

Quinebaug Valley Community College
JOB OPPORTUNITY
Custodian

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

- Open To:** The Public. State employees currently holding the title of Custodian may apply for a lateral transfer. Candidates appearing on State Reemployment or SEBAC lists are given first consideration.
- Location:** 742 Upper Maple Street, Danielson, CT 06239
- Hours:** SECOND SHIFT Full time 37.5 hours (Danielson Campus) Monday - Thursday; 3:00 p.m. to 11:00 p.m.; Friday 2:00 p.m. to 10:00 p.m. Schedules may vary while on semester breaks, during summer.
- Salary:** \$30,453 annual for first 6 months working test period;\$33,836 annual after working test period successfully completed; (shift differential of .90 cents per hour); Plus State of Connecticut benefits
- Closing Date:** Applications to be reviewed starting August 4, 2014; OPEN UNTIL FILLED

Responsibilities:

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; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; 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 including directing staff and students during emergencies; securing building and arming/disarming security alarms. Required to perform snow and ice removal duties, shoveling, plowing, sanding. Exposure to chemicals & cleaning agents/solvents associated with listed duties. May oversee work of students assigned to assist in custodial duties.

Minimum Qualifications Required

Knowledge, Skill and Ability:

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; must have a strong commitment to following all safety rules.

Physical Requirement:

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 duties. A physical examination may be required. Offer of employment is contingent upon a successful medical examination. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a completed State Application – CT-HR-12 (application available at <http://das.ct.gov/cr1.aspx?page=13>) to:

Quinebaug Valley Community College
Human Resources Department
Attention: Lois Kelley, Human Resources Assistant
Email: lkelly@qvcc.edu

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.

Quinebaug Valley 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 in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, pmartland@qvcc.edu, 860-932-4124; and Dennis Sidoti, EEO Officer and Title IX Coordinator, dsidoti@qvcc.edu, 860-932-4151, Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239