



EXAMINATION OPEN TO THE PUBLIC

MAINTENANCE SUPERVISOR 1 (HVACR)

**ANNUAL \$54,530
SALARY: \$71,314**

**SALARY
GROUP: TC 22**

**APPLICATION CLOSING
DATE: JUNE 24, 2013**

**EXAM
NO: 130720OCJR**

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 trades workers in the trade of heating, ventilation, air conditioning, and refrigeration (HVACR). (2) In large crews of highly skilled HVACR trades workers, assists the Maintenance Supervisor 2 in carrying out supervisory functions.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JUNE 24, 2013:

GENERAL EXPERIENCE: Five years' experience in the trade of heating, ventilation, air conditioning, and refrigeration.

SPECIAL EXPERIENCE: Two years of the General Experience must have included performing highly skilled duties in heating, ventilation, air conditioning, and refrigeration. [Note: For state employees the Special Experience will be interpreted at the level of Qualified Craft Worker (HVACR).]

SPECIAL REQUIREMENTS: (1) The appointing authority may require the possession of appropriate current licenses or permits during employment in this class including possession and retention of a license as a Journeyman or above in the trade of heating, ventilation, air conditioning, and refrigeration. (2) Incumbents in this class may be required to travel within the state. (3) The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class.

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 in this class 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 the trade of heating, ventilation, air conditioning, and refrigeration; considerable knowledge of relevant State and national codes and regulations; interpersonal skills; oral and written communications 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: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **WRITTEN** **100%**

THE EXAMINATION WILL BE HELD ON: THURSDAY, AUGUST 1, 2013.

(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 June 24, 2013. 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.