



**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**  
**CUSTODIAN**

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

**Open To:** STATE EMPLOYEES ONLY

**Location:** Blue Hills Hospital, 500 Vine Street, Hartford, CT

**Job Posting No:** CV~114552

**Schedule:** 1st shift ~ Monday, Tuesday, Wednesday – 7:00 a.m. to 3:00 pm., Thursday and Friday  
Scheduled Days Off and Saturday and Sunday: 7:00 a.m. to 3:00 p.m. ~ 37.5 hours weekly

**Annual Salary:** TE-09 - \$31,367.00

**Closing Date:** February 26, 2017

**Duties may include but not limited to:** The Custodian would be responsible for performing custodial tasks and maintenance of areas such as offices, Hospital Units, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

**General Experience and Training:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**Physical Requirement:** Incumbents in this class 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:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and from patients/clients.

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

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer, promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other STATE Employees** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to: **PLEASE SEND APPLICATIONS TO:**

**EMAIL: [CVH-RECRUIT@CT.GOV](mailto:CVH-RECRUIT@CT.GOV) ~ FAX: (860) 262-5055**

**Connecticut Valley Hospital  
Office of Human Resources ~ ATTN: Recruitment  
P.O. Box 351 ~ Middletown, CT 06457**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment ([CT-HR-12](#)) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AFFIRMATIVE ACTION/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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Deb Robinson at 860-262-5819 or [Deborah.A.Robinson@ct.gov](mailto:Deborah.A.Robinson@ct.gov) NP-2