

# City of Lander

## Job Description

<b>Title:</b> Part-Time Cleaning Technician	<b>Grade:</b> Hourly \$15-22
<b>Department:</b> Administrative	<b>Effective Date:</b> 11/2025
<b>Type of Position:</b> Part-time Non-Exempt	<b>Revised:</b> 11/2025

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

To provide high-quality cleaning and custodial services that ensure City of Lander facilities remain clean, sanitary, safe, and presentable for employees and the public. **This position is part-time, non-benefitted, and is anticipated to work 15 hours weekly, and no more than nineteen hours per week mostly evening hours or on the weekend.**

### SUPERVISION RECEIVED

Works under general supervision from the Mayor.

### SUPERVISION EXERCISED: NONE

### ESSENTIAL FUNCTIONS

Provide comprehensive, cleaning and janitorial services to maintain the cleanliness, safety, and professional appearance of Lander City Hall (240 Lincoln St.), Lander Police Department including the gym (250 Lincoln St.) and the Lander Public Works Building (125 Buena Vista Drive). This includes, but is not limited to the following for all locations:

- Trash removal.
- Sweeping, moping, vacuuming, and maintaining all floor surfaces, as needed but a minimum of twice weekly.
- Cleaning, sanitizing, and restocking restrooms, and gym equipment, as needed but a minimum of twice weekly.
- Dusting, wiping, and polishing horizontal and vertical surfaces as needed, but a minimum of once weekly.
- Cleaning interior of all windows, mirrors, glass partitions, and interior doors, as well as exterior of all windows, as needed but at a minimum twice annually.
- Periodic deep cleaning, including baseboards, walls, vents, light fixtures, and furniture.
- Steam cleaning all carpeted areas as needed for stain removal, as needed but at a minimum twice annually.

- Routine inspection of areas for cleanliness, safety, and maintenance concerns, with prompt reporting of any observed damage or needed repairs to the City's designated contact.
- Safety & Compliance:
  - Follow all OSHA safety standards.
  - Proper handling and labeling of chemicals.
  - Use of PPE.
  - Maintain Safety Data Sheets (SDS).
  - Report incidents immediately.

### **KNOWLEDGE**

- Custodial/janitorial methods and safety protocols.

### **SKILLS AND ABILITIES**

- Follow written and verbal communication.
- Ability to operate cleaning equipment and use cleaning supplies and chemicals.

### **REQUIRED EDUCATION AND LICENSES**

- High school diploma or G.E.D.
- Prefer previous janitorial / custodial experience.

### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Positions in this class typically require stooping, kneeling, crouching, reaching, standing and walking for long periods, climbing, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Operation of cleaning equipment including a vacuum, steam cleaner and similar machines.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

May be subject to perform duties either indoors in daylight or darkness. May be exposed to chemicals and dust.

May also be subject to office environments and to the common noises associated with office work including telephones and printers, as well as loud noises associated with cleaning equipment.

Work schedule is based on no more than 19 hours in a work week, with unscheduled breaks and lunch periods, and subject to extra shifts and on-call emergencies. Extra hours may be required based on situational demand and emergencies. Work setting is informal, team oriented, and has variable tasks. Ability to work evening and weekend hours.

### **DRIVING REQUIREMENTS:**

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following is considered

unsatisfactory: 1) Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

**SUPPLEMENTAL INFORMATION**

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screens and a pre-employment drug test. Employees that perform safety sensitive tasks are subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, working with hazardous materials and chemicals and solid or liquid waste, operating or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiation a driving record from all previous states of residency.

If you have questions regarding the background screen, or pre-employment drug test, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

I acknowledge that I have read this job description and requirements and certify that I can perform these functions with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures.

**The City of Lander is an at-will employer.**

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

