

## **Electrical Line Worker**

**Preston Public Utilities will be accepting applications for a full time Electrical Line Worker. Primary responsibilities consist of but are not limited to daily operation and maintenance of the Utilities electrical distribution system and components, construction of overhead and underground lines, troubleshoot power outages, perform repairs, and operate a variety of specialized equipment. Serves on-call and responds to public works emergencies to include work on holidays, weekends, and evenings. Minimum requirements are completion of an accredited lineworker program, a valid MN Class B commercial driver's license, or ability to obtain within 6 months, a satisfactory driving record, ability to perform work requiring considerable physical effort, and must comply with the Utilities on-call response time. Journeyman and apprentices welcome to apply. Applications and job descriptions are available at Preston Public Utilities, 210 Fillmore St. W., Preston, MN 55965. Telephone (507)765-2491 or online at [www.prestonmn.org](http://www.prestonmn.org). To apply, submit a cover letter, resume, and a completed and signed application to Preston Public Utilities, c/o Public Works Director, P.O. Box 657, Preston, MN 55965. First consideration will be given to applications received by September 30, 2016, however applications will be accepted until the position is filled.**

## LINE WORKER

**Position Titles:** Line Worker  
**Department:** Public Works  
**Supervisor's Title:** Public Works Director

**Pay Grade:** 8  
**FLSA Status:** NON-EXEMPT  
**Work Status:** Full-time

---

### Purpose

Performs *non-supervisory* technical, skilled, and manual work to support the maintenance and repairs of the City's electrical distribution system. Work is typically performed in a team environment. Serves on call and responds to public works emergencies to include work on holidays, weekends, evenings, and during the night.

### Organizational Relationships

Reports to: Line Foreman and Public Works Director

Communicates with: *Internally* - Other Utility and City employees.

*Externally* - Other line workers, contractors, and local vendors/suppliers.

Supervises: None.

### ESSENTIAL FUNCTIONS

- Participates in daily meetings to discuss work assignments, specific tasks and procedures.
- Performs overhead maintenance tasks with live lines: performs construction and tear down work; repairs/replaces/changes out numerous components such as cross-arms, insulators, transformer, fuses; sets poles with digger truck and strings wires; and controls traffic in work area and promotes safety at work site.
- Performs installation and maintenance tasks with underground distribution lines: installs high voltage lines using a trencher, plow and shoveling by hand; performs splices and terminations; troubleshoots and repair URD faults; performs clean-up and restores area; and controls traffic in work area and promotes safety at work site.
- Responds to emergency situations and other call outs during off-hours.
- Maintains vehicles, tools, and other equipment: inspects personal protective equipment daily and other equipment regularly; follows lock-out/tag-out procedure when needed; and makes repairs and prepares necessary paperwork.
- Reads metering diagrams, installs meters, and reads electric and water meters.
- Works with transformers: troubleshoots, installs appropriate mount, and wires transformer banks.
- Troubleshoots and fixes problems with street lighting.
- Performs locates using proper equipment and knowledge of City infrastructure.
- Performs tree trimming by high voltage lines and other areas by operating chainsaws, pruners, and a chipper.
- Assist with other public work tasks as needed.
- Takes hourly readings of kilowatts produced or purchased, fuel, and supplies used in the operation; reads meters or charts and completes log sheets.
- Operates diesel generators on a periodic test basis.
- Performs running and preventive maintenance on diesel generators; keeps auxiliary batteries at charge; and takes periodic reading to maintain voltage.
- Responds to water alarm systems; re-starts systems or alerts appropriate personnel.
- Performs routine maintenance and housekeeping duties in plant such as sweeping, mopping, dusting, painting, and cleaning oil spots.

# LINE WORKER

- Attends training to keep up-to-date.
- Maintains generation units: performs a variety of tests, inspections and cleaning for plant components and equipment such as cooling system, heat exchangers, pumps and motors, and fuel supply and injection systems.
- Monitors electrical loads: takes hourly readings and calculates daily totals; responds to abnormalities; interprets current and historical data to predict system peaks; operates switchgear and monitors high voltage transformers.
- Operates generation units when directed: prepares engines and performs visual inspections for start-up; starts engines making manual and other adjustments and monitors for normal operation; keeps necessary logs and paperwork; and takes engine off-line or shutdowns when appropriate.
- Handles the installation of pumps, motors, and engine upgrades.
- Repairs city vehicles and equipment as needed.

## Other Duties and Responsibilities

- Performs other related duties and responsibilities as assigned by the Public Works Director.
- May perform lead worker duties as directed by Supervisor.
- Snow plowing/removal and sanding as needed.

## REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- ♦ Knowledge of City's distribution and transmission system and applicable procedures and practices regarding line maintenance, installation, and construction.
- ♦ Knowledge of PCBs and how to properly handle, store and dispose.
- ♦ Knowledge of safe working distances and applicable safety policies and procedures.
- ♦ Knowledge of math, sizing different components, transformers, and fuses.
- ♦ Knowledge of protective equipment and testing and inspection procedures.
- ♦ Skill in operating a variety of specialized tools and equipment.
- ♦ Ability to read and understand maps and symbols, technical manuals, and other resources.
- ♦ Ability to work in adverse conditions and exert moderate to considerable physical effort.
- ♦ Ability to regularly work at heights, maintains balance, and perform tasks above head.
- ♦ Ability to work around loud noises and be exposed to irritants and fumes such as cable solvent and other hazardous chemicals including paints, glues, and fuels.
- ♦ Ability to see and distinguish colors.
- ♦ Ability to work safely as a team.
- ♦ Ability to recognize and troubleshoot problems within the system and its components.
- ♦ Ability to perform CPR and first aid.

*Machines, tools and equipment used:* Backhoe, aerial bucket truck, digger derrick truck, trenchers, tree chipper, chain saw, saws-all, drill, and numerous other hand and power tools.

## MINIMUM REQUIREMENTS

- Valid MN Class B commercial driver's license or ability to obtain within 6 months, and a satisfactory driving record.
- Ability to perform work requiring considerable physical effort.
- Must maintain certification in CPR.
- Must comply with City's reasonable area requirements.

## Preferred Qualifications

## LINE WORKER

- Completion of vocational line worker program **and** journeyman's license or completion of Merchant program.

### **Working Conditions**

Work involves regular exposure to energized power lines of low to high voltages and routine exposure irritant/fumes, hazardous chemicals, temperature extremes, vibrations, and noise. (During emergency work, weather conditions can be extreme and varied from heat and humidity to cold, from rain to snow, and from strong winds to thunderstorms). Considerable physical effort is required involving many types of movement such as lifting, bending/stooping, twisting/turning, pushing/pulling, and crouching/kneeling. Large and fine motor skills are necessary as well as the full range of senses, except taste, are used. Performs manual digging. Works in confined spaces. Works at heights up to ## feet in bucket truck and ## feet ascending light towers oftentimes with tasks carried out overhead. Position requires weekend work, work beyond normal hours, as well as work during call outs.

# City of Preston - Preston Public Utilities

## Application for Employment

An Equal Opportunity Employer

PO Box 657  
210 Fillmore Street West  
Preston, MN  
Phone: (507) 765-2153

We welcome you as an applicant for employment. Your application will be considered with others in competition for this vacancy. It is the policy of the City of Preston to not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference/orientation, or political affiliation. This policy applies to all positions.

The information contained in this application will be considered private and used only in conjunction with your possible employment. Please fill out the application completely as incomplete applications may be rejected. **While resumes are welcome, please do not write "see resume."**

Position applying for  Date of Application

How did you learn about this position or come to seek employment with the City of Preston? (Friend/Relative, Newspaper, Radio, Walk-in, Website, etc.)

Name     
Last First Middle

Present Address      
Street No. City State Zip

Residence Phone Number  Cellular Phone Number

May we contact you at work?  
 Yes  No Work phone number  Between hours of

Email address (optional)

Are you 18 years old or over?  Yes  No Are you a citizen of the United States?  Yes  No  
If not, do you have a work visa?  Yes  No

Have you ever been employed by the City of Preston before?  Yes  No  
If yes, list dates and positions held

What type of employment are you seeking? When will you be available for employment? (check one of the following)

Full-time regular  Now  
 Full-time temporary (up to 6 mos.)  Beginning   
 Part-time regular  Upon  weeks notice to present employer.  
 Part-time temporary (up to 6 mos.)  
 Seasonal

If you are applying for a position that requires driving, give your driver's license number and the State where it was issued.

License No.  State of issue

Select License class and endorsement  A  B  C  D  0  1  2  3

---

**SPECIAL SKILLS:**

List any special skills. (i.e. typing [give speed], shorthand, supervisory, skilled crafts, maintenance, drafting, personal computer [list software], calculating, duplicating, construction equipment, power tools, etc.) Attach additional sheets if needed.

|  |
|--|
|  |
|--|

---

**CRIMINAL HISTORY:**

*In accordance with Minnesota Criminal Rehabilitation Act Section 364.021, the City of Preston may request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the City may conduct a criminal background check on individuals upon making a contingent job offer. If the position requires a criminal background check, no offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable, and formal approval by the appointing authority.*

---

**EDUCATION:**

| School              | Name and Location | Course of Study | No. years completed | Did you graduate?   | Degree or Diploma | GPA |
|---------------------|-------------------|-----------------|---------------------|---|-------------------|-----|
| High School         |                   |                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |     |
| Vocational/<br>Tech |                   |                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |     |
| College             |                   |                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |     |
| Graduate            |                   |                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |     |

---

**PERSONAL REFERENCES:** (not former employers or relatives)

| Name and occupation | Phone Number (with area code) | Relationship |
|---------------------|-------------------------------|--------------|
|                     |                               |              |
|                     |                               |              |
|                     |                               |              |
|                     |                               |              |

---

# EMPLOYMENT EXPERIENCE:

Please give an accurate and complete record of your full-time and part-time employment. Start with your present or most recent employer. Explain all gaps in employment. Attach additional sheets if necessary.

|  |  |  |
|--|--|--|
| Employer's Name:   | Supervisor's Name & Tel Number:                          | Dates Employed:                        |
| <input type="text"/>   | <input type="text"/>                                     | From: <input type="text"/>             |
| Employer's Address: (Street Name and Number, City, State, Zip) |  | To: <input type="text"/>               |
| <input type="text"/>   |  | <input type="checkbox"/> Full-Time     |
| Job Title:   | <input type="text"/>                                     | <input type="checkbox"/> Part-Time     |
| Nature of Duties:  | <input type="text"/>                                     | Ave hrs per week <input type="text"/>  |
| Reason for Leaving:  | <input type="text"/>                                     | Beginning Salary: <input type="text"/> |
|  | May we contact:  | Ending Salary: <input type="text"/>    |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

|  |  |  |
|--|--|--|
| Employer's Name:   | Supervisor's Name & Tel Number:                          | Dates Employed:                        |
| <input type="text"/>   | <input type="text"/>                                     | From: <input type="text"/>             |
| Employer's Address: (Street Name and Number, City, State, Zip) |  | To: <input type="text"/>               |
| <input type="text"/>   |  | <input type="checkbox"/> Full-Time     |
| Job Title:   | <input type="text"/>                                     | <input type="checkbox"/> Part-Time     |
| Nature of Duties:  | <input type="text"/>                                     | Ave hrs per week <input type="text"/>  |
| Reason for Leaving:  | <input type="text"/>                                     | Beginning Salary: <input type="text"/> |
|  | May we contact:  | Ending Salary: <input type="text"/>    |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

|  |  |  |
|--|--|--|
| Employer's Name:   | Supervisor's Name & Tel Number:                          | Dates Employed:                        |
| <input type="text"/>   | <input type="text"/>                                     | From: <input type="text"/>             |
| Employer's Address: (Street Name and Number, City, State, Zip) |  | To: <input type="text"/>               |
| <input type="text"/>   |  | <input type="checkbox"/> Full-Time     |
| Job Title:   | <input type="text"/>                                     | <input type="checkbox"/> Part-Time     |
| Nature of Duties:  | <input type="text"/>                                     | Ave hrs per week <input type="text"/>  |
| Reason for Leaving:  | <input type="text"/>                                     | Beginning Salary: <input type="text"/> |
|  | May we contact:  | Ending Salary: <input type="text"/>    |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

|  |  |  |
|--|--|--|
| Employer's Name:   | Supervisor's Name & Tel Number:                          | Dates Employed:                        |
| <input type="text"/>   | <input type="text"/>                                     | From: <input type="text"/>             |
| Employer's Address: (Street Name and Number, City, State, Zip) |  | To: <input type="text"/>               |
| <input type="text"/>   |  | <input type="checkbox"/> Full-Time     |
| Job Title:   | <input type="text"/>                                     | <input type="checkbox"/> Part-Time     |
| Nature of Duties:  | <input type="text"/>                                     | Ave hrs per week <input type="text"/>  |
| Reason for Leaving:  | <input type="text"/>                                     | Beginning Salary: <input type="text"/> |
|  | May we contact:  | Ending Salary: <input type="text"/>    |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

Use the space below to detail any additional information you believe is pertinent to the position you are seeking. (Use an additional sheet if necessary.) This may include any correspondence courses, special courses, seminars or training you have taken, special educational achievements, honors, certificates, licenses, or any other knowledge, skills, or abilities you wish to communicate.

I certify that all statements in this application are true. I authorize the City of Preston to investigate any of the statements contained in this application for employment in order to arrive at an employment decision. I agree that any misrepresentation or falsification will result in rejection of this application and may result in my removal from the job after employment. I understand that my employment may be contingent upon the results of a pre-employment physical examination and/or any other required examination. I also understand that this application is not intended to be a contract of employment.

**Print, sign and date application and return to the City of Preston along with Notice to Applicants form and Veterans Preference form (if applicable).**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

# **NOTICE TO APPLICANTS**

(Please read this important information)

## **HOW THE MINNESOTA DATA PRACTICES ACT AFFECTS YOU:**

In accordance with the Minnesota Government Data Practices Act (MN Statute § 13.01 - 13.99) the City of Preston is informing you of your rights as they pertain to the information you provide when filling out the Application for Employment.

**Under the Act, the following information is automatically available to the public\*:** Veteran status, relevant test scores, your rank on our eligible list, your job history, your education and training, and your work availability.

**Your name is considered private\*\* until you become a finalist for employment by the City of Preston. You become a finalist when and if you are selected to be interviewed prior to being employed.**

**If you are hired, the following additional information about you will be public:** Your name; your actual gross salary and salary range; your actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration (such as expense or mileage reimbursement in addition to your salary); your job title; your job description; the dates of your first and last employment with us; the existence and status of any complaints or charges against you while you work for the City of Preston (whether or not they result in a disciplinary action); the final outcome of any disciplinary action taken against you as an employee of the City of Preston and all the supporting documentation about your case (the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body); the terms of any agreement settling any dispute arising out of the employment relationship between you and the City of Preston; your badge number; your work location and work telephone number; previous work experience; education and training background; honors and awards received; payroll time sheets or other comparable data that are used only to account for your work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other data that is not public; and your photograph may be shown to a witness as part of an investigation of a charge or complaint against you.

Anything not listed above which is placed in your application folder or your personnel file (such as medical information, letter of recommendation, resumes, etc.) is made by this statute private information and will not be shared with anyone but those members of our staff and appointing authorities or their designees who need it to process your application or file your personnel record or to conduct normal City of Preston business. Also, the following agencies may be authorized by state or federal law to receive private information from your file in order to investigate specific complaints of employment discrimination: the Federal Equal Employment Opportunity Commission and the State departments of Human Rights or Civil Rights. Otherwise, no private record of yours will be shared with any outside person or agency without your informed consent or a valid court order

## **PURPOSES AND USES**

The information requested is used for the following reasons:

1. To distinguish you from all other applicants
2. To enable us to contact you when additional information is required, to send you notices and/or schedule interviews
3. To enable us to ensure your rights to equal opportunities
4. To meet federal and state reporting requirements
5. To make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in the City of Preston and the policies, rules and regulations promulgated pursuant thereto.

## **EFFECTS OF NON-DISCLOSURE**

You are not legally required to supply any of the data we ask for on your application, but if you choose to withhold it, your application will not be complete and you may not be considered for employment. If you do provide the data, your application will be considered and if you are employed the information you have given us will become part of your employee record.

\* "public" means that it is available to anyone who asks to see it

\*\* "private" information is available only to the person it is about and to the staff who must use it in the normal course of conducting City of Preston business.

**I have read the information above on Minnesota Data Practices.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**\*\*\*RETURN THIS SHEET WITH THE APPLICATION\*\*\***

# VETERANS PREFERENCE POINTS APPLICATION

In Accordance with Minnesota Statute § 43A.11

For Office Use Only:

5 pts  10 pts

If you are a veteran based on M.S. § 43A.11, then you may claim Veteran's Preference points. Veteran's Preference points will be added to the passing score of the qualified applicant. To qualify for Veteran's Preference, the following criteria must be met:

Have separated under honorable conditions from any branch of the armed forces of the United States, and; have served on active duty for 181 consecutive days or more, or for the full period ordered to active duty (not active duty for training); OR have separated by reason of disability incurred while serving on active duty, and; be a United States citizen or resident alien.

OR: Be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veteran's points without it.

**ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS?**       Yes     No

Full Name of Veteran

Full Name of Applicant (if different than Veteran)

Present Address (street number, city, state and zip)

Branch of Service

Period of Active Duty

From  To

Rank At Discharge

Type of Discharge

Date of Final Discharge

Service Number

Do your years of Military Service Qualify you for a Pension?

Yes     No

Do you have a compensable service related disability?

Yes     No    % of Disability

## PREFERENCE REQUESTED

- Veteran (10 pts)** (DD214 must be submitted to receive points)
- Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)
- Spouse of Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)
- Spouse of Deceased Veteran (10 pts, 15 pts if the veteran was disabled)** (Attach DD214, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of activity duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Your Preference Points application **cannot** be considered without supporting documentation. If the documentation is not attached, it must be received in our office no later than five calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner. Supporting documentation:

is attached       Will be submitted within five days of Application Deadline

I hereby claim veteran's preference for this position and (swear/affirm) that the information given on this document is true and correct. I also authorize release of necessary information by the Veteran's Administration to the City of Preston.

Signature \_\_\_\_\_

Date \_\_\_\_\_