



CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 20-33

BLOCK GRANT PROJECT MANAGER-SEASONAL

POSTING DATE: June 8, 2020

CLOSING DATE: Open until filled

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

SUMMARY OF POSITION: Under the general direction of the Community Development Block Grant Administrator or designee, the Project Manager will apply his/her construction knowledge and experience to oversee project performance and completion within the guidelines of the program while coordinating with the client and the Grant Administrator. It is the goal of the program and City to complete project(s) in a timely manner, within budget and with a level of quality that meets program expectations.

MINIMUM QUALIFICATIONS: Graduation from high school including or supplemented by post-secondary business, construction management, trade, and industry courses AND Four (4) years' experience in related business environment OR any equivalent combination of education and experience as described above. To be considered, the candidate must possess general computer skills and good working knowledge of Microsoft Outlook, Word, Excel, and other software.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- Ability to conceptualize project delivery methods to efficiently complete a residential repair project within budget.
- Experience with preparing a project scope, a competitive bid process, and reading engineering plans.
- Ability to solve problems, take initiative and work independently.
- Working knowledge of a variety of construction trades, building and zoning codes, abatement work, and a familiarity with Davis Bacon and CT Fair Housing law is a plus.
- Ability to establish and maintain satisfactory work relationships with the public and other employees in a tactful and courteous manner.
- Effective oral, written, communication and organizational skills.
- Ability to prioritize, multi-task, problem-solve, make decisions and work both independently and in a team capacity

FILING REQUIREMENTS: Applicants are required to submit a fully completed Seasonal Employment Application and resume, to the Human Resources Department, Parsons Office 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 *Block Grant Project Manager-Seasonal*.

SALARY RANGE: \$750 to \$1,000 per project.

GRANT FUNDED

BLOCK GRANT PROJECT MANAGER

GENERAL SUMMARY OF DUTIES

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ESSENTIAL FUNCTIONS

- Prepares a project scope of work that meets grant program requirements.
- Coordinates pre-project itemized scope of work, inspection(s), walk-through and pre-bid process
- Coordinates with contractor to meet program requirements.
- Program forms and project notes required for office records.
- Communication with/and on-behalf of client and/or contractor.
- Responsible for project inspection(s), change order estimates, and punch-list, if required.
- Oversees timely final project completion and Building / Zoning permit approval, if required.
- Authorizes lien waiver payment for approval to contractor.

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JOB ENVIRONMENT

Onsite field work is required. Responsive communication for consults with the grant administrator a must. Project coordination may be required after business hours, or weekend(s), if an important situation and/or an emergency necessitates contact. Project paperwork is required both in an office environment and/or in the field.

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. Performs 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 25 pounds; 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 City 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.



SEASONAL APPLICATION

DO NOT WRITE IN THIS SPACE

Q Rev. by: _____

NQ _____

Educ _____

Exp _____

Not City EE _____

Other _____

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

_____ Position applying for

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
 All blanks must be completed in order for application to be considered.

An Equal Opportunity Employer

PERSONAL INFORMATION

_____ 000-
 Last Name First Name M.I. Other names by which you have been known -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 _____

EMPLOYMENT

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:

RELEVANT WORK EXPERIENCE

Next to each work area, please indicate your experience in this field. It is important that you be specific and provide as much information as possible. Include the amount of time you spent doing this type of work and for whom. How many years/months? If this was part of your job, what percentage of your time was spent doing it? If selected your starting rate of pay will be commensurate with your experience as notes in this application.

Employer _____	FROM	TO	TOTAL TIME
Your job title _____	Hours per week _____		
TRUCK DRIVING/PLOWING or ROAD CONSTRUCTION/MAINTENANCE:			

Employer _____	FROM _____	TO _____	TOTAL TIME _____
Your job title _____	Hours per week _____		
OTHER WORK:			

SPECIAL SKILLS - FIELD

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):

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

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.

SIGNATURE of APPLICANT _____

DATE _____