



ANNOUNCEMENT OF POSITION VACANCY
Auxiliary Services Laborer

SUMMARY/RESPONSIBILITIES: Reporting to the Facilities Services Department's Business Services Manager, this laborer performs a wide variety of general labor tasks and provides custodial services for the Housing Department, University Center and Maverick Center as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Labor in a wide variety of tasks including but not limited to:
 - Loading and unloading furniture
 - Loading and unloading equipment and supplies
 - Setting up and removing tables and chairs for events
 - Digging ditches and trenches
 - Building fences
 - Performing demolition work
 - Performing minor, repetitive repairs and maintenance on buildings and equipment
 - Operating equipment and vehicles
 - Locking and unlocking buildings
 - Removing snow and ice from property
 - Relocating campus dumpsters
 - Picking up loose trash
 - Removing and disposing of waste
 - Washing exterior windows
- Operate vehicles safely and in accordance with all laws and regulations
- Use all tools and equipment in accordance with manufacturer's recommendations
- Actively participate in safety trainings
- Read and understand operating instructions for all tools and equipment
- Perform duties in accordance with safety training and while utilizing appropriate safety precautions to prevent injury to self, others, or damage to property
- Perform tasks in a professional manner, consistent with the primary educational mission of the University
- Provide input to supervisor and help prepare department budget by providing recommendations.
- Other related duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily within a service driven environment comprised of many different constituents. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS and ABILITIES:

- Graduation from high school or the attainment of a GED plus six months relevant experience
- Two years of relevant experience will substitute for the high school diploma or GED
- Mechanical aptitude and a willingness to learn
- Demonstrated ability to work as a team member
- Demonstrated working knowledge of custodial equipment and the safe use and application of cleaning chemicals

- Must possess and maintain a valid Colorado driver's license

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as proportions, percentages, area, and volume.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret work orders, schedules, technical procedures, manufacturer's instructions and governmental regulations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The characteristics of the work environment described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by August 9, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Auxiliary Laborer Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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