

JOB TITLE: Utility Laborer  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 381.687-014  
CLAIM #



**King County**

## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Utility Laborer

**JOB CLASSIFICATION** Utility Worker I

**DOT TITLE** Cleaner, Commercial or Institutional

**DOT NUMBER** 381.687-014

**DEPARTMENT** Executive Services

**DIVISION** Facilities Management

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 5

**JOB STATUS**

Full Time Career Service

**ADDRESS OF WORKSITE**

500 4<sup>th</sup> Avenue  
Seattle, WA 98104

Various Public Health Clinics

**CONTACT'S NAME** Kathi Murata

**CONTACT'S PHONE** (206) 296-0643

**EMPLOYER JOB TITLE** Assistant Facilities Maintenance Manager

**DATE COMPLETED** 3/28/03

**VRC NAME** Jeff Casem

**DATE REVISED** 10/23/09

**WORK HOURS**

5 days per week, eight hours per day, Monday through Friday, 3:00pm to 11:00pm.

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### **OVERTIME**

Rare, approximately 8 hours per year.  
Fair Labor Standards Act, Non-Exempt (hourly).

### **JOB DESCRIPTION**

Under direct supervision, performs a variety of basic labor duties not associated with journey level work in any skilled trade.

### **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 judgement.
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**

Two years of demonstrated work experience performing physical tasks in a capacity related to this position. Must have the ability to perform the essential functions of the job, work as a member of a team, and communicate orally and in writing. Must have basic knowledge in the use and care of tools and equipment, and safety procedures. Must have the ability to perform physical tasks on a regular basis in a variety of weather conditions. At the time of the hire the incumbent must possess a valid Washington State driver's license or the ability to travel throughout King County in a timely manner in a variety of County vehicles. A background check and a pre-employment physical examination is required.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Cleans and maintains a variety of areas, including a building interiors and exteriors, surrounding landscapes, and parking areas.
2. Lifts, carries, and physically moves office furniture and equipment both manually and with the use of moving equipment as directed, and sets up meeting rooms.
3. Performs minor repairs to buildings.
4. Assembles and arranges furniture.
5. Performs various landscaping duties including operating a powered machinery such as mowers, trimmers, and edgers.
6. Cleans various types of floors; vacuums, sweeps and mops floors.
7. Cleans, stocks various King County facilities with various cleaning and supplies such as solvents, copy paper and forms.

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8. As directed, mixes and uses cleaning solutions and chemicals.
9. Dusts, washes and vacuums surfaces.
10. Requests and stocks various types of cleaning supplies including soap, paper towels, toilet tissue, cleaning chemicals and other various cleaning products.
11. Empties trash and recycling containers.

#### **NON-ESSENTIAL FUNCTIONS**

1. Calling in work orders.
2. Ordering various parts for equipment.
3. Performing snow removal and ice melting duties.
4. Hanging bulletin boards.

#### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

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, shovel hoses, light bulbs, pressure washer, personal vehicle, drill, various hand tools, handsaw, hack saw, mop bucket, various cleaning tools 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

Rare = may occur less than 1% of the time

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

#### **This job is classified as**

Medium.

#### **Standing**

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, breaking down boxing and installing bulletin boards.

#### **Walking**

Continuously on carpeted, asphalt, concrete, grass, vegetation or linoleum surfaces for distances of up to 400 feet for up 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while vacuuming, sweeping, collecting trash, inspecting sites for garbage and mopping as well as removing garbage and debris from County facilities.

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**Climbing stairs**

Rare for up to 2 seconds at a time while climbing one step 5 times total in a work shift. Most commonly occurs while entering and exiting various County buildings.

**Bending/Stooping**

Occasionally on flat linoleum and carpeted surfaces for up to 3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning toilets and sinks and assembling furniture as well as vacuuming edges and under desks.

**Crouching**

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, removing jammed objects from vacuum, assembling furniture and cleaning toilets.

**Operating Controls with Feet**

Occasionally for up to 15 minutes at a time for up to 35 minutes total in a work shift while pressing the handle release on the vacuum and driving a personal vehicle to and from various County facilities.

**Reaching above shoulder height**

Rare for up to 1 minute at a time for up to 30 minutes total in a work shift while dusting office partitions, unpacking supplies, vacuuming walls and elevated areas and stacking trash as well as cleaning ceiling vents, lights and ducts.

**Reaching at waist to shoulder height**

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, driving, using a backpack vacuum, performing recycling duties, unpacking supplies, emptying garbage cans and dusting.

**Reaching at knee to waist height**

Continuously for up to 1 hour at a time for up to 5 hours total in a work shift while performing vacuuming duties, unpacking supplies, assembling furniture, performing recycling duties, cleaning toilets, and replacing toilet tissue in dispensers.

**Reaching at floor to knee height**

Occasionally for 10 minutes at a time for up to 1 hour total in a work shift while vacuuming edges, cleaning toilets, unpacking supplies, assembling furniture, performing recycling duties, emptying garbage cans and filling a mop bucket.

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### **Lifting 1-10 pounds**

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 and unpacking supplies as well as when emptying 3-gallon wastebaskets.

### **Carrying 1-10 pounds**

Occasionally for distances of up to 400 feet for up to 3 minutes 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**

Occasionally for up to 10 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 13-18 pounds while emptying wastebaskets in to rolling garbage can, manipulating boxes of paper and forms, moving boxes of files and manipulating supplies.

### **Carrying 11-20 pounds**

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 12-14 pounds while removing 50-gallon trash bags from a rolling garbage can and carrying them to the trash dumpster on the loading dock as well as moving furniture and manipulating boxes and supplies.

### **Lifting 21-50 pounds**

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. The employee also lifts a mop bucket that weighs up to 40 pounds to empty it in to a waist level sink, moves furniture, sets up furniture for meetings and manipulates supplies.

### **Pushing and Pulling**

Occasionally for distances of up to 100 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). The employee moves furniture on a rare occasion that can require up to 50 pounds of force.

### **Handling**

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

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### **Operating Controls with Hands**

Occasionally for up to 15 minutes at a time for up to 45 minutes total in a work shift while turning vacuum on and off, driving, manipulating various hand tools, using squeeze lever on mop bucket, using faucets, using trigger sprayers and using a chemical mixer.

### **Talking**

Occasionally for up to 5 minutes at a time for up to 45 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 and setting up meetings.

### **Hearing**

Occasionally for up to 5 minutes at a time for up to 45 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 and setting up meetings.

### **Near acuity—clarity of vision at 20 inches or less**

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.

### **Depth perception—three dimensional vision**

Occasionally for up to 15 minutes seconds at a time, up to 30 minutes total in a work shift while driving.

### **TEMPERAMENTS**

Performing repetitive or short-cycle work: Continuously

Performing a variety of duties: Frequently

Working alone or apart in physical isolation from others: Frequently

Attaining precise set limits, tolerances, and standards: Continuously

Working under specific instructions: Continuously

Working with others: Occasionally

Making judgements and decisions: Occasionally

### **ENVIRONMENTAL FACTORS**

The majority of the work is performed in various regular and after-hours King County facilities. The noise level ranges from quiet to moderately loud. The vacuum is the loudest noise the employee is exposed to.

### **Workers are exposed to**

Wet: Occasionally

Humidity/dampness: Occasionally

Fumes: Occasionally

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Odors: Occasionally  
Dusts: Occasionally  
Mists: Occasionally  
Vibration: Frequently  
Toxic or caustic chemicals: Rare

**POTENTIAL MODIFICATIONS TO JOB**

Use a siphon hose to reduce lifting buckets of water.

\_\_\_\_\_  
Signature & title of evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of employee

\_\_\_\_\_  
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.

The employee is released to perform the described duties on a reduced schedule. 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