



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Transit Custodian I**JOB CLASSIFICATION** Transit Custodian I**DOT TITLE** Cleaner, Commercial or Institutional**DOT NUMBER** 381.687-014**DEPARTMENT** Transportation**DIVISION** Transit**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 5**CONTACT'S NAME & TITLE** Peggy Meyer, Supervisor**CONTACT'S PHONE** 206-684-2737**ADDRESS OF WORKSITE**

1301 Airport Way South
Seattle, WA 98104

VRC NAME Kyle Pletz**DATE COMPLETED** 4/12/05**VRC NAME** Jeff Casem**DATE REVISED** 8/21/09

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional and rare, based upon business demand; up to approximately 24 hours per year.

JOB DESCRIPTION

Performs the day-to-day duties associated with maintaining the cleanliness of the interior and exterior of various office 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 25 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. Must have the ability to work any and all shifts at various locations. The candidate selected for this position may be required to successfully complete a thorough background investigation. Final appointment is contingent upon passing a pre-employment physical examination.

ESSENTIAL FUNCTIONS

1. Clean various types of floors; vacuum, sweep and mop floors.
2. Clean, stock and sanitize lunchrooms, restrooms, office areas and elevators in various Transit facilities.
3. Use various cleaning solutions, materials and equipment as directed and trained.
4. operates various pieces of equipment such as vacuums, buffers, carpet cleaners, floor and tile scrubbers, shop vacs, steam cleaners
5. Dust, wash and vacuum surfaces.
6. Request and stock various types of supplies.
7. Empty trash and recycling.
8. Clean glass windows and surface areas and remove graffiti.
9. Sweep and clean facility perimeter.
10. Secure facility for safe cleaning.
11. Other duties as assigned when directed by the Chief or Lead.

PERSONAL PROTECTIVE EQUIPMENT USED

Safety goggles, ear protection and gloves.

OTHER TOOLS & EQUIPMENT USED

Cleaning solutions, spray bottles, keys, floor buffer, extractor, speed buffer, stripper, shampooer, chemical mixer, vacuum, paper towels, toilet tissue, garbage bags, dust mop, broom, putty knife, rolling garbage can, utility cart, floor scrubbers and microfiber rags and mops.

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 to Light

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and

pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

Standing

Health Care Provider initials if restricted _____

Occasionally to frequently on flat carpeted or linoleum surfaces for up to 30 minutes at a time for up to 1-3 hours total in a work shift. Most commonly occurs while cleaning sinks, showers, toilets, mirrors, windows and counters as well as when filling a mop bucket.

Walking

Health Care Provider initials if restricted _____

Continuously on flat carpeted or linoleum surfaces for distances of up to 100 feet for up 45 minutes at a time for up to 5-7 hours total in a work shift. Most commonly occurs while vacuuming (45 minutes), sweeping (15 minutes), collecting trash, dust mopping and mopping.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 15-20 minutes at a time while climbing 1 flight of stairs for up to 1.5 hours total in a work shift. Most commonly occurs while traversing between floors and cleaning stairwells.

Balancing

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. Most commonly occurs while walking on a wet/slick floors.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs while dusting upper shelves and book cases as well cleaning mirrors and glass doors.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally to frequently for up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while cleaning toilets, replenishing soap and paper towels, sweeping, vacuuming, cleaning under desks and mopping.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally to frequently on flat linoleum and carpeted surfaces for up to 1 minute at a time for up to 2-3 hours total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets. 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 and carpeted surfaces for up to 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets. 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 and carpeted surfaces for up to 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets. 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 _____

Rare for 1 second at a time for up to 1 minute total in a work shift while pressing the handle release on the vacuum.

Reaching above shoulder 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 while dusting upper areas as well as washing mirrors, showers, walls and doors.

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 dust mopping, filling dispensers, emptying garbage cans and dusting.

Reaching at knee to waist 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 performing vacuuming duties, cleaning toilets, mopping, dry mopping, and replacing toilet tissue in dispensers.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for 2 minutes 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, broom, dust mop, 1-gallon containers to and from utility cart as well as when emptying 3-gallon wastebaskets and lifting spray bottles.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Frequently for up to 45 minutes at a time for up to 5 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 their keys (1-2 pounds) the entire work shift.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

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 and recycle bins in to rolling garbage can. Once every two weeks on supply day the employee lifts for up to 30 minutes in a shift while manipulating boxes of tissue, paper towels, soap and various supplies.

Carrying 11-20 pounds

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. Most commonly occurs with weights of 12-14 pounds while manipulating bags of trash to place in the trash compactor. Once every two weeks on supply day the employee carries for up to 15 minutes in a shift while moving boxes of tissue, paper towels, soap and various supplies. A cart is available to reduce carrying.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 15 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of up to 25 pounds while placing or removing a vacuum on a cart. Vacuum weight varies depending on how full the bag is. 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. Approximately twice a week the employee may lift chairs (12-17 pounds) and place them on a table in order to clean the floor for up to 30 minutes in a shift.

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently to Continuously for distances of up to 200 feet for up to 1 hour at a time with a force of up to 25 pounds for up to 4-6 hours total in a work shift while vacuuming (8-10 pounds), transporting materials via utility cart (25 pounds), tile scrubbing (6-8 pounds), dust mopping (3 pounds). The employee also pushes/pull when manipulating chairs, supplies etc.

Handling

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to 6 hours total in a work shift while vacuuming, dusting, using spray bottles, dust mopping, emptying garbage cans, wiping mirrors, wiping walls and wet mopping.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally to frequently for up to 15 minutes at a time for up to 2-3 hours total in a work shift while turning vacuum on and off, using faucets, using trigger sprayers and operating a tile scrubber.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 3 hours total in a work shift while manipulating keys, writing, manipulating a duster, changing soap, replenishing paper towels and tissue and manipulating power cords.

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.

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 identifying potential hazards and dangerous situations.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours in a work shift while reading labels of cleaning compounds, inspecting cleanliness of toilets and sinks, and reviewing job duties, and work schedules as well as when identifying potential hazards and dangerous situations.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 2-3 hours total in a work shift while operating power equipment.

ENVIRONMENTAL FACTORS

Work is performed in a 24-hour office facility setting. The employee works in a high foot traffic area with exposure to other King County Transit employees. The employee uses various green cleaning agents that may have minor fumes and smells.

The noise level is

HCP Initials if Restricted

Approximately 40-75 decibels. The noise is caused by a vacuum cleaner.

Work environment may include the following exposure(s):

HCP Initials if Restricted

- Outside weather: Occasionally
- Wet: Occasionally-Frequently
- Fumes: Occasionally
- Humidity: Occasionally
- Odors: Continuously
- Dusts: Frequently
- Moving mechanical parts: Rare
- Vibration: Occasionally

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.
- Self-propelled vacuum for cleaning hallways 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.

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