



CITY OF STAMFORD

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

PROMOTIONAL EXAMINATION NO. 16-28P

OPERATIONS SUPERVISOR

Annual Salary Range: \$79,791 - \$102,653

***This position is open only to permanent employees of the City of Stamford who meet the minimum qualification requirements listed below.**

DUTIES: Under the general direction of the Director of Operations or designee, schedules and supervises the weekly and daily operations of a service oriented activity within the Office of Operations; exercises supervision over Operations Foremen, Operations Programs Specialists, employees and contractors as assigned; assists in the long term planning and operations of the Office of Operations; does related work as required.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited high school and eight (8) years of progressively responsible experience in facilities or grounds maintenance, refuse collection, public works, or construction, four (4) of which shall have been in a supervisory capacity, or a satisfactory equivalent combination of training, education, and experience.

NOTE: Graduation from an accredited college or university with a Bachelor's degree in Engineering, Business Administration or a related field may substitute for four (4) years of non-supervisory experience required.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid motor vehicle operator's license.

SCOPE OF EXAMINATION: **SCOPE OF EXAMINATION:** There will be an application supplement No. 16-28P weighted at 50% and a written examination weighted at 50%, which will test for candidates for the following knowledge:

- Thorough knowledge of the operations, procedures, and methods used in public works/highway construction and maintenance; building maintenance, repair and modification.
- Good knowledge of the methods and practices of the use, installation, maintenance and repair of Parks and Recreation equipment, facilities and supplies, horticultural and grounds maintenance, including basic plant culture and layout; refuse collection operations and management.
- Knowledge of safety practices associated with maintenance operations.
- Knowledge of basic inventory, budgetary, purchasing, and contracting procedures.
- Ability to maintain effective working relationships with employees and the general public.
- Ability to read plans and blueprints.
- Ability maintain accurate records and prepare written reports and schedules.
- Ability to plan, schedule and direct the work of subordinate personnel.
- Ability to carry out instructions, both written and oral.
- Ability to communicate effectively, both orally and in writing.

APPLICATION PROCESS: Interested candidates should submit a completed Employment Application and Application Supplement "16-28P" by **Friday, October 21, 2016**. Applications can be obtained at the City of Stamford, Human Resources Division, 9th Floor, and 888 Washington Boulevard, Stamford, Connecticut or at www.cityofstamford.org. Please note: Only properly completed and submitted applications will be considered. Applications of candidates who do not meet the stated position requirements will not considered.

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

Re-Issued: 10/06/2016

EMPLOYEE BENEFITS:

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

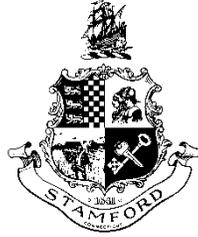
Applications are obtained and submitted to:

DEPARTMENT OF HUMAN RESOURCES
City of Stamford
888 WASHINGTON BOULEVARD
STAMFORD, CT 06904
TELEPHONE (203)977-4070
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

MAYOR
DAVID R. MARTIN



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
KATHRYN EMMETT

HUMAN RESOURCES DIRECTOR
CLEMON W. WILLIAMS

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

OPERATIONS SUPERVISOR

APPLICATION SUPPLEMENT #16-28P

FACTORED EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NUMER (Last six digits) 000 - - _____

For this examination, you will be filling out specific information about your education, 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 education and training and about the duties, responsibilities and accomplishments that are associated with jobs, which helped you qualify for the position for which you are applying. Your education, training and experience will be scored according to how closely they relate to the various job components or factors of the position *Operations Supervisor*. 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 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 October 21, 2016. Information submitted after that date will not be considered.

AN EOE/AA EMPLOYER

PRELIMINARY REVIEW OF QUALIFICATIONS #16-28P

I. EDUCATION:

A. Do you possess a high school diploma or equivalency diploma?

Yes _____ G.E.D. _____ No _____

B. Do you possess any of the following degrees? (If "Yes", specify the major field of study for which the degree was conferred.)

1. Associate's Yes _____ (Major) _____ No _____

2. Bachelor's Yes _____ (Major) _____ No _____

3. Master's Yes _____ (Major) _____ No _____

II. EXPERIENCE:

A. Do you have any progressively responsible experience in facilities or grounds maintenance, refuse collection, public works, or construction? Respond and specify number of years below.

Yes _____ No _____ Number of Years _____

B. Was any of the experience you cited above in a supervisory capacity? Respond and specify number of years below.

Yes _____ No _____ Number of Years _____

III. LICENSURE:

Do you possess a valid motor vehicle or Commercial Driver's license?

Yes _____ CDL _____ No _____

PART I. EXPERIENCE #16-28P

Please follow column headings completely. Use whatever terms would be most indicative of the level and scope of your responsibilities. You may make copies of this page if necessary to describe your work experience.

A. Describe your work experience as a supervisor in facilities or grounds maintenance, refuse collection, public works or construction. List number and title(s) of person(s) supervised in the description of duties.

| DATES & NO. HRS. / WEEK | NAME OF EMPLOYER | NAME & TITLE OF IMMEDIATE SUPERVISOR | YOUR JOB TITLE & DUTIES |
|-------------------------------|------------------|---|----------------------------|
| | | | |

B. Describe your non-supervisory work experience in facilities or grounds maintenance, refuse collection, public works or construction.

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

PART II. EDUCATION AND TRAINING #16-28P

SPECIALIZED TRAINING: List all specialized training (seminars, special courses, advanced training, etc.) that you have attended within the past five (5) years, in the field of building or grounds maintenance, refuse collection, public works or construction.

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

PART III. KNOWLEDGE, SKILLS AND ABILITIES #16-28P

On the following pages are a variety of statements which are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.

- B - I have education or training related to this Knowledge, Skill or Ability, but have not applied it in an actual job.

- C - I have little or no experience, education or training related to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed, through education and/or training.

PART III. KNOWLEDGE, SKILLS AND ABILITIES (cont'd) #16-28P

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

- 1. Knowledge of the operations, procedures and methods used in public works/highway construction and maintenance and/or building maintenance repair and modification.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

- 2. Knowledge of the use, installation, maintenance and repair of parks and recreation equipment, facilities and supplies, horticultural and grounds maintenance, including basic plant culture and layout.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

PART III. KNOWLEDGE, SKILLS AND ABILITIES (cont'd) #16-28P

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

3. Knowledge of safety practices associated with maintenance operations.

Circle the Appropriate Letter

A B C

Employer/School: _____

Details: _____

4. Knowledge of basic inventory, budgetary, purchasing and contracting procedures.

Circle the Appropriate Letter

A B C

Employer/School: _____

Details: _____

PART III. KNOWLEDGE, SKILLS AND ABILITIES (cont'd) #16-28P

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

5. Ability to read plans and blueprints.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

6. Ability to plan, schedule and direct the work of subordinate personnel.

Circle the Appropriate Letter

A B C

Employer/School:

Details:



APPLICATION FOR EXAMINATION OR EMPLOYMENT

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

AN EQUAL OPPORTUNITY EMPLOYER

Position applying for
Use Title on Job Announcement

Exam Number

| | |
|--------------------------------------|----------------|
| DO NOT WRITE IN THIS SPACE | |
| <input type="checkbox"/> Q | Rev. by: _____ |
| <input type="checkbox"/> NQ | _____ |
| <input type="checkbox"/> Educ | _____ |
| <input type="checkbox"/> Exp | _____ |
| <input type="checkbox"/> Not City EE | _____ |
| <input type="checkbox"/> Other | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/Apt. #) (City) (State) (Zip Code)

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

Cellular Telephone _____ E-mail Address _____
(Area Code)

Social Security Number _____ 000 _____ Best daytime contact: Home Work Cell
(Last six digits ONLY)

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 DD214 and supporting documentation)

Have you ever worked for the City of Stamford before? Yes No
If yes, list by dates employed and job title(s): _____

Are you currently authorized to work in the United States? Yes No
Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation? Yes No
If yes, you must complete Section B of the applicant disclosure form.

2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction? Yes No
If yes, list job title and date of disqualification. _____

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nulled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

RECORD OF EDUCATION

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

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, number of hours weekly, and other details.

Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

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.**

| | | |
|---|---|--|
| 1. Name and Address of Employer _____ | Employed From _____ # of hours _____ per week _____ | To _____ _____ Ending Salary _____ |
| Supervisor Name, Title, Telephone _____ | | |
| Your Title _____ | | |
| Describe your duties: _____ | | |
| _____ | | |
| Reason for leaving _____ | | |

EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Last Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

3. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

4. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

5. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

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

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

(A) Your former employer? Yes No

(B) Your present employer? Yes No

If answer is "Yes" to either (A) or (B) explain under comments section

Applicant's Signature

COMMENTS

MILITARY INFORMATION

| Veteran of U.S. Armed Forces | Service Branch | Date Discharged | Type of Discharge | Final Rank |
|------------------------------|----------------|-----------------|-------------------|------------|
| <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> No | | | | |

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.

Applicant's Signature _____

Date _____



City of Stamford

Applicant Disclosure Form

Section A

1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications 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 reporting 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 they 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. This form will be removed from the application.

2. GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number _____ 000 _____ (Last six digits ONLY)

3. STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native 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 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.

Black or African American (Not of Hispanic or Latino origin) All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino 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 All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White (Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other Please specify _____

Job Classification

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

Gender

Female

Male

4. NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form. Please check box if applicable

5. RECRUITING INFORMATION

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

Stamford Advocate Human Resources Division Bulletin Board

Other newspaper. Please give name: _____ Community Agency Please give name: _____

City Website Professional journal Please give name: _____

Internet Please give site: _____ Other. Please specify: _____

City Employee



City of Stamford

Applicant Disclosure Form

Section B

NOTE:
THIS INFORMATION WILL BE REVIEWED ONLY BY
MEMBERS OF THE HUMAN RESOURCES DIVISION AND
HIRING MANAGERS.

CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased. The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

Name (Print)

Title of Position Sought

Applicant's Signature

Date

| DATE OF CONVICTION | OFFENSE | DATE OF ARREST | PLACE OF ARREST (City/State) | SENTENCE |
|--------------------|---------|----------------|---------------------------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |