



**CITY OF SPRINGFIELD, ILLINOIS  
OFFICE OF PUBLIC UTILITIES  
APPRENTICE ELECTRICIAN  
2017 INFORMATION PACKET**



The Office of Public Utilities in conjunction with the Joint Apprenticeship and Training Committee (“JATC”) will be establishing two eligibility lists for Apprentice Electrician. One eligibility list will be strictly for Lineman/Substation and the other eligibility list will be strictly for Relay Technician, Communications Technician, Instrument Technician, Powerhouse Electrician and Traffic & Metering Technician. Candidates can qualify for both eligibility lists; however, individual applications for each list must be completed and submitted. Any candidate that is on both eligibility lists that accepts employment from one list will be removed from the other.

An examination procedure will be utilized in processing candidates. Each phase shall be used as a means of determining a candidate’s suitability for employment as an Apprentice Electrician 1<sup>st</sup> Year.

The phases of the exam include:

1. Apprenticeship Written Exam
2. Oral Interview(s)
3. Background Check
4. Medical Exam, drug screen and functional capacity evaluation

Eligibility for appointment is conditional upon the candidate’s ability to pass each of the four phases. Additionally, a one-year probationary period will be required for all new appointments. The first year of service is considered an on-the-job examination of the individual’s ability to perform all tasks required of an Apprentice Electrician 1<sup>st</sup> Year. The Office of Public Utilities reserves the right to place candidates in a position/location within their respective list that most suits the Utilities needs.

The background check, medical exam, drug screen and functional capacity evaluation will be scored on a pass/fail basis. The inability of an individual to qualify in any phase of the examination will eliminate that person from further testing and consideration. Failure to report for any portion of the exam may result in the candidate being removed from the eligibility list.

The oral interview process will be conducted by the Apprenticeship Committee .

**MINIMUM APPLICATION REQUIREMENTS**

1. 17 years of age or older
2. High school graduate or GED certificate
2. One full year of high school or equivalent algebra with an average grade of “C” or better
3. Must be physically able to perform the requirements of the position
4. Must successfully pass an aptitude test
5. Valid driver’s license (at time of hire) and must be able to obtain an Illinois Commercial Drivers License if required by the functional area

## COMPLETING YOUR APPLICATION

It is very important that you complete your application in detail. Utilize the employment section to elaborate on your responsibilities and skills. You can also build a resume and/or cover letter to describe your mechanical and/or technical work and instruments/tools utilized, experience, education and/or training including climbing school, mechanical/technical hobbies or activities that could benefit you in this field of work. Candidates passing the written exam will have their application reviewed prior to the first interview. Points from the application and the interview will be considered and awarded from the following areas:

- Written aptitude score achieved
- Academic history
- Prior and current experience including hobbies relevant to this field of work

**Once you submit your application for this position, the application system will not allow you to make changes and resubmit it. If you have changes, you must contact the Office of Human Resources.**

### **DOCUMENTS REQUIRED DURING APPLICATION PERIOD (February 17 – March 24, 2017):**

1. A complete and electronically signed Employment Application
3. \*Official or unofficial high school transcripts which show graduation and proof of a grade of "C" or better in H.S. algebra or better
4. \*Official or unofficial college transcripts and other trade related documentation (if applicable)
5. Certificate of completion of any/all climbing schools (if applicable)

\*Candidates submitting unofficial transcripts may be required to submit official transcripts if they progress to the background investigation.

Make sure you submit all high school and/or college and/or trades courses in order to receive maximum scoring credit. Make sure all areas of the applications are filled in and the applications are **SIGNED**.

\*This information has been compiled to answer questions regarding the process for application to the electrical apprenticeship program at City, Water, Light and Power. In it we will try to cover all areas from application to actual hiring. Please read all the information thoroughly and carefully.

## OPTIONAL ORIENTATION

ALL electrical apprentice candidates may participate in one of the following orientation sessions. At these sessions, CWLP employees, members of the JATC and employees from Human Resources will provide the following:

- PowerPoint presentation explaining each portion of the examination process.
- Information regarding lineman and non-lineman work
- Question and answer period

## OPTIONAL ORIENTATION continued

These sessions are important to attend and can be very useful in developing a complete understanding of what will be expected during each phase of the examination process. The orientation portion will take approximately 2 hours. Registration is not required; however, is strongly suggested since seating is limited. Please contact the Office of Human Resources at (217) 789-2446 or email [HumanResources@springfield.il.us](mailto:HumanResources@springfield.il.us) to reserve a seat.

- ✓ Wednesday, March 1, 2017, at 6:00 p.m. (check-in starts at 5:30 p.m.)  
I.B.E.W. Hall  
3150 Wide Track Drive  
Springfield, IL
- ✓ Saturday, March 18, 2017 at 9:00 a.m. (check-in starts at 8:30 a.m.)  
I.B.E.W. Hall  
3150 Wide Track Drive  
Springfield, IL

## WRITTEN APPTITUDE EXAM

The Apprenticeship exam has been developed by National Joint Apprenticeship Training Committee (NJATC). It is designed to identify the most essential knowledge, skills and abilities necessary to function as an electrical apprentice and journeyman electrician.

The written aptitude examination will be administered the week of April 3 through April 7, 2017, at the I.B.E.W. Hall, 3150 Wide Track Drive, Springfield, Illinois. (The actual written exam dates are contingent upon candidate participation in the examination process.) **Candidates are not eligible to take the I.B.E.W / N.J.A.T.C. test if they have already done so within the last six months.**

Candidates who took the written exam during the period of March 24, 2012 through March 24, 2017, and received a score of 6 or greater can use that score for this examination process. Human Resources must be provided with documentation of the score. If the documented score of 6 or higher is acceptable and the candidate meets all other requirements, he or she will advance straight to the 1<sup>st</sup> interview.

A candidate meeting the criteria that chooses to retake the written exam in hopes to obtain a higher score, will forfeit their previous score. While a score of 6 is the minimum written exam requirement, a score of 7, 8, and 9 will provide a candidate with additional points in the scoring process.

There will be a registration for admittance to the exam and **NO LATE ARRIVALS WILL BE ADMITTED.** Candidates must present a driver's license or other form of photo identification to be admitted to the exam. Sign in will begin at 9:30 a.m. and 1:15 p.m. sharp on your scheduled test date. Each exam session will begin at 10:00 a.m. and 1:45 p.m.

Candidates are to bring nothing to the exam site. Everything necessary will be provided. The exam will take approximately 2 ½ hours to complete. Food, drinks or smoking will not be allowed in the testing area. Once candidates have entered the testing area, they will not be allowed to leave. No alternate exam date will be scheduled.

Candidates must attain six (6) points or higher on a nine (9) point scale on the NJATC aptitude test in

## WRITTEN APPTITUDE EXAM continued

order to proceed to the oral interview phase of the exam. Office of Human Resources will notify all candidates of their test results. Candidates should not call the office of Human Resources or the Office of Public Utilities to obtain exam results. **SCORES WILL NOT BE GIVEN OVER THE TELEPHONE.**

## ORAL INTERVIEWS

The oral interview process will be conducted by the Apprenticeship Committee . This will be a two-step process with the first interview for all candidates passing the written exam and the second interview for the top ranked candidates from the first interview. The first oral interviews are tentatively set for May 15 – 26, 2017. The second oral interviews are tentatively set for July 24 – August 4, 2017. Results of the oral interview exam will be mailed. **Results will not be given over the telephone.**

## CLIMBING ORIENTATION

There will be a climbing orientation after the first interview and before the second interview for Linemen\Substation candidates only. Tentative during the weeks of July 10-21, 2017 at the Groth Street Facility, 1600 S Groth St. It will be a two day physical orientation consisting of hand tools, knot tying and climbing tools introduction and demos, as well as climbing practice, cross arm preparation/installation and hand digging. Participation is mandatory; candidates will be required to sign a release of liability waiver prior to participating and are not compensated for their time. The waiver is available for viewing at [www.springfield.il.us/electricalapprentice](http://www.springfield.il.us/electricalapprentice).

## RESIDENCY POINTS

**\*Candidates will be notified later in the testing process of the required submittal dates.\***

Five (5) points will be added to the final exam scores of qualified candidates whose legal residence was within the Springfield, Illinois corporate limits for at least nine (9) consecutive months immediately prior to taking the written examination which is scheduled for April 3 – 7, 2017 (The actual written exam dates are contingent upon candidate participation in the examination process.) In order to receive these points, **you must submit at the time of your ORAL INTERVIEW, documentation to the Civil Service Commission Office located at 300 S. 7<sup>th</sup> Street, Room 309, Springfield, IL 62701.** Below are some examples of acceptable documentation. Copies are allowed.

- Prior utility bills in your name
- Prior telephone bills in your name
- Pay stubs reflecting your address
- Savings and/or checking account statements
- Rental agreement in your name or a property tax bill in your name

**The nine (9) consecutive months are July 3, 2016 through April 3, 2017. Proof of residency must be provided for each month of that time period.** If you need to provide other proof of residency, please contact the Civil Service Commission / Office of Human Resources at 217-789-2446.

## VETERAN'S POINTS

**\*Candidates will be notified later in the testing process of the required submittal dates.\***

Persons who were engaged in the active military or naval service of the United States for a period of at least one year and who were honorably discharged will receive five (5) additional points, which will be added to the final exam score. This is in accordance with Illinois Compiled Statutes, chapter 65, section 5/10-1-16 (which is attached). **In order to receive veteran's points, candidates must submit a copy of all DD-214's. A candidate must provide DD-214 (s) for each period of Active Military or Naval Service of the United States.** The DD-214 is the only documentation that you can submit to demonstrate active service.

State and Federal law defines active military or naval service of the United States for the purpose of veteran's preference points as the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

## ELIGIBILITY LISTS

The eligibility lists will be compiled from those candidates who have successfully passed the written exam and oral interviews. The lists will be based on a ranking by final score and will include veteran's points and residency points for those who qualify. Any ties in scores will be broken by a public lottery.

Candidates who successfully pass the written exam and oral interviews will be notified of their final placement on the eligibility lists. The eligibility lists will remain in force for two years from the date of adoption. The lists may be extended for an additional two years by action of the Civil Service Commission.

Candidates will move forward in the selection process based on their ranking on the eligibility lists once the Civil Service Commission is notified of a vacancy (or vacancies) in the Office of Public Utilities.

As a condition of employment, City Code requires that every male less than 27 years old shall submit documentation at the time of appointment evidencing his registration with the Federal Selective Service System.

## BACKGROUND INVESTIGATION

Candidates must undergo a background check that will include a criminal history check and contact of previous employers. In accordance with federal regulations governing employees with Commercial Driver's Licenses (49 CFR Part 40, Section 40.25), the City must contact any employer for whom the candidate worked during the two years prior to being hired for this position. The candidate must sign a release form authorizing the City to request information regarding previous employment-related drug and alcohol tests.

## MEDICAL, DRUG SCREENING & FUNCTIONAL CAPACITY EVALUATION

A medical examination and drug screening of each candidate will be conducted by the Commission's examining medical physician after a conditional offer of employment. The drug screening will be done by urinalysis and will be conducted by a toxicology laboratory selected by the Civil Service Commission. Final appointment to a position is contingent upon passing of this medical examination and drug screening.

**MEDICAL, DRUG SCREENING & FUNCTIONAL CAPACITY EVALUATION**

Each candidate is examined by the medical examiner for present and past medical status in an attempt to determine whether the candidate has any condition which might interfere with job performance. A general system review is taken into account; past history and present disease, general body condition and physique, and other pertinent information.

The functional capacity evaluation is to determine one’s ability to perform the job duties of an Apprentice Electrician. The exam will be based on the physical attributes for that position. A copy of those attributes is included in this packet. All drug screening, visual and medical reports and records are the property of the Civil Service Commission.

**OTHER INFORMATION**

Standards of Apprenticeship and the Complaint Procedure form are located at [www.springfield.il.us/electricalapprentice](http://www.springfield.il.us/electricalapprentice).

Apprentice Electricians are covered by a collective bargaining agreement between the City of Springfield and the International Brotherhood of Electrical Workers, Local #193.

**HOURLY RATE AS OF 3/1/16  
(Based on a 40 hour work week)**

*1 <sup>st</sup> Year Apprentice	\$21.41
*2 <sup>nd</sup> Year Apprentice	\$25.69
*3 <sup>rd</sup> Year Apprentice	\$29.98
*4 <sup>th</sup> Year Apprentice	\$34.26
*Journeyman	\$42.82

**CURRENT BENEFITS**

Overtime Pay	Medical Insurance
Vacation	Life Insurance
Sick Leave	Safety Equipment
Holidays	Pension Plan
Funeral Leave	Inclement Weather Clothing

\*subject to change pursuant to collective bargaining

**BENEFITS AVAILABLE AT EMPLOYEES OPTION:**

Deferred Compensation Plan	Flexible Benefits Plan
Dental Insurance	Vision Care

This examination is administered pursuant to the *Rules of the Springfield Civil Service Commission*. A copy of the Rules may be obtained by requesting them in writing.

**Please note that providing false documentation will result in an immediate removal from the testing process and any further consideration as well as termination from the City of Springfield if found after a candidate has accepted employment.**

James D. Kuizin  
Acting Chief Examiner  
Springfield Civil Service Commission  
309 Municipal Center West  
Springfield, IL 62701  
(217) 789-2446

## **ANTICIPATED TIME TABLE FOR EVENTS**

(This information is subject to change and you will be notified of exact dates and times.)

**APPLICATION WEEK:** Application will be posted from February 17, 2017 through March 24, 2017. On-line applications will be received anytime during the posting period.

**ORIENTATION:** Orientation sessions will be held Wednesday, March 1, 2017, from 6:00 p.m. to 8:00 p.m. (check in starts at 5:30 p.m.) and Saturday, March 18, 2017, from 9:00 a.m. to 11:00 a.m. (check in starts at 8:30 a.m.) Both sessions will be held at the I.B.E.W. Hall located at 3150 Wide Track Drive, Springfield, Illinois.

**WRITTEN EXAM:** A written aptitude test will be administered the week of April 3 - 7, 2017, and will be held at the I.B.E.W. Hall located 3150 Wide Track Drive, Springfield, Illinois. The actual written exam dates are contingent upon candidate participation in the examination process.

**INTERVIEWS:** The first oral interviews are tentatively set for May 15 – 26, 2017. The second oral interviews are tentatively set for July 24 – August 4, 2017.

**CLIMBING ORIENTATION:** Two day Climbing Orientation for the Lineman/Substation candidates only, will be held during the weeks of July 10-21, 2017 at the Groth Street Facility, 1600 S Groth St. Participation is mandatory.