State of Connecticut
JOB POSTING

DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
EMMETT O'BRIEN TECHNICAL HIGH SCHOOL
BUILDING MAINTENANCE SUPERVISOR

*****REANNOUNED – NEW CLOSING DATE*****

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

Open To: See Eligibility Requirement

Location: 141 Prindle Avenue, Ansonia, CT 06401

Hours: 6:30 a.m. – 2:30 p.m.

Salary: $62,604 - $81,595

Closing Date: September 27, 2011

Job Posting #: 00061246

ELIGIBILITY REQUIREMENT:
Candidates must have applied for and passed the Building Maintenance Supervisor exam and be on the current certification list. Your name must appear on the **current** exam list which was promulgated from a previously administered exam.

GENERAL KNOWLEDGE:
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 preventative maintenance techniques; considerable interpersonal skills; oral and written communication skills; ability to lay out and inspect building repair and maintenance work; ability to coordinate work assignments; supervisory ability.

EXAMPLE OF DUTIES:
Schedules, assigns, oversees and reviews 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 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; inspects buildings and equipment to determine repair and improvement needs; receives repair requests, makes estimates of time and materials to meet requests and prioritizes according to need; maintains inventories of tools, equipment, supplies and orders or requisitions when needed, possibly requiring interaction with vendors; serves as a centralized purchasing officer for properties under his/her authority; coordinates arrangements for deliveries of materials and access to area by workers; arranges alternative plans for areas and services disrupted during construction and/or repair; may solicit bids from outside contractors and inspect contracted work; may read and interpret design blueprints and specifications for small scale renovations and remodeling; may make budget recommendations; performs related duties as required.

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

SPECIAL REQUIREMENT:
Two (2) years of the General Experience must have been in a supervisory capacity.
Note: For state employees the Special Experience will be interpreted at the level of Building Superintendent 2.

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.

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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION REQUIREMENTS:
In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at http://www.sde.ct.gov.
3. Three (3) current letters of professional reference
4. Current state employees: provide a copy of your last two performance appraisals

Emmett O'Brien Technical High School
141 Prindle Avenue
Ansonia, CT 06401
ATTN: June Redmond-Smith
TEL: (203) 732-1800
FAX: (203) 735-6236
E-MAIL: june.redmond-smith@ct.gov

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.**

Inquiries regarding Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2071
(Equal Employment Opportunity Director/American with Disabilities Act Coordinator)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921;
(617) 289-0111
Fax number (617) 289-0150
TTY/TDD (877) 521-2172
(matters related to race, color, national origin, age, sex and/or disability).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER