



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
JOB OPPORTUNITY
CUSTODIAN – FULL TIME, 2ND SHIFT
Date Posted: November 17, 2017

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)

- Location:** Maintenance Department, Park Place East, Winsted, CT
- Hours/Shift:** Full-Time, 37.5 hours per week, Monday through Friday, 2nd Shift (2:30 PM-10:30 PM)
- Minimum Salary:** \$16.02 per hour approximate starting rate; \$17.80 per hour after successful completion of a working test period; Plus, State medical insurance, retirement and related fringe benefits
- Closing Date:** December 1, 2017
- Open To:** The Public. State employees currently holding the above title of Custodian may apply for a lateral transfer. Those candidates appearing on Reemployment or SEBAC lists are given first consideration.

Examples of Duties: Under the supervision of a Lead Custodian or designee, this incumbent will be responsible for performing custodial tasks and maintenance of areas such as classrooms, offices, conference rooms, auditorium, and lavatories including outdoor areas (e.g. 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.

Knowledge, Skill & 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 and computer skills.

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

Special Requirement: Must possess a valid driver's license.

Physical Requirements: Incumbents 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. A physical examination may be required.

Working Conditions: Incumbents may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter with contact information of three (3) professional references and a State of CT Application for Employment. Applications must be received by the closing date in order to be considered for an interview. The final candidate will be required to successfully complete a background check.

Application materials will only be accepted via the Connecticut State Department of Administrative Services Online Employment Center at: <https://www.jobapscloud.com/CT/>

Northwestern Connecticut 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. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Title IX and Section 504/ADA Coordinator (Phone: 860-738-6315, Email: RGonzalez@nwcc.edu), Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.