

CIVIL SERVICE BOARD
AGENDA
Council Chambers
Wednesday, October 8, 2014
7:30 pm

1. Attendance.
2. Minutes: Approval of June 3, 2014 minutes.
3. New Business:
 - Approve eligibility list for Jr & Sr. Grade Equipment Operator.
 - Approve eligibility list for IT Technician.
 - Approve eligibility list for Custodian WG IV, Board of Education.
 - Approve eligibility list for Library Circulation Technical Services Assistant.
 - Approve eligibility list for Maintenance Mechanic Assistant, BOE.
 - Request to advertise, recruit and test for Assistant Building Official.
 - Request to advertise, recruit and test for Civil Engineer.
 - Request to advertise, recruit and test for Records Clerk and Finance Administrative Assistant at Police Department.
 - Request to advertise, recruit and test for Supervisor Facilities/Maintenance at BOE.
 - Request to advertise, recruit and test for Head Custodian at THS.
 - Approval to advertise for non-competitive, entry level Janitor Cleaner position at BOE.
 - Request to advertise, recruit and test for Motor Equipment Repairer.
 - Discussion from moving Board of Education position's from competitive to non-competitive with restrictions.
 - Discussion with the civil service board re: revision of the civil service rules.
 - Any other business that might come before this Board.
4. General Public: Comments and Questions.

CIVIL SERVICE BOARD
MINUTES
JUNE 3, 2014

Present: Anna Maresca
Tom Whelan
Gail Jarvis

Also present: Mary Ann Meier, Personnel Manager.

Meeting was called to order at 7:00 p.m. by Tom Whelan.

Minutes of March 19, 2014 were approved as presented (3-0).

Motion made by Gail Jarvis, seconded by Anna Maresca to approve the Purchasing Agent Eligibility List as presented. Vote: Motion carried 3-0 unanimously.

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the position of Library Circulation/Technical Services Assistant. A written examination will be administered with testing weights of 90 written/10 experience and training. VOTE: Motion CARRIED unanimously.

Motion made by Tom Whelan; seconded by Anna Maresca, to advertise, recruit and test for the position of IT Technician. This will be contingent upon whether someone is hired from the current eligibility list which is due to expire on June 12, 2014. Once that list has been exhausted by one-third a new list can be established after June 12th, if necessary. VOTE: Motion CARRIED unanimously.

Motion made by Gail Jarvis to adjourn. Meeting adjourned at 7:25 pm

Respectfully submitted,

Mary Ann Meier

TOWN OF TRUMBULL
ASSISTANT BUILDING OFFICIAL
BUILDING/TECHNICAL

WAGE GROUP: GG

GENERAL STATEMENT OF DUTIES:

1. Assist public, check applications, permits, answer questions, guide public through the building, permit process and handle complaints.
2. Review construction documents for compliance with Connecticut State Building Code.
3. Inspect all construction while in progress and upon completion for compliance with construction documents and make appropriate recommendations.
4. Collect data related to all projects, make all proper reports, issue permits of occupancy and certificates under the direction of the Chief Building Official.
5. Additional related tasks as assigned.
6. Will be cross-trained as determined by departmental needs and will assist in training others.
7. May be called out for emergencies.

SUPERVISION RECEIVED:

Works under the direction of the Chief Building Official or his/her designee.

SUPERVISION EXERCISED:

none

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Extensive knowledge of modern building construction practice, methods, materials and equipment.
2. Extensive knowledge of Connecticut State Building Code.
3. Ability to interpret construction documents.
4. Ability to respond courteously to the public.
5. Clear, concise oral and written communication.
6. Ability to inspect buildings under construction and evaluate work in progress.
7. Must have valid Connecticut driver's license.
8. Must have basic computer skills.
9. Must be bondable.

EXPERIENCE AND TRAINING:

1. High school graduate or GED.
2. Must be licensed by the State of Connecticut as an Assistant Building Official.

TOWN OF TRUMBULL

CIVIL ENGINEER I

ENGINEERING/PROFESSIONAL

Wage Grade: H

GENERAL STATEMENT OF DUTIES:

1. Designs and details various Public Works projects.
3. Computes grades on profiles.
4. Prepares preliminary specifications on projects and contracts.
5. Compiles information and writes reports.
6. Performs field inspection and reviews Town approved engineered plans for conformity to State Statutes, Town Regulations and sound engineering judgment.
7. Prepares legal descriptions of easements and properties.
8. Performs field data collection surveys.
9. Performs geospatial computations of Town, State Plane and other published horizontal and vertical datums.
10. Calculates, review and inspect performance bond postings and release request.
11. Competently completes CADD drawings.
12. Performs graphic database construction and maintenance.
13. Performs graphic illustrations for Town publications.
14. Updates Town maps, including but not limited to properties, streets, assessors, sewer and zoning.
15. Utilizes GIS for planning, analysis and land use evaluation.
16. Interfaces with the public on all matters handled in the Engineering Office.
17. Does related tasks as assigned

SUPERVISION RECEIVED:

Works under the supervision of the Director of Public Works or his/her assigned designee.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of modern principles and practices of Civil Engineering and/or Geographic Information Systems.
2. Strong computer skills with emphasis in use of Autodesk and ESRI software.
3. Operates CAD/GIS Systems to construct, update and maintain graphic databases.
4. Clear and Concise written and oral expression.
5. General knowledge and experience in field data collection and measurement.
6. Strong mathematical ability.
7. Ability to respond courteously to the Public and co-workers.

EXPERIENCE AND TRAINING:

Graduation from a college or university with an Associate's Degree in Civil Engineering, Land Surveying, Computer Science, Geography, Geographic Information Science and Technology or related field and 2 years CAD/GIS work experience. General knowledge of Connecticut Inland Wetlands general statutes, the Clean Water Act and/or NCEES Certification in Fundamentals of Engineering or Fundamentals of Surveying preferred.

TOWN OF TRUMBULL

RECORDS CLERK

POLICE

WG: DD

General Statement of Duties:

1. General office duties including filing and use of office machines.
2. Record keeping and data entry.
3. Report preparation and forms.
4. Handles cash transactions.
5. In-person and phone contact with public.
6. Will be cross-trained in other duties as determined by department head.
7. Follow the policies and procedures associated with department.
8. Attends and keeps minutes of meetings as required by department.
9. Other related work assignments.
10. Maintains confidentiality as required by Department Policy and State Statute.
11. Must attend all required training as it becomes necessary and as directed by the department.

Departmental Specifics:

1. Performs civilian and criminal record checks, searches records, and files arrest records and/or case reports.
2. Ensures accuracy of erasure of arrest record per court order(s).
3. Updates and posts court arrest abstracts.
4. Transcribes tape and digital recordings and conversations for court review.
5. Manages alarm ordinance protocols.

Supervision Received: Works under the direction of the Police Chief or his/her designee.

Supervision Exercised: none

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and or record keeping.
2. Proficient in keyboarding and strong computer skills with an emphasis on Word and Excel.
3. Ability to follow oral and written instructions.
4. Ability to learn appropriate State and Town laws.
5. Clear and concise written and oral expression.
6. Accuracy and attention to details.
7. Ability to engage with the public in a professional and respectful manner.
8. Basic mathematical skills.

Experience and Training:

Graduation from high school or GED with College degree preferred.

Minimum two (2) years office experience and public interaction.

Any specialized training or education in office skills preferred.

TOWN OF TRUMBULL
ADMINISTRATIVE ASSISTANT
POLICE/EMERGENCY MANAGEMENT

WAGE GROUP: F

General Statement of Duties:

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.

Departmental Specifics:

1. Departmental Payroll
2. Coordination of various Grants.
3. Processes all requests for raffle/bingo applications.

Supervision Received: Works under the direction of the Chief of Police or his/her designee

Supervision Exercised: none

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details

Experience and Training:

1. Graduation from high school or GED
2. College Degree desirable
3. Four (4) years experience in office work including public contact.

Town of Trumbull
Board Of Education
Supervisor Facilities/Maintenance

Reports to: Director of Facilities

General Statement of Duties:

As Supervisor Facilities/Maintenance

1. Supervises, assigns and monitors In house Maintenance Services for all district facilities.
2. Monitors work of outside contractors doing business within district.
3. Manages, assigns and prioritizes CMMS work, communicates with those requesting or affected
4. Insures fleet vehicles are maintained to a high level of readiness.
5. Receives alarm calls and determines appropriate response, reports activations, recommends corrective action, provides training as needed.
6. Manages programming and maintains logs for alarm codes for fire and burglar systems.
7. Responsible for coordinating snow removal efforts and insuring the Superintendent is informed and updated as required. Coordinates with public works.
8. Supervises custodial staff in the absence of Manager Custodial services.
9. Reviews and approves scheduling, vacation and overtime to insure most effective use of Facilities staff hours.
10. Inspects schools on a routine and daily basis to insure a consistent elevated standard of service is provided equitably throughout the district.
11. Administers and monitors departmental procedures, practices and training for existing and new staff.
12. Counsels, coaches and disciplines staff to insure district and departmental expectations are met.
13. Initiates requests for departmental equipment, tools and supplies.
14. Insures that all health, safety, government compliance and other related programs are adhered to for the safety of staff, and students.
15. Interacts with Principals on a regular basis to insure the highest level of satisfaction.
16. Establishes and maintains inventories of equipment and supplies.
17. Maintains adherence to purchasing guidelines for Department as established by the Director of Facilities.
18. Reviews, estimates, orders material, schedules staff and follows up on work orders to insure timely cost effective completion.
19. In conjunction with Manager Custodial services reviews, assesses and implements BOE energy policies.
20. May be involved in Capital project oversight as assigned by Director of Facilities.
21. Performs other duties as assigned by the Director of Facilities.

Approved 7/2014

TOWN OF TRUMBULL
BUILDING CUSTODIAN - HIGH SCHOOL
BOARD OF EDUCATION

CIVIL SERVICE CLASS: VIII

GENERAL STATEMENT OF DUTIES:

1. Is responsible for the maintenance and physical condition of assigned school building, grounds and equipment.
2. Directs and works with custodians in performance of all housecleaning and related duties.
3. Assess performance of assigned subordinates including written assessments and evaluations.
4. May operate heating plant.
5. Collects and disposes of rubbish.
6. Cleans and/or shovels walks and grounds.
7. Locks and unlocks premises.
8. May spot-patch walls and woodwork and do minor painting.
9. Moves and sets up furniture and does simple repair work.
10. Maintains inventory of custodial supplies and equipment.
11. Performs same duties as Custodians and miscellaneous related duties as assigned.
12. Employees classified as Building Custodian-High School shall be assigned to the high school.
13. Ability to maintain written records and logs of maintenance work.

SUPERVISION RECEIVED:

Works under the direction of Supervisor of Custodial/Maintenance Services or assigned supervisor.

SUPERVISION EXERCISED:

Directs all custodians of lower classification within the high school complex.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of materials and methods used in cleaning and the use of manual and power-driven cleaning and polishing equipment.
2. Some knowledge of electrical circuitry, plumbing, ventilating systems, burners and heating controls, steam and gas generators, pumps, etc., and related components of the physical plant.
3. Ability to use basic tools and mechanical equipment used in making minor building repairs.
4. Ability to follow complex oral and written instructions.
5. Ability to issue written and oral instructions.
6. Exceptional ability to get along well with children and the public and to enforce regulations with firmness and courtesy.
7. Must be able to climb extension and step ladders.
8. Ability to learn and follow routine cleaning procedures.
9. Must learn all fire, security and other related emergency procedures required for safe and proper operation of assigned building(s).
10. Must learn the location and use of main valves and switches to control building.
11. Ability to perform moderately heavy labor and lift at least 65 pounds.
12. Ability to learn how to send and retrieve email on a program such as MS Outlook.
13. Must be available to work considerable overtime in evenings or on weekends on a regular basis.

EXPERIENCE AND TRAINING:

High school graduate or equivalent. Three (3) years experience as a cleaner and two (2) years experience in building maintenance and no less than two (2) years supervisory experience. Must possess valid State of Connecticut driver's license. Basic experience using a PC in a Windows environment.

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:

Have six (6) months of recent custodial experience in a commercial or public building setting.

TOWN OF TRUMBULL
MOTOR EQUIPMENT REPAIRER
HIGHWAY

GENERAL STATEMENT OF DUTIES:

1. Repairs and maintains gas and diesel trucks, automobiles, tractors, road machinery and various types of construction equipment.
2. Has experience in wiring of vehicles and equipment.
3. Knowledge of hydraulic systems.
4. Welding of equipment.
5. Required to work emergency and all other overtime, as needed.
6. Fills out service records, does all related work, as required.

SUPERVISION RECEIVED:

Works under the immediate supervision of Garage Foreman or Senior Mechanic who assigns specific repair tasks and gives instructions as to the manner in which they are to be performed; follows established routines in servicing automotive equipment. Work is inspected in progress and upon completion.

SUPERVISION EXERCISED:

May supervise one or more helpers.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of the mechanisms of diesel trucks, heavy construction equipment, automobiles and various types of small gas driven equipment and tools.
2. Ability to use and care for the tools of the trade, bench and testing equipment, lathe and drill press.
3. Considerable physical strength.
4. Ability to keep shop records.
5. Use of electrical diagnostic test equipment.
6. Provides own tools of the trade.

EXPERIENCE AND TRAINING:

High School Diploma or GED. Not less than five (5) years of employment in repair of diesel trucks and gas engines and heavy construction equipment. Must possess current valid Connecticut CDL, Class B (Commercial Driver's License).