

LINEMAN FIRST CLASS

The City of Napoleon, Ohio is currently accepting applications for the position of Lineman First Class. This position is responsible for performing skilled construction, maintenance and operation duties on transmission and overhead congested distribution lines which may be energized. This is full time position with a pay rate of \$21.02 - \$25.90 per hour plus benefits. Applicants must have a high school diploma or equivalent, preferably supplemented by courses from an electrical school and considerable experience at the level of a Lineman Second Class. A valid State of Ohio CDL is required. Applications may be obtained beginning Monday, January 16, 2012 between 7:30 a.m. – 4:00 p.m. from the City of Napoleon's Administration Building, 255 W. Riverview, Napoleon, Ohio, 43545 and also from the City's website, www.napoleonohio.com under Human Resources. A properly completed **notarized** application must be returned to the above address with a copy of a **high school diploma/transcript or GED** by 4:00 p.m. on Friday, January 27, 2012 to be considered. Applications submitted without following the above requirements will not be considered for employment. **The City of Napoleon is an Equal Opportunity Employer.**

CITY OF NAPOLEON
APPLICATION FOR EMPLOYMENT AND
CIVIL SERVICE EXAMINATION

The City of Napoleon is an Equal Opportunity Employer

Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Applications lacking sufficient information will be rejected. It is your responsibility to assure that your application is received or postmarked by the closing date, as required on the job posting or examination announcement. Please be sure to fill out all sections of this form. Also please note that this completed form will become a public record when submitted to the City.

If applying for a **POSTED POSITION**, fill in the information in the area below:

Posted Job Title Lineman First Class
Department Electric Deadline Date 1-27-12

If applying for a **CIVIL SERVICE EXAMINATION**, fill in the information in the area below. For civil service examinations, a résumé may *not* be used as a substitute for completing this application. Check the "Military Credit Claim" box to request Military Credit. **NOTE:** In order to claim U.S. military service credit on your examination score, you must submit a copy of your Honorable Separation from active duty or DD214 with this application. **NOTE:** To receive any potential credit towards your final grade at time of testing for having acquired a college degree or Certification related to the field for which you are applying, you must attach proof by way of a copy of the diploma and/or certification to this application at time of filing.

Exam Title _____ Exam Date _____
Deadline Date _____ Military Credit Claim College Credit or Certification Claim

SUMMARY OF QUALIFICATIONS

In the area below, describe briefly the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the minimum qualifications and any position-specific qualifications posted for this position or examination.

DO NOT WRITE IN THIS SPACE — FOR INTERNAL USE ONLY	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> ANALYST
<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> Education <input type="checkbox"/> Experience <input type="checkbox"/> Education <input type="checkbox"/> Incomplete <input type="checkbox"/> Other

* Application must be notarized

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____
 Home Address _____
 City _____ State _____ Zip _____ County _____
 Home Phone: () _____ Work Phone: () _____
 Social Security Number (optional): _____ - _____ - _____

SOCIAL SECURITY NUMBER NOTICE

Social Security Numbers (SSNs) are used to match individuals with their application/examination file. Disclosure of your SSN is voluntary. Upon appointment a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligors under child support orders, detection of welfare fraud, processing background checks and tax information, obtaining credit reports, or general employee identification.

The following information will be used only if it is directly related to the position or examination for which you are applying:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Are you willing and able to secure an Ohio Driver License, if a license is required? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If the position requires travel, can you supply your own transportation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you a resident of Ohio or willing and able to become and remain one? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you a citizen of the United States? | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, are you eligible to become one? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you meet the minimum age requirements of the job you are applying for? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been employed by the City of Napoleon, the state, or any political subdivision of Ohio? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been convicted of a felony or crime that prohibits you from public service? | <input type="checkbox"/> | <input type="checkbox"/> |
| (A felony conviction may not automatically exclude you from consideration.) | | |
| 8. Are you willing to meet the residency requirement of the City? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you grant permission to contact your current employer? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "YES" to question #6 or #7, please explain fully, indicating by number the question to which you are responding. _____

LICENSES, REGISTRATION, AND CERTIFICATES

Be sure to include any valid driver license or commercial driver license if required for the job title.

License/Certification Issued by	Field/Trade/Specialization	License/Certificate Number	Expires

EXPERIENCE

In the areas below, please list your past work experience beginning with your current or most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a résumé *in addition to* completing this section. If applying for a civil service examination, only the information provided below will be considered. A résumé may not be used.

If you need additional space, attach extra copies of this page.

Employer _____ Phone (____) _____ Address _____ City _____ State _____ Zip _____ Reason for Leaving _____ Job Title _____ Job Duties _____ _____ _____	From <u> </u> / <u> </u> / <u> </u> <small>Month Day Year</small> To <u> </u> / <u> </u> / <u> </u> <small>Month Day Year</small> Salary _____ Supervisor's Name and Title _____ _____
Employer _____ Phone (____) _____ Address _____ City _____ State _____ Zip _____ Reason for Leaving _____ Job Title _____ Job Duties _____ _____ _____	From <u> </u> / <u> </u> / <u> </u> <small>Month Day Year</small> To <u> </u> / <u> </u> / <u> </u> <small>Month Day Year</small> Salary _____ Supervisor's Name and Title _____ _____
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REFERENCES

In the areas below, please provide three (3) references:

Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

EDUCATION

High School Graduate? Yes No

Name and Location of High School (city and state) _____

GED Certificate Number _____ GED Issued by _____

POST-HIGH SCHOOL EDUCATION

INCLUDING TECHNICAL SCHOOL, BUSINESS SCHOOL, PROFESSIONAL SCHOOL, COLLEGE AND UNIVERSITY

SCHOOL NAME AND LOCATION	MAJOR AREA(S) OF STUDY	TYPE OF DEGREE OR CERTIFICATION

Please list below the specific course work completed at the high school level or beyond relevant to the position or examination for which you are applying. **NOTE:** A transcript may *not* be substituted for this section, although you may be required to submit a transcript.

COURSE WORK AREA	NO. OF COURSES	COURSE WORK AREA	NO. OF COURSES

TRAINING AND OTHER QUALIFICATIONS
(Do not include course work already described above)

SUBJECT OR TITLE OF TRAINING	ORGANIZATION	LENGTH OF TRAINING

List special equipment or machines you can operate: _____

List computer software in which you have skill, including word processing, spreadsheet, and database programs. Please indicate the name of the specific software: _____

List special clerical skills, including typing and shorthand: _____
 _____ Typing Speed: _____

List any additional relevant skills you have: _____

[The following oath must be taken before a NOTARY PUBLIC or other OFFICER authorized to administer oaths for general purposes, and the Officer's signature must be authenticated of Official Seal.]

CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment, and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment, including any participation in a controlled substance and alcohol testing program. I consent that they may disclose such information to the City of Napoleon for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States, as required by the Immigration Reform and Control Act, and passing of a physical examination, if applicable.

APPLICANT SIGNATURE _____ DATE _____

The State of _____, County of _____, ss.

I, _____, a legal resident of
 (Applicant)
 _____, County of _____, the State of _____, having been sworn (or affirmed) declare that I am the person described in the foregoing application; and that all the statements contained in said answers are true to the best of my knowledge and belief.

 Applicant's Signature

(OFFICIAL SEAL)

 (Signature of Notary Public or other person authorized to give oaths)

THE CITY OF NAPOLEON, OHIO
SELECTION, HIRING, AND DOCUMENTATION MANUAL

FORM 1.06(E)
EEO APPLICANT FLOW FORM

NOTE: We request the information below on this applicant flow form in order to assist our equal employment opportunity efforts. This information is *voluntary* and will in no way affect the processing of your application or your being considered for employment.

This applicant flow form should be submitted with your application. The agency will process this survey separately and use the information for statistical purposes only.

Name _____ Date _____

Street Address _____

City, State, Zip _____

If you are applying for a specific position, please indicate:

Job Title _____ Position Control No. (PCN) _____

Agency/Department _____

If you are applying for a civil service examination, please indicate:

Exam No. _____ Exam Title _____

How did you learn about this position or examination?

- Centralized Recruitment Office Paper Vacancy Posting
 Civil Service Test Announcement Newspaper
 Electronic/Computer Posting Other _____

Sex: Male Female Date of Birth _____

Disability: Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities: Yes No

Veteran Status: Are you a veteran? Yes No

Disabled Veteran Vietnam Era Veteran Desert Storm/Shield Veteran

THE CITY OF NAPOLEON, OHIO
SELECTION, HIRING, AND DOCUMENTATION MANUAL

FORM 1.06(E)
EEO APPLICANT FLOW FORM

Race:

- White Persons having origins in any of the original peoples of Europe or the Middle East
- Black Persons having origins in any of the black racial groups of Africa
- Hispanic Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- 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
- Asian/Pacific Islanders Persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or the Pacific Islands

APPLICANT'S CONSENT AND WAIVER FORM

Last Name	First Name	Middle Name
Address - Number	Street	City
		State
		Zip Code
Telephone Number(s)		Date of Birth

In consideration for the City of Napoleon (hereinafter "City") evaluating the above named applicant for a term of employment as well as in consideration of both future and continued employment if hired, the above named applicant hereby agrees to each and every item of consent or waiver below:

<input type="checkbox"/> <hr style="width: 50%; margin: 0 auto;"/> <i>initial</i>	<p>In order to maintain workplace efficiency and productivity, as well as to reduce losses to the City resulting from theft, I consent to City inspections of any desk, locker, and all other locations that are either owned or controlled by the City. I further consent to the City searching any packages or closed containers that I may bring into or out of the work area; all the above I consent to for both now and in the future.</p>
<input type="checkbox"/> <hr style="width: 50%; margin: 0 auto;"/> <i>initial</i>	<p>Since the safety and security of our employees is a paramount concern to the City, the City may install and use surveillance cameras. Although its understood that the use of such cameras is primarily limited to personnel safety and security measures, the City or law enforcement personnel may also occasionally utilize such equipment for the investigation of criminal activity. I hereby consent both now and in the future to such surveillance monitoring.</p>
<input type="checkbox"/> <hr style="width: 50%; margin: 0 auto;"/> <i>initial</i>	<p>I consent to the City accessing all e-mail messages, hard drives, and backup copies both now and in the future, for the purposes of evaluating the effectiveness and operation of the e-mail system; finding lost messages; investigation of criminal activity; discovering and preventing the disclosure of unauthorized, privileged or confidential City information; recovery from system failures; and discovery and prevention of unauthorized duplication of software and unauthorized use of the City's computers.</p>
<input type="checkbox"/> <hr style="width: 50%; margin: 0 auto;"/> <i>initial</i>	<p>I agree to hold harmless in tort the City, its officials, agents and employees and any party responding to a City request for a reference; and hereby waive any cause of action against such party, including those for invasion of privacy (intrusion upon seclusion and public disclosure of private facts), intentional infliction of emotional distress, and defamation.</p>
<input type="checkbox"/> <hr style="width: 50%; margin: 0 auto;"/> <i>initial</i>	<p>I consent to financial checks being made on me by the City for purposes of employment and/or promotion, both now and in the future, and release and hold harmless the City, its officials, officers and employees for any harm as a result thereof.</p>

Signature of Applicant

Date

**** Please have each Applicant put their initials in each of the checked boxes.**

THE CITY OF NAPOLEON, OHIO
SELECTION, HIRING, AND DOCUMENTATION MANUAL

FORM 1.06(F)
AUTHORIZATION OF BACKGROUND/REFERENCE CHECKS

I understand that a background check may be required prior to employment, and that drug testing may be required. I hereby waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the employer for recruitment purposes.

I hereby give consent and authorize the employer to conduct, either by itself or through the utilization of an outside agency, any investigation the employer deems necessary.

Signature of Applicant/Employee

Date

CITY OF NAPOLEON, OHIO

LINEMAN FIRST CLASS

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: Performs skilled electrical construction, maintenance and operation duties under congested conditions; does related work as required.

SUPERVISION RECEIVED: Works under general guidance and direction of Lead Lineman or Electric Distribution Superintendent.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform skilled construction, maintenance and operation duties on transmission and overhead congested distribution lines which may be energized at primary voltage. The work is performed under general supervision of a Lead Lineman or Electric Distribution Superintendent. Supervision may be exercised over subordinate employees.

EXAMPLES OF DUTIES: (The listed examples may not include all duties found in this class.)

- ◆ Installs and removes poles, and installs and changes insulator assemblies.
- ◆ Strings, splices, sags, insulates and ties in conductors and wires.
- ◆ Installs transformers, capacitors, line disconnects and reclosers, and associated equipment.
- ◆ Changes distribution transformers, phases out and banks transformers, and makes proper connectors.
- ◆ Works on energized primary when required or energized transmission line by means of "Hot Line" tools.
- ◆ Makes cutovers from old poles and equipment to new or temporary installations of a similar nature.
- ◆ Installs safety equipment such as rubber blankets and protectors on conductors and equipment, and maintains high standards of safety.
- ◆ Tests and replaces inaccurate meters.
- ◆ Installs and maintains street lights, City Building electrical facilities, utility plan electrical facilities and traffic lights.
- ◆ Prepares written and oral reports.
- ◆ Inspects poles, lines and associated equipment.
- ◆ Locates underground wire for utility companies and the Water Department and others that may be digging near underground wires.
- ◆ Locates and repairs trouble on underground wires in absence of Superintendent.
- ◆ Digs holes for pole setting and trenches for line laying.
- ◆ Operates line bucket, trenches, diggers and line trucks.
- ◆ Does less skilled work as occasionally required.

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the layout functions and operation of electrical equipment and circuit connections of transmission and distribution systems; good knowledge of electrical systems construction, maintenance and operation methods and practices; skill in the use of protective equipment and devices; ability to ground lines and capacitors for the protection of personnel and equipment; ability to learn the use of "Hot Line" tools; ability to effectively and quickly administer first aid; mechanical aptitude; good physical condition, and sufficient physical strength and ability to perform heavy manual tasks related to line construction; ability to work under adverse weather conditions.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience at the level of Lineman Second Class and completion of a standard high school or trade school course, including or supplemented with electrical courses; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

NECESSARY SPECIAL REQUIREMENT: Must possess a valid Ohio C.D.L. License.