



Telecommunications  
Electric  
Water  
Gas



American Public Power Association

Greetings!

Thank you for applying for our opening.

In order to make this go as quickly and easily as possible for everyone, here are some guidelines for filling out the application.

Only applications received during the listed time frame for posted and advertised openings will be accepted. HMU does not accept nor solicit applications when there are no posted or advertised openings.

Please do not fill out an application until you have read and understand the Job Description duties of the open position. If a Job Description is not readily available, please request one.

All parts and blanks of the application must be filled out including signature and date on the back page. **No unsigned applications will be accepted.** Please do not substitute a resume for completing the application.

Please list your main job duties and functions under Employment Experience. "See Resume" will not be considered a valid substitute.

Applications will be accepted through November 4, 2022, or until position is filled.

Please mail applications to: Jennifer Kelly, PO Box 71, Harlan, IA 51537 or email to [jkelly@hmunet.com](mailto:jkelly@hmunet.com).

Applications can also be dropped off at Harlan Municipal Utilities; 2412 Southwest Ave., Harlan, IA 51537.

Thank you for your interest in employment at Harlan Municipal Utilities.

Meter Reader/ Gas Serviceman Schedule:

7:00 am – 4:00 pm

Must live within 45 minute response time

10 week on-call rotation

Must pass pre-employment drug screen and background check

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

*(PLEASE PRINT)*

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Employer Website	<input type="checkbox"/> Social Media	
<input type="checkbox"/> Radio	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Employee	
Last Name		First Name	
		Middle Name	
Address	Number	Street	City
		State	Zip Code
Telephone Number(s)		Email Address	

Best time to contact you: ..... : \_\_\_\_AM/PM

Best way to contact you: \_\_\_\_ Phone call    \_\_\_\_ Text    \_\_\_\_ Email

Are you at least 18 years of age?.....  Yes     No

Have you ever filed an application with us before? .....  Yes     No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes     No  
 If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes     No

Are you currently employed?.....  Yes     No

May we contact your present employer? .....  Yes     No

Are you prevented from lawfully becoming employed in this country because of  
 Visa or Immigration Status?  Yes     No  
*Proof of citizenship or immigration status will be required upon employment*

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work:

Full-Time    (please indicate \_\_\_\_ Weekdays \_\_\_\_ Weekends \_\_\_\_ Evenings)

Part-Time    (please indicate \_\_\_\_ Weekdays \_\_\_\_ Weekends \_\_\_\_ Evenings)

Temporary    (please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  Yes     No

Can you travel if a job requires it? .....  Yes     No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**





## ADDITIONAL INFORMATION

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### SPECIALIZED SKILLS (EQUIPMENT OPERATED)

<u>MACHINERY/OFFICE EQUIPMENT</u>	<u>SOFTWARE</u>	<u>OTHER</u>
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*State any additional information you feel may be helpful to us in considering your application.*

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  Yes  No

### REFERENCES

1.	( )	
	(Name)	Phone#
	(Address)	Relationship
2.	( )	
	(Name)	Phone#
	(Address)	Relationship
3.	( )	
	(Name)	Phone#
	(Address)	Relationship

# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I authorize Harlan Municipal Utilities to investigate all statements contained in my application for employment and to investigate my qualifications, education, training, and work experience.

I authorize Harlan Municipal Utilities to do a background check.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_

Arrange Interview  Yes  No Date & Time \_\_\_\_\_


Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Department \_\_\_\_\_


By \_\_\_\_\_ DATE \_\_\_\_\_  
NAME AND TITLE

Position Title:	<b>Meter Reader/Gas Serviceman</b>	
Pay Range:	H10-H15	
Residency Classification:	Emergency	
Status:	Non-Exempt	
Supervisory Responsibilities:	None	
Reports to:	Gas/Meter Foreman	

**Summary:** The Meter Reader/Gas Serviceman is responsible for the accurate reading of HMU Electric, Gas and Water meters. Assists in the daily duties of the Gas/Meter Division. All work will be completed in accordance with the HMU Operations and Maintenance Manual of the Gas Division.

**Job Content:**

- Collects Electric, Gas & Water readings. Ensures readings are entered on the correct reading records by verifying addresses and meter numbers. Is familiar with various types of metering equipment.
- Reports irregularities, stopped meters, unsealed meters and any other condition that might adversely affect customer billing or the quality of service rendered.
- Maintains meter reading equipment.
- Completes daily, routine assignments of the Gas/Meter Division.
- Assists with leak surveys to ensure the safety and satisfaction of the customer.
- Assists Gas/Meter Foreman with construction of gas mains and service lines. Assists with certified pipe welding, as needed.
- Must have a complete understanding of the Department of Transportation Office of Pipeline Safety Rules and Regulations, as they apply to the operation and construction of the Distribution System.
- Assists the Electric & Gas Superintendent and the Gas/Meter Foreman in maintaining the daily Service and Trouble Call, Utility Locations and Customer Leak Survey Logbooks.
- Assists the Gas/Meter Foreman in maintaining HMU's Pressure Regulating Stations and completes the bi-annual check and servicing of the district regulators.
- Works with the Gas/Meter Foreman to restore customer service due to any interruption.
- Assists Gas/Meter Division Foreman in constructing all large-volume gas meter sets and loops.
- Assists in changing all daily and weekly volume and pressure recording charts.
- Operates any and all vehicles and equipment, including back-hoe and trencher, in an efficient and safe manner.
- Promotes & follows safe working conditions by adhering to and practicing safe and efficient work rules as established.
- Performs other duties as requested or required.

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**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.


- **Education and/or Experience:** High School graduate or equivalent. Applicable knowledge in either job training or study. Should have a combination of years of service and technical experience to perform duties to the satisfaction of the Gas/Meter Foreman and Electric & Gas Superintendent. Proficient knowledge and skill in the area of meter maintenance, reading, testing and installation. Should have a complete knowledge of HMU's established general policies, Personnel Rules and Regulations and the Gas Division's Operations and Maintenance Manual. Must be able to operate special tools for the Gas Division.
- **Language Skills:** Ability to read, analyze and interpret technical procedures and work instructions. Ability to document activities and write reports necessary to convey information concerning job related activities. Ability to effectively present information and respond to questions from citizens, customers, and the general public.
- **Mathematical Skills:** Ability to apply the basic mathematics concepts in the performance of required calculations as necessary.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.
- **Certificates, Licenses, Registrations:** Must possess a Class B CDL with air brake and tanker endorsements. Must follow all Federal, State, local and Harlan Municipal Utilities drug, alcohol and safety policies.
- **Physical Demands:** Must be physically capable of construction of gas mains and services, servicing district regulator stations, construction of large-volume gas meter sets and loops, operating vehicles and other equipment, using various hand and power tools and maintaining various log books. Walk greater than or equal to 5.5 miles per day, while carrying equipment approximately 2 ½ pounds, traversing a multitude of terrains, level and sloped, up and down grades, in all kinds of climates and adverse weather, including through accumulated ice and snow of various depths. Environmental conditions (and associated clothing) will affect average walking speed. Frequent bending, stooping, squatting, half- or full-kneeling and getting into quadruped positions. Occasional climbing up/down ladders, stairs, steps, working in meter pits, crawl spaces and bucket trucks.

Lifting: 60 pounds to/from floor to/from waist, 35 pounds to/from floor to/from shoulder level, 20 pounds to/from floor to/from overhead, occasionally. Any lifting greater than 60 pounds will involve a team lift or mechanical assistance.

Lift and Carry: 30 pounds waist level for 40 feet, occasionally.

Push/Pull: 93 pounds of force



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- **Work Environment:** The work environment is varied and includes indoor and outdoor working conditions. Exposure to varying weather conditions such as extreme cold, heat, wind and rain is probable.

This position description has been developed to enhance the communication of the job in conjunction with performance expectations between the employee and supervisor. The information contained in the position description is designed to reflect the characteristics of the job. From time to time, the employee may be expected to perform duties that are not reflected in this description. This information will be reviewed on a regular basis for modification and change. Either the employee or management may initiate this review at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date