

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
Skilled Maintainer
TC- 12
Full Time, Classified Appointment

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: Full Time, 37.5 hours a week
Second Shift, 1:00 PM to 9:00 PM, Monday through Friday
Salary: \$40,539.00 annually, \$1,553.22 biweekly
Closing Date: **Applications must be postmarked by January 2, 2015**

Supervision Received: Under the supervision of the Building Superintendent 2

Duties and Responsibilities: The incumbent for this position will be required to perform a variety of duties related to the maintenance of a community college which include but are not limited to: (1) building and equipment maintenance (operational and remedial) including the operation of complex motorized equipment; (2) assists qualified craft workers and other higher level employees in the trades areas. In addition, the incumbent may be required to perform trade tasks routinely performed by lower level maintainers such as assist a trades person, as well as perform in the fields of construction, maintenance and repair, Some assignments as painter, plasterer, carpenter, electrician, mason and plumber may also be periodically assigned to incumbent.

Minimum Qualifications: 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; some ability to utilize computer software.

Eligibility Requirements: Two (2) years of experience in one (1) of the skilled trades. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. First consideration will be given to applicants who are on the reemployment and/or SEBAC Skilled Maintainer list.

Physical Requirements: The incumbent must have adequate physical strength, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties associated with this position. A physical examination will be required post offer, pre-employment.

Working Conditions: The incumbent in this class will be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment. Incumbents may be required to use protective equipment such as safety goggles.

Application Instructions: Applicants should submit a State Application (CT-HR-12) (<http://das.ct.gov/employment>), resume, cover letter and the names of three (3) references via mail or email to the addresses noted below:

Josephine Agnello-Veley, Director of Human Resources
Capital Community College
950 Main St.
Hartford, CT 06103

Email: CA-HRApplc@capitalcc.edu
No phone calls; submit only one application

Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.
Protected group members are strongly encouraged to apply.

Continuing Notice of Nondiscrimination

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding Affirmative Action, Title IX and Section 504/ADA: Rita Kelley, Affirmative Action Officer and her telephone number is 860-906-5133.