STAFF VACANCY ANNOUNCEMENT

Custodial/Night Watch

**Department:** Facilities Services  
**Position:** Part-time, up to 24 hours per week, weekends & holidays (2-10 p.m.)  
**Wage:** $11 per hour, 12-month position  
**Union Affiliation:** Montana Public Employees Association  
**Posting Date:** April 29, 2014

**Description**

The custodial/night watch position is responsible for multiple duties on campus including checking buildings and grounds for water leaks, lights left on and problems that may arise with mechanical systems; lock and unlock doors as requested; check on fire alarms; escort students, faculty or staff when requested; take detailed notes for each shift. Custodial responsibilities including scrubbing, waxing, mopping and polishing floors; cleaning furniture; washing windows; cleaning walls, woodwork and lavatories; and emptying trash receptacles. Custodial duties also include changing light bulbs, shampooing and extracting carpets. Duties may also include cyclical work such as deep cleaning windows and shoveling snow.

**Qualifications**

Candidates must possess a minimum of a high school diploma. Considerable knowledge of cleaning environment, supplies, and cleaning techniques is needed. Candidate must have the ability to respond to requests for information about the campus and the ability to respond to fire alarm panels across the entire campus. In addition, the candidate must posses the ability to provide escort services when requested and knowledge of call out procedures when problems are discovered. Candidates must be able to perform physical activities, make decisions, operate cleaning equipment and deal effectively with the public, faculty, staff and students.

**Application**

To apply, please submit a completed State of Montana employment application (PD-25) to:

Dorothy Seymour  
Human Resources  
The University of Montana Western  
710 South Atlantic St.  
Dillon, Mont. 59725-3598
This position is available immediately and will remain open until a qualified candidate is selected. Finalists will be subject to a criminal background check investigation. Post offer, pre-employment medical screening will be required.

The University and Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion-learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.*