

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #1986

OPEN COMPETITIVE EXAMINATION FOR:

SCHOOL INSPECTOR/SCHOOL MAINTENANCE MANAGER

SALARY: \$93,000 ~ \$113,000 PER YEAR

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

FEBRUARY 17, 2012

IMPORTANT:

1. Veterans – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. 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 WORK: (Illustrative only)

- Oversees the administration of all functions related to building operations and facilities planning.
- Provides detailed budget recommendations to address ongoing operational and preventative maintenance needs for schools.
- Outlines improvements in operational procedures and standards to maximize resources.
- Serves as the facilities advisor to the Chief Operating Officer, Superintendent, Board of Education and school house committee.
- Oversees the activities of custodial, maintenance and outsourced services to maintain and improve conditions in all schools.
- Creates and executes long range facility plans and capital projects with central office administrators, building principals, architects, engineers, consultants and City and State officials.
- Supervises and coordinates all capital improvement projects in district facilities and coordinates implementation with central office administrators and building principals.
- Maintains records to support departmental activities and prepares projections and reports on regular operations.
- Proactively recommends changes in organization, processes and procedures to improve operations, enhance services in schools and ensure that school safety programs are monitored.
- Recommends and implements energy conservation measures.
- Creates a staff development plan that includes ongoing training and employee recognition.
- Under the guidance of the Personnel Office for Education, makes employee selections, assignments, transfers, and annual performance reviews for all custodial, maintenance and support personnel and administers the applicable Collective Bargaining Agreement(s).
- Represents the school district at various meetings, conferences and events at the discretion of the Chief Operating Officer.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Demonstrated ability to communicate effectively with a variety of audiences.
- Must possess extensive and comprehensive knowledge of the operation and maintenance of mechanical, energy management and structural systems in schools.
- Experience in preparation and administration of capital projects with multiple funding sources, including development of specifications, and procurement of contractual services.
- Demonstrated ability to analyze, organize and lead a diverse facilities workforce.
- Comprehensive knowledge of laws, ordinances and codes pertaining to school facility operations, building construction, energy conservation measures, labor relations and green cleaning.

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:

- Seven years experience in plant maintenance, building construction, or a combination of both.
- Five years of the seven must have been in a supervisory capacity.
- Bachelor's degree from a recognized college or university in architecture, civil or structural engineering, business administration, property/construction management or related field.

ADDITIONAL REQUIREMENTS:

Certification as an EPA Asbestos Inspector and Management Planner must be obtained within six months of certification into the position.

Please submit a copy of Degree or Transcripts at time of application.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union.

NOTE: This is a three year contract position covered by Local 2090, Council 4, AFSCME, AFL-CIO. This position shall be subject to the notice and renewal provisions as set forth in Section 37.072 and 37.073 of the City of Waterbury Civil Service Ordinance. For purposes of these provisions, the three year contract period shall begin to run upon the effective date of employment and, if renewed, continue each subsequent three-year period thereafter. A decision to renew or not renew this contract is not subject to the grievance and arbitration procedure.

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.

Please notify the Civil Service Office of a change in address. Notification 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

1/24/2012 SM