



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
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JOB ANALYSIS

Job Title:	Transit Custodian-Lead	DOT Title:	Cleaner, Commercial or Institutional
SVP:	2	DOT #:	381.687-014
Location of Analysis:	International District Station	Name: Claim:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Rex Lyon
Presenting VRC:		Employer Contact:	Jose Reyna
Date Analysis Completed:	6/1/17	Supervisor Contact Information	Phone: 206-477-3368 E-mail: jose.reyna@kingcounty.gov

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

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.

The Transit Custodian-Lead is responsible for assigning and coordinating the work of transit custodians and performing the full range of responsibilities identified in the Transit Custodian I and II classifications (see addendum).

1. Coordinate the work of and provide assistance to custodians performing a wide variety of custodial duties.
2. Assign work; control and monitor workflow; ensure adherence to all maintenance schedules.
3. Respond to questions and provide advice to assigned crewmembers; instructs crewmembers on work assignments.
4. Provide feedback to higher-level staff on employee and teamwork performance as well as any behavioral and attendance issues.
5. Inspect completed work assignments to ensure work has been completed on time and in a quality manner.
6. Train new and current personnel in required aspects of custodial work, safety procedures and operating policies.
7. Ensure all equipment is maintained appropriately and is in proper operating condition.
8. Advise crew members when their work is deficient or in violation of established regulations and procedures; recommend corrective actions to higher level staff when required.
9. Maintain varied records including work performed, time spent, materials used, operating logs and related information; enter and extract data using automated systems; maintain manual records as required.
10. Must be able to respond to unsanitary conditions that are emergent in nature.



King County Job Analysis Completed on: 6/1/17

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DOT #: 381.687-014

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EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Knowledge of workload planning and scheduling
 Knowledge of applicable service standards, operating policies and regulations
 Communication skills
 Customer service skills
 Interpersonal skills
 Basic computer skills required to enter and extract information from automated systems and related software applications
 Skill in assigning, balancing and checking work
 Skill in handling multiple competing priorities
 Skill in working with a variety of individuals from diverse backgrounds
 Skill in establishing and maintaining effective working relationships
 Skill in training and providing technical assistance
 Skill in problem solving
 Washington State Driver License
 Work requires reporting for duty during adverse weather events and other emergencies
 Willingness and availability to work varying shifts on weekdays, nights, weekends and holidays

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, County vehicles (Ford F350 and F550), telescoping poles, various hand tools, cellular telephone, 2-way radio and high-lift.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input 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%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week

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

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	30%			X				Up to 15 min./time, 2hr total while performing computer duties and driving.
Standing	10%		X					Up to 10 min./time, 1 hr. total while conversing with coworkers, superiors, vendors, etc.
Walking	60%				X			Up to ¼ mile at time, up to 5 hrs. total while traversing within, to and from transit stations. Also walks when pressure washing, vacuuming, performing floor care, etc.

Lifting floor – waist	N	S	O	F	C	lbs.	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.
		35-50					



King County Job Analysis Completed on: 6/1/17

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DOT #: 381.687-014

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Lifting waist–shoulder	N	S	O	F	C	lbs.	Up to 30 sec./time, 1 hr. total when manipulating bags of ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
		35-50					
Lifting above shoulder	N	S	O	F	C	lbs.	Up to 30 sec./time, 20 min. total when manipulating garbage bags, cleaner and paper products when unloading pallets and stocking items on shelves.
		5-25					
Carry (Dist.)	N	S	O	F	C	lbs.	Up to 30 sec./time, 20 min. total when moving ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
		35-50					
Pushing/ Pulling	N	S	O	F	C	Minimal	Up to 30 sec./time, 20 min. total when moving ice melt, cleaner and paper products when unloading pallets and stocking items on shelves.
		35-50				lbs force	

	N	S	O	F	C	
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.
Stooping / Bending		X	X			Up to 5-10 min. time, 45 min-1.5 hrs. total while stocking supplies, inspecting low areas for cleaning,
Twisting	X					
Squatting / Kneeling		X	X			Up to 5-10 min. time, 45 min-1.5 hrs. total while stocking supplies, inspecting low areas for cleaning,
Crawling	X					
Foot Controls			X			Driving county vehicles up to 15 min./time, 2 hrs. total.
Reaching (Level)	Forward		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.
	Below Waist		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.
	Above Shoulder	X				Up to 30 sec./time, 20 min. total when manipulating garbage bags, cleaner and paper products when unloading pallets and stocking items on shelves.



King County Job Analysis Completed on: 6/1/17

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DOT #: 381.687-014

Job Title: Transit Custodian-Lead

Claim #:

	N	S	O	F	C	
Handle/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, 2hr total while performing computer and paperwork duties.
Hand Controls			X			Up to 15 min./time, 2hr total while performing computer duties and driving.
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks			X			Up to 1 hr./time., 2 hrs. total when pressure washing.
Talking				X		Interacting with coworkers, vendors etc.
Hearing					X	Interacting with coworkers, vendors etc. employee also listens for potential hazards (works next to general public) and equipment malfunction.

Visual:

Employee works at various transit stations and is responsible for the cleanliness of the facilities. The employee continuously visually reviews their surroundings for cleanliness.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather				X		Noise Intensity			X		
Extreme Cold		X				Atmospheric Conditions			X		
Extreme Hot		X				Exposed Heights			X		
Wet and / or Humidity				X		Exposure to Electricity	X				
Proximity to Moving Mechanical Parts					X	Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives	X					Exposure to Radiation	X				

Other: The employee is potentially exposed to biohazards such as feces, needles, drug paraphernalia, blood etc. They work at various transit stations that includes exposure to the general public (mentally ill, drug addicts, etc.).

Analyst's Comments:

Possible Employer Modifications:

Transit Custodian II Addendum



King County Job Analysis Completed on: 6/1/17

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DOT #: 381.687-014

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PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting					X		Up to 45 min./ time, 3 hrs. total in a work shift while traveling to and from other bases/stations in a vehicle.	
Standing						X	Up to 1 hr./time, 6-8 hrs. total while washing walls, pressure washing, filling buckets, scrubbing surfaces and performing cleaning duties on a ladder or high-lift.	
Walking						X	On concrete, granite, carpet, tile and linoleum surfaces for up to 2.5 hrs. at a time, 6-8 hrs. total while cleaning floors, pressure washing, vacuuming, buffing floors, steam cleaning and scrubbing floors as well as when traversing between various buildings and within the bus tunnel.	

Lifting floor – waist	N	S	O	F	C	lbs.	Up to 10 min./time, 4 hrs. total with weights of 15-20 pounds while manipulating two gallons of cleaning solutions (16 pounds), empty vacuum (20 pounds), ½ bucket of water (16 pounds), paper towels (10-20 pounds), empty mop bucket (15-20 pounds), case of trash can liners (14.8 pounds), c-fold paper towels (17 pounds) garbage cans (10-20 pounds) and various cleaning supplies. Up to 2-3 min./time, 1.5 hrs. total with weights of 21-50 pounds while manipulating a case of paper towels and bag of ice melt (50 lbs.), blower (25 lbs.), cleaner (35 lbs.), full garbage bags (21-50 lbs.) and, full vacuum (25 lbs.).
		21-50	21-50	10-20			
Lifting waist–shoulder	N	S	O	F	C	lbs.	Up to 10 min./time, 4 hrs. total with weights of 15-20 pounds while manipulating two gallons of cleaning solutions (16 pounds), empty vacuum (20 pounds), ½ bucket of water (16 pounds), paper towels (10-20 pounds), empty mop bucket (15-20 pounds), case of trash can liners (14.8 pounds), c-fold paper towels (17 pounds) garbage cans (10-20 pounds) and various cleaning supplies.
		21-50	21-50	10-20			



King County Job Analysis Completed on: 6/1/17

Employee:

DOT #: 381.687-014

Job Title: Transit Custodian-Lead

Claim #:

							Up to 2-3 min./time, 1.5 hrs. total with weights of 21-50 pounds while manipulating a case of paper towels and bag of ice melt (50 lbs.), blower (25 lbs.), cleaner (35 lbs.), full garbage bags (21-50 lbs.) and, full vacuum (25 lbs.)
Lifting above shoulder	N	S	O	F	C	lbs.	Up to 1 min./time, 40 min. total with weights of 10-25 lbs. while manipulating supplies, cleaners, garbage bags, and pressure washer handle.
		10-25					
Carry (Dist.)	N	S	O	F	C	lbs.	Up to 10 min./time, 3 hrs. total with weights of 15-20 lbs. while moving 2 gallons of cleaning solutions (16 pounds), empty vacuum (20 lbs.), ½ bucket of water (16 pounds), paper towels (10-20 lbs.), garbage cans (10-20 lbs.), empty mop bucket (15-20 lbs.), case of trash can liners (14.8 lbs.), c-fold paper towels (17 lbs.) and various cleaning supplies. Up 5 min./time for up to 2 hrs. total with weights of 22-50 lbs. while moving a case of paper towels (50 lbs.), blower (42 lbs.), full garbage bags (21-50 lbs.) and, full vacuum (25 lbs.). A cart is available. When using the blower in the garage or tunnels the employee may carry the blower up to 30 min./time for up to 4 hrs. total in shift.
			20-50	15-20			

Pushing/ Pulling	N	S	O	F	C	Minimal	For distances of up to ¼ mile for up to 2.5 hrs./time with a force of 2-10 lbs. for 6-8 hrs. total while using an outdoor sweeper, broom, buffer, mop, vacuum, floor scrubber, pressure washer or utility cart.
					2-10	lbs force	
		N	S	O	F	C	
Climbing			X				On a ladder to 20-40 feet for up to 2 min./time, 30 min. total while cleaning high areas such as walls and light fixtures. Employee also climbs stairs up to 50 steps at a time.
Balancing					X	X*	On a ladder or high-lift at heights of 20-40' for up to 30 min./time, 4 hrs. total while utilizing a ladder or high-lift to remove graffiti, wash walls, wash windows, clean light fixtures, removing bird nests and stock supplies. *Can work on wet floors for an entire shift.
		N	S	O	F	C	



King County Job Analysis Completed on: 6/1/17

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DOT #: 381.687-014

Job Title: Transit Custodian-Lead

Claim #:

Stooping / Bending				X*		Up to 30 min./time, 5 hrs. total while removing graffiti, stocking supplies, performing floor care duties, emptying garbage cans, filling buckets of water, cleaning restrooms, moving furniture, plugging in equipment and vacuuming edges. *Can alt. with squat/kneel as needed.
Twisting	X					
Squatting / Kneeling				X		Up to 30 min./time, 5 hrs. total while removing graffiti, stocking supplies, performing floor care duties, emptying garbage cans, filling buckets of water, cleaning restrooms, moving furniture, plugging in equipment and vacuuming edges. *Can alt. with bend/stoop as needed.
Crawling		X				On concrete, granite, carpet, tile and linoleum surfaces for distances of up to 5' for up to 10 sec./time, 5 min. total while crawling under a piece of furniture to clean.
Foot Controls						Up to 1 hr./time, 2 hrs. total while operating a forklift, pressure washer, or driving a vehicle.
Reaching (Level) Forward Below Waist Above Shoulder					X	Up to 2.5 hrs./time, 6-8 hrs. total while operating equipment, washing walls, mopping, sweeping, dusting and cleaning.
				X		Up to 10 min./time, 4 hrs. total while cleaning up spills, emptying vacuum, maintaining equipment and scrubbing/scraping floors.
				X		Up to 1 hr./time, 4 hrs. total while washing walls/high places, washing mirrors, and dusting as well as refilling soap dispensers and paper towel dispensers.
Handle/Grasp					X	Up to 2.5 hrs./time, 6-8 hrs. total while using an outdoor sweeper, broom, mop, vacuum, floor scrubber, buffer, pressure washer or utility cart.
Fine Finger Manipulation					X	Up to 2.5 hrs./time, 6 hrs. total while completing work orders, completing time sheets, manipulating paper, turning cleaning equipment on/off, opening bottles, manipulating keys, opening plastic wrap and manipulating garbage bags.
Hand Controls					X	Up to 2.5 hrs./time with 2-10 lbs. of force, 6 hrs. total while using a floor scrubber, forklift, buffer or pressure washer.
Repetitive Motion	X					Body part: <input type="text"/> Cycles/hr. <input type="text"/>
Vibratory Tasks				X		Up to 1 hr./time., 3 hrs. total when pressure washing and floor scrubbing.
Talking				X		Up to 5 min./time, 3 hrs. total while conversing with supervisors and co-workers.
Hearing					X	Up to 7-9 hrs./time, 7 hrs. total while identifying potential dangers such as moving machinery and the general public. The employee works at a transit facility where vehicles are moving 24 hours per day.

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



King County Job Analysis Completed on: 6/1/17

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DOT #: 381.687-014

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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:

Presenting VRC signature:

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

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.

State 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 ☐ 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 | | |