



CITY OF MILFORD

OPEN COMPETITIVE NO. 23-28

HVAC Mechanic

POSTING DATE: March 24, 2023

CLOSING DATE: Open until filled

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

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

Minimum	\$26.84
Step 1	27.49
Step 2	28.25
Step 3	29.02
Step 4	29.72
Step 5	30.38
Maximum	31.13

GENEROUS BENEFITS: The City offers the following benefits:

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

SUMMARY OF POSITION: Under the general supervision of the Building Maintenance Superintendent or designee, performs maintenance and repair of air conditioning and heating equipment. Employee in this class should have an S-2 license (unlimited journeyman license or ability to obtain this license) and perform general maintenance mechanic duties.

MINIMUM QUALIFICATIONS: Graduation from high school or vocational school with courses in heating, ventilating and air conditioning AND five (5) years of professional experience at a journeyman’s level. Possession of a valid CT driver’s license. Possession of hand tools necessary for duties.

SPECIAL REQUIREMENT: At the time of application must possess an S2 Unlimited Journeyman license OR Limited Journeyman License B-2 OR B-4 with knowledge of or experience in air conditioning, OR Limited Journeyman license D-2 or D-6 with knowledge of and experience in heating.

SCOPE OF EXAMINATION: Applicants will be ranked according to their seniority, training and experience as indicated on the Application and weighted 100%. Candidates who successfully pass the oral board examination must achieve an overall passing score of at least 70% to be placed on the hiring list.

FILING REQUIREMENTS: Applicants are required to submit a fully completed **Employment Application, Application Supplement #23-28 and resume** must be submitted 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 *HVAC Mechanic*.

JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL

HEATING/VENTILATION/AIR CONDITIONING (HVAC) MECHANIC

GENERAL SUMMARY OF DUTIES

Under the general supervision of the Building Maintenance Superintendent or designee, performs maintenance and repair of air conditioning and heating equipment. Employee in this class should have an S-2 license (unlimited journeyman license or ability to obtain this license) and perform general maintenance mechanic duties.

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.)

- Installs, operates, maintains, repairs and replaces HVAC equipment and machinery including high/low pressure steam or hot water boilers, pumping units, vacuum pumps, boiler feed pumps, auxiliary equipment, commercial or industrial refrigeration and air conditioning systems, controls, parts fabrication and related equipment, and inspects facilities and equipment to determine needs as permitted by the appropriate HVAC certificate.
- Overlooks electrical and mechanical problems on gas and oil fired heating systems, i.e. replaces oil filters, nozzles, pipe pumps, motors, valves, solenoids, thermostats, timers, electrodes, transformers, switches, photo-cells, relays and all equipment necessary for the efficient operation of gas and oil fired heating systems.
- Installs, replaces, and repairs forced air heating and duct work and assists in maintenance and repair in a variety of other areas.
- Cleans burners, tubes, sections, chambers, flue pipes, chimneys, oil spills etc.
- Inspects fuel storage tanks for leaks and sludge build up. Treats boiler water with conditioner and fuel tanks with fuel additives.
- Schedules preventive maintenance, i.e. lubrication, clean electrical contacts, control panels, contactors and programmers.
- Maintains records of building locations, type of heating system, type of fuel, size of fuel storage, nozzle and filter sizes, efficiency test data, type of service call.
- Performs efficient combustion testing on all heating systems.
- Maintains accurate records and reports of combustion testing according to accepted trade practices, estimates, materials, labor and equipment costs.
- Performs general plant and building maintenance repair.
- Wears protective equipment as directed and uses safety precautions when operating equipment and advises supervisor of unusual conditions that may require more specialized attention.
- Troubleshoots electrical and mechanical problems: i.e., repairs or replaces motors, compressors, condensers, relays, circuit breakers, fuses, plugs, belts, thermostats, timers, switches, solenoids, filters, damper louvers, mixing valves, reheat coils.
- Recharges systems with freon or other gases, evacuates systems, balances system, and lubricates.
- Activates and tests all units prior to start of season. Installs, winterizes and stores window units.
- Assists with solar systems heat pumps and other energy-saving devices used for climate control.

JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL

HEATING/VENTILATION/AIR CONDITIONING (HVAC) MECHANIC

Page 2

ESSENTIAL FUNCTIONS (cont'd)

- Maintains records, i.e. preventive maintenances schedule, building location and equipment design, problems and corrective action taken, material used, necessary filter information and information pertaining but not limited to belts, motors, controls, high and low test pressures, spare parts inventory.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the methods and safe practices of materials and tools used in air conditioning, ventilating and heating work.
- Knowledge of engineering concepts, principles, and practices.
- Knowledge of safety practices, compliance, preventive maintenance procedures and techniques.
- Knowledge of techniques in using large and varied equipment to the best advantage under different conditions and recognize malfunctions.
- Knowledge of electronic theory, circuits, components, and material properties.
- Ability to perform skilled mechanical repair tasks independently.
- Ability to work from rough sketches and blueprints.
- 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, resolve problems and work effectively in emergency situations.
- Ability to establish and maintain effective working relationships with employees, supervisors, associates, vendors, other City officials and the public.
- Physical strength and agility for strenuous laboring tasks under varying weather conditions; 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.
- Ability to understand and follow oral and written instructions.
- Ability to safely perform various tasks in a fast-paced work environment.
- Ability to participate in stand-by duty and report back to work if needed.

MINIMUM QUALIFICATIONS REQUIRED

- Graduation from high school or vocational school with courses in heating, ventilating and air conditioning AND five (5) years of professional experience at a journeyman's level.
- Possession of a valid CT driver's license.
- Possession of hand tools necessary for duties.

Special Requirement - At the time of application must possess an S2 Unlimited Journeyman license OR Limited Journeyman License B-2 OR B-4 with knowledge of or experience in air conditioning, OR Limited Journeyman license D-2 or D-6 with knowledge of and experience in heating.

JOB DESCRIPTION REVISIONS PENDING UNION APPROVAL

HEATING/VENTILATION/AIR CONDITIONING (HVAC) MECHANIC

Page 3

JOB ENVIRONMENT

Work is performed both indoors and outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with work sites and with equipment operation including fumes, oils, gases and mists. 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. Regularly operates heavy equipment with moving parts and, hand/power/pneumatic tools. Interacts frequently with other City departments, contractors 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. Frequently works at extreme heights such as rooflines, scaffolds and manlifts.

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. Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions. Must have sufficient physical strength and endurance ability to independently perform medium work exerting up to 60 pounds of force occasionally, and /or over 60 pounds with assistance, and/or up to 20 pounds of force frequently, and/up to 20 pounds of force constantly to move objects. Must possess the visual acuity to operate equipment and motor vehicles, inspect the work of others, and review work for accuracy, neatness, and thoroughness. Must be able to work at extreme heights such as rooflines, scaffolds and manlifts.

The City of Milford, CT is an equal opportunity/affirmative action employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, national origin, age, disability, genetic information, gender identity of expression, or veteran status.

Civil Service Commission
City of Milford, CT
Retyped: 7-2005
Revised: 2/10/2023



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.

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.



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
Asian
Black or African American
Hispanic or Latino
Native Hawaiian or Other Pacific Islander
White
Two or more races
- ☐ (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.
- ☐ (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 Philippine Islands, Thailand, and Vietnam.
- ☐ (Not Hispanic or Latino) All persons having origins in any of the black racial groups of Africa.
- ☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
- ☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
- ☐ (Not of Hispanic or Latino origin.) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ 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

HEATING/VENTILATION/AIR CONDITIONING (HVAC) MECHANIC
BUILDING MAINTENANCE DIVISION
PUBLIC WORKS DEPARTMENT

APPLICATION SUPPLEMENT #23-28

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 HVAC 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 will not be considered.

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.

I. GENERAL EXPERIENCE AND LICENSURE:

PART A. – EDUCATION

1) Do you possess any of the following education requirement (check all that apply)

_____ H.S. Diploma

_____ G.E.D

_____ Certificate from technical or vocational school with courses in heating, ventilation, and air.

PART B. EXPERIENCE

1) have at least five (5) years of experience at a journey level in HVAC?

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

List type of Experience:

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

_____ installing, repairing, and maintaining, and replacing HVAC equipment, Machinery including high/low pressure steam or hot water boilers, pumping units, vacuum pumps. – number of years of experience: _____

_____ installing, replacing, and repairing forced air heating and duct work. – number of years of experience: _____

_____ overlooking electrical and mechanical problems on gas and oil-fired heating systems. – number of years of experience: _____

(check all that apply):

motors – number of years of experience: _____

☐ valves, solenoids – number of years of experience: _____

☐ electrodes, transformers and switches – number of years of experience: _____

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

____ No

☐ S2 Unlimited Journeyman license (Must attached a copy)
☐ B-2 Limited Journeyman License with experience in air conditioning (Must attached a copy)
☐ B-4 Limited Journeyman License with experience in air conditioning (Must attached a copy)
☐ D-2 Limited Journeyman license with experience in heating (Must attached a copy)
☐ D-6 Limited Journeyman license with knowledge of and experience in heating (Must attached a copy)
☐ None

A. Describe in detail your work experience repairing and replacing HVAC equipment such as commercial or industrial refrigeration and air conditioning systems.

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

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

#23-28

- _____ 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?

PART III. –TRAINING

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