



EXAMINATION OPEN TO THE PUBLIC PLANT FACILITIES ENGINEER 1

**ANNUAL \$ 74,420
SALARY: \$ 96,351**

**SALARY
GROUP: TC 28**

**APPLICATION CLOSING
DATE: JANUARY 22, 2014**

**EXAM
NO: 140050OCMC**

**ANNUAL \$ 77,923
SALARY: \$106,240**

**SALARY
GROUP: MP 63**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: This class is accountable for directing or assisting in directing physical plant operations in a state institution including: all operational maintenance, repairs and alterations; plant utilities including heating, power generation and wastewater treatment; complete grounds and equipment maintenance; administration of repairs and contracts pertaining to facilities maintenance; code compliance for fire safety and environmental conditions.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JANUARY 22, 2014**.

GENERAL EXPERIENCE: Eight years technical experience in the maintenance and repair of large buildings and utility services.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a first-line supervisory capacity responsible for the direction of a large crew of trades workers, contractors or similar highly skilled maintenance specialists above the apprenticeship level. NOTE: For State employees the Special Experience will be interpreted at or above the level of Maintenance Supervisor 2.

SUBSTITUTION ALLOWED: College training in architecture, mechanical or electrical engineering or a related field may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENT: The appointing authority may require the possession of appropriate current licenses or permits during employment in this class.

WORKING CONDITION: Incumbents may be exposed to some risk of injury from equipment when inspecting jobs.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the methods, materials and equipment used in the maintenance, operation and repair of buildings and all utilities, services and equipment; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and federal laws, statutes and regulations; knowledge of materials and methods of building construction; knowledge of preventive maintenance techniques; considerable interpersonal skills; considerable oral and written communication skills; ability to read and interpret blueprints and specifications; ability to plan, supervise and inspect building repair and maintenance work.

THE EXAMINATION WILL BE COMPOSED OF:

PART EXPERIENCE AND TRAINING	WEIGHT 100%
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APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) **Completed Application Form (CT-HR-12)**
- (2) **Supplemental 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 supplemental 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 Plant Facilities Engineer 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Plant Facilities Engineer 1 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 the maintenance, operation and repair of large buildings and utility services and equipment. Indicate your experience in the areas of building services, maintenance of buildings and grounds, preparing and reviewing plans and specifications for building renovations and/or alterations, developing and administering safety programs 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, developing specifications for maintenance equipment and supplies and monitoring compliance with environmental regulations and safety and standards; (2) Administrative and supervisory experience. Describe your specific responsibilities in planning and coordinating facilities management projects/programs. Include information describing the type, size and scope of the program(s) you supervised. Also, detail your responsibilities related to program administration, budget development and administration, developing program goals and objectives, forecasting 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); (3) Interpersonal/oral and written communications experience. Describe your experience cultivating business relationships with key contacts in government, private industry, and other organizations. Indicate your 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 representing the agency/organization on various board and commissions and your role. Detail your experience preparing written plans, specifications, cost estimates, records and reports, the purpose of these materials and for whom they were written. **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 January 22, 2014. (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, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. 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 March 7, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

NOTE: TC Salary Plan is 37.5 hrs/per week. MP Pay Plan is 40 hrs/per week.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or 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, persons with disabilities and military veterans.