Tunxis Community College is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, this publicly supported learning center provides an array of educational services designed to meet the training, occupational, intellectual, and cultural needs of the people of its region.

Tunxis bases its operations on the belief that learning is best accomplished through the evaluation of current skills and knowledge, the identification of educational objectives, the determination of a proper balance between study and other responsibilities, and involvement in the educational process that meets one’s objectives.

We are currently recruiting for a full time Building Superintendent 1. This position supervises the custodial and maintenance operations of Tunxis Community College’s Facilities Department, who serve the faculty and staff.
as well as students. The department is responsible for a 298,000 square-foot college campus located in Farmington, as well as a remote facility in Bristol. This is a five day, 37.5 hours per week position (Monday-Friday, 7AM-3PM).

**SELECTION PLAN**

In order to be considered for this job opening, you must be a current State of CT employee of the Board of Regents, who has permanent state status*, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).

Applicants should upload a current resume to the RESUME tab within their JobAps application. Those invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory/personal references, college transcripts, licensure, etc., at the discretion of the hiring agency.

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency's human resources office: Wendy Bovia, wbovia@txcc.commnet.edu, (860) 773-1420.

**PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency this class is accountable for supervising remedial and custodial services, minor maintenance, building operations as a shift or functional area supervisor; may be in complete charge of such functions in a small institution (considering size, numbers supervised, and complexity).

In the Department of Administrative Services, in a leased building or building with less complex equipment, this class is accountable for supervising custodial staff and related services.

**EXAMPLES OF DUTIES**
Schedules, assigns, oversees and reviews 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 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; conducts regular and special inspections to insure compliance with standards; inspects properties for defective lighting, plumbing, heating, ventilating and similar facilities and equipment and assigns staff to remedy same or reports to superior; maintains inventory of furniture and equipment and requisitions replacements and supplies; ensures that room(s) are properly set up for special events; investigates reports of willful or malicious damage to state property; supervises minor repair work not requiring services of trades workers; in a small institution may be in complete charge of physical plant, mechanical equipment and grounds; ensures proper temperatures maintained; responds to emergencies on twenty-four hour basis; may conduct new product and equipment testing; performs related duties as required.

**KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of building custodial care, minor maintenance and operations; 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; ability to inspect and diagnose repair and improvements needs and to recommend and follow through on solutions; ability to handle problems in one or more areas such as security, transportation, or stores; ability to utilize computer software; supervisory ability.

**MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Four (4) years of experience in building management or in the operation or maintenance of buildings.

*Note:* Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis.
MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Three (3) years of the General Experience must have been in a lead capacity in either the maintenance of buildings or the military experience referenced above.

Note: For State Employees this is interpreted at or above the level of Lead Custodian.

PREFERRED QUALIFICATIONS

Preference will be given to applicants with:

- At least two (2) years’ maintenance experience working for a higher education institution (college or university)
- A welding certificate
- Completion of a course in locksmithing
- Completion of a program for handling hazardous materials

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.
2. Appointment to unclassified positions within the Connecticut Marketing Authority will be in accordance with Section 22-63a(d) of the Connecticut General Statutes.

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

Incumbents may be required to lift and may be exposed to some risk of injury from equipment.
Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

Apply Online  

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.