

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2547

OPEN COMPETITIVE EXAMINATION FOR: H.V.A.C. FOREMAN (non-Exempt)

Previous applicants do not need to reapply

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 Days; paid Sick Days; paid Personal Days.

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 4:30 p.m. on

OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED

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.

SUMMARY OF CLASSIFICATION:

Performs and supervises skilled heating, ventilation and air-conditioning work on equipment and their supportive systems in public school buildings and City buildings. This is a working-foreperson position, emphasizing supervision and leadership. An employee in this class is responsible for supervising and inspecting work performed, for procuring appropriate equipment and materials, for preparing routine work reports and for performing the most difficult H.V.A.C. work. The employee makes assignments to a group of technicians and inspects all major projects for satisfactory performance and uses own judgment regarding work methods. Responsibility is involved for seeing that all H.V.A.C. work conforms to code.

EXAMPLES OF DUTIES: (Illustrative only)

Supervises and inspects all major installations and maintenance jobs of an H.V.A.C. nature; Schedules H.V.A.C. installation and repair jobs; Plans H.V.A.C. layouts and arranges the procurement of necessary permits for H.V.A.C. jobs; Performs H.V.A.C. jobs requiring a high degree of skill and gives assistance to other H.V.A.C. on complex jobs; Estimates labor and material required on H.V.A.C. jobs and requisitions or withdraws necessary supplies; Assigns work to H.V.A.C. journeyman; Services and adjust controls of all oil burners; Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of standard methods, materials, tools and practices of the H.V.A.C. trade; thorough knowledge of the occupation hazards and safety precautions of the trade; ability to plan, lay out and perform complex H.V.A.C. work, making efficient use of labor and materials; skill in the use of tools and equipment of the trade; ability to train and instruct subordinates; ability to establish and maintain effective working relationships with employees and with other officials.

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REQUIRED EXPERIENCE & TRAINING:

Five (5) years of experience as an H.V.A.C. skilled tradesman of which two (2) years must be in a supervisory capacity. The possession of a high school diploma or G.E.D. In addition, must be in possession of a valid CT S-2 “Unlimited Journeyman’s License” for at least 2 years and must obtain an S-1 within one (1) year of the date of certification. Coursework in a related field; refrigerant license; and cooling tower and steam boiler experience preferred.

SPECIAL REQUIREMENT:

Possession of a current Motor Vehicle License and a good driving record.

COPIES OF HIGH SCHOOL DIPLOMA, TRANSCRIPTS OR GED AND LICENSES 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 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

EEOP Utilization Report is available upon request.

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination is required. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. The City may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction				X
Walking			X		Peripheral Vision			X	
Sitting		X			Driving			X	
Lifting				X	Physical Strength:				
Carrying				X	Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)			X	
Pulling		X			Medium Work (20-50 lbs.)			X	
Climbing				X	Heavy Work (50-100 lbs.)			X	
Balancing				X	Very Heavy Work (100+ lbs.)			X	
Stooping			X		Environmental Conditions				
Kneeling				X	Cold (50 degrees F or less)		X		
Crouching				X	Heat (90 degrees F or more)		X		
Crawling				X	Temperature Changes		X		
Reaching				X	Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting				X	Exposure to Chemicals		X		
Feeling				X	Exposure to Gases and Fumes			X	
Talking		X			Exposure to Unpleasant Odors		X		
Hearing			X		Exposure to bodily fluids		X		
Repetitive Motion				X	Exposure to dampness			X	
Hand/Eye/Foot Coordination				X	Confinement to Small or Restricting Area			X	
Visual Acuity/Near			X		Mechanical Hazards		X		
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.