

## **Help Wanted: Lineman**

**Location:** Kerrville, Texas - Kerrville Public Utility Board

KPUB is a responsive and efficient locally owned provider of reliable, high-quality utility service at the lowest responsible price. Our team emphasizes a safe work environment. KPUB gives employees the opportunity to broaden skills in a rewarding team environment.

### **JOB SUMMARY**

Perform skilled work in the construction, maintenance and repair of distribution lines and equipment in de-energized and energized environments using rubber gloving techniques. Direct subordinates in the completion of less complex routine duties. Regularly scheduled standby/on-call required.

### **TYPICAL DUTIES**

- Set poles and down-guys.
- Frame poles and pull in conductors for distribution circuits.
- Install transformers, regulators, capacitors, reclosers, air switches, and other equipment.
- Phase circuits together.
- Install and maintain underground circuits and transformers.
- Install residential and commercial services.
- Install and disconnect meters.
- Train apprentice linemen and helpers.
- Maintain assigned vehicles.
- Be familiar with and follow all safety regulations; promote a safe work place with coworkers.
- Be familiar with distribution construction specifications.
- Work with co-workers, supervisory personnel and the general public.
- Climb poles and work from bucket trucks. Operate company vehicles/equipment as required.

4 years of progressive training/experience in line work or successful completion of a Lineman Apprenticeship Program  
Must have a valid Texas CDL driver's license  
Wages are determined by employee pay scale. Lineman Range from \$26.00 – \$38.00 / hour, depending on experience  
Most benefits are available day of hire  
Health/Dental/Vision Insurance  
Paid Time Off

**You can request an application from Human Resources at [triley@kpub.com](mailto:triley@kpub.com) or (830) 792-8283 or on our website at [www.kpub.com](http://www.kpub.com)**

**FAX OR EMAIL COMPLETED APPLICATION AND RESUME TO HUMAN RESOURCES AT [TRILEY@KPUB.COM](mailto:TRILEY@KPUB.COM) OR 830-258-1883 DIRECT FAX FOR HR.**

Kerrville Public Utility Board (KPUB) is an equal opportunity employer.



## JOB DESCRIPTION

**TITLE:** Lineman

**POSITION STATUS:**

**GRADE:** 21

Full Time     Part Time

**DEPARTMENT:** Operations

Exempt     Non Exempt

**REPORTS TO:** General Foreman

### JOB SUMMARY

Perform skilled work in the construction, maintenance and repair of distribution lines and equipment in de-energized and energized environments using rubber-gloving techniques. Direct subordinates in the completion of less complex routine duties.

### RESPONSIBILITIES

- Set poles and down-guys.
- Frame poles and pull in conductors for distribution circuits.
- Install transformers, regulators, capacitors, reclosers, air switches, and other equipment.
- Phase circuits together.
- Install and maintain underground circuits and transformers.
- Install residential and commercial services.
- Install and disconnect meters.
- Train apprentice linemen and helpers.
- Maintain assigned vehicles.
- Be familiar with and follow all safety regulations; promote a safe work place with coworkers.
- Be familiar with distribution construction specifications.
- Work with co-workers, supervisory personnel and the general public.
- Climb poles and work from bucket trucks.
- Perform strenuous work under emergency conditions and in all weather conditions.
- All other assignments as directed by supervisor or General Manager/CEO.

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**Reviewed By/Title:** Tammye Riley, HR Manager

**Approved By/Title:** Mike Wittler

**Last Revised Date:** January 29, 2015

**Date Issued:** January 29, 2015



**JOB DESCRIPTION**

Lineman

**MINIMUM QUALIFICATIONS**

- Sufficient education and vocational training plus a minimum of 4 years of progressively responsible experience in electrical power line work.
- Ability to read engineering drawings and specifications.
- Must possess a valid Texas Commercial Driver’s license and have a good driving record.
- Must be physically and mentally able to perform the essential functions of the job described with or without reasonable accommodation, including being able to lift up to 100 pounds of materials.
- Must be able to work irregular hours including overtime, weekends, nights and “on-call” and “after hour” duty assignments when scheduled or as required.
- Bondable.

**Employee Statement of Understanding:**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB’s ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Employee’s Name (Please Print)

\_\_\_\_\_  
Current Job Title

*This signed job description will be placed in your personnel file.*

**Reviewed By/Title:** Tammye Riley, HR Manager

**Approved By/Title:** Mike Wittler

**Last Revised Date:** January 29, 2015

**Date Issued:** January 29, 2015



## **KERRVILLE PUBLIC UTILITY BOARD**

2250 Memorial Blvd.  
P.O. Box 294999  
Kerrville, Texas 78029-4999  
830-257-3050  
830-258-1883 Fax  
[www.kpub.com](http://www.kpub.com)

**KERRVILLE PUBLIC UTILITY BOARD (KPUB)  
APPLICATION FOR EMPLOYMENT**

Conditions of employment are stated at the end of this form.  
Please read carefully before you sign this application.  
(Application must be completed in full even if attaching a resume).

POSITION APPLIED FOR \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

**PERSONAL**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Driver's License: \_\_\_\_\_ State Issued: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are any of your relatives presently employed with KPUB? Yes  No

If yes, name of relative: \_\_\_\_\_

Have you ever worked for KPUB before? Yes  No

**GENERAL INFORMATION**

If you are under age 18, please state your age: \_\_\_\_\_

Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes  No

Have you ever been convicted of a crime or violation other than a minor traffic infraction? Yes  No

(A conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Are you available to work: Days  Nights  Weekends  Full Time

If you cannot work full time, please explain: \_\_\_\_\_

**Note:** Work Schedules are based upon the needs of the business and may be subject to change on a weekly basis.

Salary Desired: \_\_\_\_\_

When would you be available to begin work? \_\_\_\_\_

**EMPLOYMENT:**

May we contact your current employer Yes  No

Please list at least the last 10 years of employment. List your current or last employer first.

**1. EMPLOYER**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving (Please explain): \_\_\_\_\_

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**2. EMPLOYER**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving (Please explain): \_\_\_\_\_

\_\_\_\_\_

### **3. EMPLOYER**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving (Please explain): \_\_\_\_\_

\_\_\_\_\_

### **4. EMPLOYER**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving (Please explain): \_\_\_\_\_

\_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Please explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged from any employment or asked to resign? Yes  No

If yes, please explain: \_\_\_\_\_

**EDUCATION:**

Type of School	Name and Address of School	Course of Study	Circle last year attended	Graduated	Degree
High School			9 10 11 12	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School			1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business Trade Technical Other			1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**ADDITIONAL EXPERIENCE OR QUALIFICATIONS:**

List any other experience, skills or qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTENDANCE AND PUNCTUALITY INFORMATION:**

Consistent attendance and punctuality are essential requirements of every job at KPUB. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with KPUB? Yes  No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_



**REFERENCES:**

<b><u>Professional:</u></b>	<b><u>Personal:</u></b>
Name:	Name:
Address:	Address:
Address:	Address:
Telephone:	Telephone:
Relationship:	Relationship:
How long known:	How long known:
Name:	Name:
Address:	Address:
Address:	Address:
Telephone:	Telephone:
Relationship:	Relationship:
How long known:	How long known:

**NOTIFICATION AND AGREEMENT:**

Please read before signing.

**I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (Or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment regardless of when or how discovered.**

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of KPUB to afford equal opportunity to all employees and applicants for employment without regard to age (40 and over), race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

If hired, I agree to abide by all of KPUB's rules and regulations, and understand that, if employed, my employment may be terminated with or without cause and with or without notice, at any time, at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of KPUB, at any time can constitute a contract of employment. I understand that KPUB and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of KPUB has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the General Manager and CEO, or to make any agreement contrary to the foregoing.

I understand that KPUB requires the successful completion of a urinalysis for drug testing purposes and/or a blood alcohol test as a condition of employment. I understand I may be required to undergo a post-offer/pre-employment medical examination. By submitting this Application for Employment, I hereby consent to either or both of said tests, and a post-offer/pre-employment medical examination at KPUB's discretion.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

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

Date \_\_\_\_\_

**AUTHORIZATION FOR BACKGROUND INVESTIGATION  
&  
CONSENT FOR RELEASE OF INFORMATION**

In connection with my application for employment with the Kerrville Public Utility Board ("KPUB"), I authorize KPUB to perform a background investigation on me or to request one by a third party.

I understand that, when considering my application for employment, when making a decision whether to offer me employment, when deciding whether to continue my employment (if I am hired), and when making other employment related decisions directly affecting me, KPUB may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to me. As an applicant for employment or employee of KPUB, I am a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business that, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, such as KPUB.

A "consumer report" is any written, oral or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes. A background investigation report of me may contain a variety of information, including verification of my prior employment(s) and dates of employment, academic achievement, professional licenses, credit reports, prior criminal history, civil litigation, social security number verification, driving record, Uniform Commercial Code filings, any liens or judgments, and bankruptcy as a result of a public records search from any federal, state or other agency which might have such records.

I understand that, if KPUB obtains a "consumer report" about me, and if KPUB considers any information in the "consumer report" when making an employment related decision that directly and adversely affects me, I will be provided with a copy of the "consumer report" before the decision is finalized. I may also contact the Federal Trade Commission about my rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."

I authorize and request all persons, schools, public and private entities, credit bureaus, courts, law enforcement agencies, armed forces, employment commissions and all other government agencies to release such information about me without restriction or qualification. I voluntarily waive all recourse against, and release the requested parties from liability for complying with this Authorization & Consent. I understand that the request for Date of Birth is only for the purpose of identifying me for background verification. I authorize a photostat or facsimile of this release to be considered as effective as the original.

By signing below, I hereby voluntarily authorize KPUB to obtain "consumer reports" about me from a "consumer reporting agency" and to consider the "consumer reports" when making decisions regarding my employment at KPUB.

I hereby declare that the answers to the questions on my application papers and during my employment interview are true and correct. I understand that any misstatements of fact or material omission may form the basis for rejection of my application or for my dismissal after employment. If hired, this authorization shall remain on file and shall serve as ongoing authorization for KPUB to procure background investigations at any time during my employment. I release KPUB, its officers, employees and agents from any and all liability for the preparation of any reports concerning myself or my background.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
TODAY'S DATE



## Kerrville Public Utility Board

It is the policy of KPUB to afford equal opportunity to all employees and applicants for employment without regard to age (40 and over), race, religion, color, sex, national origin, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

**Submission of the following information is voluntary.** Data collected will be used for statistical purposes and to measure effectiveness of recruiting efforts. It will **not** be considered when making hiring decisions, and refusal to provide this information will not result in any adverse treatment.

**Date:** \_\_\_\_\_

**Position applied for:** \_\_\_\_\_

**Please identify where you learned of this employment opportunity with KPUB:**

- Newspaper
- Employee Referral
- Temporary Service
- State Employment Service
- Other: \_\_\_\_\_

**Gender:**       Male       Female

**Race/Ethnicity:** Please check one of the descriptions below corresponding to the ethnic group with which you most identify with. You may check **only one** box.

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American:** a person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or other Pacific Islander:** a person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian:** a person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races:** a person who identifies with more than one of the above races.
  
- Veteran       Non-Veteran

**Thank you for your cooperation.**