



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL: hr@cei.edu

Non-Classified Opening

Grounds Maintenance

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of October 9, 2017 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$9.00 - \$10.00 hourly - Full- Time Temporary – No Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Under supervision, to do routine gardening, general landscaping and grounds maintenance work; operate and maintain related equipment; perform related work.

EXAMPLE RESPONSIBILITIES:

- Facility maintenance: Incumbent will maintain landscaping around offices and buildings; seeds or sods lawns; prepare areas for planting trees, bushes, and flowers; mows and trims grass; removes clippings, leaves, and debris from grounds area; prunes trees and bushes using hand and power tools repairs sprinkler or other irrigation and watering systems; weeds and fertilizes; and snow removal around the buildings.
- Other related duties.

MINIMUM QUALIFICATIONS:

- At least six months or one season performing related work. Home yard work is not qualifying experience unless it is for a very large and detailed landscape/grounds; OR any equivalent combination of experience.
- Some positions require: a valid regular driver's license.
- Work involves lifting and carrying items weighing approximately 90 pounds, bending, stooping, shoveling, and climbing ladders.
- Incumbents may work in all weather conditions and move in and around confined spaces. Work may be required in remote and rugged terrain.

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.eitc.edu/falcons/resources/HR/hrstateofidahoemploymentapp.pdf>)
2. Cover Letter
3. Résumé or VITA

4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.