



STATE OF COLORADO  
invites applications for the position of:

# General Labor 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:** GENERAL LABOR I

**LOCATION:** Rio Blanco County, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** CNCC Rangely Campus, 500 Kennedy Drive, Rangely, CO 81648

**SALARY:** \$2,578.00 - \$3,666.00 Monthly

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

**OPENING DATE:** 08/06/19

**CLOSING DATE:** 08/08/19 04:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**GJT-001088-08/19**

**Note:** Work schedule for this full-time position will be Monday through Friday 7:00 a.m. to 4:00 p.m. Schedule subject to change based on department 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 walls, fixtures, ceiling tiles, and flooring, 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 communication and be able to read and comprehend written directions on labels, machinery and in manuals, etc. Also, must be able to interpret policies, Material Safety Data Sheets (MSDS) and memos.

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.

The Rangely Campus of CNCC, serving around 350 students, sits on a lush mesa overlooking the town of Rangely. Established in 1962 as "Rangely College," it has earned a sterling reputation for

its Dental Hygiene, Aviation, and Park Ranger Training Programs. Today, students describe the campus as a "mini university" complete with residence halls, a vibrant student life, and five NJCAA division one athletic teams, some of which you can see on the Campus Map.

A full array of outdoor activities and programs are available to students, including river rafting, ice climbing, camping, and even spelunking. Minutes from the deep canyons and rock formations of Dinosaur National Monument, Rangely is the center of life in this vibrant natural resource area of Colorado.

#### **DESCRIPTION OF JOB:**

**Duties:** This position is located in the Maintenance/Grounds Department at Colorado Northwestern Community College - Rangely Campus. Primary duties and responsibilities include but not limited to: assist the maintenance staff with building and grounds maintenance. Operate various hand and power tools used in maintenance and repairs to buildings. Work with others to keep tool area clean and organized. Paint existing and newly built walls and structures. Load and unload supplies and freight. Assist with special events that require room set-up which includes moving tables, chairs, and A/V equipment. Assist with operation and maintenance repair of mowers, weed trimmers, snowplow and maintenance vehicles. Landscape maintenance, repairing and operating sprinkler system, pruning and trimming trees and shrubs, mowing, trimming and fertilizing lawns. Build and repair fences. Snow removal from parking lots, sidewalks and roadways. Dispense salt and ice melt on icy areas around the college. Respond to requests from faculty/staff regarding grounds/maintenance needs. Notify supervisor of supply/inventory needs. Change light bulbs and assemble fixtures when needed. Operate fleet vehicles as needed. Utilize a personal computer in daily activities to access Banner to complete timesheets and leave requests, Microsoft Word to write memos, etc.

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

**Minimum Qualifications:** The tasks performed do not require any specific previous education or experience. However, mechanical aptitude and a willingness to learn are required. This class requires the individual to perform physical work involving general tasks including hauling, lifting, moving and digging, along with repetitive general maintenance and minor repair work in the building trades. Must have good interpersonal skills and a great attitude to work in a college environment.

**Necessary Special Requirements:** Must possess and maintain a valid driver's license to operate company vehicles, attend meetings, pick up supplies, travel between the Rangely and Craig Campuses, etc. 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:** Prior experience with general grounds work. Prior work experience in general maintenance. Prior painting experience. Effective communication skills; strong customer service and interpersonal skills; strong time management and organizational skills. Prior experience operating a snow plow and snow removal equipment. General knowledge in operating a variety of equipment and hand and power tools. Experience operating a tractor and forklift. Knowledge and ability to use a personal computer. Prior experience utilizing MS Word and Outlook. Prior experience with room set-ups and tear-downs. Attention to detail and ability to handle multiple tasks. Ability to work as a member of a team as well as an individual contributor; self motivated. Individuals with a 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 [www.colorado.gov/spb](http://www.colorado.gov/spb).

A standard appeal form is available at: [www.colorado.gov/spb](http://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.

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.

**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 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-rightknow>. 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

**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.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

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GENERAL LABOR I AT CNCC - RANGELY CAMPUS  
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**General Labor I at CNCC - Rangely Campus Supplemental Questionnaire**

- \* 1. Are you willing to submit to a pre-employment background check and a motor vehicle report (MVR) as a condition of hire?  
 Yes    No
  
- \* 2. Do you have a current, valid driver's license?  
 Yes    No
  
- \* 3. I understand this position is located in Rangely, Colorado, in the northwest corner of the state which is approximately 4 1/2 hours from the Denver metro area. If selected for this position, I am willing to live within a commutable distance of the Rangely Campus located at 500 Kennedy Drive in order to respond to maintenance issues and/or inclement weather as needed.  
 Yes    No
  
- \* 4. Are you willing and able to work other shifts when scheduled to do so as required for the position?  
 Yes    No
  
- \* 5. Are you able to lift up to 50lbs of force occasionally 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 throughout an eight hour shift with only minimal authorized breaks and perform this same

workload on a regular basis with no physical after effects?

Yes  No

\* 7. Are you willing and able to work outdoors in any type of weather conditions?

Yes  No

\* 8. Explain your general maintenance experience and what was involved in the tasks performed.

\* 9. Explain the types of equipment you have experience operating.

\* 10. Explain your experience performing minor repairs and maintenance on equipment and buildings.

\* 11. Explain your previous painting experience.

\* 12. Do you have experience with grounds/nursery experience? If so, explain your experience.

\* 13. Are you willing and able to work with building and grounds chemicals such as paint, paint thinner, gasoline, cleaning solvents and disinfectants which can be considered hazardous materials?

Yes  No

\* Required Question