



Telecommunications

Electric

Water

Gas

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 14, 2025, or until position is filled.

Please mail applications to: Jennifer Kelly, PO Box 71, Harlan, IA 51537 or email to 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.

Stores Clerk

M-Th 6:30 am - 4:00 pm

Fri 6:30 am - 10:30 am

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?			
☐ Newspaper	☐ Employer Website	☐ Social Media	
☐ Radio	☐ Friend/ Relative	☐ 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

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Degree (Specify)
Elementary School				
High School				DIPLOMA YES OR NO
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Are you currently or have you been in the US Military?

☐ Yes ☐ No

If so, please list time periods and any job-related training received.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

[illegible]

ADDITIONAL INFORMATION

Other Qualifications

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

SPECIALIZED SKILLS (EQUIPMENT OPERATED)

<u>MACHINERY/ OFFICE EQUIPMENT</u>	<u>SOFTWARE</u>	<u>OTHER</u>

State any additional information you feel may be helpful to us in considering your application.

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 _____
NAME AND TITLE DATE

Position Title: **GENERAL MAINTENANCE & STORES CLERK**
Pay Range: H8-H13
Residency Classification: Non-Emergency
Status: Non-Exempt
Supervisory Responsibilities: None
Reports to: Chief Executive Officer



Summary: The General Maintenance & Stores Clerk is in charge of all operations of supplies and material. This individual must be able to perform, as required, a good storeroom operation.

Job Content:

- Responsible for issuing and ordering material and supplies for all Electric, Gas, Water and Telecom departments.
- Must check and verify all incoming supplies & materials for count and damages.
- Must make verification against Purchase Order and requisition sheet.
- Assembles and issues material on requisition, checking requisitions for proper descriptions and quantity.
- Receives and stocks material and equipment, checks and verifies items against Purchase Order and packing slips. Maintaining warehouse and working area, materials and equipment in a clean and orderly condition
- Places items received in their proper stalls and numbered bins.
- Makes periodic inventory count against perpetual inventory computer records.
- Responsible for any items that have been shipped incorrectly, or damaged items that need to be repaired, as well as items that need to be repackaged for shipping.
- Should have firsthand knowledge of items purchased locally for all departments.
- Accountable for the physical count for year-end inventory, conducts the year-end inventory and works with the auditors on inventory counts.
- Should be proficient in loading and unloading material from freight trucks to and from Stores and Warehouse with forklift.
- Conducts custodial duties at the main headquarters and old facilities at 405 Chatburn Ave.
- Spot spraying, additional trimming and removal of tree seedlings at all HMU facilities.
- Ensure that the gate between the main headquarters and water plant is open and secured daily for deliveries.
- Promotes and follows safe working conditions by adhering to and practicing safe and efficient work rules as established.
- Performs other duties as requested or required.

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.

Position Title: **GENERAL MAINTENANCE & STORES CLERK**
Pay Range: H8-H13
Residency Classification: Non-Emergency
Status: Non-Exempt
Supervisory Responsibilities: None
Reports to: Chief Executive Officer



- **Education and/or Experience:** High School graduate or equivalent. Post high school education preferred. Previous warehouse and inventory experience preferred. Must be able to learn general accounting that pertains to warehouse operations.
- **Language Skills:** Ability to read, analyze and interpret general business correspondence, catalogs and ordering forms. Ability to write summary reports.
- **Mathematical Skills:** Ability to apply basic concepts of math. Ability to calculate figures such as inventory, project costs, ordering costs, and shipping bills.
- **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 maintain certification in forklifts operation. Must follow all Federal, state, local and HMU drug and alcohol safety policies.
- **Physical Demands:** Must be physically capable of loading, unloading, carrying material and small equipment for shipping & receiving, operating forklift, using hand and power tools.

Lifting: 5 pounds to/ from floor to/ from 84 inches from floor, frequently; 60 pounds to/ from floor to/ from waist, frequently;

Push/ Pull: 80 pounds on dolly cart for a distance up to 100 feet
- **Work Environment:** The work environment is that which is typical of a warehouse environment and surroundings.
- **Equipment:** Must be capable of operating office and warehouse equipment, e.g. scale, forklift, pallet jack, two-wheeler, etc. Must be computer literate.

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