

## Utility Clerk Harrison County Water Association

**JOB TITLE:** Utility Clerk  
**SUPERVISOR:** General Manager

Harrison County Water Association is a water utility. We deliver safe, clean drinking water to all members of our system.

### **GENERAL JOB DESCRIPTION**

This position involves handling day to day interaction with the customer base. This includes logging complaints and taking payments.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Interacting with Customer Base
2. entering payments in billing software
3. entering work orders in software based on customer complaints
4. tactful interaction with customer base and vendors
5. all other duties as assigned by General manager.

### **MINOR DUTIES AND RESPONSIBILITIES**

### **QUALIFICATIONS FOR THE JOB**

#### *Education:*

Graduation from High School or Equivalent

#### *Experience:*

1. Experience with QuickBooks accounting software
2. Previous experience with Ampstun billing software
3. Typical office setting skills.

### **KEY COMPETENCIES**

Knowledge of IT networks and database management

Self-motivated to perform tasks using instructions to record day to day transactions

Maintain valid driver's license.

ability to tactfully communicate with customer base

## Office Manager Harrison County Water Association

**JOB TITLE:** Office Manager

**SUPERVISOR:** General Manager

Harrison County Water Association is a water utility. We deliver safe, clean drinking water to all members of our system.

### **GENERAL JOB DESCRIPTION**

This position involves assisting the General Manager in the day-to-day operations and management of the utility. This position will maintain the responsibility of handling financial transactions of the utility.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. supervision of billing clerks
2. supervision of all day to day financial transactions
3. supervision of employee payroll
4. tactful interaction with customer base and vendors
5. all other duties as assigned by General manager.

### **MINOR DUTIES AND RESPONSIBILITIES**

### **QUALIFICATIONS FOR THE JOB**

*Education:*

Graduation from High School or Equivalent

*Experience:*

1. Experience with QuickBooks accounting software
2. Previous experience with Ampstun billing software

### **KEY COMPETENCIES**

Knowledge of IT networks and database management

Self-motivated to perform tasks using instructions to record day to day transactions

Maintain valid driver's license.

Employee Management skillset required.

## Maintenance Technician Harrison County Water Association

**JOB TITLE:** Maintenance Technician

**SUPERVISOR:** General Manager

Harrison County Water Association is a water utility. We deliver safe, clean drinking water to all members of our system.

### **GENERAL JOB DESCRIPTION**

This position involves repair and general maintenance of the mains and service lines of the water distribution system under the supervision of the General manager and Assistant manager.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. perform repairs and maintenance on all water distribution system mains and service lines.
2. operate heavy equipment in a safe and efficient manner
3. perform preventative maintenance and repairs on pump stations and water storage tanks, when necessary.
4. perform meter reading tasks when assigned.
5. perform system flushing and hydrant inspections
6. all other duties as assigned by general Manager or Assistant Manager

### **MINOR DUTIES AND RESPONSIBILITIES**

### **QUALIFICATIONS FOR THE JOB**

*Education:*

Graduation from High School or Equivalent

*Experience:*

1. Previous experience with heavy equipment operation
2. Previous experience with water main repair.

### **KEY COMPETENCIES**

General Knowledge of departmental equipment and tools.

Self-motivated to perform tasks using instructions to best maintain distribution system.

Maintain valid driver's license.

### **PHYSICAL REQUIREMENTS**

1. Ability to work in all types of weather.
2. Work requires sitting, standing, stooping, and walking on slopes.
3. Work requires lifting over 40 lbs.

## Meter Reader Harrison County Water Association

**JOB TITLE:** Meter Reader  
**JOB TYPE:** Full Time  
**LOCATION:** Cynthiana, Ky

Harrison Country Water Association is a water utility. We deliver safe, clean drinking water to all members of our system.

### GENERAL JOB DESCRIPTION

This position involves reading meters on assigned routes at scheduled times each month, regardless of weather conditions. Performs all other duties as assigned when not reading meters.

### DUTIES AND RESPONSIBILITIES

1. Under the supervision of the General Manager and Assistant Manager, performs meter reading each month on assigned routes.
2. Assists with water main repairs.
3. Install and replace meters as needed.
4. Performs preventative maintenance on trucks and equipment, when necessary.
5. Assists system flushing and hydrant inspections.
6. performs all other duties as assigned by Manager or Assistant Manager.

### QUALIFICATIONS FOR THE JOB

*Education:*

Graduation from High School or equivalent

*Experience:*

1. previous meter reader experience preferred but not required.
2. previous experience in water main repair

### KEY COMPETENCIES

- 1. General knowledge of Knowledge of departmental equipment and tools
- 2. Self motivated to perform tasks using own judgement to best maintain distribution system
- 3. Maintain valid Drivers's license

### PHYSICAL REQUIREMENTS

1. Ability to work in all types of weather.
2. work requires, sitting, standing, stooping, and walking on slopes.
3. work requires interacting with the public using tact and diplomacy.



## Assistant Manager Harrison County Water Association

**JOB TITLE:** Assistant Manager

**SUPERVISOR:** General Manager

Harrison County Water Association is a water utility. We deliver safe, clean drinking water to all members of our system.

### **GENERAL JOB DESCRIPTION**

This position involves assisting the General Manager in the day-to-day operations and management of the utility.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. supervision of field staff to ensure all repairs on distribution system are to specifications.
2. supervision of meter reading processes.
3. ordering and inventory of all necessary parts and equipment.
4. supervision of office manager and staff as needed.
5. all other duties as assigned by General manager.

### **MINOR DUTIES AND RESPONSIBILITIES**

### **QUALIFICATIONS FOR THE JOB**

*Education:*

Graduation from High School or Equivalent

*Experience:*

1. Previous experience with heavy equipment operation
2. Previous experience with water main repair.

*Other:*

Ability to acquire Ky Class III drinking water distribution license.

### **KEY COMPETENCIES**

General Knowledge of departmental equipment and tools.

Self-motivated to perform tasks using instructions to best maintain distribution system.

Maintain valid driver's license.

Ability to acquire and maintain Ky class III distribution licence.

### **PHYSICAL REQUIREMENTS**

1. Ability to work in all types of weather.
2. Work requires sitting, standing, stooping, and walking on slopes.
3. Work requires lifting over 40 lbs.



## Water Quality Technician Harrison County Water Association

**JOB TITLE:** Water Quality Technician  
**JOB TYPE:** Full Time  
**LOCATION:** Cynthiana, Ky

Harrison County Water Association is a water utility. We deliver safe, clean drinking water to all members of our system.

### GENERAL JOB DESCRIPTION

Assumes responsibility for water quality throughout the distribution system.

### DUTIES AND RESPONSIBILITIES

- 1. Under the supervision of the General Manager and Assistant Manager, Ensures that water quality in the Distribution system remains in compliance with established procedures and standards, and federal, state, and local laws and administrative regulations.
- 2. Collection of samples and records will be maintained on a daily basis.
- 3. Maintains and records GIS mapping information .
- 4. Performs all 811 locate requests
- 5. Performs system flushing and hydrant inspections.
- 5. performs all other duties as assigned by Manager or Assistant Manager.

### QUALIFICATIONS FOR THE JOB

*Education:*

Graduation from High School or equivalent supplemented by sufficient work experience to have obtained a KYDW Class III Distribution license.

*Experience:*

1. Extensive knowledge of water distribution.
2. Knowledge of the geography of the service area.
3. Knowledge of mapping software and digital mapping tools.

### KEY COMPETENCIES

- 1. Ability to maintain a Ky DW Class III distribuion licensce
- 2. Self motivated to perform tasks using own judgement to best maintain distribution system
- 3. Maintain valid Drivers's license

### PHYSICAL REQUIREMENTS

1. Ability to work in all types of weather.
2. work requires, sitting, standing, stooping, and walking on slopes.
3. work requires interacting with the public using tact and diplomacy.

# Meter Reader

## Harrison County Water Association

**JOB TITLE:** Meter Reader  
**JOB TYPE:** Full Time  
**LOCATION:** Cynthiana, Ky

Harrison County Water Association is a water utility. We deliver safe, clean drinking water to all members of our system.

### GENERAL JOB DESCRIPTION

This position involves reading meters on assigned routes at scheduled times each month, regardless of weather conditions. Performs all other duties as assigned when not reading meters.

### DUTIES AND RESPONSIBILITIES

- 1. Under the supervision of the General Manager and Assistant Manager, performs meter reading each month on assigned routes.
- 2. Assists with water main repairs.
- 3. Install and replace meters as needed.
- 4. Performs preventative maintenance on trucks and equipment, when necessary,
- 5. Assists system flushing and hydrant inspections.
- 6. performs all other duties as assigned by Manager or Assistant Manager.

### QUALIFICATIONS FOR THE JOB

*Education:*

Graduation from High School or equivalent

*Experience:*

1. previous meter reader experience preferred but not required.
2. previous experience in water main repair

### KEY COMPETENCIES

- 1. General knowledge of Knowledge of departmental equipment and tools
- 2. Self motivated to perform tasks using own judgement to best maintain distribution system
- 3. Maintain valid Drivers's license

### PHYSICAL REQUIREMENTS

1. Ability to work in all types of weather.
2. work requires, sitting, standing, stooping, and walking on slopes.
3. work requires interacting with the public using tact and diplomacy.

**Harrison Co Water Association  
Association MANAGER  
JOB DESCRIPTION**

**DESCRIPTION: Association Manager**

The incumbent in this position is responsible for leading and motivating Association staff, carrying out Association policies, directing operations, controlling expenditures, and overseeing all programs, activities, report to the board of directors and implement company and board policies and ensuring compliance with all regulatory requirements of the Association's water, including but not limited to the Kentucky Public Service Commission, Kentucky EPA, Kentucky Div. of Water, U.S. EPA. The Association Manager provides direction to all personnel in achieving operation and maintenance goals for the Association's water distribution.

The incumbent will be capable of exercising independent judgment in performing routine tasks, as well as making recommendations regarding major maintenance requirements or operational changes as might be indicated to assure future Association-wide resiliency.

This is an "at-will" position and the incumbent serves at the discretion of the elected Association's Board of Directors. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Thorough knowledge of executive leadership and management skills. Skilled as a team builder, and actively engaged with staff development; thorough knowledge of interpersonal communication skills orally and in writing.
- thorough knowledge of water supply and distribution systems, including construction and operational requirements of water sources, storage, distribution, pumping, and treatment systems;
- thorough knowledge of hazards and precautions associated with trench work and water line construction;
- thorough knowledge of state or federal regulations governing the construction and operation of water and wastewater systems;
- considerable knowledge of budget preparation, public fiscal management, and accounting principles.

Ability to:

- Analyze water distribution system(s), identify problems, and determine optimal solutions;
- Make accurate decisions in emergency situations where consequences of error could have public health implications or be costly;
- Plan and organize work of Association staff;
- Evaluate employee performance and make related decisions for the good of the Association;
- Enforce related policies, procedures, regulations, and standards without partiality;



- Develop effective working relationships with elected officials, public and private managers, department heads, and the public;
- Lead a team-based work environment and achieve common goals;
- Effectively handle multiple priorities, organize workload and meet deadlines;
- Follow oral and written instructions.

#### **TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

- Responsible for compliance oversight of state and federal permit requirements, rules, and regulations for each facility. Acts as liaison with local, state, and federal officials concerning system operations, maintenance, and expansion;
- Prepares the annual District budget. Reviews and monitors expenditures to remain within established budgetary constraints;
- Recommends equipment and materials for purchase;
- Prepare District board meeting agenda, review District board meeting minutes and monthly and annual financial reports;
- Prepares long-term and short-term capital improvement plans in association with the District board and District engineer. Implements the capital improvement plan, monitors adherence to plan, recommends plan alterations and updates;
- Supervises District staff, including assigning and reviewing work, training and goal setting, establishing performance standards and evaluating performance, recommending hiring, special recognition, discipline, and termination decisions;
- Effectively utilizes leadership, delegation, and team-building skills to ensure accountability and accomplishment;
- Prepares accurate and concise reports and memoranda;
- Meets with customers, property owners, engineers, state agencies, and contractors concerning utility operation and design;
- Prepares and makes presentations to the District Board of Directors;
- Monitors employee activity and equipment operations to ensure safety practices;
- Implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations;
- Performs on-site inspections to monitor safety, quality control, and quality assurance, review work performance, and respond to various problems;
- Maintains regular job attendance and adherence to working hours; may be required to respond to problems, emergencies, and other work situations during unscheduled hours;
- Prepares and maintains documents and spreadsheets using Microsoft Word & Excel;

Coordinates and works with the Associations CPA and Attorney when necessary regarding financial requests, legal documents, and/or compliance matters, that occur routinely and/or on a as needed basis.

**MINIMUM QUALIFICATIONS****EDUCATION AND EXPERIENCE:**

a. 3 years of specialized training directly related to the above duties provided through professional workshops, in-service courses, or college;

AND

b. 5 years of progressively responsible experience in a field directly related to the above duties: Preference is a position in a supervisory capacity;

OR

c. An equivalent combination of education and experience.

**LICENSURE/CERTIFICATION:**

- A valid Kentucky driver's license is required at the time of appointment and for the duration of employment.
- A Kentucky Water System Operator certification level equal to or higher than the Association's water system classification level of Distribution Level 3 is desirable but not a requirement.

**OTHER REQUIREMENTS**

- Must be able to perform the essential functions of the job.
- No criminal history upon criminal records check
- No previous employment history of grievances regarding harassment or hostile working environment
- At least three (3) references that can verify work experience

**SUPERVISION RECEIVED**

Works under the general supervision of the elected Board of Directors.

**SUPERVISION EXERCISED**

Provides leadership direction to and supervises the activities of all personnel in achieving personnel, operational, and maintenance goals for the Association.