

WHITLEY COUNTY WATER DISTRICT  
19 S HIGHWAY 25 W  
WILLIAMSBURG, KY 40769

NAME                                      JOB TITLE                                      PAY RATE (per hour) 2021

Sandra Smith	General Manager	\$19.29
Angela Meadors	Account Clerk	\$14.21
Darrell Adkins	Field Supervisor	\$16.24
Gavin Lawson	Meter Reader	\$11.17
Cody Mayne	Service Technician	\$10.76
Charles Bryant	Service Technician	\$13.20
Austin Rose	Service Technician	\$10.15

PART-TIME EMPLOYEES:

Austin Perry	Service Technician	\$15.40
Breanna Reynolds	Asst. Account Clerk	\$10.15

WHITLEY COUNTY WATER DISTRICT  
19 S HIGHWAY 25 W  
WILLIAMSBURG, KY 40769

NAME                                      JOB TITLE                                      PAY RATE (per hour) 2022

Sandra Smith	General Manager	\$20.83
Angela Meadors	Account Clerk	\$15.35
Charles Bryant	Field Supervisor	\$16.42
Gavin Lawson	Meter Reader	\$12.56
Cody Mayne	Service Technician	\$12.16
Austin Rose	Service Technician	\$11.50
Charles J. Hale	Service Technician	\$10.80

PART-TIME EMPLOYEES:

Austin Perry	Service Technician	\$15.63
Breanna Reynolds	Asst. Account Clerk	\$11.18

## **ADMINISTRATIVE**

**Class Title:** General Manager

1001

Characteristics of the Class: This is technical and administrative work with responsibility involving a sophisticated level of planning and supervision of the management of the District.

Essential Job Functions: Supervises and coordinates staff work tasks in the Administrative and Distribution Divisions. Plans and coordinates projects including research, general layout, cost estimates, statistical data and related requirements of developing projects. Studies proposed projects, deeds, easements, contract documents as necessary in the process of implementing a project. Using appropriate tact, listens to and answers complaints and requests of customers. Works with the District Board in reference to financial planning, budgeting, personnel administration, policy development, long term planning, system operations and related administrative functions. Prepares for the annual audit and any required reports. Conducts employee performance evaluations, job training, etc., including safety and equipment operation as necessary. Coordinates activities with other area utility operations as needed. Coordinates activities as may be necessary with county and local city officials and staff. Engages in meetings with Kentucky Division of Water and the Public Service Commission as may be necessary. In accordance with District policy, selects, trains, evaluates performance and administers a wage plan for assigned personnel and disciplines, terminates when necessary, subject to approval of the board of commissioners. Keeps the Board updated and informed of all operations via verbal and written reports at all board meetings. Does related work as required.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 25 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcribe, use a computer terminal and do extensive reading. Although this position is primarily intended to be administrative in nature with mostly indoor working conditions, the employee may be exposed to outdoor environmental conditions including extreme heat and cold; subject to noise, fumes, odors, gases, poor ventilation, oils and grease; An employee in this position could "reasonably anticipate" facing contact with potentially infectious materials.

Special Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of operation of water distribution and storage systems; ability to develop and understand working plans and coordinate work; ability to supervise and get along well with the public and co-workers; ability to plan financially for long term projects of the District; good physical condition.

Acceptable Experience and Training: Considerable experience in personnel administration, including supervision, water system distribution knowledge, Posses a B.A. or B.S. Degree, preferably in the field of management. Or, posses a combination of education and experience to demonstrate the ability to provide quality management skills and abilities. Hold a valid Kentucky drivers license.

Summary Only

2019

## ADMINISTRATIVE DIVISION

**Class Title:** Account Clerk

1501

Characteristics of the Class: Under general supervision, performs several routine clerical and administrative tasks related to file maintenance, billing, account collection and financial accounting of a public water system.

Essential Job Functions: Responsible for the preparation and disposition of various reports, documents and official records of the district. Responsibilities may include, but are not limited to; answering phone, maintenance of files, preparation of reports for several accounts, billing, final bills, adjustments, maintenance of accounts receivable, accounts payable, daily collection of water bills, balancing of cash drawer, preparation of deposits, download data from meter reading devices for water usage, entering of payments into computer and maintenance of the purchase order system. Also, the individual is required to prepare delinquent notices, collect delinquent accounts, handle new connections, meter deposits, turn-on fees, meter refunds, performs typical secretarial duties. Does related work as assigned.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 25 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcribe, use a computer terminal and do extensive reading. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Required Knowledge, Skill, and Abilities: General knowledge of office terminology and operating procedures; computer literate, (word processing, e-mail, general functions, etc.), ability to understand and follow oral and written directions; ability to maintain records; ability to communicate clearly and effectively over the telephone with the general public; clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: One year experience in clerical work including filing, typing and record keeping; completion of standard high school curriculum or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **DISTRIBUTION DIVISION**

**Class Title:** Field Supervisor - Service Technician (distribution licensed)

2400

Characteristics of the Class: Under general direction provides supervision of field staff, performs manual skilled and semi-skilled labor tasks in the maintenance of the water distribution and storage systems of the district, including meter reading.

Essential Job Functions: Supervises Distribution Division field crew while conducting maintenance of the water distribution systems. Tasks involve, but is not limited to: Supervising and engagement of work such as cleaning, repairing and performing preventative measures to the tanks, pump stations, pressure regulator stations, valve exercise, and line distribution systems. Additional tasks may include but are not limited to: the use of basic tools in repairing and setting pumps, setting and removing services, including making main line taps, repairing line breaks and other damages to the system and reading meters as assigned. The reading of meters involves and requires the individual to be efficient with the use of numbers for the purpose of data entry on and/or into meter books, ledgers or computers. Other tasks include efficient and safe operation of vehicle (including while towing a trailer with equipment on board), excavator, hand tools such as cutting saw, welder, floor jack, grease gun, air operated tools, whole hog, mattock, hand shovel, pick, etc. May be required to operate a backhoe occasionally. Does related work as assigned.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is necessary to enter data on meter sheets and read instructions of supervisor. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to noise, fumes, odors, gases, poor ventilation, oils and grease; An employee in this position could "reasonably anticipate" facing contact with potentially infectious materials. Coordinates all activities through the management.

Special Knowledge, Skills and Abilities: Considerable knowledge of a variety of maintenance and manual tasks; ability to understand and follow oral and written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition.

Acceptable Experience and Training: Considerable experience in performing maintenance work related to basic repair to buildings and appurtenances of a public water system; completion of standard high school course work or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possess and maintain distribution license for the size system of operation by the Whitley County Water District as required by the Commonwealth of Kentucky agencies. Posses a valid Kentucky drivers license.

Summary Only

June 2014

Update: January, 2019 and June, 2019

18

## DISTRIBUTION DIVISION

**Class Title:** Meter Reader

2601

Characteristics of the Class: Performs responsible work related to reading customer water meters. Also, performs manual labor providing assistance to Service Technicians.

Essential Job Functions: The primary responsibility is reading meters and entering the data in a handheld devices or meter book (meter book if necessary). The reading of meters involves efficiency in the use of numbers for the purpose of data entry. The accuracy of the entries is very important. It is noted here: the work is very repetitive, requiring the employee to drive from meter-to-meter and exiting the vehicle to obtain the meter reading. New modern auto-read meter systems primarily require the employee to drive the designated route. Other responsibilities involve, but are not limited to: assisting Service Technicians with line break repairs, line replacement, making water line taps, booster station maintenance. These tasks require the use of basic hand tools; Traffic control is an essential aspect of the required tasks. Also, maintenance of grounds, including mowing grass, trimming shrubs, raking leaves, is a requirement of this position. May be assigned and directed to do related work.

Job Related Physical Activity Requirements: This position requires the employee to exert 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, and hearing. Visual acuity is necessary to observe and enter data in meter books and read instructions of supervisor. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to hazards including working near machinery; subject to noise, fumes, odors, gases and poor ventilation; and subject to working in tight passageways. Also, it is noted here: since this is outside work, the employee may be subject to animals, such as dogs, insects and snakes. An employee in this position could "reasonably anticipate" contacting potentially infectious materials.

Required Knowledge, Skills and Abilities: Some knowledge of a variety of maintenance and manual tasks; ability to understand and follow oral and written instructions; ability to read and write; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition.

Acceptable Experience and Training: Demonstrated experience in maintenance related work and graduation from high school or hold a G.E.D. is preferred, but any equivalent combination of experience and training which provides the required knowledge, skills and abilities will be acceptable on introductory employment status. Must possess a valid Kentucky drivers license.

Summary Only

2001

## DISTRIBUTION DIVISION

**Class Title:** Service Technician (distribution licensed)

2401

Characteristics of the Class: Under minimal supervision, performs manual skilled and semi-skilled labor tasks in the maintenance of the water distribution and storage systems of the district, including meter reading.

Essential Job Functions: Maintenance of the water distribution system involves, but is not limited to: Cleaning, repairing and performing preventative measures to the tanks, pump stations, pressure regulator stations, valve exercise, and line distribution system. Additional tasks may include but are not limited to: the use of basic tools in repairing and setting pumps, setting and removing services, including making main line taps, repairing line breaks and other damages to the system and reading meters as assigned. The reading of meters involves and requires the individual to be efficient with the use of numbers for the purpose of data entry on and/or into meter books, ledgers or computers. Other tasks include efficient and safe operation of vehicle, hand tools such as cutting saw, welder, floor jack, grease gun, air operated tools, whole hog, mattock, hand shovel, pick, etc. May be required to operate a backhoe and excavator occasionally. Does related work as assigned.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is necessary to enter data on meter sheets and read instructions of supervisor. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to noise, fumes, odors, gases, poor ventilation, oils and grease; An employee in this position could "reasonably anticipate" facing contact with potentially infectious materials. Coordinates all activities through the management.

Special Knowledge, Skills and Abilities: Considerable knowledge of a variety of maintenance and manual tasks; ability to understand and follow oral and written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition.

Acceptable Experience and Training: Considerable experience in performing maintenance work related to basic repair to buildings and appurtenances; completion of standard high school course work or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possess and maintain distribution license for the size system of operation by the Whitley County Water District as required by the Commonwealth of Kentucky agencies.

## **DISTRIBUTION DIVISION**

**Class Title:** Service Technician (non-licensed)

2501

Characteristics of the Class: Under minimal supervision, performs manual skilled and semi-skilled labor tasks in the maintenance of the water distribution and storage systems of the district, including meter reading.

Essential Job Functions: Maintenance of the water distribution system involves, but is not limited to: Cleaning, repairing and performing preventative measures to the tanks, pump stations, pressure regulator stations, valve exercise, and line distribution systems. Additional tasks may include but are not limited to: the use of basic tools in repairing and setting pumps, setting and removing services, including making main line taps, repairing line breaks and other damages to the system and reading meters as assigned. The reading of meters involves and requires the individual to be efficient with the use of numbers for the purpose of data entry on and/or into meter books, ledgers or computers. Other tasks include efficient and safe operation of vehicle, hand tools such as cutting saw, welder, floor jack, grease gun, air operated tools, whole hog, mattock, hand shovel, pick, etc. Does related work as assigned.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing, and repetitive motion.

Visual acuity is necessary to enter data on meter sheets and read instructions of supervisor. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to noise, fumes, odors, gases, poor ventilation, oils and grease; An employee in this position could "reasonably anticipate" facing contact with potentially infectious materials. Coordinates all activities through the management.

Special Knowledge, Skills and Abilities: Knowledge of a variety of maintenance and manual tasks; ability to understand and follow oral and written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition.

Acceptable Experience and Training: Experience in performing maintenance work related to basic repair to buildings and appurtenances; completion of standard high school course work or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities..



## DISTRIBUTION DIVISION

**Class Title:** Service Technician (non-licensed, part-time)

2502

Characteristics of the Class: Under minimal supervision, performs manual skilled and semi-skilled labor tasks in the maintenance of the water distribution and storage systems of the district, including meter reading.

Essential Job Functions: Maintenance of the water distribution system involves, but is not limited to: Cleaning, repairing and performing preventative measures to the tanks, pump stations, pressure regulator stations, valve exercise, and line distribution systems. Additional tasks may include but are not limited to: the use of basic tools in repairing and setting pumps, setting and removing services, including making main line taps, repairing line breaks and other damages to the system and reading meters as assigned. The reading of meters involves and requires the individual to be efficient with the use of numbers for the purpose of data entry on and/or into meter books, ledgers or computers. Other tasks include efficient and safe operation of vehicle, hand tools such as cutting saw, welder, floor jack, grease gun, air operated tools, whole hog, mattock, hand shovel, pick, etc. Does related work as assigned.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, feeling, talking, hearing, and repetitive motion.

Visual acuity is necessary to enter data on meter sheets and read instructions of supervisor. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to noise, fumes, odors, gases, poor ventilation, oils and grease; An employee in this position could "reasonably anticipate" facing contact with potentially infectious materials. Coordinates all activities through the management.

Special Knowledge, Skills and Abilities: Knowledge of a variety of maintenance and manual tasks; ability to understand and follow oral and written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition.

Acceptable Experience and Training: Experience in performing maintenance work related to basic repair to buildings and appurtenances; completion of standard high school course work or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities..

## ADMINISTRATIVE DIVISION

**Class Title:** Assistant Account Clerk (part time)

1502

Characteristics of the Class: Performs routine clerical and secretarial tasks related to the billing and collecting of a public utility system. Receives direct and immediate supervision.

Essential Job Functions: Responsibilities include, but are not limited to: answering phone, maintenance of files and assists with reports as requested, assist with monthly billing, daily collection of water bills, etc. Also, is required to prepare delinquent notices, collect delinquent accounts, deliver deposits to the bank, handle new connections, meter deposits, turn-on fees, meter refunds, secretarial duties and general cleaning of work area and office. Does related work as assigned.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 25 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcribe, use a computer terminal and do extensive reading. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Required Knowledge, Skill, and Abilities: General knowledge of basic office terminology and operating procedures; ability to understand and follow oral and written directions; ability to maintain records; ability to communicate clearly and effectively over the telephone with the general public; clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: Documented experience in clerical work including filing, typing and record keeping; completion of a standard high school curriculum or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.