

CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
BUILDING SUPERINTENDENT 1

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS POSTING!](#)

Open To: Candidates on a current examination list and lateral transfers

Location: Facilities Management

Job Posting No: C16-009 (Include Job Posting Number in Cover Letter)

Hours: Monday through Friday, 6:00 A.M. to 2:30 P.M. with a ½ hour meal period (40 hours per week)

Salary: \$53,680 - \$69,220 annually (Salary Grade FM-18)

Closing Date: Wednesday, July 29, 2015

Eligibility Requirements: 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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Supervision Received: Receives general direction from an employee of a higher grade.

Supervision Exercised: Supervises custodial and maintenance staff as assigned.

Examples of Duties: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans building maintenance work; establishes and maintains building maintenance procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; conducts regular and special inspections to insure compliance with standards; inspects properties for defective lighting, plumbing, heating, ventilating and similar facilities and equipment and assigns staff to remedy same or reports to superior; maintains inventory of furniture and equipment and requisitions replacements and supplies; ensures that room(s) are properly set up for special events; investigates reports of willful or malicious damage to state property; supervises minor repair work not requiring services of trades workers; in a small institution may be in complete charge of physical plant, mechanical equipment and grounds; ensures proper temperatures maintained; responds to emergencies on twenty-four hour basis; may conduct new product and equipment testing; performs related duties as required.

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; ability to utilize computer software; supervisory ability.

General Experience: Four (4) 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 (3) 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 Requirement: Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

Physical Requirements: 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. 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 must submit a complete application package by the closing date that includes the following:

- 1) Cover letter specifying this Job Posting Number: (C16-009)
- 2) A completed State application (CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- 3) The names, titles and phone numbers of two current professional references
- 4) State employees attach copies of your two most recent performance appraisals

Incomplete application packages will not be accepted. Applications must be received by Human Resources before 5:00 p.m. on Wednesday, July 29, 2015 for consideration. Faxes will not be accepted. Send or hand deliver application packages to:

**Human Resources
Davidson Hall – Room 101
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050
(Telephone: 860-832-0031)**

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.