

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, September 29, 2022, at 12:00 noon*

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

<u>POSITION TITLE</u>	<u>DEPARTMENT</u>
<i>Utility Service Worker 1</i>	<i>Central Office</i>
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.

GENERAL INFORMATION

HOW TO APPLY

Applications can be obtained online at www.cityofabbeville.net **OR** in person at Abbeville City Hall, 101 North State Street, Abbeville, LA 70510. All questions on the application must be answered truthfully and correctly; failure to do so may result in the rejection of the application. **Note: A complete job description can be obtained on-line or at City Hall upon request. Applications must be secured from the Personnel Office - City Hall, 101 N. State Street, Abbeville, Louisiana.**

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.