



STATE OF COLORADO
invites applications for the position of:

Structural Trades II - Construction & Building Maintenance at MCC

This position is open only to Colorado state residents.

CLASS TITLE: STRUCTURAL TRADES II

LOCATION: Morgan County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701

SALARY: \$3,628.00 Monthly

HIRING PAY RATE: Starting salary is not negotiable

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

OPENING DATE: 11/29/18

CLOSING DATE: 12/07/18 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



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GJG-000007-11/18

Note: Typical schedule for this position will be Monday - Friday from 8:00 a.m. - 5:00 p.m. but the position will need to be flexible in order to meet the needs of the college. Position is subject to on-call schedule. An essential function of this position requires exertion of up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects (i.e. lifting equipment, plumbing repairs, drywall, removing snow, etc.). Must be able to withstand working in all types of temperatures for long periods of time. Must be able to perform work at various locations of height. 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. Also, must be able to interpret written directives, policies, guidelines and memos. You must be able to perform this level of physical exertion in order to be considered for this position.

DESCRIPTION OF JOB:

This full-time position is located in the Physical Plant at Morgan Community College. Primary duties and responsibilities include: complete work orders on a daily basis. Maintain safe and effective operating condition of fixtures, appliances and systems in campus buildings and on

campus grounds by inspecting, repairing and replacing components. Perform general building maintenance including: replace light bulbs and ceiling tiles, replace existing electrical fixtures and components such as wall plugs, light switches and ballast; repair and replace standard interior plumbing fixtures such as bathroom fixtures, as well as outdoor plumbing fixtures such as exterior faucets; paint different types of surfaces such as walls, ceilings and other fixtures both inside and outside of campus buildings. Perform carpentry work including small in-house remodeling projects. Work with drywall, plaster and other types of materials. Build, install, maintain, repair and move wood and metal framed walls, windows and doors; lay carpet. Work with shop tools such as saws, drills, sanders and routers. Perform room setups; move office furniture, boxes, etc. Use PC-based programs to control building systems, schedule fleet car maintenance, and to communicate with Physical Plant Coordinator and college staff. This involves using email via Microsoft Outlook; Microsoft Office programs such as Word and Excel; and other PC-based programs including Simplex and Best Access locks, security systems and Johnson HVAC Controls. Ensure security of college buildings by repairing doors, mechanical and electronic locks, crash bars and handicap door opening systems. Install doors and locks for internal construction or remodel projects including cutting keys, core locks and maintain automated door openers; report areas in need of ADA code improvements. Perform small welding projects; perform maintenance on college fleet cars on a scheduled basis; will be using the State Fleet CARS PC-based program to obtain data on fleet vehicles and to align scheduled car services. Perform snow removal as needed using a one-ton pickup and operating snow blowers and hand shovels to clear sidewalks and parking areas. Identify maintenance problems, needed improvements and major repairs to college-owned building, structures and fixtures. Maintain a record of warehouse items on personal PC for departmental use. Utilize computer to search the internet for items such as parts or equipment needed for various repairs. This involves using email via Microsoft Outlook; Microsoft Office programs such as Word and Excel; and other PC-based programs including Simplex and Best Access locks, security systems and Johnson HVAC Controls. Update warehouse inventory on a quarterly basis. Perform preventative maintenance on college equipment such as hand tools, small gas and diesel motors such as lawn mowers and snow blowers. Promote energy conservation; review disaster evaluation plans, fire and security safety procedures; ensure campus safety and appearance. Attend safety meetings and other college committee meetings as required. Responsible for opening and/or closing any of MCC's buildings. This involves turning campus security systems on and off, as well as locking and unlocking building doors. May need to respond to campus security breaches, equipment malfunction, etc which may require early morning, late evening or weekend hours.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: Four years of progressively responsible experience in structural trades to include carpentry, HVAC, electrical, plumbing and painting; and must include experience reading blueprints. A resume will not be accepted in lieu of completing the application, documenting your relevant work experience. Part time hours will be prorated.

Substitutions: Successful completion of a formalized apprenticeship program or higher level course work from an accredited, non-correspondence, vocational or trades school appropriate to the work assignment may substitute for the required experience on a year-for-year basis but will not substitute for the experience reading blueprints. Transcripts must be submitted with application in order to be considered.

Preferred Qualifications: Knowledgeable in building codes. Ability to finish drywall to a grade 5 level. Asbestos awareness. Lead paint awareness. Experience operating automated HVAC programs. Previous work with Honeywell, Alerton, Johnson and Trane controls. Knowledge in operating a forklift truck. Well rounded individual able to switch from one trade to another with ease. Team player. Previous welding experience. Ability to multitask and be a self-starter. Basic computer skills.

Conditions of Employment: Must possess and maintain a valid driver's license to independently drive company vehicles and equipment around the campus, pick up parts, etc. Must submit to and successfully complete a pre-employment background check to 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 MCC Office of Human Resources with an official disposition of the charges. Position is subject to call-back for malfunctioning equipment, assisting with snow removal, etc. Must have good interpersonal skills and a great attitude to work in a college environment. This position is eligible for overtime and will be required to take compensatory time for overtime worked rather than payment as a condition of employment.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

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.

The Assessment Process: Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Part or all of the assessment for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. They may also use the application material to assess and rank applicants who meet the minimum requirements, to cut to a top group for additional assessment, or establish an eligible list for referral to the hiring manager for final consideration.

Be sure your application material specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the Duties, Education and Experience Requirements, and Preferred Qualifications sections as listed above. Upload additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions by the deadline for application may result in your application not being accepted for this position and may affect your inclusion as a qualified candidate in any of step of the selection process and placement on the eligible list.

For information regarding Morgan Community College Security, including crime statistics for the campus and surrounding area, please see the MCC Consumer Information website: <http://www.morgancc.edu/about-mcc/consumer-information>. For a hard copy report please contact 970-542-3167.

Equal Opportunity Employer: Morgan Community College *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: The Americans with Disabilities Act protects qualified individuals with disabilities from discrimination in the workplace. The ADA applies to all areas of employment, including pre-employment and employment testing. Candidates wishing to request reasonable accommodations must do so at least three days prior to the administration of the 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 allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

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.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

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:

Julie Beydler, 970-542-3129, julie.beydler@morgancc.edu or Teri Ayers, 303-595-1588, teri.ayers@cccs.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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STRUCTURAL TRADES II - CONSTRUCTION & BUILDING
MAINTENANCE AT MCC
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Structural Trades II - Construction & Building Maintenance at MCC Supplemental Questionnaire

- * 1. Are you willing to submit to a pre-employment background check which will include a motor vehicle report (MVR) as a condition of hire?
- Yes No
- * 2. Do you have a valid driver's license as required for position? List number and expiration date below.

- * 3. During inclement weather, you may need to come in as early as 3:30 a.m. or anytime there is a maintenance emergency. Are you willing and able to be on call back to perform emergency services without delay or interruption?
 Yes No

- * 4. Are you willing and able to meet the following physical requirements of the positions: Exert up to 100 lbs. of force occasionally, and up to 50 lbs. of force frequently, and up to 20 lbs of force constantly to move objects; climb, balance, stoop, kneel, crouch, crawl, and reach etc. on ground levels in addition to elevated areas (e.g. roofs, ladders, attics)?
 Yes No

- * 5. Explain your carpentry experience. If none, list N/A.

- * 6. Explain your plumbing experience. If none, list N/A.

- * 7. Explain your electrical experience. If none, list N/A.

- * 8. Explain your locksmith experience. If none, list N/A.

- * 9. Explain your HVAC experience. If none, list N/A.

- * 10. Explain what power tools you have experience operating?

- * 11. Do you have experience operating a forklift.
 Yes No

- * 12. Do you have experience reading blueprints.
 Yes No

- * Required Question