



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

CUSTODIAN I *Bridgeport Public Library*

Salary and Hours: \$42,471.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

Custodial work of ordinary difficulty and responsibility involving independent activity in the cleaning, care and minor maintenance of a school, library, city hall or similar city buildings; related work as required; performed under general supervision.

SUPERVISION RECEIVED: Acts under the supervision of the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Has immediate responsibility for custodial care and minor maintenance of a public building of moderate size and complexity, involving the cleaning and care of floors, walls, ceilings, windows, furniture and all of the apparatus equipment and facilities; or without complete custodial responsibility, works under supervision in a high school or very large building with additional and more complex heating, ventilating, and other apparatus equipment or facilities.
- Notes room temperature and checks, cleans and services heating, ventilating and air conditioning systems.
- Gathers and disposes of refuse.
- Cleans walks, shovels snow, trim hedges, mows, and cares for lawns.
- Shifts furniture and arranges rooms for varying uses.
- Does simple painting, carpentry, and the like; and a wide variety of minor maintenance at the handyman level.
- Guards against trespassing, vandalism, and fire hazards.

- Checks and orders miscellaneous janitorial material and supplies.
- Occasionally and incidentally drives a light truck in moving to other buildings or in transporting supplies.
- May exercise occasional limited supervision over a subordinate janitorial worker, usually working on a different shift.

MINIMUM EDUCATIONAL REQUIREMENTS

- High School diploma or G.E.D.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, write and speak English at the 10th grade level.
- Considerable knowledge of cleaning methods, materials, and equipment.
- Considerable knowledge of the factors of fire and health safety involved in the care of buildings.
- Working knowledge of simple repair and maintenance methods.

EXPERIENCE AND TRAINING:

- Some experience in building cleaning, minor maintenance, watchman, or allied work.
- Any equivalent combination of education and experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee may frequently lift and/or move up to 25 pounds and occasionally lift weights up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

This position will require a pre-employment medical examination and drug testing.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

| | | | |
|----------------------|--|------|--|
| Position Applied for | | Date | |
|----------------------|--|------|--|

| APPLICANT INFORMATION | | | | | | | |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|--|--|
| Last Name | | First Name | | M.I. | | | |
| Mailing Address | | | | Apartment/Unit # | | | |
| City | | State | | ZIP | | | |
| Phone | | | E-mail Address | | | | |
| Commercial Drivers License (CDL) (Yes/No) | | | CT Drivers License (Yes/No) | | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Have you ever worked for the City of Bridgeport before? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | | | |

| EDUCATION | | | | | | | |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|--|--|
| High School | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| College | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| Other | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |

| REFERENCES | | | |
|---|--|--|--------------|
| <i>Please list three professional references.</i> | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |

| PREVIOUS EMPLOYMENT | | | | | |
|--|--|----|--|------------------------------|-----------------------------|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

| | | | | | |
|--|--|----|--|--------------------|----|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES | NO |

| | | | | | |
|--|--|----|--|------------------------------|-----------------------------|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

| DEMOGRAPHICS | | | | |
|--|---------------------------------|--|--|---|
| <p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p> | | | | |
| GENDER: | FEMALE <input type="checkbox"/> | MALE <input type="checkbox"/> | HISPANIC or LATINO | |
| ETHNICITY: | WHITE <input type="checkbox"/> | ASIAN <input type="checkbox"/> | BLACK or AFRICAN AMERICAN <input type="checkbox"/> | AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> |
| NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/> | | TWO or MORE RACES <input type="checkbox"/> | | OTHER <input type="checkbox"/> |

| IN CASE OF EMERGENCY, PLEASE NOTIFY: | | | |
|--------------------------------------|--|--|---------------|
| Name: | | | Name: |
| Relationship: | | | Relationship: |
| Home Phone: | | | Home Phone: |
| Work Phone: | | | Work Phone: |
| Cell Phone: | | | Cell Phone: |

DISCLAIMER AND SIGNATURE

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.