

Colorado Mountain College Position Description

Title: Custodian
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$38,864.15 - \$43,182.39 (\$18.68 - \$20.76 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

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College 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, Human Resources, benefits@coloradomtn.edu

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:	<i>813000@110</i>
BLS SOC	<i>37-2011</i>
Cornerstone ID	<i>CUST</i>
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, 23CUPA 041123

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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.