

CIVIL SERVICE BOARD
AGENDA – REGULAR MEETING
Zoom Civil Service Meeting
Wednesday, February 18, 2026

12:00 P.M.

1. Attendance:
2. Minutes:
 - Approval of January 21, 2026, Regular Meeting Minutes
3. General Public: Comments and Questions
4. New Business
 - Request to Approve Eligibility List for Administrative Assistant T.E.M.S. – Trumbull E.M.S. Department. Open & Competitive. 40% Oral Exam, 40% Training & Experience, 20% Computer Skills.
 - Request to Approve Eligibility List for Administrative Assistant Pension & Budget – Finance Department. Open & Competitive. 80% Training & Experience, 20% Computer Skills.
 - Request to Advertise & Recruit for Non-Competitive Entry Level Maintainer II – Highway & Parks Dept.
 - Request to Advertise & Recruit for Custodian – Parks Maintenance Dept. Open & Competitive. 100% training & Experience.
5. Approval of Transfer list requests: Transfer Request - Rawan Shaham, Kyera Leos
6. Civil Service New Hire Report: No Report this month

Civil Service Board Regular Meeting

Feb 18, 2026 12:00 PM

<https://us06web.zoom.us/j/88976977889?pwd=AVxlE3z1w35uf8COalS2W7mqGbyD8W.1>

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CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, January 21, 2026

Board Members Present: Ann Langley, Chair
Alice Ferreira
Michelle Wigzell
Herbert Marsh

Also, present: Steve Librandi, HR Manager, Luisa Rosario, HR Generalist, and Bill Chin, IT Director.

The meeting was called to order at 12:07 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Alice Ferreira, Seconded by Michelle Wigzell, to approve the December 17, 2025, Regular Meeting Minutes.

VOTE – 4 – 0 – Passed.

General Public:

The Chair asked Bill Chin if there was anyone in the General Public present who would like to make a statement. There was none.

New Business:

MOTION made by Ann Langley, Seconded by Herbert Marsh to Approve the Request by the Parks Dept. to Extend the Specified period for hiring from the Asst. Superintendent Maintenance Parks List certified on February 19, 2025.

VOTE – 4 – 0 – Passed.

MOTION made by Ann Langley, Seconded by Michelle Wigzell to Approve the Transfer List Request for Gia Mentillo.

VOTE – 4 – 0 – Passed.

Steve Librandi asked the Board to add an item to the agenda, an Eligibility List for the Planning & Zoning Admin III position.

MOTION made by Herbert Marsh, Seconded by Michelle Wigzell to Approve the Request to add the Eligibility List for Planning & Zoning Admin III to the agenda.

VOTE – 4 – 0 – Passed.

MOTION made by Mitchell Wigzell, Seconded by Herbert Marsh to Approve the Eligibility List for the Planning & Zoning Admin III position.

Vote – 4 – 0 – Passed.

Steve Librandi presented the Board with the new hire report and noted that it has been a particularly busy month. The Chair inquired about vacancies within the Highway Dept. Steve explained to the Board that the vacancies are primarily the result of those who have retired or are in the process of retiring, and the department plans to fill the positions through internal promotions. The Chair also asked about the difference between the Highway and Parks Dept. Steve provided clarification and addressed the Chair's questions.

MOTION made by Ann Langley and Seconded by Michelle Wigzell to adjourn at 12:22 pm.

VOTE – 4 – 0 – Passed.

Respectfully Submitted,

Luisa Rosario

TOWN OF TRUMBULL
ELIGIBILITY LIST
Administrative Assistant TEMS
Open

Wage Group: MATE

Date Established: 2/18/2026

Date of Expiration: 2/18/2027

RANK	NAME OF CANDIDATE	40%	20%	40%	Total
		T & E	Skills	Oral	
1	Danielle Petruso	40	16	34.7	90.7
2	Kayla O'Keefe	38	16	25.3	79.3
3	Lauren Mecozzi	38	16	23.3	77.3
4	Denise Zenevitch	32	14	27.3	73.3
5	Laura Solhiem	37	15	20.7	72.7
6	Kayla Ramalho	27	14	26.3	67.3
7	Seth Freedman	34	17	16.0	67.0
8	Lillian Camiglio	32	17	17.0	66.0
9	Elani Geyer	27	13	20.7	60.7

Failed Below 60

Diana Rivera

Raven Stewart

Based on 40% Training & Experience - 20% Computer Skills - 40% Oral Exam

Certified by,

Stephen J. Librandi
Stephen Librandi
Human Resource Manager

Approved by:

Cut Off For Oral Exam = 60% or higher on T&E and Skills

**TOWN OF TRUMBULL
ELIGIBILITY LIST
Admin III Pension**

Wage Group: MATE
Date Of Certification: **2/18/2026**
Date of Expiration: **2/18/2027**

Rank	NAME OF CANDIDATE	T&E	Comp Skills	Total
1	Suzanne Thibodeau	72	17	89
2	Erin Hanley	67	18	85
3	Katherine Hansen	67	15	82
4	Tasha Campbell-Yates	64	15	79
5	Annette Carson	64	10	74
6	Abhirami Velu	54	18	72
7				

Based on 80% of experience and training and 20% Computer Skills.

Certified by,
Stephen J. Librandi
Stephen J. Librandi
H.R. Manager

Approved by:

Town of Trumbull

Maintainer II- Highway and Parks

SALARY	\$29.55 Hourly	LOCATION	Trumbull, CT
JOB TYPE	Full Time	JOB NUMBER	074/087-25 -1
DEPARTMENT	Highway/Parks - Civil Service	OPENING DATE	03/02/2026
CLOSING DATE	3/20/2026 11:59 PM Eastern		

Description

TOWN OF TRUMBULL

MAINTAINER II

HIGHWAY/PARKS DEPARTMENT

SALARY: \$29.55

Examples of Duties

GENERAL STATEMENT OF DUTIES:

1. Performs a variety of semi-skilled tasks in the maintenance, repair and construction of roadways, roadsides, bridges, parks, recreation areas and public grounds.
2. Operates trucks and various equipment used in the performance of their job including tractors, mowers, wood chippers, drills, paint sprayers, spreaders, saws, jackhammers, compressors, cement mixers, snowplows, etc., and makes minor repairs to the equipment.
3. May operate pay loader and skid steers to load trucks, etc., on a limited basis.

4. Does grading and tree removal on roadside projects, parks, recreation centers, etc., cleans gutters and catch basins, sweeps streets, digs ditches and holes, erects poles and highway signs, shovels materials such as sand, stone, and dirt, rakes fill and loam.
5. Performs utility painting including but not limited to Post, Fence, Roadway markings, Line Striping, etc.
6. Acts as helper to mason or other skilled workers and may do simple masonry and cement finishing, pipe laying, carpentry, etc.
7. May serve as a helper or trainee welder, painter, electrician, mechanic, plumber, mason or carpenter.
8. May work at Town's transfer station/disposal area.
9. As required, performs any related task of Highway Maintainer II or Park Maintainer II. Works in all types of weather.
10. Manually spreads cold and hot patch and performs all associated duties to complete assignments. Including but not limited to pot holes, fixtures, flat work, etc.

Qualifications

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable physical strength, stamina and ability to lift at least 80 lbs.
2. Ability to follow oral and written instructions.
3. As a semi-skilled laborer, some knowledge of physical properties of standard construction materials.
4. Some knowledge of mechanical principles.
5. Ability to use and make minor repairs to small tools and simple mechanical equipment.
6. Ability to operate truck and construction equipment as listed above.
7. Must possess current a valid Connecticut CDL, Class B, with Manual Transmission and Air Brake Endorsements Or be able to obtain the one during the 180 probationary period.

EXPERIENCE AND TRAINING:

High School Graduate or equivalent, not less than two (2) years of employment as a laborer in field of construction, or landscape property maintenance, or one (1) year of apprenticeship in one of the construction trades.

Supplemental Information

OTHER REQUIREMENTS:

(PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS)

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the Town may obtain from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act.

Each applicant must successfully pass a drug test and a physical examination attesting to physical ability to perform the duties involved.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

EOE

Employer

Town of Trumbull

Address

5866 Main Street

Trumbull, Connecticut, 06611

Phone

203-452-5041

Website

<http://www.trumbull-ct.gov>

Maintainer II- Highway and Parks Supplemental Questionnaire

***QUESTION 1**

Do you currently hold a State of Connecticut CDL, Class B license with Manual Transmission and Air Brake Endorsements? If yes, please attach a copy to this application.

- Yes
- No

***QUESTION 2**

If you do not currently hold a CT CDL, Class B license with the required endorsements, are you able to obtain one within the 180 day probationary period if you are hired?

- Yes
- No

* Required Question

Town of Trumbull

CUSTODIAN

SALARY	\$25.73 - \$30.71 Hourly	LOCATION	Trumbull, CT
JOB TYPE	Full Time	JOB NUMBER	23-08
DEPARTMENT	Building Maintenance	OPENING DATE	03/02/2026
CLOSING DATE	3/13/2026 11:59 PM Eastern		

Description

Custodian

40hrs/wk

Wage Grade CC

Examples of Duties

GENERAL STATEMENT OF DUTIES:

Cleans and is responsible for the condition of a public building or part thereof, or a group of smaller buildings. Such work includes but is not limited to sweeping, dusting, mopping, scrubbing interior walls and scrubbing and waxing floors; polishes metal and wood; washes windows and vacuuming.

1. May be required to do minor painting.
1. Collects and disposes of rubbish and recycling.
2. May set temperature regulators – check fire extinguishers and emergency lighting.
3. Maintains floors – sweep, mop, strip, wax and buff.
4. Cleans and/or shovels walks and grounds as needed.
5. Locks and unlocks premises, raises and lowers flags.
6. Moves and sets up furniture and does simple repair work.
7. Load, unload and store materials regularly.
8. Maintains inventory of custodial supplies and equipment. Keeps supplies and storage areas clean and organized.
9. May be directed to leave the premises to pick up supplies.
10. Works hours as assigned, including over-time assignments.
11. Fills in for other Custodians as needed.
12. Performs other related work as required.
13. May be required to do minor painting.
14. Performs duties specific to the following:
 - Town Hall -- collects and post out-going mail; launders items associated with custodial equipment
 - Library -- transports books and maintains courtyard

SUPERVISION RECEIVED:

Works under the direction of the Director of Public Works, Custodial Supervisor, and/or departmental designee.

SUPERVISION EXERCISED:

None

Qualifications

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. Ability to follow oral and written instructions.
3. Ability to respond courteously with the general staff and public.
4. Ability to perform moderately heavy labor and lift at least 65 pounds.
5. Must have a valid CT driver's license.

EXPERIENCE & TRAINING:

1. High school graduate or GED.
2. Two (2) years of experience in a satisfactory combination of building repairs and building cleaning preferably in Municipal or Board of Education facilities.

Supplemental Information

OTHER REQUIREMENTS:

(PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS)

GENERAL INFORMATION ON THIS EXAMINATION

<u>PARTS</u>	<u>WEIGHTS</u>
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Experience & Training	<u>100%</u>
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The weight of the examination will be 100% experience and training. The candidates will be ranked based on their experience and training as it relates to the required experience and training for this position based on the information contained in their employment application, the supplemental questionnaire if applicable and any attachments they provide. This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT General Statutes. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document.

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the Town may obtain from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act. In addition, any offer of employment is subject to the applicant successfully passing a pre-employment drug test and physical.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

Employer

Town of Trumbull

Address

5866 Main Street

Trumbull, Connecticut, 06611

Phone

203-452-5041

Website

<http://www.trumbull-ct.gov>

CUSTODIAN Supplemental Questionnaire

***QUESTION 1**

Please list the required steps for a full cleaning and sanitation of a restroom.

***QUESTION 2**

Please describe what you believe is the correct process for a full cleaning and dusting of an individual office space.

***QUESTION 3**

What steps are necessary in order to scrub a floor in an active space?

***QUESTION 4**

What steps would you take to spot clean a stain in a carpeted area.

***QUESTION 5**

Describe the steps required to properly strip and recoat VCT (Vinyl Composition Tile) flooring.

* Required Question

Town of Trumbull
Civil Service Board

Transfer List Application

RAWAN SHAHAM

Employee Name

01/21/26

Date

PERSONAL PROPERTY
Current Position

ADMINISTRATOR

TAX ASSESSOR

Current Department

MATE

Union Affiliation

My signature below confirms my request that the Civil Service Board place my name on the Transfer List



Employee Signature

Civil Service Board Certification

Transfer List Effective Date

Town of Trumbull
Civil Service Board

Transfer List Application

Hyra Leos
Employee Name

02-12-26
Date

Records Clerk
Current Position

Trumbull Police Dept- Records
Current Department

Town of Trumbull MATE LU7
Union Affiliation

My signature below confirms my request that the Civil Service Board place my name on the Transfer List


Employee Signature

Civil Service Board Certification

Transfer List Effective Date