



**STATEWIDE PROMOTIONAL EXAMINATION**  
**BUILDING SUPERINTENDENT 1**

**ANNUAL \$48,860**  
**SALARY: \$63,001**

**SALARY**  
**GROUP: TC 18**

**APPLICATION CLOSING**  
**DATE: NOVEMBER 21, 2014**

**EXAM**  
**NO: 141660SPMB**

**PURPOSE OF CLASS:** In a state agency this class is accountable for supervising remedial and custodial services, minor maintenance, building operations as a shift or functional area supervisor; may be in complete charge of such functions in a small institution (considering size, numbers supervised, and complexity). In the Department of Administrative Services, in a leased building or building with less complex equipment, this class is accountable for supervising custodial staff and related services.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **NOVEMBER 21, 2014** HAS PERMANENT STATE STATUS\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Four years of experience in building management or in the operation or maintenance of buildings. NOTE: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis.

**SPECIAL EXPERIENCE:** Three years of the General Experience must have been in a lead capacity in either the maintenance of buildings or the military experience referenced above. NOTE: For State Employees this is interpreted at or above the level of Lead Custodian.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications. (2) Appointment to unclassified positions within the Connecticut Marketing Authority will be in accordance with Section 22-63a (d) of the Connecticut General Statutes.

**PHYSICAL REQUIREMENTS:** (1) Incumbents 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. (2) 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 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; ability to utilize computer software; supervisory ability.

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

**PART**  
**WRITTEN**

**WEIGHT**  
**100%**

**THE EXAMINATION WILL BE HELD ON: TUESDAY, JANUARY 13, 2015**  
(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 November 21, 2014. **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.state.ct.gov/employment>) or at any state agency.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

**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.