

Item 1f- Job Titles

Morris Vaughn – General Manager

Water Distribution Operator/Field Labor

Dale Ball

Gordon Gentry

Richard Ryan

Water Distribution Machinery Operator

Doug Branscum

Chad Keith

Water Distribution Field Labor

Rick Acey

John Mofield

Lester Moore

Water Distribution Customer/Office Personnel

Melynda Elder

Mona Taylor

Patrice Vaughn

SECTION 10.9. Delegation of Secretary's and Treasurer's Responsibilities.

Notwithstanding the duties, responsibilities and authorities of the Secretary and of the Treasurer herein before provided in Sections 6.07 and 6.08, the Board of Directors by resolution may, except as otherwise limited by law, delegate, wholly or in part, the responsibility and authority for, and the regular routine administration of, one or more of each such officer's such duties to one or more agents, other officers or employees of the Association who are not directors. To the extent that the Board does so delegate with respect to any such officer, that officer as such shall be released from such duties, responsibilities and authorities.

SECTION 10.10. General Manager The Board of Directors may appoint a General Manager, who shall be the Chief Executive Officer and Chief Operating Officer of the Association and perform such duties as normally required and such additional duties as the Board of Directors may require. This officer is not required to be a member of the Association.

SECTION 10.11. Bonds. The Board of Directors shall require the Treasurer and any other officer, agent or employee of the Association charged with responsibility for the custody of any of its funds for property to give bond in such sum and with such surety as the Board of Directors shall determine. The Board of Directors in its discretion may also require any other officer, agent or employee of the Association to give bond in such amount and with such surety as it shall determine. The costs of all such bonds shall be borne by the Association.

SECTION 10.12. Compensation; Indemnification of Officers, Directors, Staff Employees and Agents.

The Association shall indemnify any person who was or is a party to or has made a party to any threatened, pending, or completed action, suit or proceeding whether civil, criminal, administrative or

Ar. 19. G 2003

IN ACCORDANCE WITH KAR 5:011
SECTION 6(1)

BY  MICHAEL A. SMITH
VOLUME DIRECTOR

SOUTHEASTERN WATER ASSOCIATION
147 EAST SOMERSET CHURCH ROAD
SOMERSET, KY. 42503
606-678-5501

JOB DUTIES AND DEMANDS

Water Distribution Operator/Field Labor

Duties include but not limited to:

Perform operational and maintenance inspections and testing of Distribution System assets such as flush hydrants, water mains, valves, meters and all other companions of the Distribution system.

Participate in all Safety and Health programs, emergency drills, hazard assessment training, inspections and all other related meetings.

Perform regular and emergency maintenance, and repairs to the Distribution systems assets to the manufacturer's recommendations and the regulatory requirements. Trouble shoot customers complaints and perform field repairs if possible.

Maintain Distribution System records including operation logs, daily diaries, monthly and annual reports, equipment and inventory parts. Test meter as required by regulatory agencies and maintain logs of all tests and change out meters.

Investigate all suspected leaks and log all corrective actions or emergency actions As required by all regulatory agencies.

Respond and investigate customer service inquiries and water quality complaints. Correct problems *in* a timely manner and report all findings to management.

Assist Office personal in retrieving readings, new service, turn on and off, any customer complaints and other assigned duties.

Maintain pump stations and all other equipment in scope of day- to- day operations.

SOUTHEASTERN WATER ASSOCIATION
147 EAST SOMERSET CHURCH ROAD
SOMERSET, KY. 42503
606-678-5501

JOB DUTIES AND DEMANDS

Water Distribution Field Labor

Duties include but not limited to:

Assist Distribution Operator with all duties for in field training under supervision Of the Distribution Operator.

Handle complaints and answer questions from the public.

Make minor adjustments on service equipment, maintain tools and equipment.

Assist in daily log keeping.

Assist Machinery Operator and help maintain all equipment in daily maintenance Service.

Lay and fit pipelines, make water taps, install water services, install and maintain flush hydrants, valves and all other water devices.

Perform field duties related to the water system, take water samples and inspect new construction.

Assist Operator in trenching and install shoring.

Identify service and main leaks, operate pipe locaters, inspect backflow devices and all other components affiliated with the Distribution System.

Lay out and install safety traffic signs and pavement markings.

SOUTHEASTERN WATER ASSOCIATION
147 EAST SOMERSET CHURCH ROAD
SOMERSET, KY. 42503
606-678-5501

JOB DUTIES AND DEMANDS

WATER DISTRIBUTION CUSTOMER/OFFICE PERSONAL

Duties include but not limited to

Address Customer complaints and concerns.

Work Drive up window.

Take payments, new meter sets, new customer services and any other services provided.

Make leak adjustments in correspondences with tariffs.

Maintain ledgers in accordance with book keepers and auditors.

Print all Monthly ledgers for accountants.

Coordinate work orders for Field Workers and Operators.

Make Daily Deposits in accordance with Company policies.

SOUTHEASTERN WATER ASSOCIATION
147 EAST SOMERSET CHURCH ROAD
SOMERSET, KY. 42503
606-678-5501

JOB DUTIES AND DEMANDS

WATER DISTRIBUTION MACHINERY OPERATOR

Duties include but not limited to

Follow all manufacture recommendations and Safety Correspondence when operating any machinery.

Instruct all workers in the area on Safety and follow all regulations.

Help workers to ensure the Safety of public and all personal.

Check all equipment for safety and maintenance before each job.