

THE POSITION The City of Forest Grove Light and Power Department is currently seeking a Tree Trimmer to perform a variety of journey level duties including trimming, pruning and removing trees to provide clearance of power lines, streets, sidewalks, signs and lights; removal of stumps and brush; assisting line crew with the construction and maintenance of overhead and underground electric lines; locating underground electrical lines; reading electrical meters; maintaining and operating a variety of tree maintenance equipment and tools; and other related duties.

COMPENSATION The position has a wage of \$27.67 per hour plus an excellent benefit package. The fringe benefit package includes family medical, dental and vision insurance, life and long-term disability insurance and a city-paid retirement plan. Vacation is accrued monthly and begins at ten days per year. There are nine paid holidays per year, plus two personal holidays. Sick leave is accrued at the rate of eight hours per month. This position is represented by the International Brotherhood of Electrical Workers (IBEW).

THE DEPARTMENT Forest Grove Light and Power Department is a municipal, non-generating electrical utility serving over 8,600 customers with annual sales of \$11.2 million distributing 250 million kilowatt hours, with a physical plant valued at \$20 million. The utility is governed by a seven member City Council. The Light and Power Director reports directly to the City Manager. The department is staffed by twenty-three employees. Billing and collection functions are handled by another City department.

THE ORGANIZATION The City of Forest Grove provides water and electrical systems, fire and police protection, parks and recreation, aquatics and library, and planning and building services to the Forest Grove area. The City employs approximately 150 individuals in the provision of these services. Forest Grove has a Council-Manager form of government with a City Manager as the Chief Executive Officer reporting to a seven-member City Council, which is elected at-large.

THE CITY Forest Grove has a population of 20,380 and covers an area of 4.5 square miles. It is located 23 miles west of Portland and offers the advantages of small city living, as well as being only 45 minutes from downtown Portland and 60 minutes from the Cascade mountain range or the Pacific coast. Forest Grove's location provides a multitude of recreational opportunities from water sports to hiking and hunting, as well as excellent educational facilities, including a four-year liberal arts university (Pacific University).

QUALIFICATIONS Applicants must have equivalent to the completion of the twelfth grade, completion of Line Clearance Tree Trimming Apprenticeship plus two years of increasingly responsible tree trimming and maintenance experience. Possession of an appropriate, valid commercial driver's license with proper endorsements required. **Please include documentation verifying completion of Line Clearance Tree Trimming Apprenticeship and copy of commercial driver's license.**

APPLICATION PROCESS Application materials consist of a job application form and a job announcement brochure and may be obtained from:

- a. www.forestgrove-or.gov or
- b. City of Forest Grove, Human Resources
P.O. Box 326
Forest Grove, OR 97116
(503) 992-3200 FAX (503) 992-3207

Application materials must be received in the Human Resources Office by **5:00 p.m. on Friday, January 4, 2008.**

SELECTION PROCESS Applicants must submit a completed City employment application by the posted deadline. Application materials will be evaluated based on experience, education, and training. Finalists will be invited to interview. Reference checks will be made on finalists. Employment is contingent upon the successful completion of a drug screening and physical at the City's expense and an acceptable driving record.



EMPLOYMENT APPLICATION

Human Resources Office

P.O. Box 326
1924 Council Street
Forest Grove, OR 97116
(503) 992-3200
FAX: (503) 992-3207

ADDITIONAL RESOURCES

This material is available upon request in large print, braille or audiocassette.

PRINT OR TYPE. THIS APPLICATION IS A PART OF THE SELECTION PROCESS. REFER TO THE JOB ANNOUNCEMENT FOR QUALIFICATIONS AND INCLUDE ALL RELEVANT INFORMATION. USE ADDITIONAL SHEETS IF MORE SPACE IS REQUIRED. THIS APPLICATION MUST BE COMPLETED FOR EMPLOYMENT CONSIDERATION.

POSITION APPLIED FOR

NAME

LAST	FIRST	MIDDLE
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ADDRESS

NUMBER	STREET	
CITY	STATE	ZIP

TELEPHONE NUMBER

RESIDENCE	BUSINESS	MESSAGE
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SOCIAL SECURITY NO.

DRIVER'S LICENSE

NUMBER	STATE
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OFFICE USE ONLY

Log # _____

WT _____

Int _____

Notification _____

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? If yes, explain:

EDUCATION AND TRAINING

Circle Highest Year Completed: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate? Yes No If "No", received GED? Yes No
High School attended (include location): _____ Location of GED _____

List your education or training related to the position, including colleges, business, technical, trade, correspondence, and military service schools.

SCHOOL NAME AND LOCATION	PROGRAM OR COURSE	DATES ATTENDED	HOURS		DEGREE/ CERTIFICATE
			OTR	SEM	

LIST SPECIAL SKILLS AND CURRENTLY VALID LICENSES, CERTIFICATES, OR REGISTRATIONS RELEVANT TO THIS POSITION:

EMPLOYMENT HISTORY

EMPLOYMENT HISTORY MUST BE COMPLETED IN FULL. DO NOT STATE 'REFER TO RESUME'. BEGINNING WITH YOUR PRESENT OR MOST RECENT JOB, DESCRIBE YOUR PREVIOUS WORK EXPERIENCE. INCLUDE VOLUNTEER OR UNPAID WORK IF RELEVANT TO THIS POSITION. LIST ALL JOBS SEPARATELY. THIS APPLICATION MUST BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT BY THE RECRUITMENT CLOSING DATE.

Employer Name and Address:		Job Title
Name		Supervisor's Name
Street		Duties
City/State		
Phone		
Reason for Leaving		
From	To	Last Salary \$ Hrs. Per/Wk

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Name		Supervisor's Name
Street		Duties
City/State		
Phone		
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Phone		
Reason for Leaving		
From	To	Last Salary \$ Hrs. Per/Wk

IF YOU ARE CURRENTLY WORKING, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES___ NO___

SIGNATURE REQUIRED BELOW

I hereby certify that all answers and statements made in this application are true and complete and I understand that any untruthful or misleading facts will subject me to disqualification or dismissal. I hereby authorize the City of Forest Grove to make any necessary inquiries to verify the information contained herein. My signature below authorizes the release of information to a representative of the City of Forest Grove from any individual or organization having knowledge about me, my work record, my reputation and my financial status.

CONSENT FORM FOR DRUG TESTING

I, _____ (PRINT NAME), understand that I will be required to submit to a blood or urine test to detect the presence of controlled substances as a condition of employment. I understand that if I decline to sign this consent and thereby decline to take a test, no medical examination will be conducted and my application for employment will be rejected. I further understand that if I give my consent to submit to such tests, the test results will be released to authorized City personnel for appropriate review. I agree to allow release of such information.

SIGNATURE _____

DATE _____

RECRUITMENT INFORMATION

The information requested below will be used to evaluate our recruiting methods. How did you learn of this job?

<input type="checkbox"/>	City of Forest Grove website	
<input type="checkbox"/>	Walked in and inquired	
<input type="checkbox"/>	Internet (specify which website)	_____
<input type="checkbox"/>	Periodical, magazine or bulletin. Which one?	_____
<input type="checkbox"/>	Newspaper. Which one?	_____
<input type="checkbox"/>	Saw posted. Where?	_____
<input type="checkbox"/>	Other (explain)	_____

CONFIDENTIAL APPLICANT INFORMATION

The City of Forest Grove maintains statistical information on job applicants, in accordance with Federal guidelines for Equal Employment Opportunity. To assist us, you are asked to voluntarily provide the information requested below. This section will be detached from the application and will not be used in any way during the employment process.

Ethnic Background: (check only one)

<input type="checkbox"/>	Asian or Pacific Islander:	Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
<input type="checkbox"/>	African American (not of Hispanic origin):	Persons having origins in any of the black ethnic groups.
<input type="checkbox"/>	Hispanic:	Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of ethnicity.
<input type="checkbox"/>	Native American or Alaskan Native:	Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<input type="checkbox"/>	Caucasian (not of Hispanic origin):	Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Gender: Male Female

Disabled: Yes No

DATE OF BIRTH: _____ SOCIAL SECURITY # _____
 month day year

NOTE: If you believe your civil rights in employment matters have been violated at any time during the course of your consideration for employment or promotion, contact the Human Resources Office.