate specialized video equipment to conduct sewer line inspections, to document tap locations and other system components, and to locate areas in need of repair.

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: Utility System Specialist – Camera Truck Lead

Direct Reports: As Assigned

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform video inspections of sewer lines;
- Locate sewer taps, roots, broken pipe, misalignment or sources of infiltration and inflow, and assign condition ratings as appropriate;
- Perform and document manhole inspections at each manhole accessed;
- Perform basic electrical wiring and electrical maintenance on related equipment;
- Maintain and operate the camera truck and all associated video inspection equipment;
- Utilize magnetic, cable or GPS unit to locate and/or find or document location of pipes, manholes and structures.
- Catalog and index video footage;
- Perform utility locates (water, wastewater and stormwater lines and accessories) as required;
- Retrieve information from rainfall gauges using laptop computer;
- Assist employees in other system operations work as assigned;
- Provide technical assistance when needed;
- Operate vacuum truck, pressure wash truck, backhoe, front end loader, and other related equipment as needed;
- Draw maps when needed and keep records of work undertaken
- May supervise projects and workers in assigned area to be sure tasks are being accomplished;
- Inspect work in assigned area to ensure that it is being done correctly and timely;
- Perform assigned duties of Utility System Supervisor as requested;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department and work areas;
- Conduct appropriate safety meetings as assigned;
- Attend appropriate safety meetings;
- Assist with accident investigations as necessary;

- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Maintain and utilize personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department.
- Participate in finding solutions to safety or health related hazards;
- Assist in training new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Respond to questions;
- Provide information to general public while in the field;
- Work on-call as assigned;
- Operate general office equipment and assigned vehicles as necessary to complete essential functions;
- Stay current with computer systems necessary to perform essential functions;
- Maintain a positive attitude with other HWU employees;
- Maintain regular and predictable in-person attendance;
- Maintain good public relations (interact with the public in a courteous manner);
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two years of experience operating video equipment and related electronic utility system equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Commercial Driver's License (CDL) including appropriate endorsement (s) or be able to obtain this license within 6 months of start date. This position requires the ability to pass a pre-employment physical as well as drug and alcohol screens as requested. Wastewater Collection System license preferred.

Desired: Technical background in electronics, video, or closely related field.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50-pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, hazardous materials, fire, machinery, vibrations, electric currents, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY SYSTEM SUPERINTENDENT

PURPOSE OF CLASSIFICATION

To supervise workers and projects within the assigned area(s) as well as ensure the safe and efficient operation, and maintenance of Henderson Water Utility's water distribution, wastewater collections, and stormwater systems.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Has responsibility for and provides leadership in the day to day operation of the assigned SOC department;
- Work under the overall direction of the Director of Operations in planning and administering the activities of the assigned SOC department;
- Assist in planning long and short term objectives and budget for the assigned area of the assigned SOC department;
- Provide overall supervision for staff in the assigned SOC department;
- Works with Engineering staff in the design and evaluation of projects;
- Assume the assigned duties of the Director of Operations in his/her absence at request of Director or General Manager;
- Direct, coordinate, and inspect to ensure optimum and efficient operation of the assigned SOC department;
- Perform all functions related to maintaining state and Federal regulatory compliance of assigned SOC department;
- Monitor and assure that proper process control measures are in place and are being carried out in assigned SOC department;
- Handle personnel matters including disputes, problems, and discipline in assigned SOC department;
- Handle personnel matters including disputes, problems, and discipline in assigned SOC department;
- Provide technical assistance when needed;
- Prepare technical and administrative reports related to regulatory activities of the assigned SOC department;
- Implement and maintain a set of standard operating procedures and related day to day employee functions for the assigned SOC department;
- Stay current with computer systems including Hansen and SCADA;
- Assess and purchase supplies, equipment, etc;
- Ensure that work stays within budget;
- Maintain proper inventory for work supplies;
- Maintain all equipment and machinery;

- Ensure proper documentation;
- Provide technical assistance when needed;
- Operate backhoe and other equipment when needed;
- Keep records of work undertaken and timekeeping;
- Perform employee evaluations;
- Ensure that all work is carried out in a safe manner;
- Be available for emergencies 24 hours a day, 7 days a week;
- Perform other duties as assigned/needed;
- Maintain a positive attitude with team/unit;
- Maintain good public relations;
- Supervise the work of employees in assigned department(s)
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED required with 10 years job related work experience. A college Associate's Degree may be substituted for 2 years of experience. A College Bachelor's Degree may be substituted for 4 years of experience. Must be willing to obtain CEUs in Supervision as directed. Valid driver's license. The appropriate Kentucky Division of Water Class IV Distribution and Collection System Certification (s) (when available) within 6 months of employment in the position.

Additional Desired: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have good communication skills and the ability to supervise and motivate people. Must have good verbal, numerical, and diagrammatic skills along with the ability to deal with unforeseen situations. Must have mechanical knowledge; knowledge of water, wastewater, and stormwater system principles and practices; some knowledge of treatment plant operations; the ability to review and interpret related plans and construction specifications. Requires ability to quickly comprehend a wide range of technical concepts and the ability to establish and maintain effective working relationships.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principals of logical or synthesis functions; to deal with several concrete ad abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY SYSTEM WORKER I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform semi-skilled manual labor and equipment operation in the installation, repair, and maintenance of water lines, wastewater lines, stormwater lines, and related utility system components.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in maintaining and repairing water, wastewater, and stormwater lines, and related system components including: water mains, manholes, meters, meter boxes, taps, and fire hydrants;
- Perform various manual labor functions associated with various system related projects and activities, which may include pouring and setting concrete, breaking concrete and asphalt, raising and lowering manholes, digging holes/trenches, shoveling materials, lifting/moving heavy materials, and picking up debris/litter;
- Operate a variety of equipment, machinery, and tools associated with department activities, which may include a utility truck, dump truck, end loader, tapping machine, blacktop tamper, air compressor, jack hammer, pipe wrench, pipe cutter, concrete saw, chain saw, grinder, post driver, shovel, pick axe, rake, broom, and other hand tools;
- Operate the wash truck, vacuum truck, rotor-rooter machine to clear lines and locate leaks or blockages;
- Complete assigned training and show progressive competency in water, wastewater, and stormwater maintenance and repair procedures, safety training, and basic traffic control;
- Change hanger-heads on copper-setters (meter hanger);
- Raise and lower meter box rims, meter box tops, manhole frames and lids as needed;
- Assist in locating lines, leaks, valves, and manholes;
- Repair lawns, sidewalks, and roads after project repair or construction;
- Maintain assigned crew truck, tools, trailer(s) and other equipment that is either permanently or temporarily assigned;
- Maintain proper truck inventory and supplies;
- Ensure necessary equipment is available for jobs;
- Perform assigned and/or requested tasks of HWU Utility System Crew Leader;
- Obtain knowledge of and the ability to use Asset & Work Order Management Program;
- Complete assigned work orders in efficient and timely manner;
- Become skillful at reading distribution and collection maps for locating service lines, valves, mains, etc.;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department and work areas;

- Attend appropriate safety meetings;
- Assist with accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazard and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Ensure that safety equipment is used properly at all times and that work is carried out in a safe and efficient manner;
- Appropriately maintain personal safety equipment;
- Report all work-related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Participate in showing new employees proper safety procedures;
- Provide information to general public while in the field about the work being performed;
- Work on-call as assigned;
- Operate general office equipment and assigned vehicles as necessary to complete essential functions;
- Stay current with computer systems necessary to perform essential functions;
- Maintain a positive attitude with other HWU employees and contribute to a positive overall morale among co-workers;
- Maintain regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations (interact with the public in a courteous manner);
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED. Required to possess and maintain a valid Commercial Driver's License (CDL) including appropriate endorsement(s) or be able to obtain the permit within 3 months of hire and the license within 9 months of start date. Fork truck certification may be required.

Additional Desired: Some experience and/or training involving equipment operation, construction labor, or maintenance work on utility lines.

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Crew Leader

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information – includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; this may include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. This involves routine work according to clearly prescribed standard practices with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY SYSTEM WORKER II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform semi-skilled manual labor and equipment operation in the installation, repair, and maintenance of water lines, wastewater lines, stormwater lines, and related utility system components.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Install, maintain, and repair water, wastewater, and stormwater lines, and related system components including: water mains, manholes, meters, meter boxes, taps, and fire hydrants;
- Test lines; Flush lines; Conduct pressure checks of fire hydrants;
- Construct, clean, and maintain stormwater intakes and transmission lines;
- Perform various manual labor functions associated with various system related projects and activities, which may include pouring and setting concrete, breaking concrete and asphalt, raising and lowering manholes, digging holes/trenches, shoveling materials, lifting/moving heavy materials, picking up debris/litter, and directing traffic;
- Operate safely and efficiently a variety of equipment, machinery, and tools associated with department activities, which may include a utility truck, dump truck, backhoe, end loader, trencher, tapping machine, blacktop tamper, fork lift, air compressor, jack hammer, pipe wrench, pipe cutter, concrete saw, chain saw, grinder, post driver, shovel, pick axe, rake, broom, and other hand tools;
- Possess required knowledge and skills for efficient and safe operation of (but not limited to) such equipment as a backhoe, small track-hoe, end loader, small crane, man-lift, grader, fork lift, skid steer, or pushing machine.
- Be efficient in digging around gas, water, sewer and other utilities;
- Operate the wash truck, vacuum truck, rotor-rooter machine, cameras, and line snake to clear lines and locate leaks or blockages;
- Change hanger-heads on copper-setters (meter hanger);
- Raise and lower meter box rims and tops as needed;
- Construct and maintain stormwater runoff ditches, creeks, and other conveyances;
- Assist with GIS data collection as needed;
- Supply information to Engineering department to keep maps current;
- Assist in locating lines, leaks, valves, and manholes;
- Repair lawns, sidewalks, and roads after project repair or construction;
- Service and maintain trucks, and other equipment;
- Maintain proper inventory and make sure necessary equipment is available for jobs;
- Perform assigned tasks of HWU Utility System Crew Leader by request;
- Ensure personal compliance with all state safety regulations and HWU safety policies;

- Ensure proper housekeeping in department and work areas;
- Conduct appropriate safety meetings as assigned;
- Attend appropriate safety meetings;
- Assist with accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazard and reducing incident at the Utility;
- Perform routine safety inspections of work areas and report or correct all identified hazard and report or correct all identified hazards;
- Ensure that safety equipment is used properly at all times and that work is carried out in a safe and efficient manner;
- Appropriately maintain personal safety equipment;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Participate in showing new employees proper safety procedures;
- Participate in Safety Committee as requested;
- Maintain good public relations;
- Keep appropriate documentation;
- Respond to questions;
- Provide information to general public while in the field;
- Work on-call as assigned;
- Operate general office equipment and assigned vehicles as necessary to complete essential functions;
- Stay current with computer systems necessary to perform essential functions;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required;
- Maintain good public relations (interact with the public in a courteous manner);
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED. Must possess and maintain a valid Commercial Driver's License (CDL) including appropriate endorsement(s) or be able to obtain the license within 11 months of start date. Fork truck certification may be required.

Additional Desired: Some experience and/or training involving equipment operation, construction labor, or maintenance work on utility lines.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information – includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; this may include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. This involves routine work according to clearly prescribed standard practices with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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**HENDERSON WATER UTILITY
CLASSIFICATION
SPECIFICATION**

CLASSIFICATION TITLE:

UTILITY SYSTEM WORKER III

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Crew Leader

Direct Reports: N/A

Potential Pay Increase Opportunity: Annual Merit & Performance Increase, COLA, Certifications and Licenses (as applicable and qualified for)

Advancement Opportunity: HWU Utility System Crew Leader

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform semi-skilled manual labor and equipment operation in the installation, repair, and maintenance of water lines, wastewater lines, stormwater lines, and related utility system components.

ESSENTIAL FUNCTIONS

The following duties must be present to promote or be hired into this position. Requisite knowledge of the tools, equipment, and processes necessary to individually perform the duties listed below are required.

Water (Distribution) Requirements:

- Install water mains;
- Install, maintain, and repair fire hydrants;
- Install irrigation, residential, and commercial water service taps;
- Locate and repair water main and service line leaks and breaks;
- Install main and service line valves;
- Perform and assist with line stops using Hydra-Stop;
- Perform and assist with valve insertions using Insert-A-Valve;
- Possess extensive knowledge of pipe-fitting;
- Possess extensive knowledge of water line pressure and pressure testing;
- Possess extensive knowledge of water line chlorination and disinfection;
- Train, coach, prepare, and teach USW1 and USW2 staff regarding DOW and KDOT regulations and safety;

Sanitary Sewer (Collections) Requirements:

- Install sanitary sewer gravity and force main lines;
- Install sanitary sewer service taps;
- Operate the necessary equipment and vehicles (wash truck, vacuum truck, rotor-rooter machine, etc...) to identify blockages, clear lines, and locate leaks;
- Repair sanitary sewer gravity mains, force mains, and service line leaks/breaks;
- Install cleanouts on sanitary sewer service taps;
- Assist with and install sanitary sewer manholes;
- Possess extensive knowledge of sanitary sewer manhole pressure testing;
- Locate and assist with raising sanitary sewer manholes.

Stormwater Requirements:

- Install, clean, and maintain stormwater transmission lines;
- Install and maintain stormwater intakes;
- Construct and maintain stormwater runoff ditches, creeks, and other conveyances;
- Assist in locating and repairing stormwater lines, leaks, and breaks.

Operator Requirements:

- Possess ability to efficiently, safely, and proficiently operate heavy equipment (skid-steer, mini track-hoe, large track-hoe, dozer, etc.) around multiple utility lines and structures, both overhead and buried;
- Possess ability to load, transport, and offload large equipment and heavy material;
- Understand and perform routine maintenance checks of assigned equipment;
- Safely and proficiently backfill construction sites;
- Employ good communication with worksite staff, both on the ground and in the hole;
- Possess the requisite knowledge in OSHA regulations for shoring, trenching, excavation, lighting, etc.;

General Requirements:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned

- Possess the management, communication, and leadership skills necessary to perform the duties of the Crew Leader in his/her absence;
- Train, coach, prepare, and teach USW1 and USW2 staff regarding DOW and KDOT regulations and safety;
- Perform various manual labor functions associated with various system related projects and activities, which may include pouring and setting concrete, breaking concrete and asphalt, raising and lowering manholes, digging holes/trenches, shoveling materials, lifting/moving heavy materials, picking up debris/litter, and directing traffic;
- Operate safely and efficiently a variety of equipment, machinery, and tools associated with department activities, which may include a utility truck, dump truck, backhoe, end loader, trencher, tapping machine, blacktop tamper, fork lift, air compressor, jack hammer, pipe wrench, pipe cutter, concrete saw, chain saw, grinder, post driver, shovel, pick axe, rake, broom, and other hand tools;
- Possess required knowledge and skills for efficient and safe operation of (but not limited to) such

equipment as a backhoe, small track-hoe, end loader, small crane, man-lift, grader, fork lift, skid steer, or pushing machine.

- Complete assigned training and show progressive competency in water, wastewater, and stormwater maintenance and repair procedures, safety training, and basic traffic control;
- Be efficient in digging around gas, water, sewer and other utilities;
- Operate the wash truck, vacuum truck, rotor-rooter machine, cameras, and line snake to clear lines and locate leaks or blockages;
- Change hanger-heads on copper-setters (meter hanger);
- Raise and lower meter box rims, meter box tops, manhole frames and lids as needed;
- Construct and maintain stormwater runoff ditches, creeks, and other conveyances;
- Maintain assigned crew truck, tools, trailer(s) and other equipment that is either permanently or temporarily assigned;
- Maintain proper truck inventory and supplies;
- Ensure necessary equipment is available for jobs;
- Perform assigned and/or requested tasks of HWU Utility System Crew Leader;
- Obtain knowledge of and the ability to use Asset & Work Order Management Program;
- Complete assigned work orders in efficient and timely manner;
- Become skillful at reading distribution and collection maps for locating service lines, valves, mains, etc.;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in department and work areas;
- Attend appropriate safety meetings;
- Assist with accident investigations as necessary;
- Assist with the collection of hazard analysis information to be used in eliminating hazard and reducing incident at the Utility
- Perform routine safety inspections of work areas and report or correct all identified hazards;
- Ensure that safety equipment is used properly at all times and that work is carried out in a safe and efficient manner;
- Appropriately maintain personal safety equipment;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Participate in showing new employees proper safety procedures;
- Provide information to general public while in the field about the work being performed;
- Work on-call as assigned;
- Operate general office equipment and assigned vehicles as necessary to complete essential functions;
- Stay current with computer systems necessary to perform essential functions;
- Maintain a positive attitude with other HWU employees and contribute to a positive overall morale among co-workers;
- Maintain regular, punctual, and predictable in-person attendance;
- Maintain good public relations (interact with the public in a courteous manner);
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Respond to emergencies as needed;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Class 2 (or equivalent) Water Distribution or Wastewater Collections license;
- Must possess and maintain a valid Class B Commercial Driver's License (CDL) including appropriate endorsement(s) or be able to obtain these within 6 months of hire. (Extensions on both deadlines may be granted on a case-by-case basis by the Department Head and General Manager).
- Successful passing of a Field Assessment Proficiency Test

Additional Desired: Class A Commercial Driver's License. Fork truck certification/experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information - includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. This may include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WASTEWATER TREATMENT OPERATOR I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform duties in the operation and maintenance of an assigned treatment plant to treat wastewater/stormwater in accordance with state, federal and local guidelines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Work with Chief, Wastewater Treatment Operator II, or Maintenance employees to receive training;
- Perform general operational duties of the treatment plant but consults Chief or Wastewater Treatment Operator II when significant decisions regarding operations must be made;
- Follow standard operating procedures related to the operations of the assigned treatment plant including assigned daily operator responsibilities;
- Make routine checks and visual inspections of mechanical equipment to ensure it is operational;
- Perform daily operational tasks including washing filters, calibrating chemical pumps, reading gauges, running sludge press, filling chemical tanks, collecting samples, delivering samples, and performing assigned water quality tests;
- Monitor the rate of chemical feed and water flow;
- Monitor gauges, meters, filter press, and control panels;
- Change tanks, wash filters, and make equipment and control adjustments as necessary;
- Monitor inventory of supplies, chemicals, and operating materials and notify Treatment Operator Chief if needs arise;
- May be required to operate heavy equipment to load and remove wastes;
- Perform routine maintenance and preventative maintenance of treatment plant and related equipment as assigned;
- Perform general cleaning/janitorial work, painting, and grounds keeping as needed;
- Provide assistance to maintenance crews as needed or assigned;
- Visually inspect plant and all equipment daily to ensure proper functioning.
- Assist the HWU Treatment Operator Chief in developing a strategic plan for Operations, including long and short term objectives and related budgets, which coincide with the overall plan and goals of the Utility;
- Assist in carrying out plant and Utility goals;
- Work with other departments in the design and evaluation of projects;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Perform all functions related to maintaining state and federal regulatory compliance for the assigned treatment plant;

- Stay current on governmental mandates;
- Attends appropriate training seminars/workshops/meetings;
- Prepare and maintain operational reports;
- Record work activities in daily log, complete lab sheets, and maintain other appropriate documentation;
- Follow proper process control measures;
- Achieve and maintain the appropriate Kentucky Division of Water operator's certification.
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant and surrounding area;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report and/or correct all identified safety hazards;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Participate in Safety Committee as requested;
- Stay current with computer systems including SCADA;
- Maintain a positive attitude with other HWU employees;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.
- Maintain good public relations;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed;
- Receive off-hours emergency and maintenance calls;
- Direct calls to on-call System Operations Center personnel as appropriate;
- Work various shifts as assigned by HWU Treatment Operator Chief;
- May be called in as necessary in the case of the other operator illness or emergency.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED and a valid driver's license are required. Also, due to the requirements of Kentucky's Division of Water, this job requires continuous progression towards a Class IV Wastewater Treatment Plant Operator certification (and continual maintenance of certification, thereafter). All new candidates must obtain a minimum of a Class I wastewater license within 18 months of hire.

Desired: Training, education, and experience with wastewater treatment facilities. or wastewater treatment certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate or summarize data/information including performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in light to medium work, typically involving some combination of climbing stairs, stooping, kneeling, crouching, or crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature, and noise extremes, machinery, vibrations, electric currents or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WASTEWATER TREATMENT OPERATOR II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as a lead worker and to perform duties in the operation and maintenance of an assigned treatment plant to treat wastewater in accordance with state, federal and local guidelines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Monitor plant operations; perform periodic tours of the plant;
- Make routine checks and visual inspections of mechanical equipment to ensure it is operational;
- Perform daily operational tasks including washing filters, calibrating chemical pumps, reading gauges, running sludge press, filling chemical tanks, collecting samples, and deliver samples;
- Perform assigned water quality tests;
- Monitor the rate of chemical feed and water flow and make adjustments as necessary;
- Monitor turbidity, gauges, meters, filter press, and control panels;
- Change tanks, wash filters, and make other equipment or control adjustments as necessary;
- Monitor inventory of supplies, chemicals, and operating materials and notify HWU Treatment Operator Chief if needs arise;
- Follow standard operating procedures related to the operations of the assigned treatment plant including assigned daily operator responsibilities;
- Consult HWU Treatment Operator Chief when significant decisions regarding operations must be made;
- Perform duties of HWU Treatment Operator Chief as assigned;
- Perform routine and preventative maintenance as assigned;
- Perform general cleaning/janitorial work, grounds keeping and routine painting as needed;
- Provide assistance to maintenance crews as needed/assigned;
- Visually inspect plant and all equipment daily to ensure proper functioning;
- Serve as a lead worker to HWU Wastewater Treatment Operators I;
- Provides training and guidance to HWU Wastewater Treatment Operators I;
- Assist HWU Wastewater Treatment Operator I in making decisions related to treatment plant operations;
- Assist in orienting new HWU Wastewater Treatment Operators I to the plant and the treatment process;

- Assist the HWU Treatment Operator Chief in developing a strategic plan for the treatment plant, including long and short term objectives and related budgets, which coincide with the overall plan and goals of the Utility;
- Assist in carrying out the plant and Utility goals;
- Work with other departments in the design and evaluation of projects;
- Perform all functions related to maintaining state and federal regulatory compliance for the assigned treatment plant;
- Stay current on governmental mandates;
- Attend appropriate training seminars/workshops/meetings as requested;
- Record work activities in daily log, complete lab sheets and other operational spreadsheets;
- Prepare and maintain various operational reports as requested; maintain other appropriate documentation as requested;
- Follow proper process control measures;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant and surrounding areas;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report or correct all identified safety hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Maintain personal safety equipment appropriately;
- Participate in Safety Committee as requested;
- Stay current with computer systems including SCADA;
- Maintain a positive attitude with other HWU employees; maintain good public relations;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed; receive off-hours emergency and maintenance calls;
- Direct calls to on-call System Operations Center personnel as appropriate;
- Work various shifts as assigned by HWU Treatment Operator Chief;
- May be called in as necessary in the case of other operator illness or emergency;
- May be required to operate heavy equipment to loan and remove waste;

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; and vocational/technical training in treatment plant operations, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A valid driver's license is required. A Class IV Wastewater Treatment Plant Operator certification and continual maintenance of certification is required.

Desired: Bachelor of Science Degree in Biology or Chemistry.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extreme, machinery, vibrations, electric currents, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WATER QUALITY SPECIALIST

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: Director of Plant Operations

Direct Reports: N/A

PURPOSE OF CLASSIFICATION

Under limited supervision, work within the assigned area to either perform biological, chemical, and/or bacteriological sampling and analyses on water or wastewater to provide plant performance data and/or ensure the regulatory requirements are met.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Manage and perform the collection of samples according to Standard Methods, Kentucky code of regulations, EPA, Federal Safe Drinking Water Act and Federal Clean Water Act;
- Coordinate applicable sampling schedules with contractual laboratory services and plant operations;
- Compile the necessary annual documentation for the annual Consumer Confidence Report(CCR); ensure that the development and finalization of the CCR is within schedule and is distributed according to regulation;
- Work with treatment plant staff and the Director of Plant Operations on achieving continued success in various Water Quality programs (Partnership for Safe Water, AWOP, etc);
- Record and maintain all records related to water quality sampling and analysis;
- Perform lab testing using the most recent approved regulatory methodologies on water and/or wastewater at various stages of treatment, distribution and/or discharge;
- Prepare and organize all materials necessary for sampling events; ensure that all documentation is up to date, thorough and clear in its directions, uniform, informationally and grammatically correct;
- Work ahead of emerging and impending issues/emergencies in securing sufficient supplies, analytical equipment and scheduling changes/adaptations;
- Maintains all necessary procedures and regulations for laboratory certification with the State of Kentucky;
- Operates and maintains various basic and specialized laboratory instruments and analyses;
- Develop all necessary new SOPs; maintain all current SOPs to ensure relevance and accuracy;
- Ensure that all data received from external sources is accurate, proper methodologies are followed, holding times are within range, all results are legally defensible (if applicable) and entered into data management system (Hach WIMS, MS Excel, other);
- Develop and/or maintain surveillance programs to monitor water quality influent and effluent;

- Work with other personnel as assigned (e.g., Pretreatment, backflow prevention, distribution, etc.);
- Secure best competitive pricing and service for external laboratory services;
- Inspect all sample sites and report any deficiencies or concerns that need to be addressed;
- Respond courteously, quickly and thoroughly to inquiries, complaints and/or concerns from customers; use these times as opportunities for establishing positive public relations and public confidence in the services HWU provides;
- Compile, organize and review statistical data for regulatory compliance and operational treatment efficiency opportunities;
- Provide both analytical and operational support to assist in treatment optimization efforts, chemical selection, treatment changes, plant upsets, etc...;
- Organize and Compile all relevant reports and submit them to relevant agencies and staff in a timely manner;
- Conduct necessary training for applicable HWU personnel on the proper collection of samples and chain of custody reporting;
- Advise and assist, as necessary, Water Distribution crews on the proper collection of bacteriological sampling during distribution system compromised events;
- Advise on the issuance and lifting of Boil Water events;
- Maintain all applicable and appropriate QA/QC;
- Perform equipment calibration and repairs as necessary;
- Keep proper inventory of supplies;
- Work within budget constraints and track budgeted expenses;
- Advise and assist with annual budget planning;
- Review current local, state and federal regulations, policies and procedures; provide proper training and/or communications for all relevant staff;
- Review pending local, state and federal regulations, policies and procedures; provide proper training and/or communications for all relevant staff;
- Safely operate motor vehicle for applicable sample collections;
- Support the relationships between HWU and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City staff;
- Maintain confidentiality of work-related issues and City information;
- Progressively advance in the abilities, skills and certifications available within the position;
- Establish and work with neighboring utilities and/or organizational groups to assist, educate and learn from one another;
- Work to control costs where possible while keeping focus on the long-term objectives of the plants and Utility;
- Attend training seminars and workshops as needed;
- Ensure that all work is carried out in a safe and efficient manner;
- Maintain a positive attitude with team/unit;
- Prepare and maintain logs, records, analysis results, and other documentation for daily sampling and testing activities;
- Ensure personal and departmental compliance with all state safety regulations and HWU safety policies;
- Ensure excellent housekeeping and organization in work area and lab;
- Ensure personal attendance of applicable meetings;
- Assist in accident investigations as necessary
- Assist with the collection of hazard analysis information to be used in eliminating hazards and reducing incident at the Utility;

- Perform routine safety inspections of work area, report all identified hazards and correct hazards when/if able;
- Maintain personal safety equipment appropriately;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Assist in showing new employees proper safety procedures;
- Stay current with computer systems including SCADA, Microsoft Office Suite, and other software needed to perform the essential functions of the position;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.
- Maintain availability to respond to emergency calls 24 hours a day, 7 days a week;
- Perform other duties as assigned/needed
- Occasional coverage for the treatment plant is available. This is non-routine and optional.
- Responding to emergency events or needs which require monitoring water quality will sometimes dictate working or responding after hours and/or on weekends/holidays.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED and 5 years of related experience required.

A college Associates Degree may be substituted for 2 years of experience. A Bachelors Degree from an accredited university may be substituted for 4 years of experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have knowledge of federal, state, and local laws governing water and wastewater treatment procedures; knowledge of federal and state inspection requirements for laboratories which test substances applied to the general public; knowledge of how to run laboratory tests: general statistical and quality control procedures. Must have working knowledge of the safety aspects involved in handling chemicals and the ability to train others in their use. Must have the ability to establish and maintain effective working relationships with team/unit. Valid driver's license and appropriate certification may be required.

Desired: Associates of Science or Bachelors of Science in a laboratory/science related field.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, machinery, vibrations, electric currents, or toxic agents.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Water Utility) at the discretion of the employer, or as the needs of the employer and/or requirements of the job change. Henderson Water Utility explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WATER TREATMENT OPERATOR I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve and to perform duties in the operation and maintenance of an assigned treatment plant to produce potable water in accordance with state, federal and local guidelines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Work with Chief, Water Treatment Operator II, or Maintenance employees to receive training;
- Perform general operational duties of the treatment plant but consults Chief Operator when significant decisions regarding operations must be made;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Monitor plant operations; performs periodic tours of the plant;
- Make routine checks and visual inspections of mechanical equipment to ensure it is operational;
- Perform daily operational tasks including washing filters, calibrating chemical pumps, reading gauges, running sludge press, filling chemical tanks, collecting samples, and deliver samples;
- Perform assigned water quality tests;
- Monitor the rate of chemical feed and water flow and make adjustments as necessary;
- Monitor turbidity, gauges, meters, filter press, and control panels;
- Change tanks, wash filters, and make other equipment or control adjustments as necessary;
- Monitor inventory of supplies, chemicals, and operating materials and notify HWU Treatment Operator Chief if needs arise;
- Follow standard operating procedures related to the operations of the assigned treatment plant including assigned daily operator responsibilities;
- Perform routine maintenance and preventative maintenance of treatment plant and related equipment as assigned;
- Perform general cleaning/janitorial work, grounds keeping, and routine painting as needed;
- Provide assistance to maintenance crews as needed/assigned;
- Visually inspect plant and all equipment daily to ensure proper functioning;
- Provides training and guidance to fellow HWU Water Treatment Operators I;
- Assist fellow Water Treatment Operators in making decisions related to treatment plant operations;
- Assist in orienting new HWU Water Treatment Operators to the plant and the treatment process;
- Assist the HWU Treatment Operator Chief in developing a strategic plan for the treatment plant, including long and short term objectives and related budgets, which coincide with the overall plan and goals of the Utility;

- Assist in carrying out the plant and Utility goals;
- Work with other departments in the design and evaluation of projects;
- Perform all functions related to maintaining state and federal regulatory compliance for the assigned treatment plant;
- Stay current on governmental mandates;
- Attend appropriate training seminars/workshops/meetings as requested;
- Record work activities in daily log, complete lab sheets and maintain other operational spreadsheets and documentation;
- Prepare and maintain various operational reports as requested; maintain other appropriate documentation as requested;
- Follow proper process control measures;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant and surrounding areas;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report and/or correct all identified safety hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Maintain personal safety equipment appropriately;
- Participate in Safety Committee as requested;
- Stay current with computer systems including SCADA;
- Maintain a positive attitude with other HWU employees; maintain good public relations;
- Maintain regular and predictable attendance;
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed; receive off-hours emergency and maintenance calls;
- Direct calls to on-call System Operations Center personnel as appropriate;
- Work various shifts as assigned by HWU Treatment Operator Chief;
- May be called in as necessary in the case of other operator illness or emergency;
- May be required to operate heavy equipment to load and remove supplies/materials

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

The Kentucky Division of Water (KYDOW) requires that water treatment plants are staffed by no less than Class IIIA licensed operators at all times. These regulations are stipulated and defined in 401 KAR 8:030 and 11:040.

Minimum requirements: High school diploma or GED and one or more of the following; 4 years of experience in wastewater treatment/collections or water distribution OR 2 years or more experience in water treatment operations at a Class II or higher treatment plant OR an Associate's degree or higher in environmental engineering, environmental technology, and/or the biological, chemical, or physical sciences OR at least 61 post-secondary semester hours in environmental engineering, environmental technology, and/or the biological, chemical, or physical sciences with a passing grade OR at least 91 post-secondary quarter hours in environmental engineering, environmental technology, and/or the biological, chemical, or physical sciences with a passing grade; and a valid driver's license.

Additional requirements: An operator must be able to take and pass a KYDOW Class IIIA certification test within 18 months of hire. An operator must be able to take and pass a KYDOW Class IVA certification test within 30 months of hire. Thereafter, an active class IVA certification must be maintained.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extreme, machinery, vibrations, electric currents, or toxic agents.

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HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WATER TREATMENT OPERATOR II

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Chief Operator (of the respective treatment plant)

Direct Reports: N/A

Advancement Opportunity: HWU Treatment Operator Chief

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve and to perform duties in the operation and maintenance of an assigned treatment plant to produce potable water in accordance with state, federal and local guidelines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Produces potable water in accordance with Federal, State and local regulations and policies.
- Understands water treatment theory, technology and operations of various plant processes and apply that knowledge in enabling Henderson Water Utility to produce high quality water with reliable efficiency and consistency.
- Duties involved include: visual inspection of all equipment, grounds, and buildings upon each shift, monitoring of gauges, flowmeters, charts, SCADA, conducting water analysis tests for treatment process control, determine feed rates for chemicals, make timely and responsible adjustments to treatment chemicals based on data, observation and sound reasoning, backwash filters, perform condition assessments of processes, record plant performance data and all other duties necessary for the safe and successful operation of the treatment plant.
- Attends appropriate training seminars/workshops/meetings.
- Accurately and truthfully maintains all required records such as operating logs, chemical inventories, maintenance logs and all other records, internal and external, as instructed.
- Performs preventive and scheduled maintenance on plant process equipment, such as inspecting and/or replacing chemical pump tubing, inspecting and/or replacing chemical feed lines, etc.
- Performs proper house-keeping and building/grounds maintenance as required. This includes cleaning, lawn care, painting, assisting plant maintenance personnel, etc.
- Maintains and ensures a safe work environment, follows all safety guidelines and requirements, and reports all safety accidents, near-misses, issues, and/or concerns to Supervisor.
- Participates and cooperates in all requested safety investigations.
- Assists other departments, outside contractors, regulators, engineers, consultants, etc., in supplying them with necessary information pertaining to work, projects, repairs, inspections related to the treatment plant.
- Promotes a positive work environment and a cooperative attitude.

- Maintains consistent and predictable attendance.
- Communicates effectively and courteously with coworkers, outside associates and the public.
- Diligently works towards solutions within the framework of a team.
- Has a full understanding of the regulations and internal/external goals that govern the operation of the treatment plant.
- Has a full understanding of applicable Standard Operating Procedures (SOPs).
- As directed by the Chief Operator, orders supplies and chemicals in a timeframe that maintains a consistent inventory.
- Organizes and participates in a variety of special projects that provide public education, such as plant tours, career day programs at schools, presentations at Board meetings, etc.
- Organizes and participates in a variety of special improvement projects at the treatment plant, such as pilot projects, research and development, chemical trials, etc.
- Participates in the development of goals and procedures for various aspects of plant treatment, operations and operator training.
- Operates a variety of heavy equipment including backhoes, bobcats, loaders, forklifts, and etc., as well as highly technical, specialized and sensitive process control and analysis equipment.
- Provides lead supervision and training to assigned personnel in appropriate treatment methods, treatment techniques, HWU & City policies, regulations, and goals.
- As directed, assigns and/or organizes tasks and projects with plant operators.
- Identifies resource needs and supply the necessary background information and justification for presenting the need to your Supervisor.
- Assists the Chief Operator in the budget process and maintaining expense controls to meet that budget. Identify areas where savings can be gained.
- Perform the assigned duties of the Chief Operator in the event of an extended absence of the Chief Operator or during an emergency.
- Maintains Class 4A licensure.
- Maintains 24/7 availability of contact and responsiveness to emergencies.
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.
- Covers shifts of other personnel as necessary, requested and available.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

The Kentucky Division of Water (KYDOW) requires that water treatment plants are staffed by no less than Class IIIA licensed operators at all times. These regulations are stipulated and defined in 401 KAR 8:030 and 11:040.

Minimum requirements: High school diploma or GED and a valid driver's license. A Water Treatment Plant Operator II must possess and maintain an active class IVA certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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