

Sevier County Job Description



Title: Sheriff Custodian I / II / III	Department: County Sheriff
Grade: I - 6 / II - 8 / III - 10	FLSA Status: Non-Exempt
Job Code: I - 830.1 / II - 830.2 / III - 830.3	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **working level semi-skilled** duties as needed to assure proper cleaning and routine maintenance of county jail, Justice Complex, EMS and Search and Rescue facilities.

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

SUPERVISION RECEIVED

Works under the general supervision of Maintenance Specialist 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

- Plans and organizes various cleaning and maintenance routines;
- May perform seasonal duties, i.e., snow removal;
- Coordinates with supervisor to perform annual maintenance or trouble shoot emergency issues;
- Uses cleaning supplies and equipment to keep the interior and exterior of the office building looking clean and professional;
- Provides minimum security checks of buildings and individual office spaces to ensure windows and doors are closed and locked;
- Inspects areas for safety hazards;
- Creates, maintains and updates various records related to facility cleaning and maintenance.

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

- Train less experienced personnel.
- Monitors general maintenance needs related to structure, electrical, plumbing, mechanical, heating, air conditioning, etc.;
- Monitors inventory of custodial materials and equipment and orders supplies with approval of supervisor as needed.

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 and above or 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.

Deputy 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 deputy levels.

2. **Knowledge, Skills, and Abilities:**

Knowledge:

Custodian I: Some knowledge / **Custodian II:** Working knowledge / **Custodian III:** Considerable knowledge of the following

- Basic custodial service techniques and procedures;
- Chemical hazards related to harsh cleaning agents;
- Custodial equipment operation and maintenance.

Skills:

Custodian I: Some skill in the following / **Custodian II:** Skilled in the following / **Custodian III:** Journey level skill in the following

- Operating various cleaning equipment.

Abilities:

All Custodian Levels Ability to

- Communicate effectively, verbally and in writing;
- Develop effective working relationships with supervisors and co-workers;
- Work independently in a controlled environment;
- Deal effectively with stress caused by work load and time deadlines.

3. Special Qualifications:

- Must be a U.S. Citizen at the time of the appointment and must be at least 18 years of age.
- Must successfully pass a thorough background investigation and may not have been convicted of a felony.
- Must possess a valid driver’s license.
- May be required to work abnormal work schedules.
- Must be capable of lifting up to 50 lbs in weight and able to bend, twist, turn, stoop, step-up and step-down as duties require.
- Resident of Sevier County.

4. Work Environment:

- Incumbent of the position performs both indoor and outdoor physically demanding duties.
- Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, and lifting.
- Hearing, seeing and reading are essential to performance of daily duties.
- Common eye, hand, finger, leg and foot dexterity also expected.
- Mental application utilizes memory for details, verbal instructions, and emotional stability and discriminating thinking, guided problem solving.
- May be required to lift in excess of 50 pounds 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)