

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2297

OPEN COMPETITIVE EXAMINATION FOR:

School Inspector / School Maintenance Supervisor

SALARY: \$115,854.10 - \$136,668.89 per year

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; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: May be obtained by visiting our website at www.waterburycct.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 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.

DISTINGUISHING FEATURES OF THE CLASS: This class is accountable for the overall operations and maintenance of all school facilities in the Waterbury Public Schools, including the development and implementation of long range facility plans and capital projects. The School Inspector creates and monitors the development and implementation of yearly operating budgets and provides input on capital project budgets to the City. This class is also accountable for independently conducting plan reviews and inspections of facilities for compliance with construction, fire safety and other applicable codes and regulations. Guidelines for Class Use: The employee in this class directs and exercises judgment over all subordinate employees in the maintenance and repair of school buildings, grounds and related equipment. Employee's work is under the general supervision of the Superintendent of Schools and direct supervision of the Chief Operating Officer.

EXAMPLES OF WORK: (Illustrative Only)

Completes federal and State inspection forms; Consults with facility administrators regarding building, fire and health safety code requirements and corrective measures; Creates a staff development plan that includes ongoing training and employee recognition; Creates and executes long range facility plans and capital projects with central office administrators, building principals, BOE Projects Manager, architects, engineers, consultants and City and State officials; Maintains records to support departmental activities and prepares projections and reports on regular operations; Outlines improvements in operational procedures and standards to maximize resources; Oversees the activities of custodial, maintenance and outsourced services to maintain and improve conditions in all schools; Oversees the administration of all functions related to building operations and facilities planning; Performs monthly on-site inspection surveys of BOE facilities and provides detailed weekly inspection reports on findings, including deficiencies requiring work/task orders for corrective maintenance and planning for capital replacements; Prepares and presents documentation for conferences, meetings and hearings; Proactively recommends changes in organization, processes and procedures to improve operations, enhance services in schools and ensure that school safety programs are monitored; Provides detailed budget recommendations to address ongoing operational and preventive maintenance needs for schools; Recommends and implements energy conservation measures; Represents the school district at various meetings, conferences and events at the discretion of the Chief Operating Officer;

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EXAMPLES OF WORK: (Continued)

Responds to complaints regarding physical plant or fire safety; investigates causes of fires; Reviews documentation, inspects, gathers data and evaluates building interior, exterior, site conditions, building systems and life safety equipment; Reviews facility related plans and specifications; may conduct site inspection and feasibility studies for location, renovation or conversion of facilities; Serves as the facilities advisor to the Chief Operating Officer, Superintendent, Board of Education and school house committee; Supervises and coordinates all capital improvement projects in District facilities and coordinates implementation with BOE Projects Manager, central office administrators and building principals; Tests and documents results of required emergency systems; Under the guidance of the Department of Personnel and Talent Management, makes employee selections, assignments, transfers, and annual performance reviews for all custodial, maintenance and support personnel and administers the applicable Collective Bargaining Agreement(s); Writes citations, narrative reports and other documentation or correspondence as required; May conduct in-service training of department staff and other state agencies as required; May participate in disaster preparedness program, serving as a member of division response team; May review facility plans and provide advice to architects, engineers, providers and contractors concerning code compliance; Supervises all staff assigned to the office of Building Inspections; Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of laws, ordinances and codes pertaining to school facility operations, building construction, energy conservation measures, and green cleaning; Comprehensive knowledge of the operation and maintenance of mechanical, energy management and structural systems in schools; Knowledge of and ability to design and administer capital projects with multiple funding sources, including development of specifications, and procurement of contractual services; Knowledge of building materials and equipment; Knowledge of building, health and fire safety codes and standard tests for fire rating; Knowledge of principles, practices and methods of building design, construction and systems; Knowledge of computer based maintainable asset and work order management systems; Knowledge of Preventive Maintenance procedures and attendant functional requirements; Knowledge of HVAC and controls troubleshooting requirements and associated lifecycle analysis and planning; Some knowledge of health facility building requirements; Interpersonal skills; Oral and written communication. skills; Ability to analyze, organize and lead a diverse facilities workforce; Ability to communicate effectively with a variety of audiences; Ability to inspect buildings and interpret codes; Ability to review plans and specifications in relation to code compliance; Ability to utilize computer software; Ability to work with individuals from diverse backgrounds.

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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 REQUIRED EXPERIENCE:

REQUIRED EDUCATION AND EXPERIENCE:

1. Eight (8) years of experience in building management and/or inspections or in the operations or maintenance of buildings.
2. Two (2) years of the General Experience must have been in the supervision of custodial and maintenance services and building operations.
3. Three (3) years' experience in working with and/or managing HVAC, Energy Management & Controls Systems.
4. Bachelor's degree from a recognized college or university in architecture, civil or structural engineering, business administration, property/construction management or related field. Or Technical School training in an Engineering and/or Building Science discipline.

Substitution Allowed: College or Technical School training in an Engineering and/or Building Science related discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Special Requirement(s):

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.
2. Must obtain Asbestos Supervisor's Certificate within six (6) months of certification.

LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Incumbents in this class are required to possess and maintain a current Motor Vehicle Operator's License and have a good driving record.
2. Must provide one's own transportation in accordance with City's personal vehicle use policy and for which travel reimbursement is provided.

COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION - COLLEGE DEGREE, TRANSCRIPTS, & CERTIFICATES ETC.

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: School Inspector/School Maintenance Supervisor

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from students. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

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			
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.)							
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							
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 and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.

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/D/V

EEOP Utilization Report available upon request

Waterbury Public Schools **DRAFT**

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE

Education Building and Facilities Project Manager

DEPARTMENT

Office of the School Inspector

BARGAINING UNIT CLASSIFICATION

Follows WMAA (Managers)

REPORTS TO:

Superintendent of Schools or his/her designee

FLSA DESIGNATION

Exempt

Salary: \$ 130,000 to \$160,000

(negotiable based on level of experience)

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for the expense and capital projects of all school facilities in the Waterbury Public Schools, including the development and implementation of long range facility plans and capital projects. The Project Manager (job class title TBD) plans, creates, and executes the development and implementation of annual and long-range (3-5 year) budgets and planning for infrastructure assets. Also providing guidance and input on capital project budgets to the City. This class is also accountable for conducting plan reviews and inspections of facilities for compliance with construction, fire safety and other applicable codes and regulations jointly with the School Inspector.

Guidelines for Class Use: The employee in this class works closely with the School Inspector to direct and exercise judgment over all subordinate employees in the maintenance and repair of school buildings, grounds, and related capital assets in use. The employee in this class works closely and collaboratively with the Office of Accounting and Procurement to ensure that planned and executed work within their charge meets all the requisite rules, guidelines and laws governing contracted work for the School District and the City. Employees work under the general supervision of the Superintendent of Schools and direct supervision of the Chief Operating Officer.

PART II - QUALIFICATIONS

A. EDUCATION AND EXPERIENCE

1. Eight (8) years of school building/facilities construction management experience.
2. A Bachelor's degree in Engineering, Construction Management or Building Science.
3. Demonstrated experience in designing and/or managing HVAC, Energy Management & Building Controls Systems is highly desirable.

Substitution Allowed:

1. Technical School training and certification in commercial or industrial HVAC may be substituted for a bachelor's degree as described and stated above.

Special Requirement(s):

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.
2. Must obtain Asbestos Supervisor's Certificate within six (6) months of certification.

B. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Incumbents in this class are required to possess and maintain a current Motor Vehicle Class D Operator's License and have a good driving record.
2. Must provide one's own transportation in accordance with City's personal vehicle use policy and for which travel reimbursement is provided.
3. Must maintain all currently held required certifications and professional licenses current and viable throughout their employment in this class.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of laws, ordinances and codes pertaining to school facility operations, building construction, energy conservation measures, and environmental guidelines
- Working knowledge of the operation and maintenance of, mechanical, electrical, energy management, structural and recreational systems in schools
- Proficient in the ability to design and administer capital projects with multiple funding sources, including development of specifications, and procurement of contractual services
- Working knowledge of building materials and equipment
- Working knowledge of building, health and fire safety codes and standards
- Knowledge of principles, practices and methods of building design, construction, and systems.
- Knowledge of American with Disabilities Act (ADA) requirements for buildings and facilities.

- Knowledge of computer-based maintainable asset and work order management systems
- Knowledge of Preventive Maintenance procedures and their functional requirements
- Knowledge of HVAC and controls troubleshooting requirements and associated lifecycle analysis and planning.
- Observe and report the need for maintenance and repair
- Knowledge of health facility building requirements.
- Demonstrated interpersonal skills
- Oral and written communication skills.
- Ability to communicate effectively with a variety of audiences.
- Ability to inspect buildings and interpret compliance codes.
- Ability to review plans and specifications in relation to code compliance.
- Proficiency in utilizing computer software; including Spreadsheet applications, Word Processing applications, Presentation (slide deck) applications, Project scheduling applications, Remote meeting applications, Functional knowledge of CAD applications
- Ability to work with individuals from diverse backgrounds.
- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination

PART III - DUTIES & RESPONSIBILITIES (The following identifies the primary and essential functions of the position and is not intended to be an exhaustive list of all duties and responsibilities)

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| <ul style="list-style-type: none"> ● Performs Capital and Expense project planning, management, and coordination. ● Actively coordinates and communicates with Finance/Accounting, Procurement, IT, O&M, and The Mayor's Office. ● Prepares project and departmental estimates and budgets. ● Meets project deliverables on time and according to prepared and schedules. ● Performs asset management lifecycle cost and Replacement Asset Value (RAV) analysis ● Works collaboratively with management, contracted consultants, and key stakeholders to plan for current and future academic program needs requiring infrastructure and asset investment and prioritization. ● Evaluates and gives input to the impact of utility upgrade and refurbishment plans, coordinating with City Dept. of Public works and City Engineer's office ● Performs periodic facilities inspections in conjunction with the School Inspector, to evaluate facility conditions. Prepares inspection reports for management. ● Writes and contributes to technical RFPs, engineering specifications and creates bid-ready Conceptual Design documents. ● Performs bid leveling, conducting bidder interviews, and provides input based on contractor selection ● Performs and/or oversees construction and systems commissioning activities ● Ensures that projects are completed on forecasted budget, and reports on risks to meeting the approved budgets ● Designs mock-ups and experimental models of proposed project solutions for presentation to BOE stakeholders ● Assists the School Inspectors office to prepare regulatory documents concerning environmental, health, and safety issues as required | <ul style="list-style-type: none"> ● Researches best-in-class engineered systems and qualifying/quantifying solutions that enhance: ● Health, Safety and Environmental performance ● The needs of learning environment ● Energy and Sustainability performance ● Fiscal responsibility and transparency ● Reports documented progress to initiative and project goals periodically, using dashboard metrics, reports, and "elevator notes" as needed. ● Scheduling F2F presentations the BOE leadership team and other managing stakeholders ● Consults with the School Inspector regarding building, fire, and health safety code requirements and corrective measures. ● Creates and collaborates on long-range facility plans and capital projects with central office administrators, School inspectors, building principals, architects, engineers, consultants, and City and State officials. ● Prepares and presents documentation for conferences, meetings, and hearings. ● Recommends and helps School Inspector implement energy conservation measures. ● Represents the school district at various meetings, conferences, and events at the discretion of the Chief Operating Officer and Superintendent of Schools. ● Reviews facility-related plans and specifications; may conduct a site inspection and feasibility studies for location, renovations, or conversion of facilities. ● May conduct in-service training of department staff and other state agencies as required. ● May participate in disaster preparedness programs, serving as a member of the division response team. ● Performs other related duties as required. |
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PART IV- POSITION SUPERVISE

Oversees and supervises staff as directed by the Chief Operating Officer and Superintendent of Schools.

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 is required. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and risk of injury from equipment. The City may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles. Incumbents in this class may be exposed to some risk of injury or physical harm from exposure to building construction sites, fire scene or structural failure environments, and a moderate degree of discomfort from exposure to year-round weather conditions.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)					
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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.)									
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									
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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					
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Prepared on: May 13, 2021