



STATE OF COLORADO  
invites applications for the position of:  
**Custodian I at CNCC  
Rangely Campus**

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:** CUSTODIAN I

**LOCATION:** Rio Blanco County, Colorado

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

**SALARY:** \$2,364.00 - \$2,864.00 Monthly

**HIRING PAY RATE:** Although a salary range for this position is provided, appointments are typically made at range minimum.

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

**OPENING DATE:** 10/28/21

**CLOSING DATE:** 11/19/21 04:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**GJT-001086-10/21**

**Note:** Work schedule for this full-time position will be Monday through Friday 3:00 a.m. to 11:30 a.m. subject to change based on cleaning needs. Occasional weekends, holidays and other shifts 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.

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

The Rangely Campus is located in the northwestern corner of Colorado and is perched on a rocky bluff above the town of Rangely, along the White River, and close to the Utah border.

The Town of Rangely is situated in western Rio Blanco County, in the valley of the White River, in northwestern Colorado, 13 airline miles east of the Utah border. 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.

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. Northwest of Rangely, Highway 64 links with Highway 40, a major east-west artery.

## **DESCRIPTION OF JOB:**

Position is located in the Maintenance/Custodial 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. Position also delivers custodial supplies to the airport. Utilize a computer to send and receive e-mails regarding college and department matters, complete monthly timesheets and leave requests.

## **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)

**Substitutions:** None

**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. 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](mailto: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](http://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](http://spb.colorado.gov) under Rules.

#### **SUPPLEMENTAL INFORMATION:**

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

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 22.1% Hispanic; 6.2% Black/African American; 3.7% Asian/Pacific Islander; 0.9% American Indian/Alaskan Native; and 60.5% White. 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 ADA Coordinator, Angela Miller, [angela.miller@cnc.edu](mailto:angela.miller@cnc.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:** 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 official State of Colorado application to [teri.ayers@cccs.edu](mailto:teri.ayers@cccs.edu)

**DEPARTMENT CONTACT INFORMATION:**

Angie Miller, 970-675-3235, [angela.miller@cncc.edu](mailto:angela.miller@cncc.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-001086-10/21  
CUSTODIAN I AT CNCC RANGELY CAMPUS  
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

**Custodian I at CNCC Rangely 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 a 3:00 a.m. to 11:30 a.m. shift 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. Are you physically and constantly able to climb, stoop, kneel, crouch, crawl, and reach through out an eight hour work shift with authorized breaks and perform this same workload on a regular basis with no physical after effects?  
 Yes    No
  
  - \* 7. 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