



---

*Customer Driven, Community Minded, Environmentally Responsible*

**Letter of Instructions to Applicants for the Position of  
RELIEF SYSTEM OPERATOR**

Thank you for your interest in the Relief System Operator position. Materials in this packet will tell you more about the position, how to make formal application and requirements each applicant must satisfy to be eligible for placement.

To aid you in filling out the application materials, we would offer these suggestions:

1. Carefully read the position description and position qualifications included in the application packet. Please be sure the Application for Employment form that you complete and return has information that shows you meet the qualifications described. You may also enclose any materials that help establish your qualifications for the position.
2. Complete and return the Equal Opportunity Information form and Diversified Investigations, LLC Background Check forms.
3. Complete the Application for Employment form. Read and sign the statement at the bottom of the last page.

Completed applications should be delivered or addressed to:

HR Manager  
Kaukauna Utilities  
777 Island Street  
PO Box 1777  
Kaukauna, WI 54130

At some point during the process leading to the appointment, it may be necessary to disclose the name of applicants under consideration, their address and current employer. The possible disclosure of this information is made necessary by provisions in the Wisconsin Public Records Law and the interpretation of these provisions by legal counsel and the courts as they apply to information made available to units of government by prospective employees. Other information you provide will, normally, not be made available except to officials involved in the screening, testing and selection process.

If you have further questions, write to the address listed above or call Human Resources at (920) 462-0226.

The application deadline is Wednesday, January 30, 2019 at 3:30 p.m.

**KAUKAUNA UTILITIES  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>RELIEF SYSTEM OPERATOR</b>
<b>TYPE:</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO:</b>	<b>MANAGER OF ENGINEERING &amp; ELECTRIC DISTRIBUTION</b>
<b>DEPARTMENT:</b>	<b>SYSTEM OPERATIONS</b>
<b>DATE:</b>	<b>JANUARY, 2019</b>

**JOB ANALYSIS**

This is work as a System Operator who is acting in relief of a full time System Operator requiring all the skills, abilities, training and experience of the System Operator.

This is skilled administrative and technical work involving the operation of the electric and water distribution systems.

Work includes monitoring and controlling the electric and water distribution systems in order to provide continuous quality service.

Work also includes monitoring and controlling river levels and units to maximize hydro production.

General assignments are provided by the Manager of Engineering & Electric Distribution within guidelines and policies established by the General Manager, and accepted operating practices of the electric and water industries.

The Relief System Operator will fill in for the System Operator on all shifts whenever necessary due to vacations, sick leave, etc. or to complete the weekly shift schedule.

The Relief System Operator will assist with other operational needs throughout the Utility.

**ESSENTIAL JOB FUNCTIONS**

Monitor and control river levels and units to maximize hydro production.

Monitor and control the electric and water distribution systems to provide customers with continuous quality service.

Analyze interruptions on the electric and water distribution systems and take corrective actions to restore service.

Review and expedite all emergency calls.

Prepare oral and written switching procedures and direct system changes with field personnel.

Schedule and coordinate maintenance energy requirements with WPPI.

Request operational changes at hydro facilities.

Prepare and maintain system information, logs and reports.

Confirm appointment schedules for field personnel.

Notify customers of pending service interruptions.

Perform related work as required.

In addition, employee will perform other duties as directed to assist in other departments throughout the Utility.

## **QUALIFICATIONS**

### **Required Education**

Graduation from a standard high school. Technical school training in electrical power with course work in generation, transmission, and distribution or equivalent experience.

### **Required Experience**

One year of any combination of training and work experiences which directly relate to the generation, transmission and distribution of electric power.

### **Special Knowledge**

Must possess knowledge of the operating characteristics of electrical power generation, transmission and distribution systems.

Must also possess knowledge of functional and operating characteristics of a potable water supply system.

Considerable knowledge and proficiency in the use of Windows – based applications and computerized control equipment.

Knowledge of the occupational hazards and safety precautions of the electric and water industries.

### **Special Skills**

Ability to perform multi-functions effectively and efficiently and be able to bring organization and prioritization in high-stress and chaotic situations.

Must demonstrate ability to manually synchronize generating units.

Must be able to effectively direct field personnel during routine and emergency situations.

Maintain current first aid and CPR certifications.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with superiors, co-workers and the public.

Ability to adapt to changes in the industry and technology that affect the job's work methods.

Must maintain a current State of Wisconsin Class A Commercial Drivers License.

**Physical requirements**

Essential functions of the job include occasional lifting and/or carrying of 50 to 100lbs.

Perform long periods of heavy manual work with frequent lifting and/or carrying of up to 50 lbs.

Use of fingers and both hands and legs or be compensated by the use of acceptable prostheses.

Ability to frequently reach above shoulders, crawl, kneel and repeatedly bend.

Clear vision in both eyes, with depth perception, field of vision, ability to distinguish basic colors and to distinguish shades of color (glasses acceptable).

Ability to hear conversational voice up to 15 feet away in at least one ear (aid permitted).

Must pass post offer medical examination as required.

**ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

Duties are performed in indoor shop/plant environment and also outdoors, with exposure to all types of weather conditions. Conditions could range from excessive heat (above 95 degrees F.) to extreme cold and dampness.

May be exposed to excessive noise, fumes, smoke, gasses and solvents.

Work is done around machinery with moving parts and around moving objects and vehicles.

May work in confined spaces for sustained periods of time.

Required to work aloft from aerial lifts, scaffolding, ladders, buildings, water towers or other structures for sustained periods of time.

Will work in proximity to high voltage equipment up to 138,000 volts.

Required to work alone or as a crew member depending upon job assignments, working conditions, safety rules and the labor agreement.

Required to wear and use personal protective equipment including hard hat, safety glasses, safety shoes, hearing protection, fall protection equipment and other protective devices.

The Relief System Operator's work week will follow the same seven day work week as the System Operator, (Sunday – Saturday). Hours worked are dictated to meet the operational needs of System Operations. This position is subject to irregular hours and daily assignments due to the relief status. When not working in the capacity of the System Operator, the daily work hours

will be dictated by the assignment. Full time employment hours will be met through the combination of hours worked in operations and in other departments.

Occasional travel is required for training purposes.



Customer Driven, Community Minded, Environmentally Responsible

Kaukauna Utilities  
777 Island Street  
P.O. Box 1777  
Kaukauna, WI 54130  
(920) 766-5721  
Fax: (920) 462-0248

## EMPLOYMENT APPLICATION

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to age, race, creed, color, handicap/disability, marital status, gender, national origin, ancestry, sexual orientation, military service, non job-related arrest or conviction record or any other basis prohibited by law.

Are you at least 18 years of age? Y ☐ N ☐

Do you have a valid driver's license? Y ☐ N ☐

Position(s) Applied For:  <b>Relief System Operator</b>	Type of Employment:  Full-Time <input type="checkbox"/> Summer <input type="checkbox"/>  Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Date of Application:  _____  Date Available for Work:
Name of Applicant: Last Name First Name Middle Initial		
Address (No., Street, Apt. No., City, State, ZIP)		
Primary Telephone ( )	Secondary Telephone ( )	E-mail Address
Previous Addresses Within the Last 3 Years Other Than Address Above		

## Education

School	Name and Address of School	No. of Yrs. Completed	Major Subjects	Diploma/Degree
High School				Y/N
College/Technical College				Y/N
Graduate School				Y/N
Other (Specify)				Y/N

## Special Skills

1. If relevant, please describe word processing speed, software knowledge, and technical equipment experience.
2. If relevant, please describe experience using any machinery and equipment.
3. Other qualifications. (Summarize certifications, special job-related skills, and qualifications acquired from employment or other experience.)

**Work Experience (Start with most recent; use separate sheet if necessary.)**

1. Name of Employer		Telephone (      )
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From:                      To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		
2. Name of Employer		Telephone (      )
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From:                      To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		
3. Name of Employer		Telephone (      )
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From:                      To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status? Yes ☐ No ☐  
(If hired, proof of citizenship or immigration status will be required.)

Have you ever been employed with us before? Yes ☐ No ☐

If yes, when? \_\_\_\_\_

Do you know anyone who works at Kaukauna Utilities? Yes ☐ No ☐

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

*Have you ever been terminated or disciplined at a job?*

Yes ☐ No ☐ If so, list the employer, date and nature of alleged offense.

#### Personal/Professional References

Name	Relationship	Address	Telephone

1. *I hereby certify that all statements and facts set forth in my application are true and complete. I understand that any false statement, concealment, or failure to answer any question fully and accurately will be grounds for terminating my employment, if I am hired by Kaukauna Utilities (KU).*
2. *It is my understanding that KU will make a thorough investigation of my employment history and may verify all data given in my application for employment, related papers, or oral interviews.*
3. *I authorize investigation of all statements and matters contained in my employment application, which KU may deem relevant to my employment. I authorize all former employers and educational institutions to release to KU all information and records pertaining to me.*
4. *I release KU, my past employers, and other people having information concerning me from all claims or liabilities based on the inquiries or disclosures authorized by this agreement.*
5. *If I become employed, I agree to comply with KU rules, regulations, and policies and learn and understand all policies and policy revisions as set forth by KU. I understand that failure to do so will subject me to disciplinary action up to and including termination of employment. I also understand that any employment will occur on an at-will basis, meaning that either I or KU can terminate the employment relationship at any time, with or without notice, and with or without cause or reason.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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



## Consent to Conduct Background Investigation

I understand that I am ☐ APPLYING FOR the position of: \_\_\_\_\_ / ☐ VOLUNTEERING with /  
☐ EMPLOYED with Kaukauna Utilities and am required to have a background investigation completed as requested. I understand that the following personal records are subject to being queried and reviewed by DIVERSIFIED investigations, llc:

<input checked="" type="checkbox"/> Social Security/Address Verification <input checked="" type="checkbox"/> Local law enforcement queries <input checked="" type="checkbox"/> Sexual offender database queries <input checked="" type="checkbox"/> Public database queries <input checked="" type="checkbox"/> State criminal/civil queries <input type="checkbox"/> Driver's license records (as applicable to the position)	<input type="checkbox"/> Professional/Character References <input type="checkbox"/> Neighborhood Canvass <input type="checkbox"/> Drug screening <input type="checkbox"/> Education and Professional License Verification <input type="checkbox"/> Employment Verification & Reference <input type="checkbox"/> Credit Report / Civil Litigation
---	---

I further understand that the results of this investigation will be forwarded to Kaukauna Utilities and that agents of DIVERSIFIED investigations, llc will not discuss the findings of the investigation with anyone other than appropriate members of the Kaukauna Utilities staff. I understand that this background investigation will not be used for any purpose other than assessing my suitability for the position for which I have applied/volunteered/am employed.

Therefore, I do hereby grant permission to Kaukauna Utilities, and DIVERSIFIED investigations, llc, to conduct a due diligence background investigation. All information is subject to the Fair Credit Reporting Act (FCRA--see [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)).

**\*\* NOTE:** I understand that this consent is revocable by providing written notice to both DIVERSIFIED investigations, llc and Kaukauna Utilities.

### TO BE COMPLETED BY APPLICANT

The Following Information is for Identification and Investigative Purposes Only.  
 Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

Last Name																																							
First Name																																							
Middle Name																																							
Current Address																																		Apt.#					
City																										State			Zip										
Social Security Number																Phone				-				-															
Date of Birth																Sex: (circle one) Male / Female																							
Driver's License No.																										State													
Other Last Names Used (Include Maiden Names)																																							
Email Address																																							
LIST EVERY CITY AND STATE YOU HAVE EVER LIVED and the Month/Year you began living there	STATE CODE	CITY	MO/YR											STATE CODE	CITY	MO/YR											ADD EXTRA PAGES, AS NEEDED												
Please check one of the following ethnic categories:																																							
White (Not of Hispanic Origin)										Black (Not of Hispanic Origin)										Asian or Pacific Islander																			
Hispanic										American Indian or Alaskan Native										I do not wish to answer																			
Have you ever been convicted <b>OR</b> do you have any charges pending? You must include traffic and local ordinance citations (Provide answer on right). You are required to include convictions that have been EXPUNGED. If YES, list charge(s) and year below.																																	<input type="checkbox"/> YES* <input type="checkbox"/> NO						
																																	*Does not automatically bar you from employment/volunteering						
Charge															Year					Charge															Year				

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

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

My consent will remain in force for a period no longer than a year from the date this document is signed.

**CONFIDENTIAL**  
**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**  
Kaukauna Utilities

---

Kaukauna Utilities is an equal opportunity employer. The Federal government requires Kaukauna Utilities to periodically compile and report data on applicants and employees. This form helps Kaukauna Utilities collect the needed data. As completed employment applications are received, this form is removed and kept separate from other application materials. Utility officials involved in making hiring decisions do not have access to the information you provide nor will information you provide be used in making hiring decisions. Your cooperation will be appreciated.

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

CITY/VILLAGE/TOWN: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

SEX: ☐ MALE

☐ FEMALE

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

DATE OF APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ETHNIC CATEGORY (Check One):**

- ☐ **AMERICAN INDIAN OR ALASKAN NATIVE.** All persons having origins in any of the original peoples of North America.
- ☐ **ASIAN or PACIFIC ISLANDER.** All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands. This includes, for example, China, Japan, the Philippine Islands and Samoa. Also, persons from the Indian subcontinent including people with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim and Sri Lanka.
- ☐ **BLACK (not of Hispanic origin).** All persons having origins in any of the Black racial groups.
- ☐ **HISPANIC.** All persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture regardless of race.
- ☐ **WHITE (not of Hispanic origins).** All persons having origins in any of the peoples of Europe, North Africa or the Middle East.

**SPECIAL CATEGORY: Do you wish to identify yourself as:**

- ☐ **A QUALIFIED HANDICAPPED INDIVIDUAL** who (1) has a physical or mental impairment which substantially limits one or more of a person's major life activities, or (2) has a record of such impairment, or (3) is regarded as having such impairment, and (4) is capable (qualified) of performing a particular job with reasonable accommodation to his or her handicap?
- ☐ **A QUALIFIED DISABLED VETERAN** who (1) is entitled to disability compensation under laws administered by the U.S. Veterans Administration for disability rated at 30% or more, or (2) whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, or (3) is capable (qualified) of performing a particular job with reasonable accommodation to his or her ability?
- ☐ **A VIETNAM ERA VETERAN** who actively served for more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was released with other than a dishonorable discharge, or was released from such active duty for a service-connected disability and was discharged/released within 48 months prior to an alleged violation of the Act and/or of the regulation issued thereunder on July 26, 1976?