

**CT VALLEY HOSPITAL
JOB OPPORTUNITY
SKILLED MAINTAINER
ADMINISTRATIVE SUPPORT SERVICES DIVISION**

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

Open To: State Employees
Location: ADMINISTRATIVE SUPPORT SERVICES DIVISION - Grounds Department
Job Posting No: CV105673
Hours: 1st shift: Monday – Friday, 6:00 a.m. to 2:00 p.m. (37.5 hours per week)
Salary: \$39,358.00
Closing Date: September 30, 2013

Incumbents in this area perform in either of the following ways: Working supervisor: directs a crew of subordinate maintainers in such areas as planting and maintenance of lawns, shrubs, trees and flower beds (including planning and scheduling); maintenance and installation of fencing; cleaning of grounds, service areas and sidewalks (including snow and ice removal); operation and maintenance of grounds equipment; planting, cultivating, harvesting and storage of vegetables (including a vegetable growing program); weed, disease and pest control; performs other grounds tasks listed in the specification for lower level maintainers. Supervisory tasks can include such things as planning and scheduling work; completing service ratings; performance appraisal; handling disciplinary problems; staff training; making certain work standards are being met; maintaining necessary supplies and equipment; submitting requisitions when needed. An incumbent in this position should be considered a working supervisor. Substantial amount of time (75%) operates and makes minor and emergency repairs on complex equipment such as front end loaders, very large tractors and the like.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead employees of the same or lower class, patients, students or workfare employees as assigned.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of methods, tools, equipment, materials and procedures of specific trade or work area concerned; some knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade or work area; some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience in one of the following areas:

1. One of the skilled trades
2. Landscapes maintenance or gardening
3. Operation of motorized landscaping/grounds equipment

The experience area should reflect the needs of the position.

Substitution Allowed:

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for the General Experience.

SPECIAL REQUIREMENT:

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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

- **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
- **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

**Joann K. Castaldo, Human Resource Associate
Connecticut Valley Hospital, P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055
Email : Joann.Castaldo@ct.gov**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourages the applications of women, minorities and persons with disabilities. NP-2