



# CITY OF BRIDGEPORT, CONNECTICUT

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

## *Custodian Helper (Part-Time)* *Public Facilities*

**Salary and Hours:** \$20.00 per hour, 19 hours per week.

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

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Custodial work involving heating and the cleaning and care of floors, walls, ceilings, windows, furniture, and of all equipment and facilities.
- Without complete custodian responsibility, works under supervision in a high school or very large building.
- Assists in cleaning and servicing boilers and ventilating systems.
- Gathers and disposes of refuse.
- Cleans walks, shovels snow, trims hedges, cuts grass, and shifts furniture and arranges rooms for various uses.
- Does a wide variety of minor maintenance at the handyman level, such as simple painting, simple carpentry, and the like.
- Guards against fire hazards, vandalism, and trespassing.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

- Completion of eighth grade.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- 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 experience and training which provides a demonstrated potential for performing the duties of the position

## **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	
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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 checked="" 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 <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

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>				
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
<b>ETHNICITY:</b>	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	
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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.