



STATEWIDE PROMOTIONAL EXAMINATION

MAINTENANCE SUPERVISOR 1 (LOCKSMITH)

ANNUAL \$50,662
SALARY: \$64,875

SALARY
GROUP: TC 20

APPLICATION CLOSING
DATE: MAY 27, 2013

EXAM
NO: 130640SPDM

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 conduct of locksmith duties. (2) In large crews of highly skilled trades workers conducting locksmith duties, 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 MAY 27, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years' experience as a locksmith.

SPECIAL EXPERIENCE: Two years of the General Experience must have included performing highly skilled duties as a locksmith. [Note: For State employees, the Special Experience will be interpreted at or above the level of Qualified Craft Worker.]

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel within the State in the course of their daily work. (2) Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: 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 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 locksmith trade; 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; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: 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, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **Make certain you detail your personal experience installing, repairing, and maintaining locks. Be sure to address the types of door hardware you serviced (i.e. door closers, hinges, electric strikes, and frame repairs, or electronic locks or access control systems) as well as any installation of high quality lock-sets and the design, implementation and management of keying and key control systems. THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by May 27, 2013. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 **(Secure Fax #860-622-2910).** **If faxing materials 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. **Examination scores will be mailed by June 28, 2013.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.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.*

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.