



AGENCY PROMOTIONAL EXAMINATION

BOARD OF REGENTS FOR HIGHER EDUCATION*

MAINTENANCE SUPERVISOR 2 (CARPENTRY)

ANNUAL \$56,166
SALARY: \$73,454

SALARY
GROUP: TC 22

APPLICATION CLOSING
DATE: MARCH 4, 2014

EXAM
NO: 140190APRB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In a state agency this class is accountable for supervising a large crew of highly-skilled trades workers and lower-level employees performing carpentry work.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **BOARD OF REGENTS FOR HIGHER EDUCATION** WHO BY **MARCH 4, 2014** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **BOARD OF REGENTS FOR HIGHER EDUCATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:**

GENERAL EXPERIENCE: Six years of experience in the carpentry trade.

SPECIAL EXPERIENCE: Three years of the General Experience must have included performing highly skilled duties in the carpentry trade. **Note:** For State Employees the Special Experience is interpreted at or above the level of Qualified Craft Worker.

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 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: Considerable knowledge of modern methods and equipment involved in the carpentry trade; considerable knowledge of relevant State and national codes and regulations; considerable interpersonal skills; considerable oral and written communication skills; skill in performing technical duties of the class; considerable ability to read and interpret specifications, blueprints, and sketches; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	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 and actual job duties as well as college degrees earned and current licenses and certifications. **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 March 4, 2014. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 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. **Examination scores will be mailed by April 17, 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>) and at the Board of Regents for Higher Education.

**The Board of Regents for Higher Education encompasses all of the state universities and community colleges, with the exception of UCONN.*

***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.