

CIVIL SERVICE BOARD
AGENDA
Special Zoom Civil Service Meeting
Tuesday, August 30, 2022
12pm (Noon)

Addendum

1. Attendance
2. General Public: Comments and Questions
3. New Business:
 - Request to advertise, test and recruit for Mechanic – Golf Course
 - Approve Eligibility list for HR Manager – HR/Civil Service
 - Approve Eligibility list for Assistant Town Clerk – Town Clerk
 - Approve Eligibility list for Maintainer IV – Public Works
 - Request waiver of testing for Administrative Assistant Building – Building
 - Request waiver of testing for Tax Assessment Clerk – Tax Assessor
 - **Approval of Provisional status – Custodian (Added in Addendum)**
 - **Approval of Provisional status – Park Ranger (Added in Addendum)**

Adjournment

Civil Service Board Special Meeting

Aug 30, 2022 12:00 PM

<https://us06web.zoom.us/j/88568865614?pwd=WFNFd2J1TlpsVzFKVWZPcGxmRTBTdz09>

Webinar ID: 885 6886 5614

Password: 176865

Join by telephone: (309) 205-3325 or (877) 853-5257 (Toll Free) / Webinar ID: 885 6886 5614

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Town of Trumbull Eligibility List

Assistant Town Clerk

Experience and Training (100%)

Group: MATE

Date Established: 8/30/22

Date of Expiration: 8/30/23

Rank Name of Candidate

- | | |
|---|-----------------|
| 1 | Stacy Gravino |
| 2 | Jessica Johnson |
| 3 | Barbara Agee |
| 4 | Jeffrey Camp |
| 5 | Jessica Johnson |

Total candidates: 21

Qualified: 5

Disqualified: 16

Certified by

Thomas McCarthy

Director of Human Resources

Approved by:

Town of Trumbull Eligibility List

HR Manager

Experience and Training (100%)

Group: Unaffiliated

Date Established: 8/30/22

Date of Expiration: 8/30/23

<u>Rank</u>	<u>Name of Candidate</u>	<u>E&T (50%)</u>	<u>Oral Examination (50%)</u>	<u>Total</u>
1	Stephen Librandi	92%	90.67%	91.34%
2	Kemesha Campbell	72%	58%	65%

Total candidates: 8

Qualified: 2

Disqualified: 6

Certified by

Thomas McCarthy

Director of Human Resources

Approved by:

**TOWN OF TRUMBULL
ELIGIBILITY LIST
MAINTAINER IV
Promotional**

Wage Group: HWPK
Date Established: 8/30/22
Date of Expiration: 8/30/23

<u>RANK</u>	<u>NAME OF CANDIDATE</u>	<u>45% E&T</u>	<u>10% Longevity</u>	<u>45% Perf History</u>	<u>100% Total</u>
1	Thomas Elliano	45	9	45	99
2	Thomas Stockell	45	4	45	94
3	Robert Pineau	45	9	33.75	87.75
4	Alex Relkin	30	6	45	81
5	Michael Eaton	45	7	22.5	74.5
6	Shaun Bogen	15	6.5	45	66.5

Based on 45% of experience and training, 45% employee performance history and 10% longevity.

Certified by,

Mary Ann Meier
Personnel Manager

Approved by:

Emp #	Last Name	First Name	Accrual Description						
				Earned	Used	Balance			
4119	MCPADDE	DANIEL	SICK	1,040.00	766.00	274.00	0.26	26.34	100
24	MARCONI	ROBERT	SICK	2,048.00	2,139.00	295.00	0.14	14.4	100
2061	JUREWICZ	JOSEPH	SICK	1,534.75	399.75	1,135.00	0.74	73.95	100
4335	ELLIANO	THOMAS	SICK	792.00	516.75	275.25	0.35	34.75	100

% used	rank/sick	verbals	
73.66	3	1v	2
85.6	4	6v +	4
26.05	1	none	1
65.25	2	2v	3

TOWN OF TRUMBULL

MECHANIC/EQUIPMENT OPERATOR

TASHUA GOLF COURSE/MAINTENANCE

WG:

GENERAL STATEMENT OF DUTIES:

1. Responsible for the upkeep and performance of a variety of carbureted and fuel injected gas, diesel, and 2 stroke powered equipment as well as heavy equipment (Backhoe, Tractors, Dumprucks, Skidsteers, Excavators)
2. Maintains reel and rotary mowers quality of cut by performing weekly backlapping, reel/bedknife grinding, blade sharpening, and general mower adjustments.
3. Ability to manage time, work unsupervised, manage equipment repair budget, order parts, manage inventory, maintain accurate, detailed equipment records and communicate the condition and/or special requirements of the equipment to the Superintendent and/or the grounds staff.
4. Ability to diagnose and repair mechanical, hydraulic, and electrical defects. Rebuild and replace engines, transmissions, differentials, carburetors, distributors, fuel pumps, steering systems, starters, generators, universal joints, hydraulic motors/pumps, hydraulic systems, high pressure pumps and valves. Install and adjust brakes, batteries, tires, wiring, lights, reels, bearings, bedknives and all other turf equipment parts.
5. Ability to mig, stick, tig weld, plasma cut, fabricate, improvise and think creatively in certain situations.
6. Assists with golf course maintenance duties as assigned including but not limited to mowing, course setup, pesticide/fertilizer applications, construction & renovation.
7. Maintains a clean an organized shop, follows OSHA safety standards and regulations.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

None

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Ability to operate, maintain, diagnose, and repair mechanical equipment used in all aspects of golf course maintenance.
2. Knowledge of maintenance, repair and construction of golf course and related areas.
3. Ability to follow oral and written instructions. Must be a self-starter, with the ability to work safely and efficiently without supervision.
4. Must possess valid State of Connecticut driver's license.
5. Ability to repeatedly lift 75lbs. Crouch, kneel, bend over, get underneath and above equipment. Work in a wide variety of weather and environmental conditions such as cramped areas, heat, cold, snow, rain, humidity, windy, dusty, dirty etc.

6. Ability to understand, rebuild, diagnose, and repair reel cutting units. Grind reels and bedknives, and understand relief angles, heights of cut, and maintain quality of cut.

EXPERIENCE AND TRAINING:

1. High school graduate or GED.
2. Experience involving the operation and repair of heavy equipment and mechanical equipment used in golf courses a plus.
3. Five years' minimum experience as a Turf Equipment Technician or Golf Course Equipment Manager.