



## EMPLOYMENT OPENING

\*\*\*\*\*

Macon Municipal Utilities  
has openings for full-time  
Apprentice – Journey Lineworkers

MMU is accepting applications for an apprentice and/or journey lineworkers. Hiring will be for two positions to perform daily preventative maintenance, trouble-shooting, repairs and construction in utility's electric distribution system including substations and primary and secondary electric system infrastructure. This also includes arbor management activities and other duties as assigned. Once trained, this position will assume on-call rotation responsibilities. Beginning pay will be based on experience and includes a full benefits package. Potential employees must also meet residency requirements, pass background check, pre-employment physical, and drug/alcohol testing. Interested applicants may obtain an employment application and job description at the business office, located at 106 W. Bourke, Macon, MO or at [www.maconutilities.com](http://www.maconutilities.com). Applications will be accepted until 5:00 pm on Friday, October 25, 2019.

*Macon Municipal Utilities is an equal opportunity employer and promotes a drug free environment.*



**POSITION OPENING  
APPRENTICE – JOURNEY LINEWORKER**

<b>DEPARTMENT:</b> Energy Resources	<b>PAY:</b> Beginning pay based on experience
<b>REPORTS TO:</b> Electric Distribution System Supervisor	
<b>PREPARED BY:</b> Macon Municipal Utilities	<b>APPLICATIONS DUE:</b>
<b>UPDATED:</b> October 2019	Friday, October 25, 2019 by 5:00 pm

**Summary**

Apprentice and Journey Lineworkers are under the supervision of Electric Distribution System Supervisor and performs daily preventative maintenance, trouble-shooting, repairs and construction in utility’s electric system including substations and primary and secondary electric system infrastructure. This also includes arbor management activities and other duties as assigned.

Position requires after hours calls outs and on call rotation, once properly trained.

**Essential Duties and Responsibilities**

Essential duties and responsibilities include the following (other duties and responsibilities may be assigned):

- Patrols electrical lines to identify needed maintenance and repairs.
- Troubleshoots to diagnose electric service problems.
- Maintains and repairs existing electric service lines and facilities (e.g., changing meters, changing connectors, etc.).
- Installs overhead and underground electric services and meters for new and existing customers.
- Installs utility poles, pulls conductors, installs crossarms, and digs trenches for utility construction and maintenance.
- Climbs utility poles to perform troubleshooting, maintenance, and construction activities.
- Responds to service calls, customer complaints, and customer problems during work hours and on-call rotation.
- Inspects tools and vehicles; ensures vehicles are properly stocked with materials and supplies.
- Trims trees located in proximity to electric lines.
- Installs transformers, related hardware, and equipment.
- Tests transformers for PCBs and checks transformer voltages.
- Performs electrical maintenance and repair at water plant, wastewater plant, power plant, lift stations, and electric distribution substations.
- Maintains and replaces street lights, security lights, airport lights, and water tower lights.
- Installs lights, seasonal banners, and flags in the downtown business district.
- Performs maintenance work on energized high voltage electric lines, substations, and other facilities.
- Operates trucks and heavy equipment including all aerial, digger, chipper, trencher, boring machine, vacuum machine, et al.
- Serves emergency standby duty.
- Locates underground electrical utilities.
- Performs routine maintenance on trucks and equipment (e.g., inspects, maintains, repairs, etc.).

- Handles service connects and disconnects for the Business Office, when requested.
- Monitors the work of apprentice line workers to ensure they are performing their tasks in a safe manner.
- Serves as a member of a work crew during construction and maintenance activities.
- Refuels and restocks trucks to ensure they are available for service.
- Works with individuals in other departments and with other organizations.
- Provides information to customers and responds to customer inquiries and complaints.
- Conducts safety meetings, when assigned.
- Must wear and utilize all Personal Protective Equipment requirements such as flame retardant wear, harnesses, and other PPE as required.

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Qualification Requirements**

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, skills, and abilities required for this employment position.

### **Education/Experience**

High school diploma or equivalent and technical or trade school courses in electric transmission, electric distribution, and electrical theory; for Journey Lineworkers - at least four years experience as an apprentice line worker; or equivalent combination of education in an appropriate technical field and related experience with completion of the Board of Public Works approved Line Worker Program.

### **Certification/Licensure**

Journey Line Worker Classification  
 Missouri Driver's License, Commercial Driver's License (Class A)  
 CPR/First Aid Training

### **Knowledge of**

- Electrical theory and principals.
- Power generation, transmission, and distribution principles and practices.
- Federal, State, and Municipal codes, laws, regulations, rules, and laws related to power generation, transmission, and distribution.
- Emergency management procedures.
- Safety standards and procedures utilized in the electrical power industry.
- National Electrical Safety Code.
- City Ordinances.

### **Skill in**

- Using computers.
- Using metering and instrumentation.
- Using electrical and electronic calibration and measurement equipment.
- Communicating routine information, technical information, and ideas to coworkers, supervisors, or other personnel in oral and written form.
- Directing the work of others.
- Troubleshooting to diagnose system and equipment malfunctions.

- Interpreting blueprints and schematics.
- Drafting/mapping.
- Operation and maintenance of heavy equipment.

### **Ability to**

- Read and comprehend basic work instructions written in standard business English.
- Read and comprehend technical manuals, testing procedures, and other technical materials.
- Calculate figures and amounts, such as cost estimates, budget figures, system voltage, and power factors; apply concepts of basic algebra and geometry.
- Deal with a variety of concrete variables in situations where only limited standardization exists (problem-solving abilities).
- Organize and plan daily work activities, short-term projects, and long-term projects.
- See things clearly that are within arm's reach (near visual acuity).
- See things clearly that are beyond arm's reach (far visual acuity).
- See colors (color vision).
- Hear.
- Smell.
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination).
- Manipulate objects using the fingers and hands (finger and hand dexterity).
- Lift and carry objects weighing up to 100 pounds.
- Push, pull, or move objects weighing up to 100 pounds.
- Walk and climb.
- Stoop, bend, twist, and kneel.

### **Work Environment**

The characteristics listed herein described the work environment the employee encounters while performing the essential functions of this employment position. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS. While performing the duties of this employment position, the employee:

- Works out-of-doors subject to all weather conditions, extreme at times.
- Is occasionally exposed to air contamination of dust, fumes, or exhaust.
- Is occasionally exposed to dirty work environment.
- Is routinely exposed to risk of electric shock.
- Is required to work in awkward or confining areas.
- Is exposed to a moderately noisy to loud environment.
- Working at heights 70 feet and higher.

**This application must be  
in your own handwriting.**

**City of Macon and  
Macon Municipal Utilities**

**APPLICATION FOR EMPLOYMENT**  
**An Equal Opportunity Employer**

**Personal Information**

Name \_\_\_\_\_  
Last First Middle  
(City of Macon verifies employment eligibility with the Department of Homeland Security)  
Phone Number \_\_\_\_\_ E-Mail address \_\_\_\_\_  
Present Address \_\_\_\_\_  
Street City State Zip  
How long have you lived at the above address? \_\_\_\_\_  
For Reference Purposes – If you have ever  
Used another name, state name and dates \_\_\_\_\_

**Employment Desired**

In making this application for employment, I understand that this particular application is for the below listed position only, and may be considered active for six months.

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Have you received and read the job duty description related to the position for which you are applying?  
 yes  no

Have you ever been employed by us?  yes  no  
If yes, when and where? \_\_\_\_\_

Are you employed now?  yes  no

Are you available for work...  Full-time  Part-time  Nights  Overtime  Temporary  
If Part-time, specify times you can work. \_\_\_\_\_

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*)

**Education**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12  
Did you receive a high school diploma?  yes  no  --or-- GED?  yes  no

Name of high school \_\_\_\_\_ City & State \_\_\_\_\_

List your college, business, trade, correspondence, or other courses below:

Name of school	From Year	To Year	Major subject or course of study	List degree certificate of completion of course

List machines or equipment you can operate \_\_\_\_\_

List any special skills and/or qualifications acquired from employment, education, or other experiences

---

---

---

Have you been convicted of or pled guilty to any federal, state, or municipal criminal offense?  yes  no  
(include all TRAFFIC VIOLATIONS in the past five years for which you have paid fines)

If yes, describe in full below (*will not necessarily exclude you from consideration*). \_\_\_\_\_

---

---

---

List any friends or relatives working for us, and give their relationship to you.

---

---

---

What kind of work are you unwilling to perform? \_\_\_\_\_

---

---

Do you possess a valid Driver's License?  yes  no

Driver's License No.	State	Class	Endorsements	Expiration Date

Are you willing to undergo an Examination and Drug Screening by City Physician?  yes  no

**Employment Experience** \_\_\_\_\_

Start with your present or last job. Include military service assignment and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Date Month & Year	Company Name, Address and Phone No.	Salary	Position	Reason for Leaving	Supervisor's Name
From _____ To _____					
From _____ To _____					
From _____ To _____					
From _____ To _____					

May we contact the employers listed above? \_\_\_\_ If not, indicate which one(s) you do not wish contacted.

**References** \_\_\_\_\_

Give names address and phone number of three persons not related to you and are not previous employers

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Certificate of Applicant**

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statement of material facts shall be considered sufficient cause for dismissal.

It is my understanding that if given employment I will be on probation for a period of 6 months from the date I report for work. I hereby authorize the companies or persons named in this application to furnish any information regarding me or my employment, whether or not it is in the records, personal or otherwise, thereby releasing said companies or persons from all liability for damages whatsoever for issuing this information. Inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. Any examining doctors, hospitals (public, private, state and including the United States Veterans Administration), may give the City of Macon any information or data as the result of any examinations made.

I understand that if I am employed by the City of Macon I will be an employee at will, my employment, regardless of the manner or duration of my compensation, will be for no definite term, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, for any reason, at the option of the City of Macon or by my own choosing. I understand that no representative of the City of Macon has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If I am employed, I agree to comply with and be bound by the safety and other rules, regulations, and practices (written or implied) of the City of Macon. I understand and agree with the City's drug and alcohol free workplace and that my employment with the City is contingent upon drug free and alcohol free test results.

My signature authorizes the City of Macon to review my previous employment, personal references, driving and criminal records, and/or other background data as it may relate to the position(s) for which I am applying or have been hired.

\_\_\_\_\_
Date

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

The City of Macon is an Equal Employment Opportunity Employer. In compliance with the provisions of Title VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, Executive Order 11141, Age Discrimination of Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and the Americans with Disabilities Act, it is the policy of the City/Utilities to promote and ensure equal employment opportunity for all persons without regard to race, creed, color, marital status, national origin, religion, sex, age, handicap, political affiliation, ancestry, or other protected class.

\_\_\_\_\_
**APPLICANT DO NOT WRITE BELOW THIS LINE** \_\_\_\_\_

Date offered \_\_\_\_\_ Decision Date \_\_\_\_\_

Special Probation Conditions \_\_\_\_\_

\_\_\_\_\_

Hired  yes  no Date reporting for work \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_

Physical Exam Scheduled \_\_\_\_\_ Completed \_\_\_\_\_

\_\_\_\_\_
Signature