



# STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



August 23, 2016

**SCHEDULE AND PAY RANGE:** 81-03

**CLASSIFICATION:** Building and Grounds Superintendent

**TYPE OF VACANCY:** Permanent Classified/Full-Time

**LOCATION:** Madison

**CONTACT:** Steve Janisch, HR Specialist - 608-242-3166 or [stephen.janisch@wisconsin.gov](mailto:stephen.janisch@wisconsin.gov)

**WHO MAY APPLY:** Employees within the DMA who are in a pay range counterpart to 81-03, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

**JOB DUTIES:** This position is responsible for managing and developing the electronic security systems program and building automated energy management systems for the Wisconsin Army National Guard (WIARNG) Department of Military Affairs (DMA). Responsibilities include assisting with and designing electronic security systems and direct digital energy management systems for remodel and new construction projects, integrating the systems with the existing security and building management systems utilized by the department. Those systems include access control (ACS), intrusion detection (IDS), closed circuit television (CCTV), building fire and emergency annunciation systems and heating, ventilation and air conditioning (HVAC) energy management controls.

In addition, this person manages the card access system that has approximately 3,500 active cardholders. Not limited to card access facilities, the responsibility includes providing security services for equipment and property such as statewide computer systems, vehicles, as well as all of the state property located in our many owned and leased sites.

**KNOWLEDGES:** Principles and practices of supervision; organizing and delegating work, ability to plan, prioritize, schedule and supervise multiple jobs at multiple locations; principles of automated building management systems to include direct digital control systems, intrusion detection systems, card access systems, and closed circuit television systems; the operation, maintenance and repair of electrical systems; effective verbal and written communications skills; ability to understand equipment operating manuals, technical drawings, blueprints, and specifications; as well as to use personal computers.

**SPECIAL REQUIREMENTS:** Applicants must possess or have the ability to possess a valid driver's license upon appointment. Must be able to obtain and maintain a Government Common Access Card, which requires passing a vetting and background check process.

**HOW TO APPLY:** If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.



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To be considered for this opportunity, materials must be received no later than 3:30 pm on Wednesday, August 31, 2016. Questions regarding this position can be directed to CW4 David Molitor at (608) 242-3359. Personnel related questions, such as eligibility determinations, can be directed to the contact listed above. A complete position description can be provided upon request.