



**CITY OF SPRINGFIELD, ILLINOIS  
OFFICE OF PUBLIC UTILITIES  
APPRENTICE ELECTRICIAN  
2019 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, they must declare at the time of the first oral interview the list/lists they want to be on. 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.

**APPLICATION PERIOD (February 13 – March 24, 2019)**

**MINIMUM APPLICATION REQUIREMENTS**

1. 17 years of age or older
2. High school graduate or General Equivalency Diploma (GED)
3. Unrestricted 20/20 eyesight (vision correctable to 20/20 accepted) with no color blindness
4. Valid driver’s license (at time of background investigation) and must be able to obtain an Illinois Commercial Driver’s License if required by the functional area

## HIRING REQUIREMENTS

1. Per the IBEW 193 contract, new hires are required to live within the Springfield Corporate Limits.
2. Must be physically able to perform the requirements of the position
3. Must be able to pass a pulmonary exam and wear a respirator

## 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.

**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.**

Make sure all areas of the applications are filled in and the applications are **SIGNED**.

### **ON-LINE APPLICATION PROCESS**

Applications will only be accepted online through the City of Springfield's website, [www.springfield.il.us](http://www.springfield.il.us) through March 24, 2019, at 11:00 p.m. CST. The electronically **SIGNED** employment application with any accompanying documents such as a resume, transcripts, certifications, etc. may be uploaded at the time of application. If experiencing difficulty with the upload, they may be mailed or hand-delivered to:

Office of Human Resources  
300 South Seventh Street, Room 309  
Springfield, IL 62701

## DOCUMENTS REQUIRED FOR ADDITIONAL POINT SCORING ON THE ORAL INTERVIEW

Electrical apprentice candidates that successfully pass the written examination could qualify for additional 1<sup>st</sup> interview points if they submit any of the following.

1. \*Official or unofficial high school and/or college transcripts
2. Trade related documentation (if applicable)
3. 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. The scoring criteria to achieve additional points is established prior to the examination process and is not provided to candidates.

**DEADLINE TO SUBMIT THESE DOCUMENTS TO THE OFFICE OF HUMAN RESOURCES IS FRIDAY, MAY 3, 2019, BY 4:30 P.M. CANDIDATES WHO FAIL TO SUBMIT THESE DOCUMENTS WILL NOT BE DISQUALIFIED FROM THE ORAL INTERVIEW; HOWEVER, THEY WILL NOT BE AWARDED ANY POINTS FOR THAT PORTION OF THE SCORING.**

**DOCUMENTS REQUIRED FOR ADDITIONAL POINT SCORING ON THE ORAL INTERVIEW**  
**continued**

Candidates passing the written exam will have their application reviewed prior to the first interview. Points from the application, high school or college transcripts 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

Make sure you submit all high school and/or college and/or trades courses in order to receive maximum scoring credit.

**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

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.

- ✓ Saturday, March 2, 2019, at 9:00 a.m. (check-in starts at 8:15 a.m.)  
I.B.E.W. Hall  
3150 Wide Track Drive  
Springfield, IL
- ✓ Wednesday, March 6, 2019, at 5:30 p.m. (check-in starts at 4:45 p.m.)  
I.B.E.W. Hall  
3150 Wide Track Drive  
Springfield, IL
- ✓ Thursday, March 14, 2019 at 5:30 p.m. (check-in starts at 4:45 p.m.)  
I.B.E.W. Hall  
3150 Wide Track Drive  
Springfield, IL

**WRITTEN APPTITUDE EXAM**

The written 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.

## WRITTEN APPTITUDE EXAM continued

The cost to take the NJATC written exam is \$30.00 and payment will be required on the date and time of your scheduled written exam. Cash or check will only be accepted. Returned checks will disqualify the candidate's written exam score and the candidate will not be permitted to continue in the examination process.

The written aptitude examination will be administered the week of April 8 through April 12, 2019, 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 April 8, 2014 through April 12, 2019, 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.

**PLEASE NOTE: Candidates can inquire with their local JATC to see if they administer the NJATC exam. If they do, it can be taken with them as long as a passing score is provided to the Office of Human Resources no later than April 12, 2019.**

*Financial Hardship Waiver's* for the written exam, will be granted to individuals who qualify under the WIC Income Eligibility Guidelines. To request a waiver, you must provide the Civil Service Commission located in the same office as Human Resources, Municipal Center West, 300 S. 7th St. Room 309, Springfield, IL 62701 with your 2018 Federal income tax return, in addition to your last two (2) paycheck stubs for all family members working and living in your household that you support. If you have not yet filed your return for 2018, then you must submit your 2017 return. You will be notified via email if your request is approved.

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 8:00 a.m. and 12:00 p.m. sharp on your scheduled test date. Each exam session will begin at 9:00 a.m. and 1:00 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 order to proceed to the 1<sup>st</sup> 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 13 – 31, 2019. The second oral interviews are tentatively set for August 5 – 9, 2019. Results of the oral interview exam will be emailed. **Results will not be given over the telephone.**

**You are required to attend your first interview in person.** Some exceptions may apply; contact the Office of Human Resources with your request. Apprentice Electrician candidates who reside at least 200 miles away from Springfield, Illinois will have the opportunity to request to Skype their **second oral** interview. If you choose to do so, you must send your request via e-mail to [HumanResources@springfield.il.us](mailto:HumanResources@springfield.il.us) with your name, position applied for (lineman, non-lineman, or both) and your address. Please note, your date and time will remain the same as originally scheduled. The Office of Human Resources will review your request and provide you with an emailed response indicating if you are approved.

## CLIMBING ORIENTATION

There will be a climbing orientation after the first interview and before the second interview for Linemen\Substation candidates only. Tentative dates this will be held are July 8 – 19, 2019, (the actual dates are contingent upon candidate participation in the examination process.) 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 8 – 12, 2019 (The actual written exam dates are contingent upon candidate participation in the examination process.) **In order to receive these points, candidates progressing to a 2<sup>nd</sup> oral interview will be required to submit documentation to the Civil Service Commission Office located at 300 S. 7<sup>th</sup> Street, Room 309, Springfield, IL 62701. The submittal period will be communicated to candidates later in the examination process.** 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 8, 2018 through April 12, 2019. 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 submittal period will be communicated to candidates later in the examination process.** 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 up to 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 (that includes a visual examination) of each candidate who has successfully completed the written exam and both interviews will be conducted by the Commission's examining medical physician after a conditional offer of employment is given. Final appointment to a position is contingent upon passing of this medical examination, drug screening, Functional Capacity Evaluation and available positions within the department.

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

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, physique, and other pertinent information.

All persons applying through the competitive examination process for Electrical Apprentice positions shall be screened for drugs as part of the certification process. The screening will be done by urinalysis and will be conducted by a toxicology laboratory selected by the Civil Service Commission.

Candidates who fail to respond to a request for a drug screening in a timely manner may be removed from the eligibility list by the Civil Service Commission. All drug screening, visual/medical reports and records are the property of the Civil Service Commission.

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 are on the City's website at [www.springfield.il.us/electricalapprentice](http://www.springfield.il.us/electricalapprentice).

**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 10/1/18  
(Based on a 40 hour work week)**

*1 <sup>st</sup> Year Apprentice	\$18.07
*2 <sup>nd</sup> Year Apprentice	\$22.59
*3 <sup>rd</sup> Year Apprentice	\$29.37
*4 <sup>th</sup> Year Apprentice	\$33.89
*1 <sup>st</sup> Year Journeyman	\$40.66
Journeyman	\$45.18

**CURRENT BENEFITS**

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

\*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