

DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT
JOB OPPORTUNITY

SKILLED MAINTAINER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Current Department of Administrative Services (DAS) employees who meet the General Experience for the Skilled Maintainer classification.

Location: State Office Building, 165 Capitol Ave., Hartford, CT

Job Posting No: 00004201

Hours: 37.5 hours per week

Salary: TC-14 \$40,539.00 - \$52,942.00

Closing Date: August 5, 2014

Eligibility Requirement: Candidates must be current employees of the Department of Administrative Services and meet the minimum General Experience for this classification. Department of Administrative Services employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position Information: The incumbent will be responsible for performing inspections of fire extinguishers, inspection and service of exit signage, inspection and service of emergency lighting fixtures on a monthly basis for 5 State-owned properties; assisting Qualified Craft Workers in carpentry, plumbing, painting, and HVAC on a daily basis, as well as preparing/decommissioning the Connecticut Building at the Eastern State Exposition (Big E) on an annual basis, handling weekly banner installation and responding to flag position (full/half staff) as needed, performing preventative maintenance on AC units, equipment, and tools. The incumbent will also perform grounds duties including snow and ice removal and will answer the Facilities Management Help Desk telephone line and enter information in the work order system on an as-needed basis.

Knowledge, Skills and Abilities: Considerable knowledge of methods, tools, equipment, materials and procedures of specific trade or work area concerned; some knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade or work area; some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions; some ability to utilize computer software.

General Experience: Two (2) years of experience in one of the skilled trades.

Substitutions Allowed: Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for the General Experience.

Special Requirements: Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

Physical Requirement:

1. 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.
2. A physical examination may be required.

Working Conditions:

1. Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment and assaultive and/or abusive patients and/or clients.
2. 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.

Preferred Experience: In addition to the above requirements, the preferred candidate will have two (2) to four (4) years experience assisting or working alongside higher level trades people, preferably at the Qualified Craft Worker level or above.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an HR-12 Application for Employment, copies of their last two performance appraisals, and attendance records for the past two years no later than the close of business on August 5, 2014 to:

**Timothy J. Geary
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06107
FAX (860) 622-4922**

Note: This position will be filled in accordance with all reemployment/SEBAC rules. Due to a large expected response we are unable to confirm receipt of applications.

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.