



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



JOB OPPORTUNITY  
PART-TIME MAINTAINER (GROUNDS CARE)  
ELLA T. GRASSO TECHNICAL HIGH SCHOOL

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

**Open To:** The Public  
**Location:** 189 Fort Hill Road, Groton, CT 06340  
**Hours:** Monday – Friday, 7:30 a.m. – 1:30 p.m.  
**Salary:** \$16.03 Per Hour  
**Closing Date:** August 3, 2015  
**Posting #:** 60082

**EXAMPLE OF DUTIES:**

Digs ditches; shovels materials such as sand, stone, dirt, snow, etc.; operates hand, small power equipment, snow blowers, mowers and attachments; cuts weeds or brush; weeds gardens; rakes fill, loam, grass or leaves; moves, loads, unloads and distributes supplies and equipment; cleans gutters, storm sewers and catch basins; plants, fertilizes and limes vegetables, lawns, flowers, shrubs, etc. with detailed instruction from supervisor; trims shrubs; may supervise parking to enforce regulations; may operate and perform preventive maintenance and minor repairs on vehicles such as tractors, trailers, multiple power mowers, snow blowers and snow plows required in care of grounds, walks and roads; may sand and salt walkways; picks up litter; empties trash receptacles and maintains dumpster areas; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for, and perform minor maintenance on 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.

**PREFERRED EXPERIENCE:**

The preferred candidate has experience performing grounds care maintenance work in a school environment.

**SPECIAL REQUIREMENT:**

The appointing authority may require possession of an appropriate current license or permit during employment in this class.

**PHYSICAL REQUIREMENT:**

Incumbents must have adequate physical strength, stamina, physical agility and auditory acuity and must maintain such physical fitness as to be able to perform the duties. Incumbents may be required to lift moderate to heavy weights.

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

## **APPLICATION PROCEDURE/REQUIRED DOCUMENTS:**

**All required documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above requirements.

**Note:** Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**Please submit the above documents to the following address:**

**Ella Grasso Technical High School  
189 Fort Hill Road  
Groton, CT 06340  
ATTN: Wendy Monk, Business Manager  
TEL: (860) 448-0220**

**Please note: Applications will be accepted via U.S. mail or hand delivery only.**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2071  
Levy.Gillespie@ct.gov  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
Fax number: 617-289-0150  
TTY/TDD: 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**