TOWN OF

EAST HAVEN

CIVIL SERVICE COMMISSION

Notice of Testing

The Civil Service Commission announces an open-competitive examination for the position of Custodian with the East Haven Board of Education.

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TIME:	**To Be Announced**
DATE:	**To be Announced**
PLACE:	**To Be Announced**
SALARY:	**Entry Level: $39,228.80**

Duties: See attached job description.

Minimum Qualifications

Knowledge, Skill and Ability:

Some knowledge of materials, methods, and equipment used in building custodial work, ability to follow written and oral instruction; ability to maintain cooperative relationships with those contacted in work; ability to plan work schedules and work independently; sufficient physical strength and stamina to perform the duties required of the class.

Experience and Training: Graduation from High School or 1 year employment in building care and cleaning operations.

Examination: Written Test: Pass Point: 70 Weight: 100%

Additional credit may be awarded after successful completion of all phases of the exam:

- Candidates who believe they are eligible for Veteran Credit must attach copy of DD214.
- Candidates with college credits may be eligible for the Education Credit and must request an Official Transcript from their college or university be sent to The Civil Service Office, 250 Main Street, East Haven CT 06512 and be received by 1/15/16 to receive credit.
- Candidates may be eligible for Foreign Language Proficiency Credit by attaining a rating of "Intermediate-High" on a Foreign Language Competency Exam. Candidates who believe they are fluent in a foreign language must submit the "Foreign Language Proficiency Examination Credit Request" form available in the application to The Civil Service Office by 12/4/15.

RECEIVED FOR FILING
NOV 12 2015
TOWN CLERK'S OFFICE
EAST HAVEN, CONN.

Stacey Gravino, CCTC
TOWN CLERK

Applications must be returned no later than December 4, 2015 to:

The Civil Service Commission
250 Main Street
East Haven CT 06512

Andrea M. Liquori

Andrea M. Liquori, Chief Examiner

The Town of East Haven is an Equal Opportunity Employer. Minorities, Veterans, Females and the Handicapped are encouraged to apply.

SCHEDULE A

EAST HAVEN BOARD OF EDUCATION

Job Description

Custodian

General Statement of Duties:

As custodian in charge of an elementary, middle, and high school, cleans and is responsible for the conditions of the entire building including floors and stairways; does related duties as required.

Supervision Received:

Works under the general direction of the supervisor of Buildings and Grounds; work is subject to periodic checks to insure maintenance of established standards.

Example of Duties:

In a elementary, middle and high school sweeps, mops, washes and waxes interior floors and stairways; washes windows; moves, dusts and washes furniture; prepares rooms and halls for meetings; cleans lavatories; arranges cafeteria dining area for lunch; sweeps cafeteria floor and removes garbage after final serving; delivers milk to classrooms; collects and disposes of rubbish; receives, requisitions and maintains inventory of cleaning supplies; receives, stores and delivers supplies; responds to emergency calls from teachers; operates hand and power equipment such as mowers and floor scrubbers; tends, adjusts and cleans heating plant; locks and unlocks premises; performs minor preventative repair tasks; notifies maintenance department of need for major repairs; shovels snow sands walks; cuts grass; trims shrubs; raises and lowers flag; adjusts clock and bell system; checks building on weekends to insure proper functioning of heating plant.

Minimum Qualifications Knowledge, Skill and Ability:

Some knowledge of materials, methods and equipment used in building custodial work, ability to follow written and oral instruction; ability to maintain cooperative relationships with those contacted in work; ability to plan work schedules and work independently; sufficient physical strength and stamina to perform the duties required of the class.

Experience and Training:

Graduation from High School or one (1) year's employment in building care and cleaning operations.

East Haven is an equal opportunity employer. Females, minorities, handicapped and veterans are encouraged to apply.