



State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION

MAINTENANCE SUPERVISOR 1 (GROUNDS)

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form CT-HR-26 and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See General Letter 38 for more information.

ANNUAL SALARY: \$55,361	SALARY GROUP: TC 20	APPLICATION CLOSING DATE: AUGUST 16, 2016	EXAM NO: 160641SPMAT
SALARY: \$70,892			

PURPOSE OF CLASS: In a state agency this class is accountable for performing in one of the following ways: (1) Supervises a small crew (usually 1-5 workers) of highly skilled trades workers (Qualified Craft Workers and General Trades Workers) and skilled workers (Skilled Maintainers) but not solely Skilled Maintainers unless they are on a grounds crew and other lower level employees. (2) In large crews (6 or more workers) of highly skilled trades workers, assists the Maintenance Supervisor 2 in carrying out supervisory functions. This is appropriate only when there is a demonstrated need for a subordinate supervisory level.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO BY **AUGUST 16, 2016 HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:**

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.

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 REQUIREMENT: (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 modern methods and equipment involved in the trade indicated by the parenthetical title of the class; 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:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, SEPTEMBER 27, 2016
(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, CT 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 **AUGUST 16, 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.state.ct.gov/employment>) or at any state agency.

**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.