

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY
SKILLED MAINTAINER**

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

Open To: Public
Location: 401 W. Thames Street, Bldg. 301, Norwich, CT
Program/Unit: Fiscal Services
Job Posting No: **SM79208**
Shift/Schedule/Hours: 1st shift/ 7:00 a.m. to 3:00 p.m./37.5 hours per week
Salary: \$38,211 – \$49,902 (annually)
Closing Date: **May 16, 2013**

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Duties may include but not limited to: Responsible for minor building maintenance and repairs: patches walls, sheetrock repairs and prepping/painting walls, repairs cabinet locks, drawers; hangs bulletin boards, repairs laminate counters, builds/dismantles shelving units, maintains and adjusts door closure units, repairs minor plumbing leaks, toilets, sinks, faucets; minor electrical repairs to cords, repairs medical equipment, moves furniture, cabinets within building and to/from warehouse, responsibilities include cubicle furniture reconfiguration, breakdown, rebuilding, wall partitions, counters, overhead cabinets per layout/design/map specifications; Responsible for maintaining state vehicles: Schedules service and preventative maintenance appointments; vehicle inspections; replenishes first aid items; safety checks, i.e., tires, wiper blades, lights, brakes, fluid levels; Picks up new vehicles from DAS; Acquires new gas keys from Fuel Control; Returns broken/used gas keys to Fuel Control, agency liaison with Norwich Fleet Operations Garage; returns vehicles in proper condition-clean, vacuumed to Fleet-Wethersfield; Responsible for the pick up and delivery of biweekly paychecks for distribution from centralized Payroll Unit, Makes bank deposits, USPS mail emergency drop offs, etc.; May perform custodial functions as required.

General Experience: Two (2) years experience in one of the skilled trades.

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

Special Experience and Training: Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits. Incumbents must possess and retain a valid driver's license and may be required to travel.

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 duties. A physical examination may be required.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

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:

1. **DMHAS employees who are lateral transfer candidates** (ex. Skilled Maintainer applying to a Skilled Maintainer posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **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 CT Application (CT-HR-12).
3. **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:
Cindy Lukaszewicz, Human Resource Assistant
Southeastern Mental Health Authority
401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 / FAX: (860) 859-4792
Email: MHA-SMHA-RECRUIT@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. Women, minorities and persons with disabilities and in recovery are encouraged to apply. P-1