

## PLANT SUPERVISOR - WPCA

LAST FILING DATE:  
OPEN UNTIL FILLED

OPEN COMPETITIVE EXAMINATION NO. 06 - 11  
SALARY RANGE: \$77,385 - \$99,257

**DUTIES:** Under the general direction of the Water Pollution Control Bureau Chief, is responsible for implementing process control policies, procedures and directives as established by the Bureau Chief; supervises plant operating staff and performs wastewater treatment process control duties to ensure proper operation, performs related duties as required.

**MINIMUM QUALIFICATION REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree in a scientific or engineering field and six (6) years of experience in wastewater treatment operations, of which three (3) must have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:** At time of application, possession of a Connecticut DEP Class IV Wastewater Operator's certificate OR a Connecticut DEP Class III Wastewater Operator's certificate AND a letter signed by an official of the State DEP verifying eligibility to obtain the Class IV certification within one year of appointment. NOTE: Applicants with wastewater operator certification from a state other than Connecticut must submit a letter signed by an official of the State of Connecticut DEP verifying that such certification is equivalent to the Connecticut Class III or IV certification AND that such applicant is eligible to obtain a Connecticut Class IV certificate within one year of appointment. Applicable DEP documentation must be submitted with application material.

At time of appointment, possession of a valid driver's license.

Within one (1) year of appointment, in order to retain employment, must obtain Connecticut DEP Class IV certification.

**SCOPE OF EXAMINATION:** Qualified applicants will be evaluated, scored and ranked on level and quality of related education, experience, training and certification as documented on the application and supplement. Incomplete applications will not be considered qualified.

**FILING REQUIREMENTS:** A completed "City of Stamford Application for Examination or Employment", "Application Supplement 05 - 19" and applicable DEP documentation must be submitted or postmarked on or before the last filing date to be considered eligible for purposes of this examination. A resume and/or other correspondence will not be considered as equivalent to an application. There is no predetermined last filing date for this position; applications will be accepted until the vacancy is filled.

### APPLICATION & FURTHER INFORMATION

Visit our Web site at - [www.cityofstamford.org](http://www.cityofstamford.org)  
or contact  
City of Stamford Human Resources Division  
888 Washington Blvd. - P.O. Box 10152  
Stamford, Connecticut 06904-2152  
Phone: (203) 977-4070  
Fax: (203) 977-4075  
Email: [fwirzbicki@ci.stamford.ct.us](mailto:fwirzbicki@ci.stamford.ct.us)

### PERSONNEL COMMISSION

Frank Green  
Kathleen Lombardo  
Lois PontBriant  
Peter Nanos

Dennis C. Murphy, Director of Human Resources

PLANT SUPERVISOR - WPCA  
APPLICATION SUPPLEMENT #05 - 19

NAME \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

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. **CONSIDER THIS BOOKLET TO BE 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 that 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 of *Plant Supervisor - WPCA*. Your score will be based only on what you include in this examination. Incomplete or illegible application/supplements will be rejected.

This examination booklet, a completed "Application for Examination or Employment" and resume 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.

AN EOE/AA EMPLOYER

PART I. PRELIMINARY REVIEW OF EDUCATION AND EXPERIENCE #05 - 19

Please note that applicants who do not meet the minimum qualifications for Plant Supervisor - WPCA will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

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

- |    |            |          |              |         |
|----|------------|----------|--------------|---------|
| 1. | Bachelor's | Yes_____ | (Major)_____ | No_____ |
| 2. | Master's   | Yes_____ | (Major)_____ | No_____ |
| 3. | Ph.D.      | Yes_____ | (Major)_____ | No_____ |

B. EXPERIENCE:

1. Do you have at least six (6) years of experience in the wastewater treatment operations? Respond and specify length of experience below.

	<u>Years/Months</u>
Yes_____	_____/_____
No _____	_____/_____

2. Were at least three (3) of the above years in a supervisory capacity?

Yes\_\_\_\_\_ No\_\_\_\_\_

C. CERTIFICATION: Check the one choice below that applies to you. Be sure to attach copies of referenced certification and/or verification letters.

1. \_\_\_\_\_ I have a Class IV Wastewater Operators Certification from the State of Connecticut (CT) Department of Environmental Protection (DEP).
2. \_\_\_\_\_ I have a Class III Wastewater Operator's certificate from CT DEP, as well as a recent letter from a CT DEP official verifying my eligibility to obtain Class IV certification within one year of employment at the Stamford WPCA.
3. \_\_\_\_\_ I am currently certified in wastewater operations in a state other than Connecticut, and have a recent letter from a CT DEP official verifying that my certification is equivalent to the CT Class (check one) III \_\_\_\_\_ or IV \_\_\_\_\_ certificate, and that I am eligible to obtain CT Class IV certification within one year of employment at the Stamford WPCA.

PART II. EXPERIENCE: This section requires you to go into more detail about positions you listed in the Employment History section of the standard application form which are specific to wastewater treatment operations. Describe the duties you personally performed on each job that required the use of knowledge, skills or abilities (KSA) that are essential to the position of Plant Supervisor - WPCA, as grouped below into two major functions: technical and supervisory. Use whatever terms would be most indicative of the level and scope of your job duties. In Part II.B, be sure to list number and title(s) of employee(s) supervised. If you need to describe more than three jobs for any function, attach additional sheets appropriately labeled and formatted. You may list the same job(s) in both sections, if applicable.

A. Technical Functions - Required Knowledge, Skill and Abilities: Knowledge of the operation and process controls of a complex wastewater treatment facility, including the biological nitrogen removal process; knowledge of SCADA software and computerized operations monitoring and control systems; knowledge of the occupational hazards and safety precautions involved in wastewater treatment operations; ability to keep operational records and make detailed reports.

1. Title/Employer: \_\_\_\_\_

Duty Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Title/Employer: \_\_\_\_\_

Duty Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Title/Employer: \_\_\_\_\_

Duty Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PART II. EXPERIENCE: Cont'd.

B. Supervisory Functions - Required Knowledge, Skill and Abilities: Ability to plan, organize, assign, supervise and inspect the work of operating staff members; ability to enforce work rules in accordance with established standard practices; ability to direct the training of operating personnel, ability to resolve personnel problems at the unit level, ability to participate in the selection and hiring process for operating staff.

1. Title/Employer: \_\_\_\_\_

Duty Description\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Title/Employer: \_\_\_\_\_

Duty Description\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Title/Employer: \_\_\_\_\_

Duty Description\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Include number and title(s) of employee(s) supervised.

PART III. SPECIALIZED TRAINING: List below any courses, seminars, or other training you have taken in the last five years related to wastewater treatment plant operations, solids disposals systems, employee supervision, or administration/management. For college courses, indicate number of credits earned; for other training, indicate the number of hours of training received.

SUBJECT OR TITLE	CREDITS/ HOURS	SCHOOL/ORGANIZATION	DATES ATTENDED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PART IV. SPECIAL ACCOMPLISHMENTS: Describe below any special achievements, accomplishments or assignments (e.g. volunteer work, positions on boards or in professional associations, special projects, awards or recognition) you have received or completed in the field of wastewater treatment operations. Include dates and any other pertinent information. Provide only information not already mentioned elsewhere in this application supplement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# 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

Q Rev. by: \_\_\_\_\_

NQ \_\_\_\_\_

Educ \_\_\_\_\_

Exp \_\_\_\_\_

Not City EE \_\_\_\_\_

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 \_\_\_\_\_ Best daytime contact:  Home  Work  Cell

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)

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.

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

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?  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.

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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.

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# 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 _____ _____ Supervisor Name, Title, Telephone _____ Your Title _____ Describe your duties: _____ _____ Reason for leaving _____	Employed From _____ To _____ <small>Month Year Month Year</small> # of hours per week _____ Ending Salary _____
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## 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

\_\_\_\_\_  
Applicant's Signature

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

**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 _____	

## 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**

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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)

<input type="checkbox"/> Stamford Advocate <input type="checkbox"/> Other newspaper. Please give name: _____ <input type="checkbox"/> City Website <input type="checkbox"/> Internet Please give site: _____ <input type="checkbox"/> City Employee	<input type="checkbox"/> Human Resources Division Bulletin Board <input type="checkbox"/> Community Agency Please give name: _____ <input type="checkbox"/> Professional journal Please give name: _____ <input type="checkbox"/> Other. Please specify: _____
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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 not required to disclose the existence of an arrest, criminal charge or conviction for which records have 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.

Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

I understand that the information provided below will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

<i>DATE OF CONVICTION</i>	<i>OFFENSE</i>	<i>DATE OF ARREST</i>	<i>PLACE OF ARREST (City/State)</i>	<i>SENTENCE</i>