



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL MAINTENANCE SUPERVISOR

**ANNUAL \$48,058
SALARY: \$62,524**

**SALARY
GROUP: CO 10**

**APPLICATION CLOSING
DATE: MAY 24, 2013**

**EXAM
NO: 130490APDJ**

PURPOSE OF CLASS: In a correctional facility, this class is accountable for the coordination and supervision of 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 **MAY 24, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CORRECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years' 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.

SPECIAL REQUIREMENTS: (1) Applicants must have reached their 18th birthday. (2) Applicants may be required to possess and retain a current Connecticut Motor Vehicle Operator's License during employment in the class. (3) Incumbents are required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

PHYSICAL REQUIREMENT: In addition to good general health, candidates must have and retain sufficient strength, stamina, agility, and visual and auditory acuity necessary to perform all the duties of the class. Applicants will be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to danger of assault or injury by inmates and to 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 character investigation of each candidate may be made.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of the 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 skill; oral and written communication skill; considerable ability to recognize maintenance problems and determine corrective action; 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.)

PART
WRITTEN

WEIGHT
100%

THE EXAMINATION WILL BE HELD ON: THURSDAY, JUNE 27, 2013.

(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 May 24, 2013. **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://www.das.state.ct.us/exam>) and at the Department of Correction.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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.