

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Maintenance Supervisor Positions

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

Open To: Department of Correction Employees Only

Location: Statewide vacancies

Shift: 36.25 Hours per week, 1st Shift, Monday - Friday

Hours: 7:45 a.m. – 3:00 p.m.

Salary: \$50,985 - \$66,332 annually

Closing Date: February 24, 2015

**Minimum Qualifications Required
Knowledge, Skill and Ability:**

Considerable knowledge of the materials, methods and equipment involved in general maintenance operations and building construction; knowledge of current objectives, practices and policies relating to inmate work in correctional institutions; considerable interpersonal skills; oral and written communication skills; considerable ability to recognize maintenance problems and determine corrective action; ability to read plans and blueprints; ability to keep records and make reports; ability to perform under stress and remain stable in pressure situations; and supervisory ability.

Eligibility Requirement:

Candidates must be current DOC employees and have applied for and passed the Correctional Maintenance Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services. DOC employees currently holding the above title or those who have previously attained permanent status in the class may apply.

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:

Current Department of Correction employees who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

**Kathy Callahan, HR Specialist
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109**

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