NATURE OF WORK: This is responsible, skilled and semi-skilled building maintenance work involving the maintenance of public-school buildings and property.

Work involves responsibility for performing a variety of building trades type functions connected with the maintenance of public-school buildings. Duties include the repair and maintenance of physical structures using hand tools and power tools; replacing defective electrical switches and other fixtures, painting structures and constructing and repairing walls, partitions and shelves; repairing plumbing fixtures and carrying out preventive maintenance functions on boilers, motors and fans. This position also has the responsibility for making technical repair and maintenance decisions. The work requires that the employee have good knowledge, skill and ability in the field of large building repair and maintenance.

EDUCATION, EXPERIENCE AND TRAINING: Any combination of education, training, experience and physical condition which would indicate ability to do the work. Minimum of two (2) years in repair and maintenance work or an equivalent combination of education and qualifying experience substituting on a year for year basis. Must have and maintain a good driving record with a CT class 3 driver’s license. Must be able to operate a snow plow.

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. Good skill in the use of a variety of hand and power tools used in 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. Ability to troubleshoot and install repairs and replacement parts and systems. Considerable ability to establish and maintain effective good relationships with coworkers. Physical ability to perform job responsibilities including, but not limited to heavy lifting, bending, climbing, pushing, shoveling.

PHYSICAL REQUIREMENTS: While performing the duties of this position, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee may occasionally push or lift, including overhead lifting, between fifty and seventy pounds. The employee is directly responsible for the safety, well-being or work output of other people. Specific vision abilities required by this job include close vision, such as to read hand written or typed material and the ability to focus. The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff.

HOW TO APPLY: Applicants must 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.

**MERIT SYSTEM TESTING:** Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written and practical tests will be invited to participate in an oral panel interview. A combined score of the written and practical tests and 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 (1) year from which the City will hire. All job openings shall be advertised and filled in accordance with the applicable provisions of the City’s Merit System Ordinance.

**PROBATIONARY PERIOD:** The successful candidate(s) shall be subject to a ninety (90) day probationary period following the first day of work for the City of Shelton Public Schools.

**STARTING HOURLY RATE:** $31.29 per the Collective Bargaining Agreement by and between the City of Shelton Board of Education and International Union of Operating Engineers, Local 30.

**JOB CLASSIFICATION:** This position is subject to the Collective Bargaining Agreement by and between the City of Shelton Board of Education and International Union of Operating Engineers, Local 30.

**APPLICATION CLOSING DATE:** Applications will be accepted through 5:30 pm Friday, November 18, 2022, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

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/ME
SHELTON BOARD OF EDUCATION

MAINTENANCE DEPARTMENT

JOB DESCRIPTION

TITLE: BOE MAINTENANCE TRADE WORKER

GENERAL DESCRIPTION: This is responsible, skilled and semi-skilled building maintenance work involving the maintenance of public school buildings and property.

Work involves responsibility for performing a variety of building trades type functions connected with the maintenance of public school buildings. Duties include the repair and maintenance of physical structures using hand tools and power tools; replacing defective electrical switches and other fixtures, painting structures and constructing and repairing walls, partitions and shelves; repairing plumbing fixtures and carrying out preventive maintenance functions on boilers, motors and fans. This position also has the responsibility for making technical repair and maintenance decisions. The work requires that the employee have good knowledge, skill and ability in the field of large building repair and maintenance.

SUPERVISION RECEIVED:

Works under the general supervision of the Custodial/Maintenance Supervisor or his designee.

SUPERVISION EXERCISED:

None.

EXAMPLES OF DUTIES:

Does general repair of school buildings, such as painting, installing lights, switches and conduit, and laying floors and tile.

- Uses a variety of hand and power tools to repair and maintain plumbing, physical structures, electrical wiring and fixtures in municipal buildings in accordance with blueprints, manuals and building codes.
- Builds frames, shelves and furniture. Makes and assembles cabinets and other prefabricated furniture.
- Repairs plumbing in lavatories and cafeterias.
- Makes minor repairs to and cleans steam boilers.
- Requisitions supplies and equipment.
- Assists in establishing repair priorities, maintains inventory.
- Ensures that safety standards and regulations are maintained and enforced.
- Performs snow removal. Must demonstrate ability to learn and adopt new job skills.
- Performs work in a safe manner and observes all safety procedures.
- Inspects and performs preventative maintenance of tools prior to their use.
- Performs work of lower classification such as snow removal as necessary.
- Performs related work as required.
SHELTON BOARD OF EDUCATION

MAINTENANCE DEPARTMENT

JOB DESCRIPTION

TITLE: BOE MAINTENANCE TRADE WORKER

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
- Good skill in the use of a variety of hand and power tools used in 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.
- Ability to troubleshoot and install repairs and replacement parts and systems.
- Considerable ability to establish and maintain effective good relationships with coworkers.
- Physical ability to perform job responsibilities including, but not limited to heavy lifting, bending, climbing, pushing, shoveling.

PHYSICAL REQUIREMENTS: While performing the duties of this position, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee may occasionally push or lift, including overhead lifting, between fifty and seventy pounds. The employee is directly responsible for the safety, well-being or work output of other people. Specific vision abilities required by this job include close vision, such as to read hand written or typed material and the ability to focus. The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff.

QUALIFICATIONS:

Any combination of education, training, experience and physical condition which would indicate ability to do the work. Minimum of two (2) years in repair and maintenance work or an equivalent combination of education and qualifying experience substituting on a year for year basis.

SPECIAL REQUIREMENTS:

A written/practical and oral examination will be required, weighted 50% written/practical and 50% oral. Must have and maintain a good driving record with a CT class 3 driver’s license. Must be able to operate a snow plow.