



EXAMINATION OPEN TO THE PUBLIC

DIRECTOR OF FACILITIES OPERATIONS

ANNUAL \$81,829	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$104,954	GROUP: MP 65	DATE: NOVEMBER 28, 2011	NO: 1108700CDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for directing staff in the management, operation and/or maintenance programs of state buildings and grounds or directing facilities management staff in the oversight of property portfolios including contractors and vendors performing property management services.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 28, 2011:

GENERAL EXPERIENCE: Eight 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 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.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four 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 additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

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.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) **Completed Application Form (CT-HR-12)**
(2) **Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Director of Facilities Operations, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Director of Facilities Operations cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in large-scale property management including operations, maintenance, leasing, and/or acquisition. Indicate your experience in the areas of building services and contract compliance, maintenance of buildings and grounds (including leased buildings), preparing and reviewing plans and specifications for building renovations and/or alterations and selecting and supervising service contractors. Be specific and detailed regarding your responsibilities in each of the above areas. Also, detail your experience in preventative maintenance systems, including troubleshooting problems, overseeing and allocating for building repairs, and monitoring compliance with environmental regulations and safety and property information standards. Include any experience in space planning and oversight of contracts with private property managers and materials management. (2) Administrative/Program Management experience. Describe your specific responsibilities in planning, directing, and coordinating property/facilities management projects/programs. Include information describing the type, size and scope of the program(s) you managed. Also, detail your responsibilities related to program administration, budget development and administration, developing program goals and objectives, forecasting and management of program resources and policy development. Provide information describing the numbers and job titles of the individuals you directly supervise and your specific supervisory responsibilities (e.g. assigning work, training, evaluating performance and taking necessary disciplinary action). Also, detail your administrative experience in the following areas: contract negotiation and management, inventory control; purchasing, planning and developing long range building plans and making recommendations on operational improvements to achieve costs reductions. (3) Interpersonal/oral and written communications experience. Describe your experience cultivating business relationships with key contacts in government, private industry, and other organizations. Indicate experience acting as a consultant to other organizations, contracted services or others regarding project or compliance issues, and the purpose and nature of the contacts/consultations. Be specific in describing your experience conducting formal presentations or workshops, including the audience reached and the topics involved as well as representing the agency/organization on various board and commissions and your role. Detail experience preparing written plans, specifications, cost estimates, records and reports, the purpose of these materials and for whom they were written. (4) Database management experience. Detail your experience using computer-aided facilities management applications and other database management systems. Be specific as to the type and variety of systems you have used, your purpose in using them and the exact nature of your duties in this area. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 28, 2011. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by January 9, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

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.