



STATE OF COLORADO
invites applications for the position of:
**Custodian I 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: \$2,600.00 - \$3,016.00 Monthly

HIRING PAY RATE: Although a range is listed, appointments are typically made at or near range minimum

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

OPENING DATE: 07/05/22

CLOSING DATE: 07/13/22 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



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GJT-001084-07/22

Craig Location – the Craig Campus serves around 300 students at its facility just west of Craig, Colorado. Situated in the beautiful Yampa Valley, the city of Craig is a hub of activity, located between Salt Lake City and Denver and between Wyoming 1-80 and Grand Junction, Colorado. Local industry includes coal mining, electricity generation, ranching, guide and outfitting and tourism. Museums, shops, movie theatre, bowling alley, ice skating rink, baseball and soccer parks, fishing, tubing, canoeing, kayaking, rafting, skiing, snowmobiling, 4-wheeling, motorcycling, hiking and biking are enjoyed by community members and visitors. Events encourage people to enjoy living in Craig. Downtown Craig Art Walk, Grand Olde West Days, Whittle the Wood, Little Britches Rodeo, Moffat County Fair, Moffat County Balloon Festival, Sheep Wagon Days, and Parade of Lights are some of the attractions that draw visitors to the area.

Note: Work schedule for this full-time position will be Monday through Friday 3:00 a.m. to 11:00 a.m. Schedule subject to change based on cleaning needs. Occasional weekends, holidays and evening hours may be required along with various times during inclement weather to assist with snow removal. 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, etc.). 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.

You will admire the friendly culture at Colorado Northwestern Community College and be inspired by our team environment and dedicated employees. Additionally, we offer:

- Generous annual and sick leave benefits; our employees stay because of the work/life balance they are able to obtain here.
- Attractive health, dental, vision, life, and flexible savings options; we will also help you build your retirement savings via our defined benefit or defined contribution plans.
- An opportunity to become a lifelong-learner and enjoy considerable savings for the college education of your dependents through our tuition reimbursement program.

DESCRIPTION OF JOB:

Duties: Position is located in the Custodial/Maintenance Department and is responsible for keeping the facilities clean and sanitary for students, staff and faculty. Primary duties and responsibilities include: dust/wet mop halls and classrooms, vacuum carpeted areas, straighten, clean and dust furniture, clean chalkboards, markers and erasers. Empty and clean waste bins and pencil sharpeners. Clean and disinfect drinking fountains, sinks, basins, toilets, urinals, showers and restroom floors. Clean mirrors, windows and walls and check towels/tissues/sanitary needs in restrooms; clean light fixtures. Keep custodial closets well stocked. Assist in moving equipment/furniture, setups, etc. Inform supervisor of needed repairs or equipment. Strip and wax hard surface floors; shampoo carpets. Utilize custodial equipment such as vacuums, floor scrubbers, carpet extractors and floor buffers to perform duties of job. Assist with snow removal on an as-needed basis. Utilize a computer to send and receive e-mails regarding college and department matters, complete monthly timesheets and leave requests, etc.

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

Minimum Qualifications: Six months of custodial experience. Explain use and care of custodial equipment used in detail on your application. Do not use "See Resume" statements. Application must be completed in detail explaining your experience as it relates to the position. Must be able to perform strenuous physical labor. (Part-time experience will be pro-rated)

Necessary Special Requirements: Must possess and maintain a current, valid driver's license to operate company vehicles to transport supplies, attend meetings, etc. Must submit to and successfully complete a pre-employment background check which will 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 of custodial chemicals and their use. Experience cleaning labs and classrooms in a community college setting. Experience operating carpet extractors, automatic floor machines, buffers, etc. A strong ability of being self-motivated. Knowledge/experience in proper methods to strip and re-wax hard surface flooring; proper methods of handling waste and an understanding of environmental issues when using and handling cleaning products; proper sanitation procedures for restrooms; minimum 6 months prior experience in hard surface floor and carpet maintenance, operating floor scrubbers, carpet extractors, and floor buffers; one year prior experience working as a Custodian. Strong customer

service skills. Attention to detail and ability to handle multiple tasks; effective communication skills (oral and written), and strong time management and organizational skills. Prior experience operating a computer.

Appeal Rights:

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

This posting may be used to fill one or more similar positions in the future.

CNCC recognizes the importance of a workforce that is reflective of our diverse student community. As such, we are interested in selecting the best candidate from a diverse pool.

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: Colorado Northwestern Community College is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, Angela Miller, angela.miller@cncc.edu, (970) 675-3235.

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 (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: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. 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.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO 80230

DEPARTMENT CONTACT INFORMATION:

Angie Miller, 970-675-3235, angela.miller@cnc.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.

DEPARTMENT WEBSITE:
www.cnc.edu

Position #GJT-001084-07/22
CUSTODIAN I AT CNCC CRAIG CAMPUS
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Custodian I at CNCC Craig Campus Supplemental Questionnaire

- * 1. As a condition of employment, are you willing to submit to a pre-employment background check and a motor vehicle report (MVR)?
 Yes No

- * 2. Do you have a current, valid driver's license? If so, list your driver's license number on your application.
 Yes No

- * 3. Are you willing and able to work 3:00 a.m. to 11:30 a.m. Monday through Friday?
 Yes No

- * 4. Are you willing and able to work other shifts when scheduled to do so to meet the needs of the department?
 Yes No

- * 5. Are you able to lift up to 50 lbs. of force frequently while performing your job duties during an eight hour shift?
 Yes No

- * 6. Provide a description of the custodial tasks you have performed that are relevant to this position and at what jobs you performed these duties.

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

- * 8. Are you physically and constantly able to climb, stoop, kneel, crouch, crawl, and reach through out an eight hour work shift with only minimal authorized breaks and perform this same workload on a regular basis with no physical after effects?
 Yes No

- * 9. Do you have previous experience setting up for special events? If yes, please explain what that involved.

- * 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+ Years

- * Required Question