

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
GENERAL TRADES WORKER
CAPITOL REGION MENTAL HEALTH CENTER, PLANT OPERATIONS

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

Open To: The Public
Location: 500 VINE STREET, HARTFORD, CT
Job Posting No: CR 27386
Hours: MONDAY THROUGH FRIDAY; 1ST SHIFT; 8:00 AM TO 4:30 PM/40 HRS PER WEEK
Salary: \$42,646.00 Annually
Closing Date: August 19, 2012

Duties may include but are not limited to: Independently performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel and material required on assigned tasks; keeps necessary records; performs duties to the trade or trade areas as required; may lead Qualified Craft Worker Interns, Skilled Maintainers, Maintainers, or other lower level employees as assigned; performs related duties as required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records.

General Experience: Four (4) years' experience in one or more trade areas.

Special Experience: Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. **Note:** For State employees, the Special Experience will be interpreted **at or above** the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

Substitution Allowed: 1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience. 2. Two (2) years' experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

Special Requirement: Incumbent must possess and retain a valid motor vehicle operator's license.

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.

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

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 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/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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

Ramona Sablón, Human Resources Specialist/HR Director
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06112
Fax: (860) 297-0931 - E-Mail: jellena.jones@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 is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (NP-2)