



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

HIRING PAY RATE: Plus third shift differential of 10% on all applicable hours. Although a range is listed, appointments are typically made at or near minimum range.

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

OPENING DATE: 08/27/21

CLOSING DATE: 09/20/21 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJL-000054-000483-08/21

Note: Position requires work at the Lakewood Campus. Anticipated work hours for this position 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 this position requires 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.) The position 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 candidate must be able to follow verbal communication and be able to read and comprehend written directions on labels, machinery and in manuals, etc.

Why work at RRCC?

- We offer a competitive benefits package, including: health coverage, retirement, paid time off, flexible spending accounts, life insurance, and more. Benefits for employees in Classified positions are administered through the Colorado Department of Personnel and Administration's Division of Human Resources. Employees in Classified positions are eligible to begin their benefits the 1st of the month following their start date. Find complete

information on benefits for Classified positions on the [Department of Personnel and Administration](#) website.

- **Professional Development** - We provide professional development and enrichment opportunities for our staff to help them grow personally and professionally through our Center for Professional Enrichment and Human Resources department.
- **Tuition Reimbursement** - To help our staff develop their skills, we offer a tuition reimbursement program good for courses taken at any of the Community College System colleges.

DESCRIPTION OF JOB:

Duties: Position is located in the Physical Plant at Red Rocks Community College. Primary duties and responsibilities include: clean, sanitize 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. Report maintenance problems; ensure security of assigned areas is maintained. Assist with snow removal by shoveling walkways leading to the building when necessary. 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 as the primary function of the job. Must be able to perform strenuous physical labor. Explain use and care of equipment used in detail on your application. Applicant must be willing to work different shifts (day and/or night), including holidays if necessary. Part-time experience will be pro-rated. Do not submit a resume in lieu of completing the application. Application must be completed in detail explaining your relevant experience.

Substitutions: None.

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; at least 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 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:

This posting may be used to fill one or more similar positions in the future.

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 22.1% Hispanic; 6.2% Black/African American; 3.7% Asian/Pacific Islander; 0.9% American Indian/Alaskan Native; and 60.5% White. As such, we are interested in selecting the best candidate from a diverse pool.

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: Red Rocks Community 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, Arnie Oudenhoven, arnie.oudenhoven@rrcc.edu, 303.914.6298 or Deborah Houser, deborah.houser@rrcc.edu, 303914.6224.

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.

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.

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, jacqui.oakley@rccc.edu

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>

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CUSTODIAN I - THIRD SHIFT AT RRCC
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Custodian I - Third Shift at RRCC Supplemental Questionnaire

- * 1. Are you willing to submit to a pre-employment background 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 10:00 p.m. - 6:30 a.m. Sunday through Thursday as required for the position?
 Yes No
- * 4. Are you willing and able to work other shifts as needed to accommodate the needs of the department?
 Yes No
- * 5. List the kinds/types of chemicals you have used while working as a paid Custodian.
- * 6. Please describe two examples from your paid work experience that demonstrate your use of common custodial equipment and machinery. This includes carpet shampooers, 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.)
- * 7. 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+ Years
- * 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
- * Required Question