

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**MAINTENANCE WORKER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform a variety of unskilled and semi-skilled maintenance and/or landscaping work. Duties and responsibilities include using a variety of hand tools, maintaining roadside and grounds areas, operating/maintaining equipment, and performing related tasks. Assignment to Ambulance Services reports to Construction Manager or other assigned employee. Assignment to Highway Department reports to Foreman.

### **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.**

Performs general work functions as assigned (e.g., cutting grass, trimming trees/brush, picking up litter and tires, salting roadways, installing hinges/door latches, spreading grass seed, mixing/pouring concrete, etc.).

Performs basic building maintenance tasks such as changing light bulbs, cleaning and replacing air filters, and performing minor painting projects.

Ensures that maintenance and operations of buildings, equipment, and systems are in compliance with applicable regulations, codes, laws and standards.

Performs various tasks associated with grounds maintenance or roadside maintenance, such as mowing grass/weeds, edging landscaped areas, cutting down and removing trees/shrubs, cutting tree limbs, trimming shrubs and hedges, removing debris from ditches and right-of-ways, picking up debris/litter, spreading ground materials, digging holes/trenches, shoveling materials, repairing fences and mailboxes, placing/retrieving signage, loading/unloading trucks, lifting/moving heavy materials, or flagging traffic.

Performs general manual work tasks associated with various department projects, which may include assembling furniture, installing furniture/fixtures, hanging artwork/fixtures, moving equipment/furniture, picking up supplies, or locking/unlocking buildings.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a utility truck, mower, weed eater, lawnmower, electric blower, hedge clippers, vacuum cleaner, chain saw, skill saw, circular saw, drill, shovel, post hole digger, mechanic tools, carpentry tools, plumbing tools, electrician tools, or two-way radio.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, changing tires, tightening bolts, replacing parts, sharpening blades, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads, and unloads various equipment and materials used in projects; monitors status of materials under transport; retrieves any fallen debris.

## **Rutherford County, Tennessee • Maintenance Worker**

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

Monitors inventory levels of department materials, tools, equipment, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement materials.

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

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

Communicates via two-way radio and/or telephone; responds to dispatch requests; provides information. Responds to routine requests for information from officials, employees, members of the staff, the public, or other individuals.

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

### **ADDITIONAL FUNCTIONS**

May clean and transport emergency medical equipment to redistribute for EMS.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in general building maintenance, building trades, mechanics, grounds maintenance and equipment operation; supplemented by 6 months previous experience and/or training involving general building maintenance, building construction trades, mechanics, grounds maintenance, equipment operation, and maintenance work in area of assignment; 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 calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**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 and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

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

**Mathematical Aptitude:** Requires ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and the ability to interpret graphs.

**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 a variety of generally pre-defined duties which are often characterized by frequent change.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, 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, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Working on equipment

**Surface:** Smooth to rough

**Estimated Total Hours:** 6 **Maximum Continuous Time:** 2

**2. SITTING**

**Tasks:** Driving service truck

**Estimated Total Hours:** 2 **Maximum Continuous Time:** 45 minutes

**3. LIFTING/CARRYING**

**Objects:**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs			X		
76-100 lbs				X	
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** Tools, parts, etc

**Height of hands above floor during push:** 4 feet or less

**5. CLIMBING**

**Tasks:** Repairs and service  
**Device:** Climbing the side of the containers  
**Height:** approximately 8 feet  
**Frequency:** Weekly

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Crawling under equipment to service  
**Frequency:** Daily

**7. REACHING**

**Tasks:** Working with tools  
**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	5 minutes	15 lbs
21-36"	Both	Daily	2 minutes	15 lbs

**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

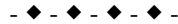
Inside Building	15 % of time
Outside	85 % of time

**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		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



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