



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
LEAD CUSTODIAN

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

Open To: STATE EMPLOYEES and THE PUBLIC

Location: Connecticut Valley Hospital ~ Administrative & Support Services ~ **MERRITT HALL**,
Middletown, CT

Job Posting No: CV~114558

Hours: 1st shift ~ 6:45 a.m. to 2:45 p.m. ~ Monday through Friday ~ 37.5 hours weekly

Salary Range: TC-11 \$36,847.00 - \$46,661.00 Annually

Closing Date: November 3, 2016

Duties may include but not limited to: Plans crew workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; ensures supplies and equipment for crew are adequate by reporting shortages to supervisor; performs full range of duties as outlined in Custodian class specification; 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: Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

General Experience and Training: One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENT: One (1) year of experience in work that could reasonably be expected to 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:

EMAIL: CVH-RECRUIT@CT.GOV ~ FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

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. NP-2