



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Custodian

JOB CLASSIFICATION Custodian I

DOT TITLE Cleaner, Commercial or Institutional

DOT NUMBER 381.687-014

DEPARTMENT Natural Resources and Parks

DIVISION Wastewater

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 5

CONTACT'S NAME & TITLE Al Viray, Supervisor

CONTACT'S PHONE 263-3851

ADDRESS OF WORKSITE

1400 Utah Street
Seattle, WA 98109

VRC NAME Kyle Pletz

DATE COMPLETED 8/18/09

WORK HOURS

5 days per week, 8 hours per day, Monday through Friday, 8:30am to 5:30pm.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Required on a rare occasion. Most commonly occurs while performing floor care duties on the weekends when the buildings are not occupied.

JOB DESCRIPTION

Maintaining the cleanliness of interiors and exteriors of various office and industrial facilities (wastewater treatment facility). May perform duties at more than one location. Work tasks are performed on an intermittent basis typically.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Demonstrated knowledge of basic janitorial cleaning techniques, and the use and care of cleaning equipment. Must have knowledge of basic cleaning chemicals and safety rules. Ability to follow verbal and written instructions, and lift, carry, move or handle up to 50 pounds on a regular basis. Demonstrated record of continuously reliable attendance. Candidates must possess a valid Washington State Driver's license prior to appointment or the ability to travel throughout King County in a timely manner.

ESSENTIAL FUNCTIONS

1. Strips, waxes, sweeps, mops, scrapes and scrubs various types of floors; vacuums and extracts dirt from carpets; uses commercial stripping and buffering machines on floors; uses degreaser and pressure washers as well.
2. Cleans, stocks and sanitizes lunchrooms, restrooms and elevators including tables, chairs, toilets, showers, sinks and walls.
3. As directed, mixes and uses cleaning solutions and chemicals.
4. Dusts, washes and vacuums surfaces.
5. Requests and stocks various types of supplies.
6. Empties trash.
7. Cleans glass windows and surface areas and removes graffiti.
8. Sets up and arranges furniture.
9. Sweeps and cleans facility perimeter.
10. Secures facility for safe cleaning.
11. Researches and prepares bid specifications for cleaning equipment and supplies.

PERSONAL PROTECTIVE EQUIPMENT USED

Safety goggles, gloves, knee pads, back support, face shield, hard hat, safety shoes, hearing protection, cleaning solutions,

OTHER TOOLS & EQUIPMENT USED

spray bottles, chemical mixer, vacuum, paper towels, toilet tissue, dust mop, wet mop, broom, putty knife, rolling garbage can, utility cart, buffering machines, floor strippers, steam extractors, leaf blower (backpack), County vehicle with automatic transmission, forklift, motorized utility cart, pressure washer and rags.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

Standing

Health Care Provider initials if restricted

Frequently on flat carpeted, cement, tile or linoleum surfaces for up to 15 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while cleaning sinks, showers, windows, tables, toilets and counters as well as when filling a mop bucket and pressure washing.

Walking

Health Care Provider initials if restricted

Continuously on flat carpeted, cement, tile or linoleum surfaces for distances of up to $\frac{1}{4}$ mile for up 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while traversing between buildings, vacuuming, sweeping, and mopping. A motorized utility car or a bicycle can be used to reduce walking when traversing between buildings (facility is $\frac{1}{4}$ mile long).

Climbing stairs

Health Care Provider initials if restricted

Occasionally for up to 1 minute at a time while climbing up to 3 flights of stairs for up to 30 minutes total in a work shift. Most commonly occurs while cleaning stairways.

Balancing

Health Care Provider initials if restricted

Occasionally for up to 30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while walking on a wet/slick floors.

Bending neck up

Health Care Provider initials if restricted

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while dusting, cleaning windows, cleaning mirrors, wiping walls and cleaning toilets.

Bending neck down

Health Care Provider initials if restricted

Frequently for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs while cleaning toilets, replenishing soap and paper towels, sweeping, vacuuming, cleaning under desks and mopping.

Bending/Stooping

Health Care Provider initials if restricted

Occasionally on flat linoleum, cement and carpeted surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets, tables and sinks, as well as vacuuming edges, vacuuming under desks and scraping floors with a putty knife. The employee can reduce bending/stooping by alternating with kneeling or squatting in accordance with preference.

Kneeling

Health Care Provider initials if restricted

Occasionally on flat linoleum, cement and carpeted surfaces for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets and sinks, as well as vacuuming edges, vacuuming under desks and scraping floors with a putty knife. The employee can reduce kneeling by alternating with squatting or bending/stooping in accordance with preference.

Squatting**Health Care Provider initials if restricted**

Occasionally on flat linoleum, cement and carpeted surfaces for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets and sinks, as well as vacuuming edges, vacuuming under desks and scraping floors with a putty knife. The employee can reduce squatting by alternating with kneeling or bending/stooping in accordance with preference.

Operating Controls with Feet**Health Care Provider initials if restricted**

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift while pressing the handle release on the vacuum, using feet and rag to scrub floors and driving a County vehicle when going to work at an offsite facility. The employee also operates controls with the feet when they drive an electric cart at the treatment plant as well as if they choose to use a bicycle on the wastewater facility.

Reaching above shoulder height**Health Care Provider initials if restricted**

Occasionally for up to 2 minutes at a time for up to 2 hours total in a work shift while dusting office partitions and ceiling vents as well as stacking trash, stacking supplies, washing walls and cleaning windows.

Reaching at waist to shoulder height**Health Care Provider initials if restricted**

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while dust mopping, wet mopping, filling dispensers and dusting.

Reaching at knee to waist height**Health Care Provider initials if restricted**

Continuously for up to 1 hour at a time for up to 5 hours total in a work shift while driving a County vehicle, performing vacuuming duties, mopping, sweeping, cleaning toilets, and replacing toilet tissue in dispensers.

Reaching at floor to knee height**Health Care Provider initials if restricted**

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets and sinks, as well as vacuuming edges, vacuuming under desks and scraping floors with a putty knife.

Lifting 1-10 pounds**Health Care Provider initials if restricted**

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 3.5-10 pounds while lifting a wet mop and 1-gallon containers of cleaning agents as well as when emptying 3-gallon wastebaskets.

Carrying 1-10 pounds**Health Care Provider initials if restricted**

Occasionally for distances of up to 50 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 8 pounds while emptying wastebaskets in to rolling garbage can as well as carrying 1-gallon containers of cleaning solution, spray bottles and various supplies.

Lifting 11-20 pounds**Health Care Provider initials if restricted**

Occasionally for up to 10 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 13-18 pounds while emptying wastebaskets into a rolling garbage can as well as lifting a vacuum and various supplies such as toilet paper and paper towels.

Carrying 11-20 pounds**Health Care Provider initials if restricted**

Occasionally for distances of up to 50 feet for up to 1 minute at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 12-14 pounds while removing 50-gallon trash bags from a rolling garbage can and carrying them to the dumpster.

Lifting 21-50 pounds**Health Care Provider initials if restricted**

Occasionally for up 5 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 20-25 pounds while placing or removing a vacuum on a cart. Vacuum weight varies depending on how full the bag is. The employee also lifts a mop bucket that weighs up to 40 pounds to empty it in to a waist-level sink and moves up to 50-pound boxes of paper product and bags of garbage. The employee also lifts the discs for the buffer/stripper as well as 5-gallon buckets of wax/stripper agent (50 pounds).

Carrying 21-50 pounds**Health Care Provider initials if restricted**

Occasionally for distances of up to 50 feet for up to 10 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 20-25 pounds while moving a mop bucket that weighs up to 40 pounds to empty it in to a waist-level sink and moves up to 50-pound boxes of paper product and bags of garbage. The employee also carries the discs for the buffer/stripper as well as 5-gallon buckets of wax/stripper agent (50 pounds).

Pushing and Pulling**Health Care Provider initials if restricted**

Continuously for up to 1.5 hours at a time with a force of 3-30 pounds (3-10 pounds most common push/pull) for up to 6 hours total in a work shift while vacuuming (8-10 pounds), stripping, transporting materials via utility cart (30 pounds), dust mopping (3 pounds), and wet mopping (3-5 pounds). The employee also pushes and pulls when operating a buffering machine and manipulating recycling bins.

Handling**Health Care Provider initials if restricted**

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while vacuuming, dusting, using spray bottles, buffering, dust mopping and wet mopping.

Operating Controls with Hands**Health Care Provider initials if restricted**

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while turning vacuum on and off, using squeeze lever on mop bucket, using faucets and using a chemical mixer as well as operating a County vehicle, extractor, buffer, electric cart, stripper and pressure washer.

Fingering**Health Care Provider initials if restricted**

Occasionally for up to 20 minutes at a time for up to 1.5 hours total in a work shift while manipulating keys, writing, manipulating a duster, spray bottles, typing, changing soap, replenishing paper towels and tissue and manipulating power cords.

Talking**Health Care Provider initials if restricted**

Occasionally for up to 15 minutes at a time for up to 1 hour total in a work shift while conversing with vendors to complete orders as well as conversing with coworkers, supervisors, SOIC and chief to ensure that all tasks and duties are completed.

Hearing**Health Care Provider initials if restricted**

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while conversing with vendors to complete orders as well as conversing with coworkers, supervisors, SOIC and chief to ensure that all tasks and duties are completed. The employee works in a wastewater treatment facility where there are many hazards present; there are also multiple alarms throughout the facility, therefore hearing is needed at all times.

Seeing**Health Care Provider initials if restricted**

Continuously for up to 2.5 hours at a time for up to 8 hours in a work shift while reading labels of cleaning compounds, inspecting cleanliness of toilets and sinks, and reviewing job duties, and work schedules as well as when identifying potential hazards and dangerous situations in a wastewater facility.

Working with Heightened Awareness**Health Care Provider initials if restricted**

Continuously for up to 2.5 hours at a time for up to 8 hours in a work shift while working in a wastewater treatment facility that requires identifying potential hazards and dangerous situations.

ENVIRONMENTAL FACTORS

Work is performed in an industrial wastewater setting where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, uneven surfaces, cat walks/metal grating, noxious or toxic gasses and chemicals, as well as loud noises. The noise level is quiet to very loud. Hearing protection, eye protection, breathing protection and hard hats are required in some areas.

The noise level is**HCP Initials if Restricted**

Approximately 40-75 decibels. The noise is caused by a vacuum cleaner.

Work environment may include the following exposure(s):**HCP Initials if Restricted**

Outside weather: Occasionally

Wet: Frequently

Fumes: Frequently

Humidity: Frequently

Odors: Continuously

Dusts: Frequently

Moving mechanical parts: Frequently

Vibration: Frequently

Caustic or Toxic Chemicals: Frequently

POTENTIAL MODIFICATIONS TO JOB

Use a backpack vacuum to reduce pushing and pulling.

Use long handle dusters and scrub brushes to reduce reaching and bending.

Use smaller mop to reduce pounds of pressure when pushing and pulling.

Self-propelled vacuum for cleaning hallways to reduce pushing and pulling.

KING COUNTY JOB ANALYSIS COMPLETED ON: 8/18/09

JOB TITLE: Custodian

EMPLOYEE:

DOT #: 381.687-014

CLAIM #

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:
_____ Temporary until _____ Permanent as of _____
- The employee is released to perform the described job with the following modifications:

- Temporary until _____ Permanent as of _____
- The employee is not released to perform the described duties due to the following job functions:

- Temporary until _____ Permanent effective _____
- The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date