

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
QUALIFIED CRAFT WORKER (CARPENTRY)**

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

Open To: The Public

Location: CONNECTICUT VALLEY HOSPITAL ~ ADMINISTRATIVE SUPPORT SERVICES DIVISION
CARPENTER SHOP ~ MIDDLETOWN, CT

Job Posting No: CV- 24910

Hours: MONDAY THROUGH FRIDAY ~ 7:00 A.M. TO 3:00 P.M. ~ 37.5 HOURS WEEKLY

Salary Range: \$45,212 to \$58,530 Annually

Closing Date: January 17, 2014

Duties may include but not limited to: Performs highly skilled carpentry tasks in accordance with standard trade practices; performs alterations, repairs and maintenance of structures and facilities; performs skilled bench work, operating with such equipment as power saws, jointers wood lathes, planers, boring, sanding and mortising machines; builds and repairs cabinets; cleans sharpens and repairs hand and bench tools; lays resilient flooring and Formica; may cut glass and glaze windows; may fabricate signs; and performs related duties as required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer.

General Experience and Training: Four (4) years of experience in the particular trade area.

Special Experience: Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area. For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial and food services duties will not be considered as qualifying experience.

Substitution Allowed: Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience. Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

Special Requirements: Incumbents in this class may be required to possess by the appointing authority to complete an asbestos removal program consistent with EPA guidelines for operations and maintenance. Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

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: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed extreme weather conditions and to risk of injury from equipment. Incumbents may be required to use protective equipment such as respirators and safety goggles.

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

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at 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: QCW (Carpentry) applying to a QCW (Carpentry) posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit 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. **All other applicants** 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**EMAIL: CVH-RECRUIT@CT.GOV
FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457**

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. NP-2