

CIVIL SERVICE BOARD

AGENDA

Zoom Civil Service Meeting

Wednesday, January 17, 2024

12:00 P.M.

1. Attendance:
2. Minutes: Approval of December 12, 2023, Regular Meeting
3. General Public: Comments and Questions
4. New Business:
  - Request to Advertise, & Recruit for the Full-Time Lead Bus Driver Position. Open and competitive. 100% Training and Experience Exam.
  - Request to Post Senior Equipment Operator – Highway (Internal Promotional Only) for current Highway Dept employees with the Junior Equipment Operator job title. 100% Training and Experience Exam.

Civil Service Board Regular Meeting

January 17, 2024, 12:00 PM

<https://us06web.zoom.us/j/82153678818?pwd=Bq2O5C0zR3oc3I9-QWpCHsBTbv9VLQ.S36rxIejKpLWCicN>

Webinar ID: 821 5367 8818

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CIVIL SERVICE BOARD  
MINUTES FROM ZOOM MEETING

Wednesday, December 13, 2023

**Board Members Present:** Ann Langley, Chair

Barbara Skibiski

Alice Ferreira (Absent)

Michelle Wigzell

Willie McBride Jr.

**Also, present** Thomas McCarthy, HR Director, Steve Librandi, HR Manager, Luisa Rosario, H.R. Generalist, William Chin, Director of I.T.

The meeting was called to order at 12:21 P.M. by Chair Ann Langley

MOTION made by Ann Langley, Seconded by Willie McBride to approve the minutes of October 18, 2023, Regular Meeting

VOTE 4-0 Motion - Passed

**General Public:** No members of the Public were present.

**Civil Service Board Approvals:**

The Civil Service Board Meeting Schedule was presented to the Board by Tom McCarthy for review and approval.

MOTION made by Barbara Skibiski, Seconded Willie McBride to approve the Civil Service Board 2024 Schedule

VOTE 4-0

HR Manager, Steve Librandi, respectfully asked the Board to add the Eligibility List for Associate Director Library Access Services to the Agenda

MOTION made by Ann Langley, Seconded by Willie McBride to add the Eligibility List for Associate Director Library Access Services to the Agenda.

VOTE 4-0

List for Associate Director Library Access Services presented to the board for approval by Steve Librandi, HR Manager. A brief discussion followed.

MOTION made by Ann Langley, Seconded by Willie McBride to approve Eligibility List for Associate Director Library Access Services

VOTE 4-0 Motion - Passed

MOTION made by Ann Langley, Seconded by Willie McBride to adjourn at 12:30 P.M.

VOTE 4-0 Motion - Passed

\*Prior to the start of the meeting and at one point during the meeting, First Selectman Vicki Tesoro joined in order to swear-in for new terms those the Civil Service Commissioners present whose terms were expiring; Ann Langley, Willie McBride, and Barbara Skibiski .

Respectfully Submitted,

*Luisa Rosario*

## Town of Trumbull

### Lead Bus Driver - Senior Ctr

<b>SALARY</b>	\$24.94 - \$29.82 Hourly	<b>LOCATION</b>	Trumbull, CT
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2024-1
<b>DEPARTMENT</b>	Social Services/Senior Citizen Services	<b>OPENING DATE</b>	01/22/2024
<b>CLOSING DATE</b>	2/2/2024 11:59 PM Eastern		

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## 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

### GENERAL INFORMATION ON THIS EXAMINATION

PARTS	WEIGHTS
Experience & Training	100%

Each candidate must have the required experience and training to be eligible for this position as described in detail above and must have a valid Class F (passenger endorsement) Ct state driver's license.

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

Before final certification, each applicant must successfully pass a drug test. 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. 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

#### Agency

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

**Equipment Operator Sr. Grade - Highway**

<b>SALARY</b>	\$32.56 - \$34.58 Hourly \$67,724.80 - \$71,926.40 Annually	<b>LOCATION</b>	Trumbull, CT
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	094
<b>DEPARTMENT</b>	Highway/Parks - Civil Service	<b>OPENING DATE</b>	01/22/2024
<b>CLOSING DATE</b>	2/2/2024 11:59 PM Eastern		

**Description**

TOWN OF TRUMBULL  
EQUIPMENT OPERATOR  
SENIOR GRADE HIGHWAY  
40 HOURS PER WEEK

**This position shall be open to all permanent full time UPSEU Non-Supervisory Highway & Parks Union Employees who are currently classified in the position of Equipment Operator Junior in the Town of Trumbull Highway Dept. and who meet the qualifications and Experience and Training as contained in the posted job description.**

**Examples of Duties**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 earth excavation, cutting banks, ditch digging, grading, paving 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. Must be proficient and perform all duties of Jr Grade Operators and all lower classified Maintainers and miscellaneous related duties as required.
8. Performs miscellaneous related tasks as directed.
9. Works in all kinds of weather.
10. Have the ability to understand and work from drawings, lay out jobs and set elevations.
11. Drive large trucks, semi trailers including lo bed, dump trailers and tagalong trailers to transport materials and equipment.
12. Act in a supervisory capacity when needed.

## Qualifications

### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Thorough knowledge of techniques of operating excavators, backhoes, graders and related equipment.
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 and the ability to apply OSHA regulations, policies, rules, precautions and practices to promote a safe work environment and avoid injuries to personnel and equipment.
6. Ability to work well with other employees.
7. Very good physical coordination, alertness, eyesight and hearing.

### EXPERIENCE AND TRAINING:

High School Graduate or GED and not less than three (3) years experience in the operation of construction equipment of which one (1) year must have been in the skilled operation of a large backhoe, dozer, excavator, bucket loader and/or related construction and paving equipment. Internal candidates only may substitute for experience a demonstrated and tested proficiency in the skilled operation of construction equipment listed above as determined by Parks / Highway supervisors. Must possess current valid CT CDL Class A (Commercial Drivers License).

## Supplemental Information

### SUPERVISION RECEIVED:

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

### SUPERVISOR EXERCISED:

May direct work of junior operators and all classified maintainers (parks and highway).

### **OTHER REQUIREMENTS:**

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

### **GENERAL INFORMATION ON THIS EXAMINATION**

#### **PARTS**

#### **WEIGHTS**

Experience & Training	<u>100%</u>
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Each candidate must have had the required experience and training to be eligible for this position. Before final certification, each applicant must successfully pass a drug test.

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. 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.

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

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**Agency**

Town of Trumbull

**Address**

5866 Main Street

Trumbull, Connecticut, 06611

**Phone**

203-452-5041

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

## Equipment Operator Sr. Grade - Highway Supplemental Questionnaire

**\*QUESTION 1****Are you a high school graduate or have your GED?**

- Yes  
 No

**\*QUESTION 2****Do you have 3 years of experience in the the operation of construction equipment of which one (1) year must have been in the skilled operation of a large backhoe, dozer, excavator, bucket loader and/or related construction and paving equipment?**

- Yes  
 No

**\*QUESTION 3****Do you have a CDL Class A license?**

- Yes  
 No

**\*QUESTION 4****Do you have a CDL Class B license?**

- Yes  
 No

\* Required Question