

**JOB OPPORTUNITY
GENERAL TRADES WORKER
TUNXIS COMMUNITY COLLEGE**

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

Open To: The Public

Location: 271 Scott Swamp Rd., Farmington, CT

Hours: 2:00 P.M. – 10:00 P.M., Monday through Friday

Salary: \$21.67 Per Hour

Closing Date: August 29, 2014

EXAMPLE OF DUTIES:

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; may operate and maintain heavy earth moving equipment; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records.

GENERAL EXPERIENCE:

Four (4) years' experience in one or more trade areas.

SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. For State employees, the Special Experience will be interpreted at or above the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

Substitution Allowed:

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years' experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required by the appointing authority to possess an appropriate license or permit.

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.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for an interview:

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Tunxis Community College website at (<http://www.tunxis.edu/human-resources/>)
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

Note: Current Tunxis Community College employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

Tunxis Community College
Human Resources Department
Reference: General Trades Worker
271 Scott Swamp Road
Farmington, CT 06032-3187

Applications will be accepted via U.S. mail or hand delivery only.

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

Tunxis 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,

political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Dr. Kirk Peters, Title IX/504 Coordinator, kpeters@tunxis.edu, (860) 255-3560 and Pamela Kowar-Calder, ADA Coordinator, pkowar-calder@tunxis.edu, (860) 255-3603, Tunxis Community College, 271 Scott Swamp Road, Farmington, CT 06032

Application Deadline – August 29, 2014