

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
PART TIME CUSTODIAN  
FIRST SHIFT, 16 HOURS PER WEEK, ONE OR MORE**

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

**Open To:** The Public  
**Location:** Danbury  
**Minimum Salary:** \$16.03 / hour  
**Closing Date:** May 1, 2017

**QUALIFICATIONS:**

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; 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 duties. A physical examination may be required.

**DUTIES:**

Performs custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, 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; 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 change light bulbs; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may move furniture and/or set-up classrooms; performs related duties as required. During regular working hours and on a mandatory call-in basis is required to perform snow and ice removal duties, shoveling, plowing, sand and salt stairways and walkways. May oversee work of students assigned to assist in custodial duties. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

**Application Instructions:** Complete position announcement and application instructions are available on the NVCC web site at: [PT Danbury Custodian Position](#) . Only those applications post marked by the closing date will be considered.

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

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

**AN 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.

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.