



# Department of ADMINISTRATIVE SERVICES Job Postings



## GATEWAY COMMUNITY COLLEGE

### JOB OPPORTUNITY

#### CUSTODIANS

#### MAINTENANCE DEPARTMENT

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

**Open To:** Public

**Location:** GCC's Downtown Campus 20 Church Street New Haven, CT

**Job Posting No:** 0164711

**Hours:** Full-time, 37.5 hours/week. (3<sup>rd</sup> shift 6:00pm-2:00am) Monday - Friday

**Salary:** \$31,367 approximate annual for the first six (6) months.  
\$34,852 approximate annual after successful completion of the working test period

**Closing Date:** \* November 25, 2016

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

**Examples of 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; Changes light bulbs and replaces fuses; Lubricates or tightens door hinges, drawers, cabinets, etc.; Replaces ceiling or floor tiles; Removes snow and ice from stairways and walkways around buildings; Sands and salts stairways and walkways; Moves furniture and/or set-up classrooms and other areas as directed; Accept product deliveries; Operate autos, light trucks, vans, power sweeper, forklifts, material handling equipment, power tools, and janitorial power equipment as required; Perform preventative maintenance work on equipment as needed; May be required to work overtime with minimal notice; Performs related duties as required.

**Knowledge, Skills and Abilities:** Interpersonal skills; 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:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**Special Requirement:** Incumbents in this class may be required to possess appropriate current licenses, permits and/or certifications. Must have reliable transportation to and from work even during inclement weather.

**Physical Requirement:** Employees appointed to positions 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 of the class. A physical examination is required.

**Working Conditions:** Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

**Gateway Community College  
Human Resources Office  
20 Church Street  
New Haven, CT 06510**

\*The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Friday, November 25, 2016** receiving priority consideration. Interviewing will commence at scheduled times beginning no earlier than **Monday, November 28, 2016**. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

Electronically submitted packets preferred to [LCorbeil@gwcc.commnet.edu](mailto:LCorbeil@gwcc.commnet.edu)

\*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

#### **Continuing Notice of Nondiscrimination**

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, Wilson Luna at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

**GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.**