

CIVIL SERVICE BOARD
AGENDA
Zoom Special Civil Service Meeting
Friday, April 22, 2022
11:00 am

<https://us06web.zoom.us/j/83126205115?pwd=WUFFWis0S0gzV2U2OEtVQ3c4UXZYZz09>

Webinar ID: 831 2620 5115

Password: 827597

Join by telephone: (929) 205-6099 or (833) 548-0282 (Toll Free) / Webinar ID: 831 2620 5115

1. Attendance
2. Minutes: Approval of February 9, 2022 minutes .
3. General Public: Comments and Questions
4. New Business:

Request to advertise and recruit for non-competitive entry level Maintainer II position.

Request to advertise and test for Assistant Tax Assessor/Appraisal.

Any other business that might come before this Board

Adjournment

Civil Service Board Regular Meeting

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
February 9, 2022

Present: Michelle Wigzell, Alice Ferreira & Ann Langley, Chair

Also present: Mary Ann Meier, HR Manager and Tom McCarthy, Dir. of HR

Meeting was called to order at 12:00 pm by Chair, Ann Langley.

MOTION by Michelle Wigzell, seconded by Alice Ferreira to accept minutes of December 29, 2021.
VOTE: 3-0 motion carries unanimously.

MOTION by Michelle Wigzell; seconded by Alice Ferreira to approve eligibility list for Property Director at TKGK. Motion passed unanimously 3-0.

MOTION made by Michelle Wigzell; seconded by Alice Ferreira to adjourn the meeting at 12:04 pm.
Motion carries unanimously 3-0.

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier, Clerk

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 and various equipment used in the performance of their job including tractors, mowers, wood chippers, drills, paint sprayers, spreaders, saws, jackhammers, compressors, cement mixers, snowplows, etc., and makes minor repairs to the equipment.
3. May operate pay loader and skid steers 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. Performs utility painting including but not limited to Post, Fence, Roadway markings, Line Striping, etc.
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, plumber, 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.
10. Manually spreads cold and hot patch and performs all associated duties to complete assignments. Including but not limited to pot holes, fixtures, flat work, etc.

SUPERVISION RECEIVED:

Works under supervision of 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.

TOWN OF TRUMBULL
ASSISTANT TAX ASSESSOR/APPRAISAL
TAX ASSESSOR

WAGE GRADE: G

General Statement of Duties:

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.

Departmental Specifics:

1. Develops, prepares and tabulates technical information involved in the assessment of real and personal property on the Grand List of the Town
2. Inspects sites of new construction, renovations, additions and demolitions.
3. Inspects, measures and collects all assessment information on real and/or personal property.
4. Assists the Assessor in personal property inspections and obtains current value of motor vehicles, furniture, fixtures, machinery and equipment as needed.

Supervision Received: Works under the direction of the Tax Assessor or his/her designee

Supervision Exercised: Acts as the Tax Assessor in his/her absence and may supervise all part time and office personnel in a lower classification.

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on 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. Clear and concise written and oral expression
7. Accuracy and attention to details.

Experience and Training:

BA or BS degree with minimum two (2) years' experience in assessment or appraisal of real estate OR

IN LIEU OF DEGREE six (6) years municipal tax assessing/appraisal experience.
CCMA designation desirable.
Must have valid CT Driver's License.

5/19