



## INTERNAL POSITION ANNOUNCEMENT

Quinebaug Valley Community College is recruiting to fill a permanent full-time Maintainer position at its Danielson Campus. Preference will be given to applicants on State layoff lists. Reemployment and SEBAC regulations are applicable. **This is an internal search and is limited to CSCU employees that belong to the NP-2 Union only.**

**POSITION:** Maintainer

**LOCATION:** Danielson Campus, 742 Upper Maple Street, Danielson, CT 06239

**ANTICIPATED START DATE:** February 2017

**APPLICATION DEADLINE:** January 31, 2017

### MINIMUM QUALIFICATIONS:

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping. Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

**HOURS:** Full time, 7:00AM - 3:00PM Monday through Friday  
Schedules may differ slightly while on semester breaks and during summer

### DUTIES INCLUDE:

Performs preventive maintenance tasks including but not limited to the following: checks gauges for established settings; checks steam trap indicators; checks belt tension (blowers, fans and rotating equipment); changes filters (water and gas); inspects doors for damage; tightens chairs, tables, desks, door hinges, and cabinets and lubricates when necessary; replaces castors; cleans grease traps; may check temperatures against pre-established settings; may clean strainers and boilers; may replace ceiling tiles and loose floor tiles; may spot patch walls; may replace washers; may repair minor leaks in toilets, drinking fountains, etc.; may attach shelving and put up bulletin boards, pictures, etc.; may clean motor housings, ducts and other mechanical equipment; may act as a relief person for other maintenance employees; may perform custodial functions as required; may move furniture; performs related duties as required. Digs ditches; shovels materials such as sand, stone, dirt and snow; operates hand, small power equipment, mowers and attachments; cuts weeds or brush; weeds gardens; rakes fill, loam, grass or leaves; moves, loads, unloads and distributes supplies and equipment; cleans gutters, storm sewers and catch basins; plants, fertilizes and limes vegetables, lawns, flowers, shrubs, etc. with detailed instruction from supervisor; trims shrubs (does not include pruning); may supervise parking to enforce regulations; may operate and perform preventive maintenance and minor repairs on vehicles such as tractors, trailers, multiple power mowers, snow blowers and snow plows required in care of grounds, walks and roads; may sand and salt walkways; picks up litter; empties trash receptacles and maintains dumpster areas; performs related duties as required. Required to perform snow and ice removal duties, shoveling, plowing, sanding. May oversee work of students assigned to assist in custodial duties.

**STARTING SALARY:** \$34,852.00 annually

**APPLICATION PROCEDURE:** Submit a completed [State of CT-HR-12 application](#), cover letter, and résumé to:

**Lois Kelley, Human Resources Assistant**  
Human Resources  
742 Upper Maple Street  
Danielson, CT 06239 or  
email to: [lkelley@qvcc.edu](mailto:lkelley@qvcc.edu)

**PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Quinebaug Valley 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 in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, [pmartland@qvcc.edu](mailto:pmartland@qvcc.edu) , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239