



STATE OF COLORADO
invites applications for the position of:
**Custodian I - Second Shift
at CNCC - Craig Campus**

This position is open only to Colorado state residents.

CLASS TITLE: CUSTODIAN I

LOCATION: Moffat County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Northwestern Community College 2801 W. 9th Street Craig, CO 81625

SALARY: \$2,318.00 - \$3,298.00 Monthly

HIRING PAY RATE: Plus second shift differential of 7.5% on all applicable hours. Although a range is listed, new hires are typically hired at range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 11/20/20

CLOSING DATE: 11/25/20 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJT-001083-11/20

Note: Position is located at the Craig Campus. Anticipated work hours for this shift position will be Monday – Friday 6:00 p.m. to 2:30 a.m. First and third shift work may be required during staff shortages, inclement weather, etc. An essential function of this position requires exertion of up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects (i.e. lifting trash, pushing cleaning equipment, moving furniture, lifting floor machines, buckets of water, etc.) The position also requires constant or frequent climbing, stooping, kneeling, crouching, pushing, pulling and reaching; use of a six foot ladder to maintain and clean high areas. Successful candidate must be able to follow verbal communication and be able to read and comprehend written directions on labels, machinery and in manuals, etc.

The Craig Campus is located at the junction of u.s. highway 40 and Colorado highway 13. Craig is the mid-point for Denver and Salt Lake City travelers and is the economic center of northwest Colorado.

Check out the town of Craig where the position is located - <http://www.ci.craig.co.us/>

DESCRIPTION OF JOB:

This position is located in the Maintenance/Custodial Department at Colorado Northwestern Community College Craig Campus. Primary duties and responsibilities include: dust/wetmop halls/classrooms; straighten/clean and dust furniture; clean chalkboards/marker boards and erasers. Empty/clean waste bins and pencil sharpeners. Clean and disinfect drinking fountains/sinks, basins/toilets/urinals/showers/restroom floors; descale restroom areas. Clean mirrors/walls and wash window seals; clean light fixtures; check towels/tissues/sanitary needs in restrooms. Keep custodial closet well stocked. Assist in moving equipment/furniture, setups, etc. as needed. Inform supervisor of needed repairs or equipment. Vacuum carpeted areas. Strip and wax hard surface floors; shampoo carpets. Assist with snow removal on an as-needed basis. Operate custodial equipment such as commercial carpet cleaners, carpet extractors, steamers, floor polishers, buffers, etc. Work with co-workers and employees to accomplish daily tasks. Utilize a computer to complete timesheets, leave requests, memos, etc.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Requirements: Six months of custodial experience as the primary function of your job. Must have good interpersonal skills and a great attitude to work in a college environment. Part-time hours will be prorated.

Substitutions: None

Necessary Special Requirements: Must possess and maintain a valid driver's license to operate a college vehicle. Must submit to and successfully complete a pre-employment background check to include a motor vehicle report (MVR) as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide CNCC Office of Human Resources with an official disposition of the charges.

Preferred Qualifications: Knowledge/experience in proper methods to strip and re-wax hard surface flooring. Knowledge of custodial chemicals and their use. Proper sanitation procedures for restrooms. Minimum 6 months prior experience in hard floor and carpet maintenance. One year prior experience working as a Custodian. Excellent customer service skills. Attention to detail and ability to handle multiple tasks. Strong time management and organizational skills. Ability to work as a member of a team as well as an individual contributor; self motivated. Knowledge and ability to use a personal computer. Prior experience operating a snow plow. Prior experience utilizing MS Word, Excel and Outlook. Minimum of a high school degree or GED.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at spb.colorado.gov.

A standard appeal form is available at: spb.colorado.gov. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received

at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

Important Note To Applicants: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this information on your completed application.

All state classified employees must be hired and promoted through a comparative analysis process. Part or all of the analysis for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. Applications may also be used to assess and rank applicants who meet the minimum requirements, cut to a top group or establish an eligible list for referral to the position.

Be sure your application material specifically addresses your qualifications, experience and accomplishments as they relate to the duties, minimum qualifications, substitutions, and preferred qualifications listed. Attach additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions may result in your application not being accepted for this position and may affect your score or inclusion in the final pool of qualified candidates.

For information regarding Red Rocks Community College Security, including crime statistics for the campus and surrounding area, please see the RRCC Police website: <http://www.rrcc.edu/police/crimereport.html>. For a hard copy report please contact 303-914-6494.

Equal Opportunity Employer: Colorado Northwestern Community College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identify, or sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.

Americans with Disabilities Act (ADA) Accommodations: The Americans with Disabilities Act (ADA) protects qualified individuals with disabilities from discrimination in the workplace. The ADA applies to all areas of employment, including pre-employment and employment testing. Candidates wishing to request reasonable accommodations must do so at least three days prior to the administration of the exam. Refer to the contact information on the exam scheduling notice or on the specific job announcement.

Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA): The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

For information regarding Colorado Northwestern Community College Security, including crime statistics for the campus and surrounding area, please see the CNCC Campus Security website under "student's right to know": <http://www.cncc.edu/cms/content/security-students-right-know>. For a hard copy report please contact 970-675-3329.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Community College System Attn. Human Resources 9101 E. Lowry Blvd. Denver, CO 80230 or scan and email your application to teri.ayers@cccs.edu

DEPARTMENT CONTACT INFORMATION:

Angie Miller, 970-675-3235, angela.miller@cncc.edu or Teri Ayers, 303-595-1588, teri.ayers@cccs.edu

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GJT-001083-11/20
CUSTODIAN I - SECOND SHIFT AT CNCC - CRAIG CAMPUS
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Custodian I - Second Shift at CNCC - Craig Campus Supplemental Questionnaire

- * 1. Are you willing to submit to a pre-employment background check which will include a motor vehicle report (MVR) as a condition of hire?
 Yes No

- * 2. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?
 Yes No

- * 3. Are you willing and able to work 6:00 p.m. - 2:30 a.m. Monday through Friday with some flexibility as required for the position?
 Yes No

- * 4. Are you willing and able to work other shifts when scheduled to do so as required for this position?
 Yes No

- * 5. List the types of floor care equipment you have experience operating.

- * 6. List the kinds/types of chemicals you have used while working as a paid Custodian.

- * 7. Are you able to exert up to 50 pounds of force to complete essential functions of the job such as lifting equipment, lifting trash, pushing cleaning equipment, moving furniture, etc.?
 Yes No

- * 8. Are you willing and able to work with custodial cleaning supplies, such as sanitizers, disinfectants, carpet shampoos, floor strippers, and wax, which are considered hazardous materials?
 Yes No

- * 9. Please describe two examples from your paid work experience that demonstrate your use of common custodial equipment and machinery. This includes carpet shampooers, floor buffers, vacuums and floor strippers. Also, please include in your answers a description of the type(s) of buildings you were working in (commercial, small business, etc.)

- * 10. How many years experience do you have caring for floors including hard surfaces and carpet?
 0 - 1 year
 1.1 - 3 years
 3.1 - 5 years
 5.1 - 8 years
 8+ years

* Required Question