

**Southern Connecticut State University**

**Facilities Operations Department**

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

**Closing Date:** December 16, 2011

**Job Title:** Qualified Craft Worker (Electrical) – Full Time (37.5 hrs/week) – Internal/Lateral Transfer/Promotion

**Work Schedule:** Monday – Friday; 7:00 a.m. – 3:00 p.m.  
Position includes regularly scheduled and emergency overtime after hours, weekends and holidays

**Salary Range:** \$46,054.00 - \$59,384.00 FTE

**Search Number:** C11-008

**Location:** Facilities Operations

**PURPOSE OF CLASS:**

In a state agency this class is accountable for performing a full range of highly skilled duties in the electrical trade.

**GUIDELINES FOR CLASS USE:**

Incumbents in this class will spend the majority of work time in the performance of highly skilled and specialized duties in an assigned trade area. Supervising personnel may have limited technical expertise in the respective parenthetical title.

**SUPERVISION RECEIVED:**

Works under the general supervision of a Maintenance Supervisor or other employee of higher grade.

**SUPERVISION EXERCISED:**

May lead Qualified Craft Workers, Skilled Maintainers, Maintainers or other lower level employees as assigned.

**EXAMPLES OF DUTIES:**

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in electrical trade area; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; performs related duties as required.

Performs highly skilled tasks in accordance with national and local codes and standard trade practices; lays out and installs electrical conduit for power and lighting; makes repairs to electrical motors, controllers, switchboard panels, traffic lights, lights, power circuits, ventilating fans, electronic counting and traffic control devices, intercommunication systems and electrical generators; installs open and concealed wiring and lighting fixtures; maintains and repairs unit heaters, fans, buildings maintenance machines and equipment, gas pumps, refrigeration units, diesel electric generators, movable bridges, fire alarm systems, etc.; repairs relays and switches; rewinds motors; bends pipes; installs, repairs and maintains oil burners; performs necessary safety testing of electrical equipment and keeps required records; performs pole work; may diagnose failures and repair drilling and patching to facilitate installations; may assist in high voltage work.

**MINIMUM QUALIFICATIONS REQUIRED - KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; basic computer skills; ability to prepare estimates and keep shop records.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Four (4) years experience in the particular trade area.

**Special Experience:**

Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area.

Note: For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2.

**Substitution 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 two (2) years of the General Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to possess and retain an Unlimited Journeyman's license in the trade area indicated by the parenthetical title.
2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.
3. Incumbents in this class may be required to complete an asbestos removal program consistent with the Environmental Protection Agency's operational guidelines.

**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.

**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 permanent appointment.

**WORKING CONDITIONS:**

Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions.

**To Apply:** Interested candidates should submit a signed State of Connecticut Application for Examination or Employment Form CT-HR-12 located at <http://das.ct.gov/employment>. State employees attach copies of your last two performance appraisals. Non-state employees please attach three letters of reference. Reference the search number on your application.

**All letters must be received by close of business on December 16, 2011.**

Submit Letters to:

**Attention: Mrs. Amanda Salvo, Associate  
Southern Connecticut State University  
Office of Human Resources  
501 Crescent Street  
New Haven, CT 06515  
Fax (203) 392-5571**

In accordance with CSU System policy, all candidates for employment at Southern Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**SCSU is an Affirmative Action/Equal Employment Opportunity Employer. The University seeks to enhance the diversity of its faculty and staff. Persons of color, women and persons with disabilities are strongly encouraged to apply.**