

**Department of Veterans' Affairs
Employment Opportunity**

Custodian

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

Open to: The Public

Location: Department of Veterans' Affairs, 287 West St., Rocky Hill 06067

Job Posting Number: 2893

Hours per week: 37.5

Work Schedule: 7:00 a.m. – 3:00 p.m., Monday through Friday, with a one half hour unpaid meal break.

Salary: TE 9, \$1,166.79 biweekly

Closing Date: December 9, 2014

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, 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; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; 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.

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.

EXPERIENCE AND TRAINING:

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

SPECIAL REQUIREMENT:

Incumbents in this class may be required to possess appropriate current licenses or permits.

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 and/or patients and/or clients.

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 cover letter and completed state application (CT-HR-12) (**State Employees must include their last two performance appraisals**). **Applications must be postmarked by December 9, 2014. Faxes will not be accepted. Send cover letter and application to:**

**Department of Veterans' Affairs
Attn: Human Resources
287 West Street
Rocky Hill, CT 06067**

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.