

**Department of Human Resources**

Central Employee Services Division
Disability Services Section
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-4992 FAX
www.kingcounty.gov

Employee :

Claim # :

JOB ANALYSIS

| | | | |
|-------------------|--|------------------------------------|---|
| Job Title: | Utility Service Worker | | |
| Department: | Transportation | Division: | Transit |
| DOT Title: | Cleaner II | DOT #: | 919.687-014 |
| SVP: | 3 | Requestor: | Krista Cochran |
| Worksite Address: | May work out of Central Base, Ryerson Base, South Base, East Base, Atlantic Base, North Base, Component Supply Center, Bellevue Base | Office Contact Name/ Phone/ Email: | Leif Engebo 206-477-7424 leif.engebo@kingcounty.gov |
| Original Analyst: | Kyle Pletz, BA, BA, VRC, CDMS | | Analysis Date: 6/10/02 |
| Update Analyst: | Jeff Casem Kyle Pletz | | Update Date: 5/12/09 1/20/22 |

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Perform duties related to cleaning interior of passenger buses, including transport of necessary supplies to and from vehicle.

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. Clean (sweep, wash and mop) interior of coaches and other vehicles; transport necessary supplies to and from vehicles.
 2. Pick up trash, empty waste containers, remove chewing gum.
 3. Wash seats, interior panels, and roofs of coaches and other vehicles occasionally using strong cleaning solutions and specialized equipment.
 4. Remove and replace damages seats, using small hand tools.
 5. Perform simple numeric record-keeping tasks, by hand, to keep track of coaches cleaned.
 6. Report to the immediate supervisor busses that are in need of repair.
 7. May perform work in cold weather conditions, such as repairing chains and spreading sand/ice melt on sidewalks.
 8. Assist other work groups/ provide direction and guidance to others as assigned.
 9. Must also comply with rules, state/Federal regulations, and METRO policies and procedures.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Good communication skills for the purposes of being able to read, write and follow written and verbal instructions.



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- Ability to exchange or provide routine information using ordinary courtesy and conversation skills.
- Ability to accurately perform simple numeric and alphabetic record keeping tasks by hand.
- Ability to work independently without supervision including requesting additional assignments when another is completed.
- Ability to work effectively as a member of a team; demonstrated punctuality, dependability, and regular reliable attendance.
- Related experience and recent familiarity with cleaning equipment and products.
- Must be 18 years of age.
- Washington Driver's license.
- Willingness and availability to work different shifts on weekdays, night, weekends and holidays.

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

Brooms, bucket, 40 to 60ft transit coaches, mops, rags, putty knife, various hand tools, e.g. screwdriver, squeegee, steam machine, solvents, battery operated backpack sprayer, various hand-held sprayers, Absorbball.

PHYSICAL REQUIREMENTS

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

Work Pattern (continued)

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

There are three shifts for this position: day, swing and grave. Schedules vary between bases.



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| Job Demand | Frequency and Weight (lbs.) | | | | | Activity Description |
|--|-----------------------------|--------|-------|-------|------|---|
| | N | S | O | F | C | |
| Lifting floor – waist | | 51-100 | 26-50 | 11-25 | 1-10 | <p>Up to 10 min./time, 6 hrs. total with 1-10 lbs. while manipulating cleaning supplies, rags, small hand tools, sweeping, sprayers, steamer wand; manipulating smaller power tools, filters, etc.</p> <p>Up to 20 min./time, 4 hrs. total with 11-25 lbs. while cleaning transit coaches, using various sprayers, vacuum, etc. Manipulating tire chains (12 lbs. each), bus seats (10-20 lbs.).</p> <p>Up to 5 sec./time, 20-30x. total per shift while manipulating 26-50 lbs. for manipulating 5-gallon bucket of cleaning solution and sand/ice melt.</p> |
| Lifting waist–shoulder | | 51-100 | 26-50 | 11-25 | 1-10 | <p>Up to 10 min./time, 6 hrs. total with 1-10 lbs. while manipulating cleaning supplies, rags, small hand tools, sweeping, sprayers, steamer wand; manipulating smaller power tools, filters, etc.</p> <p>Up to 20 min./time, 4 hrs. total with 11-25 lbs. while cleaning transit coaches, using various sprayers, vacuum, etc. Manipulating tire chains (12 lbs. each), bus seats (10-20 lbs.).</p> <p>Up to 5 sec./time, 20-30x. total per shift while manipulating 26-50 lbs. for manipulating 5-gallon bucket of cleaning solution and sand/ice melt.</p> |
| Lifting above shoulder | | | X | | | Up to 1 min./time, 2.5 hrs. total while wiping down upper surfaces with a wet rag and using a spray wand. |
| Carry (Distance/Surface) | | | | 1-25 | | Up to 20 min./time, 4 hrs. total with 1-25 lbs. for rags, brooms, mops, sprayer handle, and various cleaning utensils; cleaning the transit coach with a battery powered backpack sprayer; spreading sand/ice melt. |
| Pushing/Pulling (Distance/Surface) | | | 6-20 | 1-5 | | <p>Up to 20 min./time, 4 hrs. total with 1-5 lbs. for rags, brooms, mops, vacuuming, sprayer handle, and various cleaning utensils.</p> <p>Up to 1000' ft./time, 1 hr. total with 10-20 lbs. of force, to move a cart with cleaning supplies.</p> |



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| Physical Demands | Frequency | | | | | Activity Description |
|--------------------------|-----------|---|---|---|---|---|
| | N | S | O | F | C | |
| Sitting | | | X | X | | On bus seats for 10-20 min./ time, 2-3 hrs. total while cleaning the immediate area, cleaning driver's area, etc. |
| Standing | | | | X | | On interior bus surfaces up to 5 min./time, 4 hrs. total while performing cleaning duties inside the bus. |
| Walking | | | | X | | On interior bus or paved surfaces for up to 500 ft./time, 5 min./time, up to 4 hrs. total while cleaning inside bus, or around parking lot, or into building. |
| Perform Work on Ladders | X | | | | | |
| Climbing | | | | | | Up to 10 sec./time, 30 min. total while climbing three steps into/out of bus; utilizing step stool. |
| Balancing | | | X | X | | Up 10 min./time, 2-3 hrs. total, at heights of 2' while performing cleaning duties which involves balancing one's own weight while standing on bus seats. |
| Stooping / Bending | | | X | X | | Up to 1-2 min./ time, 2-3 hours total while cleaning kick panels, under seats, driver's area; scraping gum/stickers; replacing seats. |
| Twisting at Neck | | | X | X | | Up to 1-2 min./time, 2-3 hrs. total while cleaning awkward areas. |
| Twisting at Waist | | | X | X | | Up to 1-2 min./time, 2-3 hrs. total while cleaning awkward areas. |
| Squatting / Kneeling | | X | | | | On interior bus surfaces for up to 1-2 min./time, 45 min. total while scraping gum off floor or cleaning low areas. |
| Crawling | X | | | | | |
| Reach waist to shoulder | | | | | X | Up to 10 min./time, 6 hrs. total while manipulating cleaning supplies, rags, small hand tools, sweeping, sprayers, steamer wand; manipulating smaller power tools, etc. |
| Reach above shoulder | | | X | X | | Up to 1-2 minutes at a time for up to 2-3 hrs. hour total in a work shift while cleaning ceilings, handrails, windows, etc. |
| Reach below waist | | | | | X | Up to 10 min./time, 6 hrs. total while manipulating cleaning supplies, rags, small hand tools, sweeping, sprayers, steamer wand; manipulating smaller power tools, etc. |
| Keyboarding | | X | | | | Up to 1 min./time, 5 min. total while performing computer duties for time sheets. |
| Wrist Flexion/Extension | | | | X | | Up to 30 sec./time, 3 hrs. total when manipulating garbage bags, wiping down busses, utilizing sprayer/vacuum. |
| Handle/Grasp | | | | | X | Up to 30 min./time, 6 hrs. total while grasping mop, broom, spray handle, cart, stations, cleaning rags/supplies, etc. |
| Forceful Grasp | | | X | | | Up to 5 sec./time, 1 hr. total when manipulating garbage bags, mop buckets, entering/exiting coaches, grabbing seats, etc. |
| Fine Finger Manipulation | | | | X | | Up to 30 hrs./time, 3 hrs. total while writing, manipulating cleaning rags, scraping gum, picking off stickers, etc. |
| Hand Controls | | | | X | | Up to 10 min./time, 4 hrs. total while operating the steamer wand, spray wand computer mouse. |



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|---------------------------------------|--|---|---|---|---|---|
| | N | S | O | F | C | |
| Foot Controls | | X | | | | Up to 5 sec./time, 10 min. total while operating wheel locks on carts/mop buckets. |
| Repetitive Motion | | | | X | | Body Part: Upper extremities Cycles/hr. 200+ |
| Vibratory Tasks – High | X | | | | | |
| Vibratory Tasks – Low | X | | | | | |
| Talking | | | | X | | Up to 5 min./time, 30 min. total to discuss work duties with coworkers and supervisors. |
| Hearing | | | | | X | Continuously hears for moving equipment, vehicles, 2 way radio, equipment failures, safety alarms, etc. |
| Visual – Near Acuity | | | | | X | Performing cleaning duties. |
| Visual – Far Acuity | | | X | | | Watching for moving machinery and coaches. |
| Visual – Depth Perception | | | | X | | Performing cleaning duties. |
| Visual – Color Discrimination | X | | | | | Not required but could be advantageous. |
| Visual – Accommodation | | | | X | | Cleaning coaches as well as watching for moving machinery and coaches. |
| Visual – Field of Vision | | | X | | | Watching for moving machinery and coaches. |
| Exposure to Weather | | | X | | | Accessing coaches in the yard. |
| Extreme Cold | | X | | | | Extreme weather conditions. Coaches are not heated while being cleaned. |
| Extreme Hot | | X | | | | Extreme weather conditions, operating steamer. |
| Wet and / or Humidity | | | | X | | Spraying, steaming, cleaning/wiping, mopping, etc. |
| Proximity to Moving Mechanical Parts | | | X | | | Working around moving vehicles in the yard. |
| Exposure to Explosives | X | | | | | |
| Atmospheric Conditions | | | | X | | |
| Exposed Heights | X | | | | | |
| Exposure to Electricity | | X | | | | Charging batteries; plugging in equipment such as vacuum, heater, fan, etc. |
| Exposure to Toxic / Caustic Chemicals | | | X | | | Solvents. |
| Exposure to Radiation | X | | | | | |
| Noise Intensity | <input type="checkbox"/> Very Quiet <input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud | | | | | The employee can be in a quiet environment and can also be around moving coaches. |
| Other: | | | | | | |



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Analyst's Comments:

Battery powered backpack sprayer



Battery powered hand held sprayer





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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, BA, BA, VRC, CDMS

Update (if applicable):


Kyle Pletz (Feb 11, 2022 11:10 PST)

Feb 11, 2022

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification: Leif Engebo
Leif Engebo (Feb 11, 2022 11:38 PST)

Employee Verification: (optional)

Leif Engebo

Feb 11, 2022

Name

Date

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 Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| | | <input type="checkbox"/> PEP Physician |





KCJA Utility Service Worker 1-20-21

Final Audit Report

2022-02-11

| | |
|-----------------|--|
| Created: | 2022-02-11 |
| By: | Kyle Pletz (kpletz@nim.vocmail.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAfuATCbc0bjJR9aPrzB9XH73zPI9g8PqL |

"KCJA Utility Service Worker 1-20-21" History

-  Document created by Kyle Pletz (kpletz@nim.vocmail.com)
2022-02-11 - 7:09:06 PM GMT- IP address: 50.35.95.182
-  Document e-signed by Kyle Pletz (kpletz@nim.vocmail.com)
Signature Date: 2022-02-11 - 7:10:15 PM GMT - Time Source: server- IP address: 50.35.95.182
-  Document emailed to Leif Engebo (leif.engebo@kingcounty.gov) for signature
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-  Document e-signed by Leif Engebo (leif.engebo@kingcounty.gov)
Signature Date: 2022-02-11 - 7:38:22 PM GMT - Time Source: server- IP address: 198.49.222.20
-  Agreement completed.
2022-02-11 - 7:38:22 PM GMT