



and the **STATE OF COLORADO**
invite applications for:

Custodian II

This position is open only to Colorado state residents.

CLASS TITLE: CUSTODIAN II

LOCATION: Mesa County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Mesa University, 1100 North Avenue, Grand Junction, CO 81501

SALARY: \$2,344.00 - \$3,333.00 Monthly

OPENING DATE: 06/25/17

CLOSING DATE: 07/10/17 05:00 PM

JOB TYPE: Full Time

YOU MUST BE A RESIDENT OF COLORADO TO APPLY

INFORMATION ABOUT THE JOB: Our custodians are an essential ingredient to the successful operation of Colorado Mesa University. Maintaining the cleanliness of our facilities is crucial to supporting this learning and working environment. If you take pride in your work and possess excellent customer service skills, we encourage you to apply. The hours for this position are 6:00 p.m. to 2:30 a.m., Monday through Friday. Periodic shift work is required, and assignment to different shifts may become necessary.

JOB DESCRIPTION: The Custodian II performs custodial duties and supervises custodial crew members on assigned shift. Works in each campus building as needed; fills in for absent staff members or supervisors. Inspects work performed and coordinates duties of the custodial staff to ensure classrooms and event areas are clean and set up correctly. Identifies areas for project cleaning at semester breaks, and organizes supplies, equipment, and staff. Trains staff on safe and proper cleaning procedures such as stripping and waxing floors, carpet cleaning methods, restroom cleaning, and in the correct use of custodial products and equipment. Documents repairs and preventative maintenance to custodial equipment. Inputs work requests and fills out time logs in maintenance management system ("Schooldude"). Performs other related duties as assigned.

MINIMUM and PREFERRED QUALIFICATIONS, CONDITIONS OF EMPLOYMENT, and APPEAL RIGHTS:

MINIMUM QUALIFICATIONS:

One year full time custodial experience that includes floor care, which must have been performed within a business/corporation type setting or similar. Custodial duties must have been the primary duties of the positions you list for experience. Part-time work will be pro-rated.

PREFERRED QUALIFICATIONS:

Experience or training in dispute resolution, excellent oral communication skills, and experience training and leading the work of others.

***Custodial work is defined as primary work duties that include caring for and maintaining offices and or buildings within an organization. Custodial work includes buffing, polishing, and disinfecting floors and cleaning carpets. Cleans restrooms, performs general dusting and vacuuming, and takes out trash. This experience must be described on your application. Failure to include the required information on the application will result in removal of your application from this applicant pool, and you will not be considered for the position.**

Please be aware this evaluation is a passive exam based solely upon the information you provide on your application. Therefore, it is imperative that you provide extensive detail of your work experience that relates to this position on your application.

CONDITIONS OF EMPLOYMENT:

In accordance with Colorado Mesa University policy, successfully complete a criminal background check, pre-employment physical and drug screen. Must possess and maintain valid State of Colorado driver's license.

SUPPLEMENTAL INFORMATION:

For complete details and requirements, visit www.coloradomesa.edu/hr/newempl.html. For online application, go to [Colorado State Job Opportunities](#). If you are completing a paper application, it can be picked up at the address below and must be received by 5:00 p.m. on the date given above (postmarks not accepted).

Colorado Mesa University Human Resources Office
Lowell Heiny Hall, Room 237
1100 North Avenue
Grand Junction, CO 81501
970-248-1820

Resumes may be included, but applications stating "See Resume" for experience will not be accepted in lieu of the properly completed State of Colorado application forms.

IMPORTANT INFORMATION: Applications are part of the selection process and will be reviewed to determine if you meet the minimum qualifications for the position. Be sure the requirements listed above are specifically addressed on your application; failure to do so may result in the rejection of your application. ***Also, as applications may serve as all or part of the comparative analysis process for this position, it is to your benefit to address your***

experience with the duties listed above in detail. Applications may be evaluated by a panel of subject matter experts who will rate your education, training and experience as demonstrated on your application. Attach additional pages if necessary to fully explain your experience and education.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications. If it is determined that your application does not meet the announced minimum qualifications, you will be notified in writing and may contact Lee Schmalz at 970-248-1655 or Shannon Mims at 970-248-1093 within five days of receipt to attempt informal resolution of the matter. If you still do not agree with our decision regarding your qualifications, you have the right to have that decision reviewed by the State Personnel Director. Your request for a Director's review must be received in the State Personnel Director's office within ten days from your receipt of the letter informing you that you do not qualify and should include the following: 1) Job Title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversations; 5) Specific issue(s); 6) Reason it is believed the decision was arbitrary, capricious, or contrary to rule or law. Direct your request to:

State Personnel Board
633 17th Street, Suite 1320
Denver, CO 80202-3604
Fax: 303-866-5038

To request a Director's review, you are required to complete and submit the Colorado State Personnel Consolidated Appeal/Dispute Form, available at <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>. Instructions for completing the form, as well as State Personnel Board Rules and Director's Administrative Procedures, are also available on the same Website. Public libraries offer internet access. If you are not able to access the forms on the internet or if you require assistance, please contact our Human Resources Office.

Appeal Rights: Under Colorado State Statute and State Personnel Procedures you have the right to request a review of or appeal to the State Personnel Director any step of the selection process, if you believe the action taken to be arbitrary, capricious or contrary to rule or law. If you believe the content of an examination was arbitrary, capricious or contrary to rule or law (scores and ranks are not considered as conduct or content), your appeal must be in writing and received no later than 10 calendar days from the date the examination was administered. Utilizing the Colorado State Personnel Consolidated Appeal/Dispute Form, which can be found at <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>, send appeals to the appropriate address as indicated on the Consolidated Appeal/Dispute Form. The above ten-day deadline and appeal procedures apply, as well, to all charges of discrimination.

Address Confidentiality Program: *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.*

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER**

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking <http://www.colorado.gov/jobs> or submit a State of Colorado Application for Announced Vacancy 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 Mesa University, Human Resources, Lowell Heiney Hall, Room 237, Grand Junction, CO 81501.

DEPARTMENT CONTACT INFORMATION:

Lee Schmalz, 970 248-1655, lschmalz@coloradomesa.edu or Shannon Mims, 970 248-1093, smims@coloradomesa.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.

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

Position #GZA-189-62017
CUSTODIAN II
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