

DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
JOB OPPORTUNITY
DIRECTOR OF FACILITIES OPERATIONS

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

Open To: The Public
Location: Middletown
Job Posting No: 100172
Salary: \$81,829.00 (MP - 65)
Closing Date: Tuesday, February 7, 2012
Job Posting No.: 100172

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. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

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.
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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer and promotion employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Tuesday, February 7, 2012** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Terry Vasile, Human Resources Associate
Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail. Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

These positions will be filled in accordance with reemployment, SEBAC, transfer, and promotional rules.