



# CITY OF MILFORD

PROMOTIONAL EXAM NO. 19-02

## ELECTRICIAN MAINTENANCE MECHANIC

POSTING DATE: April 5, 2019

CLOSING DATE: April 12, 2019

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**NOTICE TO ALL APPLICANTS:** This opening is available to all City employees ONLY.

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**SUMMARY OF POSITION:** 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.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience as an unlimited licensed journeyman 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.

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

**FILING REQUIREMENTS:** A completed promotional application and current resume must be submitted on or before April 12, 2019 to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or [HRrecruit@ci.milford.ct.us](mailto:HRrecruit@ci.milford.ct.us). For forms and detailed application instructions, go to [www.ci.milford.ct.us/hr/pages/jobs](http://www.ci.milford.ct.us/hr/pages/jobs) 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 .....	29.26
Step 4 .....	29.92
Step 5 .....	30.56
Maximum .....	31.33

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



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 _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
Specific Duties: _____			
Number of Employees Supervised (if applicable) _____			

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

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

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO	YR	MO YR
Telephone Number _____			
Your job title _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
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 \_\_\_\_\_



I. GENERAL EXPERIENCE AND LICENSURE:

## PART A. – EXPERIENCE

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

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:

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3) Indicate the type of work experience. Check (✓) 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: \_\_\_\_

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. EXPERIENCE

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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.

Name of Employer:			Dates & No. of Hours/Week 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.

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

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[illegible]

- \_\_\_\_\_ 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