



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer
and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE EXAMINATION No. 24-48
LEAD MECHANIC- WATER POLLUTION CONTROL AUTHORITY
Salary: \$44.9782/ HR

DUTIES: Under the general direction of the Water Pollution Control Authority Executive Director or designee, is responsible for supervising and performing routine to major mechanical maintenance and repair work on the Plant or in the Collection System; oversees the department mechanics; analyzes and assigns work as needed; inspects and verifies all maintenance work and repairs are properly performed and ensures all work is completed in a timely and efficient manner productivity in the operations, maintenance and cleaning of Water Pollution Control Authority equipment, including but not limited to, plant, sanitary sewer system, pumping stations and hurricane barriers; does related work as required.

MINIMUM QUALIFICATION REQUIREMENTS: Five (5) years of experience in the operation, repair and maintenance of pumps and pumping equipment, heavy machinery, electrical or hydraulic equipment.

SPECIAL REQUIREMENT: At time of application, possession of a valid CT Commercial Driver's License (CDL). At time of application, possession of CT Grade IV Collection System Certification

SCOPE OF EXAMINATION: There will not be an examination. Candidates will be evaluated based on education, knowledge, and experience.

APPLICATION PROCESS: Interested candidates should submit a completed City of Stamford Employment Application and Application Supplement "24-48" to hrrecruiting@stamfordct.gov or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Applications can be obtained at www.stamfordct.gov. This position is open until filled.

PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position ("**See Attached Resume**" is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act and its Amendments (ADA/ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 10/22/2024

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
CITY OF STAMFORD
888 WASHINGTON BOULEVARD
STAMFORD, CONNECTICUT 06904
TELEPHONE (203) 977-4070
www.stamfordct.gov

General Conditions for Job Announcements and Civil Service Information can be viewed at
www.stamfordct.gov

CHANGE OF ADDRESS:
It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

Marc Teichman
Stuart Adelberg
Lynn Arnow
Elizabeth Main
Jaclyn Williams

LEAD MECHANIC -WATER POLLUTION CONTROL AUTHORITY

GENERAL SUMMARY OF DUTIES

Under the general direction of the Water Pollution Control Authority Executive Director or designee, is responsible for supervising and performing routine to major mechanical maintenance and repair work on the Plant or in the Collection System; oversees the department mechanics; analyzes and assigns work as needed; inspects and verifies all maintenance work and repairs are properly performed and ensures all work is completed in a timely and efficient mannerproductivity in the operations, maintenance and cleaning of Water Pollution Control Authority equipment, including but not limited to, plant, sanitary sewer system, pumping stations and hurricane barriers; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Performs and oversees the work of assigned mechanics within the Plant or Collection System in a wide variety of skilled mechanical maintenance and repair tasks.

Receives and evaluates work orders and direct requests for maintenance and repairs to equipment to ensure proper operation.

Assesses the nature of the maintenance and /or repair request, edits assignments as necessary and exercises independent judgement concerning job priorities and methods and materials to be used in all work assignments for equipment.

Assists in completing, directing and coordinating the repair and maintenance of assignments for plant, pump station and sewer system equipment.

Prepares a schedule for a quarterly preventive maintenance program for the plant, pump stations and cleaning of sanitary sewer lines and ensures all equipment is properly maintained.

Provides guidance and support to team members, including training and mentoring of new and less experienced mechanics

Provides suggestions for cost and time savings, and repair techniques; provides on-the-job training to less experienced employees Observes the work of the other Mechanics in the Plant or Collection System, offering tips and

EXAMPLES OF WORK (con't)

Reads, interprets, and works from blueprints, drawings, sketches, plans, specifications, and mechanical illustrations.

In the Collection System, inspects the sanitary sewers, pumping stations and hurricane barriers various operations and submits written reports to the supervisor.

Operates machinery and equipment incidental to trouble-shooting and diagnosis of malfunction.

Operates all equipment associated with WPCA.

Assists the Procurement Coordinator with ordering parts and equipment.

Maintains repair logs, spare parts inventory and other associated records.

Requisitions needed replacement parts, tools, equipment and supplies.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of the operations, maintenance and repair of electric motors, pumps and related mechanical equipment.

Thorough knowledge of the procedures, practices and principles of mechanical repair and of tools and materials related to equipment maintenance.

In-depth knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling plant, pump station and sanitary sewer equipment.

Knowledge of preventive maintenance procedures and techniques.

Skill in the use of hand and power tools.

Ability to read and understand mechanical blueprints and schematic drawings.

Ability to plan and oversee the work of others and to instruct them in proper work methods and procedures.

Ability to follow oral and written instructions and work with a minimum of technical supervision.

Ability to keep records and prepare reports using a computer.

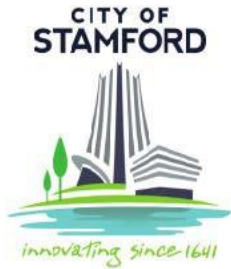
Ability to understand and follow oral and written directions.

Ability to interrelate well with others.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Five (5) years of experience in the operation, repair and maintenance of pumps and pumping equipment, heavy machinery, electrical or hydraulic equipment.

SPECIAL REQUIREMENT: At time of application, possession of a valid CT Commercial Driver's License (CDL). At time of application, possession of CT Grade IV Collection System Certification



APPLICATION FOR EXAMINATION OR EMPLOYMENT

DO NOT WRITE IN THIS SPACE

Q _____

NQ _____

Educ Reviewer _____

Exp _____

Not City EE _____

Other _____

Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

Position applying for
Use Title on Job Announcement

Exam Number

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

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
(Last)
(First)
(Middle)

Address _____
(Street/apt #)
(City)
(State)
(Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code)
(Area Code)

Cell Phone _____ Email Address _____
(Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? Yes No

Do you claim 10 points preference based on veteran's disability? Yes No

Are you you related to anyone currently employed by the City of Stamford? Yes No

If yes, name, and job title or department
 Name _____

Job Title or Dept. _____

Are you requesting City of Stamford Residency Points? Yes No

RECORD OF EDUCATION

<i>TYPE OF SCHOOL</i>	<i>NAME OF SCHOOL AND CITY/STATE</i>	<i>DATES ATTENDED</i>	<i>COURSE OF STUDY (Major/Minor)</i>	<i>GRADUATED (Yes/No)</i>	<i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					

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 to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

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**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
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Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer? Yes No
- B. Your present employer? Yes No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, 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; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my 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. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, 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 Stamford by an independent party, 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 Stamford 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 Stamford 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. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	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.
Asian <input type="checkbox"/>	All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

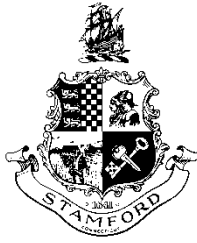
(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Stamford Advocate | <input type="checkbox"/> Human Resources Division Bulletin Board |
| <input type="checkbox"/> Other newspaper:
Please give name _____ | <input type="checkbox"/> Community Agency
Please give name _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Professional journal _____ |
| <input type="checkbox"/> Internet
Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |

MAYOR
CAROLINE SIMMONS



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
THOMAS CASSONE

DIRECTOR OF HUMAN RESOURCES
DR. PAULA RUSSELL

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

LEAD MECHANIC - WPCA

APPLICATION SUPPLEMENT #24- 48

EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NUMBER 000 - -
(Last six digits)

This Application Supplement and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered. Incomplete or illegible application applications/supplements will be rejected.

The purpose of this supplement is to elicit specific information about your education and experience that can be used to determine if you meet the minimum qualification requirements. Applicants who do not meet the minimum qualifications for *Lead Mechanic - WPCA* will be disqualified. Applicants are urged to carefully review the requirements before filing an application and to fully complete the application and the supplement.

Please note that any information outlined in this Training and Experience Supplement must be supported by information provided on your application for employment or Examination.

AN EOE/AA EMPLOYER

MINIMUM EDUCATION AND EXPERIENCE

Please note that applicants who do not meet the qualification requirements for the position of *Lead Mechanic - WPCA* - will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

EXPERIENCE & CERTIFICATION:

1. Do you have at least five (5) years of experience in operating, maintaining and repairing any of the items listed below? If yes, please check the appropriate item.

Yes _____ No _____

- Pumps and pumping equipment
- Hurricane barriers
- Heavy machinery
- Electrical equipment
- Hydraulic equipment

2. Do you possess supervisory experience?

Yes _____ Number of Years _____ No _____

3. Do you possess a valid CT Commercial Driver's License (CDL)?

Yes _____ No _____

4. Do you possess a CT Grade IV Collection System Certification?

Yes _____ No _____

5. This position will require the appointee to perform and oversee the work of assigned mechanics within the Plan or Collection System. Please describe your experience in this area.

6. The appointee must possess thorough knowledge of the operations, maintenance and repair of electric motors, pumps and related mechanical equipment. Please describe your experience and knowledge.

7. The appointee must possess thorough knowledge of the procedures, practices and principles of mechanical repair and of tools and materials related to equipment maintenance. Please describe your experience and knowledge.

8. In-depth knowledge of the standards practices, techniques and tools used in repairing, maintaining and overhauling plant, pump station and sanitary sewer equipment. Please describe your experience and knowledge.

9. This position requires the candidate to possess the ability to read and understand mechanical blueprints and schematic drawings. Please describe your experience.

10. The appointee must possess the ability to suggest cost-saving repair techniques and train less experienced employees on the same. Please describe your experience.