

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
DIRECTOR OF FACILITIES OPERATIONS
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT

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

Open To: Candidates on a current examination list.

Location: State Office Building, 165 Capitol Ave., Hartford, CT

Job Posting No: 00094660TJG

Hours: 40 hours per week

Salary: MP-65 \$81,829.00 - \$104,954.00
(New hires start at the bottom of the range)

Closing Date: July 20, 2012

Eligibility Requirement: Candidates must have applied for and passed the Director of Facilities Operations 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Position Information: The selected candidate will exercise managerial control over the Capitol Area System (CAS) providing thermal energy and chilled water to 18 state-owned and private buildings. This will include, but not be limited to being responsible for the oversight of CAS operations, coordinating vendor work, and managing the business operations and cash flow of the CAS Revolving Fund, which includes the preparation of Energy Billings to system customers and coordinating payments to the Energy Provider and outsourced system operator.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of state of the art security systems, building operations and maintenance procedures and techniques; considerable knowledge of trades including building, custodial and grounds; considerable knowledge of energy conservation methods and techniques; considerable knowledge of budget preparation and control; knowledge of contract preparation and administration; knowledge of tenant agency requirements; considerable interpersonal skills; considerable oral and written communication skills; skill in prevention of deterioration, obsolescence and destruction of buildings and operating equipment; considerable ability to prepare plans, specifications and cost estimates for equipment, services and repairs.

General Experience: Eight (8) years' of professional experience in the repair and maintenance of large buildings, leasing, acquisition or management of property or building contract administration

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity.

Note: For State employees, supervisory capacity is interpreted at or above the level of Maintenance Supervisor 2 or Public Works Assistant Director of Facilities Operations.

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree; or 2. A Master's degree in architecture, business or construction management, engineering or public administration may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class may be required to travel.

Preferred Experience: In addition to the above requirements, the preferred candidate will have 5 years in the management and oversight of the provision of chilled water and thermal energy. This is defined as the direct management of rate-setting and billing; policy development and capital planning; and management of both direct support staff and contractors. The preferred candidate will also have 2 years of customer relations experience. While not critical, work experience with buildings that are part of the Capitol Area System is desirable.

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 should submit a cover letter, a resume, and an HR-12 Application for Employment to:

Timothy J. Geary
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06107
FAX (860) 622-4922

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.