

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
Memorandum

subject: Position Opportunity
General Trades Worker
Bureau of Finance & Administration
Properties & Facilities

Date: April 22, 2013

To: ALL CONCERNED

from: Vicki Arpin
HR Administrator

Open To: The Public
Location: Newington, CT
Job Posting No: 30499
Hours: 37.5 hours per week
Salary: TC-15 \$39,980 to \$52,082 annual
Closing Date: May 6, 2013

Position Description:

The Connecticut Department of Transportation has a General Trades Worker position available in the Department of Transportation, Bureau of Finance & Administration, Properties & Facilities Unit. The position is located in Newington. The position is full time, 37.5 hours per week and open to eligible candidates. The candidates selected will work under the direction of a Plant Facilities Engineer 1 or other employee of higher grade. This class is accountable for performing highly skilled duties in more than one trade area specific trade area being applied a majority of the time. Incumbents are expected to highly skilled in one or more trade areas, and proficient in other trade areas.

EXAMPLES 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; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; 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.

EXPERIENCE AND TRAINING:

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.

Note: 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.

Substitutions 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.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application CT-HR 12 for Employment by May 6, 2013 to:

Connecticut Department of Transportation
Office of Properties and Facilities
Kathy Christensen
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-2255
Email: Kathy.christensen@ct.gov

State employees must include copies of their last two (2) service ratings.

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.