

CIVIL SERVICE BOARD
AGENDA
Special Zoom Civil Service Meeting
Thursday, February 4, 2021
1:00 pm

1. Attendance
2. Minutes: Approval of December 9, 2020
3. General Public: Comments and Questions
4. New Business:
 - Approval of Eligibility List for Assistant Tax Assessor Administration.
 - Assistant Superintendent of Parks – request to advertise, test and recruit.
 - Recreation Program Manager - Department request to re-post due to holiday limitations.
5. Any other business that might come before this Board.

Civil Service Board Special Meeting

Feb 4, 2021 1:00 PM

<https://zoom.us/j/94802772468?pwd=K0Z1T3F1TkJDOVdDYnZnRE9hbkdOUT09>

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CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
December 9, 2020

Present: Ann Langley, Chair
Alissa Hall
Michelle Wigzell
Barbara Skibiski

Also present: Mary Ann Meier, HR Manager; Tom McCarthy, Director of HR

Meeting was called to order at 1:03 pm by Ann Langley.

MOTION by Alissa Hall, seconded by Michele Wigzell to accept minutes of December 3, 2020.
VOTE: 4-0 Motion passed

MOTION by Barbara Skibiski, seconded by Michelle Wigzell to approve the eligibility list for the Fleet Mechanic position. VOTE 4-0 Motion passed

MOTION by Alissa Hall, seconded by Michelle Wigzell to approve the eligibility list for the Custodian position. VOTE 4-0 Motion passed

MOTION by Barbara Skibiski, seconded by Michelle Wigzell to approve the provisional appointment in the Nursing Department of Adele Russell as Health Assistant so they may continue to have the help they need until the position is filled. VOTE 4-0 Motion passed

MOTION by Barbara Skibiski, seconded by Alissa Hall to advertise, recruit and test for the Health Assistant position. The examination will be based on an online proficiency assessment examination established by the civil service with weights of 25% and experience and training combined with a medical terminology online proficiency assessment examination score totaling weights of 75%. A medical terminology test will be given if one is available on the Town's OPAC software program. VOTE: motion carried 4-0 unanimously.

MOTION by Barbara Skibiski, seconded by Alissa Hall to re-nominate Ann Langley as Chairperson for 2021. Motion carried unanimously.

MOTION by Michele Wigzell; seconded by Alissa Hall to set the dates for 2021 civil service board meetings on the second Wednesday of every month commencing at 1 pm. VOTE: 4-0 Motion carried unanimously.

MOTION to adjourn at 1:34 pm by Barbara Skibiski, seconded by Alissa Hall. VOTE: motion carried unanimously (4-0)

Respectfully submitted,
Mary Ann Meier
Mary Ann Meier, Clerk

TOWN OF TRUMBULL
ASSISTANT SUPERINTENDENT OF PARKS
PARK DEPARTMENT

GENERAL STATEMENT OF DUTIES:

1. Plans, directs, instructs and guides the performance of skilled and unskilled tasks of Parks Staff in the care, maintenance, repair and construction of recreation areas and all Town building facilities.
2. Monitors work of contractors and sub-contractors doing business within Parks Properties/Open Space and Town Building facilities.
3. Troubleshoots mechanical and operational problems.
4. Supervises Custodial Staff and Services.
5. Manages, assigns and prioritizes CMMS work orders and communicates with those requesting or affected.
6. Will operate Town Building HVAC Management Systems.
7. Reviews, estimates, orders materials, schedules staff and follows up on all work order assignments to ensure timely and cost efficient completion
8. Prepares written reports and will attend meetings, as directed.
9. Participates in the established grievance procedures, recommends effective personnel actions.
10. Ensures proper use and maintenance of all equipment by workers while observing and enforcing all OSHA safety requirements
11. Will act as the Superintendent of Parks in his/her absence.
12. As a working supervisor, may perform tasks of lower class as necessary.
13. Willing to learn and apply appropriate technology for the position.

SUPERVISION RECEIVED:

Works under the direction of the Superintendent of Parks, or other authorized supervisor.

SUPERVISION EXERCISED:

Supervises all Parks Maintenance personnel, subcontractors or consultants employed by the Town.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable working experience in Building Maintenance Operations and Repair procedures and practices including carpentry, plumbing, electrical, HVAC trades and related areas.
2. Working knowledge and experience of equipment, tools, materials and procedures used in building maintenance, building operations systems and building renovation and construction.
3. Ability to supervise the application of the necessary manual skills and the operation of mechanical equipment required in the assigned facility operations, particularly swimming pools.
4. Working knowledge and experience with turf management, landscaping principles.
5. Considerable ability to establish and maintain effective working relations with fellow workers and the general public.
6. Ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

1. High school graduation.
2. Six (6)+ years of experience in facility operations as a project manager
3. Four (4) years in a supervisory capacity with the operation and maintenance of a public park system or similar landscape facility.
4. Must hold a Connecticut Commercial Driver's License Class B (CDL-B)
5. Shall be capable of obtaining a Commercial Applicator's License and CPO License