

JOB DESCRIPTION

DRINKING WATER DISTRIBUTION OPERATOR

1. Repair leaks
2. Assist with leak detection
3. Install taps
4. Read meters
5. Install water mains, valves, and related equipment
6. Repair landscapes
7. Install and remove meters for meter change out program
8. Mow grass at Association facilities
9. Remove snow at Association facilities
10. General housekeeping of Association facilities
11. General building maintenance such as painting and repair
12. Collect water samples
13. Acquire and maintain a Water Distribution System Operator Certification of Class II-D or greater
14. Other duties as assigned by the Maintenance Supervisor or Executive Director
15. Read master meters daily
16. Maintain daily water usage data
17. On call after hours on a scheduled rotation with all operators.
18. Provide Association members with disconnect notifications
19. Complete delinquent account disconnections

JOB DESCRIPTION

OFFICE CLERK

1. Receive and post payments
2. Make daily deposits
3. Answer phone
4. Send and receive fax and mail
5. Prepare, log out, and log in work orders
6. Maintain work order book
7. Filing and copying
8. Typing and word processing
9. Assist Office Manager with accounting
10. Answer customer questions and help resolve customer complaints
11. Maintain meter history in route books and computer
12. Assist Executive Director and Office Manager upon request
13. Maintain Association files
14. General office housekeeping
15. Process Water User Agreements
16. Monitor Payment Plans
17. Monitor delinquent accounts

JOB DESCRIPTION

OFFICE MANAGER

1. Supervise Office Clerk
2. Maintain Association Financial Records
3. Issue payroll checks and keep payroll records
4. Submit quarterly, monthly and annual taxes
5. Maintain personnel records
6. File monthly operating reports
7. Maintain Association files
8. Attend and keep minutes of monthly board meetings
9. Reconcile bank accounts
10. Attend and keep minutes of special meetings such as membership meetings, bid openings, etc
11. Assist and provide information for auditor
12. Accounts receivable
13. Accounts payable
14. Computer billing
15. AMR and computer interface
16. Help coordinate day to day operations with Maintenance Supervisor
17. Generate required financial and billing reports
18. Assist Executive Director with filings for PSC, Division of Water, Rural Development, EPA, etc.
19. Manage delinquent accounts
20. Negotiate and monitor partial payment plans
20. Other duties as may be assigned by the Executive Director or the Board of Directors

JOB DESCRIPTION

MAINTENANCE SUPERVISOR

1. Acquire and maintain a Water Distribution System Operator Certification of Class II-D or greater
2. Acquire and maintain a CDL license (optional)
3. Supervise Maintenance Technicians
4. Schedule maintenance, construction, and meter reading
5. Maintain daily check list on all vehicles and equipment
6. Monitor water sample schedule
7. Schedule maintenance and repair on all vehicles and equipment
8. Operate and maintain SCADA system
9. Maintain lubrication schedule on pump stations
10. Supervise grounds and facility maintenance
11. Supervise day to day operation of distribution
12. See that all safety procedures are followed
13. Coordinate day to day operations with Office Manager and Office Clerk
14. Maintain daily water use data
15. Maintain log of all leak repairs
16. Conduct leak surveys
17. Keep records of water purchased and sold
18. Take daily chlorine residual samples
19. Inspect new construction when necessary
20. Serve as the contact for KY811
21. Provide information to Executive Director for DOT encroachment permits
22. Locate water lines for contractors, property owners, and other utilities
23. Operate excavating equipment
24. Operate road boring equipment
25. Coordinate meter change out program and test meters
26. Acquire and maintain PSC meter testing certification
27. Other duties as assigned by the Executive Director

JOB DESCRIPTION

EXECUTIVE DIRECTOR

1. Acquire and maintain Water Distribution System Operator Certification of Class II-D or greater
2. Acquire and maintain meter certification (optional)
3. Coordinate day to day operations with Office Manager and Maintenance Supervisor
4. Contact person for PSC, DOW, EPA, RD, KRWA, KYTC and DLG
5. Represent the Association on the BGADD 409 Water Management Council
6. Consult with attorney on matters requiring legal opinion
7. Consult with Engineer on water system improvements
8. Coordinate surveying for new construction
9. Research property titles and acquire copies of deeds for surveyor and attorney
10. Coordinate construction schedules with property owners, contractor, engineer, resident inspector, and other utilities
11. Provide project management and oversight for all infrastructure improvement projects
12. Conduct water audits
13. Conduct leak surveys
14. Operate and maintain SCADA system
15. Assist Office Manager and Maintenance Supervisor upon request
16. Respond to customer questions and complaints
17. Monitor payment plans
18. Attend board meetings and provide board with information
19. Prepare newsletter
20. Maintain up to date meter test program
21. Monitor system for compliance of PSC, DOW, and EPA regulations
22. Monitor Association financial condition
23. Represent the association on the Regional Supply Planning Council
24. Respond to employee questions and complaints
25. Monitor system facilities condition and adequacy
26. Contact person for BUD
27. Attend special meetings such as membership meetings , bid openings, etc
28. Obtain DOT encroachment permits
29. Be responsible to the board of directors for the overall safe, legal, efficient organization and operation of the Association's business
27. Other duties assigned by the Board of Directors