



Department of Administrative Services - Division of Construction Services
Job Title: MANAGER OF TECHNICAL SERVICES

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

Open To: DAS employees only (No exam via Delegation Agreement, GL 222)
Location: 450 Columbus Boulevard, Hartford, CT 06103
Job Posting No.: 91865
Hours: 40 hours per week – 1st shift
Salary: \$80,261.00 (MP 63)
Closing Date: February 22, 2017

EXAMPLES OF DUTIES:

Directs staff and operations of unit; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of unit budget; maintains contacts with individuals both within and outside of division who might impact on program activities; administers required inspection programs of state owned buildings; administers building and fire codes, building plan review, hazardous materials and technical assistance programs to local fire officials, building officials and design professionals; directs research of new technology and materials; approves requests for modification of State Fire Safety Code or State Building Code; serves as Office of the State Fire Marshal or Office of the State Building Inspector liaison with Codes and Standards Committee; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant state and federal laws, statutes and regulations including those governing use, storage and transportation of hazardous materials, particularly flammable and combustible liquids, flammable gases and chemicals; considerable knowledge of relevant agency policy and procedures; considerable knowledge of and ability to review complex architectural and engineering plans and specifications for large scale building projects including engineered fire and life safety protection systems and concepts; considerable knowledge of methods, materials and equipment used in building construction including service and safety equipment; considerable knowledge of engineering and architectural principles and practices pertaining to building construction; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to develop and prepare fire building and life safety codes.

EXPERIENCE AND TRAINING: General Experience: Ten (10) years of general experience in fire or building code compliance plan review and inspection of buildings, five (5) years of which must have been in the inspection and review of plans and specifications for fire or building code compliance on large scale building projects.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity responsible for the interpretation and proper application of fire, building and related safety codes and regulations.

Note: Large scale building projects are interpreted as buildings exceeding 12,000 square feet in size and more than one story in height not including apartment buildings and single family residences.

Substitutions Allowed:

1. College education in fire protection or building design and construction engineering 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. Two (2) years as a Fire and Life Safety Supervisor or Construction Services Building Official Supervisor may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must be currently certified by the State Fire Marshal as a Fire Marshal, Deputy Fire Marshal or Fire Inspector OR by the State Building Inspector as a Building Official OR must successfully complete the first program offered after appointment.
2. Incumbents in this class must complete ninety (90) hours of job related continuing education every three (3) years in accordance with Chapter 541 of the Connecticut General Statutes.
3. Incumbents in this class may be required to travel.

The preferred candidate will have:

- 1) Experience coordinating the code compliance process for a large scale capital improvement program consisting of many individual projects ranging from minor repair or alterations to new large scale building projects.
- 2) Experience developing administrative processes to manage a code compliance program.
- 3) Experience working with state agencies to facilitate code compliance for their improvement projects.

PHYSICAL REQUIREMENT: Incumbents in this class must maintain sufficient strength, stamina and agility to effectively perform assigned duties.

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, résumé, copy of certification(s) and the Application for Employment (http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

Department of Administrative Services
450 Columbus Boulevard – Suite 1404
Hartford, CT 06103
Attn: Deborah Craig, HR Specialist
Fax: 860-622-4921 (Preferred Method)

OR via Email: DAS.HR.Smart@ct.gov Subject line MUST include: Job Posting No. and Your Last Name

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

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.