



**CITY OF MILFORD**  
**HUMAN RESOURCES DEPARTMENT**  
**PROMOTIONAL EXAMINATION - #P15-09**

TO: Civil Service Employees  
FROM: Tania R. Barnes, Human Resources Director  
SUBJECT: Job Opening  
DATE: April 17, 2015

**NOTICE TO ALL APPLICANTS:**

*This opening is available to current City of Milford, Civil Service employees ONLY.  
We will not accept applications from outside candidates.*

**POSITION:** TRUCK DRIVER/LABORER – Highway/Parks Division, Public Works Department

**REQUIREMENT(S):** Two (2) years of experience in performing manual work in groundskeeping, landscaping, building construction or maintenance, or road maintenance and repair. Ability to operate and maintain light trucks and commercial motor vehicles with a GVW of less than 18,000 pounds or more as well as motorized equipment. Physical strength and agility to do laboring tasks despite adverse conditions. Ability to perform physical labor that involves repetitive bending, pulling, pushing, lifting and carrying of up to 60 pounds. Ability to read and write. Ability to work independently. At time of application, must possess a valid State of Connecticut Commercial Driver's License (CDL), Class A or B, without restriction(s).

**SCOPE OF EXAMINATION:** Applicants will be ranked according to their seniority, training, and experience as indicated on the Application Supplement #15-09 and weighted 100%.

**FILING REQUIREMENTS:** Applicants are required to fully complete a **promotional application and Application Supplement #15-09** and submit both to the Human Resources Department, Parsons Office Complex, on or before April 24, 2015.

**SALARY RANGE:** The position is a Grade 9 with hourly salary limits as follows:

Minimum .....	\$19.63
Step 1 .....	20.05
Step 2 .....	20.50
Step 3 .....	20.89
Step 4 .....	21.29
Step 5 .....	21.73
Maximum.....	22.28

## TRUCK DRIVER-LABORER

### GENERAL SUMMARY OF DUTIES

Under the general supervision of a Highway-Parks Foreman or designee, performs semi-skilled work involving both the operation of a truck and the care and maintenance of lawns, shrubs, fields, beaches, playgrounds, sports facilities, City property, recreational areas, and any other property owned or maintained by the City, etc.

### ILLUSTRATIVE DUTIES

Drives and operates pick-up truck, jeep or truck with GVW of less than 18,000 pounds.  
Rakes, grades, seeds, mows lawns and ballfields, and trims hedges and shrubs with the use of hand or power tools.  
Cleans beaches to remove and dispose of paper, debris, leaves, branches, refuse, etc.  
Maintains and repairs beach benches and playground equipment.  
Puts up street signs and highway fences.  
Checks before operating and during work period, tire pressure, oil levels, water levels, battery, gas and general condition of vehicle and greases equipment being operated, takes corrective action as needed.  
Operates snowplows and sanding equipment on roads and sidewalks.  
Reports any maintenance or repairs required on vehicle or equipment to the Garage Foreman immediately.  
Wears protective equipment as directed.  
Maintains vehicles clean and safe including performing light preventative maintenance.  
Performs related work as required.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of the principles, practices and procedures of groundskeeping and landscaping.  
Working knowledge of the use and care of hand and power tools and materials used in general maintenance, groundskeeping and landscaping.  
Knowledge of safety practices and compliance thereof.  
Ability to operate and maintain light trucks with GVW of less than 18,000 pounds and motorized equipment.  
Physical strength and agility to do laboring tasks despite adverse conditions.  
Ability to perform physical labor that involves repetitive bending, pulling, pushing, lifting and carrying of up to 60 pounds. Ability to read and write.  
Ability to understand and follow oral and written directions.  
Ability to deal effectively with others.  
Ability to work independently.

### MINIMUM EDUCATION & EXPERIENCE REQUIRED

Two (2) years of experience in performing manual work in groundskeeping, landscaping, building construction or maintenance, or road maintenance .  
Possession of a valid State of Connecticut commercial driver's license (CDL), Class A or B.



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

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

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

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



## CITY OF MILFORD

### TRUCK DRIVER/LABORER – HIGHWAY/PARKS DIVISION PUBLIC WORKS DEPARTMENT

#### APPLICATION SUPPLEMENT #15-09

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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 Truck Driver/Laborer. 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 Promotional 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.

I. GENERAL EXPERIENCE AND LICENSURE:

## PART A. – EXPERIENCE

Do you have at least two (2) years of experience performing manual work in groundskeeping, landscaping, building construction or maintenance, or road maintenance or repair?

No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, Number of Years Experience \_\_\_\_\_

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

\_\_\_\_\_ groundskeeping – number of years of experience: \_\_\_\_\_

\_\_\_\_\_ landscaping – number of years of experience: \_\_\_\_\_

\_\_\_\_\_ building construction – number of years of experience: \_\_\_\_\_

\_\_\_\_\_ building maintenance – number of years of experience: \_\_\_\_\_

\_\_\_\_\_ road maintenance or repair – number of years of experience: \_\_\_\_\_

\_\_\_\_\_ operating and maintaining commercial motor vehicles with a GVW of 18,000 pounds or more –  
number of years of experience: \_\_\_\_\_

\_\_\_\_\_ performing physical labor that involves repetitive bending, pulling, pushing, lifting and carrying loads  
and objects weighing up to 60 pounds: \_\_\_\_\_

## PART B. – LICENSURE

Do you possess a valid State of Connecticut Commercial Driver's License (CDL), Class A or B, without manual transmission and/or airbrake restrictions?

\_\_\_\_\_ Yes  
Type: \_\_\_\_\_ Class A \_\_\_\_\_ Class B (Must attach a copy of license.)

\_\_\_\_\_ No

## PART C. – SENIORITY

How many completed years of service do you have with the City of Milford?

Number of years: \_\_\_\_\_ Date of hire: \_\_\_\_\_



## II. EXPERIENCE

#15-09

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.

Describe in detail your work experience performing manual work such as groundskeeping, landscaping, building construction or maintenance or road maintenance or repair.

DATES & NO. OF HOURS/WEEK	NAME OF EMPLOYER	NAME AND TITLE OF IMMEDIATE SUPERVISOR	YOUR JOB TITLE & DUTIES

PART III. –TRAINING

#15-09

List all training (seminars, special courses, advanced training, specialized training, etc.) that you have attended/completed within the past five (5) years, relevant to manual work in groundskeeping, landscaping, building construction or maintenance, or road maintenance and repair.

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