



Telecommunications

Electric

Water

Gas

2412 Southwest Ave
PO Box 71
Harlan, IA 51537-0071

Phone: (712) 755-5182
Fax: (712) 755-2320
Email: jkelly@hmunet.com

Greetings!

Thank you for applying for our opening for Groundskeeper. This position is temporary for 16 hours per week at \$20.00 per hour.

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.

Applications will be accepted until April 23, 2025.

If you have any questions regarding the position please contact Jennifer Kelly at jkelly@hmunet.com or via telephone at 712-733-5185.

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

Position Title: **GROUNDSCKEEPER**
Pay Range: Grade 8
Residency Classification: Non-Emergency
Status: Non-Exempt
Supervisory Responsibilities: None
Reports to: CEO



Summary: This temporary position is responsible for general lawn maintenance including, but not limited to mowing and trimming.

Job Content: Performs general light to medium duty general lawn maintenance including mowing, trimming and maintenance of machinery. Mowing and trimming will include all HMU facilities and locations throughout the town of Harlan.

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.
- **Language Skills:** Ability to comprehend written and verbal instructions or guidelines. Ability to document activities.
- **Mathematical Skills:** Ability to apply basic concepts of math.
- **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, oral diagram or schedule form.
- **Certificates, Licenses, Registrations:** Must possess a valid Iowa driver's license. Must follow all Federal, State and Harlan Municipal Utilities Drug and Alcohol Policies. Must follow all Safety policies.
- **Physical Demands:** Must be physically capable of lifting up to and carrying 50 pounds, and normal walking, talking, hearing, standing, bending, vision and sitting.
- **Work Environment:** The work environment varies. The position will perform most duties outside. Exposure to varying weather conditions such as extreme cold, heat, wind and rain is probable. Day to day tasks are contingent on departmental priorities.
- **Equipment:** Must be able to use basic hand tools. Must furnish own steel toe boots if required for safety purposes.

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.

Position Title: **GROUNDSKEEPER**
Pay Range: Grade 8
Residency Classification: Non-Emergency
Status: Non-Exempt
Supervisory Responsibilities: None
Reports to: CEO



I have read and understand the information contained in the job description and qualifications. 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

APPLICATION FOR EMPLOYMENT

Temporary Employee

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
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Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Social Security Number	

Best time to contact you: : AM/ PM

Do you meet the age requirement of at least 18 years of age? ☐ Yes ☐ No

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date

Date available for work ____/____/____

Have you been convicted of a felony? ☐ Yes ☐ No

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

Please indicate any equipment you have operated:

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 (PLEASE LIST 3 THAT ARE NOT RELATED TO YOU)

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

Temporary Employee

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 of Applicant

Date