



STATE OF COLORADO
invites applications for the position of:

Structural Trades II at CNCC

The primary duties of this position are located within 30 miles of the state border; therefore, this position is exempt from the residency requirements. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: STRUCTURAL TRADES II

LOCATION: Rio Blanco County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Northwestern Community College, 500 Kennedy Drive, Rangely, CO 81648

SALARY: See Position Description

HIRING PAY RATE: Starting salary: \$3,479.00 per month

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

OPENING DATE: 02/15/17

CLOSING DATE: 02/21/17 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJT-001080-02/17

Check out the town of Rangely where the position is located - <http://www.rangely.com>

The Town of Rangely is on the far western side of the State of Colorado, roughly 300 miles west of Denver and 250 miles east of Salt Lake City, Utah. It is situated in western Rio Blanco County, in the valley of the White River, in northwestern Colorado. Road access to Rangely is provided from the south (Grand Junction) by Highway 139 and from the east and west by Highway 64, which is Rangely's Main Street. Economic activities are centered on energy resources such as the Rangely oil field, high-grade coal deposits and extensive natural gas reservoirs.

Note: Typical schedule for this position will work Monday - Friday from 7:00 AM - 4:00 PM but the position will need to be flexible in order to meet the needs of the college. An essential function of this position requires exertion of up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects (i.e. lifting equipment, plumbing repairs, drywall, removing snow, etc.). Must be able to withstand working in all types of

temperatures for long periods of time. Must be able to perform work at various locations of height. It also requires constant or frequent climbing, stooping, kneeling, crouching, pushing, pulling and reaching. Successful candidate must be able to follow verbal communications and be able to read and comprehend written directions on labels, machinery and in manuals, etc. Also, must be able to interpret written directives, policies, guidelines and memos. You must be able to perform this level of physical exertion in order to be considered for this position.

DESCRIPTION OF JOB:

Duties: This full-time position works in the Maintenance Department at Colorado Northwestern Community College and provides excellent customer service to internal and external customers. Primary duties and responsibilities include: all phases of construction including demolition, framing, ceiling installation, cabinetry, plumbing and minor electrical assistance. Build new stud walls, hang drywall, fabricate Formica counter tops and shelves, install doors/door jambs and various frames. Perform building maintenance repairs which include replacing floor and ceiling tiles, carpet, painting, hanging blinds and drapes, installing bulletin boards and white/black boards, repair various types of furniture and repair or replace bathroom hardware. Replace bulbs, lamps, ballasts, and convenient outlets. Assist with snow removal and grounds as needed. Provide work lead duties over two full time maintenance positions. Understand and safely operate hand and power tools to include chop saws, drills, compound miter saws, router, table saw, band saw, drill press, belt sander, jig saw, paint sprayer, etc. Utilize skills associated with diagnostic equipment. Ensure adequate supplies, materials and equipment are maintained for area. Initiate and prepare documentation for related purchase transactions needed for projects, recommend and supervise vendors. Operate forklift to move equipment and supplies. Blueprint reading, interpretation and layout and provide red-lined blueprints/drawings for corrections as needed. Operate a computer and utilize Microsoft Word, Excel and Outlook to create correspondence, spreadsheets, and maintain calendar. Utilize Banner to complete and approve timesheets and leave requests.

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

Minimum Qualifications: Four years of progressively responsible experience in the structural trades to include carpentry, electrical, painting, locksmithing and plumbing; and must include experience reading blueprints. A resume will not be accepted in lieu of completing the application, documenting your relevant work experience. Part time hours will be prorated.

Substitutions: Successful completion of a formalized apprenticeship program or higher level course work from an accredited, non-correspondence, vocational or trades school appropriate to the work assignment may substitute for the required experience on a year-for-year basis but will not substitute for the experience reading blueprints. Transcripts must be submitted with application in order to be considered.

Preferred Qualifications: Knowledgeable in building codes. Experience installing drop ceilings. Ability to finish drywall to a grade 5 level. Asbestos awareness. Lead paint awareness. Knowledge in operating a forklift truck. Excellent customer service skills. Team player. Ability to multitask and be a self-starter. Basic computer skills.

Conditions of Employment: Must possess and maintain a valid State of Colorado driver's license to independently drive company vehicles and equipment around the campus, pick up parts, etc. Must submit to and successfully complete a pre-placement physical and 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. Position is required to be on-call to perform essential and/or emergency services of the agency without delay and/or interruption.

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 www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. 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.

The Assessment Process: Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Part or all of the assessment 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. They may also use the application material to assess and rank applicants who meet the minimum requirements, to cut to a top group for additional assessment, or establish an eligible list for referral to the hiring manager for final consideration.

Be sure your application material specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the Duties, Education and Experience Requirements, and Preferred Qualifications sections as listed above. Upload additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions by the deadline for application may result in your application not being accepted for this position and may affect your inclusion as a qualified candidate in any of step of the selection process and placement on the eligible list.

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.

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 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.

If you are an individual who wishes to request reasonable accommodations for an 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 allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

If you are an individual who wishes to request reasonable accommodations for an exam, you must do so at least three days prior to the administration of the exam. Please refer to the contact information on the exam scheduling notice or on the specific job announcement.

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.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO 80230 or fax completed application to 720-858-3130

DEPARTMENT CONTACT INFORMATION:

Donna Secules 970-824-1136 donna.secules@cncs.edu or Teri Ayers 303-595-1588
teri.ayers@cncs.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>

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STRUCTURAL TRADES II AT CNCC
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Structural Trades II at CNCC 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. Do you have a valid driver's license as required for position? List number and expiration date on your application.
 Yes No

- * 3. Are you willing and able to be on call to meet the needs of the college?
 Yes No

- * 4. Are you willing and able to be on duty to perform essential and/or emergency services to include call backs without delay or interruption?
 Yes No

- * 5. Are you willing and able to meet the following physical requirements of the positions: Exert up to 100 lbs. of force occasionally, and up to 50 lbs. of force frequently, and up to 20 lbs of force constantly to move objects; climb, balance, stoop, kneel, crouch, crawl, and reach etc. on ground levels in addition to elevated areas (e.g. roofs, ladders, attics)?
 Yes No

- * 6. Explain your experience reading blueprints.

- * 7. Explain your relevant experience and at what job you gained this experience.

- * 8. Explain your carpentry experience.

- * 9. Explain your plumbing experience.

- * 10. Explain your electrical experience.

- * 11. Explain your experience operating a forklift.

- * 12. Explain what power tools you have experience operating?

- * Required Question