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Idaho Falls, ID
(208) 524-3000

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

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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 the week of November 30th, 2017 – interested candidates are encouraged to apply *as soon as possible*.

Full-Time/ Temporary, \$9.00 - \$10.00 Hourly – 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:

Routine gardening, general landscaping and grounds maintenance work; operate and maintain related equipment; perform related work under supervision.

RESPONSIBILITIES:

- Facility maintenance: Incumbent will maintain landscaping around offices and buildings.
- Prepare areas for planting trees, bushes, and flowers.
- Prune trees and bushes.
- Lawn care: including sod, seeding, weeding, fertilizing, and mowing
- Removes clippings, leaves, and debris from grounds area.
- Weeds and fertilizes.
- Use of hand and power tools.
- Repairs sprinkler or other irrigation and watering systems.
- Snow removal around the buildings.
- Other related duties.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

- At least six months, or one season performing related work. **Personal residence/property maintenance is not qualifying experience; unless it is for very large and detailed landscape/grounds, or any equivalent combination of experience.**
- Valid and current driver's license may be required.
- Must be able to lift/carry approximately 90 pounds.
- Must be able to bend, stoop, shovel, and climb ladders.
- Incumbents may work in all weather conditions.
- Be able to 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.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
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.