

TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF
THE TOWN COUNCIL

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

March 30, 2023

TO: Harry Amadasun and Tom Rup

FROM: Awet Tsegai, Chair

RE: Thursday, March 30, 2023 5:30 pm CCC 111/Microsoft Teams

**This meeting is accessible through "Microsoft Teams" 1 929-235-8441
Conference ID: 780 420 746# or [Click here to join the meeting](#)**

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - A. March 2, 2023
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
5. NEW BUSINESS
 - A. Human Resources & Chief Diversity Officer
 - B. Deputy Director of Health and Human Services
 - C. Youth Outreach Coordinator
 - D. Custodian I- Public Works
 - E. Custodian I- Library
 - F. Custodian I- Police Department
6. ADJOURNMENT
 - C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

March 2, 2023

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:40 pm

APPROVAL OF MINUTES

January 23, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun
to **approve** the minutes of the January 23, 2023 Personnel & Pensions
Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Chief Administrative Office & Finance Director

Tyron Harris, Human Resources Director detailed additions made to the job description of the Finance Director to incorporate the responsibilities of the role of Chief Administrative Officer to properly reflect overlap of the two positions as well as to clearly divide responsibilities between the Finance Director and that of the recently hired Deputy Finance Director position.

The Committee made the recommendation to revise the job description to be less restrictive to candidates from private enterprise. The Director agreed to make the appropriate edits.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Chief Administrative Office & Finance Director, dated January 3, 2023 as amended by the Department of Human Resources per the subcommittee's recommendations.

Motion carried 3/0

Deputy Development Director

Director Harris stated that this is a newly created position based on the realignment of the Mayor's organizational chart. The administration's vision of service delivery within the department will allow for the Deputy Development Director to serve in a support role to the current Development Director focusing more on day-to-day functions and team management while the Development Director will be concentrated more on larger projects. The Director also stated that the position will provide an additional resource for succession planning should the Development Director position become open.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Deputy Development Director, dated February 6, 2023 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Director, East Hartford Works

Director Harris shared that this also is a new position to the Town. East Hartford Works (initially East Hartford Connects) as a department was initially a part of the Board of Education and has recently been incorporated as a Town administrative department. This position and the Career Coach position to be discussed are fully granted funded. The Director confirmed that both positions are non-bargaining.

The Committee recommended that the "position definition" focus be edited to reflect a strategy focus on advancing opportunity for our citizens to make it more inclusive.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Job Description and Compensation Plan for the position of Director, East Hartford Works, dated February 6, 2023 as provided by the Department of Human Resources with the subcommittee's recommendations.

Motion carried 3/0

Career Coach

Similarly to the Director, East Hartford Works position, the committee proposed changes made to the position definition language as previously discussed.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Job Description and Compensation Plan for the position of Career Coach, dated February 6, 2023 as provided by the Department of Human Resources with the subcommittee's recommendations.

Motion carried 3/0

ADJOURNMENT

MOTION By Tom Rup
seconded Awet Tsegai
to **adjourn** at 5:55 pm

Motion carried 3/0

C: Town Council
Mayor Walsh
Tyron Harris, Human Resources Director
Melissa McCaw, Finance Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

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March 14th 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Human Resources & Chief Diversity Officer, Deputy Director of Health and Human Services, and Youth Outreach Coordinator.

Dear Mr. Walsh:

Please see the attached Human Resources & Chief Diversity Officer, Deputy Director of Health and Human Services, and Youth Outreach Coordinator job descriptions to align with the new organizational structure.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

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TITLE: ~~Director of~~ Human Resources & Chief Diversity Officer

LEVEL: 11

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DEPARTMENT: Human Resources

DATE: 3/1/2023

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POSITION DEFINITION:

Works under the general direction of the Mayor. Plans, organizes, and administers the personnel and affirmative action programs of the town, and provides related consultative services to departments, town boards and commissions.

ESSENTIAL JOB FUNCTIONS:

- Plans and organizes work according to standard or established procedures.
- Establishes priorities in work assignments.
- Assigns work and projects to professional and secretarial staff.
- Directs personnel programs including: recruitment, examination, appointment, classification, compensation, and development and training.
- Directs labor relations programs including development of collective bargaining demands in concert with department management, negotiation and administration of collective bargaining agreements.
- Provides near term and long range planning for employee relations programs and collective bargaining strategy and objectives.
- Receives legal direction from Corporation Counsel to implement collective bargaining contracts and practices.
- Serves as an advisor and representative of the Town in grievance and arbitration hearings.
- Provides consultation and administrative assistance to department heads, boards and commissions in personnel and labor relations matters.
- Administers equal employment opportunity and affirmative action programs.
- Advises and counsels department heads on employee training and development programs to improve work methods and procedures.
- Prepares budget recommendations for the department and administers adopted budget.
- Prepares complex statistical and narrative reports for the Mayor and the Town Council upon request.
- Serves as staff to assigned Boards and Commissions.
- Reports work accomplished to Mayor.

• Create and manage DEI programs related to recruitment, promotion, pay equality, etc.

• Stay on top of trends, laws, and other factors influencing DEI programs.

• Represent the town at industry meetings and events.

• Develops and implements training to promote cultural understanding and competency and a climate of equity and inclusion.

• Serves as the central resource for staff and the community on issues related to protected class discrimination, harassment and Title IX.

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• Regularly meets with key diversity professionals to build strategic relationships.

• Set the tone and HR systems to provide a welcoming, ethical, diverse and inclusive, supportive, engaging, and high-performance workplace with an established network of trust-based, positive work relationships throughout the town with stakeholders and union representatives.

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• Oversees and contributes to productive relationships and outcomes with labor unions.

ADDITIONAL JOB FUNCTIONS:

- Organizes the collection and analysis of labor relation experiences of departments, including general employee relations activities.
 - Analyzes economic impact of present and projected employee agreements.
 - Develops training programs for administrators and supervisors in Contract administration, grievance handling, and related labor relations matters.
 - Strives to maintain a positive working relationship with employee organizations and their representatives.
-
- Appears before civic, cultural, and other groups to inform them of town employment activities.
 - Oversees the administration of the town's pension program, employee benefits, and unemployment compensation programs.
 - Participates in public personnel organizations to remain current in the field.
 - [Assesses community needs and promotes community cohesion to stimulate changes within town and the wider community.](#)
 - [Maintains knowledge of anti-discriminatory legislation.](#)
 - [Analyze the current environment to develop an asset-based approach for improvement and monitor and track national trends using benchmarks to assess institutional best performance.](#)
 - [Support the delivery of individual and organizational needs assessments, including consideration of institutional climate surveys, in the areas of diversity, equity, and inclusion related to the school's strategic plan.](#)

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of public personnel administration, including labor relations, personnel selection, classification, compensation and affirmative action.
- Knowledge of local, state and federal laws and regulations governing personnel practices.
- Considerable ability in written and oral communication.
- Ability to deal effectively with employees, department heads, labor representatives and the public skill in negotiating collective bargaining agreement.
- Ability to plan and direct department programs and staff activities.
- Ability to supervise.
- Ability to apply State, and Federal Laws, Town Ordinances, Departmental policies, procedures, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to understand municipal operations and their budgetary impact.
 - [Ability to handle difficult subjects and sensitive information with confidentiality and maturity.](#)
 - [A comfort in speaking to and across different groups.](#)
 - [Exceptional conflict resolution skills.](#)
 - [Cultural awareness and competence.](#)
 - [Notable creativity and organizational skills.](#)
 - [Building Productive and Trusted Relationships](#)
 - [Strategic Planning and Consulting](#)
 - [Full Cycle Talent Management Innovation and Excellence](#)
 - [Enabling Team-Based Results](#)
 - [Culture Assessment, Alignment, and Development](#)
 - [Diversity, Inclusion, and Collaboration](#)
 - [Business Acumen and Political Savvy](#)
 - [Decision Making Efficacy](#)
 - [Performance Management and Total Rewards.](#)

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PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

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- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

JOB QUALIFICATIONS:

The Director of Personnel shall have a Bachelor's degree in Personnel and Industrial Relations, Public Administration, Business Administration, or some closely related field, and five years of progressively responsible experience in personnel administration or labor relations with two years of experience in public personnel administration. A Master's degree in Business or Public Administration may be substituted for two years of the aforementioned practical work experience.

- [SPHR or SHRM-SCP Certification – not required](#)

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LICENSING REQUIREMENTS:

- Valid Motor Vehicle Operator's License

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

This job description is compliant with Section 2-114, 2-115, and 2-116 of the Town Code of Ordinances, as repealed and enacted by the Town Council at the regular meeting of May 2, 2000

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TOWN OF EAST HARTFORD

TITLE: Deputy Director of Health and Human Services

LEVEL: 112

DEPARTMENT: Health

DATE: 1/3/2023

POSITION DEFINITION:

The Deputy Director is responsible for assisting the Director of Health and Human Services to oversee and coordinate the provision of services of several Divisions within a major Department of the town of East Hartford including the administration of operating budgets, grant management, contract execution, personnel matters, and the establishment and implementation of policies and standard operating procedures in accordance with local ordinances and regulations as well as State and Federal laws and/or regulations. Oversees the operation of the Department in the event of the temporary absence of the Director of Health and Human Services. The employee is required to perform all similar or related duties.

GENERAL DUTIES:

- Assists the Director of Health and Human Services in managing and directing the department. Assists in planning, organizing and directing activities and operations of the department; confers with the Director regarding policies and operating processes; reviews, evaluates and recommends changes in policies, programs and operations; mentors and coaches subordinates to implement the direction of the Director; identifies emerging issues, assesses alternative strategies and action plans, and solves problems.
- Assists the Director with coordinating and integrating program components into a cohesive and effective service delivery system in accordance with policies, budgets, program goals and regulations.
- Assists with planning and enacting health and human service programs in collaboration with town staff and community organizations to provide services to residents of all ages. Services include and are not limited to public health nursing services; environmental health; emergency preparedness and response; immunization programs; community mental health programs to link residents to behavioral health and treatment services, social services programs; programs targeted to the senior population; and nutritional programs, including the federally funded, regional Women, Infants, and Children program based in East Hartford.
- Provide guidance to department staff for the development and implementation of work plans and performance measures; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Assists in developing the department long-range goals; identifies and facilitates development and training, developing, monitoring, and resolving health and human services issues and reporting progress to Town leadership.
- Assists in managing and participates in the development and administration of the Department's budget; forecasts the need for funding for staffing, equipment and supplies; monitors and assists the Director in approving expenditures; preparation and

implementation of budgetary adjustments; and plans and develops cost estimates for new or revised program elements.

- Participating in a leadership role in quality improvement systems and processes; providing technical or professional assistance and direction, particularly in a disease outbreak or emerging disease event of public health importance.
- Attends and participates in events and meetings hosted by advocates, providers, or the general community. Works with the Mayor's office to respond to media requests, write op-eds or tell our own story through social media.
- Remains current on best practices for integrating multiple funding streams, billing and fee structures for services, and delivery system reform models relating to public health and human services.
- Maintaining and assuring compliance with current federal regulations and requirements, evidence-based practices, and Public Health Laws and regulations applicable to the Department.
- Researches and prepares technical and administrative reports; prepares written correspondence.
- Conducts evaluations and review data relevant to the community needs as well as public health to develop long-range plans.
- Ability to take after-hours on-call, work longer shifts, nights, and weekends to meet operational needs as determined by the Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of public health administration, policies and practices.
- Knowledge of departmental administration procedures, including planning coordination evaluation.
- Principles and modern methods of health and human services administration; administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of governmental budget preparation and administration.
- Principles and techniques of statistical and quantitative management analysis; grant sources and contract administration.
- Working knowledge of the department operations and services provided as well as municipal budgetary procedures and applicable local ordinances, State and Federal laws and regulations.
- Demonstrated proficiency with computers and proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Ability to effectively handle problems in the field and during emergencies.
- Ability to read and interpret Federal, State, and local laws and ordinances.
- Ability to interact effectively with disgruntled members of the public, local officials, and other department personnel
- Ability to work independently, exercise good judgment, and make sound decisions
- Ability to think critically and problem solve
- Ability to establish and maintain effective working relationships with diverse populations, organizations, and interests
- Ability to maintain confidentiality

- Ability to conduct research, prepare grant applications, and to prepare detailed, accurate reports
- Ability to manage multiple tasks simultaneously in a detailed and organized manner in a fast-paced environment.
- Ability to supervise the work of others; instruct, persuade, negotiate and motivate individuals with diverse backgrounds and interests.
- Excellent verbal and written communication skills
- Excellent organizational skills

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and varied terrain for inspection purposes.

JOB QUALIFICATIONS:

- Graduation from an accredited program with a Master’s Degree in public health, social work, healthcare administration, public administration or related field; OR
- Bachelor’s Degree in Nursing from an accredited college or university; AND
- A minimum of five (5) years of increasingly-responsible work experience in public health, social services, human services or a related field, serving in a supervisory role, developing policy, and delivering services.
- An equivalent combination of education and experience that provides the knowledge, skills, and abilities to perform the required duties of the position will be considered in lieu of the above-mentioned requirements.
- Demonstrated experience in working with diverse communities.

PREFERRED QUALIFICATIONS:

- Master’s Degree in Public Health, Business/Public Administration, or related field.
- Seven (7) years of related work experience in public health or a related field.
- Five (5) years of prior supervisory experience.

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator’s License.

Possession of current license issued by the State of Connecticut, if applicable (Nursing, Clinical Social Work, etc.).

EEO/AA Statement

In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Youth Outreach Coordinator

GRADE: NBU

DEPARTMENT: Youth Services

Date: 1/1/2023

GENERAL DESCRIPTION:

The Youth Outreach Coordinator is assigned to the Department of Youth Services and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will manage the Juvenile Review Board (JRB). As the JRB Manager, the Coordinator will conduct JRB youth and family pre-JRB hearing intakes, conduct all State-required (Ohio Scales) screenings, facilitate the JRB hearings, perform diversion follow-up duties that include case management and monitoring, data collection, coordination with all stakeholder agencies, as well as with board members and families to support East Hartford youth involved in minor criminal offenses. The Youth Outreach Coordinator will also conduct all Youth Services intakes for truancy/defiance of school rules, runaways, beyond control of parent and immoral conduct referrals. The coordinator will actively participate in community organizations and meetings that support programs that reach and benefit the youth of East Hartford.

GENERAL DUTIES:

- Identifies positive youth development, risk prevention/intervention, and leadership opportunities
- Partners with and convenes East Hartford (public and private) community agencies, schools, and municipal departments concerning youth issues and trends in the community.
- Initiates outreach strategies targeting underserved and high-risk youth and families.
- Supervises and evaluates program facilitators, youth outreach workers, case and family mentors.
- Furthers the goals of Youth Services within several areas of focus, with examples including teen employment, community service, youth at-risk intervention and prevention strategies, youth academic support, and parental skill development.
- Uses a variety of marketing techniques to facilitate organization visibility, participant recruitment, program media coverage, information dissemination to the community.
- Ensures that computer data is entered/maintained, for program evaluation, recording, and reporting to state and local resources.
- Maintains awareness of local, state and national grants, fulfills grant requirements, adheres to grant objectives, follows Youth Services plans, monitors expenditures.
- Assists with other program and administrative functions and performs related work as required to benefit the Department of Youth Services.
- Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of East Hartford that result in JRB referrals).

REQUIRED VALUES, SKILLS, KNOWLEDGE, AND EXPERIENCE:

- 3-5 years of experience working with children, adults, and/or families.
- Experience in and knowledge of the Juvenile Justice System including Judicial Juvenile Court processes and Juvenile Review Board practices.
- Experience providing critical feedback to staff.

- Ability to work autonomously and take initiative.
- Demonstrate a history of program development. **(required)**
- Excellent verbal and written communication skills are essential in conjunction with computer literacy.
- Strong organizational skills, able to multi-task and prioritize, able to meet deadlines.
- Strong motivational and leadership skills, including ability to orient and train.
- Must be receptive and responsive to supervision and professional development.
- Values coaching as an educational profession on par with academic instruction in its net effect on young adult's self-efficacy and future orientation.
- Build mutually beneficial relationships with partners necessary to help young people, including internal services within Youth Services, the police department, juvenile probation, school partners, and external referral community partners so that our young people get opportunities for positive community connections.

LICENSE OR CERTIFICATE:

Graduation from a four-year college or university and 3-5 years of experience or 5-8 years of direct criminal justice experience in program planning and administration. Must have experience in researching funding sources and preparing grant applications on a federal, state and local level. Additionally, must have experience conducting presentations and preparing press releases, brochures and reports; or an equivalent combination of experience that includes the following knowledge, skills and abilities:

- Bachelor's degree preferred, experience working with disengaged and disconnected youth within the juvenile criminal justice system considered in lieu of a BA.
- Considerable knowledge of youth development and of community agencies and key contacts, along with existing area resources.
- Knowledge of research methodologies, analysis and report writing.
- Knowledge of State labor laws as they relate to youth.
- Knowledge of personal computer technology and application software needed to run reports, build and maintain databases and track fiscal and program data.
- Skill and experience in community outreach and communication building.
- Skill and experience in preparing and maintaining program budgets and issuing required fiscal reports.
- Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.
- Knowledge of criminal law and law enforcement practices.
- Knowledge of State Board of Education regulations.
- Knowledge of DCF policies and practices.
- Knowledge of CYSA (CT Youth Services Association) policies.
- Valid motor vehicle operator's license.

EEO/AA Statement

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NOTE: The description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

March 15th 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Custodian Job Descriptions for Public Works, Library and Police

Dear Mr. Walsh:

Please see the attached job descriptions for our Public Works, Library and Police custodians.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Custodian I **GRADE:** 13
DEPARTMENT: Library **DATE:**
7/1/874/1/2023

POSITION DEFINITION:

Performs general cleaning and minor maintenance duties in maintaining town buildings, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. ~~Provides assistance~~ to assist officials, staff, the general public, and other employees as necessary.

GENERAL DUTIES:

- Receives oral or written orders from a supervisor.
- Performs work according to standard procedure and ~~by the~~ building's operational schedule.
- Cleans rooms, hallways, restrooms, ~~locker rooms~~, offices, stairways, and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip, and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Empties wastebaskets.
- Replenishes ~~rest room~~restroom supplies.
- Replaces light bulbs.
- ~~Sets up and tears tear down chairs, tables, and equipment in meeting rooms and function rooms.~~
- ~~Sets up and breaks down~~ furniture and equipment for library events and meeting room uses
- ~~Clears snow from entrances.~~
- Picks up and delivers supplies and materials within the library.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to supervisor.

ADDITIONAL JOB DUTIES:

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- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs.
- ~~Provides assistance~~ Transports library circulating materials and supplies between branches.
- Checks building at the beginning and end of shifts.
- Secures building at closing time.

SUPERVISED BY:

Receives general supervision from the Library Assistant Director.

QUALIFICATIONS PROFILES:

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff, and the public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- ~~Ability to lift and carry objects weighing from 25 to 50 pounds.~~
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Ability to use tact and diplomacy with the public and other town departments.
- A High School diploma or equivalent is required
- Valid CT Driver's License
- Ability to work at other locations.

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REQUIREMENTS:

- Education: High school diploma or GED - Preferred
- Basic cleaning responsibilities require no previous experience
- Must be able to take direction, work with minimal supervision, and function cooperatively as part of a team
- Ability to use cleaning tools and equipment.
- Use a portable vacuum cleaner – back pack style.
- Requires attention to detail, pride in delivering excellent service, organization, and high energy and endurance levels.

Physical: CONTINUOUS walking, reaching, and handling; lifting and carrying objects weighing up to 50 pounds.

FREQUENT standing, stooping, kneeling, and crouching; reaching at and above shoulder height; pushing/pulling, twisting at waist; strong power or pinch grasp; upward and downward flexion of the neck, a side-to-side turning of neck; lifting and carrying objects weighing up to 50 pounds; pushing/pulling of objects up to 50 pounds.

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LICENSING REQUIREMENTS:

~~Not applicable.~~



- Valid CT Driver's License

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

EEO/AA Statement

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TOWN OF EAST HARTFORD

TITLE: Custodian I **GRADE:** 13
DEPARTMENT: Police **DATE:** July 1,
~~1987~~ ~~October 1st, 2022~~ 4-1-2023

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POSITION DEFINITION:

Performs general cleaning and minor maintenance duties in maintaining police buildings, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. Provides minor servicing of police vehicles and equipment. ~~Provides assistance to~~ ~~Assists to~~ assist officials, staff, visitors, and other employees as necessary.

GENERAL DUTIES:

- Receives oral or written orders from a supervisor.
- Performs work according to standard procedure and ~~by the~~ building's operational schedule.
- Cleans rooms, hallways, restrooms, locker rooms, offices, stairways, and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip, and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds.
- Dusts ~~and clean~~ furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Empties wastebaskets.
- Replenishes ~~rest room~~ ~~restroom~~ supplies.
- Replaces light bulbs.
- Sets up and ~~tears down chairs, tables, and equipment meeting~~ ~~tears down chairs, tables, and equipment in meeting rooms~~ and function rooms.
- Prepares rooms for use by private organizations.
- Clears snow from entrances.
- Picks up and delivers supplies and materials to rooms.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to supervisor.
- Clean and sanitize booking, holding, inmate, and observation cells, which may contain human fluids and biohazard materials.

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ADDITIONAL JOB DUTIES:

- Vacuums interiors of police vehicles.
- Fuels police vehicles; ~~and checks~~ ~~check~~ oil, coolant, and battery levels.
- Maintains records of fuel consumption.
- Participates in general cleaning, painting, and repair work.

- Uses hand tools and power tools in making minor maintenance repairs.
- ~~Provides assistance~~ Assists to officials, staff, visitors, and other employees as necessary.
- Checks building at the beginning and end of shifts.
- Comply with all safety rules, standards, and regulations.
- Mix chemical solutions safely and efficiently.

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SUPERVISED BY:

Receives general supervision from the Administrative Commander and functional supervision from the Building Superintendent.

QUALIFICATIONS PROFILES:

- The skills and knowledge required would generally be obtained with previous experience ~~in~~ building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff, and the public ~~in a courteous manner~~ courteously.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 25 to 50 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Ability to use tact and diplomacy with the public and other town departments.
- ~~A High School diploma or equivalent is required~~

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REQUIREMENTS:

- Education: High school diploma or GED - Preferred
- Basic cleaning responsibilities require no previous experience
- Must be able to take direction, work with minimal supervision, and function cooperatively as part of a team
- Ability to use cleaning tools and equipment.
- Use a portable vacuum cleaner – back pack style.
- Requires attention to detail, pride in delivering excellent service, organization, and high energy and endurance levels.

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Physical: ~~C~~**ONTINUOUS** walking, reaching, and handling; lifting and carrying objects weighing up to 50 pounds. ~~Frequent~~**REQUENT** standing, stooping, kneeling, and crouching; reaching at and above shoulder height; pushing/pulling, twisting at waist; strong power or pinch grasp; upward

and downward flexion of the neck, a side-to-side turning of neck; lifting and carrying objects weighing up to 50 pounds; pushing/pulling of objects up to 10 pounds.

EEO/AA Statement

In the Town of East Hartford, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our residents, and our community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

LICENSING REQUIREMENTS:

- Not Ne applicable.

NOTE: The above tasks and responsibilities are illustrative only. The description does not-not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Custodian I **GRADE:** 34
DEPARTMENT: Public Works **DATE:**
07/04/874/1/2023

POSITION DEFINITION:

Performs general cleaning and minor maintenance duties in maintaining town buildings, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. ~~Provides assistance to~~ Assists officials, staff, visitors, and other employees as necessary.

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GENERAL DUTIES:

- Receives oral or written orders from a supervisor.
- Performs work according to standard procedure and by the building's operational schedule.
- Cleans rooms, hallways, restrooms, locker rooms, offices, stairways, and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip, and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Empties wastebaskets.
- Replenishes ~~the rest room~~ restroom supplies.
- Replaces light bulbs.
- ~~Sets Setup~~ and ~~tears tear~~ down chairs, tables, and equipment in meeting rooms and function rooms.
- Prepares rooms for use by private organizations.
- Clears snow from entrances.
- Picks up and delivers supplies and materials to rooms.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to supervisor.

ADDITIONALJOB DUTIES:

- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs.
- Provides assistance to officials, staff, visitors, and other employees as necessary.
- Checks building at the beginning and end of shifts.

SUPERVISED BY:

Receives general supervision from the Building Superintendent

QUALIFICATIONS PROFILES:

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff, and the public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 25 to 50 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

Physical: CONTINUOUS walking, reaching, and handling; lifting and carrying objects weighing up to 50 pounds.
FREQUENT standing, stooping, kneeling, and crouching; reaching at and above shoulder height; pushing/pulling, twisting at waist; strong power or pinch grasp; upward and downward flexion of the neck, a side-to-side turning of neck; lifting and carrying objects weighing up to 50 pounds; pushing/pulling of objects up to 50 pounds.

REQUIREMENTS:

- Education: High school diploma or GED - Preferred
- Basic cleaning responsibilities requires no previous experience
- Must be able to take direction, to work with minimal supervision, and to function cooperatively as part of a team
- Ability to use cleaning tools and equipment.
- Use a portable vacuum cleaner – back pack style.
- Requires attention to detail, a pride in delivering excellent service, organization, and high levels of energy and endurance.

LICENSING REQUIREMENTS:

- No applicable.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

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