

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
MAINTENANCE SUPERVISOR 2 (AUTOMOTIVE)
FLEET OPERATIONS/New Haven Garage

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

Open To: Current DAS Employees ONLY – (See eligibility requirements below.)
Location: FLEET-New Haven Garage, 140 Pond Lily Avenue, New Haven, CT
Job Posting No: 00003711-MS2-NH
Hours: Full-Time/37.50 hours per week
Salary: TC-22: Salary Range: \$56,166 - \$73,454
Closing Date: January 24, 2014

The Department of Administrative Services' FLEET Operations is recruiting for a Maintenance Supervisor 2 (Automotive) for its' FLEET-New Haven garage. This position will be accountable for supervising a large crew of highly-skilled trades' workers and lower-level employees.

Eligibility Requirement: This position is open to agency employees only. Candidates must have applied for and passed the Maintenance Supervisor 2 (Automotive) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of modern methods and equipment involved in the automotive trade; knowledge of relevant State and national codes and regulations; considerable interpersonal skills; proven oral and written communication skills; skill in performing technical duties of the class; ability to read and interpret specifications, blueprints, and sketches; supervisory ability.

General Experience: Six (6) years' experience in the automotive trade.

Special Experience: Three (3) years of the General Experience must have included performing technical duties in the automotive trade. **NOTE:** For State employees, the Special Experience will be interpreted at or above the level of Qualified Craft Worker.

PREFERRED CANDIDATES:

The preferred candidate will:

- Have prior supervisory experience;
- Possess current ASE Certifications;
- Have proven technical ability as evidenced by work experience and/or certifications;
- Have proven computer skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a CT-HR12 Application for Employment, 2012 & 2013 attendance records (which will be provided by HR) and resume (optional) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
S.m.A.R.T./DAS HUMAN RESOURCES
165 Capitol Avenue
Hartford, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov

JOB POSTING NO. 00003711-MS2-NH MUST BE LISTED ON YOUR APPLICATION.

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 11:59pm on 01/24/2014 WILL NOT BE CONSIDERED.

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.