

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University-Billings! We welcome your application materials and appreciate your desire to work at MSU-Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



POSITION: **CUSTODIAN**
 Search # 2011-12 (3 positions)
 Full-time, year-round position
 (Management reserves the right to determine a work schedule as necessary.)

DEPARTMENT: **Facilities Services**
 Division of Administrative Services

STARTING SALARY: \$10.00 per hour with benefits

BARGAINING UNIT: Laborers, Billings Local #98

POSITION DESCRIPTION: Custodians provide cleaning maintenance service for interiors of all MSU Billings facilities. Primary emphasis is on carpeted and hard-surfaced floor maintenance, trash removal, restroom cleaning and restocking of supplies, building security, and other related duties.

Duties include, but may not be limited to: scrubbing, mopping, washing, sealing, disinfecting, and polishing hard surface floors; vacuuming and shampooing carpeted floors; dusting and polishing furniture; washing windows and mirrors; polishing bathroom and shower fixtures; cleaning blackboards and erasers; emptying trash receptacles to dumpsters; replacing light bulbs and fluorescent tubes; moving chairs, tables, and floor machinery; handling commercial (industrial) cleaning chemicals; moving supplies up and down stairs. Follow safe work practices and

participate in safety and custodial training as appropriate. Duties also include removal of snow and debris from entrances and stairways, preparations for and cleaning up after special events; maintaining good communication channels with supervisors and co-workers and performing related duties as required.

An expectation is to share the University's commitment to continuous quality improvement.

REQUIRED QUALIFICATIONS:

- 1) High School Graduate or equivalent
- 2) Minimum one-year commercial cleaning experience: Commercial building experience must include such buildings as hospitals, colleges, universities, or large office buildings
- 3) Experience in use of commercial cleaning machines –buffer, waxer, pressure washer, etc.
- 4) Physical capability of carrying 50 pound loads, climbing 20 stairs, climbing ladder unassisted to a height of 12 feet.
- 5) Demonstrated ability to:
 - a) Be dependable
 - b) Follow directions
 - c) Work with minimal supervision
 - d) Work varying shifts

PREFERRED QUALIFICATIONS:

- 1) Prefer experience using, but will train:
 - a) Custodial equipment, including floor buffers, automatic scrubbers, and commercial carpet cleaners
 - b) Commercial cleaning products and chemicals, including floor strippers and finishes
- 2) Experience accurately following standard instructions and procedures
- 3) Good communication and interpersonal skills

REVIEW DATE: Applications received or postmarked by **August 16, 2010** will be given preference review; however, the position is open until filled.

APPLICATION PROCESS: Submit 1.) the **MSU Billings Application Form** and 2.) the **Authorization for Background Check form** to:

Human Resources Office/EEO-AA Office
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
Phone: (406) 657-2278; FAX: (406) 657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

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.)

MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER.

Qualified women, persons from Minority groups, persons with disabilities, and persons with eligible

veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TDD).

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the MSU Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall Room 310.