

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
MAINTENANCE SUPERVISOR 2 (GENERAL)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list – OPEN TO DDS EMPLOYEES ONLY  
**Location:** Maintenance Services, Norwich, CT  
**Job Posting No:** 021999  
**Hours:** First Shift, Full-Time, Monday-Friday – 7:00AM – 3:00PM  
**Salary:** \$2,089.28 Bi-Weekly  
**Closing Date:** July 29, 2013

**Eligibility Requirement:** Candidates must have applied for and passed the Maintenance Supervisor 2 (General) Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** The Maintenance Supervisor 2 is responsible for the on-going maintenance of thirteen (13) DDS South Region community living arrangements. Eleven (11) of these properties are licensed by the Department of Developmental Services and have an annual or bi-annual licensing survey, During this licensing survey, the physical plant is inspected. Any deficiencies that are to be corrected are the responsibility of this position. This position also oversees the physical plant operations of Camp Harkness, a 104 acre year-round camp for individuals with disabilities. The property sits adjacent to Long Island Sound The Maintenance Supervisor 2 also carries the "after hours on call" phone for the eastern portion of the South Region. This position oversees projects (some of which are funded by bond funding). The Maintenance Supervisor 2 works directly with vendors, contractors and sub-contractors. The Maintenance Supervisor 2 also interfaces with state and local fire marshals. The Maintenance Supervisor 2 makes necessary purchases with his P-Card after submitting a purchase request. The Maintenance Supervisor 2 also prepares the receipts that must be turned into our business office in a timely manner. The Maintenance Supervisor 2 supervises eight (8) Maintenance staff on the eastern side of the region. This person schedules, assigns, oversees and reviews the work of staff, provides staff training and assistance, and conducts performance evaluations.

**Minimum Qualifications Required** Considerable knowledge of modern methods and equipment used in the maintenance of our facilities; considerable knowledge of relevant State and national codes and regulations; considerable interpersonal skills; considerable oral and written communication skills; skills in performing technical duties of the class; considerable ability to read and interpret specifications, blueprints and sketches; supervisory ability. Must have computer skills.

**Knowledge, Skills And Ability**

**General Experience:** Six (6) years' experience in the maintenance and repair of buildings.

**Special Experience:** Four (4) years of the General experience must have included performing skilled tasks in the maintenance and repair of buildings. NOTE – For state employees, the Special Experience will be interpreted at or above the level of Skilled Maintainer.

**Special Requirements:**

1. Incumbents in this class may be required to travel within the state in the course of their daily work.
2. Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

**PHYSICAL REQUIREMENT:** Incumbents 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. A physical examination may be required.

**WORKING CONDITIONS:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

The appointing authority 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.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 Employment Application which can be located at [www.das.state.ct.us](http://www.das.state.ct.us), cover letter, resume, and last two (2) performance appraisals. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59 PM on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

DEPARTMENT OF DEVELOPMENTAL SERVICES  
104 SOUTH TURNPIKE ROAD  
WALLINGFORD, CT 06492  
FAX: 203-294-5160 PHONE: 203-294-5122

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.