

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2263**

**OPEN COMPETITIVE EXAMINATION FOR:**

**SUPERVISOR OF FLEET OPERATIONS – FIRE DEPARTMENT**

**SALARY: \$85,000 ~ \$105,000 PER YEAR** (non-Exempt)

**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](http://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)

Plans, assigns and directs the work of mechanics and helpers in the repair and preventative maintenance of the fire department fleet of vehicles. Employees in this class are responsible for the quantity and quality of work performed. Reports directly to the Fire Chief or Designee. Schedules work assignments making effective use of skilled employees and other assigned workers; Performs or directs general overhaul, maintenance, and repair work on automobile, light and heavy trucks, fire emergency equipment and other equipment used by the Fire Department. Checks work orders, making adjustments where necessary, sets priorities for work to be performed; Provides on-the-job training in appropriate repair techniques and proper use of specialized tools and equipment; Helps resolve maintenance problems; Maintains vehicle, equipment, repair and other records, prepares reports; Requisitions parts and equipment; Maintains appropriate inventory and records; Assures safety, health and security standards are maintained; Performs the duties of a lower classification as required; Does other related work as required by Fire Chief or Designee.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Thorough knowledge of automotive repair and maintenance practices; Ability to diagnose routine and unusual repair problems; Ability to plan, organize, coordinate, supervise and evaluate the work of automotive mechanics and helpers; Ability to work effective with workers and other City employees; Ability to work under adverse weather conditions; Ability to operate motor equipment under repair; Thoroughness and dependability; Ability to communicate effectively orally and in writing; Ability to deal with the all stakeholders in a tactful and effective manner; Ability to plan, organize, control and effectively supervise the work of subordinates; Ability to work with individuals from diverse backgrounds; Considerable knowledge of internal combustion engines, small motor generators, power tools and equipment, hydraulic equipment (cylinders/pumps); Considerable knowledge of the tools, equipment, materials, methods and practices related to the maintenance and mechanical repair of modern fire apparatus and equipment including, but not limited to: fire pumps, hydraulic operating systems, emergency warning systems, internal apparatus communication systems, apparatus mounted hydraulic rescue systems, and standalone hydraulic extrication systems; Knowledge of the Incident Management System, and OSHA standards related to the use of Self-Contained Breathing Apparatus (SCBA) is desirable; Certification for SCBA repair and heavy truck repair may be obtained within twelve months of employment.

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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:**

1. Graduation from a standard high school, GED or equivalent and completion of a vocational or technical school program in automotive (mechanical repairs) or an equivalent combination of education and professional work experience deemed relevant and equivalent by the Director of Human Resources (or designee.)
2. Seven years' experience in automotive equipment repair and/or fleet maintenance of which three years shall have been in a supervisory capacity to include administrative and budgeting experience.
3. Possession of a valid CDL-B with air brake endorsement and a clean driving record. Licensure may be obtained within the probationary period.
4. The following items are preferred:
  - ASE certification in automotive and heavy-duty truck repair with completion of advanced coursework in modern techniques and practices of automotive repair.
  - EVT Fire Apparatus Technician certification, and Hale or Waterous Factory Training.

**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.

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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.

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands</b>					Depth Perception				X			
Standing				X	Color Distinction				X			
Walking				X	Peripheral Vision				X			
Sitting			X		Driving			X				
Lifting			X		<b>Physical Strength:</b>							
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		<b>Environmental Conditions</b>							
Kneeling			X		Cold (50 degrees F or less)		X					
Crouching			X		Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes							
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: September 1, 2020*