



STATE OF COLORADO  
invites applications for the position of:  
**Custodian I - Third Shift at  
RRCC**

This position is open only to Colorado state residents.

**CLASS TITLE:** CUSTODIAN 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: \$1,912.00 per month (plus 10% shift differential on all applicable hours)

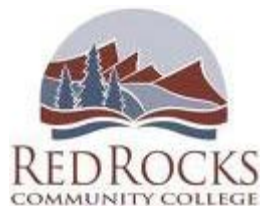
**FLSA STATUS:** Non-Exempt; position is eligible for overtime compensation.

**OPENING DATE:** 11/20/15

**CLOSING DATE:** 11/24/15 04:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



These positions are open only to Colorado state residents.

**GJL-107-481-11/15**

**Note:** Positions require work at the Lakewood Campus. Anticipated work hours for these two positions will be Sunday – Thursday 10:00 PM to 6:30 AM. First and second shift work may be required during staff shortages, inclement weather, etc. An essential function of these positions require exertion of up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects (i.e. lifting trash, pushing cleaning equipment, moving furniture, lifting floor machines, buckets of water, etc.) It also requires constant or frequent climbing, stooping, kneeling, crouching, pushing, pulling and reaching; use of a six foot ladder to maintain and clean high areas. Successful candidates must be able to follow verbal communications and be able to read and comprehend written directions on labels, machinery and in manuals, etc. Also, must be able to interpret written directives, policies, sanitary guidelines, Material Safety Data Sheets (MSDS) and memos.

**DESCRIPTION OF JOB:**

**Duties:** These full-time, shift positions are located in the Physical Plant at Red Rocks Community College. Primary duties and responsibilities include: clean and maintain campus facilities such as classrooms, restrooms, offices and public areas as well as deep cleaning of campus facilities including upholstery, inside window cleaning, wipe down and clean classroom tables, counters and

office desks, etc. Clean white boards, clean and disinfect restroom floors, sinks, counters, mirrors, walls and partitions, toilets and urinals. Remove trash and recycling materials. Clean and shine all stainless steel including drinking fountains. Replenish paper towels, toilet paper, and soap in dispensers. Wash windows, shampoo carpet, spray buff tile flooring using scrubbing and buffing machines. Use specified chemicals or cleaning methods for different types of spills or needed clean-up. Determine supplies and equipment to be used in each job assigned. Operate custodial equipment such as carpet cleaners, carpet extractors, steamers, floor polishers, buffers, etc. as needed. Report maintenance problems; ensure security of assigned areas is maintained. Work with co-workers, employees to accomplish daily tasks. Utilize a computer to complete timesheets, leave requests, memos, etc.

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

**Minimum Qualifications** - Six months of custodial experience. Must be able to perform strenuous physical labor. Explain use and care of equipment used in detail on your application. Applicants must be willing to work different shifts (day and/or night), including holidays if necessary. Part-time experience will be pro-rated.

**Preferred Qualifications:** Knowledge/experience in proper methods to strip and re-wax hard surface flooring; proper methods of handling waste and an understanding of environmental issues when using and handling cleaning products; proper sanitation procedures for restrooms; minimum 6 months prior experience in hard floor and carpet maintenance, operating floor scrubbers, carpet extractors, and floor buffers; one year prior experience working as a Custodian. Strong customer service skills. Attention to detail and ability to handle multiple tasks; effective communication skills (oral and written), and strong time management and organizational skills. Prior experience operating a computer.

**Necessary Special Requirements** - Must submit to and successfully complete a pre-employment background check as a condition of hire. 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](http://www.colorado.gov/spb).

A standard appeal form is available at: [www.colorado.gov/spb](http://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.

*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.*

*For information regarding 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, VEVRRA, 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.

**TRANSCRIPTS REQUIRED:**

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

**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 or Teri Ayers 303-595-1588

**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.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GJL-107-481-11/15  
CUSTODIAN I - THIRD SHIFT AT RRCC  
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Custodian I - Third Shift at RRCC Supplemental Questionnaire**

- \* 1. Are you willing to submit to a pre-employment background check as a condition of hire?  
 Yes    No
  
- \* 2. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?  
 Yes    No
  
- \* 3. Are you willing and able to work a Sunday - Thursday 10:00 PM - 6:30 AM shift?  
 Yes    No
  
- \* 4. Are you willing and able to work other shifts when scheduled to do so?  
 Yes    No
  
- \* 5. List the types of floor care equipment you have experience operating.
  
- \* 6. List the kinds/types of chemicals you have used while working as a paid Custodian.
  
- \* 7. Are you physically and constantly able to climb, stoop, kneel, crouch, crawl, and reach throughout an eight hour shift and with only minimal authorized breaks and perform this same workload on a regular basis with no physical after effects?  
 Yes    No
  
- \* 8. Are you able to exert up to 50 pounds of force to complete essential functions of the job such as lifting equipment, lifting trash, pushing cleaning equipment, moving furniture, etc.?  
 Yes    No
  
- \* 9. Are you willing and able to work with custodial cleaning supplies, such as sanitizers, disinfectants, carpet shampoos, floor strippers, and wax, which are considered hazardous materials?  
 Yes    No
  
- \* 10. Please describe two examples from your paid work experience that demonstrate your use of common custodial equipment and machinery. This includes carpet shampoos, floor buffers, vacuums and floor strippers. Also, please include in your answers a description of the type(s) of buildings you were working in (commercial, small business, etc.)
  
- \* 11. Please describe your experience working with material safety data sheets (MSDS). If you do not have experience using these, please write N/A below.
  
- \* 12. How many years experience do you have caring for floors including hard surfaces and carpet?  
 0 - 1 year  
 1.1 - 3 years

- 3.1 - 5 years
- 5.1 - 8 years
- 8+ years

\* Required Question