



**State of Colorado
Custodian I**

SALARY	\$3,255.00 - \$3,906.00 Monthly	LOCATION	La Junta, CO
JOB TYPE	Full Time	JOB NUMBER	GJH-000110 02/25
DEPARTMENT	Otero College	OPENING DATE	02/20/2025
CLOSING DATE	3/3/2025 4:00 PM Mountain	FLSA	Determined by Position
TYPE OF ANNOUNCEMENT	This position is open only to Colorado state residents.	PRIMARY PHYSICAL WORK ADDRESS	1802 Colorado Ave, La Junta, CO81050, USA
FLSA STATUS	Non-Exempt; position is eligible for overtime compensation.	DEPARTMENT CONTACT INFORMATION	Human Resource - Kelsey.Barbee@otero.edu
SALARY NOTE	Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.	HIRING PAY RATE	The salary range listed represents a broad salary range for this position. It is anticipated that this position will began at \$3255.00 per month, depending upon internal equity, experience, education, and training.
HOW TO APPLY	Please submit an online application for this position at https://www.governmentjobs.com/careers/colorado . Reach out to the Department Contact to apply using a paper application, including any supplemental questions. 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.		

Department Information

OTERO

HSI HISPANIC SERVING INSTITUTION

GJH-000110 02/25; Physical Plant

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

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.

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' addresses or info@governmentjobs.com. If you do not have an email address, then you will receive correspondence via US mail.*

The Colorado Community College System (CCCS) and its colleges is the statewide pathway to individual achievement and economic vitality. We provide an accessible, responsive learning environment that facilitates the achievement of educational, professional and personal goals by our students and other members of our communities, and we foster an atmosphere that embraces academic excellence, diversity and innovation.

You will admire the friendly culture of our colleges and be inspired by our team environment and dedicated employees. Additionally, we offer:

- Generous annual and sick leave benefits; our employees stay because of the work/life balance they are able to obtain here.
- Attractive health, dental, vision, life, and flexible savings options; we will also help you build your retirement savings via our defined benefit or defined contribution plans.
- An opportunity to become a lifelong-learner and enjoy considerable savings for the college education of your dependents through our tuition reimbursement program.

Description of Job

JOB DUTIES: This full-time position is located in Custodial Services at Otero College and will provide a safe and clean environment for students, staff and the public. Primary duties and responsibilities include: provide a safe and clean environment for students, staff and the public. Use custodial chemicals in daily tasks. Dust and wet mop floors in common areas, classrooms and hallways; deep vacuum carpeted areas, clean/disinfect drinking fountains, basins, toilets, urinals, showers and restroom floors. Wash mirrors and walls, check towels, tissues and sanitary needs in restrooms, empty and wash waste bins. Vacuum/dust and wet mop, straighten/clean/dust furniture; order stock for custodial closets. During summer months and campus breaks, strip, wax and polish hard surface floors and shampoo carpets as necessary; shampoo upholstery as needed and deep vacuum carpeted areas. Dust vents, baseboards and wall corners, and clean light fixtures.

Notify supervisor of needed repairs/equipment. Clean sidewalks and building perimeters 10 feet from doorways; empty trash and replace liners in waste bins. Clean exterior glass and sanitize entrance doors/door handles. Assist with snow removal up to 10 feet from buildings as needed. Perform other duties as assigned or required. In the event of emergency situations or the absence of other custodians, duties may be assigned to perform in other buildings, along with team cleaning on the campus. Provide excellent customer service while interacting with students, staff, faculty, and external customers. Use specified chemicals or cleaning methods for different types of spills or needed clean-up. Utilize computer to check daily work orders, complete timesheets, leave requests, etc.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

Residency Requirement:

This posting is only open to residents of the State of Colorado at the time of submitting your application.

Class Code & Classification Description:

D8B1TX	CUSTODIAN I
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MINIMUM QUALIFICATIONS:

Experience Only:

Six months of custodial experience. Explain use and care of custodial equipment used in detail on your application. Must be able to perform strenuous physical labor. **Do not use "SEE RESUME" statements on application;** your application must be completed in detail and clearly document your relevant work experience. (Part time experience will be pro-rated).

Necessary Special Requirements: Must possess and maintain a current, valid Colorado driver's license to operate company vehicles to transport supplies, attend meetings, etc. Must submit to and successfully complete a pre-employment background check which will include a motor vehicle report (MVR) 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 Otero Office of Human Resources with an official disposition of the charges. 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, etc.). It also requires constant or frequent climbing, stooping, kneeling, crouching, pushing, pulling and reaching. Successful candidate must be able to follow verbal communications and be able to read and comprehend written directions on labels, machinery and in manuals, etc.

Preferred Qualifications: Knowledge of custodial chemicals and their use. Experience cleaning labs and classrooms in a community college setting. Experience operating carpet extractors, automatic floor machines, buffers, etc. A strong ability of being self-motivated. 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 surface 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.

Appeal Rights:

An applicant who has been removed from an employment list or removed from consideration during the selection process may request a review by the State Personnel Director.

As an applicant directly affected by the results of the selection or comparative analysis process, you may file a written appeal with the State Personnel Director.

Review of the completed, signed and submitted appeal will be timely on the basis of written material submitted by you, using the official appeal form signed by you or your representative. This form must be completed and delivered to the State Personnel Board by email at dpa_state.personnelboard@state.co.us within ten (10) calendar days from your receipt of notice or acknowledgement of the Department's action.

For further information on the Board Rules, you can 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 [atspb.colorado.gov/board-rules](https://spb.colorado.gov/board-rules).

Supplemental Information

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

Comparative Analysis Process: Your employment application will be used to rate your training and experience and to determine your rank among the candidates for this position. Other forms of testing may include eSkill, oral board, written, etc. subject to change based on number of qualified applicants. 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 attachments should address the described duties, minimum, and preferred qualifications. 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.

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 Pikes Peak State College Security, including crime statistics for the Centennial, Downtown Rampart Range and CHES campuses and surrounding area, please see the PPSC Police Department's website at: [htt12.:l/www.12.ikes12.eak.edu/cam12.us-12.olice](http://www.12.ikes12.eak.edu/cam12.us-12.olice).*

Equal Opportunity Employer:

The Colorado Community College System believes when all human qualities are regarded with dignity and respect and when everyone has access to the individualized support they need, all will have the opportunity to thrive. In all aspects of the employment process, decisions are made based on merit, competence, performance and business need without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, creed, ancestry, national origin, marital status, genetic information, military status, or any other protected status in accordance with applicable law.

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 Human Resources, Kelsey Barbee,

at atkelsey.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.

Address Confidentiality Program:

If you are covered by the Address Confidentiality Program as provided by Colorado Revised Statute (CRS) 24-21-201 through 24-21-214, please notify the Human Resources 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.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees our agency's Annual Security Report. A copy of this information is available on the CCA website at <http://www.ccaurora.edu/students/student-right-know>. A paper copy of this report can be obtained at the College Security Office upon request. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Community College of Aurora, as well as public property within, or immediately adjacent to and accessible from, our campuses.

FOR CURRENT OR FORMER EMPLOYEES OF THE STATE OF COLORADO: Per the requirements of the Step Pay Program implemented on July 1, 2024, any State employee must be paid a rate that is equal to or greater than the appropriate step pay rate within their classifications pay range based on completed years in their current class series as of June 30. All current and former State employees must ensure that your entire work history within the State Classified System, including at Institutions of Higher Education, is indicated in your application so that your time-in-series can be calculated accurately.

Benefits

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

www.colorado.gov/pacific/dhr/benefits

Please note that each agency's contact information is different; therefore, we encourage all applicants to **view the full, official job announcement** which includes contact information and class title. Select the job you wish to view, then click on the "Print" icon.

Employer

State of Colorado

Address

See the full announcement by clicking the "Printer" icon located above the job title
Location varies by announcement, Colorado, --

Website

<https://careers.colorado.gov/>

Custodian I Supplemental Questionnaire

*QUESTION 1

Are you a current resident of the State of Colorado who can provide proof of Colorado residency?

- Yes
 No

*QUESTION 2

Are you willing to submit to a pre-employment background check to include a motor vehicle report (MVR) as a condition of hire?

- Yes
 No

*QUESTION 3

Do you currently possess a valid Colorado driver's license as required for this position?

- Yes
 No

*QUESTION 4

Are you able to lift up to 50 lbs. of force frequently while performing your job duties during an eight hour shift?

- Yes
 No

*QUESTION 5

Are you physically and constantly able to climb, stoop, kneel, crouch, crawl, and reach through out 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

*QUESTION 6

Explain your custodial experience as it relates to this position.

*QUESTION 7

List the kinds/types of chemicals you have used while working as a custodian.

*QUESTION 8

Please provide an example from your work experience that demonstrates 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.)

* Required Question