



**STATEWIDE PROMOTIONAL EXAMINATION  
MAINTENANCE SUPERVISOR 1 (GENERAL)**

**ANNUAL \$52,182  
SALARY: \$66,822**

**SALARY  
GROUP: TC 20**

**APPLICATION CLOSING  
DATE: FEBRUARY 18, 2014**

**EXAM  
NO: 140161SPMB**

**PURPOSE OF CLASS:** In a state agency 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 repair of buildings. (2) In large crews of highly skilled trades workers, 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 18, 2014 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Five years of experience in the maintenance and repair of 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:** Three years of the General Experience must have included performing skilled tasks in either the maintenance and repair of buildings or the military experience referenced above. **Note:** For State Employees this is 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. (2) Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

**PHYSICAL REQUIREMENTS:** (1) 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. (2) 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.

**CHARACTER REQUIREMENT:** At State Airports: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of maintenance and repair of buildings; 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; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:  
(Exam questions will cover KSA's listed above.)**

**PART  
WRITTEN**

**WEIGHT  
100%**

**THE EXAMINATION WILL BE HELD ON: WEDNESDAY, APRIL 2, 2014**

**Applicants admitted to take both the Maintenance Supervisor 1 (General) and Maintenance Supervisor 2 (General) examinations will only need to attend one examination session.** You must apply for each examination separately if you wish to be considered for jobs in both titles. 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, keep a copy of your completed application form 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.** 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 18, 2014. 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.state.ct.gov/employment>) or at any state agency.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*  
(6947)

January 31, 2014

**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.