

# 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, Back strength and lifting, Hep B and TB.

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

JOB TITLE: Custodian

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

JOB DESCRIPTION: The responsibilities of this classification include maintaining the cleanliness of interiors of various office and industrial facilities. This is the first level of a three-level Custodian classification series and is distinguished from the other levels because incumbents perform the day-to-day duties associated with maintaining the cleanliness of the interior of various facilities. Incumbents working at this level do not serve in a lead or supervisory role.

WORK ENVIRONMENT: Various Office Buildings

ESSENTIAL FUNCTIONS: Clean various types of floors; vacuum, sweep and mop floors. Clean, stock and sanitize restrooms, office areas, elevators, and various King County facilities including tables, chairs, toilets, showers, sinks and walls. As directed, mix and use cleaning solutions and chemicals. Dust, wash and vacuum surfaces. Request and stock various types of supplies. Empty trash. Arrange furniture for cleaning and move furniture during reorganizations. Secure facility for safe cleaning.

### 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	30 min – 1 hour
Walking <input type="checkbox"/> uneven terrain	3 – 6 hours
Sitting	0
Climbing stairs	15 min – 1 hour
Climbing _____	0
Balancing	0 – 5 minutes
Bending/Stooping	1 – 3 hours
Kneeling	15 min – 1 hour
Crouching	15 min – 1 hour
Crawling	0
Foot controls	0 – 1 hour
Reaching above shoulders	5 – 40 minutes
Reaching waist-shoulder	3 – 5 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	3 – 5 hours
Reaching floor-knee	30 min – 1 hour
Lifting/Carrying 1-10#	15 – 30 minutes
Lifting/Carrying 11-20#	5 – 15 minutes
Lifting/Carrying 21-50#	5 – 20 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	3 – 5 hours
Hand Controls	5 – 15 minutes
Fingering <input type="checkbox"/> keyboarding	1 – 3 hours
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