



Custodian II

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Custodian II.

Duties and Responsibilities include but are not limited to:

Cleaning is important for the health and safety of the college. Ensuring that the campuses are well maintained is not only conducive to productivity, it also increases the likelihood of attracting more students. Maintaining a clean college environment sets a good example to the students. It encourages the students to take pride in their university or college, which makes them less likely to litter and as such they will potentially make a bigger effort to maintain a pristine environment.

Keep work areas clean, neat, and sanitary by sweeping, mopping, buffing floors, disinfecting, scrubbing, emptying trash, dusting, restocking paper products, and other items. Moving furniture, and maintaining security of work areas. May include cyclical work, such as deep cleaning of windows, carpet extraction, and snow removal. On occasion provide lead worker services to a small crew of Custodian I's. Maintaining your equipment, learning and performing maintenance on janitorial equipment.

- Will provide daily cleaning of the campus buildings and its contents to the department standards, and national standards.
- Prepares reports and documents pertaining to maintenance, supplies, project cleaning and physical inventories.
- Provide basic security for buildings by locking doors, windows and checking for and reporting maintenance problems. Report hazardous situations and obtain assistance for distressed people.
- Perform project work with large and small teams. Work with other university departments as required. Work with faculty, students, kitchen staff, ad the general public at all times.
- May supervise up to 3.0 FTE employees either permanent, temporary or student.

Minimum Qualifications:

High School Diploma or GED and the ability to perform constant and heavy physical activity.

- Knowledge of custodial techniques, supplies and equipment.
- Skilled in cleaning all types of physical environments.

- Skilled in cleaning all types of floor materials.
- Ability/willing to learn and perform specialized cleaning techniques.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Must be skilled in time management.
- Ability to maintain an organized, safe work environment.
- Ability to work with little supervision.
- Must be able to perform constant physical activity and heavy lifting and carrying.
- Requires flexible working hours to support business operations. Monday through Sunday, as requested by supervisor.
- Must be able to follow written and verbal instructions and communicate both verbally and in writing.
- Must be acquainted with basic supervisory techniques. Assist in training employees. Ability to set priorities, evaluate work and report findings to supervisor.
- Ability to familiarize one's self with basic physical layouts of both campuses. Communicate effectively with the campus community, colleagues, management, and the general public. Ability to perceive possible problems with environments and machinery.
- Must possess ability to establish and main effective working relationships. Must be able to communicate effectively, concisely and congenially with co-workers and strangers.

Physical Demands

Ability to perform constant, heavy physical activity; ability to transport, set-up and work from scaffolds and ladders. Must be able to shovel snow. Must be able to work in extreme weather conditions. Hazards include exposure to extreme heat, cold and occasional wind; exposure to cleaning chemicals and supplies, blood borne pathogens; slippery surfaces, live equipment, heavy lifting and carrying (up to 80 pounds) working alone at night.

Near Vision

The ability to see details at close range (within a few feet of the observer).

Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

Static Strength

The ability to exert maximum muscle force to lift, push, pull or carry objects.

Trunk Strength

The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Extent Flexibility

The ability to bend, stretch, twist or reach with your body, arms and/or legs.

Manual Dexterity

The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Benefit and Salary Information:

\$12.00 - \$13.24 per hour.

Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Additional information on benefits can be found by visiting:

<https://choices.mus.edu/employees.asp>

Application Procedures:

Please email your cover letter, resume and references to:

hchumanresources@helenacollege.edu. Incomplete applications may not be considered.

Union Information:

[Operating Engineers Local #400](#)

Deadline to Apply:

This position is open until filled, the first review will be on Sunday, May 9, 2021, at 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Criminal Background Investigation is required prior to Offer of Employment

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.

Applicants requesting veterans' or disability hiring preference must provide appropriate documentation to verify eligibility.

Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).

Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is *voluntary* and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:

First Name:

Middle Initial:

Gender:

Male

Female

Race/National Origin:

White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:

No Military Service

Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under

laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?

Newspaper Job Service Referral Posting Web Career Fair Other: