

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**CUSTODIAN**

**FLSA STATUS:**

**NON-EXEMPT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform manual work associated with cleaning and maintaining county buildings and conducting various errands. Duties and responsibilities include vacuuming and shampooing carpets, sweeping and mopping floors, dusting furniture, washing windows, cleaning bathrooms, emptying trash containers, ordering and maintaining supplies, running errands, performing general repairs, or performing other tasks as assigned. Assignment to Ambulance Services reports to Paramedic. Assignment to Health Department reports to Health Department Director. Assignment to Maintenance Department reports to Custodian Supervisor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Vacuums, sweeps, mops, and/or scrubs, carpet or floor surfaces located in hallways, stairs, offices, restrooms, public rooms, elevators, storage rooms, or other areas; performs spot cleaning as needed.

Cleans, dusts and polishes furniture, equipment, artwork, fixtures, surfaces, walls, wood paneling, window sills, trim, baseboards, doors, cabinets, vents, and other surfaces; cleans office equipment, audio/visual equipment, and telephones.

Cleans, deodorizes and disinfects bathrooms; cleans mirrors; replenishes soap products and paper products.

Cleans and disinfects water fountains, telephones, or other public facilities.

Washes/cleans glass doors, windows, and blinds.

Cleans kitchen/breakroom equipment, such as coffeepots, coffee machines, ice machine, microwave, refrigerator, and dishware; cleans vending machines; replenishes soap products and paper products.

Empties and cleans trash containers; replaces trash liners in containers; picks up and disposes of trash from floor/ground areas; carries/transportes trash to dumpster or other designated trash receptacle.

Operates/utilizes various equipment, tools, and supplies which may include a motor vehicle, vacuum cleaner, mop bucket, mop, broom, bucket, ladder, or cleaning supplies.

Performs basic maintenance tasks necessary to keep machinery, equipment, and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of equipment, cleaning materials, and supplies; initiates requests for new or replacement materials; stocks or distributes supply items.

Assists in maintaining security of buildings and premises; locks/unlocks various rooms; turns off lights, copiers, and other office equipment not in use.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Prepares or completes various forms, reports, correspondence, or other documents.

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Receives various forms, reports, correspondence, product information, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Assists with clerical activities as needed, such as processing outgoing mail, packaging records for storage, destroying obsolete records, or other tasks.

Communicates with supervisor, employees, other departments, county officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Must work hours as scheduled.

Completes work at assigned work station as determined by supervisor.

### **Assignment to Health Department may include the following additional functions:**

Performs miscellaneous tasks associated with building maintenance, equipment maintenance, or other projects as needed, which may include replacing light bulbs, changing filters, performing minor repairs, performing minor painting projects, or other tasks as assigned.

Conducts various errands as needed, such as transporting banking transactions, picking up and delivering mail/documentation, delivering packages/parts between various locations, or other errands as assigned.

Shampoos carpet or floor surfaces located in hallways, stairs, offices, restrooms, public rooms, storage rooms, or other areas.

Operates/utilizes various equipment, tools, and supplies which may include carpet cleaner, buffing machine, or hand tools.

Disposes of hazardous waste per established procedures.

## **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **Additional Functions for Floor Custodian:**

Sweep and mop the floors in of the public restrooms, courtrooms, and hallways, nightly in assigned building.

Maintain the floors by Stripping, waxing and buffing them as needed.

Shampoo carpet or floor surfaces located in hallways, stairs, offices, restrooms, public rooms, storage rooms, or other areas.

Operate/ utilizes equipment such as vacuum cleaners, floor scrubbers, low and high speed buffers, burnishers, carpet extraction machine and any other equipment necessary as necessary.

Clean floors and carpets in other buildings as assigned.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 1 year previous experience and/or training involving custodial work and general maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

## PHYSICAL DEMANDS ANALYSIS

### 1. STANDING AND WALKING

**Tasks:** Sweeping, mopping, walking to county offices and bank

**Surface:** PVC tile, sidewalks, restroom tiles

**Estimated Total Hours:** 7 **Maximum Continuous Time:** 7.5

### 2. SITTING

**Tasks:** Paperwork, etc.

**Estimated Total Hours:** .5 **Maximum Continuous Time:** 1.5

### 3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.	6	X			
11-25 lbs.	5	X			
26-50 lbs.	3	X			
51-75 lbs.	2	X (Health Dept. Only)			

76-100 lbs.	1	X (Health Dept. Only)			
>100 lbs.	30 min	X (Health Dept. Only)			

#### 4. PUSHING/PULLING

**Objects:** Carts, supplies, boxes

#### 5. CLIMBING

**Tasks:** Light exchange, dusting shelves

**Device:** Ladder (short or tall)

**Height:** 6' and up

**Frequency:** a weekly task

#### 6. BENDING/SQUATTING/KNEELING

**Tasks:** Everything

**Frequency:** All

#### 7. REACHING

**Tasks:** Stacking, cleaning

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"		X		
21-36"	X			

#### 8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>90</u> % of time
Outside	<u>10</u> % of time

#### 9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc.	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Full Legal Name (printed)

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Employee's Signature

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Date