CIVIL SERVICE BOARD

AGENDA – REGULAR MEETING

Zoom Civil Service Meeting

Wednesday, May 20, 2026

12:00 P.M.

1. Attendance:

2. Minutes:
    - Approval of April 15, 2026, Regular Meeting Minutes
3. General Public: Comments and Questions
4. New Business
    - Request to Approve Eligibility List for Motor Vehicle & Personal Property Admin. Asst. – Tax Assessor. Open & Competitive. 75% Training & Experience, 25% Oral Exam.
    - Request to Advertise & Recruit for a Lead Bus Driver – Senior Center. Open & Competitive 100% Training & Experience.
    - Request to Advertise & Recruit for a Purchasing Agent – Finance Dept. Open & Competitive 100% Training & Experience.
    - Request to Advertise & Recruit for an Engineering Aide – Public Works. Open & Competitive 100% Training & Experience.
    - Request to Advertise & Recruit for a Road Foreman – Public Works. Promotional Only 100% Training & Experience.
5. Approval of Transfer list requests: None
6. Civil Service New Hire Report: Report Presented by Steve Librandi

Civil Service Board Regular Meeting

May 20, 2026 12:00 PM

https://us06web.zoom.us/j/86037858969?pwd=gG8byrYFfKAxiYgVTKHzJo96OnL3GU.1

Webinar ID: 860 3785 8969

Password: 949382

CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, April 15, 2026

Board Members Present: Ann Langley, Chair (Absent)

Michelle Wigzell (Absent)

Herbert Marsh

Lauren McBride

Alice Ferreira

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

Tom McCarthy advised the Board that a motion was required to appoint an Acting Chair in the absence of Chair Ann Langley.

MOTION made by Herbert Marsh, Seconded Alice Ferreira, to appoint Herbert Marsh to serve as Acting Chair in the absence of Chair Ann Langley.

VOTE - 3 – 0 – Passed.

The meeting was called to order at 12:17 P.M. by Acting Chair Hebert Marsh.

Minutes:

MOTION made by Herbert Marsh, Seconded by Lauren McBride, to Approve March 18, 2026, Regular Meeting Minutes.

VOTE – 3 – 0 – Passed.

General Public:

The Acting 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:

Steve Librandi explained to the Board that one candidate was accidentally left off the eligibility list for the Sewage Pump Station Operator – W.P.C.A, as the candidate was still in the process. This did not impact the list.

MOTION made by Alice Ferreira, Seconded by Lauren McBride, to Approve the Corrected Eligibility List for Sewage Pump Station Operator – W.P.C.A. Open & Competitive. 100% Training & Experience.

Vote - 3 – 0 – Passed.

Steve Librandi explained to the Board that the Grant Financial & Administrative Project Manager is a new position for the Finance Dept.

MOTION made by Herbert Marsh, Seconded by Lauren McBride to Approve the Eligibility List for the Grant Financial & Administrative Project Mgr – Finance. Open & Competitive. 100% Training & Experience.

VOTE – 3 – 0 – Passed.

MOTION made by Lauren McBride, Seconded by Alice Ferreira to Approve the Eligibility List for Admin Support II Sr Circulation Asst. – Trumbull Library. Promotional and Open & Competitive. 80% Training & Experience, Computer Skills 20%.

VOTE – 3 – 0 – Passed.

MOTION made by Alice Ferreira, Seconded by Lauren McBride to Approve the Eligibility List for Library Marketing Specialist – Trumbull Library. Open & Competitive. 80% Training & Experience, Computer Skills 20%.

VOTE – 3 – 0 – Passed.

Steve Librandi explained to the Board that the Tradesman/Leadman Electrician position is vacant as a result of an internal promotion.

MOTION made by Alice Ferreira, Seconded by Lauren McBride to Approve the Request to Advertise & Recruit for Tradesman/Leadman Electrician – Parks Dept. 100% Training & Experience.

VOTE – 3 – 0 – Passed.

Approval of Transfer list requests: None

Civil Service New Hire Report: No report this week

MOTION made by Herbert Marsh, Seconded by Alice Ferreira, to adjourn at 12:27 P.M.

VOTE – 3 – 0 – Passed.

Respectfully Submitted,

Luisa Rosario

TOWN OF TRUMBULL
ELIGIBILITY LIST
Motor Vehicle & Personal Property Adminsitive Assistant

Wage Group: MATE
Date Of Certification: **5/20/2026**
Date of Expiration: **5/20/2027**

Rank	NAME OF CANDIDATE	T&E	Oral	Total
1	James Jennings	70	20.88	90.88
2	Erin Hanley	64	19.38	83.38
3	Jennifer Wallin	60	13.00	73.00
4	Jessica Stahl	50	17.88	67.88

Failed scored below 60

Based on 75% of experience and training asssessment & 25% Oral Exam.

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

Approved by:

_____

_____

_____

_____

_____

Town of Trumbull

Lead Bus Driver - Senior Ctr

SALARY	$27.77 Hourly	**LOCATION**	Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	245-26
DEPARTMENT	Social Services/Senior Citizen Services	**OPENING DATE**	05/25/2026
CLOSING DATE	6/12/2026 11:59 PM Eastern		

Description

Description

Under the general direction of the Director of Human Services the Lead Bus Driver will coordinate, schedule and provide transportation services for patrons of the Trumbull Senior Center by operating buses on a regular basis as well as scheduling trips both for themselves and for other Part Time Senior Center Bus Drivers.

Examples of Duties

General Statement of Duties

- Operate a 14-passenger bus safely, in accordance with traffic regulations and town policy.
- Transport residents safely from one destination to the next, often making frequent or scheduled stops.
- Conduct pre-trip inspections to ensure the safety of the vehicle and passengers.
- Assist passengers with boarding and exiting the bus. *Assist passengers* with special needs in wheelchairs and walkers to be safely transport in the bus.
- Maintain a clean and orderly bus interior.
- Report any accidents, incidents, or mechanical problems to the appropriate departments or authorities.
- Alert staff with concerns about the health and safety of riders.
- Participate in in-service training as required by state regulations.
- Schedule driver trainings and trains new drivers on proper procedures.
- Register, schedule, and assist eligible residents with their transportation needs. Such as rides to the senior center, medical appointments, and shopping trips.
- Communicate with office staff and other drivers as needed to coordinate routes and schedules.
- Manage driver schedules, handle complaints and verify client eligibility.
- Collaborate with staff to schedule leisure trips for seniors.
- Fill in at the front desk and perform other duties as needed.
- Open and close the facility when scheduled.
- Performs related work as required and/or requested by the Human Services Director.

Supervision

Works under the direction of the Director.

Qualifications

Qualifications

- Must possess a current Class F (passenger endorsement) Ct state driver's license and clean driving record.
- Prior experience as a bus driver preferred.
- Excellent driving skills and knowledge of traffic laws and regulations
- Ability to operate wheelchair lift/securement per regulations.
- Ability to read, write, and speak English.
- Must submit to a criminal background check.
- Ability to pass a drug and alcohol test.
- Ability to follow written and oral instructions.
- Ability to deal effectively with others, good communication and interpersonal skills.
- Ability to remain calm and focused in stressful situations.
- Commitment to excellence in customer service.
- High school diploma or equivalent
- Good physical health and ability to lift heavy objects, at least 40 pounds.
- Proficient computer skills: word processing, email communication, internet, spreadsheets.
- Good problem-solving skills
- Ability to work independently and as part of a team.

Supplemental Information

OTHER REQUIREMENTS:

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

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.

Employer
Town of Trumbull

Address
5866 Main Street

Trumbull, Connecticut, 06611

Phone
203-452-5041

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

Lead Bus Driver - Senior Ctr Supplemental Questionnaire

*QUESTION 1

Do you currently possess a Class F (passenger endorsement) Ct state driver's license?

- ◯ Yes
- ◯ No

QUESTION 2

If the answer to question one above is yes, please attach a copy of your license to your application.

* Required Question

Town of Trumbull

Purchasing Agent

SALARY	$90,733.00 Annually	**LOCATION**	5866 Main Street, Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	025 -26
DEPARTMENT	Finance	**OPENING DATE**	05/25/2026
CLOSING DATE	6/19/2026 11:59 PM Eastern		

Description

Under the general direction of the Director of Finance is responsible for managing the centralized purchasing function for the Town and the Board of Education.

Examples of Duties

1. Develops programs and schedules to be followed in the development of standards, specifications, contracts, procurement procedures, inspections, and quality control.
2. Plans central purchasing operation to meet supplies, equipment and material needs of Town departments within approved budget limits.
3. Organizes procedures to receive and process department purchase requests.
4. Receive and approve purchasing requisitions.
5. Reviews specifications for suitability, completeness and consistency.
6. Maintains database of bids and bid waivers reflecting the status of each.
7. Oversees the preparation of bid proposals and approves recommended awards in conformance with established standards.
8. Coordinates with department heads short and long range purchasing needs.
9. Advises department heads on market trends and new technology.
10. Analyzes and advises on availability and quality of goods, equipment and services.
11. Negotiates contracts with vendors for purchase of commodities and services.
12. Coordinates receipt and acceptance of purchases.
13. Reviews change orders and updates systems to reflect approved change orders.
14. Maintains inventory of materials and supplies.
15. Develops department budget.
16. Provides training to departments on the procurement process and Town requirements.
17. Prepares narrative and statistical information for the First Selectman, Finance Director and various Town boards upon request.
18. Receives written and verbal instruction from the Director of Finance.
19. Prioritizes workload of self in accordance with standard office procedures.
20. Coordinates purchasing activities with other agencies to effect economies of group buying.
21. Monitors compliance with CHRO and Davis/Bacon Act requirements for covered construction projects.
22. Analyzes sales information, conducts surveys and examines equipment and materials.
23. Organizes, maintains and upgrades automated and manual files systems for purchasing information.

Qualifications

Minimum Qualifications, Knowledge, Skill and Ability:

1. Through knowledge of centralized purchasing practice and procedures.
2. General knowledge of governmental and municipal procurement policies.
3. Ability to deal effectively and positively with staff members and vendors.
4. Ability to prepare and negotiate detailed specification of materials, supplies and equipment.
5. Ability to perform related mathematical computations.
6. Ability to supervise.
7. Proficient in the use of data base management programs, spread sheets and word processing programs.

EXPERIENCE AND TRAINING:
Bachelor's degree in Business Administration, Accounting or some closely related field, four to six years of increasingly responsible purchasing experience, and (3) three years in a supervisory capacity.

NOTE: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Supplemental Information

OTHER REQUIREMENTS:

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Purchasing Agent Supplemental Questionnaire

*QUESTION 1

Do you have the required minimum four to six years of increasingly responsible purchasing experience?

- ◯ Yes
- ◯ No

*QUESTION 2

If you answered yes to Question 1, please describe in detail in which of the previous positions listed on your application you gained this experience. Be specific about the nature of your responsibility, the type of goods and services purchased and the total annual dollar amount you were responsible for.;

*QUESTION 3

Do you have the required minimum three years experience in a supervisory capacity?

- ◯ Yes
- ◯ No

*QUESTION 4

If you answered yes to Question 3, please describe in detail in which of the previous positions listed on your application you gained this experience. Be specific about the number of individuals supervised, and whether you were directly responsible for monitoring their performance and output.

*QUESTION 5

Please describe in detail any previous experience with or knowledge you have of governmental and municipal procurement policies.

* Required Question

Town of Trumbull

ENGINEERING AIDE - PUBLIC WORKS

SALARY	$29.41 - $35.05 Hourly $61,172.80 - $72,904.00 Annually	**LOCATION**	366 Church Hill Road, Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	146 - 26
DEPARTMENT	Town Engineer	**OPENING DATE**	05/18/2026
CLOSING DATE	6/12/2026 11:59 PM Eastern		

Description

Public Works Engineering Aide
40 hrs/wk
Wage Grade: DD

Under the general direction of the Town Engineer or their designee will perform a variety of tasks in support of the Engineering Dept.

Examples of Duties

GENERAL STATEMENT OF DUTIES:

1. Assists with survey field work.
2. Clears the survey line of weeds, brush and other obstructions.
3. Works with others to measure distances using a variety of methods.
4. Sets line or grade stakes and other markers.
5. Cleans and maintains various types of equipment.
6. May plot field data and layout.
7. Performs any and all assigned tasks relating to the Engineering Department.
8. May perform basic drafting and basic title search work.
9. Will be cross trained, as determined by departmental needs.
10. Provide assistance and information to the public visiting the department
11. Coordinates call before you dig requests and perform the mark-outs in the field.
12. Assists in performing map checks for filing of record maps.
13. Assists in the updating of assessors, topographic and as-built maps
14. Updates GIS layer with street opening data.

SUPERVISION RECEIVED:
Works under supervision of the Town Engineer or his/her designee.

Qualifications

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Ability to make arithmetic computations and maintain basic records.
2. Knowledge of drafting and mathematics.
3. Ability to use hand tools and surveying equipment.
4. Ability to follow oral and written instructions.
5. Ability to work outdoors and lift/carry survey equipment.
6. Must have computer knowledge and basic skills.

EXPERIENCE AND TRAINING:

1. Associate's degree in civil engineering or the equivalent combination of training and experience.
2. One to two years' experience in construction or building trades.

Supplemental Information

OTHER REQUIREMENTS:

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GENERAL INFORMATION ON THIS EXAMINATION

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ENGINEERING AIDE - PUBLIC WORKS Supplemental Questionnaire

*QUESTION 1

Do you have an Associates degree in Civil Engineering?

- ◯ Yes
- ◯ No

*QUESTION 2

If you answered No to Question #1, but you believe you have the equivalent training and experience; please explain how and where you acquired the training and experience.

*QUESTION 3

Do you have one to two years of experience in construction or the building trades? If so, describe in which of the former jobs listed on your application you acquired this experience.

* Required Question

Town of Trumbull

RoadForeman

SALARY	$35.97 - $38.23 Hourly $74,817.60 - $79,518.40 Annually	**LOCATION**	366 Church Hill Road, Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	091-26
DEPARTMENT	Public Works- Highway	**OPENING DATE**	06/01/2026
CLOSING DATE	6/19/2026 11:59 PM Eastern		

Description

This position shall be open only to permanent full time IUOE Local 30 Non-Supervisory Highway & Parks Union Employees who have completed at least (1) one year of service and who meet the qualifications and Experience and Training as contained in the posted job description.

Examples of Duties

GENERAL STATEMENT OF DUTIES:

1.As Leadman, guides, assists and instructs Highway Maintainers and other assigned Highway Department personnel in the performance of a wide variety of skilled, semi-skilled and unskilled tasks related to the maintenance, repair and construction of roadways, road sides, sewer lines, storm and sanitary sewers, and all Town-owned buildings or properties.

2.Operates and instructs employees in the proper operation and minor repair of saws, trucks, wing and rotary snow plows, payloaders, sweepers, etc.

3.As required, build and repair roads, set grades, perform paving and tar roads, pave curbs, drill and dig holes, lay sidewalks, etc.

4.As assigned, perform or direct the performance of masonry duties such as building manholes, catch basins, storm sewers, etc. and various carpentry work including the construction of forms.

5.As required, maintain inventory of supplies and equipment and assure that assigned tools, motor vehicles, trucks, attachments, etc., are clean and in good appearance and working order.

6.Instruct assigned personnel in the proper maintenance and procedures to follow in performing their duties.

7.Perform any work of lower classified Maintainers and carry out miscellaneous related duties as assigned.

8.Works in all kinds of weather.

9. Fill in for Supervisors as required

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Directs the activities of assigned Highway Maintainers and Equipment Operators. May oversee multiple crews.

Qualifications

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1.Considerable physical strength and stamina.

2.Thorough knowledge of processes and materials used in a particular skill.

3.Ability to perform necessary manual operations of a 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 have the ability to follow written and oral instructions and to get along well with fellow employees and the public.

7.Considerable knowledge of and the ability to apply OSHA regulations, policies, rules, precautions and practices to promote a safe work environment to avoid injuries to personnel and damage to equipment.

8.Must possess current valid Connecticut CDL Class B (Commercial Driver's License).

EXPERIENCE AND TRAINING:

HS diploma/GED. Four (4) years of employment in the construction field of which one (1) year shall have included responsibility for directing the work of others.

Supplemental Information

This position shall be open only to permanent full time IUOE Local 30 Non-Supervisory Highway & Parks Union Employees who have completed at least (1) one year of service and who meet the qualifications and Experience and Training as contained in the posted job description.

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

GENERAL INFORMATION ON THIS EXAMINATION

PARTS	WEIGHTS
Experience & Training	100%

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Hires Starting 5/1/2025

Job Title	Dept.	Posted From	Posted To	5/15/2026	CSB Approved Test Method
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
Custodian	Parks	2/2/2026	3/13/2026	Hired - Reyes 4/13/26 and Loiaza-Liscano 5/18/26	100% T&E
Sewage Pump Station Operator	WPCA	12/22/2025	1/23/2026	Hired Elethriades 5/18/26	100% T&E