



and the State of Colorado
invites applications for the position of:

Groundskeeper I

This position is open only to Colorado state residents.

CLASS TITLE: GROUNDS & NURSERY I

LOCATION: Mesa County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Mesa University 1100 North Avenue
Grand Junction, CO 81501

SALARY: \$2,952.00 - \$4,197.00 Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

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

OPENING DATE: 12/08/15

CLOSING DATE: 12/16/15 05:00 PM

JOB TYPE: Full Time

YOU MUST BE A COLORADO RESIDENT TO APPLY

The CMU Facilities Services, Grounds Maintenance Department maintains and improves the campus landscape, hardscape, and site amenities to provide an environment conducive to the educational mission of the university.

JOB DESCRIPTION:

The Groundskeeper I performs a variety of semi-skilled labor related to the general and specialized care and maintenance of the trees, flowers, shrubs, lawns, athletic fields, streets and parking lots over the 82+ acres located at CMU, as well as at satellite campuses and auxiliary facilities.

Duties include performing installation, repairs, and maintenance on irrigation sprinkler heads/lines, pumps, and irrigation control systems; scheduling and programming irrigation systems, to include water budgeting; operating and maintaining hand and power tools as

well as mowing equipment, tractors and front end loaders; determining timing/scheduling of field and court maintenance; maintaining and repairing artificial turf; performing snow removal; and dealing effectively and professionally with persons of diverse backgrounds and experience. Along with other related duties as assigned, the groundskeeper picks up trash and empties trash receptacles and works in collaboration with student workers.

MINIMUM QUALIFICATIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications

One year of grounds care and maintenance, greenhouse, or plant nursery general labor work experience including care and maintenance of trees, turf, flora and foliage. Possession and maintenance of a current valid State of Colorado driver's license.

This position requires the ability and willingness to work a rotating shift assignment and/or overtime as needed. Weekend shifts are required. Position is subject to call out for special events, snow removal, irrigation breaks. May work overtime to finish critical repairs. Occasional night and early morning work may be required. This position also requires the ability and willingness to ride a bicycle, pulling a bicycle trailer carrying necessary tools/equipment for the task, to work sites.

Preferred Qualifications: Experience working with automated irrigation systems as well as riding lawn equipment. Experience supervising college age work crews.

Conditions of Employment: In accordance with Colorado Mesa University policy, must successfully complete pre-employment health screen and criminal background check.

ATTENTION!

The first stage of the comparative analysis process for candidates who meet minimum qualifications is an application review. Therefore it is paramount that you **follow directions provided in this job announcement and **address in detail your experience with the job duties mentioned above in the experience portion of your application.****

Resumes may be included, but applications stating "See Resume" for experience will not be accepted in lieu of the properly completed State of Colorado application forms.

IMPORTANT INFORMATION: Applications are part of the selection process and will be reviewed to determine if you meet the minimum qualifications for the position. Be sure the requirements listed above are specifically addressed on your application; failure to do so may result in the rejection of your application. **Also, as applications serve as all or part of the comparative analysis process for this position, it is to your benefit to address your experience with the duties listed above in detail.** Applications may be evaluated by a panel of subject matter experts who will rate your education, training and experience as demonstrated on your application. Attach additional pages if necessary to fully explain your experience and education.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications. If it is determined that your application material does not meet the announced minimum qualifications, you will be notified in writing and

my contact Lee Schmalz at 970 248-1655 or Shannon Mims at 970 248-1093 within five days of receipt to attempt informal resolution of matter. If you still do not agree with our decision regarding your qualifications, you have the right to have that decision reviewed by the State Personnel Director. Your request for a Director's review must be received in the State Personnel Director's office within ten days from your receipt of the letter informing you that you do not qualify and should include the following: 1) Job Title; 2) Agency involved; 3) Name of Agency Representative spoken to during informal resolution attempts; 4) Date(s) of the conversations; 5) Specific issue(s); 6) Reason it is believed the decision was arbitrary, capricious, or contrary to rule or law. Direct your request to:

State Personnel Board
633 17th Street, Suite 1320
Denver, CO 80202-3604
Fax: 303-866-5038

To request a Director's review, you are required to complete and submit the Colorado State Personnel Consolidated Appeal/Dispute Form, available at; <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>. Instructions for completing the form, as well as State Personnel Board Rules and Director's Administrative Procedures, are also available on the same Website. Public libraries offer internet access. If you are not able to access the forms on the internet or if you require assistance, please contact our Human Resources Office.

Appeal Rights: Under Colorado State Statute and State Personnel Procedures you have the right to request a review of or appeal to the State Personnel Director any step of the selection process, if you believe the action taken to be arbitrary, capricious or contrary to rule or law. If you believe the content of an examination was arbitrary, capricious or contrary to rule or law (scores and ranks are not considered as conduct or content), your appeal must be in writing and received no later than 10 calendar days from the date the examination was administered. Utilizing the Colorado State Personnel consolidated Appeal/Dispute Form, which can be found at <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>, send appeals to the appropriate address as indicated on the consolidated Appeal/Dispute Form. The above ten-day deadline and appeal procedures apply as well, to all charges of discrimination.

Address Confidentiality Program: If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on the announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

YOU MUST BE A RESIDENT OF COLORADO TO APPLY. THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY: Thank you for your interest. **Submit an on-line application** by clicking the link here (<http://www.colorado.gov/jobs>) or below, or submit a State of Colorado Application for Announced Vacancy 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.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

CMU Human Resources Dept. 1100 North Avenue Lowell Heiny Hall, Room 237 Grand Junction, CO 81501

DEPARTMENT CONTACT INFORMATION:

Lee Schmalz, 970-248-1655, lschmalz@coloradomesa.edu or Shannon Mims, 970-248-1093, smims@coloradomesa.edu

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

APPLICATIONS MAY BE FILED
ONLINE AT:
<http://www.colorado.gov/jobs>

Position #gza-201-122015
GROUNDSKEEPER I
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