

DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT
JOB OPPORTUNITY
BUILDING SUPERINTENDENT 1 - 00100179TJG

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

Open To: Agency Employees Only

Location: 165 Capitol Ave., Hartford, CT 06106

Job Posting No: 00100179TJG

Hours: 37.5 per week/Daytime hours

Salary: TC-18
Step 1 \$1,764.53 biweekly / \$46,054.00 annual
Step 10 \$2,275.25 biweekly / \$59,384.00 annual

Closing Date: January 9, 2012 close of business

Eligibility Requirement: Candidates must have applied for and passed the Building Superintendent 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. DAS 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.**

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 improvements 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: Four (4) years of 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 lead capacity in the maintenance of buildings.

Note:

For state employees the Special Experience is interpreted as three (3) years of experience at the level of Lead Custodian.

Preferred Criteria: The preferred candidate will have a minimum 2 years experience in reading and interpreting drawings, sketches and blueprints, as well as excellent oral and written communications skills.

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, 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.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a CT-HR-12 Application for Employment via U.S. Mail or Fax to:

Timothy J. Geary
Dept. of Administrative Services
165 Capitol Ave., 5th Floor East
Hartford, CT 06106
FAX - (860) 622-4922
Tel. – (860) 713-5307
Timothy.Geary@ct.gov

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.