

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Correctional Industries Supervisor 1 (Laundry)**

**Please follow the specific application filing instructions at the bottom of this page.**

**Open To:** The Public  
**Location:** Corrigan-Radgowski, Uncasville CT.  
**Hours:** 1<sup>st</sup> Shift, Monday - Friday  
**Salary:** \$47,661.00 (Annually)  
**Position:** 041797  
**Closing Date:** June 30, 2015

**Minimum Qualifications:**

Considerable knowledge of methods, materials and equipment involved in occupation; knowledge of methods and techniques of production planning and control; considerable interpersonal skills; considerable oral communication skills; ability to interpret plans, blueprints and diagrams where required; ability to keep records and make reports; ability to perform under stress and remain stable in pressure situations; ability to train, instruct and supervise inmates in methods and techniques of the trade.

**General Experience:**

Four (4) years of experience in a manufacturing environment involved in the areas of production, production planning and/or quality control which must have included some responsibility for the production output of other workers.

**Substitutions Allowed:**

Four (4) years of experience in correctional work, two (2) years of which were assigned to full time training in the area indicated in the applicable parenthetical title.

**Example of Duties:**

Supervises and instructs inmates in proper methods and techniques of manufacturing process or service, proper use of tools and materials, necessary safety rules and procedures and maintenance, cleaning and repair of equipment; plans and routes work to be performed, assigning inmates to specific tasks; estimates needs and requisitions supplies, materials and equipment necessary; supervises maintenance and/or repair of equipment or arranges for outside service and material; maintains cost, production inventory and time records and makes necessary reports on operations; maintains discipline and enforces security measures within assigned areas; maintains appropriate security procedures for tools, equipment, chemicals, etc.; reviews and evaluates performance of assigned inmates; submits reports relative to inmate disciplinary actions, recommendations for "good time", furloughs, reassignments, etc.; may physically restrain inmates, quell disturbances and otherwise assist custodial forces in emergencies; may be required to operate a motor vehicle; performs related duties as required.

**Special Requirement:**

Incumbents in this class must have reached their 18<sup>th</sup> birthday. Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf). All application materials should be sent to:

**Greg Bollaro, Human Resources Specialist**  
**Department of Correction**  
**24 Wolcott Hill Road - Wethersfield, CT 06109**  
[Gregory.Bollaro@ct.gov](mailto:Gregory.Bollaro@ct.gov)

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**