INTRODUCTION

Tunxis Community College is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, this publicly supported learning center provides an array of educational services designed to meet the training, occupational, intellectual, and cultural needs of the people of its region.

Tunxis bases its operations on the belief that learning is best accomplished through the evaluation of current skills and knowledge, the identification of educational objectives, the determination of a proper balance between study and other responsibilities, and involvement in the educational process that meets one's objectives.
We are currently recruiting for a **full-time General Trades Worker**. This position supports the maintenance operations of Tunxis Community College’s Facilities Department, who serve the faculty and staff as well as students. The department is responsible for a 298,000 square-foot college campus located in Farmington, as well as a remote facility in Bristol. This is a five day, 37.5 hours per week second-shift position (Monday-Friday, 2PM-10PM).

**SELECTION PLAN**

**NOTE:** Eligible candidates must possess and retain a valid Motor Vehicle Operator’s License. Employees in this position are considered essential employees and are expected to report to work if the college is closed. The incumbent in this position provides functional guidance to custodians and may serve as their short-term supervisor. The incumbent in this position interacts with non-employee vendors who provide maintenance or security services to the college.

Applicants should upload a current resume to the RESUME tab within their JobAps application. Those invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory/personal references, college transcripts, licensure, etc., at the discretion of the hiring agency.

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency’s human resources office: Wendy Bovia, wbovia@txcc.commnet.edu, (860) 773-1420.

**PURPOSE OF JOB CLASS (NATURE OF WORK)**

This class is accountable for performing highly skilled trades duties in various 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.

**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; some ability to utilize computer software.

**MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

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

**MINIMUM QUALIFICATIONS - 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 this is interpreted at or above the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

**MINIMUM QUALIFICATIONS - 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 of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

**PREFERRED QUALIFICATIONS**

Preference will be given to applicants with:
• At least two (2) years’ experience in a lead position performing skilled trade functions for a higher education institution (college or university) is preferred
• Experience working with an electronic order system is preferred
• CPR certification

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

CHARACTER REQUIREMENTS

At State Airports: 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.

PHYSICAL REQUIREMENTS

1. 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.
2. A physical examination may be required.

WORKING CONDITIONS

1. 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.
2. 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.

CONCLUSION

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.
Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

Apply Online

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F | Powered by JobAps.

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