



**CITY OF MILFORD
HUMAN RESOURCES DEPARTMENT
PROMOTIONAL EXAMINATION**

TO: Civil Service Employees
FROM: Tania R. Barnes, SHRM, SCP, Human Resources Director
SUBJECT: Job Opening
DATE: August 16, 2017

NOTICE TO ALL APPLICANTS:

*This opening is available to current City of Milford, Civil Service employees ONLY.
We will not accept applications from outside candidates at this time.*

POSITION: SEWER LINE MECHANIC* – Wastewater Division, Public Works Department

REQUIREMENT(S): Two (2) years of experience installing, repairing and maintaining sewer lines; operating, repairing, and maintaining pumps and pumping equipment, heavy machinery, hydraulic equipment or power generators; OR graduation from an approved vocational, technical or trade school with specialization in mechanical crafts/technologies OR any equivalent combination of experience and training. Ability to operate and maintain light trucks and commercial motor vehicles with a GVWR of 26,001 pounds or more as well as motorized equipment. Physical strength and agility to do laboring tasks despite adverse conditions. Ability to perform physical labor that involves repetitive bending, pulling, pushing, lifting and carrying of up to 60 pounds. Ability to read and write. Ability to work independently. At time of application, must possess a valid State of Connecticut Commercial Driver's License (CDL), Class A or B, without restriction(s). Ability to obtain tanker endorsement within 90 days.

SCOPE OF EXAMINATION: Applicants will be ranked according to their seniority, training and experience as indicated on the Application Supplement #17-07 and weighted 100%.

FILING REQUIREMENTS: Applicants are required to fully complete a **Promotional Application and Application Supplement #17-07** and submit both to the Human Resources Department, Parsons Office Complex, on or before August 25, 2017.

SALARY RANGE: The position is a Grade 5 with hourly salary limits as follows:

Minimum	\$22.82
Step 1	23.41
Step 2	24.00
Step 3	24.59
Step 4	25.12
Step 5	25.75
Maximum.....	26.34

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

CITY OF MILFORD - AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The City of Milford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.

MECHANIC - SEWER LINES

DEFINITION

This is semi-skilled manual work involving the maintenance and repair of sanitary sewer lines. Work is done under the supervision of a working crew leader and/or Supervisor of Technical Services. Work is performed in all types of weather conditions.

ILLUSTRATIVE DUTIES

Works in sanitary sewer installations.
Cleans and repairs sewer lines of various types and size pipes.
Operates and maintains such equipment as water pumps, sewer jets, air compressors, bucket machines, mechanical rodders, tank trucks, T.V. truck and accompanying equipment.
Works with chemicals.
Performs limited masonry work connected with sewer lines and manholes.
Obtains flow readings.
Takes samples and performs appropriate testing.
Maintains records on sewer lines.
Checks tide gates, sewer line overflows and bypasses.
May work on snow removal.
Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Ability to understand oral and written instructions.
Ability to handle dangerous chemicals safely.
Ability to handle expensive equipment carefully.
Ability to read maps.
Ability to do heavy physical work. No respiratory ailments.
Some mechanical knowledge of equipment used in sewer lines.
Knowledge of safety practices and compliance thereof.

QUALIFICATIONS

Graduation from high school or trade school.
Possession of Connecticut driver's license, Class B or better.



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
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
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
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
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 _____



CITY OF MILFORD

SEWER LINE MECHANIC – WASTEWATER DIVISION PUBLIC WORKS DEPARTMENT

APPLICATION SUPPLEMENT #17-07

NAME _____

SOCIAL SECURITY NUMBER 000 - _____ - _____
(Last six digits only)

For this examination, you will be filling out specific information about your 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 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 training and experience will be scored according to how closely they relate to the various job components or factors of the position of Sewer Line Mechanic. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed Promotional Application must be received by the Human Resources Department by the last filing date noted in the job announcement. Information received after the last filing date will not be considered.

I. GENERAL EXPERIENCE AND LICENSURE:

PART A. – EXPERIENCE

Do you have at least two (2) years of experience installing, repairing, and maintaining sewer lines, pumps and pumping equipment, heavy machinery, electrical or hydraulic equipment and/or power generators?

No _____ Yes _____ If Yes, Number of Years Experience _____

Indicate the type of work experience. Check (✓) all that are applicable:

_____ installing, repairing and maintaining sewer lines – number of years of experience: _____

_____ operating, repairing and maintaining pumps and pumping equipment – number of years of experience: _____

_____ operating, repairing and maintaining heavy machinery – number of years of experience: _____

_____ operating, repairing and maintaining electrical or hydraulic equipment – number of years of experience: _____

_____ operating, repairing, maintaining, and troubleshooting power generators – number of years of experience: _____

PART B. – LICENSURE

Do you possess a valid State of Connecticut Commercial Driver's License (CDL), Class A or B without restrictions?

_____ Yes
Type: _____ (Must attach a copy of license.)

_____ No

If yes, do you have a tanker endorsement?

_____ Yes

_____ No

#17-07

A. Describe in detail your work experience installing, repairing, and maintaining sewer lines; operating, repairing, and maintaining pumps and pumping equipment, heavy machinery, electrical or hydraulic equipment, and/or power generators.

[illegible]

_____ perform tasks requiring physical agility that involves repetitive bending, pulling, pushing, lifting and carrying up to 60 pounds?

_____ work in confined areas?

_____ work with and around hazardous chemicals such as chlorine gas?

_____ follow oral and written instructions and work with a minimum of technical supervision?

PART III. –TRAINING

#17-07

List all training (seminars, special courses, advanced training, specialized training, etc.) that you have attended/completed within the past five (5) years, relevant to installing, repairing, and maintaining sewer lines; operating, repairing, and maintaining pumps, pumping equipment, heavy machinery, electrical or hydraulic equipment, and/or power generators.

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