

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Custodian **JOB CLASSIFICATION** Custodian

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

**DEPARTMENT** Natural Resources and Parks **DIVISION** Parks and Recreation

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 38

**CONTACT'S NAME & TITLE** Mike Dunwiddie, Regional Aquatic Center Coordinator

**CONTACT'S PHONE** 206-296-4547

## ADDRESS OF WORKSITE

Weyerhaeuser King County Aquatic Center  
650 SW Campus Drive  
Federal Way, WA 98023

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 12/6/05

**REVISED** 8/18/09

**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.

## 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 facilities. Final appointment is contingent upon passing a pre-employment physical examination. The employee must complete first aid and CPR training and be able to respond to emergency situations.

### **ESSENTIAL FUNCTIONS**

1. Clean and maintain floor surfaces (carpet, carpet runners, wax, concrete, non skid)
2. Clean, stock and sanitize restrooms, locker rooms, kitchenette
3. Clean and maintain facility rooms and public areas
4. Set-up and take-down event equipment (tables, chairs, stanchions, cabinets, etc)
5. Empty garbage containers and deposit into dumpsters
6. Clean windows, mirrors, walls, surfaces and remove graffiti
7. Perform inspections
8. Inventory supplies and cleaning equipment, make supply requests
9. Schedule, train staff and give work assignments
10. Sweep and clean facility perimeter
11. Respond to emergencies (CPR, first aid, AED, evacuations)

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Safety goggles, latex & rubber gloves, pocket mask (CPR), rubber boots, respirator masks, ear plugs, flash lights

### **OTHER TOOLS & EQUIPMENT USED**

First Aid fanny packs, two-way radio, Automated External Defibrillator (AED), cleaning solutions, spray bottles, keys, floor scrubber, floor buffer, vacuum, restroom dispensers, garbage bags, rolling garbage/cleaning bin, carts, tables, chairs, table/chair dollies, portable bleachers, broom, hose and sprayer, squeegees, brushes, dusting poles, dust mop, wet mop & bucket, putty knife, allen wrenches, washer and dryer, computer, telephone, step stool, ladder, stanchions & chains, keys, carpet runners, screw driver, utility knife, dumpster, water shut-off valves, light switches, rolling cabinets, kitchenette equipment, 5-gallon fluid dispensers, refrigerator and ice maker.

### **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 concrete, vinyl tiles, carpet, hard non-skid surfaces, asphalt, (some surfaces may be wet) 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, mirrors, walls, doors, cabinets, showers, toilets and counters as well as when filling a mop bucket, loading laundry and folding towels.

**Walking**

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

Continuously on flat concrete, vinyl tiles, carpet, hard non-skid surfaces, asphalt, (some surfaces may be wet) surfaces for distances of up to 1560 feet for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while taking garbage to dumpster (1560ft round trip), mopping lobby & long corridors (60 min), sweeping Balconies (2 hours), floor buffing (45 min), vacuuming (30 min), dust mopping lobby & long corridors (30 min) and moving deck equipment as well as pushing chairs and table dollies.

**Climbing stairs**

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

Occasionally for up to 2-5 minutes at a time and highly repetitive while climbing 32-91 steps for up to 2 hours total in a work shift. Most commonly occurs while cleaning the stairwells, traversing between floors, picking up litter on stairs or sweeping or mopping spectator balconies, traversing between two floors (two flights of stairs down), depositing garbage into tall dumpsters using portable steps. An elevator is available to reduce or eliminate climbing stairs.

**Balancing**

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

Occasionally for up to 20 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while walking on a wet floor, dusting or cleaning from a step stool or while using a telescoping pole, moving portable bleachers, pushing chair dollies and depositing garbage into tall dumpsters or while using a telescoping pole (for skylight windows, dusting, cobweb removal, etc)

**Bending neck up**

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

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while dusting upper shelves, vents and fixtures as well as placing/removing supplies on upper shelves and cleaning walls, windows and mirrors.

**Bending neck down**

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

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while cleaning toilets, replenishing soap and paper towels, sweeping, mopping, picking up litter, emptying garbage cans, descending stairs, cleaning fixtures, buffing floors and completing paperwork.

**Bending/Stooping**

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

Occasionally on concrete, vinyl tiles, carpet, hard non-skid surfaces, asphalt, grass (some surfaces may be wet) surfaces for up to 3 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while emptying a vacuum bag, performing first aid, cleaning bathroom

fixtures, cleaning fixtures, picking up litter, cleaning up balconies, emptying garbage containers, mopping, stocking shelves, stocking restroom dispensers, cleaning stairs, picking up and replacing 30 carpet runners and moving portable bleachers as well as hosing and scrubbing restroom floors and locker rooms. 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, cement and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while emptying a vacuum bag, performing first aid/CPR, removing jammed objects from vacuum, picking up litter, cleaning up balconies, emptying garbage containers, cleaning fixtures, mopping, stocking shelves, stocking restroom dispensers, cleaning stairs, picking up and replacing 30 carpet runners and moving portable bleachers as well as hosing and scrubbing restroom floors and locker rooms and cleaning fixtures. 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, cement and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while emptying a vacuum bag, performing first aid, removing jammed objects from vacuum, picking up litter, cleaning up balconies, emptying garbage containers, cleaning fixtures, stocking shelves, stocking restroom dispensers, cleaning stairs, picking up and replacing 30 carpet runners and moving portable bleachers as well as hosing and scrubbing restroom floors and locker rooms and cleaning fixtures. 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 2 seconds at a time for up to 10 minutes total in a work shift while pressing the foot controls for the vacuum, table and chair dollies, floor scrubber, rolling garbage bin and portable bleachers

**Reaching above shoulder height**

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

Frequently for up to 5 minutes at a time for up to 4 hours total in a work shift while washing windows, doors, walls and mirrors as well as when dusting elevated surfaces and vents, stocking shelves, reaching for cleaning products and equipment on shelves and depositing garbage into tall dumpsters.

**Reaching at waist to shoulder height**

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

Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift while dust mopping, wet mopping, filling dispensers, stacking chairs, reaching for products and equipment on shelves, 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 6 hours total in a work shift while performing vacuuming duties, reaching for products and equipment on shelves, cleaning balconies, emptying garbage cans, cleaning fixtures, and replacing toilet tissue in dispensers.

**Reaching at floor to knee height**

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

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift while vacuuming edges, cleaning fixtures, emptying garbage cans, cleaning balconies, picking up/replacing 30 carpet runners and filling a mop bucket.

**Lifting 1-10 pounds**

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

Occasionally for up to 5 seconds at a time for up to 2 hours 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, manipulating carpet runners and lifting spray bottles.

**Carrying 1-10 pounds**

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

frequently for distances of up to 1000 feet for up to 4 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 1-8 pounds while emptying wastebaskets in to rolling garbage can as well as carrying 1-gallon containers of cleaning solution. The employee also carries while transporting carpet runners, full garbage sacks, empty garbage containers and chairs. The employee also continuously carries a two way radio as well as a fanny pack with first aid supplies.

**Lifting 11-20 pounds**

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

Occasionally for up to 5 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 13-18 pounds while emptying wastebaskets in to rolling garbage can as well as when emptying a mop bucket (there is a floor drain available to avoid lifting the mop bucket). 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 2 hours total in a work shift. Most commonly occurs with weights of 12-14 pounds while manipulating bags of trash to place in the dumpster as well as when moving facility event equipment. 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 5 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 20-25 pounds while placing or removing a vacuum on a cart as well as when manipulating supplies such as boxes of paper towels, boxes of trash bags (25 pounds) and cases of toilet tissue. Vacuum weight varies depending on how full the bag is. The employee also lifts when placing 4ft-8ft plastic tables on carts, tipping portable bleachers, manipulating 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.

**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), manipulating chairs and tables (up to 80 pounds), moving a podium (50 pounds), using a floor buffer or stripper (up to 30 pounds), moving portable bleachers, (50 pounds), moving chair and table dollies (25-50 pounds), moving rolling cabinets, moving a dumpster with the help of a coworker (80 pounds), manipulating a rolling garbage bin (20-30 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 7 hours total in a work shift while vacuuming, dusting, using spray bottles, manipulating cleaning products, moving facility furniture, manipulating a cart, stripping/buffing floors, dust mopping, and wet mopping.

**Operating Controls with Hands**

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

Occasionally for up to 2 hours at a time for up to 4 hours total in a work shift while turning vacuum on and off, using squeeze lever on mop bucket, stripping/buffing floors, operating the washer and dryer, manipulating faucets, using trigger sprayers and using faucets/hose bibs/water shutoff valves. The employee also operates controls with the hands when using an Automated External Defibrillator (AED) when responding to emergencies.

**Fingering**

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

Frequently for up to 30 minutes at a time for up to 3 hours total in a work shift while manipulating keys, writing, using spray bottles, manipulating a duster, hosing/using disinfectant sprayer (hose attachment), changing soap, operating washer and dryer, keyboarding, manipulating a computer mouse and operating light switches and electrical equipment. The employee also fingers when performing CPR (pinch nose, manipulate mouth of person), first aid (manipulate bandages and related equipment) and using Automated External Defibrillator (AED) when responding to emergencies.

**Talking**

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 conversing with coworkers and supervisors to ensure that all tasks and duties are completed as well as when conducting inspections, attending meetings, training staff, assigning job duties and performing duties during an emergency including evacuations.

**Hearing**

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

Continuously for up to 2.5 hours at a time for up to 7 hours 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. The employee also utilizes hearing when responding to two-way radio calls, responding to alarms and Public Announcements, identifying equipment problems, responding to calls for help from public and using a phone to schedule staff. Hearing may also be utilized when responding to emergency situations which may include performing CPR, first aid and using Automated External Defibrillator (AED) with fellow staff.

**Seeing**

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

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while reading cleaning supply labels and Material Safety Data Sheets (MSDS), inspecting cleanliness of toilets and sinks, reviewing job duties/work schedules, reading equipment operation manuals, scheduling temporary staff, negotiating through facility (around edges of pool etc.) , identifying safety hazards and taking corrective/reporting, identifying equipment problems and performing computer duties such as timesheet completion and sending/receiving e-mail. The employee may also utilize vision when performing CPR, first aid and using Automated External Defibrillator (AED) as well as when performing duties in emergencies including facility evacuations.

**Working with Heightened Awareness**

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

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while identifying potential hazards and ensuring safety of patrons, responding to two-way radio calls, responding to alarms and Public Announcements, identifying equipment problems, identifying safety hazards (taking corrective action and reporting), respond to calls for help from public, performing CPR, first aid and using Automated External Defibrillator (AED) with fellow staff, performing duties in emergencies including facility evacuations. Custodians are required to perform emergency response.

**ENVIRONMENTAL FACTORS**

Work is performed in the King County aquatic center with regular exposure to the general public.

**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 and banquet area 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.

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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

---

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