



**EXAMINATION OPEN TO THE PUBLIC**

**MAINTENANCE SUPERVISOR 1 (GROUNDS)**

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

**SALARY**  
**GROUP: TC 20**

**APPLICATION CLOSING**  
**DATE: MAY 12, 2014**

**EXAM**  
**NO: 140631OCMB**

**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**

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 **MAY 12, 2014**.

**GENERAL EXPERIENCE:** Five years of experience in grounds maintenance.

**SPECIAL EXPERIENCE:** Three years of the General Experience must have been performing skilled tasks in grounds care. (**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 REQUIREMENTS:** 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 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; 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: MONDAY, JUNE 23, 2014**

**(Reserve the day as the exam may be scheduled in the morning or afternoon.)**

(Applicants admitted to take the Maintenance Supervisor 1 (Grounds) and/or Maintenance Supervisor 2 (Grounds) 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 #860-622-2875**). 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 May 12, 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.ct.gov/employment>) or at the Offices of 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, persons with disabilities and military veterans.