



STATEWIDE PROMOTIONAL EXAMINATION

BUILDING SUPERINTENDENT 2

ANNUAL \$50,662  
SALARY: \$64,875

SALARY  
GROUP: TC 20

APPLICATION CLOSING  
DATE: JANUARY 5, 2012

EXAM  
NO: 111072SPMB

**PURPOSE OF CLASS:** This class is accountable for supervising the remedial and custodial services, minor maintenance, building operations and related services in medium sized State institutions (considering size, numbers supervised, and complexity.)

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY JANUARY 5, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS STATE SERVICE AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Five years' experience in building management or in the operation or maintenance of buildings.

**SPECIAL EXPERIENCE:** Three 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 REQUIREMENTS:** The appointing authority may require the possession of appropriate current licenses or permits during employment in this class.

**PHYSICAL REQUIREMENTS:** 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 and may be exposed to some risk of injury from equipment.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** 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.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b> (Exam questions will cover KSA's listed above.)	<b><u>PART</u></b> <b>WRITTEN</b>	<b><u>WEIGHT</u></b> <b>100%</b>
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**THE EXAMINATION WILL BE HELD ON: TUESDAY, FEBRUARY 14, 2012.**

(Applicants admitted to take both the Building Superintendent 1 and Building Superintendent 2 examinations will only need to attend one examination session. You must apply for both examinations separately if you wish to be considered for jobs at both levels. Reserve the day as the exam may be scheduled in the morning or afternoon.)

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (PLD-1) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by January 5, 2012.** A separate application form must be submitted for each exam you are applying for

**FORMS:** Application forms (PLD-1) and exam announcements are available from the Department of Administrative Services (<http://www.das.state.ct.us/exam>) and at the Offices of the Connecticut State Job Centers.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

**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.