



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL MAINTENANCE SUPERVISOR

**ANNUAL \$50,985
SALARY: \$66,332**

**SALARY
GROUP: CO 10**

**APPLICATION CLOSING
DATE: NOVEMBER 17, 2014**

**EXAM
NO: 141630APRB**

PURPOSE OF CLASS: In a Department of Correction facility or district this class is accountable for supervising and coordinating the activities of an assigned staff of employees and inmates engaged in general maintenance functions.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE DEPARTMENT OF CORRECTION WHO BY **NOVEMBER 17, 2014 HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE DEPARTMENT OF CORRECTION, AND THE FOLLOWING EXPERIENCE AND TRAINING:**

GENERAL EXPERIENCE: Eight years of experience in the operation, maintenance and repair of large buildings or utility services.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity or in a correctional setting. **NOTE:** For State Employees this is interpreted at the level of Correctional Carpenter, Correctional Electrician, Correctional Electronics Technician, Correctional General Maintenance Officer, Correctional Heating, Ventilating, Air Conditioning and Refrigeration Technician, Correctional Locksmith, Correctional Mason and Correctional Plumber and Steamfitter.

SUBSTITUTIONS ALLOWED: Experience performing duties directly related to the maintenance trades on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis up to a maximum of four years.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must have reached their 18th birthday. (2) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification at the time of appointment. (3) Incumbents in this class may be required to successfully complete a formal training course in correctional work to develop the knowledge, skills and abilities to successfully perform the duties of the class. (4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License. (5) Incumbents in this class may be required to travel.

PHYSICAL REQUIREMENT: (1) Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. (2) A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

WORKING CONDITIONS: Incumbents in this class may be exposed to danger of injury or assault by inmates and to the danger and discomfort of working with the tools of the trade.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of materials, methods and equipment involved in general maintenance operations and building construction; knowledge of current objectives, practices and policies relating to inmate work in correctional institutions; considerable interpersonal skills; oral and written communication skills; considerable ability to recognize maintenance problems and determine corrective action; considerable ability to operate and utilize computerized and automated control systems; ability to read plans and blueprints; ability to keep records and make reports; ability to perform under stress and remain stable in pressure situations; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:
(Exam Questions will cover KSA's listed above.)**

<u>PART</u>	<u>WEIGHT</u>
WRITTEN	100%

**THE EXAMINATION WILL BE HELD ON: TUESDAY, JANUARY 6, 2015
(Reserve the day as the exam may be scheduled in the morning or afternoon.)**

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by November 17, 2014. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Correction.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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, persons with disabilities, and military veterans.