



## **Job Opportunity**

### **PW Division Supervisor for Street Department**

**Salary Range \$65,943 - \$78,740 D.O.E Plus Excellent Benefits**

Complete job descriptions, requirements and applications may be picked up at Tillamook City Hall, 210 Laurel Avenue, Tillamook between 7:30 a.m. and 5:30 p.m., Monday-Thursday, or go to [www.tillamookor.gov](http://www.tillamookor.gov) for the announcement, job description and application. A resume is required. Questions: Call Human Resources at (503) 374-1828. Position recruitment will remain open until filled. EOE. Emailed applications are accepted at [humanresources@tillamookor.gov](mailto:humanresources@tillamookor.gov)



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Division Supervisor	<b>FLSA:</b>	Non-exempt
<b>DEPARTMENT:</b>	Public Works Department	<b>CLASSIFICATION:</b>	Confidential
<b>REPORTS TO:</b>	Assistant Director	<b>SALARY GRADE:</b>	TBD
<b>LOCATION:</b>	Public Works Garage 4402 3 <sup>rd</sup> Street Tillamook, OR 97141	<b>BENEFITS:</b>	Eligible

### **PURPOSE OF POSITION:**

The City of Tillamook takes great pride in working hard to fulfill its Mission Statement which is to, “Continue working for a safe, livable, and economically viable community that promotes managed growth while maintaining small-town values”. This position supports the Mission of the City by providing services in the Public Works Department. The Public Works Department is responsible for all the City’s physical infrastructure. Accordingly, the Division Supervisors are responsible for overseeing their divisions which are comprised of the following divisions: streets/parks/stormwater collection, wastewater treatment/wastewater collection, water treatment, and water distribution. Some divisions may include other duties such as overseeing City owned buildings maintenance, Information Technology liaison, and various other employees with various incentive pay duties.

The City believes that a strong and well-organized Public Works Department delivers a high level of services to its residents and visitors, which is a critical component of a high quality of life. The responsibility of the Division Supervisor is to help to ensure this occurs within their division. This position maintains a high level of visibility internally and externally and requires excellent interpersonal, organizational, and verbal/written communication skills.

### **ESSENTIAL JOB FUNCTIONS:**

*Division Supervisors’ responsibilities vary dependent upon which division is being supervised. The following expectations pertain to all Division Supervisors, unless it is a duty pertaining to a specific division (i.e. water meter installation do not pertain to the Wastewater Treatment & Collection System division except in an emergency or severe shortage of staffing):*

- Overall responsibility for administering and supervising the maintenance, repair, and construction of public works facilities, systems, and related operations.
- Responsible for planning, directing, and coordinating the work of staff engaged in those activities.
- Supervise the performance and direct the activities of employees performing a wide variety of tasks in the construction, maintenance, and repair of the City, including streets, parks, stormwater collection system, wastewater collection and treatment, water distribution, and water treatment.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.





- Work with employees to perform general maintenance tasks to assure an uninterrupted, adequate supply of water or wastewater collection to customers and to protect the City's mains, valves, and water supply or wastewater treatment plant.
- Duties involve a broad range of tasks including office and administrative work in addition to operating heavy equipment such as a backhoe, excavator, hydro excavator, and related equipment.
- Provide general supervision for assigned areas and schedule the utilization of personnel and equipment through subordinate maintenance lead workers.
- Maintain adequate staffing levels and respond to fluctuating workloads.
- Plan, organize, schedule, and inspect the work of subordinates.
- Monitor budgeted funds, recommend, and justify capital purchases for budgeting. Investigate equipment and material needs and ensure availability of equipment and material when needed.
- Evaluate work performance, determine training needs, and implement necessary training programs.
- Work in compliance with all Oregon Employment Law and Risk Management best practices.
- Work alongside division employees and make periodic checks in the field to solve problems and review progress.
- Maintain and review operation records. Prepare required reports. Ensure maintenance management records are maintained by subordinate staff.
- Communicate changes in programs, procedures, or focus with subordinates. Ensure safe working conditions, including public safety and proper handling of equipment in work areas.
- Follow all safety rules and procedures, including proper PPE procedures, for work areas.
- Supervise and train workers.
- Install, maintain, inspect, and repair all areas of responsible division in all areas such as water mains, sewer mains, stormwater collection, fire hydrants, water chambers, meters, services and any fittings and related equipment.
- Climb ladders to clean and inspect tanks, manholes etc.
- Locate City utilities for contractors and/or customers, to define the approximate location of City lines and services. Ensure work performed by non-City personnel does not interfere with or damage City system.
- Ensure new construction, maintenance and repairs meet standards for compliance with City, State and Federal rules and regulations.
- Utilize technical knowledge to solve maintenance, repair, or construction problems. Provide technical expertise concerning area of assignment as needed, including reviewing, and commenting on plan reviews. Inspect new construction installation.
- Respond to utility service emergencies and similar problems. Determine location of shut-off valves, take emergency action to minimize damage to property, and restore service as soon as practical.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies, and the public.
- Communicate effectively verbally and in writing to a wide range of individuals. Respond to various questions, provide technical assistance, and resolve problems that arise at the work site involving work crews and the public.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



**Job Title:** Division Supervisor

*Last Revised: 03.11.2024*



- Respond to citizen inquiries/complaints with respect and professionalism. Provide information to the Public Works Director and Assistant Director for citizen questions on funding, policies, and status of maintenance and public improvements.
- Analyze existing condition of elements of infrastructure to determine most appropriate methods of resolving complex maintenance projects of repairs.
- Operate various public works equipment, e.g. dump truck, loader, backhoe, vector truck, street sweeper, fork lift, mower, jack hammer, chain saw, lance torch, etc.
- Perform operator maintenance on equipment, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on equipment and vehicles.
- Oversee and work with City employees on the cleaning, maintenance, inspection and repair of City streets, sidewalks and rights-of-way including street sweeping and cleaning, pavement patching, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation.
- Lay out and paint pavement markings. Remove old pavement markings as necessary.
- Install, inspect, repair, and replace various street and regulatory signals/signs and barricades, posts, etc.
- Use and operate flagging equipment to control traffic in vicinity of public works crews.
- Maintain records of materials and equipment used, work accomplished, and related records and reports.
- The nature of the work often requires the availability to respond during off-duty hours, in the evenings, or on weekends.
  - On-call or stand-by duty will be required as assigned.
  - City of Tillamook employees are also expected to act as “first responders” in emergency situations (i.e.: earthquake, flood, tsunami, etc.) to keep the City functioning.
  - All City employees are expected to report during disaster and emergency situations. An emergency response plan is in place, and training is provided.
- Responsible for ensuring that all areas of the respective Public Works Department operations division are being well managed within the constraints of the budget and capital resources.
- Take a total systems approach to evaluating all needs, both immediate, and in the future, for all portions of the Public Works Department. Utilize all existing City plans such as all master plans, the Comprehensive Plan, strategic plans etc.
- Assist the Public Works Director to develop, maintain, and oversee a capital improvement plan for City projects, infrastructure needs and upgrades, on an annual basis and for at least five years out and twenty years out.
- Provide information and recommendations to help develop other long-range plans.
- Ensure safe traffic operations and public safety.
- Ensure that all City’s infrastructure continuously receives the attention it needs for sustainability.
- Make recommendations on staffing, equipment, and other budget needs to the Public Works Assistant Director.
- Review and recommend expenditures related to capital and other related projects of the Public Works Department to the Assistant Public Works Director in accordance with the City’s Annual Municipal Budget.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



**Job Title:** Division Supervisor

*Last Revised: 03.11.2024*



- Prepare analysis and report on project management related topics as required by Federal, State of Oregon, or City of Tillamook laws/policies/regulations or as requested or required by Public Works Director, City Manager, or Finance Director.
- Communicate with the general public regarding any public works matters and concerns.
- Use drafting tools and equipment, survey equipment, copiers, and calculators to enter and retrieve data from computer and prepares maps, exhibits, or graphic displays or directs others to perform this work as needed.
- Work closely with the Public Works Director and all other City departments to ensure that all services from the Public Works Department are in alignment with the mission and vision of the City.
- Coordinate and work with all outside entities such as the Tillamook County Public Works Department, Port of Tillamook Bay, Tillamook School District, Tillamook Bay Community College, Tillamook Fire District, State agencies, and all other related agencies, districts, etc. to ensure that partnerships and healthy working relationships are fostered and grown, so the City can best accomplish its work and goals.
- Participate if directed by the Public Works Assistant Director in the Planning Department's Technical Advisory Committee (TAC), regarding reviews for all projects in the City both public and nonpublic, especially those City initiated.
- Participate if directed by the Assistant Public Works Director on the City's Safety Committee.
- Establish division goals and objectives.
- Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and related economic and judicial influences to provide appropriate and effective delivery of department services. Review progress and make necessary modifications as appropriate.
- Provide employee coaching, employee performance reviews, and make recommendations to the Assistant Public Works Director regarding any disciplinary action. Participate in new hire interviews and effectively recommend hiring and termination actions as directed by the Assistant Public Works Director.
- Ensure provision of adequate training within the divisions.
- Manage public works projects and contracts by developing scope of work, budget, work site inspection, coordinating with consultants and/or other governmental bodies, and recommending necessary actions to the Public Works Director.
- Attend outside meetings, providing input and receiving direction or other information as directed by the Assistant Public Works Director.
- Prepare reports, resolutions, and ordinances for Council information or action as directed by the Assistant Public Works Director.
- Prepare inspection reports. Compile and maintain project records, numerical data, and documents. Ensure documents are updated and filed to reflect project status and changes.
- Maintain professional, respectful, productive, and cooperative working relationships with City staff, other organizations, and the general public.
- Follow all safety rules and procedures for work areas and work areas of all Public Works employees. Corrects and/or reports unsafe conditions to appropriate personnel.
- Make recommendations to the Assistant Public Works Director to help plan and develop programs, policies, and procedures related to areas of responsibility based on analysis of City

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



**Job Title:** Division Supervisor

*Last Revised: 03.11.2024*



needs Public Works Department to provide appropriate and effective projects and programs for the City.

- Assist Public Works Director and Assistant Director in preparing and monitoring annual budget for functional area. Develops and makes recommendations for necessary changes in utilization of resources.
- Assist in obtaining work estimates, orients contractors to project standards and projects needing completion, monitors contractors' work for compliance with standards, develops bid specifications, coordinates large maintenance projects with other City Departments and/or agencies. Participates in a variety of special projects that affect the Division.
- Assist in water/wastewater plant operations when needed. Maintain stock inventory, work orders and City utility maps and plans. Carry out maintenance, repair, grounds keeping, cleaning and upgrades to water/wastewater plants, roads, wells, intakes, reservoirs, watershed and all City owned buildings, properties and installations. Including carpentry, roofing and plumbing duties. Clean and sanitize restrooms and replenish supplies as necessary. Climb ladders and clean tanks.
- Read meters if needed. Maintain field equipment by ensuring proper service and repair within individual capabilities. Provide assistance to other staff as workload and staffing levels dictate.
- Maintain work areas in a clean and orderly manner.
- Performs the majority of work in the field with some work in the office.
- Performs other job responsibilities as assigned by the Assistant Public Works Director.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Ability to organize, file, and maintain accurate records.
- Ability to perform paraprofessional, technical, and analytical work involving the use of independent judgment, professional versatility, and personal initiative.
- Ability to compose routine correspondence.
- Ability to work cooperatively with elected officials, and outside agencies; represent the City in a professional manner to clients and the general public; and communicate effectively, both orally and in writing.
- Ability to analyze situations carefully and adopt effective courses of action; maintain confidential data and information.
- Ability to independently prepare correspondence, reports, presentations, and memoranda; operate a variety of modern office equipment.
- Ability to analyze, evaluate, and modify operating methods and procedures.
- Ability to establish and maintain effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public.
- Ability to maintain confidentiality and communicate with tact and diplomacy.
- Knowledge of government policies specifically related to planning, organizing, directing, and coordinating local government operations or the ability and desire to learn in these areas.
- Customer Service: Knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



**Job Title:** Division Supervisor

*Last Revised: 03.11.2024*





- Technology: Knowledge of office electronic equipment, computer hardware and software, websites, and intranet sites.
- Judgment and Decision-Making Skills: Uses logic and reasoning to analyze, understand, and evaluate complex situations. Identifies the strengths and weaknesses of alternative approaches or solutions to a situation. Exercises appropriate judgment in establishing priorities. Considers the relative costs and benefits of potential actions.
- Interpersonal Relationships Skills: Develops and maintains cooperative and professional relationships with employees, citizens, community, and private organizations, elected officials, boards and commissions. Handles all interactions with poise, tact, and diplomacy.
- Critical Thinking Skills: Uses logic and reasoning to understand, analyze, and evaluate complex situations and researches information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Management of Personnel: Manages own time and the time of others. Monitoring/Assessing performance of processes, programs, and other areas in the organization to make recommendations for improvement and streamlining.
- Coordination of Work Skills: Ability to establish and implement effective administrative and management of projects. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.
- Communication Skills: Excellent ability to communicate, orally and in writing, ideas, and proposals effectively to diverse audiences to include preparing and presenting a wide variety of related materials. Excellent ability to synthesize and clearly articulate complex information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.

#### **JOB EXPECTATIONS:**

- Work typically 40 hours per week on weekdays (Monday through Thursday) between the hours of 6:30 AM and 5 PM; however, some work is required outside of the usual working hours for meetings for occasional meetings held in the evenings.
- Responds always to the public, co-workers, and other City employees in a professional, respectful, and courteous manner.
- Maintains proficiency by keeping up to date on current technology and practices in the field through reading professional literature, attending conferences and training sessions, and meeting with others in areas of responsibility.
- Maintains work areas in a clean and orderly manner.
- Maintains complete confidentiality in all areas that require a high level of confidentiality.
- Maintains high ethics and professional behavior in the workforce and with all co-workers, employees, and all others.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



**Job Title:** Division Supervisor

*Last Revised: 03.11.2024*



- Follows all safety rules and procedures, including proper PPE (Personal Protective Equipment) procedures, for all property, equipment, vehicles, and work areas as applicable.

#### **JOB QUALIFICATION (EDUCATION AND EXPERIENCE) REQUIREMENTS:**

Considerable knowledge of the materials, methods and techniques used in the construction and maintenance of City utility systems, vehicles, and equipment unique to utility work projects, and occupational hazards and safety precautions. Knowledge of the principles of supervision, local government budgeting principles, and Oregon employment law. Equivalent to high school plus additional state licensing. Field and/or office supervisory experience, and/or seven 5-8 years of experience in a related field; or any combination of education, experience, and training which provides the required knowledge, skills, and abilities to perform the essential functions of the classification. Knowledge of contemporary offices practices and procedures, including computer skills/knowledge for reporting, correspondence, and Utility Clerk backup, and mobile communication device proficiency.

Division Supervisor must also possess all the requirements of a City of Tillamook Level 4 Technician for the division for which they are supervising. (See the appropriate Technician 4 job description for the corresponding division).

**SPECIAL REQUIREMENTS/LICENSES:** Possession of or ability to obtain a valid Oregon Driver's License and safe driving record. State licensing or combination that meets the needs of the division. Leadership Training. CDL (commercial driver license) class that meets the needs of division. The City may consider the ability to attain, at the employee's expense, some of the *minimum qualifications* within six months of hire. Timelines and financing for acquisition of licensing/education are subject to management's discretion.

**DESIRABLE REQUIREMENTS:** Previous field and/or plant experience within the water distribution/treatment, wastewater collection/treatment, stormwater, parks, or streets industries. Previous supervisory and project management experience.

**REQUIRED WORKING CONDITIONS/PHYSICAL ABILITIES:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, biohazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis. On-call or stand-by duty will be required on a rotating schedule, as well as in the event of storms or other natural disasters.

While performing the duties of this position, the employee is frequently required to stand and sit for long periods of time, bend, kneel, stoop, climb, type, listen, communicate reading/writing/speaking the English language, reach and manipulate objects, tools, or controls. The position requires mobility. Many duties are physically demanding, requiring entry to confined spaces and occasionally moving materials weighing up to 125 pounds, and the ability to climb a ladder. Activity and types of duties performed require manual dexterity and coordination. Meter reading requires walking long distances for up to 8-hours at a time. Manual dexterity and coordination are required while operating equipment such as

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



**Job Title:** Division Supervisor

*Last Revised: 03.11.2024*





computer keyboard or calculator and other standard office equipment in an office setting and surveying or related equipment in the field. This position requires visual and audio acuity.

**SUPERVISORY RESPONSIBILITIES:** Provide supervision to employees in Public Works Technicians I-V positions. Supervisory duties will be shared as assigned with the Department's Plant or Field Supervisor. Provides training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Assistant Public Works Director.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION. CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



**Job Title:** Division Supervisor

*Last Revised: 03.11.2024*

## City of Tillamook Application for Employment

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	
Email Address:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply:			
<input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting)			
<input type="checkbox"/> /Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which)			
<input type="checkbox"/> Referral by employee <input type="checkbox"/> Other: _____			

## SKILLS

**Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).**

Level of Promotions	Basic	Intermediate	Senior

HR USE ONLY: Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

## EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

## WORK EXPERIENCE

Please detail your work history for the past 10-15 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From:      To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:			Reason for Leaving:



Dates Employed (most recent position) From:            To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From:            To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From:            To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Attach additional copies of this sheet if necessary.



## Professional Reference

1. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_
2. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_
3. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

## Personal References

1. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_
2. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_
3. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_





**PLEASE READ CAREFULLY, INITIAL EACH ITEM AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:**

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.
- I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

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



### **VOLUNTARY SUPPLEMENTAL INFORMATION:**

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX:   ☐ MALE      ☐ FEMALE

Date of Birth \_\_\_\_\_ (mm/dd/yyyy)

**RACIAL ORIGIN:**

☐ White (not of Hispanic origin)

☐ Hispanic

☐ Black (not of Hispanic origin)

☐ Asian or Pacific Islanders

☐ American Indian or Alaska Native

