

Manchester Community College
JOB OPPORTUNITY
Building Superintendent 3

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

Open To: Candidates on current exam list or lateral transfer
Location: Manchester Community College, Manchester, CT
Hours: Monday – Friday; 8:00 a.m. – 4:00 p.m. (1st Shift)
Salary: \$58,766 - \$76,798
Closing Date: Friday, November 8, 2013

General Knowledge: Applicant must have six years of experience in building management; knowledge of building custodial care, minor maintenance and operations; considerable knowledge of sanitation and safety standards as applicable to a public building; 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; considerable 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; supervisory ability.

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; oversees building operations, including heating, elevators, moving of furniture and equipment, and relocation of offices; makes regular and special inspections to locate problem areas, flaws, defects, etc.; may receive requests for or initiate repairs, replacements and improvements, consulting with superior when these are of a major nature; receives and resolves complaints pertaining to matters within jurisdiction; maintains adequate supplies and recommends purchase of needed equipment; responds to emergencies on twenty-four hour basis; inspects the various buildings to locate problems and recommends solutions to supervisor; may conduct new product and equipment testing; performs related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate strength, stamina, and physical agility, visual and auditory acuity and must maintain such physical fitness as to be able to perform duties. A physical examination may be required.

CHARACTER REQUIREMENT: In addition to the checking of reference and of facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate weight and to use protective equipment such respirators and safety goggles, and may be exposed to risk of injury from equipment, extreme weather conditions and/ or environmental conditions

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, an Application Form (CT-HR-12) and three references to:

Desreen Petgrave, Human Resource Specialist
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046
dpetgrave@mcc.commnet.edu

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.