



CITY OF MILFORD
HUMAN RESOURCES DEPARTMENT
PROMOTIONAL EXAMINATION

TO: Civil Service Employees
FROM: Tania R. Barnes, Human Resources Director
SUBJECT: Job Opening
DATE: January 5, 2018

NOTICE TO ALL APPLICANTS:

This opening is available to current City of Milford, Civil Service employees ONLY.

POSITIONS: MAINTAINER – Highway/Parks Division, Public Works Department

REQUIREMENT(S): One (1) year of experience in performing manual work in groundskeeping, landscaping, building construction or maintenance, or road maintenance. At time of application, must possess a valid State of Connecticut motor vehicle operator's license. Must have sufficient physical strength and endurance and ability to independently and repeatedly lift, move and carry objects weighing up to 60 pounds with assistance.

SCOPE OF EXAMINATION: Applicants will be ranked according to their seniority, training and experience as indicated on the Promotional Application.

FILING REQUIREMENTS: Applicants are required to fully complete a **Promotional Application** and submit it to the Human Resources Department, Parsons Office Complex, on or before January 12, 2018.

SALARY RANGE: The position is a Grade 10 with hourly salary limits as follows:

Minimum	\$20.61
Step 1	21.03
Step 2	21.48
Step 3	21.97
Step 4	22.36
Step 5	22.78
Maximum.....	23.27

MAINTAINER - HIGHWAY/PARKS

GENERAL SUMMARY OF DUTIES

Under the general supervision of a Highway-Parks Foreman or designee, performs unskilled and limited semi-skilled manual work. Performs a variety of tasks in park areas, sports facilities, playgrounds, buildings and roadways as assigned; operates equipment; leads crews as directed; assists with repairs of traffic signs and markings. Many types of work assignments may be routine and repetitive in nature and, after learned, can be carried on with only general supervision.

ILLUSTRATIVE DUTIES

Performs building and grounds maintenance such as raking leaves, shoveling snow, cutting grass, collecting refuse and painting.

Performs park maintenance, such as mowing, planting, pruning, park facility repair and ground maintenance.

Lays out and maintains sports playing fields, such as baseball and softball fields and related play areas.

Lays out and maintains pavement traffic markings.

Uses any and all tools that are normally used in the highway construction trades, including power tools as used in that industry and in maintenance of parks and grounds, such as hedge trimmer, weed whacker, sledge hammer, jack hammer, chain saw, etc.

Sweeps streets and gutters, loads dirt from streets into trucks; patches streets and alleys.

Digs ditches; shovels snow and spreads sand; loads and unloads trucks; carries materials to other workers; reams sanitary sewers.

Plows snow from City parking lots and/or streets.

Works with paving machine.

Performs general laboring work.

May assist driver in making adjustments to snowplow and sander; assists driver to guide truck in backing up.

May assist in maintaining, refinishing, processing and erection of street signs. Erects traffic signs, takes down broken or defective signs and removes encumbrances from around traffic signs to provide proper exposure.

Cleans grounds and waters plants. Assists in care of shrubs, flowers and grass. Trims, prunes bushes. Edges sidewalks.

Operates, lubricates and performs preventive maintenance on mowers, equipment and tools as required.

Erects and makes minor repairs to playground equipment, bleachers, fences, and other small structures; paints apparatus and buildings; makes cement.

MAINTAINER – HIGHWAY/PARKS

ILLUSTRATIVE DUTIES (cont'd.)

May assist tradeworkers in plumbing, carpentry and/or electrical repairs as assigned.

Operates various types of vehicles relative to transporting individuals and work operations.

Wears protective equipment as directed.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

General knowledge of the principles, practices and procedures of groundskeeping and landscaping.

Working knowledge of the principles, practices, procedures and material used in road and ground maintenance.

Working knowledge of the use and care of hand power tools and materials used in general maintenance, groundskeeping and landscaping.

Ability to understand and follow oral instructions in English.

Ability to operate and maintain motor vehicles and motorized equipment.

Ability to work independently.

Ability to get along well with others.

Must have sufficient physical strength and endurance ability to independently and repeatedly lift, move and carry objects weighing up to 60 pounds and to repeatedly lift, move and carry objects weighing more than 60 pounds with assistance.

No physical defects which would make heavy physical work a health hazard.

Ability to read and write

Under the direction of a supervisor, able to direct the work of seasonal workers as assigned.

Knowledge of safety practices and procedures and compliance thereof.

MINIMUM EDUCATION & EXPERIENCE REQUIRED

One (1) year of experience in performing manual work in groundskeeping, landscaping, building construction or maintenance, or road maintenance.

Must possess a valid State of Connecticut motor vehicle operator's license.

City of Milford, Conn.
Civil Service Commission
April 1984
Retyped 6/98
Revised: 1/2015
Revised: 6/2015



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

An Equal Opportunity Employer

PROMOTIONAL APPLICATION

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: _____ How long at this address? _____
No. and Street City State Zip Code 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 _____

List any relatives or members of your household who are employed by the City of Milford
Name(s) _____ Job Title _____ Department _____

EDUCATION

High school attended:

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

Colleges/Universities attended:

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

EMPLOYMENT

Do you have any commitments to another employer that might affect your employment with us? ☐ Yes ☐ No

If yes, specify commitment(s): _____

Can you perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

If no, please explain: _____

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

If yes, please explain: _____

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 included with a **completed application**.

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO YR	MO YR	MO YR
Telephone Number _____			
Your job title _____	Hours per week _____		
Supervisor's Name _____ Title: _____	Starting Salary \$ _____ per _____		
Reason for leaving position _____	Ending Salary \$ _____ per _____		
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

SPECIAL SKILLS/TRAINING

Typing speed: _____ words per minute

Business machines (other than computers) you can operate: _____

What computer experience do you have?

☐ Apple

☐ PC

Your skill level in Word can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Excel can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Outlook can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in PowerPoint can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Access can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Acrobat can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Your skill level in Publisher can best be described as:

☐ Proficient

☐ Very good

☐ Good

☐ Fair

☐ Beginner

☐ Never Used

Describe any other software and level of skill or any other applicable abilities:

SPECIAL SKILLS - FIELD

Light Equipment:

What best describes your skill level with a payloader?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a backhoe?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a small tractor?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

Heavy Equipment:

What best describes your skill level with a grader?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a Cat 225 excavator?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

What best describes your skill level with a bulldozer?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Never Used

Snowplowing:

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

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, total number of training hours, and other details.

Summarize any other special skills or abilities relating to the job you want, such as: licenses, machines you are able to operate, languages you speak and read or write well, computer skills besides those mentioned above, and any other special abilities or knowledge.

DRIVER'S LICENSE

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 will 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 # _____

Endorsements: _____

FINALISTS WILL 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.

Have you ever been convicted of any offenses other than juvenile, youthful offender, or a minor traffic violation? Yes ☐ No ☐

If yes, you must complete Section B of the applicant disclosure form.

Have you ever been disqualified for a position with the City of Milford due to a criminal conviction or failure to disclose a criminal conviction? If yes, list job title and date of disqualification. Yes ☐ No ☐

Job Title: _____ Date of Disqualification: _____

VETERAN'S AND/OR SENIORITY POINTS

Do you claim 5 points preference based on active duty in the U.S. Armed Forces? Yes ☐ No ☐ *Attach copy of DD214.*

Do you claim 10 points veteran's disability preference? Yes ☐ No ☐ *Attach copy of DD214 & other supporting documentation.*

Seniority points are given for service to the City as follows: Two (2) points for five (5) full years of service, ½ point for each additional full year.

Date of Hire: _____ Seniority Points: _____

SIGNATURE of APPLICANT _____ DATE _____