State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

CORRECTIONAL CHIEF STATIONARY ENGINEER

ANNUAL SALARY: $50,412 – $65,323	SALARY GROUP: CO 11	APPLICATION CLOSING DATE: MAY 24, 2013	EXAM NO: 130480OCMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Correction this class is accountable for directing and coordinating the activities of a staff assigned to operate and maintain all heating, cooling, major utilities and their distribution systems.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MAY 24, 2013:

GENERAL EXPERIENCE: Seven years' experience in the operation, maintenance or repair of heating, cooling and generating equipment.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity or in a correctional setting.

SUBSTITUTION ALLOWED: College training in mechanical engineering may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree

SPECIAL REQUIREMENTS: (1) Incumbents in this class must have reached their 18th birthday. (2) Incumbents in the class may be required to travel.

PHYSICAL REQUIREMENT: Incumbents in this class must have good general health and retain sufficient strength, stamina, agility and visual and auditory acuity necessary to perform all the duties of the class.

WORKING CONDITIONS: Incumbents in this class may be exposed to danger of injury or assault by inmates who have access to tools of the trade as weapons and may be exposed to considerable discomfort and/or dangers associated with tasks and machinery used in the trade.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of functions, operations, maintenance and repair of boiler room and emergency power generating equipment; considerable knowledge of principles and methods of stationary equipment maintenance; knowledge of relevant state codes, rules and regulations; knowledge of modern objectives, practices and policies relating to inmate work in a correctional setting; interpersonal skills; oral and written communication skills; considerable ability to analyze operational problems and determine corrective action; ability to keep records and make reports; ability to read plans, blueprints and diagrams; ability to perform under stress and remain stable in pressure situations; ability to instruct inmates in methods and techniques of trade; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Correctional Chief Stationary Engineer include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Correctional Chief Stationary Engineer cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in the operation, maintenance, inspection and repair of boilers, chillers and engine room equipment. Detail your experience in all phases of plant steam and chilled water operations, including electrical, mechanical, construction, business, management and design specifications. Include your experience maintaining building utility equipment such as power, light, water, steam and plumbing lines. Be specific in describing what duties you actually performed, and your level of responsibility/accountability in this area. **(2)** Supervisory experience. Describe any supervisory experience you have had. Be specific as to whether you directly managed, supervised, lead or trained others. Indicate the size of staff supervised and job titles of positions under your direction. Describe your specific supervisory duties including any experience distributing, prioritizing and reviewing work, conducting or assisting in conducting performance evaluations, implementing progressive discipline, training staff, recommending administrative policies and procedures, selecting and hiring new staff. Detail your experience in the preparation of a budget, making recommendations on policies or standards and making recommendations on equipment purchases or contractual repairs. **(3)** Interpersonal skills/oral and written communication experience. Describe the types, content, format and/or make-up of the records, summaries, correspondence and/or reports you have written on stationary engineering issues. Cite specific examples when describing your dealing with other persons which you feel demonstrate your oral and interpersonal communication skills. Be specific in explaining the nature of those dealings and the level/title of the individuals whom they were with. **Section 2**. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by May 24, 2013. (5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875)**. **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by July 12, 2013**. **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) and at the Offices of the Connecticut State Job Centers.

6802 May 9, 2013

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, persons with disabilities and military veterans.