

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #1927**

**OPEN COMPETITIVE EXAMINATION FOR: METER AIDE (Part time)**

**SALARY: \$13.17 – \$17.54 per hour (NOTE: New hires start at the beginning of the salary range)**

**NOTE: METER AIDE IS A PART TIME POSITION. THERE ARE NO FRINGE BENEFITS ASSOCIATED WITH THIS POSITION.**

**LAST DAY FOR FILING APPLICATIONS**

Applications, which may be obtained by visiting our website at [www.waterburycf.org](http://www.waterburycf.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:

**March 18, 2010**

**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 – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.
- THIS POSITION IS ELIGIBLE FOR RESIDENCY POINTS.**

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

Walks an assigned route, several times a day, and issues parking tickets for parking meter and other standing parking violations; Explains to car operators the reason for issuance of tickets; Reports locations of meters out of order or in need of repair; Informs the public as to the location of public and private parking facilities, street and building locations as required; Operation of a motor vehicle in the performance of these duties is required; Does other related work as required.

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

Good working knowledge of the geography of the City including the more important public and private parking facilities, street and building locations. Ability to enforce local parking ordinances and regulations with firmness and tact; ability to keep simple records; ability to express themselves clearly and concisely orally. Ability to learn the procedures and regulations involved in the enforcement of City Parking Ordinances and regulations. Good physical condition as the position requires walking long distances, often 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:**

High School Diploma or G.E.D with one (1) year work experience in a customer service environment which included responsibility for resolving problems or complaints.

**SPECIAL REQUIREMENTS:**

Must have a valid motor vehicle license with a good driving history.

**Proof of High School Graduation or G.E.D. and copy of Current D.M.V. driving history must be submitted at time of application**

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 a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.