State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION

MAINTENANCE SUPERVISOR 1 (GROUNDS)

ANNUAL SALARY: $50,662 – $64,875	SALARY GROUP: TC 20	APPLICATION CLOSING DATE: FEBRUARY 27, 2012	EXAM NO: 120371SPMB

PURPOSE OF CLASS: In State facilities, this class is accountable for performing in one of the following ways: (1) Supervises a small crew of highly skilled trades workers and skilled workers in the maintenance and upkeep of grounds. (2) In large crews of highly skilled tradesworkers, assists the Maintenance Supervisor 2 in carrying out supervisory functions.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **FEBRUARY 27 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years' experience in grounds maintenance.

SPECIAL EXPERIENCE: Three years of the General Experience must have been in grounds care in a lead capacity. [Note: For State employees, the Special Experience will be interpreted at or above the level of Skilled Maintainer.]

SUBSTITUTION ALLOWED: Graduation from vocational or technical school may be substituted for one year of the General experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel within the State in the course of their daily work. (2) Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENTS: 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.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of modern methods and equipment involved in grounds maintenance; 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.

THE EXAMINATION WILL BE COMPOSED OF: (Exam questions will cover KSA's listed above.)	PART	WEIGHT
	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, APRIL 11, 2012.

(Applicants admitted to take both the Maintenance Supervisor 1 (Grounds) and Maintenance Supervisor 2 (Grounds) examinations will only need to attend one examination session. You must apply for both examinations separately if you wish to be considered for jobs at both levels. Reserve the day as the exam may be scheduled in the morning or afternoon).

APPLICATION PROCEDURE: 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. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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. **Applications must be date stamped by DAS/Human Resources or postmarked by February 27, 2012.** 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 any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee*.

6564 February 9, 2012

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.