



NATIONAL MINING HALL OF FAME AND MUSEUM

Job Description

Title: Maintenance/Janitorial Technician

Location: Leadville, Colorado

Type: Full-time annual position with benefits

Reports To: Executive Director

The Maintenance/Janitorial Technician keeps museum facilities in clean, presentable, orderly, and safe condition. Must be willing to assist with other museum activities/needs. Must be able to negotiate and prioritize competing tasks and projects. Must be able to work some evenings and weekends as program schedules, weather conditions, and building alarms/emergencies demand. Must be able work collaboratively as well as independently.

Essential Functions: Perform heavy cleaning duties, dusting, floors, carpet, washing walls and glass, bathrooms. Keep workshop area clean and organized. Change lightbulbs and remove rubbish and recycling. Duties include tending furnace, performing routine maintenance activities (including on vehicles), notifying management of need for repairs, cleaning snow or debris from sidewalks, mowing lawn, and maintaining grounds. Conduct regular facility rounds and complete facility maintenance logs. The position involves using cleaning supplies, chemicals, vacuums, and small tools.

Other Duties: Assist in other areas as needed, including exhibit installation, event setup and teardown. Participate in staff meetings. Lock and unlock doors, turn lights on and off, turn security systems off and on. Respond to security/fire alarms and building emergencies as necessary.

Required Experience/Skills: GED or High School Diploma. Experience working in similar position as a Maintenance/Janitorial Technician. Knowledge and experience in mechanical, installation, and basic building and grounds maintenance. Must be reliable, responsible and dependable in fulfilling obligations. Attention to detail, thorough, and timely in completing work tasks. Honest and ethical. Must be comfortable interacting with contractors and museum visitors. Must possess a valid driver's license. Must be able to pass a background check.

Preferred Experience/Skills: Mechanical, carpentry, and handyman skills, comfortable working with a wide variety of power tools to complete in-house repairs and fabrication. Computer literate with ability to access and review the online staff calendar and request and review outside contractor bids.

Physical Demands: Have the physical ability to perform lifting, bending, walking, and standing for long periods of time, move through the building up or down stairs, and climb ladders at an altitude of more than 10,000 feet. May involve some heavy lifting (40+ lbs.).

THE SHOWCASE OF AMERICAN MINING

120 W. 9th St, Leadville, CO 80461 ▪ 719.486.1229 ▪ www.mininghalloffame.org
A FEDERALLY CHARTERED NON-PROFIT ORGANIZATION AND 501 (C) (3) CORPORATION



NATIONAL MINING HALL OF FAME AND MUSEUM

120 W 9th Street
Leadville, CO 80461
719-486-1229

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this museum? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

