

CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM # 1074

**PROMOTIONAL EXAMINATION FOR: Maintainer II**  
**SALARY: \$14.45 ~ \$17.61 PER HOUR**

***This examination is open to permanent classified employees of the City of Waterbury***

**LAST DAY FOR FILING APPLICATIONS**

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:50 p.m. on

**JUNE 20, 2011**

**IMPORTANT:**

1. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF DUTIES:** (Illustrative only)

- ◆ Supervises and assigns work to maintenance employees for the upkeep of buildings and grounds and inspects work for completeness;
- ◆ Assigns projects and determines material, equipment, and supplies to be used;
- ◆ Assists skilled and unskilled tradespersons;
- ◆ Verifies that buildings receive adequate lighting, heating, cooling, and ventilation (including boiler) and reports any defects in the performance of those systems;
- ◆ Turn on and off building heating and cooling systems, inspects and maintains adequate fuel supply levels and reports deficiencies;
- ◆ Operates, inspects and makes minor repairs on machinery and equipment;
- ◆ Cleans, dusts, moves and arranges office furniture and equipment;
- ◆ Cleans, sweeps, washes, waxes and burnishes floors; vacuums and shampoos carpets;
- ◆ Cleans interior and exterior windows and doors, woodwork, furniture, and equipment;
- ◆ Cleans and sanitizes rest rooms and keeps them supplied with paper products, soap, and other items;
- ◆ Cleans and sanitizes drinking fountains;
- ◆ Cleans, sanitizes and maintains pool area;
- ◆ Collects and disposes of trash from buildings and grounds;
- ◆ Performs general landscaping in cleaning walkways, lawn mowing and brush trimming;
- ◆ Performs snow removal from building entrances and exits and walkways;
- ◆ Maintains inventory levels on maintenance materials and requisitions necessary supplies;
- ◆ Supervises the receipt and shipping of all materials and equipment;
- ◆ Maintains time records and other routine records;
- ◆ Performs flag raising and lowering;
- ◆ Sets-up and takes down tables, chairs and equipment for special events;
- ◆ Performs security check on buildings and grounds ensuring it's properly lit, doors and windows are properly secured, security alarm is properly set and reports signs of breaches, damage or vandalism;
- ◆ Coordinates testing of fire alarm equipment with City's fire personnel to ensure it's functioning properly;
- ◆ Performs all duties of lower classifications when required;
- ◆ Does other related work as required;

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Good knowledge of interior and exterior maintenance standards, methods, practices, materials, tools and equipment and the ability to use them efficiently;
- ◆ Some knowledge of building lighting, heating, cooling, and ventilation systems (including boiler systems);
- ◆ Ability to make minor building and equipment repairs;
- ◆ Good knowledge of the occupation hazards and safety precautions in handling cleaning compounds and the ability to use them safely;
- ◆ Ability to plan, organize, train, instruct, supervise, and inspect the work of others;
- ◆ Ability to establish and maintain effective working relationships with employees and with other officials.
- ◆ Ability to follow and understand complex oral and written instructions.
- ◆ Ability to keep routine records and produce reports;

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE OR WILL HAVE IT WITHIN 6 MONTHS:**

Completion of a high school diploma or GED and four (4) years' experience in interior and exterior building maintenance. . *(Please submit HS/GED Diploma or transcripts at time of application).*

**LICENSING REQUIREMENTS:** Must be in possession of a valid Motor Vehicle License with a good driving record (see statement below).

**In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.**

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

This position is covered under the written agreement between the City of Waterbury and Waterbury City Employees Local 353, AFSCME. The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals shall be required to serve a working test period which will be, in effect, the final phase of examination.

Seniority credit for this position will be in accordance with the amendment to the Civil Service Rules and Regulations.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/H/V