

CIVIL SERVICE BOARD
AGENDA
Zoom Special Civil Service Meeting
Wednesday, December 29, 2021
12:00 pm

1. Attendance
2. Minutes: Approval of December 16, 2021 minutes
3. General Public: Comments and Questions
4. New Business:

Request to advertise, test and recruit for the following:

- TKGC Property Director

Civil Service Board Special Meeting
Dec 29, 2021 12:00 PM

<https://us06web.zoom.us/j/84188685520?pwd=Z3dmNVBmQ2I2czd6ZmdwWStaYUVvdz09>

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CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING

December 16, 2021

Present: Barbara Skibiski, Michelle Wigzell, Alice Ferreira

Also present: Mary Ann Meier, HR Manager; Tom McCarthy, Dir. of HR, Rina Bakalar, ECD.

MOTION made by Barbara Skibiski, seconded by Alice Ferreira to have Michelle Wigzell act as Acting Chair since Ann Langley was not present for the meeting. Motion passed unanimously.

Meeting was called to order at 12:11 pm by Acting Chair, Michelle Wigzell.

MOTION by Michelle Wigzell, seconded by Barbara Skibiski to accept minutes of September 2, 2021. VOTE: 3-0 Motion passed unanimously

MOTION by Barbara Skibiski; seconded by Alice Ferreira to advertise, test and recruit for the clerical/administrative support series I-II-III & F/FF positions. We will run one test for any and all vacancies that occur for a one-year period or after one-third of the list is exhausted in the applicable classes. The weights will be 100% based on the core components of the online proficiency assessment examination established by the civil service department. We will be testing the first qualified 50 candidates which includes internal candidates who apply. Certain positions may require additional testing which may include E&T and up to 10 points for related technical skill experience. Only the top 10 scoring candidates on the eligibility list will be subject to additional testing and technical skill experience. Motion passed unanimously 3-0.

MOTION by Michelle Wigzell, seconded by Barbara Skibiski to advertise, test and recruit for an Administrative Land Use/Development Clerk. The testing will consist of weights at 50% proficiency assessment computer examination and 50% experience and training. VOTE 3-0 Motion passed unanimously

MOTION by Barbara Skibiski; seconded by Alice Ferreira to advertise, test and recruit for a Health Assistant in the Nursing Department. The testing will consist of weights at 50% proficiency assessment computer examination and 50% experience and training. VOTE 3-0 Motion passed unanimously.

MOTION by Michelle Wigzell, seconded by Barbara Skibiski to re-nominate Ann Langley as Chair. VOTE 3-0 Motion passed unanimously.

MOTION by Michelle Wigzell; seconded by Barbara Skibiski to set the dates for 2022 civil service board meetings on the second Wednesday of every month commencing at 12:00 pm. VOTE: 3-0 Motion carried unanimously.

MOTION made by Barbara Skibiski; seconded by Alice Ferreira to adjourn the meeting at 1:07 pm. Motion carries unanimously.

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier, Clerk

TOWN OF TRUMBULL

TASHUA KNOLLS GOLF COURSE PROPERTY DIRECTOR

THE TOWN & THE COURSE:

Trumbull is a vibrant community in Fairfield County, Connecticut, with more than 36,000 citizens. It combines small-town New England character and charm with extensive retail, commercial and light manufacturing activity along with excellent schools, safe environment, conveniences and amenities.

Tashua Knolls Golf Course is a 27-hole facility featuring an original par 72 golf course stretching 6,540 yards from the championship tees that is sure to challenge beginners and accomplished golf alike. The original 18-hole layout was built in 1976 by golf architect Al Zikorus. An additional 9-hole layout, designed and supervised by noted golf architect, Michael Zikorus (Al's son) was completed in 2004.

The course is situated on farmland originally inhabited by the Tamtashua Indians. The course contains rolling hills and great views with mature trees, original stone walls, a 200-year old church and just enough water to make things interesting.

The course also features two putting greens, a chipping green, full practice range, a full-service pro shop as well as restaurant and banquet facilities.

In 2017 the Connecticut Amateur was held at Tashua Knolls. This marked the first time in the 115-year history of the championship that a champion was crowned on a public golf course.

POSITION DESCRIPTION:

The Tashua Knolls Golf Course Property Director is entrusted with management of the maintenance and improvement activities conducted at Tashua Knolls Golf Course and related properties and buildings. Specific areas of responsibility are turf operations, equipment and general facilities maintenance and construction, maintenance employee supervision and maintenance projects as they relate to golf course properties. This position reports directly to the Golf Course Commission or its designee.

Anticipated Terms: Exempt position with \$100,000 to \$120,000 salary based on experience and performance. Benefits per terms of Town of Trumbull's plan including medical, vacation / personal time and eligibility for the Defined Contribution Plan.

Resume required with application.

GENERAL STATEMENT OF DUTIES:

- Management, maintenance, project cost and improvement of the golf course and facilities including but not limited to:
 - Plan, organize, direct and control construction projects and turf maintenance activities for the golf courses including technical assistance and management as well as supervision of the turf operations staff.
 - Plan, organize, direct and control the acquisition, maintenance and repair of construction and maintenance equipment.

- Manage and supervise unionized and seasonal employees.
- Develop and implement programs to promote sound ecological and environmental management of the golf courses.
- Render professional advice, opinions, assistance and services to the Golf Commission or Town of Trumbull as required.
- Develop capital and construction long-range planning.
- Plan and provide for all phases of construction, renovation and/or reconstruction of the golf courses whether performed by maintenance staff or outside contractors.
- Prepare the annual budgets for the maintenance and capital improvement of the golf courses.
- Formulate the annual maintenance and capital budgets to implement Golf Commission policies established in accordance with the long-range and defined maintenance standards.
- Interview, hire, train, supervise, evaluate and discipline, if necessary, the golf course maintenance staff.
- Schedule and route personnel and equipment to accomplish the work load.
- Conduct daily inspection of the golf courses and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
- Manage the acquisition of equipment and supplies necessary to maintain the golf courses, exercising cost control measures to keep operating and capital expenses in line with approved budgets while adhering to the Town of Trumbull's purchasing policy.
- Provide inventory control and oversee equipment maintenance programs.
- Ensure that accurate and complete records are kept of inventory, maintenance procedures, pesticide applications, etc.
- Communicate regularly with the Commission to discuss activities, goals, plans and club membership/customer input. Attend all Green Committee and Commission meetings.
- Be "on call" twenty-four (24) hours a day seven (7) days a week from March 1 through December 15 of the year.

REPORTING:

- Report directly to the Chairman of the Golf Commission or its designee, i.e. the Green Committee Chairperson.
- Provide monthly reports at Commission and Green Committee meetings.
- Meet with the Director of Golf Operations on a regular basis to provide updates and at least once a month golf course inspection.

CONTINUING DUTIES:

- Participate in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.
- Obtain current state certification or licensing as a pesticide applicator.
- Obtain such other certifications and licensing required by Golf Commission.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of landscaping, groundskeeping and general maintenance of golf courses.
- Knowledge of fertilizers and pesticides and their application rates and techniques.
- A working knowledge of the construction of a golf course.
- Experience with the use of automatic irrigation equipment.
- Knowledge and experience in the operation of maintenance and repair of equipment used in golf course maintenance.
- Ability to respond courteously to the public, other employees and Golf Commissioners.
- Ability to follow oral and written instructions.
- Knowledge of golf including familiarization with golf rules and regulations.
- Knowledge of current federal, state and local regulations affecting the management of golf course operations including, but not limited to, employment, safety and environmental standards, laws and regulations.

EXPERIENCE AND TRAINING:

- Advanced knowledge of agronomy and turfgrass management practices.
- Working knowledge of golf facility construction principles, practices and methods.
- Thorough understanding of the rules and strategies of the game of golf.
- Minimum 2 year degree in Natural Science, Agronomy or related area.
- Past experience as Golf Course Superintendent or Assistant Superintendent (including any time as interim and / or acting). Experience in a municipal environment and at facilities with more than 18 holes preferred.
- Must have at least 15 years of total golf course working experience.
- High degree of administrative and executive ability, especially in terms of problem solving and decision-making.
- Excellent oral, written and computer skills.
- Current driver's license
- Current State of Connecticut pesticide or, in the case of a resident of another state, must obtain State of Connecticut pesticide license within 90 days of hire.
- Previous experience in managing a maintenance/greenskeeping staff in a union environment preferred.