



STATE OF COLORADO
invites applications for the position of:

Structural Trades I at RRCC

This position is open only to Colorado state residents.

CLASS TITLE: STRUCTURAL TRADES I

LOCATION: Jefferson County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Red Rocks Community College, 13300 West Sixth Avenue, Lakewood, CO 80228

SALARY: See Position Description

HIRING PAY RATE: Starting Salary: \$2,952.00 per month

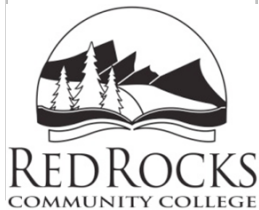
FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 07/20/15

CLOSING DATE: 07/31/15 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJL-000061-07/15

Note: Work schedule for this position will be Monday through Friday 6:00 AM to 2:30 PM. Occasional weekends, holidays and evening hours may be required with schedule subject to change based on the needs of the campus. An essential function of this position will be to exert up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Successful candidate must be able to communicate verbally and be able to read and comprehend written directions on labels, machinery and in manuals, etc. Must be able to withstand work in all types of temperatures for long periods of time. Must be able to perform work at various locations of height. This position will also require constant or frequent climbing, stooping, kneeling, crouching, pushing, pulling and reaching. You must be able to perform this level of physical exertion in order to be considered for this position.

DESCRIPTION OF JOB:

Duties: This full-time position is located in the Facility Services - Maintenance Department at Red Rocks Community College and provides ongoing and preventative maintenance for buildings and grounds, ensuring efficient, quality service for the staff, faculty and students. Position is responsible for maintaining the campus buildings through the application of various trades skills including plumbing, carpentry, electrical and painting. Specific duties include: provide maintenance facilities support to the college by performing basic construction tasks including

assisting fully-operating trades positions with demolition, framing, ceiling tile removal and installation, plumbing and electrical assistance. Position will perform minor repairs on pipes, toilets, sinks, and drinking fountains; and minor electrical repairs in changing out light bulbs and florescent tubes. Position patches and primes walls using proper tools and equipment; and applies latex and oil base paints to walls and floors throughout the campus. Position will assist in the construction of new walls and the demolition of old structures; performs framing, drywall, mudding and taping, installs cove base. Position will assist in identifying maintenance needs and support Structural Trades II in performing pro-active repairs before breakdowns occur. Operate hand held and power tools daily. Position will also assist with set-ups for campus events and snow removal as needed. Position will provide excellent customer service in communicating with internal customers regarding project progress and customer satisfaction. Position will operate state vehicles. Must be a team player and work well with others. Utilize a computer to complete timesheets and leave requests, read and respond to email, create correspondence, etc. Position will utilize Microsoft Office 2010 to include Outlook to check calendar/email/voice mail for requests, and follows up with requests as needed; Word to create correspondence, etc.

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

Minimum Qualifications: Two years of progressively responsible experience in the structural trades (building maintenance trades including carpentry, plumbing, locksmithing, electrical and painting maintenance). Application must list specific experience related to position. Must possess excellent customer service skills to include communicating with and responding to all levels of employees in a professional environment. Do not use "see resume" statements on application. Your application must be completed in its entirety describing your experience. (Part-time experience will be pro-rated)

Substitutions: Successful completion of a formalized apprenticeship program or higher level course work from an accredited, non-correspondence, vocational or trades school in Construction Technology or Property Maintenance may substitute for the required experience on a year-for-year basis. A copy of your transcripts must be submitted with your application prior to the application deadline.

Preferred Qualifications: More than two years of experience in general building maintenance. Effective communication skills; strong interpersonal skills, and strong time management skills. General knowledge in operating a variety of equipment and tools. Minor plumbing skills. Knowledge of light fixture wattage. Experience operating a forklift truck. Lead paint awareness. Some knowledge in building codes preferred. Basic computer skills. Prior experience utilizing MS Word, Excel and Outlook. Prior experience with room set-ups and tear-downs. Experience using power actuated tools.

Necessary Special Requirements: Must possess and maintain a valid CO driver's license to operate company vehicles, attend meetings, pick up supplies, etc. Must submit to and successfully complete a pre-employment background check to include a motor vehicle report (MVR) as a condition of hire. Position is designated essential and will be required to report without delay or interruption to provide essential or emergency services to ensure health, safety and welfare of the college. 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 RRCC 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 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 the 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.

SUPPLEMENTAL INFORMATION:

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.

All state classified employees must be hired and promoted through a comparative analysis process. Part or all of the analysis for this position will include a review of your application material.

Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. Applications may also be used to assess and rank applicants who meet the minimum requirements, cut to a top group or establish an eligible list for referral to the position.

Be sure your application material specifically addresses your qualifications, experience and accomplishments as they relate to the duties, minimum qualifications, substitutions, and preferred qualifications listed. Attach additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions may result in your application not being accepted for this position and may affect your score or inclusion in the final pool of qualified candidates.

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.

For information regarding Red Rocks Community College Security, including crime statistics for the campus and surrounding area, please see the RRCC Police website:

<http://www.rrcc.edu/police/crimereport.html>. For a hard copy report please contact 303-914-6494.

Equal Opportunity Employer: Red Rocks Community College does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, pregnancy status, genetic information, age or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 503 & 504 of the Rehabilitation Act, VEVRAA, Age Discrimination Act, and Title II of the ADA.

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 Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO 80230

DEPARTMENT CONTACT INFORMATION:

Jacqui Oakley 303-914-6299

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 #GJL-000061-07/15

STRUCTURAL TRADES I AT RRCC

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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Structural Trades I at RRCC Supplemental Questionnaire

- * 1. Are you willing to submit to a pre-employment background check which will include a motor vehicle report (MVR) as a condition of hire?
 Yes No

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

- * 3. Describe your carpentry experience regarding remodel projects, i.e. measuring distances using scale, commercial framing and drywall, experience following construction code requirements, etc.

- * 4. Describe your general building trades experience as it relates to this position.

- * 5. Explain your general construction experience.

- * 6. Explain your general plumbing experience.

- * 7. Do you have experience as a painter? If so, explain your experience.

- * 8. This position is considered essential. Are you able to report without delay or interruption as needed to provide essential or emergency services to ensure the health, safety and welfare of the college?
 Yes No

- * 9. Are you able to lift up to 100 lbs. of force occasionally while performing your job duties during an eight hour shift?
 Yes No

- * 10. Are you willing and able to perform frequently a level of physical exertion which includes climbing, stooping, kneeling, crouching, crawling, and reaching?

* Required Question