

STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE
EMPLOYMENT OPPORTUNITY

BUILDINGS AND GROUNDS PATROL OFFICER (UNCLASSIFIED)

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

Open To: The Public (See qualifications below)

Location: Regional Market, 101 Reserve Road, Hartford, CT

Hours: 40 hours per week, evenings and weekends, and some holidays

Salary: PS 05 \$36,811 - \$49,400 Annual (new hires to State will start at \$36,811.)

Closing Date: November 18, 2011

The Department of Agriculture is recruiting to fill a full-time Buildings and Grounds Patrol Officer (Unclassified) vacancy located at the Regional Market in Hartford. The Regional Market is the largest food distribution terminal between New York and Boston, with the purpose of providing a central location for farmers and wholesalers to sell and distribute food and other agricultural products. The Market covers 32 acres, contains 230,386 square feet of warehouse space, an active railroad spur, and 144 stalls in the farmers' market. Examples of duties include: Provide basic security services to insure control and safety; guard property to prevent trespass, vandalism, theft and other violations; perform routine vehicle and foot patrol duty to detect theft and other criminal acts; perform record keeping functions; collect stall fees from vendors and prepare receipts of same; enforce rules relating to parking and traffic control; direct traffic at the Market; give information and assistance to visitors; perform related duties as required.

PREFERRED CANDIDATES WILL HAVE: Experience providing security services at a building complex, with an emphasis on grounds patrol and guard duty to prevent trespass, vandalism, theft, and other violations; ability to follow oral and written instructions; ability to work independently. The effectiveness of this position necessitates exceptional attendance and dependability.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY REQUIRED:

Interpersonal skill; basic oral and written communication skill; ability to think and act quickly in an emergency with judgement and discretion.

EXPERIENCE AND TRAINING REQUIRED:

Any experience or training which would provide the skills and abilities indicated above.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness, and possess and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory acuity to perform the duties of the class.
2. Applicants may be required to pass a physical examination.

WORKING CONDITIONS:

Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty and to some danger of injury in performing the duties of the class.

APPLICATION INSTRUCTIONS:

In order to be considered for this opportunity, candidates who meet the above requirements must submit: a cover letter, two (2) completed State of Connecticut Applications (Form CT-HR-12), and the names, titles, and phone numbers of three (3) current and/or previous supervisors who may be contacted as business references. Submit to:

**Diana McKenney, Human Resources Specialist
DAS, Small Agency Resource Team, 5-East
165 Capitol Avenue
Hartford, CT 06106
or Fax: (860) 622-4923**

Please choose only one method of delivery---if you fax your application materials, do not also send it by mail. All application materials must be received no later than November 18, 2011. Due to the large number of expected applicants, we cannot confirm receipt of application materials.

The State of Connecticut Application (Form CT-HR-12) is available from human resources units of state agencies, and can be downloaded from the Internet at: <http://das.ct.gov/employment>

The filling of this vacancy will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

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.