INTERNAL/EXTERNAL

NOTICE OF VACANCIES

Vacancies exist in the positions as indicated below. Department & Division, Salary Groups, and closing Date for filing the required application for transfer/promotion to these positions is as noted below:

POSITION	SALARY RANGE	GRADE	DEPARTMENT & DIVISION
Custodian – (12:00 pm – 8:00 pm, Monday - Friday, buildings as assigned)	$22.77- $27.69 per hour	PW 3	Public Works Building Maintenance

TESTING REQUIREMENTS * -

Written Examination (Weighted 50%)	Technical/Oral Examination (Weighted 50%)

**** Each*** portion of the testing requirements ***must*** receive a passing score of 70% or more in order to proceed to the next phase of the testing process.

**The City reserves the right to move only a select number of applicants forward to the Technical/Oral Examination.

Employment Benefits:

Liberal fringe benefits – Anthem Medical, CIGNA Dental, CVS Caremark Prescription Drug, Life Insurance, Sick Leave, Vacation and Holidays, Worker's Compensation and Connecticut Municipal Employees Retirement System.

How to Apply:

Apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or email completed application to jobs@newlondonct.gov

The application must be submitted before **November 24, 2026, at 3:00 P.M. EOE MFH**

FLSA: non-exempt
Grade: PW-3
Location: Building Maint. Div/ DPW
Approved by Personnel Board: 12/14/2018
Concurred Union (1378): 1/5/2017
Hours: 40

CUSTODIAN

GENERAL STATEMENT OF DUTIES:

Position is responsible for performing routine and occasional building cleaning tasks for assigned buildings and seasonal facilities.

Works under the general direction of the Buildings Crew Leader or designee.

EXAMPLES OF WORK (ILLUSTRATIVE):

Sweeps and wet mops floors; cleans and buffs vinyl tile floors; vacuums and deep cleans carpets and runners.

Dusts and polishes furniture on a daily or weekly basis; washes windows as needed.

Cleans and disinfects bathrooms, re-stocking supplies as needed; removes graffiti when necessary.

Empties office waste baskets and ensures trash removal, setting out garbage and recycling containers for refuse collection.

Secures buildings, windows, and offices nightly; checks buildings after meetings, ensuring restrooms are clean and buildings are clear prior to final lock-up. May set up rooms for meetings as needed.

Changes burned-out interior and exterior light bulbs and makes minor repairs to buildings, furniture, and equipment as needed. May perform minor painting and routine repairs. Reports need for major repairs to supervisor for follow-up.

Shovels snow, removes litter and performs other routine ground maintenance.

Responsible for the cleaning of jail cells, dispatch center, seasonal showers and restrooms. Cleans prisoner areas of bio-hazard substances, such as blood whenever necessary.

Orders and re-stocks inventory as needed; performs all other work-related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of building cleaning practices, supplies and equipment coupled with an ability to use materials safely and efficiently.

Ability to work well independently, completing work thoroughly and in a timely manner.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective, courteous relationships with supervisors, co-workers, other city employees and the general public.

Ability to safely use cleaning equipment, tools and supplies and to handle the physical demands of the position on a daily basis, in all forms of weather.

MINIMUM QUALIFICATIONS:

High school diploma plus six (6) months cleaning experience, preferably in a commercial environment, or a satisfactory equivalent combination of training and experience.

Revised: 12/2018