

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Facilities Project Manager – Operations and Maintenance**  
**Office of Legislative Management**

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

**Open To:** The Public

**Location:** Legislative Office Building

**Hours:** Full Time, 40 hours per week (extended hours, including nights and weekends during the legislative session).

**Salary:** Starting at \$60,662

**Closing Date:** May 15, 2015

**General Description:**

Be an integral part of the Facility Management team in completion of multiple functions of building operations and maintenance of the State Capitol Facilities. Duties include providing supervision, planning, organization, and scheduling of the work assigned to contractors; Ensuring timely and quality service delivery and a high level of customer satisfaction with the delivery of Facility Management services; Coordinating and managing move, add and change activities; Assisting in the preparation and management of the operating and capital budgets, and working with design consultants to get necessary drawings and specifications prepared.

**Preferred Skills and Ability:** Bachelor's degree in engineering, facilities/construction management or architecture plus Two (2) years' experience in construction and/or facilities project management required or an equivalent combination of education and work experience; A good understanding of design, building engineering and construction processes; Demonstrated project management and vendor management skills required; Basic knowledge of financial terms and principles including the ability to perform statistical analysis; Excellent interpersonal and customer service skills; Considerable oral and written communication skills. Must be able to work independently and as a team member. Must have professional demeanor, positive attitude, patience, flexibility and a customer-service attitude

**Note:** Some night and weekend work as required. May be exposed to some risk of injury or physical harm from construction site environments and a moderate degree of discomfort from year-round weather conditions.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

**Office of Legislative Management**  
**Attn: Facilities Project Manager Position**  
**Room 5100, Legislative Office Building**  
**Hartford, CT 06106**

**Applications must be received by 5:00 pm, Monday, May 15, 2015.**

**AN 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.