



STATEWIDE PROMOTIONAL EXAMINATION

BUILDING SUPERINTENDENT 1

ANNUAL \$47,436
SALARY: \$61,166

SALARY
GROUP: TC 18

APPLICATION CLOSING
DATE: OCTOBER 29, 2013

EXAM
NO: 131170SPMB

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 or may be in complete charge of such functions in a small institution (considering size, numbers supervised, and complexity). In the Department of Administrative Services, this class is accountable for supervising custodial staff and related services in a leased building or building with less complex equipment.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY OCTOBER 29, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Four 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 lead capacity in the maintenance of buildings. (For State employees, the Special Experience will be interpreted as three years of experience at or above the level of Lead Custodian.)

SPECIAL REQUIREMENT: 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 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.

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, DECEMBER 10, 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 October 29, 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.state.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.