

Job Vacancy Notice

Position: Full-Time Maintenance Trade Worker – Board of Education

Please display this notice on your department bulletin board where all employees can easily see it.

The City of Shelton is announcing a vacancy for the position of **Full-Time Maintenance Trade Worker** with the **Board of Education**. In accordance with the City of Shelton Merit System, all applications must be submitted to the **City Human Resources Department**. The recruitment process—including testing and interviews—will be conducted by the City's HR Department.

How to Apply:

City of Shelton Job Applications are available:

- Outside the Human Resources Office
- On the City Human Resources webpage
- On the Bulletin Board in the foyer of the Tax Collector's Office

Thank you for your assistance in posting and sharing this opportunity within your department.

Sincerely,

Lisette Colón

Director of Human Resources

CITY OF SHELTON JOB POSTING 04202025
SHELTON PUBLIC SCHOOLS
JOB TITLE: MAINTENANCE TRADE WORKER
HOURLY RATE: \$33.45

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 valid CT 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.
- First Hand knowledge of the work standards and safety procedures. Excellent skills in the use of hand and-power tools used in maintenance work.
- Established record in the ability to perform, repair and maintain, safely, effectively and efficiently.
- Willingness to follow oral and written instructions and effective communications.
- Ability to troubleshoot and install repairs and replacement parts and systems.
- Considerable ability to establish and maintain effective good relationships with

This position description is not intended to be a comprehensive listing of all duties and responsibilities, and does not constitute a contract of employment.

The City of Shelton is an equal opportunity employer. EOE/M/F/D/V.

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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 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 (120) day probationary period following the first day of work for the City of Shelton Public Schools.

STARTING HOURLY RATE: **\$33.45** per the Collective Bargaining Agreement by and between the City of Shelton Board of Education and International Union of Operating Engineers, Local 30.

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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 (Monday, May 12, 2025 until 5:30 p.m. at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

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