



State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC
MAINTENANCE SUPERVISOR 1 (HVACR)

ANNUAL SALARY: \$59,587	SALARY GROUP: TC 22	APPLICATION CLOSING DATE: JUNE 2, 2016	EXAM NO: 1604600CDJ
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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) in the trade of heating, ventilation, air conditioning, and refrigeration (HVACR).
 (2) In large crews (6 or more workers) of highly skilled HVACR 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

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 **JUNE 2, 2016**.

- GENERAL EXPERIENCE:** Five years of 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 the trade area of heating, ventilation, air conditioning, and refrigeration. Note: For State Employees, this is interpreted at the level of Qualified Craft Worker (HVACR).
- SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required by the appointing authority to possess and retain of appropriate current licenses, permits and/or certifications including possession and retention of a license as an Unlimited Journeyman or in the trade area indicated by the parenthetical title. (2) Incumbents in this class may be required to travel.
- 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 of the class. (2) 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 (HVACR); 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; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF: (Exam questions will cover KSA's listed above.)	<u>PART</u> WRITTEN	<u>WEIGHT</u> 100%
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THE EXAMINATION WILL BE HELD ON: **JULY 28, 2016**
 (Reserve the day as the exam may be scheduled in the morning or afternoon.) [Applicants admitted to take both the Maintenance Supervisor 1 \(HVACR\) and Maintenance Supervisor 2 \(HVACR\) 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.](#)

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 #860-622-2875**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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 2, 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.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.