

**Department of Human Resources**

Central Employee Services Division  
Disability Services Section  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
(206) 296-4992 FAX  
[www.kingcounty.gov](http://www.kingcounty.gov)

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Rail Station Custodian		
Department:	Transit	Division:	Rail
DOT Title:	Cleaner, Commercial or Institutional	DOT #:	381.687-014
SVP:	2	Requestor:	Gennia Wellington-Cheatham
Worksite Address:	Centered out of 3407 Airport Way South Seattle, WA 98134 Works at approx. 20 light rail stations	Office Contact Name/ Phone/ Email:	Kevin King 206-945-8791 kevin.king-kcraill@soundtransit.org
Original Analyst:	Kyle Pletz, BA, BA, VRC, CDMS		Analysis Date: 8/12/21
Update Analyst:			Update Date:

☒ On-Site    ☐ Interview    ☐ Representative

**JOB DUTIES:**

This position is responsible for maintaining the cleanliness of various rail stations, elevators, escalators, park and rides, and industrial facilities for the Link Light Rail system.

**ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:**

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
  - Follow written and verbal directions to complete assigned tasks on schedule.
  - Read, write, and communicate in English & understand basic math.
  - Learn from directions, observations, and mistakes and apply procedures using good judgment.
  - Work independently or as part of a team and interact appropriately with others.
1. Secure areas for safe cleaning.
  2. Clean and provide litter and trash pick-up at stations, platforms, park and rides, right-of-ways and various industrial facilities.
  3. Load and unload small equipment, debris and trash.
  4. Mix and use cleaning chemicals and solutions.
  5. Empty trash and recycle bins.
  6. Operate pressure washers, floor scrubbers, blasters, and associated equipment.
  7. Clean, stock and sanitize restrooms and elevators.
  8. Dust, wipe, wash and vacuum surfaces.
  9. Request and stock various supplies.
  10. Clean glass and surface areas; remove graffiti.
  11. Respond to emergency calls as necessary and prioritize emergency tasks in the absence of on-site supervision.
  12. Plan, schedule and coordinate activities and work with other trades; assist other trades as necessary.
  13. Perform snow and ice removal.
  14. Operate company assigned vehicles.
  15. Perform other related duties as assigned.



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### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Professional industrial or similar (non-office) cleaning/janitorial experience. Knowledge of basic janitorial techniques.
- Knowledge in the use and care of cleaning equipment.
- Knowledge of basic safety rules and applicable OSHA laws.
- Knowledge and skill in the proper use and disposal of cleaning chemicals and solutions. Basic oral and written communication skills including the ability to understand and follow directions.
- Skill in reading, following and safely handling cleaning supplies per manufacturer's instructions.
- Skill in dealing proactively and sensitively with customers and coworkers, with demonstrated commitment to King County values that include inclusion, fairness, and equity.
- Skill in performing multiple tasks together during the same time frame
- Skill in working with a variety of individuals from diverse backgrounds.
- Skill in learning new methods and ways of doing work.
- Skill in problem solving and analytical skills required to solve common problems.
- A valid driver's license (Washington State Driver's License by date of hire) and an acceptable driving record.
- Forklift, Aerial Lift, and First Aid/CPR certifications must be acquired within 90 days of hire date (training will be provided by employer).
- Must be able to work from high places using mechanical lift devices; work is performed both indoors and outdoors and in inclement weather.

### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Ear protection, eye protection, breathing protection, gloves, coveralls, Tyvek suit, safety vest, hardhat and fall protection. Forklift, outdoor sweeper, motorized floor scrubbers, carpet extractors, high speed floor buffers, vacuum cleaners, mops, brooms, pressure washers, rolling ladders, step ladders, various County vehicles, telescoping poles, various hand tools, cellular telephone, 2-way radio and high-lift.

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8-10	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	4-5	Days Per Week
<b>Work Pattern (continued)</b>		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

This is classified as a MEDIUM job by the US Department of Labor.

There are three shifts for this position: day, swing and grave. Day and Swing work 8 hrs./day, 5 days/week, grave works 10 hrs./day, 4 days/week. Employees must be able to work any shifts.



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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist			35-50			Up to 30 sec./time, 1 hr. total when manipulating garbage bags as well as ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
<b>Lifting</b> waist–shoulder			35-50			Up to 30 sec./time, 1 hr. total when manipulating garbage bags as well as ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
<b>Lifting</b> above shoulder		5-25				Up to 30 sec./time, 20 min. total when manipulating garbage bags, cleaner and paper products when unloading pallets and stocking items on shelves.
<b>Carry</b> (Distance/Surface)		35-50				Up to 30 sec./time, 20 min. total when moving ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
<b>Pushing/Pulling</b> (Distance/Surface)		35-50	1-25			Up to 30 sec./time, 2 hr. total when moving ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.  Pushing a cart full of supplies and cleaning materials with 1-25 lbs. of force.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting			X			Up to 15 min./time, 2hr total while performing computer duties and driving.
Standing			X			Up to 10 min./time, 2 hrs. total while conversing with coworkers, superiors, vendors, etc.; wiping down surfaces, graffiti removal.
Walking				X		Up to ¼ mile at time, up to 5 hrs. total while traversing within, to and from light rail stations/plazas. Also walks when pressure washing, vacuuming, performing floor care, etc.
Perform Work on Ladders		X				Up to 5 min./time, 30 min total.
Climbing		X				Up to 50 stairs at a time, 45 min. total while traversing stairs in stations as well as when using ladders to clean upper areas such as walls and light fixtures.
Balancing				X		Up to 1.5 hrs./time, 5 hrs. total while being on wet floors and around edge of train platform that does not have a guard railing.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Stooping / Bending			X*			Up to 5-10 min. time, 45 min-1.5 hrs. total while stocking supplies, inspecting low areas for cleaning, scrubbing lower fixtures. *Can alt. with bend/stoop as preferred.
Twisting at Neck		X				Up to 10-20 sc./time, 45 min. total while stocking supplies, inspecting low areas for cleaning, scrubbing lower fixtures and manipulating garbage bags.
Twisting at Waist		X				Up to 10-20 sc./time, 45 min. total while stocking supplies, inspecting low areas for cleaning, scrubbing lower fixtures and manipulating garbage bags.
Squatting / Kneeling			X*			Up to 5-10 min. time, 45 min-1.5 hrs. total while stocking supplies, inspecting low areas for cleaning, scrubbing lower fixtures. *Can alt. with bend/stoop as preferred.
Crawling	X					
Reach waist to shoulder				X		Up to 30 min./time, 3 hr. total when manipulating garbage bags as well as ice melt, cleaner and paper products when unloading pallets and stocking items on shelves; driving and cleaning surfaces.
Reach above shoulder			X			Up to 2 min./time, 1 hr. total when manipulating garbage bags, cleaner and paper products when unloading pallets and stocking items on shelves; cleaning upper areas
Reach below waist				X		Up to 30 min./time, 3 hr. total when manipulating garbage bags as well as ice melt, cleaner and paper products when unloading pallets and stocking items on shelves; driving and cleaning surfaces.
Keyboarding		X				Up to 15 min./time, 45 min. total while performing computer duties.
Wrist Flexion/Extension			X			Up to 30 sec./time, 2 hr. total when manipulating garbage bags as well as ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
Handle/Grasp			X			Up to 30 sec./time, 2 hr. total when manipulating garbage bags as well as ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
Forceful Grasp			X			Up to 30 sec./time, 1 hr. total when manipulating garbage bags as well as ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
Fine Finger Manipulation			X			Up to 15 min./time, 2 hrs. total while performing computer and paperwork duties.
Hand Controls			X			Up to 1 hr./time, 2 hrs. total while performing computer duties and driving.
Foot Controls			X			Driving county vehicles up to 1 hr./time, 2.5 hrs. total.
Repetitive Motion			X			Body Part: Upper extremities Cycles/hr. 200+
Vibratory Tasks – High	X					

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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Vibratory Tasks – Low				X		1 hr./time, 6 hrs. total with walk-behind floor scrubbers, buffers, pressure washer, etc.
Talking			X			Conversing with customers, coworkers throughout the day, via radio, telephone or in person.
Hearing				X		Continuously hears for moving equipment, vehicles, equipment failures, safety alarms, etc.
Visual – Near Acuity				X		Reading computer screen, paperwork, instruction manuals.
Visual – Far Acuity					X	Driving. Identifying safety hazards. Works around the general public.
Visual – Depth Perception					X	Driving. Identifying safety hazards. Works around the general public.
Visual – Color Discrimination	X					Not required but could be advantageous.
Visual – Accommodation					X	Driving. Identifying safety hazards. Works around the general public.
Visual – Field of Vision					X	Driving. Identifying safety hazards. Works around the general public.
Exposure to Weather				X		Cleaning plazas and outdoor stations.
Extreme Cold		X				Snow removal.
Extreme Hot		X				Extreme weather conditions.
Wet and / or Humidity				X		Pressure washing, cleaning.
Proximity to Moving Mechanical Parts					X	Floor scrubber, buffer, trains, traffic, etc.
Exposure to Explosives	X					
Atmospheric Conditions				X		Dust, solvent fumes, vehicles etc.
Exposed Heights			X			Ladder, loading dock and high lift.
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Noise intensity greatly varies. The employee can be in a quiet environment and can also be around loud machinery such as a large trucks, trains etc.
Other:				X		Exposure to the general public which may include potentially aggravated, intoxicated persons. May need to clean up biohazards, including human waste. Potential exposure to drug paraphernalia, such as needles.



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### Analyst's Comments:

### Possible Employer Modifications:

### Update Comments (if applicable):

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

### Analyst:

**Kyle Pletz**

Vocational Consultant

Oct 4, 2021

Date

### Update (if applicable):

Vocational Consultant

Date

### Employer Verification:

Kevin King (Oct 5, 2021 14:24 PDT)

**Kevin King**

Name

Oct 5, 2021

Date

### Employee Verification: (optional)

Name

Date



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### MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: \_\_\_\_\_
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

**Anticipated release date:** \_\_\_\_\_

**Treatment plan:** \_\_\_\_\_

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

### Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |  |
| <input type="checkbox"/> IME Physican        | <input type="checkbox"/> PCE Therapist        | <input type="checkbox"/> OT / PT Therapist      | <input type="checkbox"/> PEP Physician |







# KCJA Transit Rail Station Custodian 8-12-21

Final Audit Report

2021-10-05

Created:	2021-10-04
By:	Kyle Pletz (kpletz@nim.vocmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI6dqKc8FVDQfIFM2XkU-Usy4pHfn257u

## "KCJA Transit Rail Station Custodian 8-12-21" History

-  Document created by Kyle Pletz (kpletz@nim.vocmail.com)  
2021-10-04 - 10:20:18 PM GMT- IP address: 98.237.192.29
-  Document e-signed by Kyle Pletz (kpletz@nim.vocmail.com)  
Signature Date: 2021-10-04 - 10:22:08 PM GMT - Time Source: server- IP address: 98.237.192.29
-  Document emailed to Kevin King (kevin.king-kcrail@soundtransit.org) for signature  
2021-10-04 - 10:23:13 PM GMT
-  Email viewed by Kevin King (kevin.king-kcrail@soundtransit.org)  
2021-10-04 - 10:43:45 PM GMT- IP address: 174.204.72.215
-  Document e-signed by Kevin King (kevin.king-kcrail@soundtransit.org)  
Signature Date: 2021-10-05 - 9:24:10 PM GMT - Time Source: server- IP address: 24.16.18.41
-  Agreement completed.  
2021-10-05 - 9:24:10 PM GMT