



Thanks for your interest in a  
**Summer Temp**  
position at  
Watertown Municipal Utilities.

**To be considered, applicants must submit the following:**

- \* Completed Application
- \* Cover Letter

**Return to:**

Watertown Municipal Utilities  
Attn: Human Resources  
901 - 4<sup>th</sup> Avenue SW  
Watertown, SD 57201  
(605) 882-6233  
(605) 882-6238 – fax  
[hr@watertownmu.com](mailto:hr@watertownmu.com)

\*\*\* Drop box available at the Utilities' office.\*\*\*

**Job Description and Application Form Also Available On-line At:**

[www.watertownmu.com](http://www.watertownmu.com)

**Deadline to apply:**

[Open Until All Positions Filled](#)



# WATERTOWN MUNICIPAL UTILITIES

## APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



**Note:** This form is intended for use in evaluating your qualifications for employment. It is not an employment contract. Please answer all questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment. Applicants are considered without regard to race, color, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, citizenship, or any other characteristic protected by law in all employment decisions.

**Complete All Questions - Please Print or Type Carefully**

### PERSONAL DATA

Last Name		First Name		Middle Name/Initial	
Home Address (Number, Street, PO Box, Apt/Suite)			City		State ZIP
Home Phone (with area code)		Cell Phone (with area code)		E-mail Address:	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of eligibility will be required upon employment)	
Is additional information relative to a change of name, use of an assumed name, or nickname necessary to check on your employment record? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide name(s) used.					
If you have any relatives who are employed by Watertown Municipal Utilities, please provide their name and your relationship.					
Have you ever applied here previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, when did you apply? _____ What position did you apply for? _____					
Do you claim veteran's preference? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, attach a copy of DD214 (separation papers)					
It is the policy of Watertown Municipal Utilities that all employees must reside within ten miles of the intersection of Kemp Avenue and Broadway Street and within Codington County. Do you currently reside within this area or are you able to relocate within the first 6 months of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been employed here previously? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, Starting Date: _____ Ending Date: _____					
Position(s) Held			Reason for Leaving		

### POSITION APPLIED FOR

Position Desired		What date are you available?		Work Availability <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Summer Only	
How did you find out about the position and/or our organization?			Are you willing to travel? IF YES, any restrictions?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If position requires driving, provide the following:		License No. _____		State Issued _____ Expiration Date _____ Class _____	

### EDUCATION - If diploma/degree received under a different name, please provide: \_\_\_\_\_

School	Name of School / Issuing Agency - City & State Where Located	Degree Received	Did you Graduate?	Date Degree Received	Major & Minor Fields of Study
High School or equivalent			N/A	Leave Blank	DO NOT COMPLETE FOR HIGH SCHOOL
College					
College					
Other					

### EMPLOYMENT HISTORY – List all employment for the past ten (10) years

Watertown Municipal Utilities  
 901 4<sup>th</sup> Avenue SW, Watertown, SD 57201  
 605-882-6233 (phone) - 605-882-6238 (fax)  
[www.watertownmu.com](http://www.watertownmu.com) - [hr@watertownmu.com](mailto:hr@watertownmu.com)

**APPLICANT NAME** \_\_\_\_\_

<b>PRESENT/LAST EMPLOYER</b>  Is this present employment?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, may we contact?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>2ND PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>3RD PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>4TH PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>5TH PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	

If needed, use another sheet for additional employment.

**PROFESSIONAL AND / OR ADDITIONAL QUALIFICATIONS**

**APPLICANT NAME** \_\_\_\_\_

Provide professional memberships, certificates, or licenses held relevant to your ability to perform the job (exclude those indicating race, color, religion, sex, sexual orientation, national origin, physical or mental disability, or labor organization affiliations.)

License: \_\_\_\_\_ Issuing State: \_\_\_\_\_ License/Certification No.: \_\_\_\_\_

Has professional license ever been revoked or suspended?  Yes  No

If YES, state reason(s), date of revocation/suspension and date of reinstatement.

List additional relevant skills or abilities:

**PROFESSIONAL REFERENCES** List individuals familiar with your work - do not include relatives.

Name	Employer / Title	Relationship	Years Known	Contact Information (include area code)
				Daytime Phone: Evening/Cell: E-mail:
				Daytime Phone: Evening/Cell: E-mail:
				Daytime Phone: Evening/Cell: E-mail:

**CRIMINAL HISTORY**

**Have you ever been convicted of a crime or violation other than a minor traffic infraction?**

Conviction of a crime is not an absolute disqualification for employment. Factors such as the type and seriousness of the offense, frequency of violations, applicant's age at the time of the conviction and the date of conviction or time elapsed since the conviction or completion of any sentence in addition to other job-related criteria are considered in all employment decisions.

Yes  No If yes, please explain below the circumstances surrounding such offense, including place, date, court, etc.

**DRUG-FREE WORKPLACE ACT COMPLIANCE:** Watertown Municipal Utilities complies with the Drug-Free Workplace Act. As a condition of your employment, you will be asked to participate in drug screening. If you refuse such screening or test positive (evidence of drug usage) you will not be offered employment or such offer will be withdrawn.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE:** Watertown Municipal Utilities fully subscribes to the provisions of the American With Disabilities Act and will attempt in its employment process to make any reasonable accommodations necessary to assist qualified persons with disabilities.

I certify that I have read and understand the "Note" on Page 1 of this application and that the information furnished herein and during the application process is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when false answers or omissions are discovered. I understand that Watertown Municipal Utilities may share the information contained in this application with other WMU employees for employment and administrative purposes and hereby consent to such transfer. I hereby authorize Watertown Municipal Utilities to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law and will complete the requisite authorization forms for the background investigation. I agree to submit to legally permissible pre-employment testing upon request by Watertown Municipal Utilities and recognize that the results of these tests may be used to determine my employment or continued employment. I recognize that this employment application is not an offer of employment.

In consideration of employment, I agree to conform to the rules and regulations of Watertown Municipal Utilities and I understand that no representative of Watertown Municipal Utilities has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to Watertown Municipal Utilities' policy.

<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>
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Revised 3/1/11  
Revised 3/1/12  
Revised 4/1/13



# WATERTOWN MUNICIPAL UTILITIES



**Job Title:** Lineman Apprentice (Electric)

**Reports To:** Line Foreman and Electric Department Superintendent

## GENERAL DESCRIPTION

This is manual and semi-skilled work in helping Journeyman Linemen engaged in the installation, maintenance and repair of distribution lines in the municipal electric distribution system.

Work involves the performance of unskilled and semi-skilled laboring tasks. Assignments are varied and provide broad experience and practical training leading to the development of advanced skills. Employees receive instructions and close supervision from Journeyman Linemen, the Line Foreman and the Electric Superintendent in the performance of individual tasks and in the observance of adequate safety precautions. With experience, work is done with greater independence in routine or less hazardous tasks, but it is always subject to close supervision.

## ESSENTIAL FUNCTIONS

Assist with tasks associated with the construction, maintenance and repair of electrical overhead and underground distribution/transmission lines.

Assist with installation, maintenance and repair of transformers, cabinets and other associated electrical equipment.

Assist with trouble shooting electrical problems using fault indicators, SCADA system and other related equipment.

Maintain and operate bucket trucks and other associated construction equipment.

Respond as part of a crew to service calls concerning power outages and electrical problems.

Assist with distribution/transmission line switching, utilizing proper clearance procedures and proper lockout/tagout procedure.

Maintain and operate tree trimming equipment.

Performs related work as required and other duties as assigned.

## REQUIREMENTS OF WORK

Completion of an accredited power line program and/or equivalent work experience performing lineman work

Team orientated, safety minded and maintain a good attitude and work ethic

Must have the ability to read and understand electrical distribution and transmission maps and switching procedures

Must successfully complete a recognized linemen training program within 4 (four) years from date of hire

Must be able to climb wood poles for pole top rescue and perform bucket truck rescues

Must have a general knowledge of an electrical distribution/transmission system

Shall have or be able to obtain a CDL within 6 (six) months from date of hire

Shall maintain CPR and Standard First Aid certificate

Must be able to work in inclement weather and at odd hours as needed

Must be able to occasionally lift 50 – 75 pounds

This position will be part of random DOT regulations for drug/alcohol testing

## WORKING CONDITIONS

Work is generally performed in an outdoor environment under varying temperature and noise levels. Exposure to heat and cold and occasionally hazardous materials. Work is often completed with the risk of electric shock. Physical demands include lifting heavy objects up to 75 pounds, climbing, standing, carrying of materials and equipment, working in confined spaces, pulling and the operation of power tools and equipment. There is some risk of contact with PCBs in performing work on power lines.

# WATERTOWN MUNICIPAL UTILITIES



**Job Title:** Journeyman Lineman (Electric)

**Reports To:** Line Foreman and Electric Department Superintendent

## GENERAL DESCRIPTION

This is skilled, advanced electrical work in the installation, maintenance and repair of distribution and transmission lines and related components of the municipal electrical distribution system.

Work requires the application of electrical skills and knowledge to a variety of work on overhead and underground distribution and transmission lines. Incumbents must be alert to the hazards in handling power lines under varying weather conditions and must take prescribed precautions to protect life and property. Work is normally performed as a member of a line crew under the direction of the Line Foreman or the Electric Superintendent. However, a Journeyman Lineman may also work with considerable independence in answering service calls and diagnosing power problems.

## ESSENTIAL FUNCTIONS

Perform skilled tasks associated with the construction, maintenance and repair of electrical overhead and underground distribution/transmission lines.

Work on energized lines with voltages up to and including 12,470 volts with rubber gloves and hot sticks.

Maintain and operate associated electric equipment such as bucket trucks, digger derrick trucks, trenchers, backhoes and vehicles.

Perform skilled tasks for installation, maintenance and repair of transformers, cabinets, insulators, fuses, and other associated electrical equipment.

Perform installation, maintenance and repair on wood poles using power tools, impact wrenches, crimping tools and associated equipment.

Perform trouble shooting skills on electrical problems using fault indicators, SCADA system and other related equipment.

Respond and repair, as part of a crew or individually, to service calls concerning power outages and electrical problems.

Perform transmission line switching utilizing proper clearance procedures and proper lockout/tagout procedure.

Maintain and operate tree trimming equipment.

Performs related work as required and other duties as assigned.

## REQUIREMENTS OF WORK

Must have the ability to read and understand electrical distribution and transmission maps and switching procedures

Team orientated, safety minded and maintain a good attitude and work ethic

Must be able to climb wood poles for pole top rescue and perform bucket truck rescues

Shall maintain CPR and Standard First Aid certificate

Shall have and maintain a CDL driver license

Will have to work in inclement weather and at odd hours as emergencies occur

Shall be a journeyman lineman as recognized by the International Brotherhood of Electrical Workers (IBEW)

Must be able to occasionally lift 50 – 75 pounds

This position will be part of random DOT regulations for drug/alcohol testing

## WORKING CONDITIONS

Work is generally performed in an outdoor environment under varying temperature and noise levels. Exposure to heat and cold and occasionally hazardous materials. Work is often completed with the risk of electric shock. Physical demands include lifting heavy objects up to 75 pounds, climbing, standing, carrying of materials and equipment, working in confined spaces, pulling and the operation of power tools and equipment. There is some risk of contact with PCBs in performing work on power lines.