

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Custodian

JOB CLASSIFICATION Custodian

DOT TITLE Cleaner, Commercial or Institutional

DOT NUMBER 381.687-014

DEPARTMENT Executive Services

DIVISION Facilities Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 38

CONTACT'S NAME & TITLE Kathi Murata, Assistant Facilities Maintenance Manager

CONTACT'S PHONE (206) 296-0643

ADDRESS OF WORKSITE

400 5th Ave

Seattle, WA 98126

VRC NAME Kyle Pletz

DATE COMPLETED 4/12/05

VRC NAME Jeff Casem

DATE REVISED 10/23/09

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional, approximately 50 hours per year.

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.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or as part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
7. Ability to lift large trash containers and move furniture as required.

JOB SPECIFIC REQUIREMENTS

At least two years of demonstrated building maintenance experience and/or training which gives evidence of the ability to perform the essential functions of this position, or any equivalent

combination of education and experience. Demonstrated knowledge of basic janitorial cleaning techniques; and the use and care of cleaning equipment. Knowledge of basic cleaning chemicals and safety requirements. Ability to follow verbal and written instructions, and lift, carry, move or handle up to 50 pounds on a regular basis. Demonstrated record of continuously reliable attendance. Candidates must possess a valid Washington State Driver's license prior to appointment or the ability to travel throughout King County in a timely manner. The candidate selected for this position may be required to successfully complete a thorough background investigation as some positions work in the King County courthouses. Final appointment is contingent upon passing a pre-employment physical examination.

ESSENTIAL FUNCTIONS

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

PERSONAL PROTECTIVE EQUIPMENT USED

Safety goggles, dust masks, gloves, boots, coveralls. (Tyvek)

OTHER TOOLS & EQUIPMENT USED

Cleaning solutions, spray bottles, keys, floor buffer, chemical mixer, vacuum, re-stock paper towel, soap and toilet tissue dispensers, garbage bags, dust mop, wet mop, broom, putty knife, rolling garbage can, utility cart, and rags.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat carpeted or linoleum surfaces for up to 3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cleaning sinks, showers, toilets and counters as well as when filling a mop bucket.

Walking

Health Care Provider initials if restricted _____

Continuously on flat carpeted or linoleum surfaces for distances of up to 400 feet for up 45 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while vacuuming (45 minutes), sweeping (15 minutes), collecting trash, and mopping.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time while climbing 5-9 flights of stairs for up to 1 hour total in a work shift. Most commonly occurs while performing the lobby assignments in downtown complex administration buildings.

Balancing

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs while walking on a wet floor.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 22 minutes total in a work shift. Most commonly occurs while dusting upper shelves and bookcases.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally to frequently for up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while cleaning toilets, replenishing soap and paper towels, sweeping, vacuuming, cleaning under desks and mopping.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on flat linoleum and carpeted surfaces for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets. The employee can reduce bending/stooping by alternating with kneeling or squatting in accordance with preference.

Kneeling

Health Care Provider initials if restricted _____

Occasionally on flat linoleum and carpeted surfaces for up to 3-5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets. The employee can reduce kneeling by alternating with squatting or bending/stooping in accordance with preference.

Squatting

Health Care Provider initials if restricted _____

Occasionally on flat linoleum and carpeted surfaces for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets. The employee can reduce squatting by alternating with kneeling or bending/stooping in accordance with preference.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Rare for 1 second at a time for up to 1 minute total in a work shift while pressing the handle release on the vacuum. One a very rare occasion the employee may drive for up to 30 minutes at a time for up to 1 hour total in a shift.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 30-40 minutes total in a work shift while dusting upper areas and washing windows/walls.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Continuously for up to 1.5 hours at a time for up to 5 hours total in a work shift while dust mopping, wet mopping, filling dispensers, emptying garbage cans and dusting.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Continuously for up to 1 hour at a time for up to 5 hours total in a work shift while performing vacuuming duties, cleaning toilets, mopping, and replacing toilet tissue in dispensers.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while emptying a vacuum bag, cleaning bathrooms fixtures, emptying wastebaskets, cleaning under desks and cleaning toilets.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for 5 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 3.5-10 pounds while lifting a wet mop, 1-gallon containers to and from utility cart as well as when emptying 3-gallon wastebaskets and lifting spray bottles.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 15 feet for up to 10 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 8 pounds while emptying wastebaskets in to rolling garbage can as well as carrying 1-gallon containers of cleaning solution.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds 5 minutes total in a work shift. Most commonly occurs with weights of 13-18 pounds while emptying wastebaskets in to rolling garbage can. Once every two weeks on supply day the employee lifts for up to 10 minutes in a shift while manipulating boxes of tissue, chemicals, paper towels, soap and various supplies.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 15 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-14 pounds while manipulating bags of trash to place in the trash compactor. Once every two weeks on supply day the employee carries for up to 15 minutes in a shift while moving boxes of tissue, chemicals, paper towels, soap and various supplies.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 5 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 20-25 pounds while placing or removing a vacuum on a cart. Vacuum weight varies depending on how full the bag is. Once every two weeks on supply day the employee lifts for up to 5 minutes in a shift while manipulating boxes of tissue, chemicals, paper towels, soap and various supplies. Approximately twice a week the employee may lift 3-4 chairs (12-17 pounds) and place them on a table in order to clean the floor.

Pushing and Pulling

Health Care Provider initials if restricted_____

Frequently for distances of up to 400 feet for up to 1 hour at a time with a force of up to 30 pounds for up to 4 hours total in a work shift while vacuuming (8-10 pounds), transporting materials via utility cart (30 pounds), dust mopping (3 pounds) and wet mopping (3 pounds).

Handling

Health Care Provider initials if restricted_____

Frequently for up to 1 hour at a time for up to 5 hours total in a work shift while vacuuming, dusting, using spray bottles, dust mopping, emptying garbage cans, wiping windows, wiping walls and wet mopping.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift while turning vacuum on and off, using squeeze lever on mop bucket, using faucets, using trigger sprayers and driving a truck.

Fingering

Health Care Provider initials if restricted_____

Frequently for up to 10 minutes at a time for up to 3 hours total in a work shift while manipulating keys, writing, manipulating a duster, changing soap, replenishing paper towels and tissue and manipulating power cords.

Talking

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 20-30 minutes total in a work shift while conversing with coworkers and supervisors to ensure that all tasks and duties are completed as well as when conducting inspections.

Hearing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while conversing with co-workers and supervisors to ensure that all tasks and duties are completed as well as when identifying potential hazards and dangerous situations.

Seeing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours in a work shift while reading labels of cleaning compounds, inspecting cleanliness of toilets and sinks, and reviewing job duties, and work schedules as well as when identifying potential hazards and dangerous situations.

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ENVIRONMENTAL FACTORS

The noise level is

Approximately 60-85 decibels. The noise is caused by a vacuum cleaner.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Wet: Occasionally-Frequently

Fumes: Occasionally

Odors: Continuously

Dusts: Frequently

Moving mechanical parts: Rare

Vibration: Occasionally

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

Use a backpack vacuum to reduce pushing and pulling.

Use long handle dusters and scrub brushes to reduce reaching and bending.

Use smaller mop to reduce pounds of pressure when pushing and pulling.

Self-propelled vacuum for cleaning hallways to reduce pushing and pulling.

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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

_____ ☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

_____ ☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings: _____

Printed or typed name and phone number of Health Care Provider _____

Signature of Health Care Provider _____

Date _____