

City of Shelton
Highways and Bridges Department
Job Posting: Highway Maintainer II
Wage Rate: \$27.16 to \$28.66 Hourly

NOTICE OF PROMOTIONAL EXAM:

Pursuant to Article VII of the City's Merit System, there will be a promotional examination for current City of Shelton employees, who apply for the position and who meet the following minimum qualifications as stated in the job description for Highway Maintainer II position in the Highways and Bridges Department.

GENERAL STATEMENT OF RESPONSIBILITIES. Performs a variety of skilled tasks in all phases of construction and maintenance activity. Performs skilled work in the operation of light duty equipment in connection with any phases of municipal operations.

SUPERVISION RECEIVED. Works under the supervision of a crew leader, Foreman of Highways or a designated representative of the Superintendent and indirectly under the Superintendent of Highways and Bridges.

SUPERVISION EXERCISED. May supervise Maintainer I and Maintainer II employees according to assignment by the Superintendent of Highways and Bridges. May serve as a crew leader in carrying out tasks assigned by the Superintendent.

EXAMPLES OF DUTIES:

Performs skilled tasks involving construction and repair of sewer lines and drainage lines; skilled tasks in the construction and resurfacing of municipal streets; Operates equipment such as backhoes mowers, compressor and snow removal equipment; Operates large trucks, large snow plows and large sanders, and may operate motorized or other equipment pertinent to the particular work assigned; Routes traffic by performing duties such as flagger or installing signs for traffic control; Performs a variety of maintenance and housekeeping tasks; Assists in the servicing of equipment such as, backhoes, plows and trucks; Maintains required on the job records and reports. The Highway Maintainer II Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

SPECIAL ASSIGNMENTS: Employees in this grade may be assigned to operations characteristic of Highway Maintainer I or occasionally to operations of a higher grade in an emergency, relief, or trainee basis, or seasonally, but not for such major part of the year as to warrant definite classification in the other groups or to exercise some lead man or working foreman supervision in the particular area to which assigned. Classification of such employees will be based on judgment as to their major field of operations, together with difficulty and responsibility of the tasks involved.

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KNOWLEDGE, SKILL AND ABILITY: Considerable physical strength and stamina. Ability to follow written and oral instruction, thorough knowledge of processes and materials used in particular skill and thorough knowledge of skilled tasks involved in the maintenance, repair and construction of roadways, sewage lines and water drains. Mechanical aptitude, including the ability to operate specialized maintenance and construction equipment during weather emergencies plus the ability to work well with others.

EXAMPLES OF PHYSICAL REQUIREMENTS: Requires the ability to perform arduous physical labor and to lift up to one hundred (100) pounds, climb and descend ladders, operate equipment. Ability to stand, bend and kneel frequently.

SPECIAL REQUIREMENTS: A valid **Connecticut Class B (CDL) license.** Availability to report for or continue to work extended hours during weather emergencies or other unusual circumstances. Submit to random drug testing as required.

PROBATIONARY PERIOD: Six (6) Months.

JOB CLASSIFICATION: As per Union Contract between the City of Shelton and Division I, Teamster Local # 145. Current job wage rate is \$27.16 to \$28.66 hourly for this position.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 p.m. Friday, June 22, 2018**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484. Applications include copies of current resume or work history, Connecticut State **Connecticut Class B Commercial Driver License (CDL)** with associated DMV Medical Card and copies of certificates that document heavy equipment training, road construction classes/courses or other related certified training that supports each candidate's ability to meet the "MINIMUM QUALIFICATIONS" as listed above. Any questions concerning the application and testing process for this position may be answered by calling 203-924-1555 Ext 1310 or 1413.

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MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. Pursuant to Article VII of the Merit System, the qualified candidates will be invited to participate in an oral panel interview. A score of the oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will promote. **Pursuant to Article VII, this position shall be a promotional examination.**

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF

CITY OF SHELTON

DEPARTMENT OF HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: MAINTAINER II

GENERAL DESCRIPTION:

Performs a variety of skilled tasks in all phases of construction and maintenance activities. Performs skilled work in the operation of light duty equipment in connection with any phases of municipal operations.

SUPERVISION RECEIVED:

Works under the supervision of a Crew Leader, Foreman of Highways or a designated representative of the Superintendent and indirectly under the Superintendent of Highways and Bridges.

SUPERVISION EXERCISED. May supervise Maintainer I and Maintainer II employees according to assignment by the Superintendent of Highways and Bridges. May serve as a crew leader in carrying out tasks assigned by the Superintendent.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable physical strength and stamina. Ability to follow written and oral instruction. Thorough knowledge of processes and materials used in particular skill and thorough knowledge of skilled tasks involved in the maintenance, repair and construction of roadways, sewage lines and water drains. Mechanical aptitude, including the ability to operate specialized maintenance and construction equipment during weather emergencies plus the ability to work well with others.

QUALIFICATIONS:

A minimum of three (3) years' work experience in general Highways and Bridges maintenance and repair in which at least one (1) of those years includes experience in the operation of light maintenance and construction equipment.

CITY OF SHELTON

DEPARTMENT OF HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: MAINTAINER II

PHYSICAL REQUIREMENTS:

Requires the ability to perform arduous physical labor and to lift up to one hundred (100) pounds, climb and descend ladders and operate equipment. Ability to stand, kneel and bend frequently.

SPECIAL REQUIREMENTS:

A valid, Connecticut Class B Commercial Driver's License (CDL). Availability to report for or to continue to work extended hours during weather emergencies or in other unusual circumstances. Must have experience handling a large snow plow and or sander truck along with experience with a front-end loader for filling a large truck.

Employees in this grade may be assigned to operations characteristic of Highway Maintainer I or occasionally to operations of a higher grade in an emergency, relief, or trainee basis, or seasonally, but not for such major part of the year as to warrant definite classification in the other groups or to exercise some lead man or working foreman supervision in the particular area to which assigned. Classification of such employees will be based on judgment as to their major field of operations, together with difficulty and responsibility of the tasks involved.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.