

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
BUILDINGS AND GROUNDS PATROL OFFICER - (SUMMER DURATIONAL WORKER)**

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

Open To: Public
Position: Buildings & Grounds Patrol Officer – Summer Durational Worker
Location: Camp Harkness, Waterford, CT
Salary: PS 5 Step 1 \$18.71 per hour
Closing Date: May 2, 2015

Job Posting No.	Full/Part	Schedule
111239	Full Time; 80 Hrs Bi-Weekly	Sunday – Thursday 10:00 PM – 6:00 AM
111240	Part Time; 40 Hrs Bi-Weekly	Saturday & Sunday – 9:00 PM – 7:00 AM
111241	Part Time; 40 Hrs Bi-Weekly	Friday - 2:00 PM – 6:00 PM; Saturday & Sunday – 9:30 AM – 6:00 PM

Duration of Appointment: This is a durational position and will end no later than October 16, 2015. Incumbent will not be entitled to any State employee benefits.

Examples of Duties At Camp Harkness, this position will serve to provide basic security services designed to ensure the control and safety of individuals with disabilities, employees and the visiting public. Duties include but are not limited to: Enforce regulations relating to parking and traffic control; direct traffic and individuals on state property; give information and assistance to visitors; guard entrances and exits to prevent trespass, vandalism, theft and other violations; perform routine vehicle and foot patrol duty; provide security escorts; provide first aid when necessary; perform record keeping functions at a desk post; may assist in fire prevention and fire-fighting activities; may assist in emergency activities including drills and evacuations; may perform other duties as related.

Knowledge, Skills and Abilities: Interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

General Experience: Any experience or training which would provide the skills and abilities indicated above.

Preferred Experience: Preference will be given to applicants with demonstrated experience working with individuals with disabilities.

Working Conditions: Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty, and to some danger of injury in performing the duties of the class.

Physical Requirements: 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. A physical examination will be required.

Special Requirements:

1. Incumbent must possess and retain a valid Driver's license. Incumbent will be required to operate a motor vehicle.
2. Incumbent must possess and retain CPR certification.

Character Requirements: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

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

Application Procedure for Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Two letters of reference must be included with the application by the closing date above. **NOTE:** Applicants need only submit one application and indicate the order of their preference regarding Job Posting Numbers if applicants wish to be considered for multiple Buildings and Grounds Patrol Officer positions.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

**Application materials can be emailed, faxed, or mailed to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

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.