

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2190

**OPEN COMPETITIVE EXAMINATION FOR: DOCUMENT PRODUCING EQUIPMENT
OPERATOR**(Non-Exempt)

SALARY: \$16.76 ~ \$22.31/hr. paid bi-wkly (NOTE: NEW HIRES START AT THE BEGINNING OF THE 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, which 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 4:50 p.m. on:

SEPTEMBER 20, 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** – 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.

EXAMPLES OF WORK: (Illustrative only)

Receives, unpacks, sorts and delivers incoming and inter-office mail and collects and sorts mail from City departments for processing; Weighs envelopes and operates electric postage meter to stamp and bundle mail for forwarding to post office; Provides materials and information about U.S. Postal regulations in assisting City employees with special mail needs; Prints summary record from the postage meter to track and account for postage use; Reviews designed documents and job requests submitted by City department's staff to assure that such requests meet the office's capabilities; Uses a computer program (word processing or desk-top publishing software) and a personal computer to retrieve designed documents and print the pieces for production; Operates heavy-duty print shop equipment and machines to mass-produce documents, booklets, ballots, indexes and signs; Mixes various chemicals to make inks and compounds used in the printing process; Crops, cuts, assembles and binds pages to assemble a finished product; Carries boxes of printed materials to deliver the finished product to Departments; Schedules print jobs, and tracks materials, supplies and labor costs to calculate charges based on formulas; Orders, stores and maintains an inventory of paper, ink, chemicals and fasteners to keep supplies on hand; Enters data into automated record-keeping system; Performs other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Some knowledge of the materials, processes and procedures used in desk-top publishing and off-set printing shops; Some knowledge of basic copyright laws and automated bookkeeping functions; Ability to operate the mechanical devices used to process the mail; Ability to perform basic arithmetic calculations, maintain records and simple reports from such records; Must know how to use computer hardware and software for producing official documents, and how to operate equipment used in mass-production printing; Must be able to meet deadlines, manage multiple tasks, and work with minimal supervision; Must safely handle hazardous chemicals, and be able to lift and carry heavy objects; Knowledge of mail procedures and postal regulations preferred.

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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:

High school diploma and one year work experience producing materials in a print shop or a copy center, for either a commercial or public employer; **OR**, a High School or Trade School diploma with a course concentration, or secondary-school certificate, in digital publishing or commercial printing.

**COPIES OF REQUIRED HIGH SCHOOL/VOCATIONAL DIPLOMA/G.E.D.
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Association-WCEA.. 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.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request