

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, Audiogram and Respirator Questionnaire.

PATIENT NAME: _____

JOB TITLE: Custodian

DEPARTMENT: Natural Resources & Parks, Parks

WORK SCHEDULE: 40/week

JOB DESCRIPTION: The responsibilities of this classification include maintaining the cleanliness of interiors and exteriors 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 and exterior of various facilities. Incumbents working at this level do not serve in a lead or supervisory role.

WORK ENVIRONMENT: Inside and Outside.

ESSENTIAL FUNCTIONS: Clean and maintain floor surfaces (carpet, carpet runners, wax, concrete, non skid). Clean, stock and sanitize restrooms, locker rooms, kitchenette. Clean and maintain facility rooms and public Areas. Set-up and take-down event equipment (tables, chairs, stanchions, cabinets, etc). Empty garbage containers and deposit into dumpsters. Clean windows, mirrors, walls, surfaces and remove graffiti. Perform inspections. Inventory supplies and cleaning equipment, make supply requests. Schedule, train staff and give work assignments. Sweep and clean facility perimeter. Respond to emergencies (CPR, first aid, AED, evacuations).

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

***Continued on next page.

| PHYSICAL DEMAND | HRS PER SHIFT | PHYSICAL DEMAND | HRS PER SHIFT |
|---|------------------|--|------------------|
| Standing | 30 min – 1 hour | Reaching knee-waist | 1 – 6 hours |
| Walking <input type="checkbox"/> uneven terrain | 4 – 6 hours | Reaching floor-knee | 15 min – 1 hour |
| Sitting | 0 – 30 minutes | Lifting/Carrying 1-10# | 1 – 4 hours |
| Climbing stairs | 1 – 2 hours | Lifting/Carrying 11-20# | 1 – 2 hours |
| Climbing _____ | 0 | Lifting/Carrying 21-50# | 30 min – 1 hour |
| Balancing | 5 – 15 minutes | Lifting/Carrying 51-100# | 0 |
| Bending/Stooping | 1 – 3 hours | Lifting/Carrying 100+# | 0 |
| Kneeling | 10 min – 2 hours | Handling | 4 – 6 hours |
| Crouching | 10 min – 2 hours | Hand Controls | 1 – 4 hours |
| Crawling | 0 | Fingering <input type="checkbox"/> keyboarding | 30 min – 3 hours |
| Foot controls | 5 – 10 minutes | Vision to assure safety of others | 2.5 – 7 hours |
| Reaching above shoulders | 1 – 4 hours | Hearing to assure safety of others | 2.5 – 7 hours |
| Reaching waist-shoulder | 2 – 6 hours | Other | |

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

Physician's Signature

Date