

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
GENERAL MAINTENANCE OFFICER
MAINTENANCE & ENGINEERING SERVICES

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

Open To: The Public
Location: Statewide opportunities available
Hours: 36.25 hours per week M-F
Salary: \$43,615.00
Closing Date: September 25, 2012

Eligibility Requirement: Candidates must meet the General and Special experience indicated below in order to apply for this position.

Knowledge, Skills and Abilities: Considerable knowledge of building materials and methods of repair and maintenance; knowledge of basic principles and techniques of plumbing, electrical repair, carpentry, painting, mechanical maintenance and masonry; interpersonal skills; oral and written communication skills; considerable ability to recognize maintenance problems and determine corrective operations needed; ability to plan, layout and schedule assignments and estimate costs of jobs; ability to maintain records and prepare reports; ability to read blueprints and diagrams; ability to instruct inmates in techniques and skill of general maintenance activities; ability to perform under stress and remain stable in pressure situations; some supervisory ability.

General Experience: Six (6) years' experience in the operation, maintenance and repair of large buildings and utility services.

Preferred Experience: Candidates with experience administering preventative maintenance programs for large scale buildings and who demonstrate a well rounded knowledge of maintenance trades will be given preference. Superior interpersonal, communication (oral and written) and supervisory skills are also desired.

Substitution Allowed: None

Special Requirement: Incumbents in this class must have reached their 18th birthday. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator license.

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.

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. Candidates 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 who have access to tools of the trades as weapons; may be exposed to considerable discomfort and/or danger associated with task and machinery used in the trade.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations and an Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf

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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, and persons with disabilities.