

**ASNUNTUCK COMMUNITY COLLEGE
ANTICIPATED JOB OPPORTUNITY
CUSTODIAN
BUILDING MAINTENANCE**

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

Open To: The Public.
Location: 170 Elm Street, Enfield, CT 06082
Job Posting No: **CUST**
Hours: Custodian (1) Part-Time (26 hours per week)
4:00 p.m. – 11:00 p.m. M – Th
Salary: \$14.67/hour (TE-9, Step 1) - \$20.36/hour (TC-9, Step 10)
Closing Date: October 12, 2012

Eligibility Requirement: State employees currently holding the above title of Custodian may apply for a lateral transfer.

Knowledge, Skills and Abilities: 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 (e.g. email, word, excel, processing work orders).

General Experience: General Experience: Any experience and training which would provide the knowledge, skills and abilities listed above.

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 may be 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.

Examples of Duties: This incumbent will be responsible for performing custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, 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 replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

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

Application Instructions: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position (JOB CODE: CUST) and a completed State application (CT-HR-12) – available on our Human Resources tab at www.asnuntuck.edu.

**Asnuntuck Community College
Human Resources – JOB CODE: CUST
170 Elm Street
Enfield, CT 06082
Fax: 860-253-3069 or
Email AS-Administration-HR@asnuntuck.edu**

Asnuntuck Community College is an Affirmative Action/Equal Opportunity Employer, M/F.
Protected members are strongly encouraged to apply.