Department of Mental Health and Addiction Services
Southeastern Mental Health Authority

JOB OPPORTUNITY
Custodian
Fiscal Facilities

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

Open To: STATE EMPLOYEES

Location: Southeastern Mental Health Authority 401 W. Thames Street, Bldg. 301, Norwich, CT 06360

Job Posting No: SM26027

Hours: 1st Shift, Monday through Friday, 7:00 a.m. - 3:00 p.m., (Full time 37.50 hours)

Salary Range: TE-09 Step 1 = $31,367.00 annually (employees in an initial working test period)
TC-09 Step 1=$ 34,852-$43,551 annually (step placement determined in accordance with existing rules)

Posting Date: Closing Date: September 30, 2017

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

Duties may include but not limited to: Responsible for performing custodial tasks and maintenance of areas such as offices, hospital units, kitchens, dining rooms and laversories 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; inspect 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.

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.

Special Requirement: Incumbents in this class are required to possess and retain a current Motor Vehicle Operator license.

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: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

To be considered for this position: 1. All applicants 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.

PLEASE SEND APPLICATIONS TO: Gabriella DiNuzzo, Human Resources Director, Southeastern Mental Health Authority, 401 West Thames Street, Building 301, Norwich, CT 06360. Phone: (860) 859-4651 - FAX: (860) 859-4792 Email: MHA-SMHA-RECRUIT@ct.gov

The 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

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Gabriella DiNuzzo at 860-859-4653 or Gabriella.DiNuzzo@ct.gov

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