

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Custodian, Floor Care **JOB CLASSIFICATION** Custodian

DOT TITLE Cleaner, Commercial or Institutional **DOT NUMBER** 381.687-014

DEPARTMENT Executive Services **DIVISION** Facilities Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 38

CONTACT'S NAME & TITLE Kathi Murata, Assistant Manager

CONTACT'S PHONE 206-296-0643

ADDRESS OF WORKSITE
Seattle and Regional Justice Center
401 4th Avenue North
Kent, WA 98032

VRC NAME Kyle Pletz **DATE COMPLETED** 1/25/07

VRC NAME Jeff Casem **DATE REVIEWED** 10/23/09

WORK HOURS
40 hours per week. Schedule varies on work location.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional, approximately 60 hours per year.

JOB DESCRIPTION
The responsibilities of this classification include maintaining the cleanliness of interiors and exteriors of various office and industrial facilities. This is the first level of a three-level Custodian classification series and is distinguished from the other levels because incumbents perform the day-to-day duties associated with maintaining the cleanliness of the interior and exterior of various facilities. Incumbents working at this level do not serve in a lead or supervisory role.

- 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

At least two years of demonstrated building maintenance experience and/or training which gives evidence of the ability to perform the essential functions of this position, or any equivalent combination of education and experience. Demonstrated knowledge of basic janitorial cleaning techniques, and the use and care of cleaning equipment. 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. The candidate selected for this position may be required to successfully complete a thorough background investigation as some positions work in the King County courthouses and correctional faculties. Final appointment is contingent upon passing a pre-employment physical examination.

ESSENTIAL FUNCTIONS

Floor Care Duties:

1. Washing floors with specialized floor equipment.
2. Stripping and waxing floors with specialized floor equipment.
3. Shampooing carpets with specialized floor equipment.
4. Performing custodial duties as assigned.
5. Safely operating equipment and County-owned vehicles.

When performing custodial duties:

1. Clean various types of floors; vacuum, sweep and mop floors.
2. Clean, stock and sanitize lunchrooms, restrooms, office areas, elevators, and various King County facilities including tables, chairs, toilets, showers, sinks and walls.
3. As directed, mix and use cleaning solutions and chemicals.
4. Dust, wash and vacuum surfaces.
5. Request and stock various types of supplies.
6. Empty trash, which included driving a County truck to a compactor.
7. Clean glass windows and surface areas and remove graffiti.
8. Arrange furniture.
9. Sweep and clean facility perimeter.
10. Secure facility for safe cleaning.

PERSONAL PROTECTIVE EQUIPMENT USED

Safety goggles and gloves.

OTHER TOOLS & EQUIPMENT USED

Cleaning solutions, carpet shampoo, burnisher, scrubber, spray bottles, chemical mixer, vacuum, paper towels, toilet tissue, garbage bags, dust mop, wet mop, broom, putty knife, rolling garbage can, utility cart, 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 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat carpeted or linoleum surfaces for up to 3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning sinks, showers, toilets and counters as well as when filling a mop bucket.

Walking

Health Care Provider initials if restricted _____

Continuously on flat carpeted or linoleum surfaces for distances of up to 260 feet for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while spot cleaning, scrubbing tile, shampooing carpets, applying wax on hard surfaces, buffing/polishing/burnishing floors, vacuuming, sweeping, collecting trash and mopping. On a rare occasion the employee may need to walk up to ¼ miles when working in the correctional facility.

Climbing stairs

Health Care Provider initials if restricted _____

Not required when performing floor care duties, however, on a rare occasion the employee may need to backfill for a custodian position which would require climbing stairs up to 90 minutes in a shift when cleaning the stairwells.

Balancing

Health Care Provider initials if restricted _____

Occasionally to frequently for up to 30-60 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while walking on a wet floor.

Bending neck up

Health Care Provider initials if restricted _____

Not required when performing floor care duties however when backfilling for a custodian position: Occasionally for up to 1 minute at a time for up to 22 minutes total in a work shift. Most commonly occurs while dusting upper shelves and book cases.

Bending neck down

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift. Sweeping, mopping, buffing, waxing and shampooing as well as when performing spot cleaning.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on flat linoleum and carpeted surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, using mop bucket, squeezing mop, spot cleaning, performing minor equipment repair/maintenance. The

employee can reduce bending/stooping by alternating with squatting or kneeling in accordance with preference.

Kneeling

Health Care Provider initials if restricted _____

Occasionally on flat linoleum and carpeted surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, using mop bucket, squeezing mop, spot cleaning, performing minor equipment repair/maintenance. 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 and carpeted surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, using mop bucket, squeezing mop, spot cleaning, performing minor equipment repair/maintenance. 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 1.5 hours total in a work shift while pressing the handle release on the vacuum, burnisher etc. as well as driving a County vehicle to outlying buildings.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare to occasionally for up to 15 seconds at a time for up to 1 hour total in a work shift while obtaining small items on upper shelves or when filling in for regular custodian duties.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while dust mopping, wet mopping and operating floor care equipment (scrubber, burnisher etc.).

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 5-15 minutes at a time for up to 1 hour total in a work shift while performing vacuuming duties and mopping.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for 10 minutes at a time for up to 1 hour total in a work shift while spot cleaning, vacuuming edges, putting chemicals in to floor care machines and filling a mop bucket.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute 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, 1-gallon containers to and from utility cart as well as when using spray bottles for spot cleaning.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 15 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 8 pounds while using a wet mop, 1-gallon containers to and from utility cart as well as when using spray bottles for spot cleaning. A cart is available to use to reduce carrying.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time 15 minutes total in a work shift. Most commonly occurs with weights of 13-18 pounds while manipulating chemicals and cleaning products (such as wax, stripper etc.) when performing floor care duties. The employee may lift chairs (12-17 pounds) and place them on a table in order to clean the floor. The employee may also lift in this weight category when manipulating various supplies.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 15 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-14 pounds while manipulating chemicals and cleaning products (such as wax, stripper etc.) when performing floor care duties. The employee may also lift in this weight category when manipulating various supplies. A cart is available to reduce carrying.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Rarely to Occasionally for up 30 seconds at a time for up to 5-20 minutes 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. Once every two weeks on supply day the employee lifts for up to 5 minutes in a shift while manipulating boxes of tissue, chemicals, paper towels, soap and various supplies. The employee may need to lift up to 50 pounds on a rare occasion when manipulating a 5 gallon bucket of chemicals, wax, stripper etc. as well as when loading equipment in and out of a County vehicle with the assistance of a coworker.

Pushing and Pulling

Health Care Provider initials if restricted _____

Continuously for distances of up to 500 feet for up to 1 hour at a time with a force of up to 30 pounds for up to 6 hours total in a work shift while vacuuming (8-10 pounds), transporting materials via utility cart (30 pounds), dust mopping (3 pounds), and wet mopping (3 pounds) as well as using a scrubber, burnisher, polisher etc. (30 pounds).

Handling

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while vacuuming, dusting, using spray bottles, dust mopping, and wet mopping as well as using a scrubber, burnisher, polisher etc.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while vacuuming, dusting, using spray bottles, dust mopping, and wet mopping as well as using a scrubber, burnisher, polisher etc.

Fingering

Health Care Provider initials if restricted _____

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift while manipulating keys, writing and manipulating power cords.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift while conversing with coworkers and supervisors to ensure that all tasks and duties are completed as well as when conducting inspections.

Hearing

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 10 minutes total in a work shift while conversing with co-workers and supervisors to ensure that all tasks and duties are completed as well as when conducting inspections.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while inspecting cleanliness of floors.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Occasionally for up to 4 hours at a time for up to 4 hours total in a work shift while cleaning the jail facility as part of a team two days per week. The employee needs to identify potential hazards and ensure safe distance from inmates.

ENVIRONMENTAL FACTORS

Work is performed in an after hours County Courthouse location as well as a 24-hour Correctional Facility setting with indirect exposure to felon and misdemeanor inmates.

The noise level is

HCP Initials if Restricted

Approximately 60-85 decibels. The noise is caused by a vacuum cleaner, burnisher etc.

Work environment may include the following exposure(s):

HCP Initials if Restricted

- Wet: Occasionally
- Fumes: Rare
- Odors: Occasionally
- Dusts: Rare
- Moving mechanical parts: Rare
- Vibration: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Floor care:
None identified.

KING COUNTY JOB ANALYSIS COMPLETED ON: 1/25/07

JOB TITLE: Custodian, Floor Care

EMPLOYEE:

DOT #: 381.687-014

CLAIM #

When backfilling for custodian duties:

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.

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