



State of Colorado General Labor I at CNCC - Rangely Campus

SALARY	\$3,160.00 - \$3,792.00 Monthly	LOCATION	Rio Blanco County, CO
JOB TYPE	Full Time	JOB NUMBER	GJT-001088-09/23
DEPARTMENT	Colorado Northwestern Community College	OPENING DATE	09/05/2023
CLOSING DATE	9/13/2023 4:00 PM Mountain	PRIMARY PHYSICAL WORK ADDRESS	CNCC Rangely Campus, 500 Kennedy Drive, Rangely, CO 81648
FLSA STATUS	Non-Exempt; position is eligible for overtime compensation.	HIRING PAY RATE	The salary range listed represents a broad range for this position. It is anticipated, this position will begin at \$3,160.00 per month.

Department Information



GJT-001088-09/23

Note: Work schedule for this full-time position will be Monday through Friday 6:00 a.m. to 2:30 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.

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 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.

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 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.

Substitutions: None

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 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.

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.

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 applicant pool.

Selection Process: Your employment application will be used to rate your training and experience and to determine your rank among the candidates for this position. Other forms of testing may include eSkill, oral board, written, etc. subject to change based on number of qualified applicants. It is, therefore, very important to fill out the application completely and to give a detailed description of your education and work experience. Your application and attachments should address the described duties, minimum, and preferred qualifications. Be sure your application specifically addresses the requirements as listed in the Minimum Requirements section and that all required documents are included in the application packet (e.g. application, transcripts, licensure, supplemental questionnaire, etc.). Failure to include the required information by the application deadline will result in your rejection from consideration of the position. To request ADA accommodations in testing for this examination, contact: CCCS Human Resources, 9101 E. Lowry Blvd., Bldg. 959, Denver, CO 80230, (303)595-1588.

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, marital status, 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 Act 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: As part of our commitment to provide access to individualized support, our agency will assist individuals who have a disability with 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 require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, Angie Miller, angela.miller@cncc.edu, 970-675-3235.

Pregnant Worker's Fairness Act: The Pregnant Worker's Fairness Act allows applicants to request a reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions. If you require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Angie Miller, nagela.miller@cncc.edu, 970-675-3235.

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.

Agency

State of Colorado

Department

Colorado Northwestern Community College

Address

500 Kennedy Drive

Rangely, Colorado, 81648

Phone

970-675-3353

Website

www.cncc.edu

General Labor I at CNCC - Rangely Campus Supplemental Questionnaire

***QUESTION 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

***QUESTION 2**

Do you have a current, valid driver's license as required for this position?

- Yes
 No

***QUESTION 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

***QUESTION 4**

Are you willing and able to work other shifts when scheduled to do so as required for the position?

- Yes
 No

***QUESTION 5**

Are you able to lift up to 50lbs of force occasionally while performing your job duties during an eight hour shift?

- Yes
 No

***QUESTION 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

***QUESTION 7**

Are you willing and able to work outdoors in any type of weather conditions?

- Yes
 No

***QUESTION 8**

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

***QUESTION 9**

Explain the types of equipment you have experience operating.

***QUESTION 10**

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

***QUESTION 11**

Explain your previous painting experience.

***QUESTION 12**

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

***QUESTION 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