

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
BUILDING SUPERINTENDENT 2**

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

Open To: **Candidates on a current examination list.**

Location: Meriden

Job Posting No: 6180

Salary: *\$1,941.08 - \$2,485.64

Closing Date: **Friday, July 13, 2012**

* New hires to state employment start at the minimum of the above salary range.

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. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities:

Considerable knowledge of building custodial care, minor maintenance and operations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; oral and written communication skills; ability to inspect and diagnose repair and improvement needs and to recommend and follow through on solutions; ability to handle problems in one or more areas such as security, transportation, or stores; supervisory ability.

General Experience:

Five (5) years' experience in building management or in the operation or maintenance of buildings.

Special Experience:

Three (3) years' of the General Experience must have been in a supervisory capacity in the maintenance of buildings.

Special Requirement:

The appointing authority may require the possession of appropriate current licenses or permits during employment in this class.

Physical Requirement:

Employees appointed to positions 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.

Working Conditions:

Incumbents may be required to lift; may be exposed to some risk of injury from equipment.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references by ***Friday, July 13, 2012, close of business**, to:

The Department of Emergency Services & Public Protection

1111 Country Club Road, Middletown, CT 06457-9294

Attn: Terry Vasile, HR Specialist

Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the originals via mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an equal opportunity/affirmative action employer.