

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

<http://www.kingcounty.gov/employees/HumanResources/SafetyClaims/JobAnalysis/analyses.aspx>

Physical Required: General physical, Diabetes, BP, Vision, and Back strength and lifting.

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Custodial Supervisor

DEPARTMENT: Executive Services, Facilities Maintenance WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs day-to-day supervision of custodial maintenance. The responsibilities include planning, organizing, scheduling, inspecting and coordinating daily work activities. Supervisor will also communicate regularly with tenants.

WORK ENVIRONMENT: Various office buildings and inside a detention facility.

ESSENTIAL FUNCTIONS: Plan, organize, schedule and coordinate daily work activities.

Prepares work schedules and staffing plans.

Participates in the selection of new employees; monitors work quality and quantity and recommends disciplinary action when necessary. Ensures proper paperwork is filled out by all staff on a daily basis. Identifies and recommends training needs of each staff member; provides training to subordinates. Provides input and/or prepares performance appraisals to evaluate subordinates. Develops and recommends policies and procedures for the work unit. Assists in budget preparation, budget tracking; authorizes purchases and codes invoices. Oversees program safety, which includes conducting monthly safety meetings, monitoring for safety hazards and unsafe personnel practices and recommending corrective action to supervisor if problems are noted. Provides input on new equipment specifications and recommends modifications to existing equipment. Organizes, prepares and maintains records and reports to ensure that the work is accomplished efficiently. Orders supplies and equipment.

### Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level \_\_\_\_\_
- Other \_\_\_\_\_

### Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	15 min – 1 hour
Walking <input type="checkbox"/> uneven terrain	2 – 4.5 hours
Sitting	2 – 7 hours
Climbing stairs	30 min -1.5 hours
Climbing <u>Ladder</u>	0 – 20 minutes
Balancing	0 – 30 minutes
Bending/Stooping	0 – 15 minutes
Kneeling	0
Crouching	0 – 15 minutes
Crawling	0
Foot controls	0 – 1.5 hours
Reaching above shoulders	0 – 15 minutes
Reaching waist-shoulder	1.5 – 5 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 30 minutes
Reaching floor-knee	0 – 15 minutes
Lifting/Carrying 1-10#	0 – 5 minutes
Lifting/Carrying 11-20#	0 – 5 minutes
Lifting/Carrying 21-50#	0 – 5 minutes
Lifting/Carrying 51-100#	0 – 5 minutes
Lifting/Carrying 100+#	0
Handling	4 – 6 hours
Hand Controls	0 – 1.5 hours
Fingering <input type="checkbox"/> keyboarding	0
Vision to assure safety of others	0
Hearing to assure safety of others	0
Other	

I have reviewed the following Job Analysis for the above-named candidate.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date