

**NAUGATUCK VALLEY COMMUNITY COLLEGE
POSITION VACANCY
PART TIME BUILDINGS AND GROUNDS PATROL OFFICER
PUBLIC SAFETY**

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

Open To: The Public
Location: Naugatuck Valley Community College
Job Posting No: 00083664
Hours: 16 hours per week, Friday and Saturday nights, 11 pm – 7 am
Salary: \$17.63/hour minimum
Closing Date: January 11, 2012

Eligibility Requirement:

State employees who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Interpersonal skill; basic oral and written communication skill; ability to think and act quickly in an emergency with judgement and discretion. The ability to work alone and independently is required.

Duties: Enforces regulations relating to parking and traffic control on state property; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; monitors buildings and property to prevent trespass, vandalism, theft and other violations; performs routine patrol duty; monitors security and alarm systems to detect theft and other criminal acts, fires or fire-system related troubles; provides security escorts; may provide first aid; performs dispatching and record keeping functions at a desk post; adheres to college and department policies and procedures, and performs related duties as required.

General Experience: Any experience or training which would provide the skills and abilities indicated above.

Special Requirement:

1. Appointments to positions within the Connecticut Marketing Authority must meet the above Experience and Training requirements.
2. Appointment to positions within the Connecticut Marketing Authority will be in accordance with Section 22-63a(d) of the Connecticut General Statutes.
3. Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certification.

Character Requirement: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are appointed.

Physical Requirement: Candidates must be in good health; candidates must have and retain sufficient physical strength, stamina, and agility, visual and auditory acuity to perform the duties of the class.

Working Conditions: Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol or related patrol assignments and to some danger of injury in performing the duties of the class.

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 completed State of Connecticut Application Form for Examination and Employment (CT-HR-12), and the name, address and phone numbers of three references to:

**Part Time Buildings and Grounds Patrol Officer
Public Safety Department
Naugatuck Valley Community College
750 Chase Parkway
Waterbury, CT 06708**

Only those applications received by the closing date will be considered.

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.