

Department of Agriculture
CT Market Authority Maintainer 1

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

Open To: The Public (no exam)
Location: 101 Reserve Road, Hartford
Job Posting No: 11380
Hours: Monday through Friday, 37.5 hours (full time)
Salary: Hiring Rate TE10 = \$ 1,200.20 bi-weekly; After successful working test period increase to TC10/Step 1 \$1,333.53
Closing Date: August 1, 2014 by 4pm; no exceptions

EXAMPLES OF DUTIES: Performs custodial/preventive maintenance duties of the office areas, bathrooms, halls and stairways which includes mopping, sweeping, scrubbing, stripping, waxing, dusting, polishing glass, woodwork, walls, furniture and metal equipment; repairs minor leaks; tightens hinges, chairs, tables, desks, cabinets; attaches shelving; puts up bulletin boards, pictures, etc; collects and disposes of trash on 33 acre complex; digs ditches; shovels materials such as sand, stone, dirt and snow; operates hand and small power tools; cuts weeds or brush; cleans gutters, storm sewers and catch basins; plants flowers and shrubs; does minor repairs on motor equipment; operates cars, station wagons, trucks, vans, snow plows, pay loaders and other motor vehicle equipment; assists in performing preventive maintenance and repair tasks such as checking gauges, reading meters, repairing roads, concrete stairs, walls, metal railings, platforms, or damaged pipes on outside walls; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of building custodial work and grounds maintenance; some knowledge of the operation of various makes of trucks and motor vehicles; some knowledge of automobile engines and mechanisms; basic interpersonal skills; ability to make minor repairs to small tools and simple mechanical equipment; ability to follow written and oral instructions; ability to learn policies and procedures; record-keeping ability.

EXPERIENCE AND TRAINING: General Experience: One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license.

PHYSICAL REQUIREMENTS: 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.

COMPENSATION GUIDELINES: The entry level rate for this class will be ten (10%) percent below Step 1 of the salary grade. Upon completion of the initial working test period the incumbent's salary will be adjusted to the TC or FM pay plan, Step 1 of the salary grade for this class.

WORKING CONDITIONS: Incumbents in this class are subject to some danger of injury from trucks backing into platform areas and to some disagreeable conditions such as odors from decaying garbage and dead animals.

The preferred candidate will have current valid driver license and will retain current valid driver license; will also have the demonstrated experience in the following:

Trade skills such as painting, plumbing, carpentry; Performing preventative maintenance and repair tasks such as checking gauges, reading meters, repairing roads, concrete stairs, metal railings, platforms, damaged pipes; Moving furniture; Operation of power tools and heavy machinery such as lawn mowers, snow blowers pay loaders; Repair of automobile engines and mechanisms; Minor maintenance on railroad tracks and switches; Building custodial work and grounds maintenance; Records maintenance; Customer service skills; Working outside during inclement or extreme weather conditions

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the preferred skills should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov, MUST include CMA Maint 11380 (last name) in subject line.

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

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.