

**JOB OPPORTUNITY  
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CT VALLEY HOSPITAL – ADMINISTRATIVE SUPPORT SERVICES DIVISION  
MAINTENANCE SUPERVISOR 1 (GENERAL) – TWO (2) POSITIONS**

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

**Open To:** State Employees and The Public- See Eligibility Requirements Below

**Locations:** Whiting Maintenance (CV106565) AND Merritt Maintenance (CV106569)

**Job Posting No/** CV106565 and CV106569

**Hours:** 1<sup>st</sup> Shift, Monday – Friday, 7:00 a.m. to 3:00 p.m. (37.5 hours per week)

**Closing Date:** November 30, 2013

**Annual Salary Range:** \$52,182.00 – 66,822.00

The Maintenance Supervisor 1 (General) job duties include but are not limited to : Responsible for the maintenance of six buildings of approximately 289,734 square feet; schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs some of the more skilled duties involved; may estimate time, skills and material needed for proposed repairs or improvements; performs related duties as required.

**Eligibility Requirements:**

1. Candidates must have **applied for and passed the Maintenance Supervisor 1 (General) exam and be on the current certification list** promulgated by the Department of Administrative Services for this classification **BY November 30, 2013.**
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **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:** Considerable knowledge of modern methods and equipment involved in the trade indicated by the parenthetical title of the class; considerable knowledge of relevant State and national codes and regulations; interpersonal skills; oral and written communication skills; skill in performing technical duties of the class; ability to read and interpret specifications, blueprints, and sketches; supervisory ability.

**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.

**WORKING CONDITIONS:**

1. Incumbents may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of applications received, it is extremely important to note the **Job Posting Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Maintenance Supervisor 1 applying to a Maintenance Supervisor 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **State Employees and Outside Candidates** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Connecticut Valley Hospital, Human Resources  
P. O. Box 351, Middletown, CT 06457  
Fax: (860) 262-5055 - E-Mail: [CVH-RECRUIT@ct.gov](mailto:CVH-RECRUIT@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-2