

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
MATERIAL STORAGE SUPERVISOR 2
MATERIALS MANAGEMENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State of Connecticut Employees Only
Location: Waterbury, CT
Job Posting No: 28508
Hours: 8:00 am to 4:00 pm
Salary: TC 18 annual \$46,054 - \$59,384
Closing Date: December 9, 2011

Eligibility Requirement: Candidates must have applied for and passed the **Material Storage Supervisor 2 exam** and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of modern techniques of stock record and inventory control; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze and forecast requirements and plan maximum turnover rates; supervisory ability.

General Experience: Four (4) years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skill and ability listed above.

Special Experience: Two (2) years of the General Experience must have involved the full range of stores duties, including receiving, storing, issuing, inventorying, inspecting, etc. For State employees, the Special Experience will be interpreted at or above the level of Storekeeper.

Substitution Allowed: College training in business administration or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for a Associate's degree.

Special Requirements: Incumbents in this class will be required to travel within the State in the course of their daily work. Incumbents must have experience and knowledge in Core-CT inventory and financial computer, stockroom operations/material handling, inventory control, automotive and truck parts, fuel station operations in accordance with DEP/EPA regulations, and knowledge of winter snow & ice commodities; **extensive mandatory overtime** in winter for snow & ice and other emergency situations as they arise.

Physical Requirement: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness and stamina (heavy lifting, bending, climbing) to be able to perform the duties.

Working Conditions: Incumbents may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. The candidate pool resulting from these interviews may be used to fill future Material Storage Supervisor 2 positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

DEPARTMENT OF TRANSPORTATION
Doreen Rossi
Principal HR Specialist – Human Resources
2800 Berlin Turnpike
Newington, CT 06131
Fax: 860-594-3369

Email: doreen.rossi@ct.gov

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, and persons with disabilities.