



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: Las Animas County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Trinidad State College, 600 Prospect Street, Trinidad, Colorado.

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

HIRING PAY RATE: \$2,364/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: 08/11/21

CLOSING DATE: 09/03/21 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



Extended Closing Date

GJM-000147 8/21; Physical Plant Department

Trinidad State College is a two year college, a jewel located in Southern Colorado. Led by an illustrious faculty, personnel truly dedicated to serving students, and a great administrative body that carries on its educational mission of service to a diverse community; it is a college that helps to enrich the cultural climate of the college life, the life of the city of Trinidad, a city of champions.

EMAIL ADDRESS: Please include your current e-mail address on your application. Please note correspondence regarding this position will be electronic-based if you have an email address. If you do not have an email address, then you will receive correspondence via US mail.

NOTE: Position works varied shifts. Must be willing to work with varying days off, weekend work, and shift work for vacation coverage and special projects.

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 RESPONSIBILITIES: This full-time position provides custodial support for residence halls and other campus buildings at the Physical Plant Department at Trinidad State College. Specific duties include cleans offices, classrooms and laboratory spaces by dust mopping, wet mopping, vacuuming carpets and furniture, cleaning windows, emptying trash, cleaning chalkboards, cleaning walls, cleaning classroom desks, dusting, replacing light bulbs and floor tile, washing light fixtures, cleaning doors and shampooing furniture. Cleans exteriors of buildings by removing trash from entrances, cleaning entry doors and windows, snow removal as needed, trash receptacles, wash windows, removing cobwebs and cleaning entry mats and rugs. Recommends new types of cleaning products and cleaning equipment and ways to help the housekeeping operations run more smoothly and efficiently. Position sanitizes, and disinfects all restroom toilet bowls, urinals, partitions, sinks, dispensers, plumbing fixtures, mirrors, walls, ceilings, vents, windows and floors. Fills all dispensers with toilet paper, hand towels, soap, seat covers and cleans mirrors. Cleans and sanitizes all drinking fountains. Position monitors conditions and security by observing and reporting to supervisor all conditions, repairs needed and potential hazards. Secures all buildings by locking all windows and doors at end of evening shift. Maintains floors by stripping and waxing tile floors, spray buffing, shampooing and extracting carpets. Position processes all event set ups for buildings. Assist other trades. Covers vacant work areas during employees' vacations and absences as assigned by the Custodial Supervisor or Facilities Director. Provides positive and productive assistance and directions to work study employees, hourly employees and volunteers. Maintains and cleans custodial storage closet and maintains custodial equipment to make sure they are clean, neat and functional. Performs other duties as assigned or required.

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

MINIMUM REQUIREMENTS: Six (6) months of custodial experience. In order to be considered for this position, your custodial experience needs to be documented on your application. **(Part-time experience will be pro-rated)**

SUBSTITUTION: N/A

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

- Must possess and maintain a valid Driver's License to drive a State owned vehicle when necessary.
- Standing for long periods of time, including kneeling, stooping, crouching, reaching and grabbing.
- 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 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly.

PREFERRED QUALIFICATIONS: *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. Experience using vacuums, carpet extractors, buffers/scrubbers, and high speed floor burnishers. Experience using 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 pass a pre-employment background check, driving record check, and lift and physical exam as a condition of hire. Felony convictions or conviction of crimes of moral turpitude, convictions of misdemeanors related to job duties, or failure to disclose may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the TSJC 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:

IMPORTANT NOTE TO APPLICANTS: Former state employees (including former employee 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 the application.

SELECTION PROCESS: Applicants will be notified of the comparative analysis process 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 these positions. 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, licenses, supplemental questionnaire, etc.). Failure to include the required information by the application deadline will result in your rejection from consideration of the position.

For information regarding Trinidad State College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State College Campus Security website at: <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report please contact 719-846-5618.

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

Trinidad State 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, Yvette Atencio, Yvette.atencio@trinidadstate.edu, 719-846-5538.

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:

Trinidad State College, Human Resources Office, 600 Prospect Street, Trinidad, Colorado 81082
OR Fax to 720-858-3135.

DEPARTMENT CONTACT INFORMATION:

Yvette Atencio at 719-846-5538 or Patti Dewhurst at 720-858-2865.

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 #GJM-000147 8/21
CUSTODIAN I
PD

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Custodian I Supplemental Questionnaire

- * 1. List the type of floor care equipment you have experience operating.

- * 2. Are you able to lift up to 20 lbs. of force constantly to move objects?
 Yes No

- * 3. Are you willing to submit to a physical evaluation to determine your ability to perform the essential functions of the job?
 Yes No

- * 4. Are you able to exert up to 50 pounds of force to complete essential functions of the job such as lifting trash, pushing cleaning equipment, moving furniture, etc.?
 Yes No

- * 5. Are you willing and able to work varied shift work?
 Yes No

- * 6. Are you willing to submit to a pre-employment background check, drug screen, and a physical lift exam as a condition of hire?
 Yes No

- * 7. This position requires you to have and maintain a current/valid driver's licenses. Do you have a valid/current driver's license?
 Yes No

- * 8. Are you willing to work in Trinidad, Colorado?
 Yes No

- * 9. Please explain your custodial experience.

* Required Question