



Job Posting Announcement: 7/1/2015

TITLE: Building Maintenance Supervisor (full-time, 37.5 hours per week)

ANTICIPATED STARTING DATE: August 1, 2015

OPEN TO: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

MINIMUM QUALIFICATIONS: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of materials and methods of building repair and maintenance; considerable knowledge of preventive maintenance techniques; considerable interpersonal skills; oral and written communication skills; ability to lay out and inspect building repair and maintenance work; ability to read and interpret blueprints and specifications; ability to coordinate work assignments; ability to utilize computer software; supervisory ability.

EXPERIENCE AND TRAINING: Six (6) years of experience in the repair and maintenance of large buildings.

Note: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis.

Substitution Allowed: College training in architecture, mechanical or electrical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess and retain appropriate current licenses, permits and/or certifications.

SPECIAL EXPERIENCE: Two (2) years of the General Experience must have been in a supervisory capacity.

Note:

For State Employees this is interpreted at the level of Building Superintendent 2.

RESPONSIBILITIES: Under the supervision of the Dean of Administration, the incumbent will be responsible for the management of all aspects of the maintenance and repair of Quinebaug Valley Community College. This position assists with the development of budgets, scheduling, purchasing, and the implementation of maintenance programs in a cost effective and efficient manner. Incumbent manages the personnel assigned to the department to assure completion of all duties required.

Essential Responsibilities

- Manage the overall maintenance department for the College. This includes routine maintenance and repair, preventive, predictive maintenance, breakdown repairs, and capital project design support.
- Originates and implements plans to develop subordinates and improve the technical skill level of the maintenance staff. Responsible for strategic planning necessary to assure College needs in the future.
- Administer safety and risk assessment programs for the College and Maintenance Department. Ensure contractors and staff follows safety procedures.
- Hazardous Waste Disposal
- Monitors work in progress to ensure that delays are minimal and the quality of the work is acceptable
- Perform miscellaneous assignments as required / requested
- Position requires some coverage of off-hour operations

For more information, view the DAS Class Specifications for more detail on this position at:

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6468>

MINIMUM SALARY: \$68,411 plus State of CT benefits

**APPLICATION DEADLINE: Applications to be reviewed starting July 9, 2015;
OPEN UNTIL FILLED**

APPLICATION PROCEDURE: Email a completed [Community College Employment Application](#), a current résumé, cover letter and unofficial transcript(s) to:

Lois Kelley, Human Resources Assistant
lkelly@qvc.edu

**QVCC IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

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