Custodian II
This position is open only to Colorado state residents.

CLASS TITLE: CUSTODIAN II

LOCATION: Grand Junction, Colorado

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

SALARY: $2,056.00 - $2,924.00 Monthly

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

OPENING DATE: 01/26/16

CLOSING DATE: 02/09/16 05:00 PM

JOB TYPE: Full Time

YOU MUST BE A RESIDENT OF COLORADO TO APPLY

DEPARTMENT INFORMATION: CMU’s custodial department services educational, residential, athletic and performing arts facilities that are in use 24/7, and is committed to excellence in every phase of its assigned tasks, with the expectation that all of its members continually strive for personal and professional perfection. This department is charged with maintaining the cleanliness and sanitation of our campus and maintaining the entrusted facilities in “like new” condition.

DESCRIPTION OF JOB: Our custodians work through two shifts: 7 a.m. to 4 p.m. and 6 p.m. to 2:30 a.m. Shift assignment for the custodians and the custodial supervisors is at CMU's discretion and is made in accordance with CMU's best interests. Assignment to different shift may become necessary.

The Custodian II performs custodial duties and supervises the 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 log in maintenance management system ("Schooldude"). Performs other related duties as assigned.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & 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.

*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, 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 that 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.

SUPPLEMENTAL INFORMATION:

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

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

SELECTION PROCESS:
The first step in the selection process will be a review of your application packet. Candidates are encouraged to include a resume, but applications stating "See Resume" for experience will not be accepted in lieu of the properly completed State of Colorado application form. The top group identified in this review continue in the selection process.

Appeal Rights:
If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel
Director within 10 days from the date you receive notice of elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

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, 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

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.