

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2282

**OPEN COMPETITIVE EXAMINATION FOR: SUPERVISOR OF FLEET
OPERATIONS**

SALARY: \$85,000 ~ \$105,000 PER YEAR (Exempt, paid bi-weekly)

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 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)

Supervises, through subordinate staff, the repair and maintenance of city vehicles and equipment; Assists the Director of Public Works (or authorized agent) in developing goals and objectives for the bureau; Assists the Director of Public Works (or authorized agent) in developing bureau policies and procedures; Through subordinate staff, manages vehicle utilization system; Establishes and maintains vehicle damage records, prepares bid documents for auto body repair and coordinates these repairs; Provides technical assistance as needed to foremen and technicians; Prepares annual budget for approval of the Director of Public Works and administers approved budget; Assists the Director of Public Works in preparing capital budget as it relates to Public Works vehicles and equipment; Prepares specifications and makes recommendations for the purchase, sale and disposal of new and used vehicles and equipment; Prepares and conducts equipment inventories and inspections, prepares hand receipts; Maintains department records for issues relative to equipment, vehicles, communications and other issues as directed; Conducts program studies, internal reviews and pilot programs to maximize departmental fleet operations, prepares written report of same; Attends public meetings as required or directed; Other related duties as required or directed.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Ability to plan, coordinate, assign and review work of skilled, semi-skilled and clerical employees. Extensive knowledge of vehicle maintenance and repair practices preferably supplemented by experience in heavy duty equipment maintenance and repair. Knowledge of computers and software applications including Microsoft Office programs a must. Ability to estimate repair and maintenance costs and to maintain maintenance records. Ability to establish and maintain effective working relationships with other bureau chiefs, other city employees and labor representatives. Must be able to give clear and concise oral and written reports. Ability to manage records, conduct inventories and prepare reports.

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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:**

Five years' experience in managing a large-scale fleet maintenance operation, with 1 year of administrative and budgeting experience. ASE certification is preferred but not required. Possession of a commercial drivers' license class B is preferred but not required.

**COPIES OF DEGREE OR TRANSCRIPTS 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 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
EEOP Utilization Report available upon request

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.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C	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 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: February 12, 2021

Position: Supervisor of Fleet Operations