



**STATE OF COLORADO**  
invites applications for the position of:  
**CUSTODIAN I**  
You must be a resident of Colorado to apply.

**CLASS TITLE:** CUSTODIAN I

**LOCATION:** Grand Junction, Colorado

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

**SALARY:** \$1,912.00 - \$2,720.00 Monthly

**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:** 11/06/15

**CLOSING DATE:** 11/30/15 05:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**

**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. Open positions are for various shifts; hours and work weeks vary. Periodic shift work is required, and assignment to different shifts may become necessary.

## **DESCRIPTION OF JOB:**

**Duties:** Assist in maintaining a healthy environment by providing outstanding custodial service for campus facilities. In the area of floor-care, duties include sweeping, dust mopping, wet mopping, vacuuming and spot cleaning carpet, auto scrubbing, spray buffing, burnishing, refinishing wood, concrete, and vinyl composite floors (removing floor finish by sanding or stripping, then applying seal and wax) and carpet extraction. Cleaning duties include cleaning and re-lamping lighting fixtures, cleaning water fountains, emptying and cleaning waste containers, cleaning walls, doors, and windows, dusting flat surfaces and vents, cleaning and sanitizing all restroom fixtures, urinals and toilet bowls, cleaning toilet partitions and doors, sinks, and mirrors, restocking soap and paper products, straightening and moving furniture, shampooing upholstered furniture, setting up tables, chairs and media equipment for meetings, cleaning chalkboards, dry erase boards, trays, and erasers, securing areas as required (locking and unlocking rooms and buildings), driving a motorized cart to haul trash to dumpster, driving a CMU pickup truck to move furniture and mattresses to different buildings and locations, inputting work requests and filling out time log in maintenance management system ("Schooldude"), cleaning and maintaining equipment, turning lights on and off, using proper personal protective equipment (gloves, goggles, grippers, aprons, safety shoes), and attending training meetings on safety, cleaning procedures, and equipment and product use. Other related duties as assigned.

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

Applicants must meet all of the following qualifications to continue in the selection process for this position.

Candidate must have **six months** of custodial experience, which must have been performed within a business/corporation type setting or similar. Candidate must have a valid Colorado drivers license.

**\*Custodial work is defined as primary work duties which include but are not limited to caring for and maintaining offices within an organization. Custodian work includes buffing, polishing and disinfecting floors, cleaning lavatories as well as performing general dusting and vacuuming within an office environment.**

### **ATTENTION!**

**The first stage of the comparative analysis process for candidates who meet minimum qualifications is an application review. Therefore it is paramount that you follow directions provided in this job announcement and address in detail your experience with the duties mentioned above in the experience portion of your application.**

**Preferred Qualifications:** Excellent customer service and time-management skills, and the ability to follow directions.

**Conditions of Employment:** Must be able to exert up to or in excess of 50 pounds of force occasionally, 20 pounds frequently, and 10 pounds constantly. In accordance with Colorado Mesa University policy, must possess and maintain a valid State of Colorado driver's license, and successfully complete a criminal background check, pre-employment physical and drug screen.

## **SUPPLEMENTAL INFORMATION:**

**How to Apply:** For complete details and requirements, visit [www.coloradomesa.edu/hr/newempl.html](http://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 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:**

Lee Schmalz, [lschmalz@coloradomesa.edu](mailto:lschmalz@coloradomesa.edu), 970-248-1655 or 970-248-1820

**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-171-112015  
CUSTODIAN I  
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