CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM # 2109

OPEN COMPETITIVE EXAMINATION FOR: HVAC Technician

SALARY: $21.83 ~ $26.55 / Hour (NOTE: NEW HIRES START AT THE BEGINNING OF RANGE)

FRINGE BENEFITS: Choose from two available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; 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:

January 29, 2016

WATERBURY CITY CLERK
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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 Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES:

Installs H.V.A.C. equipment;
Inspects entire system to verify proper function and maintenance;
Performs preventive maintenance and repairs on all H.V.A.C. equipment and supportive systems;
Takes corrective action to eliminate malfunctions and reports unusual condition to supervisor;
Checks various gauges and instruments which indicate levels of water, refrigerant and pressure;
Calibrates thermostats, compressors and other H.V.A.C. equipment;
Regulates heating and cooling to designated areas utilizing computerized controls;
Tests samples of cooling water in circulation systems and adds chemicals as required;
Utilizes computerized diagnostic, adjustment and recording equipment;
Records inspections and services performed on equipment in a daily log;
Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the methods, practices, tools and materials used in heating, ventilating and air-conditioning operation, maintenance and repair work; some knowledge of the methods, practices and tools used in the several trades involved in the maintenance of H.V.A.C. systems; some knowledge of occupational hazards and necessary safety precautions applicable to H.V.A.C. equipment maintenance and repair work; ability to interpret and work from sketches, diagrams, technical orders, manufacturer's manuals, and specifications; ability to maintain records and reports, ability to communicate clearly and concisely, orally and in writing.

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WATERBURY, CONNECTICUT

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FRINGE BENEFITS: Choose from two available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

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January 29, 2016

ACCEPTABLE EXPERIENCE AND TRAINING:

Three (3) years of experience as an H.V.A.C. skilled tradesman and possession of a high school diploma or G.E.D.; preferably supplemented by college level courses in a related field. Refrigerant license and cooling tower and steam boiler experience preferred.

COPIES OF HIGH SCHOOL DIPLOMA, TRANSCRIPTS OR GED MUST BE SUBMITTED AT TIME OF APPLICATION

SPECIAL REQUIREMENT: Possession of a valid CT S-2 "Unlimited Journeyman's License". Possession of a current Connecticut Motor Vehicle License and a good driving record.

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/H/V

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GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination." Job postings and applications are available on our website at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.

2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant is incomplete or does not meet the minimum qualification requirements for the position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.

3. Written appeals for failure to meet minimum qualifications must be on file in the Department of Human Resources within seven (7) days of notice of rejection of application.

4. Requirements for claiming veterans' credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran's credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.

5. As of 3/17/2011 all Civil Service Examinations will be eligible for five (5) points to be added to your final passing score if you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certified to the position. The residency points may only be applied after the applicant achieves a passing score. In no case are residency points awarded in order to achieve the passing point. The residency portion of the application must be completed in order to receive the residency points.

6. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.

7. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing. Failure to do so will result in removal from eligibility list.

8. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.

9. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources accept for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.

10. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to consider requests for reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the type of accommodation needed.

11. No appointment is deemed final until a probationary period is successfully completed.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2108

OPEN COMPETITIVE EXAMINATION FOR: PARAPROFESSIONAL

SALARY: $16.04 ~ $21.24 PER HOUR (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from two available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; 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:

January 29, 2016

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 – 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.

WATERBURY CITY CLERK
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EXAMPLES OF WORK: (Illustrative only)

Assists teachers and/or other professional educators in the delivery of instructional and related support services to students;
Assists with the instruction of students in academic subjects;
Confers with special and general education practitioners about student schedules, instructional goals, progress and performance;
Implements service plans and educational objectives for children;
Demonstrates techniques to stimulate cognitive, physical, and social and language development;
Uses developmentally appropriate materials and instructional interventions for curriculum activities;
Participates in transitional planning and vocational assessment of students;
Supports pre-employment, vocational or transitional training in classrooms or at off-campus sites;
Operates computers and uses technology and adaptive equipment that will enable students with special needs to participate in general education;
Gathers and maintains data about the performance and behavior of individual students;
Motivates students to work;
Assists in meeting the hygiene, toileting, feeding and the mobility needs of students with varying disabilities;
Implements behavior modification techniques and the ability to manage disturbing behaviors through physical restraint when needed;
Does other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of the techniques required in caring for and instruction of students enrolled in general, and special education; Some knowledge of human development including risk factors; good communication and interpersonal skills; Ability to follow directions and to carry out assignments; Excellent physical and mental condition; Good character; Good knowledge of first aid; Sensitivity to needs of children and youth.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2108

OPEN COMPETITIVE EXAMINATION FOR: PARAPROFESSIONAL

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:

January 29, 2016

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 GED **and**
  1. 60 college credits; **or**
  2. An Associate's (or higher) degree; **or**
  3. Have passed the Praxis ParaPro Assessment Test

Regardless of which of the Three (3) options above is utilized, you must also have One (1) year experience working with or training to work with children with disabilities is required.

College credits with emphasis on child growth and development or a related area is preferred.

Proficiency in reading, writing and speaking English and Spanish is required for those individuals desiring a bilingual assignment.

PHYSICAL DEMANDS:

Non Material Handling (NMH) considers activities that reposition the worker in relation to his or her environment. Generally, NMH does not consider moving objects.

Overhead Reaching:	Frequent
Forward Bending:	Frequent
Backward Bending:	Frequent
Squatting:	Frequent
Stairs:	Occasional
Kneeling:	Frequent
Crawling:	Occasional

Material Handling (MH) considers how a person handles an object in space. Generally, MH considers the weight and the distance the object is moved (horizontal or vertical). In this case, the objects handled may include students during a transfer or restrain technique.

Transfers: in/out of wheelchairs and standers, on/off changing tables and toilet
Restraints: preventing harm to student or surrounding students
Lifting/Carrying: student book bags, lunches, assistive equipment

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This work is generally conducted indoors within an educational setting such as classrooms, but occasionally is conducted outdoors and on field trips outside of the school room settings. The essential functions of this position can require physical contact with students for the purposes of executing trained physical restraints during student crisis periods and assisting students with personal hygiene needs. Reasonable accommodations requests will be considered in accordance with the Americans with Disabilities Act 1990 (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA).

SPECIAL NOTE:

- Same job description will be used to bifurcate the Paraprofessional list to include individuals who are bilingual.
- Same job description will be used to bifurcate the Paraprofessional list to include individuals who have the Child Development Associate certification.

COPIES OF HIGH SCHOOL DIPLOMA, GED, COLLEGE TRANSCIPTS OR PASSING ASSESSMENT SCORE MUST BE SUBMITTED AT TIME OF APPLICATION

This position is covered under the written agreement between the City of Waterbury and the White Collar Union. 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 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 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.

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

GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination." Job postings and applications are available on our website at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.

2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant is incomplete or does not meet the minimum qualification requirements for the position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.

3. Written appeals for failure to meet minimum qualifications must be on file in the Department of Human Resources within seven (7) days of notice of rejection of application.

4. Requirements for claiming veterans' credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran's credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.

5. As of 3/17/2011 all Civil Service Examinations will be eligible for five (5) points to be added to your final passing score if you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certified to the position. The residency points may only be applied after the applicant achieves a passing score. In no case are residency points awarded in order to achieve the passing point. The residency portion of the application must be completed in order to receive the residency points.

6. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.

7. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing. Failure to do so will result in removal from eligibility list.

8. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.

9. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources accept for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.

10. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to consider requests for reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the type of accommodation needed.

11. No appointment is deemed final until a probationary period is successfully completed.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2110

OPEN COMPETITIVE EXAMINATION FOR: CHIEF REFUSE COLLECTOR

SALARY: $19.63 ~ $23.89/hr. (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; 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 4:50 p.m. on:

FEBRUARY 1, 2016

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)

Perform pre and post trip maintenance inspections on trucks to ensure safe operating conditions; Fuels truck and performs other necessary general cleaning and maintenance; Completes necessary reports for defective equipment and advises Central Vehicle Maintenance of any required maintenance or repairs; Operates motor trucks having any single vehicle with GVWR of 26,001 or more pounds in a safe and effective manner in order to minimize injury and/or property damage and in compliance with policies/procedures and applicable federal, state and local standards, guidelines and governing regulations; Drives truck along established routes throughout City streets ensuring the safe collection and transportation of garbage, debris and recyclables from homes, streets and public buildings for the purpose of ensuring regulatory disposal compliance; Operates fully automated trucks with one arm mechanism, semi-automated trucks with rear tippers/lifters and rear loaders with hoisting mechanism for dumpster collection; Performs manual lifting of refuse containers and other items into rear loader refuse trucks for compaction; Transportation of refuse to transfer facilities or burn center; Observes work of crew and calls attention to improper operations; Reports violations of policies/procedures and applicable federal, state and local standards, guidelines and governing regulations to the attention of Refuse District Foreman; Maintains daily records of material pickups; Participates in snowplowing to clear ice and snow from the roadways so work is required during non-business hours which may require early morning starts, extended hours, and weekends including holidays; Interacts with City residents and the general public responding in a courteous manner ensuring superior quality of service; Performs other related work as required.

WATERBURY CITY CLERK

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in the operation of a Class B vehicle safely and in compliance with policies/procedures and applicable federal, state and local standards, guidelines and governing regulations; Ability to perform maintenance and make minor vehicle/equipment repairs; Working knowledge of the common practices, equipment, terminology and safety precautions in this field of work; Ability to work independently and maintain a consistent schedule of collection, delivery and disposal; Good knowledge of the City's geography and

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FEBRUARY 1, 2016

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES, Cont'd:

roadways; Good knowledge of vehicle traffic/safety rules and accident prevention practices; Ability to supervise the work of a small group of laborers; Ability and willingness to perform heavy lifting and manual work at a consistent and rapid pace; Ability to work in various environments and climates, including adverse weather conditions; Ability to respond to 24-hour emergency situations. Ability to establish and maintain effective relationships using good interpersonal skills with peers, supervisors, residents and the general public; Ability to communicate effectively using written, verbal and oral skills; Ability to problem solve and make decisions with adherence and compliance to policies/procedures and applicable federal, state and local standards, guidelines and governing regulations.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING

One (1) year of Class B driving experience and possession of a High School Diploma or G.E.D.

SPECIAL REQUIREMENTS:

Must be in possession of a valid Commercial Drivers' License CDL Class-B, with a good driving history.

COPIES OF REQUIRED HIGH SCHOOL DIPLOMA/G.E.D & CDL LICENSE 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 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.

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

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GENERAL CONDITIONS

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2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant is incomplete or does not meet the minimum qualification requirements for the position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.

3. Written appeals for failure to meet minimum qualifications must be on file in the Department of Human Resources within seven (7) days of notice of rejection of application.

4. Requirements for claiming veterans' credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran's credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.

5. As of 3/17/2011 all Civil Service Examinations will be eligible for five (5) points to be added to your final passing score if you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certified to the position. The residency points may only be applied after the applicant achieves a passing score. In no case are residency points awarded in order to achieve the passing point. The residency portion of the application must be completed in order to receive the residency points.

6. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.

7. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing. Failure to do so will result in removal from eligibility list.

8. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.

9. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources accept for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.

10. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to consider requests for reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the type of accommodation needed.

11. No appointment is deemed final until a probationary period is successfully completed.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM # 1137

PROMOTIONAL EXAMINATION FOR: REFUSE DISTRICT FOREPERSON
SALARY: $22.28 ~ $27.10 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 4:50 p.m. on

FEBRUARY 1, 2016

EXAMPLES OF DUTIES: (Illustrative only)
Plans routes by selecting areas that are best for either automated or semi-automated trucks and assigning crews to routes based on the availability of staff and equipment; Supervises crew activity by issuing daily assignments, ensuring adherence to policies and procedures, monitoring the efficiency of refuse collection and training employees; Responds to resident inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem; Interacts with citizens explaining refuse collection codes and procedures; Keeps the Refuse Supervisor informed of problems and issues within the division; Monitors and reports accidents/injuries that are sustained during the course and scope of employment and takes appropriate action to mitigate similar accidents/injuries including training as needed; Maintains equipment by checking for cleanliness, defects, and fuel, reporting malfunctions to mechanics, and ensuring that all equipment receives preventative maintenance; Operates and supervises crew operating motor trucks having any single vehicle with GVWR of 26,001 or more pounds, in a safe and effective manner in order to minimize injury and/or property damage and in compliance with policies/procedures and applicable federal, state and local standards, guidelines and governing regulations; Reports violations of policies/procedures and applicable federal, state and local standards, guidelines and governing regulations to the attention of Refuse Supervisor; Supervises crews (including contracted equipment) in snowplowing to clear ice and snow from the roadways so work is required during non-business hours which may require early morning starts, extended hours, and weekends including holidays; Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the principles, practices and techniques of solid waste collection operations and business practices related to equipment operation, customer service, and solid waste laws, ordinances and codes at the local, state, and federal level; Skill in driving and supervising of refuse crew operating Class B vehicles safely and in compliance with policies/procedures and applicable federal, state and local standards, guidelines and governing regulations; Good knowledge of the City's geography and roadways; Good knowledge of vehicle traffic/safety rules and accident prevention practices; Ability to perform maintenance and make minor vehicle/equipment repairs; Working knowledge of the common practices, equipment, terminology and safety precautions in this field of work; Ability to work independently and maintain a consistent schedule of collection, delivery and disposal; Ability to work in various environments and climates, including adverse

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CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM # 1137

PROMOTIONAL EXAMINATION FOR: REFUSE DISTRICT FOREPERSON
SALARY: $22.28 ~ $27.10 PER HOUR

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 4:50 p.m. on

FEBRUARY 1, 2016

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES, Cont'd:
weather conditions; Ability to respond to 24-hour emergency situations; Ability to establish and maintain effective relationships using good interpersonal skills with peers, supervisors, residents and the general public; Ability to communicate effectively using written, verbal and oral skills; Ability to work independently, problem solve and make decisions with adherence and compliance to policies/procedures and applicable federal, state and local standards, guidelines and governing regulations; Ability to supervise the work of subordinates including coaching/counseling, training, assigning, monitoring and evaluating work performance of subordinates.

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:
Possession of High School Diploma or G.E.D.; **and** Three (3) years of field experience in municipal waste collection, recycling collection or solid waste disposal plant maintenance work; **and** Three (3) years' of experience supervising a moderately large group of workers engaged in refuse/recycling collection activities of a municipal waste collection program; **or** Three (3) years' experience at the Chief Refuse Collector level as working supervisor of refuse crew.

SPECIAL REQUIREMENT: Must be in possession of a valid Commercial Drivers' License CDL Class-B with a good driving history.

COPIES OF REQUIRED HIGH SCHOOL DIPLOMA/G.E.D & CDL LICENSE 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 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. 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

1/22/16 mj

GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination." Job postings and applications are available on our website at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.

2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant is incomplete or does not meet the minimum qualification requirements for the position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.

3. Written appeals for failure to meet minimum qualifications must be on file in the Department of Human Resources within seven (7) days of notice of rejection of application.

4. Requirements for claiming veterans' credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran's credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.

5. As of 3/17/2011 all Civil Service Examinations will be eligible for five (5) points to be added to your final passing score if you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certified to the position. The residency points may only be applied after the applicant achieves a passing score. In no case are residency points awarded in order to achieve the passing point. The residency portion of the application must be completed in order to receive the residency points.

6. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.

7. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing. Failure to do so will result in removal from eligibility list.

8. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.

9. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources accept for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.

10. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to consider requests for reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the type of accommodation needed.

11. No appointment is deemed final until a probationary period is successfully completed.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2111

OPEN COMPETITIVE EXAMINATION FOR: AUTOMOTIVE MECHANIC

SALARY: $22.76 ~ $27.69/hr. (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; 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 4:50 p.m. on:

FEBRUARY 5, 2016

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.

2016 JAN 26 PM 1 09
WATERBURY CITY CLERK
RECEIVED

EXAMPLES OF WORK: (Illustrative only)

Repairs and maintains diesel and gasoline engine trucks, passenger sedans and heavy construction equipment; Reads job order and observes and listens to operation of equipment to determine malfunction; Repairs electrical, power, transmission, brake and other automotive systems; Installs new ignition systems, aligns and balances front wheels; Replaces transmission, motors and other parts; Inspects protective guards and other safety devices to insure employee safety; Lubricates, tightens and adjusts parts; Performs vehicle safety inspections; Keeps records of work accomplished; Drives repaired equipment to assure it is operating properly; Repairs heavy duty equipment including refuse trucks; Hydraulic Systems diagnosis and repair; Welding and fabrication; Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the standard methods, materials, tools and practices of the automotive technician's trade; familiarity with engine and chassis units and general repair work; ability to make repairs and adjustments to automotive equipment; good powers of observation; initiative and resourcefulness in handling repair problems encountered; ability to operate motor equipment being repaired; must be able to work outside under 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:

Three (3) years' experience in the maintenance and repair of motor equipment preferably supplemented by some experience in repairing heavy trucks and construction equipment; certification in both automotive and heavy duty trucks is highly desirable.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2111

OPEN COMPETITIVE EXAMINATION FOR: AUTOMOTIVE MECHANIC

SALARY: $22.76 ~ $27.69/hr. (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

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FEBRUARY 5, 2016

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.

Continued from Page 1

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING:

SPECIAL REQUIREMENTS: Must have own automotive repairs tools.

ADDITIONAL REQUIMENTS:

Must be able to obtain, within the probationary period, a Commercial Driver's License (CDL) to operate equipment in the City's fleet of vehicles.

CDL LICENSE AND CERTIFICATION (IF APPLICABLE)
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 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.

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

1/26/16 mj

GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination." Job postings and applications are available on our website at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.

2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant is incomplete or does not meet the minimum qualification requirements for the position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.

3. Written appeals for failure to meet minimum qualifications must be on file in the Department of Human Resources within seven (7) days of notice of rejection of application.

4. Requirements for claiming veterans' credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran's credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.

5. As of 3/17/2011 all Civil Service Examinations will be eligible for five (5) points to be added to your final passing score if you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certified to the position. The residency points may only be applied after the applicant achieves a passing score. In no case are residency points awarded in order to achieve the passing point. The residency portion of the application must be completed in order to receive the residency points.

6. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.

7. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing. Failure to do so will result in removal from eligibility list.

8. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.

9. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources accept for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.

10. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to consider requests for reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the type of accommodation needed.

11. No appointment is deemed final until a probationary period is successfully completed.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2107

OPEN COMPETITIVE EXAMINATION FOR: **RISK MANAGER**
SALARY: **$64,001.56 ~ $76,801.88 PER YEAR**

WATERBURY CITY CLERK
2016 JAN 26 PM 1 18
RECEIVED

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:

UNTIL SUFFICIENT NUMBER OF APPLICATIONS ARE 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.

EXAMPLES OF WORK: (Illustrative only)

Determines the most suitable and effective means of managing risks using a combination of purchased insured policy coverages and management of workers' compensation, heart and hypertension, general liability and other self-insured risk programs; Communicates regularly with the City's insurance broker to evaluate insured risk coverages, insured limits and opportunities for improvements; Oversees and manages the City's workers' compensation and heart and hypertension third party administrator; Oversees, administers and promotes internal safety loss control programs along with workers' compensation loss time and light duty management programs; Analyzes third party administrator reports; Reviews first reports of injury and as needed claim acceptances or denials; Periodically prepares reports on various phases of the City's insurance programs; Works closely with the City's Corporation Counsel and designated staff on the internal administration of general liability and litigated workers' compensation claims; Completes all applications for insured coverages; Maintains current statement of value listings for insured property, equipment, vehicle and apparatus; Works with all departments to ensure compliance with OSHA reporting requirements; Establishes insurance requirements on product and services invitations to bid, requests for proposals, and other contracts and agreements; Establishes insurance requirements for issuance of licenses and permits; Reviews all insurance certificates for compliance with established insurance requirements on all contracts, agreements, leases and other documents to ensure proper transfer of risk away from the City; Provides technical assistance to the Mayor and Finance Director on the development and analysis of insurance coverage; Performs other related work as required.

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2107

OPEN COMPETITIVE EXAMINATION FOR: **RISK MANAGER**
SALARY: **$64,001.56 ~ $76,801.88 PER YEAR**

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.

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UNTIL SUFFICIENT NUMBER OF APPLICATIONS ARE RECEIVED

Continued from Page 1

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Comprehensive knowledge of the insurance industry, insurance policies and coverages, risk management, loss control management and general risk prevention; Knowledge of risk exposures including general liability, auto liability, professional liability, environmental liability, builders' risk and workers' compensation; Knowledge of property damage insurance, fidelity and surety bonds, and automobile insurance; Ability to classify risks; Ability to interpret and establish insurance requirements for contracts, leases agreements, public facility use and other licenses & permits; Ability to interpret local, state and federal laws as they relate to insurance, workers' compensation and risk management; Ability to compile and evaluate insurance information and to make recommendations for improving or changing the needs of the municipal insurance and risk management program; Ability to coordinate and supervise the work of others; Ability to establish and maintain effective working relationships with the public and City employees; Ability to give clear, concise written and oral instructions and work effectively with staff superiors, agencies and the general public; Proficiency using Windows and Microsoft Office Suite.

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: Graduation with a bachelor's degree from an accredited college or university in Insurance, Business Administration, Accounting, Public Administration or closely related field and three (3) years' experience in the insurance and/or risk management industry involved in claims or underwriting, one (1) year of which shall have been in a supervisory capacity.

COPIES OF DEGREE OR TRANSCRIPTS MUST BE SUBMITTED AT TIME OF APPLICATION

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. 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/H/V

1/8/16 mj, Rev. 1/22/16

GENERAL CONDITIONS

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3. Written appeals for failure to meet minimum qualifications must be on file in the Department of Human Resources within seven (7) days of notice of rejection of application.

4. Requirements for claiming veterans' credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran's credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.

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6. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.

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8. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.

9. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources accept for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.

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