

JOB OPPORTUNITY – OPEN TO STATE EMPLOYEES

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)
MAINTAINER – Position Number: WC86758**

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

Open To: State Employees

Location: Western Connecticut Mental Health Network

Program/Unit: Administration / Waterbury Area

Shift/Schedule/Hours: 1st Shift - Monday-Friday – 7:30 a.m. – 3:30 p.m. – 37.50 Hours/Week

Posting Date: August 17, 2012 Closing Date: August 26, 2012

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

Duties may include but not limited to: Provides building maintenance for Western Connecticut Mental Health Network Waterbury Area. Performs preventive maintenance tasks and minor repairs, perform custodial functions as required, which include but may not be limited to: vacuuming, dusting, cleaning floors and other surfaces, cleaning/replacing vent filters, replacing light bulbs and ceiling tiles, arrange for carpet cleaning, painting, snow removal and movement of furniture. Liaison with owner of building regarding maintenance services including plumbing, electrical, mechanical, snow removal, etc. Maintains and distributes agency keys as approved. Inventories, orders and distributes supplies for all Waterbury sites through CORE. Rectify any errors, which may involve phone calls as well as corresponding paperwork. Serve as courier as needed. Interfaces with housekeeping vendors. May be required to remove hazardous waste and/or animal waste. Demonstrates basic computer skills, knowledge of agency policies and procedures, ability to comply with agency attendance and work rule requirements, current knowledge of safe work practices. Perform other duties as required.

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

Knowledge, Skills and Abilities: 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.

Special Requirement: Must possess retain and current/valid Motor Vehicle Operator's License. May be required to travel.

Physical Requirement: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to extreme weather conditions and risk of injury from equipment and assaultive and/or abusive patients and/or clients.

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

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** (ex. 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 promotion/demotion candidates** must submit pages 1-7 of 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 STATE Candidates:** Individuals 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. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Angela M. Baker, Human Resources Associate – 203-805-6411

1) Email: Angela.Baker@ct.gov

OR

2) Fax: (203) 805-6432

OR

**3) Postal Mail: Western Connecticut Mental Health Network
55 West Main St., Suite 410, Waterbury, CT 06702-5501**

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)