

Colorado Mountain College Position Description

Title: Custodian
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$34,429.51 - \$38,255.01 (\$16.55 - \$18.39 per hour)

Primary Responsibility

Under the supervision of the Facilities Manager or designated supervisor, the custodian performs general cleaning duties including trash removal to maintain facilities, offices, grounds, restrooms, student residential facilities and public areas in working, clean and orderly condition. May perform snow removal, general grounds keeping, and minor repairs.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position required, such as a High School Diploma/GED and related experience.

Knowledge, special skills or abilities directly applicable to the position: experience with standard cleaning equipment, procedures, and related safety measures.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Performs facility building cleaning and maintenance.
2. Performs general grounds maintenance.
3. Sweep, scrub, mop, wax, dust, clean, vacuum, shampoo carpets, clean stairs, hallways, corridors, walls, moldings, outside steps, terraces, windowsills, and other designated areas.
4. Strip, polish, and seal floors.
5. Dust, clean, wax and/or polish furniture, woodwork, light fixtures, blinds, radiators, grills, ducts, whiteboards, filing cabinets, and other equipment.
6. Mop, clean and disinfect restrooms, shower rooms and/or locker rooms; replenish supplies.
7. Clean doors, glass, mirrors, showcases, glass panels, inside windows, and outside windows at ground level; polish fixtures.
8. Empty and clean wastebaskets and other receptacles.
9. Remove refuse, boxes and recyclables from buildings and process or dispose of appropriately.
10. Unstop minor drain stoppages.

11. Vacuum drapes, upholstered furniture, and other designated areas.
12. Remove snow from walkways, steps, and other designated areas.
13. Clean, maintain and store tools and equipment.
14. Mix and use chemicals and any equipment within established safety standard procedures and policies.
15. Report facility and equipment needs.
16. Order, stock and maintain custodial equipment and supplies.
17. Coordinate special requests and/or requirements for cleaning and maintenance.
18. Perform general grounds keeping functions such as snow removal, mowing, weed control, and related duties.
19. Assist with building security and safety.
20. As needed or requested, may assist in assembling, installing, relocating, repairing and replacing appliances, furniture, and equipment.
21. Assist maintenance staff with minor repairs or projects.
22. Set up and dismantle special equipment, move furniture, and supplies.
23. May load and unload large trash receptacle.
24. Transport material or equipment.
25. Develop and maintain cooperative working relationships with campus administration, faculty, staff, students, contractors/vendors, the general public, and provide site information.
26. Provide on-call services as needed, provide for security of buildings.
27. Sets up classrooms, meetings and events.
28. Perform all work in accordance with established sustainability, energy management and recycling plans, procedures and policies.
29. Perform other duties as assigned.

Supervision Received

This position reports to the Facilities Manager or another designated supervisor.

Supervisory Responsibility

This position does not supervise others.

Special Conditions of Employment

Successful completion of a background check and MVR will be required. Position may require evenings, weekends, holidays and on-call duty. Incumbents in this position will be required to have or obtain and maintain a Colorado driver's license and adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

May require varying work schedule, including evening and weekend hours, holidays and potentially on-call duty; exposure to inclement weather and other potentially hazardous working conditions in construction and maintenance environments. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires constant standing and/or walking; occasional sitting and driving; frequent climbing and balancing; constant stooping, kneeling, bending; frequent squatting, crawling, pushing/pulling; constant handling objects, reaching with hands/arms, using finger movements; frequent lifting, carrying, pushing/pulling up to 50 lbs., and frequently to occasionally more than 100 lbs.; ordinary talking, hearing and vision capabilities; frequent reading/comprehending, writing and performing calculations; constant communicating orally, reasoning and analyzing; frequent work near moving mechanical parts, in high, precarious places; frequent exposure to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, work with machinery, and risk of electrical shock; and occasional vibration; and loud noise; driving licensed and unlicensed vehicles.

Work is performed using a computer and a variety of skilled trade tools and motorized equipment daily; and cleaning and housekeeping tools and equipment frequently.

HR Reference Information:	
Position group and code:	813000 @110
Date of review:	08282019; rate 2019; format updated 01152020 1.25 COL added 8.5.20 updated 07.01.2021; 2022 COLA added 7.5.22

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.