

POSITION OPENING

Water Distribution System Operator

The Hardin County Water District No 1 is accepting applications for a Water Distribution System I-D (entry level) Operator to work primarily at Hardin County Water System, but must also be able to work on Ft. Knox. This is a full time, hourly position with a generous benefit package. Requirements include a High School diploma with at least one year experience working outdoors in a construction environment and hold a valid Kentucky drivers license. Must be available to work after hours and for emergency call backs. Applications may be picked up at the District offices, 1400 Rogersville Road, Radcliff, Kentucky, or downloaded on line at www.HCWD.com until October 11, 2013. All application forms must be filled out entirely and signed to be considered applying for this position. The incumbent will be required to take a drug and alcohol screening test and other skills assessment tests prior to any job offer being extended. Starting rate is \$11.51 / hour or higher depending on qualifications and previous experience. The District is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, religion, creed or national origin.

(Advertisement Agency, for questions regarding this announcement contact;)

Mr. Brett Pyles
Operations Manager, HCWD No.1
1400 Rogersville Road
Radcliff, KY 40160
Phone: 270-351-3222, Ext. 215 or e-mail; bpyles@hcwd.com

HARDIN COUNTY WATER DISTRICT NO. 1
Job Description

TITLE OF POSITION: Water Distribution System Operator

DEPARTMENT: Distribution Department

PAY GRADE: Grade 1 - Non-Exempt, Hourly (\$11.51 ~ \$17.27 / hour)

TITLE OF IMMEDIATE SUPERVISOR: Distribution Department Supervisor

REVISED: September, 2013

GENERAL DUTIES AND RESPONSIBILITIES: Performs semi-skilled tasks in the construction, maintenance, and repair of water transmission mains, service lines, distribution lines, customer service lines and related repair work. Performs customer service related work including reading meters using manual and remote radio methods, turning water services on and off, investigating water leak complaints and changing water meters in the field. This individual drives a District vehicle and operates some small construction equipment. General maintenance of District property. Must be available for Stand-by duty. This individual must be available when the situation arises that requires overtime. Must also live within a 20 minute drive time from the District's main office. This job description does not necessarily include all duties assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS: Must be able to accurately read meters and accurately record readings. Able to safely operate a vehicle. Mechanical abilities required to install and remove water meters, operate MS Windows based software for meter reading route management, inventory updates and handheld meter reading devices.

MINIMUM EDUCATION/QUALIFICATIONS: High school diploma or equivalent required. Must work toward obtaining a valid Commercial Driver's License. Valid Kentucky drivers license required for employment. Must be able to obtain certification for Distribution Operator license Class I-D or higher within two (2) years of employment. One year previous experience working in outdoor construction related work which involved driving and operating light construction equipment.

PHYSICAL DEMAND: Must be physically able to lift pipe and materials, to climb up and down ladders, and in and out of trenches as required. Lifting heavy objects up to 75 lbs. Constant walking, standing, sitting, stooping, laying prone on ground (to access water meters) all essential tasks for carrying out this job. Must be able to work in all weather conditions. Able to read numbers on meter dial in dim light and record same numbers exactly as appear on the register.

WORK ENVIRONMENT: Work is mostly outdoors and includes exposure to all weather conditions. Also involves working around noisy equipment. Requires ability to operate a motor vehicle at all days and times of carrying out job duties.

Pre-Application Agreement
Water System Distribution Operator I-D
Hardin County Water District No 1

The undersigned has agreed that he/she has read and understands the following terms and conditions of their application for employment with the Hardin County Water District No 1. The terms and conditions of their application to the District include;

1. That all the answers and information submitted to the District both verbally or written on the application or resume are correct and accurate to the best of their knowledge
2. That the applicant agrees to allow the District to check any references given, names or other information for accuracy or to obtain additional information, and agrees to allow the District to complete other background or credit checks on the applicant.
3. That the applicant has authorized the District to request and obtain the applicants driver license record from the State of Kentucky.
4. That the applicant understands that he/she may be asked to submit to a drug screening test. Said test would be at the expense of the District however, the applicant will be responsible for transportation to and from the location of the testing (in Elizabethtown). The District reserves the right to keep the results confidential which may include not informing the applicant of the results.
5. The applicant agrees to participate multiple skills or knowledge tests which may be scheduled at the convenience of the District. Said test(s) will be used as part of the selection process however, the District may use other methods or means to make their selection of an applicant. The results of any tests will be confidential and remain the property of the District.
6. The applicant has read and understands the Job Description for the position of Water System Distribution Operator and understands and agrees he/she understands the required experience, education and duties expected of this position.
7. The applicant has disclosed any and all information about any physical or mental disability which would render them unable to complete the required duties and responsibilities of the job they are applying for, and has read and understands the complete Job Description for the position.
8. The applicant understands that this position primarily will report to an office in Vine Grove and work within Hardin County, however any incumbent must also be able to work on the Fort Knox and must be approved for a contractor pass and permit to work on post. If this approval cannot be obtained for any reason, HCWD1 may terminate employment.
9. That a requirement of employment for this position is that the applicant must live within a twenty (20) minute drive time from his/her residence to the site or daily reporting, which must include ten additional minutes to pass through Fort Knox security or entrance gates.

Signature

Date

Name (Printed)



Application for Employment

We consider all 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?

Advertisement Relative Inquiry
 Employment Agency Friend Other _____

Last Name	First Name	Middle Name
-----------	------------	-------------

Address	City	State	Zip code	Email Address
---------	------	-------	----------	---------------

Telephone Number(s)	Home	Cell
---------------------	------	------

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 relatives work for HCWD1? (Include relatives by marriage)..... Yes No
 If Yes, who? _____

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?
Proof of citizenship or immigration status will be required upon employment..... Yes No

Date Available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full-Time Please indicate a shift by circling: 1 2 3
 Part-Time Please indicate by circling: Mornings Afternoons Evenings
 Temporary Please indicate dates available: ____/____/____ - ____/____/____

Have you been convicted of a felony within the last five years?..... Yes No
A criminal record does not constitute an automatic bar to employment and will only be considered only as it relates to the job in question.

If selected for employment, are you willing to submit to a pre-employment drug screening test? Yes No

If selected for employment, are you willing to submit to a pre-employment background check? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



Employment Experience

Start with your present or last job. Include any job-related military service and volunteer assignments. You may exclude any 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.

<p>List professional, trade, business or civic activities and offices held. <i>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:</i></p>



Education

School Name	Location	Years Attended	Degree Received	Major
High School				
College				
Graduate School				
Other				

Other Training, Certifications or Licenses held: _____

Specialized Skills (Check Skills/Program Knowledge)

<input type="checkbox"/> PC/Mac	<input type="checkbox"/> Corel	Production/Mobile Machinery (List)	Other (List)
<input type="checkbox"/> MS Office	<input type="checkbox"/> Binding Machine	_____	_____
<input type="checkbox"/> Typing WPM ____	<input type="checkbox"/> Shorthand WPM ____	_____	_____

State any 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

Professional References (preferably Supervisors or Co-Workers)

Name	Phone Number
Address	
Name	Phone Number
Address	
Name	Phone Number
Address	



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 90 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 Hardin County Water District No. 1 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 the Board of Commissioners of Hardin County Water District No. 1.

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 Hardin County Water District No. 1.

Signature of Applicant

Date

FOR DISTRICT USE ONLY

Arrange Interview: Yes No

Date/Time: ____/____/____ ____:____ AM PM

Interviewer(s): _____

Comments: _____

Employed Yes No Date of Employment: ____/____/____ Department: _____

Job Title: _____ Hourly Rate/Salary: _____ Supervisor: _____