



EXAMINATION OPEN TO THE PUBLIC

LEAD STATIONARY ENGINEER

ANNUAL \$48,260 SALARY APPLICATION CLOSING EXAM
SALARY: \$62,047 GROUP: TC 19 DATE: NOVEMBER 9, 2011 NO: 110630OCMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for acting as a working supervisor for Stationary Engineers engaged in the operation, maintenance and repair of the heating and power plants and auxiliary utilities in a moderate sized state institution or for acting as chief assistant or technician to a Supervising Stationary Engineer in a large state institution.

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 NOVEMBER 9, 2011:

GENERAL EXPERIENCE: Four years' experience in the operation, maintenance and repair of steam heating and generating equipment.

SPECIAL EXPERIENCE: One year of the General Experience must have included the independent performance of the full range of tasks involved in the operation, maintenance and repair of steam heating and generating equipment. (Note: For State employees, the Special Experience will be interpreted at or above the level of Stationary Engineer.)

SPECIAL REQUIREMENTS: (1) Incumbents may be required to possess an appropriate license if required by local ordinance. (2) Incumbents in this class may be required to complete an asbestos removal program consistent with EPA guidelines for operations and maintenance.

PHYSICAL REQUIREMENT: Employees appointed to positions 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 exposed to significant levels of noise, dust, heat and risk of injury from equipment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to operate, maintain, inspect and make running repairs to boiler and engine room, generating and related mechanical equipment; knowledge of and ability to maintain building utility equipment including power, light, water, steam and plumbing lines; interpersonal skills; oral and written communication skills; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)**
- (2) Supplemental Examination Material (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 supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental 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 two) which you feel has best prepared you for the job of Lead 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 Lead Stationary Engineer cannot include this as one of the two 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)** Lead/Supervisory experience. Describe any lead/supervisory experience you have had. Be specific as to whether you directly managed, supervised, led or trained others. Indicate the size of staff supervised and job titles of positions under your direction. Describe your specific lead/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 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 supplemental examination materials are complete and separate documents not referencing the other, as your application form and 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 November 9, 2011. **(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, keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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 December 19, 2011.** **(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 Connecticut State Job Centers.

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