Internal Opportunity for City of Shelton Employees

Notice of Internal Posting

Please post this notice in your department where employees can see it. This opportunity is for City of Shelton employees only. Any qualified and interested employee may submit a completed application to the Human Resources Department before the deadline of April 8, 2022.

This posting is notice for the vacancy of a Renovation and Reconstruction Worker. All Department Heads and Supervisors must post on department bulletin boards until the position is filled.

City of Shelton Job Applications are available outside of the Human Resources office, on the City Human Resources page or on the table in the foyer of the Tax Collector's office.

Thanks for your help in sharing the open position notice.

Katherine Christopher
Director of Human Resources
CITY OF SHELTON JOB POSTING 03182022
MAYOR'S OFFICE
JOB TITLE: RENOVATION AND RECONSTRUCTION WORKER
YEARLY SALARY: $56,063 – $104,530*

NOTICE OF PROMOTIONAL EXAM:

In accordance with 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 a Renovation and Reconstruction Worker position.

GENERAL DESCRIPTION: This is responsible, skilled and semi-skilled building remodeling, renovation and reconstruction work involving municipal buildings. Work involves responsibility for performing a variety of building trade type functions connected with the construction, remodeling, renovation, and reconstruction of physical structures and city owned municipal buildings. This position also has the responsibility for making technical construction and reconstruction decisions. The work requires that the employee have good knowledge, skill and ability in the field of building remodeling and reconstruction.

SUPERVISION RECEIVED: Works under the general supervision of the Building Maintenance Supervisor and the Mayor and/or his designee.

SUPERVISION EXERCISED: May, when assigned by the Mayor or the Building Maintenance Supervisor or their designee, have direct supervision over all employees assigned to him/her.

EXAMPLES OF DUTIES: The Renovation and Reconstruction Worker will use a variety of hand tools, power tools and other specialized equipment in a licensed or specialized trade field, which will include, depending on their license or skills, installation and/or moving electrical wiring, electrical fixtures and computer wiring; repairing plumbing, sinks, drains; construction, repair, and/or carpentry work, cabinetry work, tiling, carpeting, trimming and remodeling and renovation of building fixtures and physical structure in municipal buildings in accordance with blueprints, manuals and building codes.

*This is an hourly position and the hourly rates would be between $26.95/hour to $50.25/hour depending on the license held and the experience of the candidate.
CITY OF SHELTON JOB POSTING 03182022
MAYOR’S OFFICE
JOB TITLE: RENOVATION AND RECONSTRUCTION WORKER
YEARLY SALARY: $56,063 – $104,530*

The Renovation and Reconstruction Worker will perform work in a safe manner and will observe all safety procedures; inspects and performs routine maintenance of tools prior to their use; performs work of lower classification such as snow removal as necessary; oversees the work of helpers as assigned and performs related work as required.

The Renovation and Reconstruction Worker Job Description is attached describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of tools, equipment and methods of the building repair and maintenance field and knowledge of the work standards and safety procedures in building repair/maintenance field. Good skill in the use of a variety of hand and power tools used in building maintenance work, with the ability to perform repairs and maintenance work safely, effectively and efficiently. Ability to follow oral and written instructions and good ability to communicate orally. Must obtain and maintain the necessary trade licenses, e.g., electrical, plumbing etc. for the position hired to perform. Ability to perform special trade work, e.g., tiling, carpentry, trimming etc. Considerable ability to pay attention to detail in construction, reconstruction and remodeling. Considerable ability to establish and maintain effective working relationships with superiors, administration, associates and the general public.

EDUCATION, EXPERIENCE AND TRAINING: A high school diploma or the equivalent plus two (2) years of building repair/maintenance work or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Possesses or will obtain and maintain various trade licenses as may be required, e.g., electrical, plumbing etc. or experience in other remodeling of structures and buildings, such as carpentry, tiling, carpeting, HVAC installation and maintenance, trimming etc.

SPECIAL REQUIREMENT: Must meet and maintain required licenses for work assigned. Must possess and maintain a valid Connecticut Driver's License.

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.
CITY OF SHELTON JOB POSTING 03182022
MAYOR'S OFFICE

JOB TITLE: RENOVATION AND RECONSTRUCTION WORKER
YEARLY SALARY: $56,063 - $104,530*

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 p.m.
Friday, April 8, 2022, at Shelton City Hall, Human Resources Office on the first floor of
Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

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 test. A score of the oral test will
determine the ranking assigned to each candidate. The top ten (10) candidates will remain on
a certified hiring list for at least one (1) year from which the City will promote. Pursuant to
Article VII, this position shall be a promotional examination.

PROBATIONARY PERIOD: The successful candidate shall be considered probationary for
six (6) months following the first day of work for the City of Shelton.

STARTING SALARY RANGE: $56,063 - $104,530* This is a Grade 23 hourly position
within the City of Shelton Merit System. *The hourly rates would be between the range of
$26.95/hour to $50.25/hour depending on the license held and the experience of the candidate
per the City of Shelton Merit System and Personnel Rules by City of Shelton Ordinance #908
adopted by the Board of Aldermen on February 8, 2018.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the City
of Shelton Merit System and Personnel Rules as adopted by the City of Shelton Ordinance
#908.

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

MAYOR'S OFFICE

JOB DESCRIPTION

TITLE: RENOVATION AND RECONSTRUCTION WORKER

GENERAL DESCRIPTION: This is responsible for skilled and semi-skilled building remodeling, renovation and reconstruction work involving municipal buildings.

Work involves responsibility for performing a variety of building trade type functions connected with the construction, remodeling, renovation, and reconstruction of physical structures and City owned municipal buildings. Work includes using hand tools, power tools and other specialized equipment; installing and/or moving electrical wiring, plumbing, carpentry work, cabinetry work, tiling, carpeting, trimming and remodeling and renovation of other building fixtures, painting, sanding and refinishing structures and constructing and repairing walls, partitions and shelves; repairing plumbing fixtures, drains and pipes, installing and repairing HVAC equipment, demolishing walls, tiles, pipes, electrical conduit and removal of debris in the remodeling process and carrying out other renovation and remodeling functions on city owned buildings. This position also has the responsibility for making technical construction and reconstruction decisions. The work requires that the employee have good knowledge, skill and ability in the field of building remodeling and reconstruction.

SUPERVISION RECEIVED: Works under the general supervision of the Building Maintenance Supervisor and the Mayor and/or his designee.

SUPERVISION EXERCISED: Has direct supervision over all employees assigned to him/her by the Building Maintenance Supervisor or the Mayor.

EXAMPLES OF DUTIES:

• Uses a variety of hand tools, power tools and other specialized equipment;
• Installs and/or move electrical wiring, electrical fixtures and computer wiring;
• Installs and/or repairs plumbing, sinks, drains;
• Constructs, repairs, and/or performs carpentry work, cabinetry work, tiling, carpeting, trimming and remodeling and renovation of building fixtures and physical structures in municipal buildings in accordance with blueprints, manuals and building codes.
• Performs work in a safe manner and observes all safety procedures.
• Inspects and performs preventive maintenance of tools prior to their use.
• Performs work of lower classification such as snow removal as necessary.
• Oversees the work of helpers as assigned.
• Performs related work as required.
CITY OF SHELTON

MAYOR'S OFFICE

JOB DESCRIPTION

TITLE: RENOVATION AND RECONSTRUCTION WORKER

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of tools, equipment and methods of the building repair and maintenance field.
- Good knowledge of the work standards and safety procedures in the building repair and maintenance field.
- Good skill in the use of a variety of hand and power tools used in building maintenance work.
- Good ability to perform repair and maintenance work safely, effectively and efficiently.
- Good ability to follow oral and written instructions and good ability to communicate orally.
- Obtain and maintaining trade licenses, e.g., electrical, plumbing etc.
- Ability to perform special trade work, e.g., tiling, carpentry, trimming etc.
- Occasional requirement to oversee the work of others.
- Considerable ability to establish and maintain effective working relationships with coworkers.
- Considerable ability to communicate effectively orally.
- Considerable ability to pay attention to detail in construction, reconstruction and remodeling.
- Considerable ability to establish and maintain effective working relationships with superiors, administration, associates and the general public.

QUALIFICATIONS: A high school diploma or the equivalent plus two (2) years of building repair/maintenance work or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Possesses or will obtain and maintain various trade licenses as may be required, e.g., electrical, plumbing etc. or experience in other remodeling of structures and buildings, such as carpentry, tiling, carpeting, HVAC installation and maintenance, trimming etc.

SPECIAL REQUIREMENTS: Must possess and maintain a valid Connecticut Class 3 driver's license.

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