

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
CUSTODIAN – FISCAL SERVICES UNIT

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

**Open To:** State Employees  
**Location:** Fiscal Services Unit - 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM26027  
**Hours:** 1st Shift/ Monday through Friday/ 7:00 a.m. to 3:00 p.m./ 37.5 hours per week  
**Salary:** TE- 09 \$29,566 (Entry Level Hiring rate for this class will be ten (10%) percent below Step 1)  
TC- 09 \$32,850 - Annually (Upon successful completion of initial working test period incumbent's salary will be adjusted to the Step 1 for this class).  
**Closing Date:** February 20, 2014

**Duties may include but not limited to:** Performing custodial tasks and maintenance of areas such as offices, inpatient / outpatient units, kitchens, dining rooms, conference rooms, lavatories including outdoor areas (i.e trash around buildings) and hallways etc.; dusts, mops, sweeps, scrubs, washes floors using appropriate equipment and procedures, vacuums carpeting, floor mats, etc.; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; May move furniture and/or set-ups. Inspects building for damage and reports conditions to supervisor; sweeps and clears walkways; collects and disposes of trash indoors and outdoors, 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; performs related duties as required.

**Eligibility Requirement:** 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.

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

**Special Requirement:** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Physical Requirement:** Incumbents 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.

**Working Conditions:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and from patients/clients.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (upper right-hand corner) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). To be considered for this position:

1. DMHAS employees who are lateral transfer candidates (example Custodian applying to an Custodian posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. All other applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)

FAX: (860) 859-4792

Southeastern Mental Health Authority  
Office of Human Resources / Attn: Recruitment  
401 West Thames Street, Building 301, Norwich, CT 06360

**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 NP-2