

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Window Washer

JOB CLASSIFICATION Window Washer

DOT TITLE Cleaner, Window

DOT NUMBER 389.687-014

DEPARTMENT Executive Services

DIVISION Facilities Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 3

CONTACT'S NAME & TITLE Jim Nitz, Superintendant

CONTACT'S PHONE (206) 205-8804

ADDRESS OF WORKSITE

500 4th Avenue
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 5/6/05

VRC NAME Jeff Casem

DATE REVISED 5/27/09

WORK HOURS

7:00am-3:30pm, Monday through Friday, 40 hours per week. This position may require working flexible hours (day or night shift) to accommodate job requirements and minimize disruption to building occupants.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required and optional approximately 2-6 shifts per year.

JOB DESCRIPTION

Performs window washing (approximately 85% of the time) and general custodial and maintenance work in various King County locations. The exterior window washing is performed using stages, boatswain chairs (repelling harness) and ladders. When not washing windows the Window Washer is required to perform custodial duties (approximately 15% of the time) depending on the assignment. Examples of custodial work include routine and emergency housekeeping.

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

Two years of custodial experience which includes experience in washing windows at various elevations and the safe use of window washing equipment; or one year of building maintenance experience. Must have the ability to perform strenuous physical tasks on a regular basis such as moving large and heavy furniture and equipment; and a record of continuously reliable attendance. Successful completion of a background check and a pre-employment physical examination are required. This position may require working flexible hours (day or night shift) to accommodate job requirements and minimize disruption to building occupants.

ESSENTIAL FUNCTIONS

1. Properly cleans windows (both interior and exterior) on high-rise buildings.
2. Performs custodial duties such as cleaning restrooms, and trash pickup, and/or some maintenance duties such as moving furniture etc. as required.
3. Safely operates window washing equipment and other custodial/maintenance equipment required to accomplish assigned job duties.
4. Safely operates County vehicles that are used to transport supplies and equipment throughout assigned work sites and to other designated outlying locations.
5. Fills in and performs floor care duties for floor care persons as required.
6. Safely use boatswain chair (similar to repelling harness) at heights of up to 200 feet.
7. Safely operate swing stage scaffolding, boom lifts and powered scaffolding.

PERSONAL PROTECTIVE EQUIPMENT USED

Boatswain chair with harness.

Eye protection, fall protection, hard hat, rain gear and gloves.

OTHER TOOLS & EQUIPMENT USED

Boatswain chair with harness, ropes, carabineers/fasteners, cleaning solutions, scaffolding (powered/hanging), various ladders, squeegee, window mop, buckets, extension poles, razor blade, various caution signs, lanyard, various lifts, step stool, towels, 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 _____

Frequently to Continuously on scaffolding, cement, ladders, carpet and linoleum surfaces for up to 2-3 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while washing windows while standing on hanging scaffolding as well as when washing interior windows.

Walking

Health Care Provider initials if restricted _____

Frequently on scaffolding, cement, carpet and linoleum surfaces for distances of up to ¼ mile for up to 7-8 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while preparing/loading equipment, traversing within and around King County facilities, washing interior windows and vacuuming.

Sitting

Health Care Provider initials if restricted _____

Frequently to continuously on a boatswain chair (harness) and automobile seat for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while completing times sheets, writing in a log book and washing exterior windows while using a boatswain chair and as well as when driving to and from various King County locations

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for up to 1 minute at a time while climbing up to two flights for up to 5 minutes total in a work shift. Most commonly occurs while climbing stairs to reach roof access areas, especially when using the boatswain chair.

Climbing

Health Care Provider initials if restricted _____

Occasionally on ladders to heights of up to 30 feet for up to 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while utilizing ladders to clean lights and windows. Fall protection is required when working at heights over 10 feet. The employee also climbs over the edges of building rooftops at heights of up to 200 feet in order to use boatswain chair to clean windows of tall buildings.

Balancing

Health Care Provider initials if restricted _____

Frequently to Continuously at heights of 30 feet for up to 10 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while utilizing ladders to clean lights and windows. Fall protection is required when working at heights over 10 feet. The employee also utilizes balancing when they climb over the edges of building rooftops at heights of up to 200 feet in order to use boatswain chair to clean windows of tall buildings.

Bending neck up

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 7-8 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while washing windows, using a squeegee, dusting high areas, climbing ladders and looking at suspension ropes. On a rare occasion the employee may dust/clean lights for up to 6 hours in a shift.

Bending neck down

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. Most commonly

occurs while completing time cards, cleaning low windows, vacuuming, filling/reaching for buckets and manipulating ropes as well when loading and unloading equipment.

Bending/Stooping

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. Most commonly occurs while changing between the squeegee and the window mop, reaching for buckets on the ground, washing lower sections of windows and reaching for various tools and equipment on the ground. On a rare occasion the employee may need to wipe down baseboards and bottoms of doors. The employee can alternate bending/stooping with squatting or kneeling in accordance with preference.

Kneeling

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. Most commonly occurs while changing between the squeegee and the window mop, reaching for buckets on the ground, washing lower sections of windows and reaching for various tools and equipment on the ground. On a rare occasion the employee may need to wipe down baseboards and bottoms of doors. The employee can alternate kneeling with squatting or bending/stooping in accordance with preference.

Squatting

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. Most commonly occurs while changing between the squeegee and the window mop, reaching for buckets on the ground, washing lower sections of windows and reaching for various tools and equipment on the ground. On a rare occasion the employee may need to wipe down baseboards and bottoms of doors. The employee can alternate squatting with kneeling or bending/stooping in accordance with preference.

Crawling

Health Care Provider initials if restricted _____

Rarely on flat carpeted and linoleum surfaces for distances of up to 20 feet for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while wiping down baseboards and bottoms of doors on a rare occasion. Crawling is not present on a regular basis.

Operating Controls with Feet

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 while driving a County vehicle to various King County locations/buildings in order to the wash windows. The claimant also operates controls with the feet when using a vacuum and a wet-vac.

Reaching above shoulder height

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 washing windows, using a squeegee, dusting high areas, climbing ladders and holding on to suspension ropes. On a rare occasion the employee may dust/clean lights for up to 6 hours in a shift.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while driving a County vehicle, writing, cleaning windows and loading/unloading equipment.

Reaching at knee to waist height

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 vacuuming, obtaining tools from tool belt on boatswain chair and cleaning lower sections of windows.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while changing between the squeegee and the window mop, reaching for buckets on the ground, washing lower sections of windows and reaching for various tools and equipment on the ground. On a rare occasion the employee may need to wipe down baseboards and bottoms of doors.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 20 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 2-3 pounds while using a squeegee, using a window mop, manipulating cleaning products, manipulating buckets, using extension pole and when wet mopping floors.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to ¼ mile for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 5-8 pounds while transporting equipment between buildings as well as when loading and unloading the truck.

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 12-16 pounds while manipulating buckets of washing solution, small ladders and a stepstool.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to ¼ mile for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-18 pounds while transporting equipment between buildings as well as when loading and unloading the truck.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 25-50 pounds while transporting equipment between buildings as well as when loading and unloading equipment such as ladders from the truck, mop bucket, boatswain chair and ropes. The employee also lifts in the weight category when emptying a wet-vac.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to two blocks for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 25-50 pounds while transporting equipment between buildings such as mop bucket, boatswain chair and ropes as well as when loading and unloading the truck.

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 1 minute at a time with a force of up to 25 pounds up to 3.5 hours total in a work shift while using a squeegee, using a window mop, wet mopping floors, vacuuming and pushing off of a wall when working in the boatswain chair.

Handling

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 1 hour at a time for up to 4-5 hours total in a work shift while a squeegee, using a window mop, wet mopping floors, vacuuming, using a duster, manipulating ladders, using spray bottles, using extension poles and manipulating ropes.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally to Frequently & Highly Repetitive for up to 1 hour at a time for up to 2.5 hours total in a work shift while operating the lift controls on the scaffolding and driving a County vehicle.

Fingering

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while writing in order to complete work orders and time sheets as well as when tying/untying ropes, safety lines etc. Fingering may be increased when performing custodial duties including manipulating keys, writing, manipulating a duster, changing soap, replenishing paper towels and tissue and manipulating power cords.

Feeling

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 1 hour total in a work shift while feeling the surface of a window to determine if it is clean as well as when manipulating the rope when descending and stopping in a boatswain chair.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 15 minutes total in a work shift while conversing with co-workers and supervisors.

Hearing

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 using a cellular telephone, listening for the radio and identifying emergency sirens when driving a County vehicle.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while driving a County vehicle, securing ropes and scaffolding equipment, ensuring cleanliness of windows and identifying potential safety hazards such as worn, short or tangled ropes.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while securing ropes and scaffolding equipment, ensuring cleanliness of windows and identifying potential safety hazards such as worn, short or tangled ropes. The employee works at various heights where safety and extreme attention to detail is required.

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