

Sevier County Job Description



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| Title: Building & Grounds Custodian I / II / III | Department: Building & Grounds |
| Grade: I - 5 / II - 7 / III - 9 | FLSA Status: Non-Exempt |
| Job Code: I - 880.1 / II - 880.2 / III - 880.3 | Effective Date: 01/12 (Last Revised 06/19) |

GENERAL PURPOSE

Performs a variety of skilled and proficient industrial housekeeping duties as needed to assure proper cleaning and routine maintenance of county facilities.

Custodian I: Entry Level / **Custodian II:** Working Level / **Custodian III:** Full Performance Level

SUPERVISION RECEIVED

Works under the supervision of the Building & Grounds Supervisor.

Custodian I: Close / **Custodian II:** Close to General / **Custodian III:** General

SUPERVISION EXERCISED

Custodian I: None / **Custodian II:** None / **Custodian III:** May provide supervision on a project to project basis

ESSENTIAL FUNCTIONS

Custodian I or Basic Functions for All Custodians

- Performs facility care and routine cleaning tasks based on a schedule created by the facility supervisor(s);
- Uses cleaning supplies and equipment to keep the interior of the office building looking clean and professional;
- Monitors custodial supplies and materials inventory and appraises supervisor of shortages;
- Monitors facility mechanical operations and equipment to ensure proper functioning;
- Appraises supervisor of need for repair or maintenance;
- Performs general facility security checks;
- Checks door locks and other systems for proper "after hours" operation;
- Assists the general public in scheduled events at county administration building and fairgrounds;
- Performs miscellaneous weekend, seasonal or periodic duties;
- Adhere to the company's safety policies to create a safe work environment for everyone.

Custodian II *(in addition to the essential functions outlined for Custodian I)*

- Train less experienced personnel;
- Monitors scheduled events at the county administration building and fairgrounds.

Custodian III *(in addition to the essential functions outlined for Custodian I and Custodian II)*

- May be assigned specific projects or areas to oversee.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Custodian I: Graduation from high school or equivalent, plus one (1) year performing general maintenance or above related experience.

Custodian II *(in addition to the education and experience for Deputy I)*; three (3) years performing the above related functions at Sevier County or five (5) years of progressively responsible experience performing custodial and maintenance work with one (1) of those years being performed with Sevier County.

Custodian III *(in addition to the education and experience for Deputy I and II)*: Eight (8) years performing the above related functions at Sevier County or twelve (12) years of progressively responsible experience performing custodial and maintenance work with three (3) of those years being performed with Sevier County.

*An equivalent combination of education and experience may be considered for all levels.

2. Knowledge, Skills, and Abilities:

Custodian I: Some knowledge / **Custodian II:** Working knowledge / **Custodian III:** Full Performance Level

- Procedures, tools, equipment and materials used in custodial work;
- SDS safety precaution worksheet;
- Safety practices of custodial work and use of cleaning agents and equipment;

Ability to: (All levels)

- Operate tools and equipment used in custodial work;
- Ability to follow oral and written instructions;
- Ability to perform moderate lifting and other duties requiring physical strength.

3. Special Qualifications:

- Must possess a valid driver's license.
- On occasion may be on call.
- May be required to remove snow.
- Resident of Sevier County.

4. Work Environment:

- Workers in the position regularly work in both indoor and outside weather conditions.
- Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting (frequently move up to 50 pounds and occasionally move up to 75 pounds).
- Talking, hearing and seeing essential to the performance of the job.
- Common eye, hand, finger dexterity needed.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee uses proper PPE for application as they may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- Mental application utilizes memory for details, verbal instructions, discriminating thinking and creative problem solving.
- Frequent local travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)