

CIVIL SERVICE BOARD
AGENDA
Nichols Room
Wednesday, April 20, 2016
6:00 pm

1. Attendance.
2. Minutes: Approval of March 2, 2016 minutes.
3. New Business:
 - Request to advertise, recruit and test for the following positions:
 - Deputy Building Official
 - Chief Park Ranger (tabled item)
 - Office Manager, Recreation Dept. (tabled item)
 - Maintainer IV promotional
4. General Public: Comments and Questions.
5. Any other business that might come before the board.

TOWN OF TRUMBULL
DEPUTY BUILDING OFFICIAL
BUILDING/TECHNICAL

WAGE GROUP: H

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. Assist in preparation department budget.
7. Will be cross-trained as determined by departmental needs and will assist in training others.
8. May be called out for emergencies.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Acts as Chief Building Official in his/her absence.

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. Minimum of one (1) year of experience as an Assistant Building Official, Building Official license preferred.
3. Must be State of Connecticut licensed in accordance with Section 29-262 of the Connecticut General Statutes.

TOWN OF TRUMBULL
CHIEF PARK RANGER
PARK DEPARTMENT

GENERAL STATEMENT OF DUTIES:

1. Supervises the security operations of areas under the jurisdiction of the Park and Recreation Commission.
2. Patrols on foot or by car the parks, recreation sites, swimming areas and cemeteries owned by the Town of Trumbull and under the jurisdiction of the Parks and Recreation Commission to prevent and detect violations of laws and/or ordinances.
3. Maintains order and protects life and property.
4. Issues infraction citations and parking violations on Parks and Recreation Property as authorized by the Trumbull Police Department and/or the Parks and Recreation Commission.
5. Has authority to make required decisions necessary to maintain the safety and security of the park areas.
6. Testifies in court in regards to matters of which he/she has knowledge.
7. Receives and acts on complaints.
8. Produces and maintains appropriate records.
9. Operates two-way radio.
10. Works a flexible schedule including weekends and holidays as assigned to meet the needs of the Department.
11. Performs minor maintenance tasks necessary to preserve the safety and cleanliness of the park facilities in the absence of regular maintenance personnel
12. Supervises Part time and Seasonal Park Rangers including recommendation for hiring and firing, training, scheduling to meet the needs of the Department
13. Performs related tasks as assigned.

SUPERVISION RECEIVED:

Works under the Supervision of the Director of Parks and Recreation or his designee.

SUPERVISION EXERCISED:

Supervises Park Rangers and Part time Park Rangers and any other personnel.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable knowledge of modern police techniques.
2. Ability to follow oral and written instructions.
3. Ability to make concise written and oral reports.
4. Ability to give oral and written instructions and to establish and maintain effective working relations with fellow workers.
5. Ability to cooperate with the Police and other Town Agencies
6. Possesses a valid motor vehicle operator's license.
7. Certification in First Aid and CPR
8. Considerable ability to establish effective relationships with the general public.
9. Some knowledge of the ecology and conservation of natural resources.
10. Considerable agility and endurance to perform prescribed duties.
11. Must meet grooming requirements of the Trumbull Police Department.
12. Ability to utilize and be proficient in current computer technology.

EXPERIENCE AND TRAINING:

Associate Degree or higher * and at least six (6) years' experience as Park Ranger or related position, and a minimum of three (3) years' experience in a supervisory capacity.

*Sixty college credits may substitute for the Associates degree

TOWN OF TRUMBULL
OFFICE MANAGER
PARKS & RECREATION DEPARTMENT

This is responsible administrative work in managing the business and financial affairs of the Parks & Recreation Department administrative offices. This position has responsibility for the direction of business affairs pertaining to the Parks & Recreation budget, payroll, fee collection, accounting, purchasing, personnel, recreation program registration and the sales of all permits and stickers.

GENERAL STATEMENT OF DUTIES:

1. Directs the staffing and operation of the Parks and Recreation Administrative Office providing walk-in, mail and on-line customer service. Insures program and permit requirements are communicated in an effective and timely manner. Directs and controls program registration and fee collection and the proper accounting for same.
2. Maintains the operational budget, cost accounting system and income accounting system in accordance with sound business procedures and acceptable accounting practices.
3. Supervises accounting details pertinent to the collection of all recreational activity fees and all other revenue sources including rentals and concessions.
4. Acts as Office Manager and performs personnel function for the department related to part time and seasonal staffing including coordination of payroll functions. Processes and enters Payroll (time and attendance) on a weekly basis.
5. Coordinates purchasing operations for the Department in line with purchasing procedures established by the Controller. Provides reports for managers as necessary. Verifies and reconciles individual charges to vendor invoices. Monitors and reports on departmental expenditure accounts.
6. Coordinates computer operations and applications for the Department including recommendation for productivity software. Coordinates technology needs of the Department with the Information technology Department.
7. Responsible for security of computer hardware and software.
8. Manages the Department's recreation software. Manages and maintains databases for programs and permits, providing reports for managers and staff as needed.
9. Insures that administrative and financial controls are in place.
10. Assists in the development of measurements of productivity in the department. Assists the Director in setting Parks and Recreation department goals and objectives.
11. Establishes procedures for operations in accordance with existing policy.
12. Audits revenue sources for accuracy and security of collections; responsible for establishing and maintaining proper checks and balances.
13. Recruits, trains and supervises staff.

SUPERVISION RECEIVED:

Works under the direction of the Director of Parks and Recreation.

SUPERVISION EXERCISED:

Directs the office staff of the Parks and Recreation Department and other departmental personnel when designated by the Director.

OFFICE MANAGER, PARKS & RECREATION DEPARTMENT (Continued)

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of the principles and practices of governmental accounting, budgeting and purchasing.
2. Knowledge of personnel practices and procedures.
3. Considerable knowledge of computer hardware and software. Ability to continuously improve information systems for a more effective operation.
4. Ability to develop and implement efficient systems of accounting and to provide effective leadership of all business matters in the department and maintain harmonious relationships within the department.
5. Mature judgment and demonstrated ability to supervise staff.
6. Ability to maintain effective working relationships.
7. Superior verbal and written communication skills.
8. Working knowledge of MSWord and MS Excel.
9. Must be well-organized, able to multi-task with minimal supervision.
10. Excellent customer service skills. Ability to respond courteously to the public.
11. Ability to follow oral and written instructions.
12. Ability to work independently.

EXPERIENCE AND TRAINING:

High School grad or GED. College degree preferred. To be considered for the position a candidate must have at least 6 years of current office managerial experience in a complex office environment with three years of supervisory experience in a medium to large organization.

TOWN OF TRUMBULL

MAINTAINER IV

HIGHWAY

GENERAL STATEMENT OF DUTIES:

1. Performs a variety of skilled tasks in the maintenance, repair and construction of roadways, roadsides, storm and sanitary sewer lines.
2. Proficient in the effective operation of large dump trucks and motorized truck size street sweepers.
3. Operates and makes minor repairs to mechanical equipment such as, sewer machines, compressors, jack-hammers, chain saws, pay loaders, power pick-up sweepers, wing and rotary snow plows and assists in making more complex repairs as required.
4. Builds and repairs roads, sets grades, performs skid paving, tars roads, paves curbs, drills and digs holes, lays sidewalks, etc.
5. As mason, builds manholes, catch basins, storm sewers and lays drainage pipe.
6. As carpenter, builds construction form work.
7. Performs miscellaneous related duties and does any work of lower classified Highway or Park Maintainers as required.
8. Must work in all types of weather.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

May direct a limited number of equal or lower classified Highway or Park Maintainers.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable physical strength, stamina, and ability to lift at least 80 lbs.
2. Thorough knowledge of processes and materials used in particular skill.
3. Ability to perform necessary manual operations of particular skill.
4. Ability to operate mechanical equipment required in assigned operations.
5. Considerable knowledge of maintenance, repair and construction of roadways, sewers and drains
6. Must possess current valid Connecticut CDL, Class B.

EXPERIENCE AND TRAINING:

HS Grad or equivalent and not less than three (3) years of employment in a field related to construction of which two (2) years shall have involved a special skill in a trade or operation of construction equipment OR training in a skilled trade and one (1) year of employment in construction operations.