

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
(DURATIONAL)
BUILDING SUPERINTENDENT 2
BRISTOL TECHNICAL EDUCATION CENTER**

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

Open To: The Public
Location: 431 Minor Street, Bristol, CT 06010
Hours: 7:00 a.m. – 3:00 p.m.
Hourly Rate: \$25.89 Per Hour
Closing Date: October 31, 2011
Posting Number: 00060316

ELIGIBILITY REQUIREMENT:

Applicants who meet one of the following criteria are eligible for consideration: 1) currently classified as a Building Superintendent 2 and seeking a lateral transfer; 2) attained previous status as a Building Superintendent 2; or 3) currently on the Building Superintendent 2 exam list.

Please note: 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 who do not meet any of the above requirements are not eligible for consideration. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLE OF 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 trades workers; insures that proper temperatures are maintained; reviews work completed by contract employees; prepares bid specifications and cost estimates; responds to emergencies on twenty-four hour basis; may conduct new product and equipment testing; performs related duties as required.

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.

Note: For State employees, the Special Experience will be interpreted at or above the level of Supervising Custodian.

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.

Note:

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

ELIGIBILITY REQUIREMENT:

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) pertinent letters of reference to:

Bristol Technical Education Center**431 Minor Street****Bristol, CT 06010****ATTN: Carmen Rode****TEL: (860) 584-8433****FAX: (860) 584-0795****E-MAIL: carmen.rode@ct.gov**

The CTHSS 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 CTHSS 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, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, 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/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
(860) 807-2101
Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Employment Opportunity Director and nondiscrimination policies and practices)

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