

CIVIL SERVICE BOARD
AGENDA
Nichols Room
Wednesday, February 12, 2014
7:30 pm

1. Attendance.
2. Minutes: Approval of September 10, 2014 minutes.
3. New Business:
 - Approval Eligibility List for P&Z Administrative Assistant.
 - Approval Eligibility List for Public Works Administrative Assistant.
 - Approval Eligibility List for Counseling Center Admin Assistant.
 - Request to advertise, recruit and test for Maintenance Mechanic Assistant, WG VII at the BOE.
 - Request to advertise, recruit and test for Utility Maintenance Leadman I, WG VII at the BOE.
 - Request to advertise, recruit and test for Custodian, WG IV at the BOE.
 - Request to advertise, recruit and test for Purchasing Agent position.
 - Any other business that might come before this Board.
4. General Public: Comments and Questions.

**TOWN OF TRUMBULL
ELIGIBILITY LIST
ADMINISTRATIVE ASSISTANT
PUBLIC WORKS**

Wage Group: HWSV
Date Established: 1/29/14
Date Expiration: 1/29/15

	<u>LAST</u>	<u>FIRST</u>	<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>
1	Sheridan	Suzanne	86	68.8	18.35	87.15
2	Bello	Carolyn	88	70.4	14.8	85.2
3	Noschese	Janet	84	67.2	16.75	83.95
4	Sieranski	Milissa	79	63.2	20	83.2
5	Zaleski	Donna	77	61.6	20	81.6
6	Guzek	Jacqueline	76	60.8	20	80.8
7	Rose	Carol	85	68	12.25	80.25
8	Russell	Lisa	74	59.2	20	79.2
9	Corchard	Audrey	82	65.6	13	78.6
10	Wrightington	Leslie	86	68.8	9.6	78.4
11	Silveira	Maureen	77	61.6	15.6	77.2
12	Cleri	Tracey	81	64.8	10	74.8
13	Moore	Marsha	82	65.6	9.05	74.65
14	Laucella	Doreen	77	61.6	13	74.6
15	Hnatuk	Dawn	75	60	14.4	74.4
15	Hoyt	Bambina	68	54.4	20	74.4
15	Riddle	Karen	68	54.4	20	74.4
16	Evans	Jessica	79	63.2	10.9	74.1
17	Jackson	Tammy	71	56.8	17	73.8
18	Ruff	Lisa	67	53.6	20	73.6
19	Durkin	Tara	80	64	9.2	73.2
20	Goncalves	Celeste	69	55.2	17	72.2
21	May	Terri	74	59.2	12.75	71.95
22	Early	Diane	75	60	11.7	71.7
23	Sardinha	Carol	72	57.6	13.35	70.95
24	Antos	Joseph	81	64.8	5.75	70.55
25	Kosarko	Dawn	76	60.8	8.5	69.3
26	McGuire	Amy	71	56.8	12.25	69.05
27	Storilassi	Tonya	73	58.4	9.25	67.65
28	Doris	Michelle	75	60	7.4	67.4
29	Materasso	Kyra	73	58.4	8.25	66.65
30	Arbachouskas	Michelle	74	59.2	7	66.2
31	Palmer	Terry	65	52	14.125	66.125
32	Antosh	Jody	74	59.2	6	65.2
33	Tabacco	Nicole	71	56.8	8.35	65.15
34	Watcke	Deborah	74	59.2	5.25	64.45

	<u>LAST</u>	<u>FIRST</u>	<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>
35	Andrasko	Lisa	66	52.8	11.25	64.05
36	Hayes	Tashinika	73	58.4	5.35	63.75
37	Nezvesky	Maritza	73	58.4	5.25	63.65
38	Lore	Jackie	69	55.2	8.3	63.5
39	Oaks	Colleen	61	48.8	14.5	63.3
40	Jones	Elizabeth	71	56.8	6.3	63.1
41	DiBenedetto	Patricia	72	57.6	3.75	61.35
42	Montague	Gregory	71	56.8	4.3	61.1
43	Targonski	Barbara	74	59.2	1.5	60.7
44	Keegan	Nuala	65	52	8.5	60.5
45	Brushie	Christine	60	48	12.35	60.35
46	Thomas	JoAnne	68	54.4	5.85	60.25
47	Reyes	Katherine	73	58.4	1.7	60.1

Based on a written examination weighted at 80%, and an evaluation of Experience and Training for a maximum of 20 points.

Certified by,



Mary Ann Meier

Personnel Manager

Approved:

<u>Not Up to Standard</u>		<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>
1	Ramaglia Viola	71	56.8	1.5	58.3
2	Scaglione Laura	67	53.6	4.6	58.2
3	Vittorio-Benegoss Lisa	63	50.4	6.6	57
4	DeVito Maryanne	67	53.6	1.5	55.1
5	Pineau Kelly	66	52.8	2.25	55.05
6	Caulfield Rosemarie	60	48	6.45	54.45
7	O'Brien Theresa	66	52.8	1.5	54.3
8	Bogen Deanna	60	48	5.5	53.5
9	Cruz Evelyn	61	48.8	4.45	53.25
10	Keiser Jessica	66	52.8	0	52.8
11	Matos Brittany	62	49.6	1.6	51.2
12	Pugliese, Jr. Gary	64	51.2	0	51.2

Failed

Finnucan	Patricia	34
Minishi	Linda	40
On	Foong	46
Williams	Susan	49
Duka	Liljana	55
Cruz	Christina	57
O'Leary	Erin	58
Volpicella	Sandra	59

**TOWN OF TRUMBULL
ELIGIBILITY LIST
ADMINISTRATIVE ASSISTANT
PLANNING & ZONING**

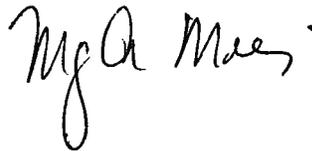
Wage Group: E
Date Established: 1/29/14
Date Expiration: 1/29/15

	<u>LAST</u>	<u>FIRST</u>	<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>
1	Sheridan	Suzanne	86	68.8	19.35	88.15
2	Bello	Carolyn	88	70.4	15.8	86.2
3	Noschese	Janet	84	67.2	17.75	84.95
4	Soltis	Kristen	81	64.8	19.7	84.5
5	Sieranski	Milissa	79	63.2	20	83.2
6	Andreyka	Gail	78	62.4	20	82.4
7	Zaleski	Donna	77	61.6	20	81.6
8	Guzek	Jacqueline	76	60.8	20	80.8
9	Semonich	Debora	91	72.8	6.85	79.65
10	Corchard	Audrey	82	65.6	14	79.6
11	Wrightington	Leslie	86	68.8	10.6	79.4
12	Vetro	Christina	84	67.2	12.05	79.25
13	Russell	Lisa	74	59.2	20	79.2
13	Thomas	Deirdre	74	59.2	20	79.2
14	Mazzeo	Alexandra	92	73.6	4.8	78.4
15	Silveira	Maureen	77	61.6	16.6	78.2
16	White	Thomas	72	57.6	20	77.6
17	Moore	Marsha	82	65.6	10.5	76.1
18	Cleri	Tracey	81	64.8	11	75.8
19	Laucella	Doreen	77	61.6	14	75.6
20	Hnatuk	Dawn	75	60	15.4	75.4
21	Evans	Jessica	79	63.2	11.9	75.1
22	Jackson	Tammy	71	56.8	18	74.8
23	Hoyt	Bambina	68	54.4	20	74.4
23	Riddle	Karen	68	54.4	20	74.4
24	Goncalves	Celeste	69	55.2	18	73.2
25	Whetstone	Barbara	73	58.4	14.75	73.15
26	May	Terri	74	59.2	13.75	72.95
27	Early	Diane	75	60	12.7	72.7
28	Sardinha	Carol	72	57.6	14.35	71.95
29	Dubreuil	Nicole	88	70.4	1.4	71.8
30	Kosarko	Dawn	76	60.8	9.5	70.3
31	McGuire	Amy	71	56.8	13.25	70.05
32	Schueler	Gretchen	82	65.6	4.4	70
32	Helland	Susan	73	58.4	11.6	70
33	McMahon	Maria	83	66.4	3.5	69.9
34	Warner	Judith	78	62.4	7.36	69.76
35	Terrizzi	Jennifer	81	64.8	4.2	69
36	Costantini	Jennifer	76	60.8	8	68.8

<u>LAST</u>	<u>FIRST</u>	<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>
37 Arbachouskas	Michelle	74	59.2	8	67.2
38 Palmer	Terry	65	52	15.125	67.125
39 Wargo	Donna	69	55.2	11.75	66.95
40 Antosh	Jody	74	59.2	7	66.2
41 Tabacco	Nicole	71	56.8	9.35	66.15
42 Domack	Rachel	71	56.8	8.76	65.56
43 Andrasko	Lisa	66	52.8	12.25	65.05
44 Hayes	Tashinika	73	58.4	6.35	64.75
45 Lore	Jackie	69	55.2	9.3	64.5
46 Oaks	Colleen	61	48.8	15.5	64.3
47 DeBaise	Lorette	74	59.2	3.8	63
48 DiBenedetto	Patricia	72	57.6	4.75	62.35
49 Montague	Gregory	71	56.8	5.3	62.1
50 Brushie	Christine	60	48	13.35	61.35
51 Thomas	JoAnne	68	54.4	6.85	61.25
52 Reyes	Katherine	73	58.4	2.7	61.1
53 Smythe	Margaret	75	60	0	60

Based on a written examination weighted at 80%, and an evaluation of Experience and Training for a maximum of 20 points.

Certified by,



Mary Ann Meier

Personnel Manager

NOT UP TO STANDARD

	<u>LAST</u>	<u>FIRST</u>	<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>
1	Ramaglia	Viola	71	56.8	2.5	59.3
2	Simpson	Craig	73	58.4	0	58.4
3	DeVito	Maryanne	67	53.6	2.5	56.1
4	Caulfield	Rosemarie	60	48	7.45	55.45
5	Bahr	Courtney	63	50.4	3.5	53.9
6	Keiser	Jessica	66	52.8	1	53.8
7	DeSisto	Jennilyn	64	51.2	2.3	53.5
8	Matos	Brittany	62	49.6	2.6	52.2
9	Genovese	Annette	60	48	3.5	51.5
10	Pugliese, Jr.	Gary	64	51.2	0	51.2

FAILED

1	Zebrowski	Azaria	39
2	Minishi	Linda	40
3	Williams	Susan	49
4	Liriano	Shellynel	50
5	Bodington-Jones	Caroline	52
6	Cruz	Christina	57
7	Fracker	Catherine	58
8	Volpicella	Sandra	59

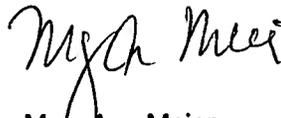
**TOWN OF TRUMBULL
ELIGIBILITY LIST
ADMINISTRATIVE ASSISTANT
COUNSELING CENTER**

Wage Group: EE
Date Established: 1/29/14
Date Expiration: 1/29/15

	<u>LAST</u>	<u>FIRST</u>	<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>
1	Thompson	Lissa	85	68	4.35	72.35
2	Helfgott	Jane	90	72	0	72
3	DeBaise	Lorette	74	59.2	3.8	63
4	Ricciardi	Lisa	71	56.8	6	62.8
5	Jones	Elizabeth	71	56.8	4.2	61
6	Watcke	Deborah	74	59.2	1	60.2
7	Quaranta	Jamie	75	60	0	60

Based on a written examination weighted at 80%, and an evaluation of Experience and Training for a maximum of 20 points.

Certified by,



Mary Ann Meier
Personnel Manager

Approved:

	<u>Not Up to Standard</u>	<u>W</u>	<u>80%</u>	<u>20 PTS</u>	<u>TOTAL</u>	
1	Ramos	Carla	69	55.2	4.1	59.3
2	Hayes	Tashinika	73	58.4	0.75	59.15
3	Andrasko	Lisa	66	52.8	6	58.8
4	Tuttle	Jacqueline	64	51.2	4.7	55.9

	<u>Failed</u>	<u>W</u>	
1	Crowley	Cindy	40
2	Kelly	Colleen-Anne	57

CIVIL SERVICE BOARD
MINUTES
SEPTEMBER 10, 2013

Present: Nick Macol
Anna Maresca
Barbara Skibiski
Gail Jarvis

Also present: Mary Ann Meier, Personnel Manager.

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

Minutes of June 12, 2013 were approved as presented.

Motion made by Barbara Skibiski; seconded by Anna Maresca to advertise, recruit and test for the positions of Administrative Assistant at the Counseling Center, Administrative Assistant position in Public Works, and Administrative Assistant position in Planning & Zoning. One written test will be given for all three positions and three eligibility lists will be created, as per past practice. The weights will be 80% written and 20% for experience and training.

VOTE: Motion carried 4-0 unanimously.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,



Mary Ann Meier

TOWN OF TRUMBULL
MAINTENANCE MECHANIC ASSISTANT
BOARD OF EDUCATION

WAGE GROUP: VII

GENERAL STATEMENT OF DUTIES:

1. Performs a variety of tasks in the construction, alteration, maintenance and repair of buildings and equipment throughout the school system.
2. Assists tradesmen in all phases of HVAC, carpentry, plumbing and electrical work
3. Under supervision, installs and maintains low voltage equipment and wiring, exit lighting, emergency lighting, fire alarm, intruder alarm, and closed circuit/IP camera systems.
4. Makes repairs and maintains plant equipment
5. Assists outside crew cutting grass, landscaping, moving equipment or materials as needed
6. Takes part in snow removal efforts including shoveling, plowing, and moving snow with heavy equipment
7. Oversees routine emergency system testing for emergency lights, batteries, and related systems/equipment
8. Manages and performs regular maintenance on plant equipment as assigned
9. Maintains accurate work records
10. Communicates effectively with other members of the department, staff, and public as necessary in an appropriate manner
11. Performs miscellaneous related duties as assigned

SUPERVISION RECEIVED:

Works under the direction of the Plant Administrator, Supervisor of Maintenance, Maintenance Mechanic, or other supervisor as assigned.

SUPERVISION EXERCISED:

Supervises one or more Utility Maintenance employees or other personnel of lower classification, including summer help. Supervises contractors as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable knowledge of building maintenance including building construction alteration, maintenance and repair.

2. Ability to use hand tools, power tools, and other motorized equipment as necessary to fulfill job duties
3. Ability to understand and follow complex oral and written instructions, including blueprints and sketches.
4. Ability to organize routine maintenance service or tasks and keep accurate written records
5. Ability to use manual and power tools and mechanical equipment in building repair and maintenance.
6. Considerable strength and stamina including the ability to lift and carry at least 65 lbs.
7. Ability to climb ladders and work on scaffolds and lifts.
8. Ability to work safely and maintain a safe work area at all times
9. Ability to get along well with co-workers, staff, children, contractors and the general public.
10. Ability to use a computer in a Windows environment and a basic knowledge of Word, Outlook, and Excel.
11. Ability to work a variety of shifts, or shift variations, as directed by supervisor

EXPERIENCE AND TRAINING:

Not less than four (4) years of experience in building maintenance and repairs. State of CT s CDL license. HS diploma or equivalent.

The following certifications, licenses or experience is preferred:

1. Completion of two years of trade school for a relevant trade
2. Trade license (Electrical, Plumbing, HVAC, etc.)
3. Mechanic's certification (ASE, Vehicle Manufacturer's, etc.)
4. CDL license
5. Building Operators Certificate
6. Working as part of a Tools for Schools team
7. Working in a maintenance department in a public school system for at least 3 years
8. Fire alarm repair/installation system certification or proven experience installing and/or repairing fire alarm monitoring systems

10/4/2013

TOWN OF TRUMBULL

CUSTODIAN

BOARD OF EDUCATION

CIVIL SERVICE CLASS: IV

GENERAL STATEMENT OF DUTIES:

1. Cleans and is responsible for the condition of a school building or part thereof, or a group of smaller buildings.
2. May operate small heating plant.
3. Performs all housekeeping duties as assigned.
4. May be required to do minor painting.
5. Processes recycling materials; collects and disposes of rubbish.
6. Cleans and shovels walks and grounds.
7. Locks and unlocks premises. May raise and lower flag.
8. Moves and sets up furniture. May load, unload and store materials.
9. May do simple repair work using a variety of hand tools. May use power-driven hand tools.
10. May be required to make deliveries using a Board of Education vehicle.
11. May open, close and operate a school building alone.
12. Works hours as assigned. Performs miscellaneous related duties 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:

May supervise summer help or employees of a lower wage grade.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of materials and methods used in cleaning and the use of light and heavy manual and power-driven cleaning and polishing equipment.
2. Must be able to climb extension and step ladders.
3. Ability to follow complex oral and written instructions.
4. Ability to learn and follow routine cleaning procedures.
5. Ability to get along well with children and public and to enforce regulations with firmness and courtesy.
6. Must learn all fire, security and other related emergency procedures required for safe and proper operation of assigned building(s).
7. Must learn the location and use of main valves and switches to control building.
8. Ability to perform moderately heavy labor and lift at least 65 pounds.

EXPERIENCE AND TRAINING:

1. High School Graduate or equivalent.
2. At least six (6) months of experience working as a cleaner in a commercial or institutional setting.
3. Must have a valid State of Connecticut driver's license.

TOWN OF TRUMBULL
UTILITY MAINTENANCE LEADMAN I
BOARD OF EDUCATION

WAGE GROUP: VII

GENERAL STATEMENT OF DUTIES:

1. Directs and performs a variety of tasks in the maintenance of school grounds and buildings
2. Is responsible for evaluating daily work of subordinates or assigned projects
3. Supervises work in the field and schedules work as assigned
4. Assist in the preparation of estimates, and coordinate contractor work in the field
5. Performs landscaping tasks including but not limited to cutting lawns, trimming shrubs and trees, cutting brush and pulling weeds
6. Prepares and maintains athletic fields for athletic events including lining fields
7. Operates motor-driven and hand mowers
8. Plows snow, sands walks and drives, shovels snow, and uses heavy equipment to move snow
9. Operates a variety of motorized equipment including dump trucks; backhoes, tractors, etc.
10. Selects proper supplies and equipment and directs their application for most efficient performance
11. May assist maintenance mechanic as directed in the construction, alteration or repair of buildings and equipment
12. Paints buildings and lots as required including setting up stencils and laying out parking spaces
13. Installs fence and signs as directed on grounds
14. Delivers and picks up materials and equipment as directed
15. Makes repairs and adjustments to grounds maintenance equipment
16. Performs miscellaneous related tasks as required.

SUPERVISION RECEIVED:

Works under the direction of Plant Administrator, Maintenance Supervisor, or Maintenance Mechanics as assigned.

SUPERVISION EXERCISED:

1. May supervise contractors as assigned
2. May supervise one or more Utility Maintenance Man II or other personnel of lower classification as assigned.
3. May supervise one or more individuals or crews as assigned when performing work as related to job description

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable knowledge of building maintenance including building construction alteration, maintenance and repair.
2. Ability to lead and supervise assigned subordinates effectively
3. Ability to use hand tools, power tools, and other motorized equipment as necessary to fulfill job duties
4. Ability to communicate, understand and follow complex oral and written instructions including blueprints and sketches.
5. Ability to organize routine maintenance service or tasks and keep accurate written records
6. Ability to use manual and power tools and mechanical equipment in building repair and maintenance.
7. Considerable strength and stamina including the ability to lift and carry at least 65 lbs.
8. Ability to climb ladders and work on scaffolds and lifts.
9. Ability to work safely and maintain a safe work area at all times
10. Ability to get along well with co-workers, staff, children, contractors and the general public.
11. Ability to use a computer in a Windows environment and a basic knowledge of Word, Outlook, and Excel.
12. Ability to work a variety of shifts, or shift variations, as directed by supervisor
13. Ability to work in climate extremes (heat and sun and extreme cold) as necessary

EXPERIENCE AND TRAINING:

Not less than four (4) years of experience in building maintenance and repairs with at least one year of experience in a crew leader or supervisory capacity and one year performing commercial landscape work. State of CT s CDL license. HS diploma or equivalent.

The following certifications, licenses or experience is preferred:

1. State of CT Pesticide applicators License
2. Arborist license
3. Mechanic's certification (ASE, Vehicle Manufacturer's, etc.)
4. At least 2 years' demonstrated experience using ride-on lawn cutting equipment, tractors, or backhoes on a regular basis