



CITY OF MILFORD

OPEN COMPETITIVE NO. 24-29

FOREMAN – HIGHWAY/PARKS

Department of Public Works

POSTING DATE: May 8, 2024

CLOSING DATE: May 31, 2024

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

SALARY RANGE: The position is a Grade E-47 with weekly salary limits as follows:

Minimum	\$1,289.98
Step 1	1,341.72
Step 2	1,393.32
Step 3	1,444.98
Step 4	1,496.79
Maximum	1,577.81

GENEROUS BENEFITS: The City offers the following benefits:

- | | |
|--|---|
| ○ Medical & Dental insurance effective 1 st day of hire | ○ Paid Time Off – Separate Vacation Pay, Sick Pay, Personal Business Pay, Bereavement Pay |
| ○ Traditional Pension Plan/Defined Benefit Plan (5-year vesting) | ○ Paid Holidays – 13 days per year |
| ○ 457 Saving Plan | ○ Employee Assistance Program |
| ○ Free Life Insurance | ○ Free Access to Employee Fitness Center |
| ○ Weekly Pay | ○ Wellness Initiatives |
| ○ Additional Compensation after 8 hours of work per day | ○ Education Assistance Program |
| | ○ Productivity Bonus |

SUMMARY OF POSITION: Under the general direction of the Director of Public Works or designee, performs supervisory work in the maintenance and construction of streets, storm drainage systems and other public works. This class of work involves the exercise of continuous supervision over a crew of public works employees which may vary in size from small to large; the complexity and diversity of the work varies accordingly. The responsibility of an employee of this class may be for a variety of construction and maintenance jobs in varying locations throughout the City. The work entails a considerable degree of independent responsibility and varying amount of technical knowledge. The work is subject to general supervision and frequent inspection and on unusual or difficult jobs a superior is available to advise and participate directly in the planning and execution of assignments.

MINIMUM QUALIFICATIONS: Graduation from an accredited high school or GED ; and five (5) years of experience planning, coordinating, inspecting, and scheduling work, preferably in public works construction and maintenance including heavy equipment motor vehicle operation, logistics, transportation management or construction management, of which at least two (2) years must have been in a supervisory capacity in field supervision OR an equivalent combination of education, training and experience; Possession of a valid State of Connecticut motor vehicle driver's license and a good driving record history. Preference will be given to candidates who possess a State of Connecticut commercial driver's license (CDL).

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 #24-43 and weighted 50%. Applicants are urged to carefully complete the appropriate application form and supplement, listing all related training and/or work experience.

FILING REQUIREMENTS: Applicants are required to submit a fully completed **Employment Application, Application Supplement #24-43 and resume** must be submitted on or before **May 31, 2024** to the Human Resources Department, Parsons Government Complex, 70 W. River St., Milford, CT or HRrecruit@milfordct.gov For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Foreman – Highway/Parks*.

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.

JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL

FOREMAN-HIGHWAY/PARKS

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Public Works or designee performs supervisory work in the maintenance and construction of streets, storm drainage systems and other public works. This class of work involves the exercise of continuous supervision over a crew of public works employees which may vary in size from small to large; the complexity and diversity of the work varies accordingly. The responsibility of an employee of this class may be for a variety of construction and maintenance jobs in varying locations throughout the City. The work entails a considerable degree of independent responsibility and varying amount of technical knowledge. The work is subject to general supervision and frequent inspection and on unusual or difficult jobs a superior is available to advise and participate directly in the planning and execution of assignments.

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.)

- Acts as leader and supervisor for small crews engaged in road maintenance and repair projects, managing the maintenance of trees, shrubs, and plantings, parks, beaches, athletic fields and other municipal landscaping. Examples of projects include but are not limited to the following: constructing and repairing roads, MS-4 stormwater drainage systems including; manholes, breaks in stormwater pipes, catch basins,; laying pipe; grading, milling, paving roads and parking lots; pavement preservation, installing/repairing signs and guard rails; cutting brush; mowing, planting grass, repairing damaged guardrails, and signs.
- Assigns, supervises and inspects the work of subordinates, to include semi-skilled and unskilled workers engaged in public works tasks. Supervises the removal of snow and ice and the spreading of weather treatment materials.
- Supervises the installation of street signs and the construction and repair of walls and other appurtenances on City streets and other public property.
- Outlines work assignments, and prioritizes and assigns tasks to workers in a manner that ensures efficient and effective utilization of manpower and equipment.
- Carries out a program of preventive maintenance on MS-4 stormwater drainage systems.
- Manages and directs the administrative process to secure supplies, materials and equipment for daily work projects.
- Works with other municipal departments and outside stakeholders as needed to complete projects successfully.
- Is able to be present to manage emergencies such as flooding, wind / rain damage, storm drain repairs, snow and ice treatment / removal, tree trimming / removals outside of regular working hours.
- Operates all related equipment needed to perform and guide the duties of this position. .
- Inspects streets, sidewalks, curbs, catch basins and other facilities to determine work which must be done.
- Communicates with the general public, other City employees, vendors, and management to respond to questions, concerns, complaints, investigations, etc., regarding highway/parks services and repairs.
- Makes sure that equipment is in satisfactory operating condition.
- Handles daily problems of assigned Highway/Parks crews.
- Maintains records; prepares time, cost and other reports; maintains Overtime Log.
- Assists in preparation of the division budget; monitor and control expenditures.
- Instructs and trains personnel on new procedures, activities and safety guidelines.
- Wears protective equipment as directed.
- Performs related work as required.

JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL

FOREMAN - HIGHWAY/PARKS

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KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- Strong knowledge of and compliance with safety practices.
- Strong knowledge of tools, equipment, practices and materials used in maintenance and repair of streets, fields, storm drainage systems, and erosion and sedimentation control.
- Strong knowledge of techniques in using large and varied equipment to the best advantage under different conditions.
- Working knowledge of the City street and storm drain systems.
- Ability to work effectively in emergency situations.
- Good working knowledge of supervisory techniques and practices.
- Ability to participate in and supervise workers operating light, heavy, and special motor equipment.
- Ability to supervise highway construction projects from general plans and instructions given and to determine the proper amounts of various materials, tools, and equipment needed.
- Ability to make minor repairs and adjustments to equipment operated.
- Ability to read and interpret engineering plans and profiles and ability to transfer line and grades from engineering in the field to meet the specifications.
- Ability to use engineers level or transit or lock level.
- Ability to keep routine records and to follow fairly complex written and verbal instructions.
- Ability to establish and maintain cooperative relationships with the employees, supervisors, associates, vendors, other City officials and the public.
- Physical strength and agility to do strenuous laboring tasks outdoors under varying weather conditions.
- Basic computer skills and general knowledge of Microsoft Outlook (e-mail), Word, and Excel applications.
- Excellent verbal and written communication skills.
- Strong ability to make sound decisions and resolve problems.

MINIMUM QUALIFICATIONS REQUIRED

- Graduation from an accredited high school or GED ; and
- Five (5) years of experience planning, coordinating, inspecting, and scheduling work, preferably in public works construction and maintenance including heavy equipment motor vehicle operation, logistics, transportation management or construction management, of which at least two (2) years must have been in a supervisory capacity in field supervision: OR
- An equivalent combination of education, training and experience.
- Possession of a valid State of Connecticut motor vehicles driver's license (DL) and a good driving record history; possession of a valid State of Connecticut commercial driver's license (CDL), class A or B, with airbrake endorsement is preferred.

JOB ENVIRONMENT

Majority of work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with work sites. Work environment is subject to loud noises. Administrative work is performed in an office environment and/or in the field. May be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.

JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL

Regularly operates heavy trucks, heavy equipment, hand/power/pneumatic tools, a computer, telephones, and standard office machines. Interacts frequently with other town departments/boards/committees, contractors

FOREMAN - HIGHWAY/PARKS **JOB ENVIRONMENT (cont'd)**

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working for the department, equipment vendors, and other DPW divisions; makes occasional contacts with the general public. Communicates in person, by telephone and via standard correspondence. Contacts require some persuasiveness to influence the behavior of others. Has limited access to department-related confidential information including personnel records.

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. Spends the majority of the day standing and/or walking. Perform physical activities that require considerable use of arms and legs and moving the whole body, such as sitting, standing, walking, bending, stooping, kneeling, crouching, crawling, climbing, twisting, squatting, reaching overhead, grasping, lifting, balancing, pushing, pulling, and handling of objects; Frequently lifts up to 60 pounds; occasionally lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing Normal eyesight and depth perception, with or without correction; hears normal tones, with or without correction.

The City of Milford, CT is an equal opportunity/affirmative action employer. It is the policy of the Company to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

Civil Service Commission
City of Milford, CT
4/87
Retyped: 3-2006
Revised: 10-2019



CITY OF MILFORD, CONNECTICUT

- Founded 1639 -

70 West River Street, Milford, CT 06460

(203) 783-3239

HRrecruit@milfordct.gov

**Human Resources
Department**

APPLICATION FOR EMPLOYMENT & EXAMINATION

INSTRUCTIONS FOR COMPLETION:

THIS APPLICATION FORM CONSTITUTES A PART OF THE EXAMINATION PROCESS.

Every section must be completed in full even if resume or other supporting documents are attached. You should not direct this Office to refer to a resume for information that is being asked on the application form. **You must answer all questions completely and accurately in order for your application to be given the proper consideration.**

INCOMPLETE APPLICATION WILL BE REJECTED.

- **LATE APPLICATIONS WILL NOT BE ACCEPTED.** Applications must be received in the Human Resources Department by the application deadline as stated on the job announcement. You must complete an application form in ink or typed print. You can complete an application form online at the City's website and print the application. You must sign your application in ink or with digital signature. Application closing dates are noted on each job announcement.
- **ALL APPLICANTS SHOULD READ THE JOB ANNOUNCEMENT OF THE JOB FOR WHICH YOU ARE APPLYING.** Specific job requirements will be noted under the section titled "Minimum Qualification Requirements."
- **EACH SECTION IN THE APPLICATION FORM MUST BE COMPLETED.** You can use additional sheets of papers to attach to your application if you need more space to provide complete information, especially as it pertains to your employment history. Applications submitted without completing each section will be rejected.
- **LICENSES AND CERTIFICATIONS** required for the position you are applying for must be listed and you must provide a copy of any and all licenses and certifications required, as stated on the job announcement. Applications submitted without providing a copy of the required licenses/certifications will be rejected.
- **YOU MUST ATTACH A CLEAR COPY OF YOUR DRIVER'S LICENSE TO THE APPLICATION FORM** if the job for which you are applying requires a driver's license. Applications submitted without providing a copy of your driver license will be rejected.
- **YOU MUST COMPLETE EACH SECTION OF EMPLOYMENT HISTORY.** You must complete "Describe Work Performed" completely. Do not write "see resume" in lieu of completing this information on the application form. Applications submitted without completing each line of this section will be rejected.
- **COMPLETING THE INVITATION TO SELF-IDENTIFY IS VOLUNTARY.** This information is needed to meet Federal and State reporting requirements and is also used to evaluate the effectiveness of our recruiting and testing procedures. This sheet is not seen by anyone making the hiring decision. Applications will not be rejected if you choose not to complete this voluntary information section.

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EMPLOYMENT APPLICATION - PUBLIC WORKS

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

An Equal Opportunity Employer

Position applying for _____

Date _____

DO NOT WRITE IN THIS SPACE

☐ Q Rev. by: _____

☐ NQ

Reason: _____

PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.

Entire application must be completed in order for application to be considered.

PERSONAL INFORMATION

Last Name _____ First Name _____ M.I. _____ 000- _____
Last 6 digits of Soc. Sec. No. _____

Home Address _____ City _____ State _____ Zip _____

Home Telephone _____ Mobile _____ Email _____

Are you legally eligible for employment in the U.S.? Yes No Are you 18 years of age or older? Yes No
(If hired, you will be required to provide proof of eligibility)

Do you claim 5 points preference based on active duty in the US Armed Forces? Attach copy of DD214 Yes No

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

List any relatives currently employed with the City: Name(s) _____ Job Title/Dept. _____

Have you read the job description explaining the essential duties of the position for which you are applying? Yes No

Are you able to perform the essential functions of the position for which you are applying? Yes No Date available to start _____

EDUCATION

High School(s) attended	City/State	Did you graduate?		
		Yes No		
		Yes No		
College/Institution attended	City/State	Did you graduate?	Degree/Certification/Credits	Major
		Yes No		
		Yes No		
		Yes No		

EMPLOYMENT HISTORY

Have you ever been discharged or asked to resign from a job? Yes No If yes, please explain: _____

Have you previously worked for the City of Milford? Yes No If yes, dates of employment: _____

Position/Department: _____

On the next page, list **ALL** present and past employment in reverse chronological order **BEGINNING WITH YOUR MOST RECENT EMPLOYMENT**. Applicants may be required to furnish satisfactory proof of employment history. Use additional pages if necessary. **Include resume with completed application, however, resume WILL NOT substitute completion of application.**

EMPLOYMENT HISTORY CONTINUED

Employer	Address	Phone
Dates of Employment	Job title	Hours per week
Supervisor's name/title		Reason for leaving
Number of employees supervised (i/a)	Describe work performed below <u>DO NOT WRITE "SEE RESUME"</u> :	

Employer	Address	Phone
Dates of Employment	Job title	Hours per week
Supervisor's name/title		Reason for leaving
Number of employees supervised (i/a)	Describe work performed below <u>DO NOT WRITE "SEE RESUME"</u> :	

Employer	Address	Phone
Dates of Employment	Job title	Hours per week
Supervisor's name/title		Reason for leaving
Number of employees supervised (i/a)	Describe work performed below <u>DO NOT WRITE "SEE RESUME"</u> :	

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

SPECIAL SKILLS

Snowplowing: Describe any experience you may have had snowplowing. Please include the size of the plow(s) you have driven, number of months/ years of experience and type of area(s) plowed (roads, driveways, parking lots, etc.)

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

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 previously mentioned and any other special abilities or knowledge. Provide name and location where training was given, dates attended, subject of training, total number of training hours, and other details. Please also include any professional trade, business or civic activities and other offices held: (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

LICENSES, CERTIFICATIONS, REGISTRATIONS

If the position for which you are applying requires you to operate a vehicle, you must possess a valid driver's license and any special endorsements must be current and valid. NOTE: If applicable, 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 _____ License # _____ Classification _____

Expiration Date _____ 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.

PROFESSIONAL REFERENCES

List three professional colleagues who are not your relatives or employees of The City of Milford we may contact.

Name	Phone	Relationship

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 will 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.

I affirm and certify that I have read all of the information above and that all answers to the questions herein are complete, true and accurate to the best of my knowledge. I understand that any misrepresentation, falsification or omission of any facts may render this application void and will be cause for disqualification, whenever discovered.

SIGNATURE 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.)

Race/Ethnic Identification

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



CITY OF MILFORD

OPEN COMPETITIVE EXAMINATION NO. 24-43 FOREMAN – HIGHWAY/PARKS PUBLIC WORKS DEPARTMENT

APPLICATION SUPPLEMENT

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 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 Foreman – Highway/Parks. 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 **Application for Employment** 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.

EDUCATION AND LICENSURE:A. EDUCATION:

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 _____ | Major _____ |
| 3. Associate's Degree | Yes_____ | No _____ | Major _____ |
| 4. Bachelor's Degree | Yes_____ | No _____ | Major _____ |
| 5. Master's Degree | Yes_____ | No _____ | Major _____ |

B. LICENSURE:

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

____ Yes (Must attach a copy of license.) ____ No

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

____ Yes (Must attach a copy of license.) ____ No

EXPERIENCE:

I.

- A. Do you have at least five (5) years of experience in planning, coordinating, inspecting, and scheduling work, preferably in public works construction or commercial construction?

____ Yes Number of Years _____

____ No

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

____ Yes Number of Years _____ ____ No

No. of employees supervised _____

II. EXPERIENCE CONTINUE:

#24-43

- 1) Do you have at least five (5) years of experience performing manual work in planning, coordinating, inspecting, scheduling, public works construction and maintenance including heavy equipment motor vehicle operation?

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

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

_____ planning – number of years of experience: _____

_____ coordinating – number of years of experience: _____

_____ inspecting – number of years of experience: _____

_____ road maintenance – number of years of experience: _____

_____ public works construction – number of years of experience: _____

_____ heavy equipment/operation/ maintenance – number of years of experience: _____

_____ Commercial construction projects: – number of years of experience: _____

Please follow column headings completely. Use whatever terms would be most indicative of the level and scope of your responsibilities. **You may use additional pages, if necessary.**

- 2) Describe in detail your work experience(s) in construction management.

Name of Employer:		Dates & No. of Hours/Week Performing This Job:	
Supervisor's Name:		Supervisor's Title:	
Your Job Title & Duties:			

- 3) Describe your supervisory experience, to include but not limited to, the number of staff under your direct supervision, work scheduling, organizing and assigning daily tasks, handling performance issues, etc.

Name of Employer:		Dates & No. of Hours/Week Performing This Job:	
Supervisor's Name:		Supervisor's Title:	
Your Job Title & Duties:			

III. – SPECIALIZED TRAINING

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

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