

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM # 2154

OPEN COMPETITIVE EXAMINATION FOR: SUPERVISOR OF MAINTENANCE SERVICES

SALARY: \$27.66 ~ \$36.81 / Hour (NOTE: NEW HIRES START AT THE BEGINNING OF RANGE)

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

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: 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:

UNTIL SUFFICIENT APPLICATIONS ARE SUBMITTED

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** – Five (5) 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)

Assists in the management of proper care and maintenance of all District facilities. Enforces health and safety requirements and regulations. Manages department equipment and vehicles.

Assists the School Inspector in the supervision, inspection, planning, budgeting, organization, and scheduling the work of various craft workers, such as HVAC (heating, ventilation, and air conditioning), laborers/maintainers, carpenters, electricians, plumbers, masons, landscape and painters. This duty is performed daily.

Assists with inspecting the work performance of the facility department employees and sub-contracted work. This duty is performed daily.

Through direction from the School Inspector, works with sub-contractors on repairs, installations, small construction remodeling, grounds improvements, and maintenance projects. Prepares bid documents, conducts site inspections and coordinates contracted work.

Works directly with Custodial Supervisors maintaining clean facilities. This duty is performed daily.

Assists with State and or Required Facility Inspections. Work directly with other city agencies.

Assists with after hours and weekend emergency calls involving facility needs. This duty is performed irregularly.

Coordinate snow removal operations for school buildings.

Responsible for work order system and craft production rate.

Acts as School Inspector in his absence.

Manages and recommends discipline for district personnel in accordance with established City regulations.

Coordinates building usage needs and or special events as needed.

Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of modern school buildings, grounds maintenance, operations and practices; modern management principles and practices; safety regulations, security in the workplace and public buildings; operation and maintenance of heating and ventilation equipment; cleaning practices, supplies, equipment and terminology. Working knowledge of applicable codes, laws, rules and regulations governing school district facilities and construction; ability to plan and supervise a program of buildings and grounds maintenance.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret plans, drawings, and blueprints.

Ability to organize and maintain accurate records and files and prepare reports.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (CONT.):

Ability to establish and maintain effective working relationships with staff, public and others.

Ability to use Microsoft and other related computer applications such as spreadsheet, word processing, calendar, email and database software.

Ability to use good judgment; be dependable; use initiative and tact.

Physical condition commensurate with the demands of the position.

Good knowledge of hazardous materials and asbestos as related to school buildings.

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 & TRAINING:

Seven (7) years general experience in maintenance of large school buildings or large multi-building facilities. A minimum of three (3) years supervisory experience. Graduation from a vocational high School, High school or GED is required. Graduation from an accredited College or University in a related field is preferable.

SUBSTITUTION: One (1) year of capital construction experience may be substituted for one year of general experience (examples - Building Inspector, Assistant Building Inspector, and etc.) However, this substitution cannot be used towards the two (3) years of supervisory experience.

SPECIAL REQUIREMENT: Must possess a valid State Motor Vehicle license with a good driving history. Must obtain Asbestos Supervisor's Certificate within one (1) year of certification. The Civil Service Commission may grant a six (6) month extension of this requirement.

**COPIES OF DIPLOMA, TRANSCRIPTS OR GED
MUST BE SUBMITTED AT TIME OF APPLICATION**

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.

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees' Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: - An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on 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/D/V

9/26/2017 cst