

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Custodian **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 4<sup>th</sup> avenue North  
Kent, WA 98032

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 4/11/02

**VRC NAME** Jeff Casem

**DATE REVISED** 5/8/08

**Date Reviewed** 10/23/09

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional, approximately 32 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.

KING COUNTY JOB ANALYSIS COMPLETED ON:

JOB TITLE: Custodian

DOT #: 381.687-014

EMPLOYEE:

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## **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**

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, 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 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 \_\_\_\_\_

Occasionally for up to 1 minute at a time while climbing 5-9 flights of stairs for up to 90 minutes total in a work shift. Most commonly occurs while cleaning the stairwells when performing the lobby assignment. Up to 5 flights of stairs are climbed 5 times a week when performing the lobby assignment in the courthouse and 9 flights of stairs 3 times a week when performing the lobby assignment in the Administration building.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs while walking on a wet floor.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

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 \_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while cleaning toilets, replenishing soap and paper towels, sweeping and mopping.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat linoleum and carpeted surfaces for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathroom fixtures, emptying wastebaskets and cleaning toilets. 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 and carpeted surfaces for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, removing jammed objects from vacuum, and cleaning toilets. 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 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, removing jammed objects from vacuum, bathroom fixtures, emptying wastebaskets and cleaning toilets. 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 \_\_\_\_\_

Rare for 1 second at a time for up to 1 minute total in a work shift while pressing the handle release on the vacuum.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 15 seconds at a time for up to 5 minutes total in a work shift while dusting office partitions and washing windows.

**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, filling dispensers, emptying garbage cans 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 performing vacuuming duties, cleaning toilets, and replacing toilet tissue in dispensers.

**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 vacuuming edges, cleaning toilets, emptying garbage cans and filling a mop bucket.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 5 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, 1-gallon containers to and from utility cart as well as when emptying 3-gallon wastebaskets and lifting spray bottles.

**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 emptying wastebaskets in to rolling garbage can as well as carrying 1-gallon containers of cleaning solution.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds 5 minutes total in a work shift. Most commonly occurs with weights of 13-18 pounds while emptying wastebaskets in to rolling garbage can. Once every two weeks on supply day the employee lifts for up to 10 minutes in a shift while manipulating boxes of tissue, chemicals, paper towels, soap and various supplies.

**Carrying 11-20 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 5 minutes total in a work shift. Most commonly occurs with weights of 12-14 pounds while manipulating bags of trash to place in the trash compactor. Once every two weeks on supply day the employee carries for up to 15 minutes in a shift while moving boxes of tissue, chemicals, paper towels, soap and various supplies.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 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. 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. Approximately twice a week the employee may lift 3-4 chairs (12-17 pounds) and place them on a table in order to clean the floor.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally 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).

**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.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift while turning vacuum on and off, using squeeze lever on mop bucket, using faucets, using trigger sprayers and driving a truck when transferring trash to the compactor.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 10 minutes at a time for up to 3 hours total in a work shift while manipulating keys, writing, manipulating a duster, changing soap, replenishing paper towels and tissue 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.

KING COUNTY JOB ANALYSIS COMPLETED ON:

JOB TITLE: Custodian

DOT #: 381.687-014

EMPLOYEE:

CLAIM #

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time for up to 1 hour total in a work shift while reading labels of cleaning compounds, inspecting cleanliness of toilets and sinks, and reviewing job duties, and work schedules.

**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.

\_\_\_\_\_

**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

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\_\_\_\_\_

**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.

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### 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.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

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Printed name & title of employee

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Signature of employee

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Date

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**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