

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2717

OPEN COMPETITIVE EXAMINATION FOR: MAINTAINER I

SALARY: \$18.58 ~ \$25.86/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 Days; paid Sick Days; 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 4:30 p.m. on:

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

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.

Residents – Ten (10) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances for 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:

Work involves responsibility for performing a variety of annual and mechanical tasks. Performs work under general supervision. 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.

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.

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.

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.

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/G.E.D OR one (1) year combined experience in any of the following; building maintenance/security, or grounds maintenance, or manual labor, or as a helper to a skilled tradesperson

ADDITIONAL REQUIREMENT: 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, IF APPLICABLE

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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 may be required.

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 District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

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. 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 available at www.waterburyct.org