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**CITY OF MILFORD**  
**HUMAN RESOURCES DEPARTMENT**  
**OPEN COMPETITIVE EXAMINATION**

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TO: All  
FROM: Tania R. Barnes, Director  
SUBJECT: Job Opening  
DATE: January 9, 2018

NOTICE TO ALL APPLICANTS:  
*This opening is available to all City employees\*  
and the general public.*

**POSITION:** FOREMAN\*\* – Solid Waste Division, Department of Public Works.

**REQUIREMENT(S):** Graduation from an accredited high school or GED and five (5) years of experience in planning, coordinating, inspecting and scheduling work, preferably in refuse collection, public works, logistics, transportation management, or construction management, including three (3) years of supervisory experience OR a satisfactory combination of training, education and experience. Proven ability to handle customer service situations under pressure in a professional and courteous manner. Knowledge of effective and efficient methods and procedures for collection of refuse, recyclables, and other solid waste. Knowledge of modern practices and standards for recycling programs. Basic computer skills and general knowledge of Microsoft applications. Physical strength and agility to do strenuous laboring tasks under varying weather conditions. Excellent verbal and written communications skills. Strong ability to make sound decisions and resolve problems. Possession of a valid Connecticut commercial driver's license (CDL), class A or B, with airbrake endorsement and a good driving record history OR ability to obtain within three (3) months of hire.

**SCOPE OF EXAMINATION:** Oral examination weighted 50%. Qualified applicants who receive a passing score of at least 70% on the oral examination will then be ranked according to their education, training, and experience as indicated on Application Supplement #18-01 and weighted 50%. **Applicants are urged to carefully complete the application form and supplement, listing all related training and/or work experience.**

**FILING REQUIREMENTS:** Interested candidates should submit the fully completed Application for Employment, Application Supplement #18-01, resume, and cover letter to the City of Milford, Human Resources Department, 2<sup>nd</sup> Floor, 70 West River Street, Milford, Connecticut or email same to [lpisacane@ci.milford.ct.us](mailto:lpisacane@ci.milford.ct.us). A complete job description, application forms and Application Supplement #18-01 may be obtained by visiting [www.ci.milford.ct.us](http://www.ci.milford.ct.us). Click on *Services*, then *Jobs*, then *Solid Waste Foreman*. **Application materials must be received no later than Friday, February 2, 2018.**

SALARY RANGE:      The position is a Grade 47 with weekly pay as follows:

Minimum .....	\$1,074.80
Step 1 .....	1,120.98
Step 2 .....	1,167.04
Step 3 .....	1,213.14
Step 4 .....	1,259.39
Maximum.....	1,331.70

Note: Weekly hours may exceed 40.

Overtime is paid at 1.5 times the current hourly rate after 8 hours of work per day.

NOTE:

Applicants who have previously submitted application materials will remain in consideration if they submit an updated resume by the closing date, February 2, 2018.

*\* Current Employees ONLY may substitute the Promotional Application for the Application for Employment. Please go to the City's Website, then click on Services, Departments, Human Resources, Employee Information, Forms, then Promotional Application.*

*\*\*Job description pending revision. Applicants will be advised of and subject to any changes.*

# **JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL**

## **SOLID WASTE FOREMAN (re-titled)**

### **GENERAL SUMMARY OF DUTIES**

Under general direction of the Director of Public Works or designee, supervises and directs the activities of personnel responsible for the collection of refuse and recyclables, as well as the repair and/or delivery of refuse/recycling containers. An employee in this class is responsible for creating and approving crew assignments and schedules, ensuring safety and customer service standards are met and reviewing the productivity and quality of work of all assigned personnel.

### **ESSENTIAL FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. Work that is similar, related or logically associated with the Position may also be assigned.)*

- Outlines work assignments, and prioritizes and assigns tasks to operators in a manner that ensures efficient and effective utilization of manpower and equipment.
- Prepares and updates pick up, delivery, and driver schedules.
- Facilitates timely completion of daily assignments.
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- Reassigns or reroutes work crews when necessary.
- Coordinate solid waste projects such as municipal solid waste (MSW), recycling and any other related project.
- Secure supplies, materials and equipment for daily work projects.
- Communicates with the general public, other City employees, vendors, and management to respond to questions, concerns, complaints, investigations, etc., regarding solid waste services and repairs.
- Makes sure that equipment is in satisfactory operating condition.
- Handles daily problems of Sanitation crews.
- May be required to collect refuse, if necessary.
- Uses the two-way radio extensively to communicate directives and information. Inspects, monitors, and evaluates Material Recovery Facilities (MRF) and transfer station to determine compliance with prescribed operating and safety standards for disposing, or handling of solid waste and recyclables. Serves as Weighmaster as necessary.
- Supervises the Material Recovery Facility (MRF) and transfer station.
- Prepares reports; maintains Overtime Log.
- May assist in preparation of the division budget; monitor and control expenditures.
- Assists in the development of optimized routing and production.
- Works in a variety of weather conditions while monitoring refuse collection.
- Instructs and trains personnel on new procedures, activities and safety guidelines.
- Wears protective equipment as directed.
- Performs related work as required.

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

- Knowledge of effective and efficient methods and procedures for collection of refuse, recyclables, and other solid waste.
- Knowledge of equipment, tools, and materials used in the collection of refuse, recyclables, and other solid waste.
- Working knowledge of the City street system.
- Knowledge of the principles and methods of workload scheduling and planning.
- Knowledge of modern practices and standards for recycling programs.

# **JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL**

## **SOLID WASTE FOREMAN**

Page 2

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (cont'd)**

- Knowledge of Solid Waste Division procedures and operational routines.
- Knowledge of purpose and proper use of safety equipment; principles and practices of employee safety training; and procedures for identifying and disposing of hazardous chemicals/materials typically found in households.
- Basic computer skills and general knowledge of Microsoft application.
- Excellent verbal and written communication skills.
- Ability to plan, direct, coordinate, inspect and schedule work of refuse, recyclables and other solid waste collection crews.
- Proven ability to handle customer service situations under pressure in a professional and courteous manner.
- Ability to establish and maintain effective and cooperative working relationships with employees, supervisors, associates, vendors, other City officials and the public.
- Strong ability to make sound decisions and resolve problems.
- Physical strength and agility to do strenuous laboring tasks under varying weather conditions.
- Ability to handle emergency situations.

### **MINIMUM QUALIFICATIONS REQUIREMENTS**

- Graduation from an accredited high school or GED ; and
- Five (5) years of experience planning, coordinating, inspecting, and scheduling work, preferably in refuse collection, public works, logistics, transportation management or construction management, of which at least two (2) years must have been in a supervisory capacity.
- Possession of a valid State of Connecticut commercial driver's license (CDL), class A or B, with airbrake endorsement and a good driving record history OR ability to obtain within three (3) months of hire.
- Possession of a valid State of Connecticut Certification Application for Operators of Landfills, Transfer Stations, Recycling and Volume Reduction Facilities OR ability to obtain within six (6) months of hire.

### **JOB ENVIRONMENT**

While performing the duties of this job, the employee occasionally works in outside weather conditions, including temperature extremes. The employee may regularly be exposed to fumes, dirt, grease, fuel, chemicals and toxins. The noise level in the work environment is usually moderate; is occasionally loud. This job operates in a small office environment. Routinely uses standard office equipment such as computer, phones, photocopiers, scanners, filing cabinets and fax machines. Makes frequent contact with the other City departments, City employees, vendors, contractors and members of the public. Contacts are in person, in writing, and by telephone.

### **PHYSICAL REQUIREMENTS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Has ability to perform physical activities that require considerable use of arms and legs and moving the whole body, such as sitting, standing, walking, bending, climbing, twisting, squatting, reaching overhead, grasping, lifting, balancing, kneeling, pushing, pulling and handling of objects; is on feet most of shift. Has the potential of frequently lifting up to 60 pounds; has ability to occasionally lift up to 80 pounds. Normal eyesight and depth perception, with or without correction; hears normal tones, with or without correction.

# **JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL**

Re-typed: 4-2006  
January 2018



Human Resources Department  
City of Milford  
70 West River Street  
Milford, CT 06460  
(203) 783-3239

An Equal Opportunity Employer

# APPLICATION FOR EMPLOYMENT

Position applying for  
(use title on job announcement)

**PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.**  
All blanks must be completed in order for application to be considered.

DO NOT WRITE IN THIS SPACE

☐ Q Rev. by: \_\_\_\_\_  
☐ NQ \_\_\_\_\_  
☐ Educ \_\_\_\_\_  
☐ Exp \_\_\_\_\_  
☐ Not City EE \_\_\_\_\_  
☐ Other \_\_\_\_\_

## PERSONAL INFORMATION

Last Name		First Name	M.I.	Other names by which you have been known		000- - Last 6 digits of Soc. Sec. No.			
Present Address:		No. and Street			City	State	Zip Code	How long at this address?	Years/Months
Mailing address (if different from residence address)		No. and Street			City	State	Zip Code		
Home Telephone		Cellular		Email					
In case of emergency, notify:									
Name		Relationship		Telephone Number					
Are you legally eligible for employment in the USA? Yes <input type="checkbox"/> No <input type="checkbox"/> If hired, you will be required to submit proof of eligibility to work in the USA.									
Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>									
Have you previously applied for employment with the City of Milford? If yes, when and for which position(s)? Yes <input type="checkbox"/> No <input type="checkbox"/>									
Year(s) applied		Position(s) applied for							
Have you previously been employed by the City of Milford? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete the following information:									
Job Title/Department		From		To					
List any relatives or members of your household who are employed by the City of Milford:									
Name(s)		Job Title		Department					
Do you claim 5 points preference based on active duty in the U.S. Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/> Attach copy of DD214.									
Do you claim 10 points veteran's disability preference? Yes <input type="checkbox"/> No <input type="checkbox"/> Attach copy of DD214 & other supporting documentation.									

## GENERAL INFORMATION

What date are you available to begin work? \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with the City of Milford? Yes ☐ No ☐

If yes, specify commitment(s): \_\_\_\_\_

**Note to Applicant:** DO NOT ANSWER THE FOLLOWING QUESTION UNTIL YOU HAVE READ A COPY OF THE JOB DESCRIPTION EXPLAINING THE ESSENTIAL DUTIES OF THE POSITION FOR WHICH YOU ARE APPLYING.

Is there anything that would prevent you from performing the essential functions of the position for which you have applied? Yes ☐ No ☐

## PERSONAL INFORMATION

### High school attended:

Name of School(s)	City/State	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Colleges/Universities attended:

Name of Educational Institution	City/State	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates attended	Degree, diploma, GED, certification or number of credits completed.

## EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be required for certain positions. If applicable, include resume with **completed application**.

Have you ever been discharged or asked to resign? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week _____					
Supervisor's Name _____ Title: _____	Starting Salary		\$ _____	per	_____	
Reason for leaving position _____	Ending Salary		\$ _____	per	_____	
Describe Work Performed: _____						
Number of Employees Supervised (if applicable) _____						

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week _____					
Supervisor's Name _____ Title: _____	Starting Salary		\$ _____	per	_____	
Reason for leaving position _____	Ending Salary		\$ _____	per	_____	
Describe Work Performed: _____						
Number of Employees Supervised (if applicable) _____						

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week _____					
Supervisor's Name _____ Title: _____	Starting Salary		\$ _____	per	_____	
Reason for leaving position _____	Ending Salary		\$ _____	per	_____	
Describe Work Performed: _____						
Number of Employees Supervised (if applicable) _____						

**EMPLOYMENT HISTORY (continued)**

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week _____					
Supervisor's Name _____ Title: _____	Starting Salary		\$ _____		per _____	
Reason for leaving position _____	Ending Salary		\$ _____		per _____	
Describe Work Performed: _____ _____ _____						
Number of Employees Supervised (if applicable) _____						

Employer _____	FROM		TO		TOTAL TIME	
Address _____	Month	Year	Month	Year	YEARS	MONTHS
Telephone Number _____						
Your job title _____	Hours per week _____					
Supervisor's Name _____ Title: _____	Starting Salary		\$ _____		per _____	
Reason for leaving position _____	Ending Salary		\$ _____		per _____	
Describe Work Performed: _____ _____ _____						
Number of Employees Supervised (if applicable) _____						

\*\*\*ONLY COMPLETE THE SECTIONS BELOW IF THEY ARE RELEVANT TO THE POSITION YOU HAVE APPLIED\*\*\*

**SPECIAL SKILLS/TRAINING**

Typing speed: _____ words per minute	
Business machines (other than computers) you are able to operate: _____	
What computer experience do you have?	<input type="checkbox"/> Apple <input type="checkbox"/> PC
Your skill level in Word can best be described as:	
Your skill level in Excel can best be described as:	
Your skill level in Outlook can best be described as:	
Your skill level in PowerPoint can best be described as:	
Your skill level in Access can best be described as:	
Your skill level in Acrobat can best be described as:	
Your skill level in Publisher can best be described as:	
Describe any other software and level of skill or any other applicable abilities:	

**SPECIAL SKILLS - FIELD**

<b>Light Equipment:</b>
What best describes your skill level operating a payloader?
What best describes your skill level operating a backhoe?
What best describes your skill level operating a small tractor?
<b>Heavy Equipment:</b>
What best describes your skill level operating a grader?
What best describes your skill level operating a Cat 225 excavator?
What best describes your skill level operating a bulldozer?
<b>Snowplowing:</b>
Describe any experience you may have had snowplowing. Include the size of the plow(s) you have driven, number of months/years of snow plowing experience and type of area(s) plowed (roads, driveways, parking lots):



### OTHER TRAINING, SKILLS, AND/OR LICENSES

Please list/describe any specialized training, apprenticeship, certifications, licenses, skills, special skills and qualifications related to the job for which you are applying, such as machines you are able to operate, languages you speak and read or write well, computer skills besides those mentioned in the previous page, and any other special abilities or knowledge. Give name and location where training was given, dates attended, subject of training, total number of training hours, and other details.

List professional, trade, business or civic activities and offices held: *(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)*

**DRIVER'S LICENSE:** If the position for which you are applying will require you to operate a vehicle:

- (1) You must possess a valid driver's license;
- (2) Any special endorsements must be current and valid;
- (3) If you are offered employment by the City of Milford, and if your driver's license is from another state, you may be required as a condition of employment to obtain a valid Connecticut Driver's License before you can begin work.

Do you have a valid driver's license: Yes ☐ No ☐ State \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Classification \_\_\_\_\_ License # \_\_\_\_\_

FINALISTS MAY BE REQUIRED, UPON NOTIFICATION, TO SUBMIT A COPY OF THEIR DRIVING ABSTRACT. Note: Driving abstracts may be obtained at any Connecticut Department of Motor Vehicles office. This fee is at the finalist's expense.

### PROFESSIONAL REFERENCES

List three professional or business references who are not your relatives or employees of the City of Milford. State the nature of the relationship (i.e., co-worker, supervisor, associate, customer).

Name	Address	Phone	Relationship	Years Known

**IMPORTANT:** Read each of the following sections carefully and completely. If you do not understand any portion of the statements that follow, ask for clarification. Your signature indicates that you have read and understand each of the provisions listed and that you agree to abide by the conditions stated therein.

**NOTICE TO PERSONS WITH DISABILITIES:** Testing arrangements to accommodate persons with disabilities will be made upon request of the applicant. If accommodation is requested, the applicant will be required to state what accommodation is needed.

**PRE-EMPLOYMENT MEDICAL EXAMINATION:** Applicants selected for employment may be required to pass a medical examination given by a physician designated by the City of Milford.

**PROBATIONARY PERIOD:** Employees serve a probationary period as determined by City policy or by any applicable collective bargaining agreement. Termination of employment during the probationary period may be with or without cause and is not subject to any appeal process or grievance procedure of any applicable collective bargaining agreement.

**DRUG POLICY:** It is the policy of the City of Milford to maintain a drug free workplace. Employees who are observed in possession of or using controlled substances (drugs) will be terminated and may have criminal actions filed against them. Employees in certain positions are subject to Federal laws requiring pre-employment, post-accident, and random drug testing.

UPON EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE YOUR SOCIAL SECURITY NUMBER.

#### PRE-EMPLOYMENT STATEMENT

**AGREEMENT:** I CERTIFY THAT ALL STATEMENTS MADE ON OR IN CONNECTION WITH THIS APPLICATION ARE TRUE, ACCURATE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT INCOMPLETE, FALSE, INACCURATE, OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, INTERVIEW(S) OR DURING THE COURSE OF MY EMPLOYMENT MAY RESULT IN THE REJECTION OF THIS APPLICATION OR WITHDRAWAL OF A JOB OFFER. FURTHER, FALSE INFORMATION PROVIDED, WHETHER WILLINGLY OR ACCIDENTALLY, MAY RESULT IN DISCIPLINE OR IMMEDIATE DISMISSAL IF EMPLOYED, WHENEVER THE OMISSION OR FALSEHOOD IS DISCOVERED.

I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT NOR IS IT A GUARANTEE OR INDICATION OF EMPLOYMENT. I ALSO UNDERSTAND THAT SHOULD I BE GRANTED AN INTERVIEW, THE REPRESENTATIONS THAT MAY BE MADE AT THE INTERVIEW ARE NOT TO BE CONSTRUED AS CREATING ANY OBLIGATION, PROMISE OR CONTRACT ON BEHALF OF THE CITY OF MILFORD. SHOULD I BE EMPLOYED BY THE CITY, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO ABIDE BY ALL THE RULES, POLICIES AND REGULATIONS OF THE CITY OF MILFORD, AS THEY MAY FROM TIME TO TIME BE IMPLEMENTED OR REVISED. IDENTIFICATION AND VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES MUST BE SATISFIED FOR EMPLOYMENT.

I FURTHER UNDERSTAND THAT IN CONSIDERATION FOR EMPLOYMENT, AN INVESTIGATIVE BACKGROUND REPORT MAY BE PREPARED AT THE REQUEST OF THE CITY OF MILFORD, WHEREBY INFORMATION MAY BE OBTAINED FROM MY EMPLOYERS (PRESENT OR FORMER), EDUCATIONAL INSTITUTIONS, ALL BRANCHES OF THE U.S. MILITARY SERVICE, AND PUBLIC RECORDS MAINTAINED BY GOVERNMENT AGENCIES OR OTHERS, INCLUDING BUT NOT LIMITED TO CRIMINAL CONVICTION REPORTS, CREDIT REPORTS, ETC. I AUTHORIZE THE CITY OF MILFORD AND ITS DESIGNATED REPRESENTATIVE(S) TO PERFORM THIS INVESTIGATION, AND FURTHER AUTHORIZE PRESENT AND FORMER EMPLOYERS, REFERENCES AND OTHER PERSONS TO PROVIDE INFORMATION FOR THE INVESTIGATION. I ALSO AUTHORIZE THE CITY OF MILFORD TO RECEIVE CRIMINAL CONVICTION RECORDS PERTAINING TO ME, WHICH MAY BE IN THE FILES OF ANY CRIMINAL JUSTICE AGENCY

I UNDERSTAND THAT ACCEPTANCE FOR EMPLOYMENT SHALL DEPEND ON SATISFACTORY REPLIES FROM MY REFERENCES AND OTHER BACKGROUND CHECKS. ANY OFFER OF EMPLOYMENT MAY BE CONTINGENT UPON PASSING A DRUG TEST AND MEDICAL EXAMINATION. I AUTHORIZE MEDICAL PROVIDER(S) TO RELEASE ANY/ALL MEDICAL INFORMATION TO THE CITY PURSUANT TO ITS PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN PROCEDURES IN ACCORDANCE WITH HIPAA.

**RELEASE:** I HEREBY RELEASE AND HOLD HARMLESS ANY PERSON, CORPORATION, COMPANY FROM ANY AND ALL POSSIBLE DAMAGES, DIRECT OR CONSEQUENTIAL, IMMEDIATE OR REMOTE, OF ALL FORMS OR TYPES, THAT I MAY SUSTAIN OR ALLEGE TO SUSTAIN BY VIRTUE OF THAT PERSON, CORPORATION, COMPANY OR OTHER ENTITY COMPLYING WITH MY REQUEST TO FULLY AND COMPLETELY COMPLY WITH THE INVESTIGATION, INQUIRY OR INTERESTS OF THE CITY OF MILFORD, TO WHOM I HAVE MADE AN APPLICATION OF EMPLOYMENT AND IS THE BEARER OF THIS AUTHORIZATION.

SIGNATURE of APPLICANT

DATE



# INVITATION TO SELF-IDENTIFY

City of Milford

Position applying for  
(use the title that appears on the job announcement)

## SECTION 1: CANDIDATE INFORMATION

It is the policy of the City of Milford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, gender, color, religion, creed, national origin, marital or veteran status, sexual orientation, gender identity or expression, disability or any other legally protected status, unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, all applicants are strongly urged to complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Milford with the requested information by checking the appropriate box in Section 4. This information will not affect in any way your employment opportunities. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

## SECTION 2: GENERAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number 000 \_\_\_\_\_ (Last six digits ONLY)

## SECTION 3: STATISTICAL INFORMATION

### PLEASE ANSWER THE FOLLOWING QUESTION:

What is your race/ethnicity? (Please mark the ONE BOX that describes the race/ethnicity category with which you primarily identify.)

- American Indian or Alaska Native** ☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** ☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.
- Black or African American** ☐ (Not Hispanic or Latino) All persons having origins in any of the black racial groups of Africa.
- Hispanic or Latino** ☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander** ☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
- White** ☐ (Not of Hispanic or Latino origin.) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or more races** ☐ A person who primarily identifies with two or more of the above race/ethnicity categories.
- Gender** ☐ Male ☐ Female

## SECTION 4: NON-PARTICIPATION

Please check box if applicable

I have read the above statement and have chosen not to complete this form. ☐

## SECTION 5: RECRUITING INFORMATION

How did you hear about this job? (Please check one.)

<input type="checkbox"/> Milford Mirror	<input type="checkbox"/> Human Resources or Department Bulletin Board
<input type="checkbox"/> Other newspaper (give name):	<input type="checkbox"/> Community Agency (give name):
<input type="checkbox"/> City Website	<input type="checkbox"/> Professional Journal (give name):
<input type="checkbox"/> Internet (list site):	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> City Employee	



## CITY OF MILFORD

### FOREMAN – SOLID WASTE DIVISION OF PUBLIC WORKS APPLICATION SUPPLEMENT #18-01

---

NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER    000    -    \_\_\_\_\_    -    \_\_\_\_\_  
(Last six digits only)

For this examination, you will be filling out specific information about your education, training and experience. The information that you give will be used to find out how well your background qualifies you for this position. You must fill out this examination booklet completely in order to take part in this examination. **THIS BOOKLET IS AN EXAMINATION.**

On the pages that follow, you will be asked to supply factual information about your education, training, and the duties, responsibilities and accomplishments that are associated with the jobs which helped you qualify for the position for which you are applying. Your education, training, and experience will be scored according to how closely they relate to the various job components or factors of the position of Solid Waste Foreman. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet, a completed Application for Employment, a resume and a cover letter must be filed with the Human Resources Department by the last filing date noted in the job announcement, or bear a postmark no later than the last filing date: Information submitted after the last filing date will not be considered.

I. EDUCATION AND LICENSURE:

## PART A. - EDUCATION

A. Do you possess any of the following degrees? (If "Yes", specify the major field of study for which the degree was conferred.)

1. High School Diploma Yes \_\_\_\_\_ No \_\_\_\_\_
2. Trade School Diploma/Certificate Yes \_\_\_\_\_ No \_\_\_\_\_
2. Associate's Degree Yes \_\_\_\_\_ Major \_\_\_\_\_ No \_\_\_\_\_
3. Bachelor's Degree Yes \_\_\_\_\_ Major \_\_\_\_\_ No \_\_\_\_\_

## PART B. - LICENSURE

B. Do you possess a valid State of Connecticut Driver's License?

Yes \_\_\_\_\_ Type: ☐ D ☐ CDL-A ☐ CDL-B ☐ CDL-C No \_\_\_\_\_  
*(Must attach copy of license.)*

II. EXPERIENCE:

A. Do you have at least five (5) years of experience working in planning, coordinating, inspecting and scheduling work, preferably in refuse collection, public works, logistics, transportation management, or construction management?

Yes \_\_\_\_\_ No. of Years \_\_\_\_\_ No \_\_\_\_\_

Please indicate which of the specific areas in which you have experience:

\_\_\_\_\_ Planning, coordinating, inspecting and scheduling work..... Number of Years \_\_\_\_\_

\_\_\_\_\_ Refuse collection ..... Number of Years \_\_\_\_\_

\_\_\_\_\_ Public works..... Number of Years \_\_\_\_\_

\_\_\_\_\_ Recycling Operation ..... Number of Years \_\_\_\_\_

\_\_\_\_\_ Logistics ..... Number of Years \_\_\_\_\_

\_\_\_\_\_ Transportation Management..... Number of Years \_\_\_\_\_

\_\_\_\_\_ Construction Management ..... Number of Years \_\_\_\_\_

B. Do you have at least three (3) years of supervisory experience?

Yes \_\_\_\_\_ No. of Years \_\_\_\_\_ No \_\_\_\_\_

#18-01

1. Describe your experience regarding efficient methods and procedures for scheduling collections and/or for collecting and disposing of garbage, recycling and/or other waste.

[illegible][illegible]

#18-01

[illegible][illegible]

III. SPECIALIZED TRAINING

#18-01

List all specialized training (seminars, special courses, advanced training, etc.) that you have attended/completed within the past five (5) years, relevant to the position of Solid Waste Foreman.

AREA OF STUDY/TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HOURS