



STATE OF COLORADO
invites applications for the position of:

Custodian I - Second Shift

This position is open to non-resident applicants.

CLASS TITLE: CUSTODIAN I

LOCATION: Logan County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Northeastern Junior College, 100 College Avenue, Sterling, CO 80751

SALARY: Not Displayed

HIRING PAY RATE: Starting Salary: \$1,864.00 per month (plus 7.5% shift differential on all applicable hours)

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

OPENING DATE: 01/10/14

CLOSING DATE: 01/16/14 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJR-00100-01/14

Northeastern Junior College, one of 13 member-colleges of the Colorado Community College System, lies in the rural northeastern Colorado town of Sterling, located 128 miles northeast of Denver. The community of approximately 12,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 950 full-time and 1,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with five halls accommodating 600 students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 55 full-time and 25 part-time faculty comprise the teaching staff.

Note: Anticipated work hours for this shift position will be Monday – Friday 2:00 PM to 10:30 PM. Occasionally, other hours may be assigned to include days and weekends to accommodate the needs of the department. 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, lifting floor machines, buckets of water, etc.) It also requires constant or frequent climbing, stooping, kneeling, crouching, pushing, pulling and reaching; use of a six foot ladder to maintain and clean high areas. 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, sanitary guidelines, Material Safety Data Sheets (MSDS) and memos.

DESCRIPTION OF JOB:

Duties: This full-time, shift position is located in the Physical Plant at Northeastern Junior College. Primary duties and responsibilities include: provide a safe and clean environment for students, staff and the public. Dust and wet mop floors in common areas, classrooms and hallways; deep vacuum carpeted areas, clean/disinfect drinking fountains, basins, toilets, urinals, showers and restroom floors. Wash mirrors and walls, check towels, tissues and sanitary needs in restrooms, empty and wash waste bins. Vacuum/dust and wet mop, straighten/clean/dust furniture; order stock for custodial closets. During summer months and campus breaks, strip, wax and polish hard surface floors and shampoo carpets as necessary; shampoo upholstery as needed and deep vacuum carpeted areas. Dust vents, baseboards and wall corners, and clean light fixtures. Complete and provide equipment maintenance log. Assist in moving equipment/furniture, setups, etc. Notify supervisor of needed repairs/equipment. Clean sidewalks and building perimeters 10 feet from doorways; empty trash and replace liners in waste bins. Clean exterior glass and sanitize entrance doors/door handles. Assist with snow removal as needed. Perform other duties as assigned or required. In the event of emergency situations or the absence of other custodians, duties may be assigned to perform in other buildings on the NJC Campus by the Physical Plant Director or Supervisor. Utilize computer to check daily work orders, complete timesheets, leave requests, etc.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:

Minimum Requirements: Six months of custodial experience. Must be able to perform strenuous physical labor. Explain use and care of equipment used in detail on your application. Applicant must be willing to work different shifts (day and/or night), including holidays if necessary. Must provide excellent customer service to internal and external customers. Application must clearly detail the extent of these qualifications. (Part-time experience will be pro-rated)

Preferred Qualifications: High School Diploma or GED equivalent. Knowledge/experience in proper methods to strip and re-wax hard surface flooring. Experience cleaning labs and classrooms in a community college setting. Knowledge of custodian chemicals and their use. Proper sanitation procedures for restrooms. Experience in hard floor and carpet maintenance. Experience operating floor scrubbers, carpet extractors, and floor buffers. Excellent customer service skills. Attention to detail and ability to handle multiple tasks. Strong time management and organizational skills. Ability to work as a member of a team as well as an individual contributor; self motivated. One year prior experience working as a Custodian. Knowledge and ability to use a personal computer. Prior experience operating a snow plow. Prior experience utilizing MS Word, Excel and Outlook.

Necessary Special Requirements: Must submit to and successfully complete a pre-employment background check as a condition of hire. Must be willing to work before or after normal business hours if requested and overtime as needed. 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 NJC Office of Human Resources with an official disposition of the charges.

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.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail

notifications that include a deadline of 10 days or less.

For information regarding Northeastern Junior College Security, including crime statistics for the campus and surrounding area, please see the NJC Publication website under "About NJC": <http://www.njc.edu/publications/>. For a hard copy report please contact 970-521-6657.

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:

Kathy Rice 970-521-6661

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 #GJR-00100-01/14
CUSTODIAN I - SECOND SHIFT
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Custodian I - Second Shift Supplemental Questionnaire

- * 1. Are you willing to submit to a pre-employment background check as a condition of hire?
 Yes No
- * 2. Are you willing and able to work a 2:00 p.m. to 10:30 p.m. shift?
 Yes No
- * 3. Are you willing and able to work other shifts when scheduled to do so?
 Yes No
- * 4. List the type of floor care equipment you have experience operating.
- * 5. List the kinds/types of chemicals you have used while working as a paid Custodian.
- * 6. 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

- * 7. Are you willing and able to work with custodial cleaning supplies, such as sanitizers, disinfectants, carpet shampoos, floor strippers, and wax, which are considered hazardous materials?
 Yes No

- * 8. Are you able to exert up to 50 pounds of force to complete essential functions of the job such as lifting trash, pushing cleaning equipment, moving furniture, etc.?
 Yes No

- * 9. Please describe two examples from your paid work experience that demonstrate your use of common custodial equipment and machinery. This includes carpet shampooers, floor buffers, vacuums and floor strippers. Also, please include in your answers a description of the type(s) of buildings you were working in (commercial, small business, etc.)

- * 10. Please describe your experience working with material safety data sheets (MSDS). If you do not have experience using these, please write N/A below.

- * 11. 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
 - 5.1 - 8 years
 - 8+ years

* Required Question