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: $1,723.00 per month plus second shift differential of 7.5% on all applicable hours.

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

OPENING DATE: 02/13/13

CLOSING DATE: 03/01/13 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

NJC NORTHEASTERN JUNIOR COLLEGE

Closing Date Extended

Sterling is located 128 miles northeast of Denver, and is located on the eastern plains of northeastern Colorado.

GJR-00179-02/13

Note: Position will work Monday through Friday 2:00 PM - 10:30 PM. Schedule subject to change based on needs of the department. Occasional weekends, holidays and other shift hours may be required along with various times during inclement weather to assist with snow removal, cover other shifts, etc. 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. 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: dust and wet mop floors, auto scrub gym floors, lobbies, halls and large rooms and common areas. Straighten/clean dust furniture; clean chalkboards/marker boards, erasers, replace chalk/markers. Empty/clean wastebins/pencil sharpeners. Clean/disinfect drinking fountains/basins/toilets/urinals/showers/restroom floors, gym floors,

weight rooms; de-scale restroom areas. Wash mirrors/walls and check towels/tissues/sanitary needs in restrooms. Assist in moving equipment/furniture, setups, etc. Order stock for custodial closet and keep well stocked. Notify supervisors of any 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. Mop/buff halls and classrooms as necessary. Deep vacuum carpeted areas. Strip/wax hard surface floors; shampoo carpets and upholstery as needed. Wash windows and window sills; clean light fixtures. Ensure baseboards and wall corners are kept free of dust/dirt/cobwebs. Utilize computer to check daily work orders, complete timesheets, leave requests, etc. Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:
Minimum Qualifications: Six months of custodial experience. Must be able to perform strenuous physical labor. Explain use and care of custodial equipment used in detail on your application. Applicant must be willing to work different shifts (day and/or night), including holidays if necessary. Do not put 'See Resume' statements on your application; your application must be completed detailing the extent of your qualifications (Part-time experience will be pro-rated)

Necessary Special Requirements: Must possess and maintain a current, valid State of Colorado driver's license to operate college vehicles. Must submit to and successfully complete a pre-employment background check to include a motor vehicle report (MVR) 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.

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.

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, preferred qualifications and necessary special requirements sections as 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 as provided by Colorado Revised Statute (CRS) 24-30-2101 through 24-30-2115, please notify the Human Resources 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, Human Resources, Attn. Teri Ayers, 9101 E. Lowry Blvd., Denver, CO 80230

DEPARTMENT CONTACT INFORMATION:
Tammy Kallsen 970-521-6730

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary (voluntary) demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.colorado.gov/jobs

Position #GJR-00179-02/13
CUSTODIAN I - SECOND SHIFT
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Custodian I - Second Shift Supplemental Questionnaire

* 1. As a condition of employment, are you willing to submit to a pre-employment background check?

❑ Yes ❑ No

* 2. Are you willing and able to work a 2:00 p.m. to 10:30 p.m. shift as the main shift, along with other shifts as needed to cover special events, vacations, etc.?

❑ Yes ❑ No

* 3. Are you physically and constantly able to climb, stoop, kneel, crouch, crawl, and reach throughout 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

* 4. 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

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

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

* 7. List the types of floor care equipment you have experience operating.

* 8. 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

* 9. 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

* 10. 2. 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.)

* Required Question