



Department of ADMINISTRATIVE SERVICES Job Postings



NAUGATUCK VALLEY COMMUNITY COLLEGE ANNOUNCEMENT OF ANTICIPATED POSITION OPENING Date Posted: December 28, 2015

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

POSITION: Qualified Craft Worker (Locksmith), First Shift

DEPARTMENT: Facilities

CLOSING DATE: January 11, 2016

QUALIFICATIONS:

Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to read and interpret blueprints, prepare estimates and keep shop records. **EXPERIENCE AND TRAINING REQUIREMENTS: General Experience:** Four (4) years' experience as a locksmith, **Special Experience:** Two (2) years of the General Experience must have been performing skilled trade functions in the locksmith craft. For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial and food services duties will not be considered as qualifying experience.

DUTIES:

Maintains, repairs and installs locking and mechanical door closing equipment; cuts new or duplicate keys and changes lock combinations using hand tools and special equipment; disassembles locks and repairs or replaces worn tumblers, springs and other parts; rebuilds cylinders; sets up and maintains key control and issuing system.

PHYSICAL REQUIREMENTS:

Must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

WORKING CONDITIONS:

May be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. May be required to use protective equipment such as respirators and safety goggles.

HOURS:

Full Time, 37.5 hours per week

MINIMUM SALARY:

\$1,928.20 bi-weekly, plus excellent medical insurance, retirement and related fringe benefits.

APPLY TO:

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/ArtMID/5049/ArticleID/2399/Qualified-Craft-Worker-Locksmith>

This position will be filled in accordance with State policies and procedures and established reemployment, transfer, promotion and SEBAC employment obligations.

Only those applications post marked by the closing date will be considered.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

Naugatuck Valley Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.