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State Government

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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

CORRECTIONAL TRADES SUPERVISOR

Code: 901300 **Pay Grade:** 20 ($18.67 – 23.74/hr)

Open for Recruitment: June 13, 2016 - Until Canceled

JOB DESCRIPTION

This position is structure and craft work of a supervisory nature in directing and overseeing a correctional trades on-the-job training program (e.g. wood shop, machine shop, finishing shop, upholstery/refinishing shop, print shop, safety training) at a correctional facility. As a Correctional Trades Supervisor, your work includes coordinating and overseeing a staff, teaching inmate workers, inspecting work, and submitting progress reports.

Typical Duties

- Coordinates and directs operation of a correctional trades on-the-job training program in order to teach inmates a trade and complete projects at a correctional facility.
- Inspects potential job sites in order to determine suitability for the correctional trades program.
- Estimates and orders materials needed in order to complete the project.
- Coordinates and directs grounds maintenance activities of the institution in order to maintain an effective maintenance program.
- Oversees and directs the operation of the garage and the maintenance of the motor vehicle fleet in order to ensure the safety and availability of motor vehicles.

MINIMUM REQUIREMENTS

In order to qualify you must have four (4) years of education, training, and/or experience in a trade (e.g. wood shop, machine shop, finishing shop, upholstery/refinishing shop, print shop, safety training) to include one (1) year experience supervising the work of tradespeople.

Licensing Requirements: Some positions may require special licenses/certifications in the specified trade.

Value of State-paid Dental Insurance: $13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): $428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): $407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): $386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): $365.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

Value of State's share of Employee's Retirement: 20.85% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer.