CIVIL SERVICE BOARD

AGENDA – REGULAR MEETING

Zoom Civil Service Meeting

Wednesday, March 18, 2026

12:00 P.M.

1. Attendance:

2. Minutes:
    - Approval of February 18, 2025, Regular Meeting Minutes
3. General Public: Comments and Questions
4. New Business
    - Request to Approve Eligibility List for Sewage Pump Station Operator – W.P.C.A. Open & Competitive. 100% Training & Experience.
    - Request to Approve Eligibility List for Custodian – Parks. Open & Competitive. 100% Training & Experience.
    - Request to Advertise & Recruit for Tradesman HVAC – Parks Dept. 100% Training & Experience.
5. Approval of Transfer list requests: None
6. Civil Service New Hire Report: Presented by Steve Librandi

Civil Service Board Regular Meeting

Mar 18, 2026, 12:00 PM

https://us06web.zoom.us/j/82404572947?pwd=bEKIvhOUWdT1ibprZtIX3YmETPv5IT.1

Webinar ID: 824 0457 2947

Password: 079301

Join by telephone: (929) 205-6099 / Webinar ID: 824 0457 2947

CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, February 18, 2026

Board Members Present: Ann Langley, Chair

Alice Ferreira

Michelle Wigzell

Herbert Marsh

Also, present: Steve Librandi, HR Manager, Luisa Rosario, HR Generalist, and Paul Brown, IT Technician.

The meeting was called to order at 12:08 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Herbert Marsh, Seconded by Michelle Wigzell, to approve January 21, 2026, Regular Meeting Minutes.

VOTE – 3 – 0 – Passed.

Alice Ferreira joined the meeting at 12:10 P.M.

General Public:

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

New Business:

Steve Librandi explained to the Board that the first E.M.S. Administrative Assistant Eligibility List was fully exhausted, and therefore, the position had to be reposted.

MOTION made by Ann Langley, Seconded by Michelle Wigzell to Approve the 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.

VOTE – 4-0 – Passed

Steve Librandi explained to the Board that the Pension Administrative Assistant position became vacant due to a recent retirement. The hiring process for this position will follow the same exam process as the other administrative positions, utilizing a training and experience examination and a computer skill test.

MOTION made by Herbert Marsh, Seconded by Michelle Wigzell to Approve the Eligibility List for Administrative Assistant Pension & Budget – Finance Department. Open & Competitive. 80% Training & Experience, 20% Computer Skills.

Vote – 4 – 0 – Passed

MOTION made by Ann Langley, Seconded by Michelle Wigzell to Approve the Request to Advertise & Recruit for Non-Competitive Entry-Level Maintainer II – Highway & Parks Department.

VOTE – 4 – 0 – Passed

Steve Librandi explained to the Board that the Custodian position has 2 vacancies. One vacancy resulting from a retirement, and another resulting from an employee leaving employment.

MOTION made by Ann Langley, Seconded by Herbert Marsh to Approve the Request to Advertise & Recruit for Custodian – Parks Maintenance Department. Open & Competitive. 100% Training & Experience.

VOTE – 4 – 0 – Passed

MOTION made by Ann Langley and Seconded by Herbert Marsh to Approve the Transfer List Requests for Rawan Shaham and Kyera Leos.

VOTE – 4-0 – Passed

The Chair asked Steve Librandi whether the transfer list has been used for hiring and whether it is effective. Steve responded to that Transfer list has been used multiple times and has proved to be very effective.

MOTION made by Ann Langley, Seconded by Alice Ferreira to adjourn at 12:19 P.M.

VOTE – 4 – 0 – Passed.

Respectfully Submitted,

Luisa Rosario

TOWN OF TRUMBULL
ELIGIBILITY LIST
Sewage Pump Station Operator

Wage Group: MATE
Date Of Certification: 3/18/2026
Date of Expiration: 3/18/2027

Rank	NAME OF CANDIDATE	Score On T&E
1	Katarn Stewart	85
1	Jason Delevante	85
1	Savvas Eleftheriades	85
2	Javier Alvarado	80
2	Omar Alolabi	80
2	Jason Vasquez	80
3	Ben Ellis	70
4	Fabian Leslie	65
5	Paul Prince	60

Based on 100% of experience and training.

Certified by,
Stephen J. Librandi
Stephen J. Librandi
Personnel Manager

Approved by:

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TOWN OF TRUMBULL
ELIGIBILITY LIST
Custodian

Wage Group: MATE
Date Of Certification: **3/18/2026**
Date of Expiration: **3/18/2027**

Rank	NAME OF CANDIDATE	Total
1	Fidel Reyes	85
1	David Portela	85
2	Stephen McGeachy	82
3	Mauricio Lizcano Loaiza	79
4	William Andrew Lesko	72

Failed scored below 60
Alan Nevells

Based on 100% of experience and training asssessment.

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

Approved by:

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Town of Trumbull

Tradesman HVAC Leadman

SALARY	$40.94 - $43.46 Hourly	**LOCATION**	Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	095 - 26
DEPARTMENT	Parks	**OPENING DATE**	03/23/2026
CLOSING DATE	4/17/2026 11:59 PM Eastern		

Description

Tradesman Leadman/HVAC
Highway Parks Union
40hrs/week

Examples of Duties

GENERAL STATEMENT OF DUTIES:

1. Performs a variety of master-level duties for the installation, repair, servicing, inspection and alteration of HVAC systems, fixtures in the Town of Trumbull Parks system primarily and on an as need basis on any Town owned facility

2. Responsible for constant maintenance of all boilers and burners, heating, ventilating and air conditioning equipment.
3. Is responsible for the organization and implementation of inspection schedules for all HVAC systems within Town facilities.
4. Has thorough knowledge of all tools and equipment required for use in the associated trade.
5. Oversees small construction projects, including preparing material lists, obtaining quotes, specifying products, and estimating time.

6. Works from plans, sketches, blueprints, work orders or other instructions; interprets plans and specifications.

7. Maintains inventory of parts, fixtures, tools and other shop equipment.

8. Ability to understand and follow oral and written instructions, and to convey instructions to others.

9. Performs miscellaneous related duties and any work of Maintainer II including snow removal activities.

SUPERVISION RECEIVED:

Works under direction of the Superintendent of Parks and Recreation or designee.

SUPERVISION EXERCISED:

May direct one or more workers of a lower classification.

Qualifications

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY

1. Advanced knowledge with all types of boilers, burners, ventilating and air conditioning machinery and related support systems; pumps, BMS controls, motors, filtering systems and lubrication programs tools, equipment, materials, methods and techniques used in skilled commercial HVAC work; working knowledge of safety practices, codes and regulations.

2. Must possess excellent Analytical Skills to resolve operational problems.

3. Ability to work independently with limited direct supervision.

4. Must possess a valid Connecticut HVAC S-2 license or greater

5. Ability to maintain concise records and prepare accurate reports

6. Must be able to lift at least 80 pounds.

EXPERIENCE AND TRAINING:

Five (5) years' experience with boilers, ventilating and heating equipment with two (2) years in a supervisory capacity supervisory capacity
Must possess current valid Connecticut CDL (Commercial Driver's License) or obtain within six (6) months of employment. *

*Failure to obtain a CDL within the six (6) month period will result in a separation of employment.

Supplemental Information

OTHER REQUIREMENTS:

PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS:

1. You must currently hold a valid Connecticut HVAC S-2 license or greater to be eligible to be considered for hire.

GENERAL INFORMATION ON THIS EXAMINATION

PARTS	WEIGHTS
Experience & Training	100%

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.

EOE

Employer
Town of Trumbull

Address
5866 Main Street

Trumbull, Connecticut, 06611

Phone
203-452-5041

Website
http://www.trumbull-ct.gov

Tradesman HVAC Leadman Supplemental Questionnaire

*QUESTION 1

Do you currently hold a Valid Ct HVAC S-2 license?

- ◯ Yes
- ◯ No

QUESTION 2

If the answer to Question 1 above was yes, please attach a copy of your license to this application.

* Required Question

Hires Starting 3/1/2025

Job Title	Dept.	Posted From	Posted To	3/13/2026	CSB Approved Test Method
Deputy Building Official	Building	12/23/2024	1/31/2025	New Hire. Starting 3/31/25	100% T&E
General Foreman	Highway/Parks	10/28/2024	11/15/2024	Internal Promotion 3/10/25	30% T&E 70% Oral Exam
Accounting Manager	Finance	12/30/2024	1/17/2025	New Hire. Starting 4/7/25	100% T&E
Greenskeeper	Tashua Knolls	1/24/2025	2/14/2025	New Hire 4/7/25	Non Tested - Entry Level
Greenskeeper	Tashua Knolls	1/24/2025	2/14/2025	New Hire 4/14/25	Non Tested - Entry Level
Maintainer II	Highway/Parks	12/23/2024	1/17/2025	New Hire 4/15/25	Non Tested - Entry Level
Activity & Special Events Program Mgr.	Parks	2/10/2025	2/21/2025	New Hire 4/21/25	100% T&E
Asst. Sewer Administrator - Eng.	WPCA	6/3/2024	7/26/2024	New Hire Perm. 4/28/25	100% T&E
Gardener	Parks	4/7/2025	4/25/2025	Internal Promotion 6/9/2025	100% T&E
Staff Accountant	Finance	3/24/2025	4/11/2025	Internal Promotion 7/14/25	T&E 75% Computer Skills Assessment 25%
Part Time Payroll Coordinator	Finance	4/28/2025	5/23/2025	New Hire 7/7/2025	Non Tested - Entry Level
Senior Supervisor	Highway/Parks	11/25/2024	12/13/2024	Internal Promotion 7/14/25	100% T&E
Fleet Maintenance Supervisor	Highway Dept.	6/23/2025	7/11/2025	Internal Promotion 8/4/2025	100% T&E
Personal Property Tax Administrator	Tax Assessor	5/5/2025	5/23/2025	Two New Hires 9/1/25	T&E 75% Oral Exam 25%
Delinquint & Deferral Tax Clerk	Tax Collector	N/A		Internal Promotion Transfer 9/15/2025	Promoted off CSB Transfer List
Public Works Supervisor	Highway Dept.	6/23/2025	7/11/2025	Internal Promotion 9/8/25	Internal Only 45% T&E 45% Perform. 10% Sen
Fleet Mechanic (Motor Equipment Repairer)	Highway Dept.	6/23/2025	7/11/2025	New Hire 9/22/25	100% T&E
Asst. Library System Director	Library	5/26/2025	6/13/2025	Internal Promotion 9/29/25	100% T&E
Property Director Tashua Knolls	Tashua Knolls	5/27/2025	6/27/2025	New Hire 9/29/25	50% T&E 50% Oral Exam
Fleet Mechanic (Motor Equipment Repairer)	Highway Dept.	6/23/2025	7/11/2025	New Hire 10/1/25	100% T&E
Sewage Pump Station Operator	WPCA	6/23/2025	7/25/2025	New Hire 10/20/25	100% T&E
Maintainer II	Highway Dept.	6/23/2025	7/18/2025	Four New Hires 10/6/25 -10/27/25	Non Tested - Entry Level
Fleet Mechanic (Motor Equipment Repairer)	Highway Dept.	6/23/2025	7/11/2025	New Hire 10/1/25	100% T&E
Police Social Worker	Police Department	8/12/2025	8/29/2025	New Hire 12/8/25	100% T&E
Youth and Family Counselor	Human Services	9/3/2025	9/19/2025	New Hire 12/1/25	100% T&E
Equipment Operator Junior Hgwy	Highway Dept.	6/23/2025	7/11/2025	Internal Promotion 12/8/25	Internal Only 40% T&E 60% Practical Exam
Equipment Operator Senior Hgwy	Highway Dept.	6/23/2025	7/25/2025	New Hire 1/5/26	Open 30% T&E 70% Practical
Adminstrative Assistant II Tax Collector	Tax Collector	10/10/2025	10/31/2025	New Hire 1/26/26	80% T&E 20% Computer Skills
Criculation Coordinator	Library	10/20/2025	11/7/2025	New Hire 3/9/26	100% T&E
Asst. Supt. Maintenance - Parks	Parks	11/25/2024	12/13/2024	Internal Promotion 2/9/26	100% T&E