

Connecticut General Assembly
JOB OPPORTUNITY
Facilities Engineer

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

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: \$112,509
Closing Date: April 1, 2022

General Knowledge:

The Connecticut General Assembly's nonpartisan Office of Legislative Management seeks a full-time Facilities Engineer. The Facilities Engineer is the Joint Committee on Legislative Management's day-to-day first line contact with the Capitol and Legislative Office building (LOB) contractors and consultants involved in renovation or upkeep of the physical plant and all property under the control and supervision of the Legislative Management Committee. The Facilities Engineer assures that staff and legislator offices are properly set up and equipped. Will assess ergonomic needs as well as assisting HR with ADA accommodations. **The successful Candidate is expected to begin employment in June.**

Examples of Duties:

- Continuous daily consultation and coordination of upkeep and maintenance of elevators, escalators, HVAC, electrical and other utilities and equipment necessary for the proper functioning of the Legislative Branch.
- Regular consultation with contractors providing Capitol and LOB facilities services.
- Supervision of Facilities project manager(s).
- Supervision of Office of Legislative Management front office staff whose responsibilities include scheduling and coordination of regular and special events in the Capitol and LOB;
- Regular reporting on activities, both orally and by written memoranda, to the Financial Administrator and the Executive Director;
- Preparation, under the direction of the contracting team, of specifications for bids on contracts relating to the physical plant or grounds of the Capitol/LOB complex;
- Responding to inquiries from prospective bidders on such contracts;
- Analysis and evaluation of bids and proposals received on contracts relating to the Capitol/LOB complex;
- Works closely with The Connecticut Television Network (CT-N), the television network of the Legislative Branch, which provides television and webcast coverage of Connecticut state government.
- Assists with oversight of cafeteria vendor.
- Regular reporting, along with the Financial Administrator and the Executive Director, to the Legislative Management Capitol Restoration Committee.

Minimum qualifications required:

A Bachelor's degree, and preferably a Master's degree, in an engineering discipline and at least eight years of direct or related experience in building facilities and/or construction management, including contract administration; or equivalent education and experience. At least 3 years of supervisory experience in the facilities area. Knowledge of ergonomics and ADA regulations for employees and the public. Knowledge of and ability to interpret relevant state and federal laws and regulations. Strong interpersonal, oral and written skills. Ability to work outside of normal working hours to address emergencies on the campus.

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter and resume to CGAEMPLOYMENT@cga.ct.gov by 5:00p.m on April 1, 2022. Please include Facilities Engineer in the subject line of the email.

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.