CIVIL SERVICE BOARD

AGENDA

Nichols Room
Wednesday, March 13, 2013
7:30 pm

1. Attendance.

2. Minutes: Approval of December 18, 2012 minutes.

3. New Business:

    - Board of Education, Plant Operations-Request to advertise, recruit and test for Utility Maintenance, WG VI.

    - Board of Education, Plant Operations-Request to advertise and recruit for entry level Janitor/Cleaner II.

    - Tashua Golf Course, Operation Director-Request to advertise, recruit and test for an Assistant Golf Course Superintendent.

    - Tashua Golf Course, Operation Director-Request to advertise and recruit for a Greenskeeper.

    - Public Works-Request to advertise, recruit and test for a Senior Grade Equipment Operator.

    - Any other business that might come before this Board.

4. General Public: Comments and Questions.

CIVIL SERVICE BOARD

MINUTES

DECEMBER 18, 2012

Present: Nick Macol
Tom Whelan
Barbara Skibiski

Also present: Mary Ann Meier, Personnel Manager; Elaine Wang, Chief of Staff; and Suzanne Monaco, Town Clerk.

Meeting was called to order at 7:35 p.m. by Co-chairman Tom Whelan.

Minutes of October 17, 2012 were approved as presented.

Accounting Manager position - Eligibility list for Accounting Manager.....Approved by Board as presented.

Town Clerk, Clerk position – Motion made by Tom Whelan, seconded by Nick Macol that for the purposes of filling vacant positions in the Town Clerk's Office, the eligibility list be reweighted to reflect specific training requirements of and familiarity with a Town Clerk's Office, such that individuals with at least five years experience in a Town Clerk's Office within the past five years be given the maximum experience and training score of 20 points.
VOTE: Motion carried unanimously 3-0.

Nick Macol moved to adjourn; seconded by Tom Whelan. Motion carried unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier

TOWN OF TRUMBULL

UTILITY MAINTENANCE I

BOARD OF EDUCATION

CIVIL SERVICE CLASS: VI

GENERAL STATEMENT OF DUTIES:

1. Directs and performs a variety of tasks in the maintenance of school grounds and buildings.
2. Cuts lawns, trims shrubs and trees, also cuts brush, pulls weeds, and applies fertilizer.
3. Prepares and maintains athletic fields for athletic events.
4. Operates motor-driven and hand mowers, snow plows and dump trucks.
5. Shovels walks.
6. Paints buildings and equipment.
7. Selects proper supplies and equipment and directs their application for the most efficient performance.
8. May assist maintenance mechanic as directed in the construction, alteration or repair of buildings and equipment.
9. May drive truck to deliver or pick up materials and supplies and load/unload same.
10. Makes repair and adjustments to grounds maintenance equipment.
11. Performs miscellaneous related tasks as required.

SUPERVISION RECEIVED:

Works under the direction of the Maintenance Supervisor, Crew Leader or Maintenance Mechanics.

SUPERVISION EXERCISED:

May supervise one or more Utility Maintenance II or other personnel of lower classification as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable physical strength and stamina.
2. Ability to get along well with the public, staff, and to work around children.
3. Ability to follow written and oral instructions.
4. Ability to plan and organize work and to work effectively with fellow employees.
5. Ability to use the tools and mechanical equipment used in building and grounds repair and maintenance.
6. Ability to operate trucks and tractors with various attachments.
7. Holds CDL State of Connecticut motor vehicle license.

EXPERIENCE AND TRAINING:

1. High school graduation.
2. Not less than four (4) years experience in building and/or maintenance work OR two (2) years of employment in maintenance work OR an equivalent combination of experience and training.

TOWN OF TRUMBULL

CLEANER/JANITOR

BOARD OF EDUCATION

CIVIL SERVICE CLASS: II

GENERAL STATEMENT OF DUTIES:

1. Cleans an assigned area of a school building or buildings.
2. Performs routine daily cleaning and all housekeeping duties as assigned.
3. Processes recycling materials; collects and disposes of rubbish.
4. Cleans and shovels walks.
5. Locks and unlocks assigned area of a building.
6. Moves and sets up furniture; may load, unload, and store materials.
7. May do simple repair work using basic hand tools.
8. Works hours as assigned; may perform miscellaneous related work as assigned; may be required to work first, second, or third shift or a variation thereof.

SUPERVISION RECEIVED:

Works under the direction of assigned Building Custodian or other assigned supervisor.

SUPERVISION EXERCISED:

None.

MINIMUM QUALIFICATIONS,
KNOWLEDGE, SKILL AND ABILITY:

1. Must be capable of using materials and performing methods used in cleaning including the use of light manual and power-driven cleaning and polishing equipment.
2. Ability to follow simple written and oral instructions.
3. Ability to learn and follow routine cleaning procedures.
4. Ability to get along well with children and the public.
5. Ability to perform moderately heavy labor and lift at least 35 pounds.

EXPERIENCE AND TRAINING:

Previous cleaning experience is not necessary but is preferred.

TOWN OF TRUMBULL

ASSISTANT GOLF COURSE SUPERINTENDENT

TASHUA GOLF COURSE

WAGE GROUP: MATHAS

GENERAL STATEMENT OF DUTIES:

1. Supervises work crews in the performance of skilled and unskilled tasks in the maintenance, repair and construction of golf course and recreation areas.
2. Supervises the operation of equipment used in golf course maintenance.
3. Assists in planning, scheduling, assigning and reviewing the work of golf course employees.
4. Maintains records of spraying and general golf course maintenance.
5. May perform tasks of lower classified employees.
6. Does other related tasks as may be assigned by the golf course superintendent.

SUPERVISION RECEIVED:

Works under the direction of Golf Course Property Director.

SUPERVISION EXERCISED:

As designated supervisor, may supervise all staff of golf course.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of landscaping, groundskeeping and general maintenance of golf courses.
2. Knowledge of fertilizers and pesticides and their application rates and techniques (including possession of a current, valid Connecticut pesticide license).
3. A working knowledge of the construction of a golf course.
4. Experience with the use of automatic irrigation equipment.
5. Knowledge and experience in the operation of equipment used in golf course maintenance.
6. Ability to respond courteously to the public.
7. Ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Applicant must have obtained an Associate's or higher degree with courses in turf management and/or a certificate in turf grass management from an accredited university; two (2) years of supervisory experience on a golf course or grounds maintenance or equivalent; strong background in golfing or golf course supervision or maintenance; must possess current valid Connecticut pesticide license for application of pesticides on golf course; must possess current valid Connecticut motor vehicle license.

TOWN OF TRUMBULL

GREENSKEEPER

TASHUA GOLF COURSE/MAINTENANCE

WG: D

GENERAL STATEMENT OF DUTIES:

1. Performs variety of semiskilled tasks in the maintenance, repair and construction of golf courses and recreation areas.
2. Operates and may make minor repairs to mechanical equipment used in golf course maintenance.
3. Related work as assigned.

SUPERVISION RECEIVED:

Works under supervision of Golf Course Property Director or his/her designee.

SUPERVISION EXERCISED:

None.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Ability to follow written and oral instructions.
2. Ability to use and make minor repairs to small tools and simple mechanical equipment.
3. Learn to operate golf course vehicles and maintenance equipment.
4. Hours and days of work may be flexible as dictated by the Golf Course Property Director.
5. Must possess valid State of Connecticut driver's license.

EXPERIENCE AND TRAINING:

1. High school graduate or GED.
2. Not less than one (1) year of employment as laborer on golf course, park or similar landscape operation.

TOWN OF TRUMBULL

EQUIPMENT OPERATOR
SENIOR GRADE

HIGHWAY

GENERAL STATEMENT OF DUTIES:

1. Performs skilled work in the operation of a motor grader rigged in a variety of ways.
2. Operates heavy construction equipment such as bulldozers, large backhoes and bucket loaders, straight blade, large excavator, asphalt paving equipment, etc., in soil removal, cutting banks, ditch digging, or other construction operations.
3. Loads trucks with gravel, stumps, rocks, snow, earth, etc.
4. May drive or do dredging operations.
5. Makes running repairs and maintains equipment in operating condition.
6. Makes required reports.
7. Does any work of lower grade Equipment Operator or Highway Maintainer as required.
8. Performs miscellaneous related tasks as directed.
9. Works in all kinds of weather.

SUPERVISION RECEIVED:

Works under direction of Road Foreman, Highway Supervisor, General Foreman - Highway or other designated supervisor.

SUPERVISOR EXERCISED:

As designated supervisor or leadman, may direct work of other Equipment Operators.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Thorough knowledge of techniques of operating power shovels, backhoes, graders and related equipment.
2. Ability to excavate to a close grade.
3. Skill in operating equipment rigged for a variety of operations and in the pick-up and placement of materials with precise timing and accuracy.
4. Considerable knowledge of methods and materials used in servicing and making minor repairs to heavy equipment.
5. Considerable knowledge of rules, precautions and practices of safe operation to avoid injuries to personnel and equipment.
6. Ability to work well with other employees.
7. Very good muscular coordination, alertness, eyesight and hearing.

EXPERIENCE AND TRAINING:

HS graduate or equivalent. Not less than three (3) years of employment in the operation of road construction equipment, of which one (1) year must have been in the skilled operation of a large backhoe, bucket loader and related construction and paving equipment. Must possess current valid CT CDL Class B license.