



State of Connecticut  
**EXAM ANNOUNCEMENT**

**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**FACILITY MAINTENANCE SUPERVISOR-EXECUTIVE RESIDENCE**

**ANNUAL \$68,411**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$89,162**      **GROUP: TC 25**      **DATE: SEPTEMBER 6, 2016**      **NO: 160730APFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** At the Governor's Residence this class is accountable for all building and grounds maintenance programs, restoration, landscaping projects and supervision of residence staff.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ADMINISTRATIVE SERVICES** WHO BY **SEPTEMBER 6, 2016** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF ADMINISTRATIVE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Six years of experience in the repair and maintenance of large buildings. NOTE: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a supervisory capacity. NOTE: For state employees the Special Experience is interpreted at the level of Maintenance Supervisor 1 (General).

**SUBSTITUTION ALLOWED:** College training in architecture, mechanical or electrical engineering or a related field 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.

**PHYSICAL REQUIREMENTS:** (1) Incumbents in this class must have adequate physical strength and agility, stamina, and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. (2) A physical examination may be required.

**WORKING CONDITIONS:** (1) Incumbents in this class may be exposed to some 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.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of materials and methods of building repair and maintenance; considerable knowledge of preventive maintenance techniques; interpersonal skills; oral and written communication skills; ability to lay out and inspect building repair and maintenance work; ability to read and interpret blueprints and specifications; ability to coordinate work assignments; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

| <b>PART</b>                    | <b>WEIGHT</b> |
|--------------------------------|---------------|
| <b>EXPERIENCE AND TRAINING</b> | <b>100%</b>   |

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **SEPTEMBER 6, 2016**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by OCTOBER 11, 2016.** **A separate application form 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 Department of Administrative Services.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

**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.