

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**CUSTODIAN SUPERVISOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform manual/supervisory work associated with cleaning and maintaining County buildings and facilities. Duties and responsibilities include supervising work of assigned staff, coordinating daily work activities, inspecting cleanliness of County buildings, maintaining records, and performing other duties as assigned. Reports to Maintenance Director.

### **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.**

Provides direction, training, and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists in responding to employee problems/concerns; assists in selecting new employees.

Acts as liaison with other departments/divisions, state/local agencies, professional individuals/groups, the public or other individuals/agencies in matters pertaining to department programs or operations; coordinates communications and conveys information among division/department personnel.

Assists in maintaining security of buildings and premises; opens/unlocks premises and rooms to commence work activities; locks doors and secures premises upon completion of work.

Inspects completed work areas to ensure appropriate levels of cleanliness.

Reports any problems observed, such as damaged areas, plumbing leaks, burned-out light bulbs, or needed building maintenance.

Conducts various errands as needed, such as delivering packages/parts between various locations.

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

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.

Gathers various information, data, reports, and/or files as requested; prepares/generates reports for submission to department managers and/or to outside agencies; maintains records.

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

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

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

## **Rutherford County, Tennessee • Custodian Supervisor**

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Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, email, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of department files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or updating department manuals/documentation; coordinates or assists with processing outgoing mail, packaging records for storage, destroying obsolete records, or other tasks.

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

Maintains confidentiality of departmental documentation and issues.

### **ADDITIONAL FUNCTIONS**

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 6 months previous experience and/or training involving custodial work and general maintenance work, with supervisory experience; 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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**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, descriptive, and/or advisory 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**

**Objects:**

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			
76-100 lbs	1	X			
>100 lbs	30 min	X			

**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	

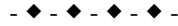
Inside Building	90 % of time
Outside	10 % of time

**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		



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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date