



# State of Connecticut EXAM ANNOUNCEMENT

## STATEWIDE PROMOTIONAL EXAMINATION MAINTENANCE SUPERVISOR 2 (CARPENTRY)

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 \$59,587	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$77,928	GROUP: TC 22	DATE: <b>SEPTEMBER 9, 2016</b>	NO: 160780SPKD

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In a state agency this class is accountable for supervising a large crew (6 or more) of highly-skilled trades workers and lower-level employees.

### MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **SEPTEMBER 9, 2016** HAS PERMANENT STATE STATUS\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

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

**SPECIAL EXPERIENCE:** Three years of the General Experience must have included performing highly skilled duties in carpentry. 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:** 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. 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 carpentry; 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:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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. **Please include details and examples of work performed as a carpenter.** 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 SEPTEMBER 9, 2016.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 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. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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 OCTOBER 21, 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 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.