

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
BUILDING SUPERINTENDENT 2

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

Open To: Candidates on a current examination list or lateral transfer. **Location:** WCSU, Danbury, Connecticut

Salary: \$55,361 – \$70,892

Work Hours: 6:00 a.m. – 2:00 p.m.

Job Posting No: 0558489

Closing Date: Tuesday, January 17, 2017

This position is responsible for the supervision of the Custodial Services staff in the Department of Environmental & Facilities Services at Western Connecticut State University (WCSU).

ELIGIBILITY REQUIREMENTS: Candidates must be on the current Building Superintendent 2 certification list promulgated by the Department of Administrative Services. State employees currently classified as Building Superintendent 2 and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. **NOTE:** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. [Do not submit application materials unless you meet these eligibility requirements.](#)

EXAMPLES OF DUTIES: Schedules, assigns, oversees and reviews the 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 the 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 property for defective lighting, plumbing, heating, ventilating, and similar facilities and equipment and assigns staff to remedy same or reports to supervisor; maintains inventory of furniture and equipment and requisitions replacements and supplies; ensures that rooms are properly set up for special events; investigates reports of willful or malicious damage to State property; supervises minor repair work not requiring the services of trades workers; insures that proper temperatures are maintained; reviews work completed by contract employees; prepares bid specifications and cost estimates; may supervise building security, transportation, mail, stores, parking areas, and/or grounds; responds to emergencies on twenty-four hour basis; may conduct new product and equipment testing; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: 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 improvement 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.

EXPERIENCE AND TRAINING: General Experience: Five (5) 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 supervisory 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 Supervising 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.

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PHYSICAL REQUIREMENTS: 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 may be required to lift; 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. Individuals with Reemployment/SEBAC rights must be given first preference for this position.

APPLICATION INSTRUCTIONS: Eligible applicants must apply via email by submitting a cover letter, which includes the names & contact information of three (3) current professional references, and a resume to Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In the subject line of email reference: Your Last Name – Building Superintendent 2. Do not submit the state application. Application materials must be received in the above format no later than **Tuesday, January 17, 2017**. Late applications will not be accepted. **Be sure to read the above Eligibility Requirements before submitting application file.**

In accordance with policy, all candidates for employment at Western Connecticut 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/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.