

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
PART-TIME CUSTODIAN  
BULLARD-HAVENS TECHNICAL HIGH SCHOOL**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)**

**Open To:** The Public

**Location:** 500 Palisade Avenue, Bridgeport, CT 06610

**Hours:** 10:00 a.m. – 5:00 p.m.

**Salary:** \$15.11 Per Hour

**Closing Date:** June 2, 2014

**Posting #:** 61432

**EXAMPLE OF DUTIES:**

Performs custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, kitchens, dining rooms and lavatories, areas outside the building (trash pick-up, etc); dusts, mops, sweeps, scrubs, strips waxes, polishes including glass, windows, woodwork, walls, furniture and metal equipment; assists with snow removal, shoveling, etc; collects and disposes of trash, reports need for repairs, performs minor maintenance, runs errands, change light bulbs and replaces fuses; inspects buildings for damage and reports to supervisor; moves furniture and/or set up classrooms; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Some oral and written communication skills; some interpersonal skills, including the ability to work with students; 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.

**GENERAL EXPERIENCE:**

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

**PREFERRED EXPERIENCE:**

The preferred candidate has experience performing custodial work in a school.

**SPECIAL REQUIREMENT:**

The appointing authority may require possession of an appropriate current license or permit during employment in this class.

**PHYSICAL REQUIREMENT:**

Incumbents 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:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

## **APPLICATION PROCEDURE/REQUIRED DOCUMENTS:**

**All required documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**Note:** Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**Bullard-Havens Technical High School  
500 Palisade Avenue  
Bridgeport, CT 06610  
ATTN: Annette Segarra-Negron, Business Manager  
TEL: (203) 579-6333**

**Applications will be accepted via U.S. mail or hand delivery only.**

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 Connecticut State 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  
860-807-2071  
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**