

CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT

**PROMOTIONAL EXAM # 1294**

**PROMOTIONAL EXAMINATION FOR: AUTOMOTIVE MECHANIC FOREPERSON**  
**SALARY: \$31.93 ~ \$39.63 PER HOUR**

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

This examination is open to permanent classified employees of the City of Waterbury. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

**IMPORTANT:**

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.

**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

**UNTIL SUFFICIENT APPLICATIONS RECEIVED**

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

Schedules work assignments making effective use of skilled employees; Checks work orders, making adjustments where necessary, sets priorities for work to be performed; Provides on-the-job training in new repair techniques, proper use of specialized tools and equipment; Helps resolve maintenance and personnel problems; Maintains repair and other records, prepares reports; Requisitions parts and equipment; Investigates accidents, assures safety, health and security standards are maintained; Performs the duties of a lower classification as required; Does other related work as required by Supervisor of Fleet Operations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of automotive repair and maintenance practices; ability to diagnose routine and unusual repair problems; ability to plan organize, coordinate, supervise and evaluate the work of Automotive Mechanics and helpers; Ability to work effectively with workers and other City employees; Ability to work under adverse weather conditions; Ability to operate motor equipment under repair; Thoroughness and dependability.

**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:**

Five (5) years' experience in motor equipment repair or fleet maintenance; preferably certification in automotive and heavy-duty truck repair with completion of advanced coursework in modern techniques and practices of automotive repair being desirable. *(Please submit Certification at time of application).*

**ADDITIONAL REQUIREMENTS:**

Must be in possession of a valid Motor Vehicle Driver's License with a good driving history (**see statement below**); Must possess or be able to obtain within six (6) months of appointment a commercial driver's license (CDL) to operate equipment in the City's fleet of vehicles.

**SPECIAL REQUIREMENT:** Must have and provide own automotive repair tools.

**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.**

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### **PART V - 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 may be required.

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

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands</b>					Depth Perception			X	
Standing			X		Color Distinction			X	
Walking			X		Peripheral Vision			X	
Sitting		X			Driving		X		
Lifting			X		<b>Physical Strength:</b>				
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			<b>Environmental Conditions</b>				
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 is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: January 18, 2023

Position: Automotive Mechanic Foreperson

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Local 353, AFSCME. The Parts and Weights for this examination will be determined prior to conducting the exam. Seniority credit for this position will be in accordance with the amendment of the Civil Service Rules & Regulations. 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. 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.

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

EEOP Utilization Report available upon request