

CIVIL SERVICE BOARD  
AGENDA  
Tashua Room/Lunch Room  
Thursday, April 11, 2013  
7:30 pm

1. Attendance.
2. Minutes: Approval of December 18, 2012 minutes.
3. New Business:
  - Board of Education, Plant Operations-Request to advertise, recruit and test for Utility Maintenance, WG VI.
  - Board of Education, Plant Operations-Request to advertise and recruit for entry level Janitor/Cleaner II.
  - Tashua Golf Course, Operation Director-Request to advertise, recruit and test for an Assistant Golf Course Superintendent.
  - Tashua Golf Course, Operation Director-Request to advertise and recruit for a Greenskeeper.
  - Public Works-Request to advertise, recruit and test for a Senior Grade Equipment Operator.
  - Director of Technology-Request to advertise, recruit and test for IT Technician.
  - Sue Horton – Filling the position of Circulation/Technician Services Clerk.
  - Public Works-request to advertise and recruit for entry level Maintainer II position.
  - Any other business that might come before this Board.
4. General Public: Comments and Questions.

CIVIL SERVICE BOARD  
**MINUTES**  
DECEMBER 18, 2012

Present: Nick Macol  
Tom Whelan  
Barbara Skibiski

Also present: Mary Ann Meier, Personnel Manager; Elaine Wang, Chief of Staff;  
and Suzanne Monaco, Town Clerk.

Meeting was called to order at 7:35 p.m. by Co-chairman Tom Whelan.

Minutes of October 17, 2012 were approved as presented.

Accounting Manager position - Eligibility list for Accounting Manager.....Approved by Board as presented.

Town Clerk, Clerk position – Motion made by Tom Whelan, seconded by Nick Macol that for the purposes of filling vacant positions in the Town Clerk’s Office, the eligibility list be reweighted to reflect specific training requirements of and familiarity with a Town Clerk’s Office, such that individuals with at least five years experience in a Town Clerk’s Office within the past five years be given the maximum experience and training score of 20 points.

VOTE: Motion carried unanimously 3-0.

Nick Macol moved to adjourn; seconded by Tom Whelan. Motion carried unanimously.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

  
Mary Ann Meier

TOWN OF TRUMBULL  
UTILITY MAINTENANCE I  
BOARD OF EDUCATION

CIVIL SERVICE CLASS: VI

GENERAL STATEMENT OF DUTIES:

1. Directs and performs a variety of tasks in the maintenance of school grounds and buildings.
2. Cuts lawns, trims shrubs and trees, also cuts brush, pulls weeds, and applies fertilizer.
3. Prepares and maintains athletic fields for athletic events.
4. Operates motor-driven and hand mowers, snow plows and dump trucks.
5. Shovels walks.
6. Paints buildings and equipment.
7. Selects proper supplies and equipment and directs their application for the most efficient performance.
8. May assist maintenance mechanic as directed in the construction, alteration or repair of buildings and equipment.
9. May drive truck to deliver or pick up materials and supplies and load/unload same.
10. Makes repair and adjustments to grounds maintenance equipment.
11. Performs miscellaneous related tasks as required.

SUPERVISION RECEIVED:

Works under the direction of the Maintenance Supervisor, Crew Leader or Maintenance Mechanics.

SUPERVISION EXERCISED:

May supervise one or more Utility Maintenance II or other personnel of lower classification as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable physical strength and stamina.
2. Ability to get along well with the public, staff, and to work around children.
3. Ability to follow written and oral instructions.
4. Ability to plan and organize work and to work effectively with fellow employees.
5. Ability to use the tools and mechanical equipment used in building and grounds repair and maintenance.
6. Ability to operate trucks and tractors with various attachments.
7. Holds CDL State of Connecticut motor vehicle license.

EXPERIENCE AND TRAINING:

1. High school graduation.
2. Not less than four (4) years experience in building and/or maintenance work OR two (2) years of employment in maintenance work OR an equivalent combination of experience and training.

TOWN OF TRUMBULL

CLEANER/JANITOR

BOARD OF EDUCATION

CIVIL SERVICE CLASS: II

GENERAL STATEMENT OF DUTIES:

1. Cleans an assigned area of a school building or buildings.
2. Performs routine daily cleaning and all housekeeping duties as assigned.
3. Processes recycling materials; collects and disposes of rubbish.
4. Cleans and shovels walks.
5. Locks and unlocks assigned area of a building.
6. Moves and sets up furniture; may load, unload, and store materials.
7. May do simple repair work using basic hand tools.
8. Works hours as assigned; may perform miscellaneous related work as assigned; may be required to work first, second, or third shift or a variation thereof.

SUPERVISION RECEIVED:

Works under the direction of assigned Building Custodian or other assigned supervisor.

SUPERVISION EXERCISED:

None.

MINIMUM QUALIFICATIONS,  
KNOWLEDGE, SKILL AND ABILITY:

1. Must be capable of using materials and performing methods used in cleaning including the use of light manual and power-driven cleaning and polishing equipment.
2. Ability to follow simple written and oral instructions.
3. Ability to learn and follow routine cleaning procedures.
4. Ability to get along well with children and the public.
5. Ability to perform moderately heavy labor and lift at least 35 pounds.

EXPERIENCE AND TRAINING:

Previous cleaning experience is not necessary but is preferred.

TOWN OF TRUMBULL  
ASSISTANT GOLF COURSE SUPERINTENDENT  
TASHUA GOLF COURSE

WAGE GROUP: MATHAS

GENERAL STATEMENT OF DUTIES:

1. Supervises work crews in the performance of skilled and unskilled tasks in the maintenance, repair and construction of golf course and recreation areas.
2. Supervises the operation of equipment used in golf course maintenance.
3. Assists in planning, scheduling, assigning and reviewing the work of golf course employees.
4. Maintains records of spraying and general golf course maintenance.
5. May perform tasks of lower classified employees.
6. Does other related tasks as may be assigned by the Golf Course Property Director.

SUPERVISION RECEIVED:

Works under the direction of Golf Course Property Director.

SUPERVISION EXERCISED:

As designated supervisor, may supervise all staff of golf course.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of landscaping, groundskeeping and general maintenance of golf courses.
2. Knowledge of fertilizers and pesticides and their application rates and techniques (including possession of a current, valid Connecticut pesticide license).
3. A working knowledge of the construction of a golf course.
4. Experience with the use of automatic irrigation equipment.
5. Knowledge and experience in the operation of equipment used in golf course maintenance.
6. Ability to respond courteously to the public.
7. Ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Applicant must have obtained an Associate's or higher degree with courses in turf management and/or a certificate in turf grass management from an accredited university; two (2) years of supervisory experience on a golf course or grounds maintenance or equivalent; strong background in golfing or golf course supervision or maintenance; must possess current valid Connecticut pesticide license for application of pesticides on golf course; must possess current valid Connecticut motor vehicle license.

TOWN OF TRUMBULL

GREENSKEEPER

TASHUA GOLF COURSE/MAINTENANCE

WG: D

GENERAL STATEMENT OF DUTIES:

1. Performs variety of semiskilled tasks in the maintenance, repair and construction of golf courses and recreation areas.
2. Operates and may make minor repairs to mechanical equipment used in golf course maintenance.
3. Related work as assigned.

SUPERVISION RECEIVED:

Works under supervision of Golf Course Property Director or his/her designee.

SUPERVISION EXERCISED:

None.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Ability to follow written and oral instructions.
2. Ability to use and make minor repairs to small tools and simple mechanical equipment.
3. Learn to operate golf course vehicles and maintenance equipment.
4. Hours and days of work may be flexible as dictated by the Golf Course Property Director.
5. Must possess valid State of Connecticut driver's license.

EXPERIENCE AND TRAINING:

1. High school graduate or GED.
2. Not less than one (1) year of employment as laborer on golf course, park or similar landscape operation.

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TOWN OF TRUMBULL  
EQUIPMENT OPERATOR  
SENIOR GRADE

HIGHWAY

GENERAL STATEMENT OF DUTIES:

1. Performs skilled work in the operation of a motor grader rigged in a variety of ways.
2. Operates heavy construction equipment such as bulldozers, large backhoes and bucket loaders, straight blade, large excavator, asphalt paving equipment, etc., in soil removal, cutting banks, ditch digging, or other construction operations.
3. Loads trucks with gravel, stumps, rocks, snow, earth, etc.
4. May drive or do dredging operations.
5. Makes running repairs and maintains equipment in operating condition.
6. Makes required reports.
7. Does any work of lower grade Equipment Operator or Highway Maintainer as required.
8. Performs miscellaneous related tasks as directed.
9. Works in all kinds of weather.

SUPERVISION RECEIVED:

Works under direction of Road Foreman, Highway Supervisor, General Foreman - Highway or other designated supervisor.

SUPERVISOR EXERCISED:

As designated supervisor or leadman, may direct work of other Equipment Operators.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Thorough knowledge of techniques of operating power shovels, backhoes, graders and related equipment.
2. Ability to excavate to a close grade.
3. Skill in operating equipment rigged for a variety of operations and in the pick-up and placement of materials with precise timing and accuracy.
4. Considerable knowledge of methods and materials used in servicing and making minor repairs to heavy equipment.
5. Considerable knowledge of rules, precautions and practices of safe operation to avoid injuries to personnel and equipment.
6. Ability to work well with other employees.
7. Very good muscular coordination, alertness, eyesight and hearing.

EXPERIENCE AND TRAINING:

HS graduate or equivalent. Not less than three (3) years of employment in the operation of road construction equipment, of which one (1) year must have been in the skilled operation of a large backhoe, bucket loader and related construction and paving equipment. Must possess current valid CT CDL Class B license.

TOWN OF TRUMBULL  
IT TECHNICIAN  
INFORMATION TECHNOLOGY/TECHNICAL

WG: H

**General Statement of Duties**

1. The IT Technician is responsible for maintenance, configuration, hardware and software updates for the various servers within the Town network.
2. Provides Level 1 & 2 Technical support for all personnel.
3. Setup workstations for new employees including but not limited to PC, monitor, phone, email address, and network access.
4. Performs hardware/software maintenance, replacement, installation and configuration of equipment as needed.
5. Administration of Active Directory and all file and folder level permissions.
6. Supporting the network infrastructure including the service and maintenance of the network's routers, switches, hubs, patch panel equipment and cabling.
7. Supports the Financial Software application for the Town.
8. Performs regular backups of all town data and ensures data integrity.
9. Maintains Service Request database for all technology related "trouble tickets" and reports regularly to the Director of Information Technology to improve end user support.
10. Assists Director of Information Technology in supporting the network infrastructure.
11. Transports, installs and configures various hardware components at remote locations as needed.
12. Will be cross trained as determined by department needs and will assist in training others.
13. Provide end user support and instructions for all personnel.
14. Performs related tasks as assigned.
15. Flexible work schedule that may include emergency callbacks after hours.

**Supervision Received:**

Works under the direction of the Director of Information Technology.

**Supervision Exercised:**

None

**Minimum Qualification, Knowledge, Skills and Ability:**

1. Expertise in Microsoft Products and Active Directory domains and organizational units.
2. Experience with Microsoft Windows Server, AntiVirus, and Symantec Backup Exec.
3. Must have experience in computer hardware troubleshooting, replacement and configuration.
4. Must be able to support and implement new technologies.
5. Physically able to lift and carry large hardware components (e.g.: 17" monitors, printers) up to 50 lbs.
6. Be able to clearly communicate technical issues to all non-technical staff.

**Experience and Training:**

BA/BS with a major or minor in Information Technology and 2 yrs. work experience in the Information Technology industry, or Associates degree in Information Technology and 4 yrs. work experience. A+ and MCP Certification preferred.

TOWN OF TRUMBULL

CIRCULATION/TECHNICAL SERVICES  
RECEPTIONIST/CLERK

LIBRARY

CIVIL SERVICE CLASS: DD

**General Statement of Duties:**

1. General office including filing, office machines and computer terminals
2. Proficiency with computer, including but not limited to word and excel
3. Record keeping
4. Report preparation and forms
5. Mathematical ability; may handle cash
6. Assists public in person or on phone with courtesy
7. Will be crossed-trained, as determined by department head
8. Develop basic knowledge and skills of policies and procedures associated with department
9. Related work as assigned
10. Maintains confidentiality required by office.

**Department Specifics:**

1. Tasks involved with cataloging, circulation activities and collection.
2. Works on variety of public service desks.

**Supervision Received:** Works under the general direction of the Library System Director or designee.

**Supervision Exercised:** None

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Knowledge of office procedures and principles of office management and/or record keeping
2. Knowledge of computer programs such as Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Accuracy to detail.

**Experience and Training:**

Graduation from high school or GED with one (1) year experience in office work, including public contact.

## TOWN OF TRUMBULL

### MAINTAINER II

### HIGHWAY/PARKS

#### 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, spreaders, chainsaws, jackhammers, compressors, cement mixers, snowplows, etc., and makes minor repairs to the equipment.
3. May operate pay loader 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. Paints posts, fences, rails. Spreads cold and hot patch.
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, 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.

#### SUPERVISION RECEIVED:

Works under supervision of Road Foreman, Highway Supervisor, General Foreman-Highway or other authorized supervisor.

#### SUPERVISION EXERCISED:

None.

#### 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 valid Connecticut CDL, class B.

#### EXPERIENCE AND TRAINING:

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