

## **Colorado Mountain College**

### **Position Description**

Title: Custodian, Part-time Maximum 28 hours per week  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$17.06 per hour

#### Primary Responsibility

Under the close supervision and/or supervision of the Physical Plant Manager or Maintenance Manager, the Custodian maintains cleanliness of a building or portion of a building; performs minor maintenance and snow removal; and general housekeeping, grounds-keeping, and maintenance duties.

This is part-time with a maximum of 28 hours per week. The CMC work week is Saturday through Friday.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include: High School Degree/GED and related experience. Or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities directly applicable to the position: Experience with standard cleaning operations; computer and custodial experience is preferred. Valid Colorado driver's license is required.

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. This position performs cleaning, housekeeping and/or general maintenance duties in designated public or private areas of a campus facility/location. Illustrations of the work performed include, but are not limited to, any of the following:
2. Conducts grounds/building cleaning and maintenance.
3. Sweep, scrub, mop, wax, dust, clean, vacuum and/or shampoo floors, stairs, hallways, corridors, walls, moldings, outside steps, terraces, windowsills and other designated areas.
4. Strip, polish, seal floors; dust, clean, wax and/or polish furniture, woodwork, light fixtures, blinds, radiators, grills, ducts, blackboards, filing cabinets and other designated areas of equipment
5. Mop, clean and/or disinfect restrooms, shower rooms and/or locker rooms with responsibility for replenishing supplies
6. Wash doors, partition glass, mirrors, showcases, glass panels, inside windows, and outside windows

at ground level; polish metal fixtures.

7. Empty and clean wastebaskets and other receptacles.
8. Remove refuse, boxes, and recyclables from buildings and dispose of appropriately; unstop minor drain stoppages.
9. Vacuum draperies, upholstered furniture, and other designated materials.
10. Remove snow from steps, walks, and other designated areas.
11. Clean, maintain, and store tools and equipment.
12. Monitor energy conservation procedures and report problems and/or take corrective action as directed
13. Report building and/or equipment needs.
14. Order, stock and maintain custodial supplies.
15. Coordinate special requests and/or requirements for cleaning and maintenance.
16. Maintains equipment and supplies.
17. Grounds-keeping.
18. Assists with building security and safety.
19. Assemble, install, relocate, repair and replace appliances, equipment and furnishings.
20. Perform grounds keeping services, including snow removal from structures, walkways and parking areas.
21. May assist trades and/or maintenance staff and perform minor maintenance tasks.
22. May perform outdoor gardening and other minor grounds-keeping tasks.
23. May assist in setting up and dismantling special equipment, including relocation of furniture, equipment, and/or supplies, at functions.
24. May load and/or unload large trash receptacle.
25. May assist in transporting material and/or equipment.
26. Develop and maintain cooperative working relationships with students, faculty, staff, contractors/vendors, and general public, and provide site information.
27. Provide on-call service as needed, provide for security of buildings, and perform other duties as assigned.

#### Supervision Received

This position receives close supervision and/or supervision from a higher-level professional/technical position or a higher-level labor trades position.

#### Supervisory Responsibility

This position does not have any supervisory responsibility.

#### Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College

while performing all duties assigned.

Working Conditions

This position requires constant standing and walking, and may require occasional driving; occasional climbing and balancing; frequent stooping, kneeling, bending, squatting; occasional crawling; constant handling objects, pushing/pulling, reaching with hands/arms, and using finger movements; constant lifting, carrying, pushing/pulling up to 60 lbs., and occasionally up to 75 or more lbs.; ordinary talking, hearing and vision capabilities; constant reading/comprehending, communicating orally, reasoning and analyzing; frequent to occasional writing and performing calculations; occasional work near moving mechanical parts, in high precarious places; constant exposure to fumes or airborne particles; frequent to occasional exposure to toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock, work with machinery and vibration; and moderate noise. Work is performed using standard cleaning and housekeeping tools and equipment daily; frequent use of electric/motorized equipment and tools; and frequent use of outdoor hand tools.

HR Reference Information:	
Position group and code:	<i>813000</i>
Date of review:	<i>4.18.2017 110.32965 format updated 7012022</i>

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.

