

# CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

## OPEN COMPETITIVE EXAM #2161

### OPEN COMPETITIVE EXAMINATION FOR: MAINTAINER I

**SALARY: \$14.91 ~ \$18.13 / 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; Personal Days.

#### **LAST DAY FOR FILING APPLICATIONS**

**Applications:** May be obtained by visiting our website at [www.waterburyct.org](http://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:

**Monday, January 8, 2018**

#### **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** – Ten (10) Residency points shall be added in accordance with the amendment to the Civil Service Ordinance for the Maintainer I position, dated August 21, 2017. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

#### **EXAMPLES OF WORK:** (Illustrative Only)

##### **ALL AREAS:**

Keeps simple records and prepares reports; performs related duties as required.

##### **BUILDING MAINTENANCE / SECURITY:**

Routine cleaning

General maintenance and repair of buildings

Minor repairs and maintenance of equipment

Delivers packages and messages

Building security and safety

Empties refuse cans, collects paper and rubbish

Shovels snow, mows lawns and performs other ground maintenance tasks.

Performs related duties as required

##### **GROUNDS MAINTENANCE:**

Performs routine manual work in the maintenance and development of parks.

General maintenance and repair of buildings and playgrounds.

Minor repairs and maintenance of equipment

Operates small motorized and hand grass mowers

Performs related duties as required

##### **MANUAL LABOR:**

Routine heavy manual work, lifting, loading and unloading

Maintains sewers and manholes

Loads and unloads equipment and supplies

May assist other skilled workers in areas such as plumbing, carpentry etc.

Performs related duties as required

##### **TRADES HELPER:**

Assists in the repair of cabinets, desks, tables and other office furniture

Builds forms and performs other rough carpentry jobs

Carries lumber and other materials and supplies as directed

Performs trades tasks of the journeyman level on occasion

Files, sands, sharpens other tools and keeps equipment in proper working order

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to understand and follow simple instruction, some interpersonal skills, written and oral, ability to maintain simple record keeping, ability to learn policies and procedures, must be reliable; must be able to lift heavy objects and able to work in adverse weather conditions.

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**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**

**AND TRAINING:** Completion of a High School Diploma or a G.E.D. and one (1) year experience in one of the following; building maintenance/security, or grounds maintenance, or manual labor, or as a helper to a skilled tradesperson.

**ADDITIONAL REQUIREMENTS:**

Possession of a Connecticut State Driver's license is required for some areas.

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

This position is covered under the written agreement between the City of Waterbury and Waterbury City Employees Local 353 AFSCME (AFL-CIO). 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**

11/22/17 cst