



STATEWIDE PROMOTIONAL EXAMINATION

BUILDING MAINTENANCE SUPERVISOR

ANNUAL \$62,604
SALARY: \$81,595

SALARY
GROUP: TC 25

APPLICATION CLOSING
DATE: MAY 28, 2013

EXAM
NO: 130630SPMC

PURPOSE OF CLASS: In a state agency this class is accountable for functioning in one of the following ways: (1) As staff assistant to a Plant Facilities Engineer 2 at a major state institution supervises and coordinates maintenance and repair projects in the building and maintenance trades. (2) As chief physical plant employee at a moderate sized state institution in charge of custodial and maintenance services for the entire institution. (3) As chief physical plant employee at a regional vocational technical school in charge of custodial and maintenance services for the entire institution.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY MAY 28, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

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

SPECIAL EXPERIENCE: Two years' of the General Experience must have been in a supervisory capacity. (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 semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENT: Incumbents in this class may be required by the appointing authority to possess the appropriate current licenses or permits.

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.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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 preventive maintenance techniques; considerable interpersonal skills; oral and written communication skills; ability to lay out and inspect building repair and maintenance work; ability to read and interpret blueprints and specifications; ability to coordinate work assignments; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **WRITTEN** **100%**

THE EXAMINATION WILL BE HELD ON: MONDAY, JULY 8, 2013.

(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 (CT-HR-12) 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, keep a copy of your completed application form and the fax transmittal receipt for your records. 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 May 28, 2013. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous 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, persons with disabilities and military veterans.