

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Supervisor I

**JOB CLASSIFICATION** Supervisor I

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 381.137-010

**DOT TITLE** Supervisor, Janitorial Services

**DEPARTMENT** Executive Services

**DIVISION** Facilities

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 7

**CONTACT'S NAME & TITLE** Spencer Buffington, Superintendent, Supervisor III

**CONTACT'S PHONE** 206-296-0116

## ADDRESS OF WORKSITE

Administration Building  
500 4<sup>th</sup> Ave, Room 2001  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 4/6/10

## WORK HOURS

1:00pm to 10:30pm on most occasions with some variable hours required, which may include weekends, holidays and after-hours.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required on an emergency basis. Overtime hours vary upon business demand.

## JOB DESCRIPTION

Performing the day-to-day supervision of custodial work group. Reports directly to the Superintendent/Supervisor III.

## 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**

- Knowledge equivalent to four years of journey-level experience in trade-specific area.
- Knowledge of the methods and techniques used in the specialty area of the position.
- Knowledge of work planning principles.
- Knowledge of accepted supervisory principles and practices.
- Knowledge of job/project estimating principles and techniques.
- Knowledge of King County, Washington State and federal laws and regulations pertaining to the area of specialization.
- Knowledge of occupational hazards and safety precautions.
- Budget monitoring and administration skills.
- Customer relations skills.
- Communications skills (oral and written).
- Skill in assigning, coordinating and supervising the work of employees in various trade groups.
- Skill in establishing and maintaining effective working relationships with supervisors and subordinates.
- Skill in dealing tactfully and courteously with the public.
- Skill in dealing with stressful situations.
- Washington State Driver's License or the ability to travel about the County in a timely fashion.

## **ESSENTIAL FUNCTIONS**

1. Plan, organize, schedule and coordinate daily work activities of assigned work unit; prepare work schedules and staffing plans.
2. Monitor work quality and quantity; provide input and/or prepare performance appraisals to evaluate subordinates; reports disciplinary issues to higher level Supervisor when necessary.
3. Identify and recommend training needs of assigned work unit; provide training to subordinates.
4. Prepare job estimates.
5. Assist in budget preparation; requests purchases.
6. Recommend and review procedures for the work unit.
7. Oversee program safety for assigned work unit; conduct safety meetings; monitor for safety hazards and unsafe personnel practices; and recommend work unit-wide corrective actions as appropriate.
8. Provide input on new equipment specifications and recommend modifications to existing equipment.
9. Organize, prepare and maintain records and reports to ensure that the work is accomplished in accordance with established goals and objectives; attend meetings with Supervisor and management staff to discuss work projects, schedules and timelines.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves.

## **OTHER TOOLS & EQUIPMENT USED**

Pencil, pen, documents, computer (e-mail and Word), telephone, fax machine, copy machine, printer, vehicle. When instructing subordinates the employee may demonstrate the use of safety goggles, gloves, 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 10-25 pounds of force occasionally and/or up to 10 pounds of force occasionally.

**Standing**

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

Occasionally on flat carpeted, cement or linoleum surfaces for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while conversing with co-workers and subordinates as well as overseeing the activities of subordinates.

**Walking**

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

Frequently on flat carpeted, cement or linoleum surfaces for distances of up to 250 yards for up to 15 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while traversing between/within buildings. The employee may also walk when demonstrating vacuuming, sweeping, and mopping to employees as well as when occasionally assisting in these duties.

**Sitting**

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

Frequently on an office chair for up to 30 minutes at a time and up to 4.5 hours total in a shift while scheduling, talking on the telephone, addressing customer complaints, conversing with co-workers and subordinates, ordering supplies, driving and performing attendance duties. On a rare occasion the employee may need to sit for up to 8 hours in a day in order to attend trainings.

**Climbing stairs**

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

Rarely to occasionally while climbing 3 flights of stairs for up to 5 minutes at a time for up to 20 minutes total in a shift. Most commonly occurs while inspecting the stairwells for cleanliness.

**Balancing**

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

Rare for up to 1 minute at a time and up to 1 minute total in a shift while walking across a wet or stripped floor.

**Bending neck up**

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

Occasionally for up to 1-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while looking at upper areas for cleanliness, such as high dusting.

**Bending neck down**

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

Frequently & Highly Repetitive for up to 20 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while inspecting floors, reading documents and writing.

**Bending/Stooping**

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

Occasionally on flat linoleum and carpeted surfaces for up to 3 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while assisting, training or demonstrating duties such as: cleaning toilets and sinks, removing items off the floor and vacuuming; loading and unloading supplies.

**Squatting**

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

Occasionally on flat linoleum and carpeted surfaces for up to 3 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while assisting, training, inspecting or demonstrating duties such as: cleaning toilets and sinks, removing items off the floor and vacuuming.

**Operating Controls with Feet**

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

Frequently for 1.5 hours at a time for up to 4 hours total in a work shift while driving a County vehicle as well as pressing the handle release on the vacuum.

**Reaching above shoulder height**

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

Occasionally for up to 10 seconds at a time for up to 20-30 minutes total in a work shift while inspecting office partitions for dust.

**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 driving a County vehicle, writing and operating a computer.

**Reaching at knee to waist height**

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 vacuuming, emptying garbage cans and opening/closing drawers.

**Reaching at floor to knee height**

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

Occasionally on flat linoleum and carpeted surfaces for up to 3 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while cleaning toilets and sinks as well as removing items off the floor.

**Lifting 1-10 pounds**

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

Occasionally and highly repetitive for 15 seconds at a time for up to 2.5 hours total in a work shift. Most commonly occurs with weights of 3.5-10 pounds while lifting a wet mop, reference materials, documents, garbage cans, various supplies and cleaning solution containers.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to 30 feet for up to 30 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 2-8 pounds carrying 1-gallon containers of cleaning solution, spray bottles and garbage cans.

**Lifting 11-20 pounds**

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

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 13-20 pounds while moving bags of trash.

**Carrying 11-20 pounds**

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

Rare for distances of up to 5 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 12-20 pounds while transporting a 50-gallon trash bags between a rolling garbage can and a compactor/dumpster.

**Lifting 21-50 pounds**

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

Rare for up to 15 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 40 pounds while moving a bucket of water or cleaning solutions.

**Carrying 21-50 pounds**

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

Rarely for distances of up to 5 feet for up to 5 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs with weights of 40 pounds while moving a 5-gallon bucket of water or cleaning solution.

**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 10 pounds for up to 2 hours total in a work shift while vacuuming, moving a cart and opening and closing doors.

**Handling**

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

Occasionally for up to 1 hour at a time for up to 2 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 \_\_\_\_\_

Frequently for up to 1.5 hours at a time for up to 5 hours total in a work shift while driving a County vehicle as well as manipulating a vacuum, mop, etc.

**Fingering**

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

Frequently for up to 20 minutes at a time for up to 4 hours total in a work shift while writing, performing computer work and dialing a telephone.

**Talking**

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

Continuously for up to 20 minutes at a time for up to 7 hours total in a work shift while training new employees and speaking on the telephone as well as conversing with coworkers, customers and subordinates to ensure that all tasks and duties are completed.

**Hearing**

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

Continuously for up to 20-30 minutes at a time for up to 7 hours total in a work shift while training new employees and speaking on the telephone as well as conversing with coworkers, customers and subordinates to ensure that all tasks and duties are completed.

**Seeing**

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

Continuously for up to 3 hours at a time for up to 8-10 hours total in a work shift while inspecting job sites, watching for safety hazards and performing computer work.

**ENVIRONMENTAL FACTORS**

Work is performed in an after-hours office and courthouse setting. Building HVAC is commonly turned off while duties are being performed. The loudest noise is a vacuum.

**The noise level is**

Approximately 60. The noise is caused by a vacuum.

HCP Initials if Restricted

\_\_\_\_\_

**Work environment may include the following exposure(s):**

- Outside weather: Frequently
- Non-weather related temperatures above 75 degrees: Occasionally
- Wet: Occasionally
- Fumes: Occasionally
- Odors: Occasionally
- Dusts: Occasionally
- Mists: Occasionally
- Moving mechanical parts: Occasionally

HCP Initials if Restricted

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**POTENTIAL MODIFICATIONS TO JOB**

None identified.

### 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

**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