

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
MAINTENANCE SUPERVISOR 1 (HVACR)

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

Open To: Maintenance Supervisor 1 (HVACR) Exam List
& Eligible State Employees

Location: Environmental & Facilities Services
Danbury, CT

Salary: \$56,166 – \$73,454

Hours: Monday – Friday, 6:30 a.m. – 3:00 p.m.

Job Posting No: 056213

Closing Date: Tuesday, September 17, 2013

PURPOSE OF CLASS: In State facilities, this class is accountable for performing in one of the following ways:

1. Supervises a small crew (usually 1-5 workers) of highly skilled trade's workers (Qualified Craft Workers) and skilled workers (Skilled Maintainers) but not solely Skilled Maintainers unless they are on a grounds crew and other lower level employees.
2. In large crews (6 or more workers) of highly skilled trade's workers, assists the Maintenance Supervisor 2 in carrying out supervisory functions. This is appropriate only when there is a demonstrated need for a subordinate supervisory level.

GUIDELINES FOR CLASS USE: Incumbents in this classification should have full proficiency in the technical aspects of their trade area and should have on-going full-time supervisory responsibilities to include such things as completing or providing input for completing service ratings, training and motivating workers, delegating work, setting job priorities, scheduling work, inspecting work for quality and consistency with standards and handling disciplinary action.

SUPERVISION RECEIVED: Receives general direction from a Maintenance Supervisor 2 or an employee of higher grade.

SUPERVISION EXERCISED:

1. As supervisor of a small crew, supervises the work of Qualified Craft Workers and other employees as assigned.
2. As assistant to a Maintenance Supervisor 2, assists in supervising a large crew of Qualified Craft Workers and other employees as assigned.

EXAMPLES OF DUTIES: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew 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; performs some of the more skilled duties involved; may estimate time, skills and material needed for proposed repairs or improvements; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of modern methods and equipment involved in the trade indicated by the parenthetical title of the class; considerable knowledge of relevant State and national codes and regulations; interpersonal skills; oral and written communications skills; skill in performing technical duties of the class; ability to read and interpret specifications, blueprints, and sketches; supervisory ability.

EXPERIENCE AND TRAINING: ELECTRICAL, HVACR, PLUMBING AND STEAMFITTING:

General Experience: Five (5) years' experience in the trade area indicated by the parenthetical title.

Special Experience: Two (2) years of the General Experience must have included performing highly skilled duties in the trade area indicated by the parenthetical title. **Note:** For state employees the Special Experience will be interpreted at the level of Qualified Craft Worker.

SPECIAL REQUIREMENTS: ELECTRICAL, HVACR, PLUMBING AND STEAMFITTING:

1. The appointing authority may require the possession of appropriate current licenses or permits during employment in this class including possession and retention of a license as a Journeyman or above in the trade area indicated by the parenthetical title.
2. Incumbents in this class may be required to travel within the state. 3. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class.

PHYSICAL REQUIREMENT: 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 in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

APPLICATION INSTRUCTIONS: Eligible applicants must complete and submit the WCSU Application of Employment, http://www.wcsu.edu/hr/forms/EmploymentForms/WCSU_Employment_Application.pdf, as well as submit the contact information of three (3) current professional references to Ms. Peggy Boyle, Assistant Director in Human Resources. Materials may be submitted via email to: hrpositions@wcsu.edu or mailed to Western Connecticut State University Human Resources Department, 181 White Street, Danbury, CT 06810. Do not submit the state application. Application materials must be received no later than **Tuesday, September 17, 2013.**

In accordance with CSU System 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.