



**Town of Mt. Crested Butte
Job Description
Public Works Department**

Position Title: CLEANER

Reports to: Maintenance Supervisor

Direct reports to this position: none

FLSA Status: Exempt

Pre-Hire Requirements: Criminal background and motor vehicle check.

Hours: Variable

Employment Type: Hourly

JOB SUMMARY

Under limited supervision, maintain the cleanliness of The Town of Mt. Crested Butte's offices, break rooms, restrooms, and public facilities for day-to-day business operations. This includes the Town Hall building in its entirety, including the police department, maintenance building, Transit Center main lobby, and TC-1 (Rasta Lot) restrooms. Report any maintenance issues that need to be addressed to the Maintenance Supervisor.

HOURS:

- This position will be 25 to 35 hours per week.
- Cleaning hours of Town Hall will occur outside of Town Hall Business hours, between 5:00pm and 8:00am on weekdays.
- Town Hall, Transit Center, and Rasta lot Cleaning is required 5 days a week.
- Maintenance building twice a week.

TYPICAL TASKS:

Town Hall

- Empty all trash cans and take trash to dumpster daily.
- Collect and consolidate shredder paper and deposit downstairs near recycle bins.
- Collect recycling from staff offices, separate paper and containers, and place in downstairs recycle bins. Town Staff will take it out on trash day.
- Wipe down keyboards, phones, arm rests on chairs, open space on desks and tables, copy machine, and counter space every day.
- Check Kleenex on office desks and replace when blue or empty.
- Clean three bathrooms every day including toilets, sink area, floor, and taking out the trash. Check soap dispensers, toilet paper, and paper towels, replenish when needed. Replace TP when roll is down to a 1\4 inch. Keep storage bins below sink stocked with extra supplies.
- Clean kitchen floor, counters, table, microwave, and sink daily.
- Sweep and/or mop work out room floor and wipe down equipment at least once a week.
- Vacuum and sweep every day, including Alscro rugs.



- Mop hard surfaces as needed, at least once a week including floors and hard plastic under desk chairs. Dump mop water outside in grass area or to the North-West side of the maintenance building. Downstairs mop water can be dumped in the drain outside the downstairs door near the base of the stairs.
- Clean front door windows every day and other windows as needed. When weather is good, wash outside windows that can be reached from ground level.
- Wipe down Council Meeting Room tables and align chairs daily.
- Wipe down and/or dust doors, baseboards, council chairs, and other Town Hall chairs at least once a month.

Work out Room

- Wipe down equipment, sweep, mop, dust window sills and baseboards once a week.

Maintenance Building

- Clean bathroom twice a week including toilet and sink. Sweep and mop floor, take out trash.
- Clean kitchen floor, counters, table, microwave, and sink twice a week.
- Sweep hallway floor and stairs twice a week and mop as needed. Dump mop water outside to the North West of the building.

Transit Center (Check every day. Off-season will take less cleaning than peak-seasons.)

- Empty trash and deposit in underground parking lot.
- Wipe counter, clean drinking fountain, wipe down windowsills, vending machine, windows, benches, and glass doors.
- Sweep and mop floors, and vacuum rugs as needed. Used mop water is to be dumped by the curb in the gutter of the bus loop.

Gothic Lot Restrooms

- Clean bathrooms every day including toilet, sink, sweep and mop floor, and take out trash.
- Replace all toiletries and soap as needed.

General Tasks

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, stairways, and other work areas so that health standards are met.
- Empty wastebaskets, and transport other trash and waste to disposal areas.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampooers.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Sweep, scrub, wax, or polish floors, using brooms, mops, or powered scrubbing and waxing machines.

Qualifications:

- Past cleaning experience is preferred.
- Criminal background check.
- Must have a clean driving record to use Town vehicles (must pass 7-year background check).

KNOWLEDGE AND SKILLS

- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.



- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Basic Skills

- **Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics** Using mathematics to solve problems.
- **Monitoring** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** Understanding written sentences and paragraphs in work related documents.
- **Science** Using scientific rules and methods to solve problems.
- **Speaking** Talking to others to convey information effectively.
- **Writing** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination** Adjusting actions in relation to others' actions.
- **Negotiation** Bringing others together and trying to reconcile differences.
- **Persuasion** Persuading others to change their minds or behavior.
- **Service Orientation** Actively looking for ways to help people.
- **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.
- **Complex Problem Solving** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection** Determining the kind of tools and equipment needed to do a job.
- **Repairing** Repairing machines or systems using the needed tools.
- **Time Management** Managing one's own time.

Work Context

Body Positioning

- Requires standing
- Requires repetitive movement
- Requires bending or twisting
- Requires using hands to handle, control, or feel objects, tools or controls
- Requires kneeling, crouching, stooping or crawling
- Requires walking and running

Communication

- Requires face-to-face discussions with individuals or teams



- Requires contact with others (face-to-face, by telephone, or otherwise)

Environment

- Includes exposure to contaminants

Impact of Decisions

- Requires making decisions that impact the results of co-workers, clients or the company
- Opportunity to make decisions without supervision
- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization

Job Hazards

- Includes exposure to disease or infections

Level of Challenge

- Freedom to determine tasks, priorities, and goals
- Requires being exact or highly accurate
- Requires repeating the same physical activities or mental activities over and over

Pace and Scheduling

- Requires meeting strict deadlines

Personal Interaction

- Requires work with others in a group or team

Responsibility for Others

- Includes responsibility for the health and safety of others

Work Attire

- Requires wearing common protective or safety equipment

Work Setting

- Requires working indoors in environmentally controlled conditions

Activities

- Clean building walls or flooring.
- Clean equipment or supplies.
- Clean facilities or sites.
- Clean furniture or fixtures.
- Dispose of trash or waste materials.
- Move furniture.
- Remove debris from work sites.
- Performing for or Working Directly with the Public
- Establishing and Maintaining Interpersonal Relationships
- Communicating with Supervisors or Peers
- Select equipment, materials, or supplies for cleaning or maintenance activities.
- Organizing, Planning, and Prioritizing Work
- Evaluating Information to Determine Compliance with Standards
- Documenting/Recording Information

Tools and Technology

Tools

Cleaning brushes

- Cleaning brushes
- Tile brushes

Vacuum cleaners

- Industrial vacuum cleaners



Technology

Electronic mail software

- Email software

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature:

Date:

Print Name: _____

Town Manager Signature

Date:

Print Name: _____