

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
MAINTAINER
(GROUNDS CARE/OUTSIDE SERVICES)
PART-TIME/SECOND SHIFT
ELLA T. GRASSO TECHNICAL HIGH SCHOOL**

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

Open To: The Public
Location: 189 Fort Hill Road, Groton, CT 06340
Hours: 2:30 p.m. – 9:00 p.m.
Salary: \$15.11 Per Hour
Closing Date: December 3, 2013
Posting #: 60082

GENERAL KNOWLEDGE:

Some oral and written communication skills; some interpersonal skills, ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for, and perform minor maintenance on equipment used in daily work; ability to work independently; some ability in simple record keeping and preparing reports.

EXAMPLE OF DUTIES:

Digs ditches; shovels materials such as sand, stone, dirt and snow; operates hand, small power equipment, mowers and attachments; cuts weeds or brush; weeds gardens; rakes fill, loam, grass or leaves; moves, loads, unloads and distributes supplies and equipment; cleans gutters, storm sewers and catch basins; plants, fertilizes and limes vegetables, lawns, flowers, shrubs, etc. with detailed instruction from supervisor; trims shrubs (does not include pruning); may operate and perform preventive maintenance and minor repairs on vehicles such as tractors, trailers, multiple power mowers, snow blowers and snow plows required in care of grounds, walks and roads; may sand and salt walkways; picks up litter; empties trash receptacles and maintains dumpster areas; performs related duties as required.

GENERAL EXPERIENCE:

Any experience and training which will provide the knowledge, skills, and abilities listed above.

PREFERRED EXPERIENCE:

The preferred candidate has experience performing related maintenance work in a school or other large building.

PHYSICAL REQUIREMENT:

Incumbent must have adequate physical strength, stamina, physical agility and auditory acuity and must maintain such physical fitness as to be able to perform the duties. Incumbents may be required to lift moderate to heavy weights.

Note:

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. The incumbent in this position works only when school is in session.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position. **All documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three pertinent professional references to:

Ella T. Grasso Technical High School
189 Fort Hill Road
Groton, CT 06340
ATTN: Wendy Monk, Business Manager
TEL: (860) 448-0220
FAX: (860) 446-6001
E-MAIL: wendy.monk@ct.gov

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2101

Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, Suite 900

Boston, Massachusetts 02109-3921

617-289-0111

fax number 617-289-0150

TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER