

JOB ANNOUNCEMENT

OPEN

CITY OF ABBEVILLE
MUNICIPAL EMPLOYEES CIVIL SERVICE

101 N. State Street
Abbeville, Louisiana 70510
(337) 898-4222

DEADLINE FOR RECEIPT OF APPLICATION: *Thursday July 23, 12:00 noon*

No application will be accepted after the above deadline for filling this vacancy.

<u>POSITION TITLE</u>	<u>DEPARTMENT</u>	<u>MINIMUM HOURLY PAY RATE</u>
<i>Utility Service Worker 2</i>	<i>Central Office</i>	\$12.17

Applicable hours worked over the 40-hour workweek are paid at overtime rates in accordance with Federal guidelines.

TRAINING AND EXPERIENCE REQUIREMENTS *(You must meet these requirements or you will not be allowed to take the examination.)*

High School Diploma or GED preferred. Any equivalent combination of education and experience which includes basic mathematical skills and demonstrated ability to accurately record numerical information from gauges, meters, etc. Possession of a Louisiana driver's license as required by the Department of Public Safety, prior to appointment. Must be a registered voter.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Some knowledge of the hazards and necessary safety precautions related to electrical energy.

- Ability to follow and execute oral and written instructions.
- Ability to communicate effectively verbally and in writing; and, to work with angry or difficult customers.
- Ability to learn the work of electricity and water operations; and to perform and record arithmetic computations accurately and quickly.
- Ability to accurately read and record data from various types of meter dials.
- Ability to work in various weather conditions, e.g. hot, humid, cold weather, and to negotiate wet, slippery, and uneven ground.
- Ability to physically position oneself to obtain readings or perform necessary service work.
- Ability to work safely under the risk of electric shock. Agility for prompt response to unexpected animal attacks.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to learn the geographical layout of the city and the location of meters.

DUTIES

This is semi-skilled work involving electrical and water utility meters, driving and/or walking to meters to accurately record readings, inspecting equipment, replacing or repairing equipment, and the connecting or disconnecting of utilities. Positions of this class are responsible for performing semi-skilled tasks in serving as the service person primarily responsible for connecting, disconnecting, and reconnecting utility meters. Employees initially receive instructions and close supervision from the technical staff of both the Electrical and Utility Maintenance Departments during the established training period. With experience, work is done with greater independence in routine tasks, with work assignments by various utility staff members in Central Office. Works under close supervision of the Billing Control Officer or his designee with general supervision exercised by the Secretary-Treasurer. Work is performed outdoor in a variety of weather conditions. Incumbents may be called out after regular work hours on occasion. Work involves frequent public contact, often under difficult conditions necessitating the exercise of tact and discretion. Worker performance is evaluated for the quality of work performed and accuracy.

GENERAL INFORMATION

HOW TO APPLY

Applications must be secured from the Personnel Office - City Hall, 101 N. State Street, Abbeville, Louisiana. All questions on the application must be answered truthfully and correctly.

MILITARY PREFERENCE

Provided a passing grade is attained on examination, five points shall be added to the grade of each applicant who has served in the U.S. Armed Forces on active duty for ninety consecutive days or more under honorable conditions. Examinees claiming preference under these provisions must present Form DD214 to the Civil Service Office for verification of service.

ISSUED: July 9, 2020

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