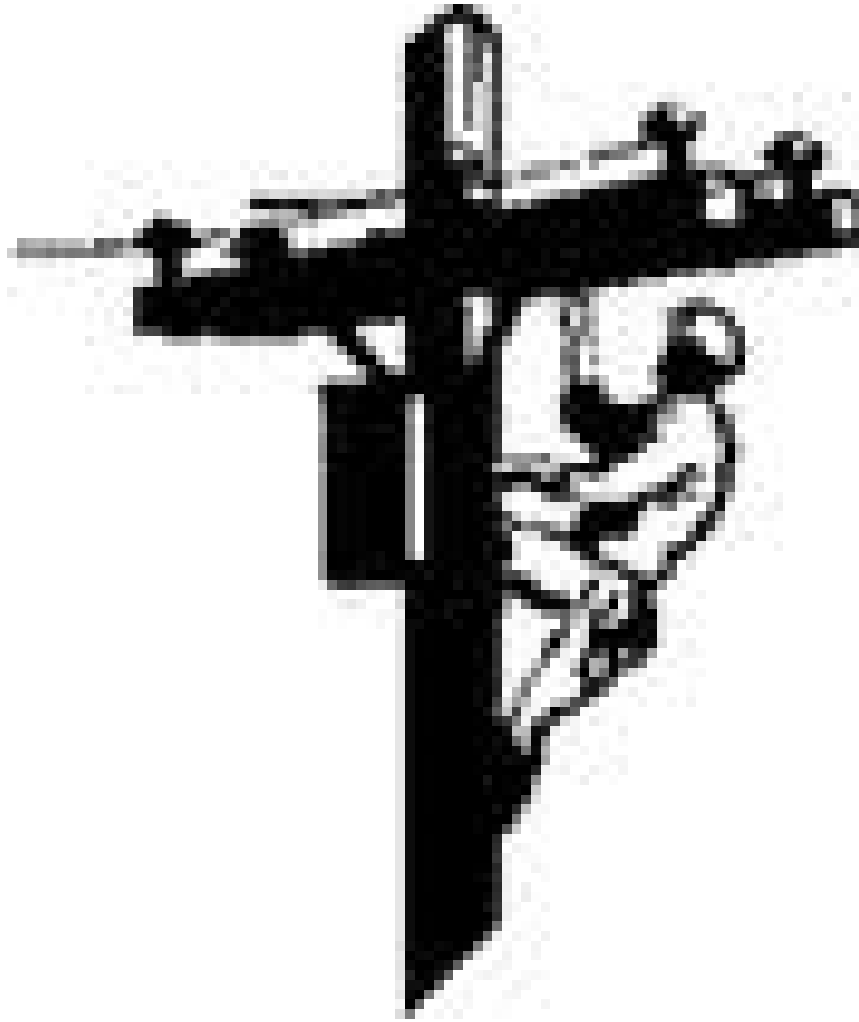


City of Cushing



Journey Lineman Application

HIRING PACKAGE

The City of Cushing is a diverse community of approximately 8,371 ideally positioned less than 1 hour from Oklahoma City and Tulsa. We are also situated within 30 minutes Oklahoma State University in Stillwater. We are a community continuing to experience positive growth.

An individual who is willing to start and finish the Apprentice Lineman program can begin at \$30,772. As you complete the courses, you will increase in pay to \$39,830. This is a four year program.

As a Journeyman Lineman who is able to show proof of licenses or certification as a Journeyman you can begin at \$36,747 - \$58,002.

The City of Cushing offers a generous benefits package, which includes paid employee medical insurance, and optional family coverage.

RETIREMENT:

Retirement is available through the Oklahoma Municipal Retirement Fund (better known as OMRF). It is possible for all full-time employees who are vested. Full-time employees become fully vested after ten years of service. Eligibility for early retirement begins at 55 years of age. Eligibility for full retirement begins at 60 years of age.

We also offer other benefits such as the 457 Deferred Compensation Plan, dental insurance, life insurance, flexible spending account, vision insurance, New Directions Employee Assistance Program, direct deposit of payroll checks, longevity pay, paid holidays, paid sick time, an optional credit union membership and discounted Air Evac membership.

An employee with an Associate degree, or the equivalent of an Associate Degree, will receive an extra \$25 per month. An employee with a Bachelor's degree will receive an extra \$50 per month.

Applications may be obtained at City Hall, 100 Judy Adams Blvd., Cushing 74023. Any additional inquiries or questions may be directed to electricdist@cityofcushing.org. The City of Cushing is an equal opportunity employer committed to multicultural diversity. www.cityofcushing.com

Journeyman Lineman

Job Description

The Journeymen Lineman constructs and maintains a variety of electrical power systems. The point of origin for this process begins with generation (power plants) and ends at the customer's meter. The lines may be on overhead structures (up to 100') or may be located in underground vaults or trenches. The lines are located in both rural and metropolitan areas. Linemen also maintain traffic signals and street lights.

The required knowledge and regular tasks of an outside Lineman are as follows:

- Plan and initiate projects
- Establish and enforce OSHA and customer safety requirements
- Setting of towers and poles
- Installing and maintaining overhead distribution and transmission lines
- Hang new wiring and maintain existing wiring
- Install and maintain insulators
- Install and maintain transformers
- Supervise groundsmen and apprentices
- Install and maintain an underground distribution system
- Assemble and erect a substation
- Install and maintain traffic signals and various municipal lighting
- Tree trimming
- Proper use of hand and power tools
- Subject to call out and call out rotation

Minimum Qualifications:

High School diploma or GED equivalent.
Journey Line Worker Certification.

Licenses/Certifications:

Applicant must possess, or have the ability to obtain, a valid Oklahoma Commercial Driver's License (CDL).

Applicant must possess either a Journeyman Line Worker's License or Certification.

Physical Requirements:

The physical duties of this job consist of standing for long periods of time, frequent lifting of 40 pounds or more, and the frequent use of various hand and power tools.

Heavy Equipment

This job consists of the operation of heavy equipment such as: digger derricks, aerial lifts, backhoes, dump trucks, tensioners, pullers and cranes.

Tools of the Trade

Because the job of an outside Journeyman Lineman / Apprentice is so varied, so is the list of tools used. The Apprenticeship training program will introduce the safe and proper use of hand tools, power-assisted tools, heavy equipment and industry-specific tools.

Hand Tool Information

In addition to the standard hand tools you'll find in most toolboxes, Journeymen Linemen will use a variety of hand tools specific to their job responsibilities. These include a tamper, block and tackle, fuse pullers, torque wrench, architect scale and knock-out sets.

Power Tools

Hand drills	Cable stripper	Gas-operated auger
Air hammer	Coring machine	Hydraulic drill
Air compressor	Electric hammer drills	

Working Weather

Working as an outside Lineman may often require climbing on outside electrical towers and poles during various weather situations.

The electrical industry performs critical duties and at times, power lines fail or become inoperable due to inclement weather and storms.

Hot Sticks

Fiberglass extend-O	Switch sticks	Load breaks
Auxiliary arm	Gin poles	Wire tongs
Shotgun sticks		

Heavy Equipment

Bucket trucks	Trenchers	Electric lift
Horizontal boring unit	Digger derrick	Backhoe
Wire puller		

Climbing Tools

Safety belts	Body belt	Lineman spikes
Climbing boots	Buck squeeze	

Live Line Work

(Class 2) High voltage gloves	(Class 0) Low voltage gloves	High and low voltage meters
Amp meters	(Class 2) Sleeves	

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTICE TO APPLICANTS

*****AGREEMENT*****

READ CAREFULLY BEFORE SIGNING

I certify that answers given herein are true and complete to the best of my knowledge. I understand that false or misleading statements/answers will disqualify me from employment consideration.

The background information supplied by an applicant for an open position will be checked. This check will cover the accuracy of the data furnished and the past performance record of the candidate. I hereby authorize the City of Cushing to investigate all statements contained in this application and verify the facts claimed by me on this application. I understand that such information is confidential, and the City cannot reveal the reason for rejection.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

I further understand and agree that my employment with the City of Cushing does not constitute an employment contract and that I may resign my position and voluntarily leave employment, or my employment may be terminated at any time and for any reason.

I hereby grant permission to the City of Cushing to investigate and verify any of the information included in this application, and I agree to submit to a drug test and medical examination, if required.

Signature of Applicant

Date

CITY OF CUSING
100 Judy Adams Blvd.
Cushing Oklahoma, 74023

CITY OF CUSHING
HUMAN RESOURCES DEPARTMENT

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any representative of the City of Cushing Human Resources Department, bearing this release, or a photo copy thereof, within one year of its date, to obtain any information from your files pertaining to my employment records including, but not limited to, attendance, employment history and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the express use of the City of Cushing Human Resources Department.

I hereby release you as the custodian of such records and, any school, college or university or other educational institution, including its officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me because of compliance with this authorization and request to release information, or any attempt to comply with it.

A copy of this authority to release will be as valid as the original. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature: _____ **Date:** _____
(FULL NAME)

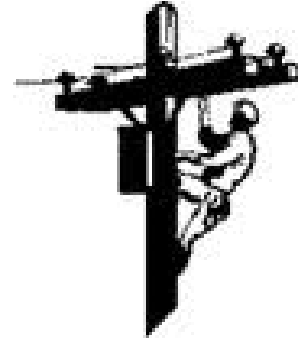
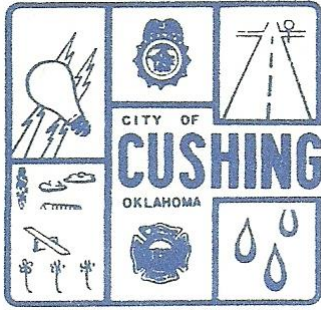
Typed or Printed: _____
(FULL NAME)

Current Address: _____

City/State/Zip: _____

Area Code/Phone No.: _____

CITY OF CUSHING
100 Judy Adams Blvd.
Cushing Oklahoma, 74023



City of Cushing Employment Application

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE STRICTLY ENFORCED AND ADHERED TO. PLEASE FILL OUT ALL OF THE APPLICATION.

The selection process is thorough, yet simple. It starts with the submission of an application and resume. The application is then reviewed and screened. Then there are a series of interviews from the selected applications, as well as skill tests. The final phase includes a background check, a drug screening, general knowledge test and basic electrical line workers test. If you have what it takes, you can be part of our team.

Nepotism: In accordance with the City's Policy and Procedure Manual, no two individuals related by blood or marriage to the third degree shall be employed within the same lines of supervision. Relatives of department heads shall not be hired within the same department.

Drug Screen Test: You will be required to take a pre-employment drug screen for employment consideration in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, the Omnibus Transportation Employee Testing Act and the City of Cushing Policy and Procedures Manual.

Background Investigation: If you are tentatively selected for employment with the City of Cushing, the Human Resources Department will conduct a background investigation of your credentials prior to your

being appointed to a position with the City of Cushing. You must sign this form to authorize the City of Cushing to verify your credentials.

Driving Standards: The position for which you are applying requires you to carry a CDL Class B with Air Brakes for operating a city vehicle. You must possess a properly classified, valid Oklahoma Driver's License within 6 months of date hired and maintain them throughout employment.

Immigration Reform and Control Act of 1986: In accordance with the United States Code, Title 8, Section 132A, the City of Cushing must verify every individual's eligibility for employment in the United States. The Department of Homeland Security and the United States Department of Labor require you to furnish the City of Cushing with document verification of employment eligibility. If you are extended an offer of employment, you will be required to furnish such documentation. Failure to furnish the City of Cushing with the requested documentation will result in denying you employment with the City of Cushing.

Yes No After reviewing the job description, can you perform the essential job functions with or without accommodations?

Have you been convicted of a felony in the last seven (7) years?

Yes No If yes, please explain_____

Applicant Signature

Date

Please feel free to contact the Human Resources staff if you have any questions. In closing, let us thank you for your interest in considering the City of Cushing as a career option.

City of Cushing
Application for Employment
(PLEASE PRINT)

Personal Information:

Name: _____
Last First Middle

Nicknames/Aliases: _____

Mailing Address: _____
Address City State Zip Code

Phone Numbers where you may be contacted between the hours of 7:00am & 4:00pm:

Primary Number _____ Alternate Number _____

Male ___ or ___ Female Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____ What Class? _____

Expires: _____ **Proof will be required.**

___ Yes ___ No Do you have any other Driver's License in any other states? If yes, give

Driver's license number & what state. _____

___ Yes ___ No Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

___ Yes ___ No Can you travel if the position requires travel?

___ Yes ___ No Have you filed an application with the City of Cushing before? If yes,

give date: _____ Position applied for: _____

City of Cushing
Application for Employment
(PLEASE PRINT)

Yes No Have you ever been a City of Cushing employee before? If yes, give date: _____

Yes No Are you employed now?

If yes, may we contact your present employer? Yes No A negative answer will not affect your being considered for employment.

Yes No Do you have a relative working for the City of Cushing?

If yes, whom _____ How are you related? _____

On what date would you be available for work? _____

Are you available to work Full Time Part-Time Shift Work Seasonal?

Yes No Are you on a lay-off and subject to recall?

Yes No Have you ever stolen anything of value? If the answer is yes, please indicate what it was, when it happened, and how often it happened? _____

Personal References: (Please list only references that we may contact at this time)

Name	Title	Company	Phone Number

City of Cushing
Application for Employment
(PLEASE PRINT)

Position Desired:

Position Applying For: _____

Referral By: Walk-In Job Line Friend/Relative Gov't. Access CH 23
 City of Cushing Employee Internet www.cityofcushing.com

Salary Desired (Annual)? _____ Date Available _____

Yes No Are you able to perform the essential functions of this position?

If no, what accommodations would make it possible for you to perform this job? _____

Education and Training

School Name	High School	College	Graduate
Years Completed			
Degree Obtained Training, Apprenticeships and/or Extracurricular Activities:			

Honors
Received: _____

City of Cushing
Application for Employment
(PLEASE PRINT)

Skills and Qualifications: Summarize skills, qualifications, certifications or licenses you may have that meet the qualifications for this job.

State any additional information you feel may be helpful to us in considering your application.

List what is your best quality about yourself and what can you improve on?

List any languages other than English that you speak proficiently, including communicating with the deaf.

City of Cushing

Application for Employment

(PLEASE PRINT)

Employment Experience:

Start with your present or last job. Do not leave gaps in your employment history. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer:	Phone #	Dates Employed From: To:	Work Performed:
Address:		Hourly Wage/Salary Beginning: Ending	
Job Title:			
Supervisor:			
Reason for leaving or for wanting to change jobs:			

Employer:	Phone #:	Dates Employed From: To:	Work Performed:
Address:		Hourly Wage/Salary Beginning: Ending	
Job Title:			
Supervisor:			
Reason for leaving or for wanting to change jobs:			

Employer:	Phone #:	Dates Employed From: To:	Work Performed:
Address:		Hourly Wage/Salary Beginning: Ending	
Job Title:			
Supervisor:			
Reason for leaving or for wanting to change jobs:			

If you need additional space, please continue on a separate sheet of paper.