

**NAUGATUCK VALLEY COMMUNITY COLLEGE
BUILDING SUPERINTENDENT 2**

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

Open To: Candidates on a current examination list.

Hours: 37.5 Hours per week, first shift

Minimum Salary: \$2,121.12 bi-weekly, plus full State of CT benefit package

Closing Date: November 8, 2016

Eligibility Requirement: Candidates must have applied for and passed the Building Superintendent 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans building maintenance work; establishes and maintains building maintenance procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; conducts regular and special inspections to insure compliance with standards; inspects property for defective lighting, plumbing, heating, ventilating, and similar facilities and equipment and assigns staff to remedy same or reports to supervisor; maintains inventory of furniture and equipment and requisitions replacements and supplies; ensures that rooms are properly set up for special events; investigates reports of willful or malicious damage to State property; supervises minor repair work not requiring the services of tradesworkers; insures that proper temperatures are maintained; reviews work completed by contract employees; prepares bid specifications and cost estimates; may supervise building security, transportation, mail, stores, parking areas, and/or grounds; responds to emergencies on twenty-four hour basis; may conduct new product and equipment testing; performs related duties as required.

This position will be filled in accordance with State policies and procedures and established reemployment, transfer, promotion and SEBAC employment obligations.

Application Instructions: For complete application instructions, please go to the Naugatuck Valley Community College website at [Building Superintendent 2 Posting](#)

Only those applications post marked by the closing date will be considered.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

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.