



STATE OF COLORADO
invites applications for the position of:

Custodian I

This position is open only to Colorado state residents.

CLASS TITLE: CUSTODIAN I

LOCATION: Otero County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Otero College, 1802 Colorado Avenue, La Junta, Colorado.

SALARY: \$2,364.00 - \$2,864.00 Monthly

HIRING PAY RATE: \$2,364.00/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: 11/16/21

CLOSING DATE: 11/22/21 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJH-000049 & 000110 11/21; Auxiliary Services, Physical Plant Department.

Founded in 1941, Otero College is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado.

EMAIL ADDRESS: *All correspondence regarding your status in the selection/examination process will be conducted via e-mail. Please include your current e-mail address on your application and set up your e-mail to accept messages from 'cccs.edu' or info@governmentjobs.com addresses. If you do not have an email address, then you will receive correspondence via US mail.*

NOTE: There are currently two positions and will be primarily required to work Monday through Friday from 6:00 a.m. to 3:00 p.m., with occasional evenings (shift work) and

weekends, and on call for snow removal.

The State of Colorado offers permanent employees a variety of benefits including medical, dental, life and disability insurance, tuition reimbursement, as well as a comprehensive leave program. Please click the following link for detailed information: www.colorado.gov/pacific/dhr/benefits.

DESCRIPTION OF JOB:

JOB DUTIES: *Your application must provide a detailed description of your relevant work experience in relation to the following duties:* These full-time positions provide custodial support to the Physical Plant Department at Otero College. Specific duties include: maintains all flooring by wet and dry mopping; vacuums carpets; spot removal techniques on carpet stains with extraction; sweeps and mops stairwells; cleans exterior sidewalks (snow removal/sweeping) leading to entrances. Positions clean and sanitizes all bathroom sinks, porcelain fixtures, shower walls, mirrors and windows using Versa Machine. Cleans all entrances/common areas and chrome fixtures in labs/classrooms/common areas. Stocks all bathroom supplies. Positions dust surfaces in hallways, corridors, lobby, and public rooms. Removes graffiti from all surfaces. Cleans laundry room washer and dryers. Bags and removes trash from all facilities and breaks down cardboard for disposal. Cleans and removes cigarette buds from outside trash containers. Cleans glass entrance and vestibule doors. Spot cleans furniture upholstery. Positions also complete minor repairs; touchup paints; submits repair requests; and replaces burned out lamp bulbs and replace batteries on censored equipment. Submits work order requests for building maintenance to address. Positions set up and cleans up per customer request for Auxiliary Service functions; and works Auxiliary Service functions on weekend and evenings. Assists students with removal and adding of furniture. Provides office moves and furniture relocation. Removes snow and spreads sand for ice at all the entrances.

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

MINIMUM QUALIFICATIONS: Six (6) months of custodial/janitorial experience as the primary function of your job or the experience will be pro-rated counting only your custodial experience. ***Do not use "SEE RESUME" statements on application; your application must be completed in detail and clearly documenting your relevant work experience. (Part time experience will be pro-rated).***

NECESSARY SPECIAL REQUIREMENT:***Ability and willingness to perform all of the following:***

- This position operates a motorized cart and drives a State Fleet truck or van, therefore, applicants must possess and maintain a Colorado Driver's License.
- Standing for long periods of time, including kneeling, stooping, crouching, reaching and grabbing.
- Snow removal in adverse temperatures.
- Utilizing various electric and battery operated floor burnisher, buffers, vacuum cleaners, wet-vacs, extractors and floor scrubbers.
- Occasional use of step-ladders and ladders to perform high dusting and cleaning of windows, cabinets, door frames and air vents.
- Operating machinery which may shake or vibrate with force such as large floor scrubbers or polishers.
- Exposure to dust, and fumes.
- Moving furniture and lifting supplies in excess of 20 lbs. to 50 lbs. occasionally, and 10 lbs. frequently.

PREFERRED REQUIREMENTS: ***Please provide a detailed description on your application of your relevant work experience and document examples of your work in relation to the***

following: Experience in a custodial or comparable position performing tasks which included measuring cleaning solvents accurately. Complete daily inspection and perform general maintenance of tools and equipment (i.e., vacuums, mops, extractors, etc.) Previous experience with custodial equipment and supplies is preferred. Equipment includes vacuums, carpet extractors, buffers/scrubbers, top scrubber and high speed floor burnishers. Supplies include custodial cleaning chemicals such as sanitizers, disinfectants, carpet shampoos, floor strippers, and wax. Ability to work effectively as a team or independently. Ability to comprehend and follow directions in verbal and written form. Stable work history.

CONDITIONS OF EMPLOYMENT: Must submit to and successfully complete a pre-employment background check, and a Motor Vehicle Driving Record check as conditions of hire. Must possess and maintain a valid State of Colorado Driver's License. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide OJC Office of Human Resources with an official disposition of the charges.

Appeal Rights

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

SELECTION PLAN: Applicants will be notified of exam plan at a later date. Your employment application will be used to rate your training and experience and to determine your rank among the candidates for this position. It is, therefore, very important to fill out the application completely and to give a detailed description of your education and work experience. Your application and/or attachments should address the described duties, minimum, and required competencies. Be sure your application specifically addresses the requirements as listed in the Minimum Requirements section and that all required documents are included in the application packet (e.g. application, transcripts, licensure, supplemental questionnaire, etc.). Failure to include the required information by the application deadline will result in your rejection from consideration of the position. The established eligible list from this recruitment may be used for other Custodian I positions that are similar in nature.

IMPORTANT NOTE TO APPLICANTS: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this information on your completed application.

For information regarding Otero College Security, including crime statistics for the OJC campus and surrounding area, please see the Otero College Campus Security website at: www.ojc.edu. For a hard copy report please contact 719-384-6831.

Equal Opportunity Employer: *The Colorado Community College System does not discriminate on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identify, or*

sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.

Americans with Disabilities Act (ADA) Accommodations

Otero College is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Kelsey Barbee, at kelsey.barbee@otero.edu or call 719-384-6824.

If you are an individual who wishes to request reasonable accommodations for an exam, refer to the contact information on the exam scheduling notice or on the specific job announcement.

Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA)

The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth. If you are an individual who wishes to request reasonable accommodations for an exam, you must do so at least three days prior to the administration of the exam. Please refer to the contact information on the exam scheduling notice or on the specific job announcement.

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:

Otero College Human Resources Office 1802 Colorado Avenue La Junta, Colorado 81050 OR Fax at 720-858-3135

DEPARTMENT CONTACT INFORMATION:

Kelsey Barbee, Human Resources Office, 719-384-6824.

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 #GJH-000049 & 000110 11/21
CUSTODIAN I
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Custodian I Supplemental Questionnaire

- * 1. Applicants for State of Colorado classified positions must be current residents of Colorado. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?
 Yes No

- * 2. Do you have a current and valid driver's license?
 Yes No

- * 3. Are you physically and constantly able to climb, stoop, kneel, crouch, crawl, and reach throughout an eight hour work shift with only minimal authorized breaks and perform this same workload on a regular basis with no physical after effects?
 Yes No

- * 4. Are you willing and able to exert up to 50 lbs. of force occasionally, up to 20 lbs. of force frequently, and up to 10 lbs. of force constantly to move objects?
 Yes No

- * 5. I am willing to accept employment in La Junta, Colorado.
 Yes No

- * 6. Are you willing to submit to a pre-employment background check and driving record check as a condition of hire?
 Yes No

- * 7. How many years experience do you have caring for floors including hard surfaces and carpet? What equipment and solvents did you use?

- * 8. List the kinds/types of chemicals you have used while working as a paid Custodian.

- * 9. Explain your custodial experience.

- * Required Question