



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

Access Control and Life Safety Technician

**THIS POSITION IS OPEN ONLY TO COLORADO STATE
RESIDENTS**

CLASS TITLE: STRUCTURAL TRADES II

LOCATION: Mesa County, Colorado

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

SALARY: \$20.52 - \$29.17 Hourly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

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

OPENING DATE: 09/11/17

CLOSING DATE: 09/18/17 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

Colorado Mesa University's Facilities Services department is a team of managers, custodians, landscapers, carpenters, plumbers, electricians, locksmiths and access control/life safety technicians, HVAC technicians, painters and event support staff members serving and maintaining the campus environment and building strong relationships with faculty and students in order to support student success. The department values a standard of excellence in each individual's work and operates on a foundation of honesty and treating CMU Facilities Department's customers and fellow staff with dignity and respect. Mistakes are valued as opportunities to learn, and each and every member of the department is held accountable to those they serve. Teamwork and flexibility are vital components to the success of the department.

This position operates and maintains the life safety, mechanical and electrical systems of the campus facilities in order to provide an environment that is conducive to the learning process. It also provides construction services for minor remodel and controlled maintenance projects.

DUTIES OF THE POSITION:

- Maintain, test and repair fire systems, elevator systems, generators, life safety systems and access control systems and/or coordinate the efforts of those who are contracted to do so.
- Respond to work orders that require the repair or replacement of electrical systems, access controls, electro-mechanical systems and devices and/or fire alarm systems.
- Perform required maintenance and repair tasks in an efficient manner.
- Read and interpret construction blueprints and draw/sketch plans. Compile materials list.
- Operate test equipment and interpret results.
- Effectively use and maintain tools.
- Identify and install necessary replacement parts.
- Coordinate and communicate with governmental, regulatory and licensing agencies regarding inspections and certifications of fire systems, elevator systems and access control systems.
- Perform accurate and complete records management.
- Demonstrate excellent customer service.
- Perform maintenance tasks and assist coworkers in a wide variety of trades. Perform minor plumbing and/or emergency repairs of both domestic and commercial equipment such as refrigeration units, dishwashers, and faucets; repair toilet, sink and shower plumbing and install drain or vent piping for remodel projects. Respond to emergency requests for service in various trades. Perform snow removal tasks.
- Other related duties as assigned.
- 12:00 p.m. to 9:00 p.m. shift; may include weekends. Assignment to different shifts may become necessary.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: Four years of progressively responsible experience in structural trades working specifically with electrical systems, access controls, electro-mechanical systems and devices and/or fire alarm systems. **Your experience with these requirements must be specifically addressed on your application. It is also beneficial to you to provide details of your experience with the duties listed above.**

Substitutions: Successful completion of a formalized apprenticeship program or higher level course work from an accredited, non-correspondence, vocational or trades school appropriate to the work assignment may substitute for the required experience on a year-for-year basis.

Conditions of Employment: In accordance with Colorado Mesa University policy, applicants must successfully complete a criminal background check, pre-employment functional capacity exam, and drug test. Must possess and maintain a valid Colorado driver's license. Must be able to exert up to or in excess of 100 pounds (partner lift) of force occasionally, 50 pounds frequently, and 20 pounds constantly. Must be able to successfully perform the essential functions of the position, with or without reasonable accommodations.

SUPPLEMENTAL INFORMATION:

YOU MUST BE A RESIDENT OF THE STATE OF COLORADO TO APPLY.

How to Apply: For online application, go to [Colorado State Job Opportunities](#). If you wish to apply by completing a paper application, you may pick up the application at the address below and return the

completed application by 5:00 p.m. on September 18, 2017 (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 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.

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 Mesa University, Human Resources, Lowell Heiny Hall, Room 237, 1100 North Avenue, Grand Junction, CO 81501

DEPARTMENT CONTACT INFORMATION:

Shannon Mims, 970-248-1093, smims@coloradomesa.edu or Lee Schmalz, 970 248-1655, lschmalz@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-157-092017
ACCESS CONTROL AND LIFE SAFETY TECHNICIAN
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COLORADO MESA UNIVERSITY AND THE STATE OF COLORADO IS ARE EQUAL OPPORTUNITY EMPLOYERS.
