



**Position Vacancy Announcement
Groundskeeper/Meter Reader
Copper Basin District**

November 21, 2011

Copper Valley Electric Association, Inc. is seeking applicants for a Groundskeeper/Meter Reader in the Copper Basin District. The individual must be self-motivated and detail-oriented.

The Groundskeeper position is 40 hours per week during the summer and approximately 10 hours, or as needed, per week during the winter. Work is inside and outside and is compensated at \$15 per hour. The Groundskeeper provides assistance by performing minor maintenance on vehicles, buildings, and grounds in an efficient and thorough manner. Occasionally the position is required to assist the Engineering or Operations Departments with field work. Assistance is provided to office personnel as needed which requires occasional heavy lifting. Snow shoveling of walkways is required during winter months.

Meters must be read every month between the 5th and 12th to meet billing requirements of the Tariff. CVEA will provide the vehicle and fuel, but the applicant must be available during those days noted and prepared to work in inclement weather. The meter reader will be required to read clock dial meters and drive extensively in the time period described. Compensation is \$1.00 per meter; during the time dedicated to meter reading, no hourly wage applies.

To be considered for the position, a completed application is required and can be emailed to jobs@cvea.org, mailed to PO Box 45, Glennallen, AK 99588, or dropped off at the Glennallen Office, to the attention of Nancy Heidelberg, Executive Assistant.

A CVEA application, valid Alaska driver's license, copy of driving record from the DMV, and a pre-employment drug test are required of the successful candidate.

Applications will be accepted until 5 p.m., Friday, December 9, 2011. CVEA is an Equal Opportunity Employer.

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION DESCRIPTION

Groundskeeper/Meter Reader

I. OBJECTIVE

To maintain CVEA's grounds and provide support to the Engineering and Operations Departments and other departments as required.

II. REPORTING RELATIONS

- A. Reports to: Line Superintendent
- B. Coordinates with: Revenue Accountant & Operations Admin
- C. Supervises: None

III. AUTHORITIES AND RESPONSIBILITIES

- A. Groundskeeper - performs the following activities:
 - 1. Mow CVEA's grounds and remove the cuttings
 - 2. Trim the grass around buildings, structures, and fences with weed eater
 - 3. Wash CVEA's vehicles, interior and exterior
 - 4. Perform minor maintenance on CVEA's vehicles, buildings, and grounds in an efficient and thorough manner
 - 5. Assist Engineering or Operations employees with field work, line surveying, staking, or sight line clearing
 - 6. Assist office personnel with stocking and storing paper supplies in various CVEA buildings
 - 7. All other duties as assigned
- B. Meter Reader
 - 1. Traverse assigned routes and take readings of meter dials; record reading on meter sheets; note any unusual changes in consumption, location or malfunctions such as leaks or damaged meters
 - 2. Inspect meters and connections for defects, damages and unauthorized connection or use; report findings to supervisor
 - 3. Recheck readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption
 - 4. Maintain assigned vehicle during use
 - 5. Assist in the analysis and improvements of assigned routes

IV. POSITION REQUIREMENTS

- A. Working knowledge of basic arithmetic
- B. Ability to perform and record arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work in inclement weather; ability to establish successful working relationships; ability to work with angry or difficult customers
- C. Must have basic skills in the following: lawn care, and vehicle care and maintenance
- D. Must be willing to work overtime, holidays, travel on short notice, and work between the 5th and 12th of every month
- E. All rereads are the sole responsibility of the meter reader; rereads found in error from the meter reader will be done at no cost to CVEA; rereads found consistent with prior read will be paid according to the standard pay rate
- F. Follow all safety rules and procedures
- G. Must possess valid Alaska Driver's License

V. NOTE

This Cooperative reserves the right to revise or change position authorities and responsibilities as the need arises. This position does not constitute a written or implied contract of employment.

Certain achievement of certain of the above specifications may not be required if, in the opinion of the CVEA hiring supervisor, a particular candidate possesses significant offsetting characteristics such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

Approved: 
Chief Executive Officer

Date: November 17, 2011

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION PHYSICAL REQUIREMENTS
Groundskeeper/Meter Reader

EDUCATION

Graduation from high school or GED equivalent; or any equivalent combination of education and experience.

EXPERIENCE

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet, snowy and cold weather conditions. The employee occasionally works in precarious places and conditions in remote areas.

EQUIPMENT AND TOOLS

Push lawn mower	Weedeater
Riding lawn tractor	Hydraulically operated jacks
Ropes	Hand saws
Rototiller	Grinders
Hand tools	Ladders
Shovel	Drills
Boltcutter	Saws
Wheel barrow	Six-wheeler
Survey rods	Rake
Motor vehicle	Portable or mobile radio

PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl.

Except were otherwise noted, the physical abilities listed are considered to be “heavy work” exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. In most cases, examples of work requirements are given, but this should not be considered a complete listing of where the physical abilities must be met.

Walking/Carrying:

Walks on varying surfaces including snow, ice, mud, gravel, and grease, while carrying equipment, mowing grass, raking grass, shoveling dirt, shovel snow, move boxes of paper, change light bulbs.

Standing:

This position required “being on your feet” for extended periods of time whether it be standing, walking, climbing, etc.

Standing on ground to hold range rods for surveying, etc.

While operating equipment like mowers, weed eaters, etc.

Sitting:

Traveling by truck, snow machine, or ATV

Pulling/Pushing:

Operate hand tools, lawn mowers, etc.

Reaching:

Reach overhead with arms extended to load and unload boxes, equipment, etc.

Reaching at shoulder level

Reaching below shoulder level to obtain tools and equipment

Lifting:

Parts, supplies, tools, paper boxes, survey equipment, full trash bags, etc.

Seeing:

Reading

Hearing:

Use of phones and 2-way radio

Communication with co-workers

Talking:

Phone, radio, and co-worker communications

Carrying:

Snow removal, bags of cut grass, boxes of paper, supplies, or tools

Climbing:

Stairs, hills, ladders

Bending Over/Crouching/Stooping:

While washing CVEA’s vehicles

Lift and pull equipment from below waist level

Driving:

Travel between Glennallen and Valdez

Ride in truck, or on snow machine or ATV to work site

Fingering:

Using equipment, hand tools, etc.
Must have the dexterity to handle nuts and washers

Grasping/Holding:

Tools, parts, survey stakes

Kneeling:

Worker may choose to kneel while doing some kinds of maintenance

Opening:

Doors, bottles, cans

Squatting:

May choose to squat in some situations vs. kneel or crouch/stoop
To perform proper lifting techniques

Twisting:

While doing maintenance such as washing company vehicles

MENTAL ABILITIES

The following list of mental abilities are considered necessary to perform the essential functions of the position as set out in the “Authorities and Responsibilities” of the Position Description.

Administrative:

Planning
Record keeping
Reporting
Training

Mechanical:

Construction
Maintenance
Yard care
Repairing

Math:

Calculating
Problem solving
Reasoning

Reading/Writing:

Basic

ENVIRONMENTAL

A majority of the work is performed outside. Some work is performed inside. Work is in an environment subject to extreme noise, vibration, and extreme cold. Hazards such as mechanical parts and exposure to hazardous substances may be present.



COPPER VALLEY ELECTRIC ASSOCIATION, INC.

STANDARD EMPLOYMENT APPLICATION FORM

Information for Applicants

1. CVEA accepts applications only for open positions. Applications are not maintained on file for future positions once a position applied for has been filled.
2. **All candidates must complete an application before a job offer can be made.** A resume submitted to CVEA does not constitute an "application for employment." A resume may be submitted to supplement information required by the application. It is not necessary to duplicate information required on the application that is included on an attached resume.
3. All employees who either operate a CVEA vehicle, or could reasonably be required to operate a CVEA vehicle, must have a valid Alaska driver's license for the vehicle operated and a driving record which is acceptable and insurable by CVEA's insurance carrier.
4. CVEA requires a pre-employment alcohol and drug use screening and/or a physical exam for all persons who accept job offers. The exam will be paid for by CVEA.
5. As an applicant for employment I understand that no employment contract is being offered, that my employment is for no definite period of time, and that CVEA can change wages, benefits, and conditions at any time, and I understand that a condition of employment is the agreement that the policies and benefits of employment may be changed unilaterally and that no vested rights in pre-existing rights or benefits shall exist. Although the employer makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, or a work schedule other than Monday through Friday. I further understand that CVEA will observe all labor agreements which are in effect.

I understand that if employed I am required to abide by all rules, regulations, and policies of CVEA.

Signature of Applicant

Date

CVEA is an EEO Employer

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Please complete the attached Voluntary Affirmative Action Questionnaire. Completion of the voluntary questionnaire will not affect CVEA's employment decision.

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
EMPLOYMENT APPLICATION
(Please Print)

Date of Application _____

Position Applied for _____

 Last Name

 First Name

 Middle Name

 Mailing Address:

 City

 State

 Zip

 Telephone:

Home

 Cell

 Email Address

 Social Security Number

GENERAL INFORMATION

	YES	NO
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your current employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you available to work:		
Full Time	<input type="checkbox"/>	<input type="checkbox"/>
Part Time	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work	<input type="checkbox"/>	<input type="checkbox"/>
Temporary	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if a job requires it?	<input type="checkbox"/>	<input type="checkbox"/>
Can you work overtime if necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid Alaska driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Current license number: _____		
State: _____		
Have you ever filed an application with CVEA before?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give date _____		
Have you ever been employed with CVEA before?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give date _____		

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you currently on "lay-off" status and subject to recall?

Have you been convicted of a felony within the last seven (7) years?
(Conviction will not necessarily disqualify an applicant from employment)

If Yes, please explain: _____

Has your application for bond ever been rejected or do you have any reason to believe your application for a fidelity bond might be rejected?

Have you ever been denied government security clearance?

Are you related, directly or through marriage, however remotely, to any present CVEA employee, or to any member of CVEA's Board of Directors?

If so, in what way? _____

Has your driver's license ever been revoked or suspended?

MILITARY STATUS

Complete this section if you served in the U.S. Armed Forces

Branch of Service

Period of Active Duty (month/year)

Rank at Discharge

Date of Final Discharge

Discharge Status (optional)

Describe your duties and any special training;

EDUCATION

Circle highest grade completed: High School 9 10 11 12 College 1 2 3 4 5 6 7 8

Name & Location of School	Diploma/Degree	Course of Study
High School		
College		
College		
Technical		
Other		

SKILLS AND QUALIFICATIONS

Please describe skills and qualifications you bring to this position

**ATTACH ANY OTHER DOCUMENTS YOU FEEL MIGHT BE APPROPRIATE
Resume, Reference Letters, Letters of Commendation, etc.**

COPPER VALLEY ELECTRIC ASSOCIATION, INC.

TEN YEAR EMPLOYMENT AND SALARY HISTORY

(REQUIRED)

Please give accurate, complete full-time and part-time employment record for the last ten years. Start with your present or most recent employer. Use additional sheets if necessary. It is not necessary to duplicate information contained on your resume.

1	Employer	Employed (month and year)
	City & State	From To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	

2	Employer	Employed (month and year)
	City & State	From To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	

3	Employer	Employed (month and year)
	City & State	From To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	

4	Employer	Employed (month and year)
	City & State	From To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	

COPPER VALLEY ELECTRIC ASSOCIATION, INC.

REFERENCES

(REQUIRED)

EMPLOYMENT REFERENCES

1. Name	Title
Company	Phone Number

2. Name	Title
Company	Phone Number

3. Name	Title
Company	Phone Number

PERSONAL REFERENCES (Include no more than one college faculty member; do not include former employers or relatives.)

1. Name	Years Known
Title or Occupation	Current Phone #

2. Name	Years Known
Title or Occupation	Current Phone #

3. Name	Years Known
Title or Occupation	Current Phone #

COPPER VALLEY ELECTRIC ASSOCIATION, INC.

PLEASE READ CAREFULLY

**Applicant Authorization and Consent for Release of Information
(REQUIRED)**

We truly welcome your application with Copper Valley Electric Association (CVEA). We require, as a condition of employment, that you consent to and authorize a pre-employment background check, including verification of information submitted on your application or resume.

This release and authorization acknowledges that this company may now, or at any time while you are employed, conduct an inquiry into your education, previous employment/work history, contact personal references, motor vehicle records, and receive any criminal history record information pertaining to you which may be in the files of any Federal, State, or local criminal justice agency and/or other information as deemed necessary to fulfill the job requirements, and to the fullest extent permitted by law. The results of this verification process will be used to determine employment eligibility.

I authorize CVEA and any of its agents or attorneys to conduct the inquiry authorized by this Release. I further authorize CVEA to disclose verbally and in writing the results of this inquiry and/or interview to the designated authorized representatives of CVEA.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. Any false statements can result in denial of employment or discharge from employment.

I have read and understand this Release and Consent, and I authorize the background inquiry and verification. I authorize persons, schools, current and former employers, and other organizations and agencies to provide CVEA, its agent or attorneys, with all information requested, and I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information, and also waive any right to notice of any such release. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge CVEA, its employees or agents, and its associated, agents, and attorneys, to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency or court, arising from the retrieving and reporting of the information authorized by this Release.

Applicant Name: (first, middle, last) Printed

Date

Signature

Social Security Number

Address (permanent residence street address)

Drivers License Number State

City and County

Phone

State and Zip Code

Birthdate

DEFINITIONS OF RACIAL/ETHNIC GROUPS

The Racial/Ethnic groups for required statistics and reporting are defined as follows:

White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black: A person having origins in any of the black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, South East Asia., the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Alaska Native or American Indian: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

DEFINITIONS FOR DISABLING CONDITION

Disabled Person: Any person who has a physical or mental impairment which substantially limits one or more of such a person's major life activities. Physical impairment is defined as any physical disability, infirmity, malformation, or disfigurement which is caused by bodily injury, birth defect, or illness, including epilepsy, and includes any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, or physical reliance on a guide dog for the blind, wheelchair or other remedial appliance or device.

Visual and Hearing Impairment: Loss of vision or hearing to a degree which substantially limits one or more major life activities.

Developmental Disability: A group of disabilities that affects a person during the developmental stages of his/her life and usually continues indefinitely and which constitutes a substantial handicap to his/her functioning. Conditions included in this category are mental retardation, cerebral palsy, epilepsy, and autism.

Other Physical Impairment: Physical impairments not included in the three definitions above including orthopedic abnormalities, missing or crippled limbs and extremities (which can be congenital or caused by trauma or diseases such as arthritis, rheumatism, or polio). Motor impairments (which can be the result of injury or other conditions), cardiovascular or neurological disorders (such as heart disease, paraplegia, multiple sclerosis, or Parkinson's disease), diabetes, tuberculosis, cancer, and obesity.

Psychological Impairment (Mentally Restored): Returned to health after mental illness.

Chemical Dependence: A dependence on alcohol or drugs to a degree which substantially limits one or more life activity.

Multiple Disabilities: More than one disability. Multiple disabilities could occur in two or more different categories or within a single category.

Other Disability: A disability that does not fit into any of the above categories