

CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 19-02

ELECTRICIAN MAINTENANCE MECHANIC

POSTING DATE: April 12, 2019

CLOSING DATE: May 3, 2019

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

<u>SUMMARY OF POSITION</u>: This is skilled electrical work involving the installation, maintenance and repairs of electrical systems, devices and machinery in City buildings, grounds and installations, and includes the maintenance and installation of traffic lights. Employee in this class also performs general maintenance mechanic duties.

<u>MINIMUM QUALIFICATIONS</u>: Two (2) years of experience as an unlimited licensed journeyperson or at least six (6) year of equivalent experience and training. Possession of a valid, Unlimited Electrical Contractor License (E-1) issued by the State of Connecticut Department of Consumer Protection. Note: Preference will be given to candidates with industrial electrical experience, to include, but not limited to electronic control systems for pumps, motors, variable frequency drivers and /or programmable frequency controls. Must possess a valid State of Connecticut motor vehicle driver's license.

<u>SCOPE OF EXAMINATION</u>: Applicants will be ranked according to their seniority, training and experience as indicated on the Application and weighted 100%.

<u>FILING REQUIREMENTS:</u> <u>A completed Employment Application, application supplement #19-02,</u> <u>resume and cover letter</u> must be submitted on or before <u>May 3, 2019</u> to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or <u>HRrecruit@ci.milford.ct.us</u>. For forms and detailed application instructions, go to <u>www.ci.milford.ct.us/hr/pages/jobs</u> then select *Electrician*. A resume will not be accepted in lieu of a completed job application/supplement; incomplete or illegible applications will be rejected.

SALARY RANGE: The position is a Grade 1A with hourly salary limits as follows:

Minimum	27.18
Step 1	. 27.85
Step 2	. 28.48
Step 3	
Step 4	
Step 5	
Maximum	

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

DEFINITION

This is skilled electrical work involving the installation, maintenance and repair of electrical systems, devices and machinery in City buildings, grounds and installations, and includes the maintenance and installation of traffic lights. Employee in this class also performs general maintenance mechanic duties.

ILLUSTRATIVE DUTIES

Installs and maintains traffic lights. Installs new circuits, outlets, indoor and outdoor lighting fixtures, switches, timers, air conditioners and other electrical mechanisms. Estimates cost and quantity of material required to perform needed service. Troubleshoots electrical power failures and faulty equipment. Replacement or repair of damaged lighting fixtures, outlets, circuits and control panels. Corrects electrical wiring violations which exist, bringing City buildings up to code. Cleans and services motors on boilers, buffers, vacuums, fans, air conditioners, kilns, sprayers, saws, drills, grinders, dehumidifiers, circulator pumps, gas pumps and lifts. Repairs thermostats and electrical valves, coils and relays. General overhauling of heating and air conditioning systems. Performs general maintenance mechanic duties. Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the methods, material and tools used in electrical work. Ability to follow oral and written instructions. Sufficient physical strength and freedom from disabling defects to permit lifting of heavy objects. Knowledge of safety practices and compliance thereof.

QUALIFICATIONS

Completion of a standard trade apprenticeship. Valid Connecticut journeyman's electrician's license. Connecticut driver's license.

*Job Description pending revisions. Employees will be advised of and subject to any changes.

Civil Service Commission City of Milford, CT Re-typed 3/06



CITY OF MILFORD

Human Resources Department 70 W. River Street Milford, CT 06460 (203) 783-3239 <u>HRrecruit@ci.milford.ct.us</u>

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 <u>all</u> questions completely and accurately in order for your application to be given the proper consideration.

INCOMPLETE APPLICATION WILL BE REJECTED.

- LATE APPLICATION WILL NOT BE ACCEPTED. Application must be <u>received</u> 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 on-line at the City's website and print the application. <u>You must sign your application in ink or with digital</u> <u>signature.</u> 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. <u>Applications submitted</u> 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. Any applications submitted without providing a copy of the required licenses/certifications will be rejected.
- YOU MUST ATTACH A CLEAR COPY OF YOUR <u>DRIVER'S LICENSE</u> TO THE APPLICATION FORM, if the job for which you are applying requires a driver's license. If you fail to provide a copy of your driver license your application will be rejected.
- **EMPLOYMENT HISTORY:** You must complete each section, as requested. You must complete "Describe Work Performed" completely. Do not write "see resume" in lieu of completing this information on the application form. <u>Application submitted without completing each line of this section will be rejected.</u>
- VOLUNTARY COMPLIANCE INFORMATION: Completing the page title "Invitation of Self-Identity" 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 <u>not</u> be rejected if you choose not to complete <u>this Voluntary Information section</u>.

	APPLICAT	ION FOR EMI	PLOYMENT	DO NOT WRITE IN THIS SPACE
Human Resources Department City of Milford 70 West River Street Milford, CT 06460 (203) 783-3239 An Equal Opportunity Employer	(use PLEASE TYPE O			Exp Not City EE Other
	Р	ERSONAL INFORM	ATION	
				000
Last Name Fi	rst Name M.I.	Other names	s by which you have been ki	000 NOWN Last 6 digits of Soc. Sec. No.
Drocont Addroco.			5	
Present Address: No. and Street	(City Sta	te Zip Code HOW IOI	ng at this address? Years/Months
Mailing address (if different from r	esidence address)		City	
		and Street	City	State Zip Code
Home Telephone	Cellular		Email	
In case of emergency, notify:				
Name	Relationshi	ip	Telephone Nu	mber
Are you legally eligible for employ	ment in the USA? Yes	S No If hire	ed, you will be required to subn	nit proof of eligibility to work in the USA.
Are you 18 years of age or older?	Yes 🗌 No 🗌			
Have you previously applied for e Year(s) applied				
Have you previously been employ Job Title/Department	ved by the City of Milford?		· · ·	
List any relatives or members of y Name(s)	our household who are en Job Title	mployed by the City of	Milford: Departi	nent
Do you claim 5 points preference	based on active duty in th	ne U.S. Armed Forces?	Yes No	Attach copy of DD214.
Do you claim 10 points veteran's c	lisability preference?	Yes No	Attach copy of DD214 &	other supporting documentation.
		GENERAL NFOR	MATION	
What date are you available to beg Do you have any commitments to a If yes, specify commitment(s):		ght affect your employn	nent with the City of Milford?	e Yes No
Note to Applicant: DO NOT ADDESCRIPTION EXPLAINING T				
Is there anything that would prev Yes No	vent you from performir	ng the essential funct	ions of the position for wh	nich you have applied?

		PERSONAL INFORMATION	J					
High school attended:			v					
Name of School(s)	City/State	Did you graduate?						
		Yes No						
Colleges/Universities attend	led:							
Name of Educational Institution	City/State	Did you graduate?	Dates at	tended			lipoloma, GED, r of credits con	
		Yes No	1				0	
		Yes 🗌 No 🗌						
		Yes 🗌 No 🗍						
		I				1		
		EMPLOYMENT HISTORY						
List below ALL present and past of		H YOUR MOST RECENT EMP						
CONSECUTIVELY. Applicants ma					se additio	nal pages	if necessa	ry.
Resumes may be required for cer	tain positions. If applicabl	e, include resume with comple	ted applic	ation.				
		— —						
Have you ever been discharged o	r asked to resign?	Yes No						
If yes, please explain:								
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Your job title			
Supervisor's Name	Title:	Hours per week	#
Reason for leaving position			
Describe Work Performed:		·	
Number of Employees Supervised (if applicable)			

EMPLOYMENT HISTORY (contin	iuea)					
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Reason for leaving position						
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Describe Work Performed:						
Number of Employees Supervised (if applicable)						
***ONLY COMPLETE THE SECTIONS BELOW IF THEY ARE RELEVANT		POSITI		ΗΔΛΈ ΔΙ	PI IFD**	*
SPECIAL SKILLS/TRAINING					I LILD	
Typing speed: words per minute						
Business machines (other than computers) you are able to operate:						
What computer experience do you have? Apple 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 Accobat 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						
Light Equipment: 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? Heavy Equipment: 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? What best describes your skill level operating a bulldozer? Snowplowing: Describe any experience you may have had snowplowing. Include the size of the plow(s) you experience and type of area(s) plowed (roads, driveways, parking lots):	ou have d	riven, nur	nber of mo	nths/years	s of snow	plowing

	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 me	embership which would rev	eal gender, race, relig	ion,		
national origin, age, ancestry, disabi		r r	<u> </u>	,		
	ion for which you are applying will require you to	operate a vehicle				
	tion for which you are applying will require you to lid driver's license;	o operate a vehicle:				
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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



City of Milford

INVITATION TO SELF-IDENTIFY

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: STATISTIC	CAL INFORMATION	
	PLEA	SE ANSWER THE FOLLOWING QUESTION:
What is your race/ethni	icity? (Please mark the	e ONE BOX that describes the race/ethnicity category with which you primarily identify.)
American Indian or Alaska Native Asian Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander White Two or more races Gender	who maintains tribal affiliat (Not Hispanic or Lati including, for example, Car (Not Hispanic or Lati All persons of Cuban (Not Hispanic or Lati	 tification no) All persons having origins in any of the original peoples of North and South America (including Central America), and tion or community attachment. ino) All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent mbodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam. no) All persons having origins in any of the black racial groups of Africa. n, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race. no) All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands. atino origin.) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa. ily identifies with two or more of the above race/ethnicity categories.
SECTION 4: NON-PAR	TICIPATION	
I have read the above state	ment and have chosen n	Please check box if applicable ot to complete this form.
SECTION 5: RECRUITI		
How did you hear about this	s job? (Please check one	.)
Other newspaper (give		Community Agency (give name):
City Website		Professional Journal (give name):
Internet (list site): City Employee		Other (please specify):



CITY OF MILFORD

ELECTRICIAN-MAINTENANCE MECHANIC BUILDING MAINTENANCE DIVISION PUBLIC WORKS DEPARTMENT

APPLICATION SUPPLEMENT #19-02

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 <u>must</u> fill out this examination booklet completely in order to take part in this examination. <u>THIS BOOKLET IS AN</u> 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 Electrician-Maintenance 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 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 <u>will not</u> be considered.

PRELIMINARY REVIEW OF QUALIFICATIONS

I. GENERAL EXPERIENCE AND LICENSURE:

PART A. – EXPERIENCE

1) Do you have at least two (2) years of experience as an unlimited licensed journeyperson?

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

---OR----

2) Do you have at least six (6) years of equivalent experience and training?

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

Describe in detail your equivalent experience and training using additional paper, if necessary:

3) Indicate the type of work experience. Check (\checkmark) all that are applicable:

_____ installing, repairing and maintaining, and replacing motors, controls, and related electrical equipment on pumps, blowers and control systems – number of years of experience: _____

_____ installing new circuits, outlets, indoor and outdoor lighting fixtures, switches, timers, air conditioners and other electrical mechanisms. – number of years of experience: _____

_____ repairing thermostats and electrical valves, coils and relays – number of years of experience: _____

_____ industrial electrical experience including electronic control systems for (check all that apply):

pump motors – number of years of experience:

variable frequency drivers – number of years of experience:

programmable frequency controls – number of years of experience:

PRELIMINARY REVIEW OF QUALIFICATIONS (continued)

PART B. – LICENSURE

Do you possess a valid State of Connecticut motor vehicle driver's license?

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

____No

Do you possess a valid State of Connecticut, Department of Consumer Protection unlimited electrical contractor license (E-1)?

____Yes

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

____No

II. <u>EXPERIENCE</u>

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.

A. Describe in detail your work experience installing, maintaining and replacing motors, controls, and related electrical equipment on pumps, blowers, and control systems.

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

B. Describe in detail your work experience installing circuits, outlets, indoor and outdoor lighting fixtures, switches, timers, air conditioners and other electrical mechanisms.

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

II. EXPERIENCE (continued)

C. Describe in detail your work experience servicing, repairing and troubleshooting traffic control equipment such as traffic lights and pedestrian poles.

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

D. Do you have the ability to (check all that apply):

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

_____ work in confined areas?

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

_____ keep records and prepare reports using a computer?

List all training (seminars, special courses, advanced training, specialized training, etc.) that you have attended/completed within the past five (5) years, relevant to skilled electrical work involving the installation, maintenance and repair of electrical systems, devices and machinery.

AREA OF STUDY/TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HOURS
AREA OF STUD1/ IIILE OF COURSE	ORGANIZATION	& NO. OF HOURS