

**JOB POSTING
CONNECTICUT MENTAL HEALTH CENTER
MAINTAINER (DURATIONAL/TEMPORARY)-CM26593
Open to the Public**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519
Program/Unit: Plant Operations **Salary:** Biweekly \$1,132.80 / Hourly \$15.11
Shift/Schedule/Hours: 1st Shift / Monday – Friday / 7:30 AM – 3:30 PM / Full Time 37.5 hours weekly
Posting Date: January 3, 2013 **Closing Date:** January 12, 2013

Duties may include but not limited to: This position is a durational/temporary position. Inspects all equipment at start and end of shift to identify and minimize safety hazards ;maintains equipment in a clean, safe operating condition according to facility policies; operates all equipment in a safe manner as required by the manufacturers and the facility; cleans patient rooms, corridors, elevators, stairwells, public areas and treatment rooms; replenishes supplies as required in specific assigned work areas (unit bathroom, patient rooms, etc.); maintains and monitors cleaning supplies on cart and in housekeeping; cleans floors following specific procedure for mopping, buffing, vacuuming, stripping, waxing and polishing using appropriate equipment such as polishers and buffers; cleans baseboards, windows, light fixtures, walls, woodwork, furniture, lavatories, and shower stalls, ceiling vents; may move furniture; may be required removal of hazardous and/or animal waste; performs related duties as required.

Knowledge, Skill and Ability: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

Experience and Training: Any experience and training which provide the knowledge, skills and abilities listed above.

Special Requirement: Incumbents in this class may be required to possess appropriate current licenses or permits. Incumbents must possess and retain a valid driver's license and may be required to travel.

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 duties. A physical examination may be required.

NOTE: This position is temporary. The temporary assignment is needed. The position can expire or when the incumbent returns, or if there is no longer a need for the position. There is no guarantee of a permanent position. Benefits and leave accruals/holidays will be in accordance with bargaining unit contract language and Connecticut General Statutes.

Special Requirements: Must possess and retain a current motor vehicle operator's license. Incumbents in this class may be required to travel.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Maintainer applying to a Maintainer posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional or demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
DMHAS – Connecticut Mental Health Center
Ryan Howe, Human Resource Associate
34 Park Street, New Haven, CT 06519
Fax : (203) 974-7637 Email : Ryan.Howe@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-2