EMPLOYEE: CLAIM #

Job Analysis Form

ALTERNATE FORMAT AVAILABLE

King County

JOB TITLE Shop Custodian

JOB CLASSIFICATION Transit Custodian II

DOT TITLE Cleaner, Commercial or Institutional

DOT NUMBER 381.687-014

DEPARTMENT Transportation

DIVISION Transit

 # OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 60

CONTACT'S NAME & TITLE Peggy Meyer, Supervisor

CONTACT'S PHONE 206-684-2737

ADDRESS OF WORKSITE
1301 Airport Way South
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 9/28/04

VRC NAME Jeff Casem

DATE REVISED 05/09/08

WORK HOURS
40 Hours per week, 4 10-hour days or 5 8- hour days. There are three shifts that the employee must be able to work: day, swing or graveyard.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional, on an occasional basis in accordance with business demand.

JOB DESCRIPTION
The person in this position will work in an industrial setting to maintain the cleanliness of interiors and exteriors of offices and shop environments; the locations are within King County, for the transit bus barns and the downtown transit bus tunnel.

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 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.

JOB SPECIFIC REQUIREMENTS

Must have experience and/or training which give evidence of the ability to perform the essential functions of the position. Must have demonstrated ability to use heavy and/or motorized cleaning equipment; to have predictable, reliable and timely attendance; to work independently or as part of a team; and to perform repetitious job tasks. Must be able to read, write and communicate in English; able to interact appropriately with others; skill in dealing with customer sensitivity. Must have the ability to accept direct supervision, follow written or verbal directions; maintain standardized work pace; work any shift. Experience and skill in forklift operation, and use of motorized floor scrubbers and carpet extractors is desired. Must be able to constantly lift, carry and move objects of less than 25 pounds; lift and move up to 50 pounds unassisted; move up to 100 pounds with assistance. Must have the ability to work at heights of up to 10 feet and have the ability to walk continuously throughout a work day.

ESSENTIAL FUNCTIONS

1. Contain and clean up fuel or oil spills.
2. Steam cleans or pressure washes drains, trenches, and sub-surface vehicle maintenance areas.
3. Cleans steam room and shop walls (10 feet and above) using various lifting equipment.
4. Cleans, sanitizes and stocks lunchroom, restrooms and elevators, including tables, chairs, toilets, showers, sinks and walls.
5. Strips, waxes and scrubs various types of floors; vacuum carpets and spray/buff floors.
6. Sweeps, rakes, clears snow and cleans facility perimeter.
7. Sets up and arranges furniture.
8. Dusts, washes and vacuums surfaces; clean glass windows and surface areas, including graffiti removal.
9. Empties trash dumpsters; empties some trash containers using forklift and/or manually.
10. Requests and stocks various types of supplies.
11. Uses good judgment to mix and use cleaning solutions and chemicals.
12. Operates various pieces of equipment such as vacuums, buffers, carpet cleaners, floor scrubbers, shop vacs, steam cleaners and pressure washers.
13. Ensures care and proper operation of equipment.
14. Secures facility areas using basic safe cleaning rules.
15. Lifts and moves up to 50 pounds unassisted, 100# with assistance when manipulating cleaning equipment/machinery.

NON-ESSENTIAL FUNCTIONS

Driving a County vehicle to various transit facilities to perform cleaning functions.

PERSONAL PROTECTIVE EQUIPMENT USED

Ear protection, eye protection, face shields when appropriate, breathing protection, gloves, coveralls, Tyvek suit, safety vest, hardhat and fall protection.

OTHER TOOLS & EQUIPMENT USED

Forklift, outdoor sweeper, motorized floor scrubbers, carpet extractors, high & low speed floor buffers, vacuum cleaners, mops, brooms, pressure washers, rolling ladders, step ladders, telescoping poles, various hand tools, pager, cellular telephone, 2-way radio and high-lift.

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 to Heavy
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.

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-2- pounds of force constantly to move objects.

Standing Health Care Provider initials if restricted_____
Continuously on concrete, granite, carpet, tile and linoleum surfaces for up to 1 hour at a time for up to 6-8 hours total in a work shift. Most commonly occurs while washing walls, pressure washing, filling buckets, scrubbing surfaces and performing cleaning duties on a ladder or high-lift.

Walking Health Care Provider initials if restricted_____
Continuously on concrete, granite, carpet, tile and linoleum surfaces for distances of up to ¼ mile for up to 2.5 hours at a time for up to 6-8 hours total in a work shift. Most commonly occurs while cleaning floors, vacuuming, buffing floors, steam cleaning and scrubbing floors as well as when traversing between various buildings and within the bus tunnel.

Sitting Health Care Provider initials if restricted_____
Occasionally on an automobile seat for up to 45 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while traveling to and from other bases in a vehicle.

Climbing stairs Health Care Provider initials if restricted_____
Occasionally to frequently for up to 30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while cleaning stopped stairwells and escalators as well as traversing to and from work areas where an elevator is no available. The employee may climb stairs while carrying various supplies.

Climbing Health Care Provider initials if restricted_____
Occasionally on a ladder to heights of up to 20-40 feet for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while cleaning high areas such as walls and light fixtures.

Balancing Health Care Provider initials if restricted_____
Occasionally on a ladder or high-lift at heights of 20-40 feet for up to 30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while utilizing a ladder or high-lift to remove graffiti, wash walls, wash windows, clean light fixtures and stock supplies.

Bending neck up Health Care Provider initials if restricted_____
Frequently to Continuously for up to 10 minutes at a time for up to 6-8 hours per day total in a work shift. Most commonly occurs while cleaning walls, light fixtures and upper areas as well as when organizing, placing and removing supplies on upper shelves.

Bending neck down Health Care Provider initials if restricted_____
Frequently to Continuously for up to 2 hours at a time for up to 6-8 hours per day total in a work shift. Most commonly occurs while cleaning lower sections of walls, steps and floors as well as when steam cleaning, vacuuming and pressure washing.

Bending/Stooping Health Care Provider initials if restricted_____
Frequently on concrete, granite, carpet, tile and linoleum surfaces for up to 30 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs 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.

Kneeling Health Care Provider initials if restricted_____
Occasionally to Frequently on concrete, granite, carpet, tile and linoleum surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while cleaning up spills, emptying vacuum, maintaining equipment and scrubbing/scraping floors. The employee can alternate with squatting in accordance with preference.

Squatting Health Care Provider initials if restricted_____
Occasionally to Frequently on concrete, granite, carpet, tile and linoleum surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while cleaning up spills, emptying vacuum, maintaining equipment and scrubbing/scraping floors. The employee can alternate with kneeling in accordance with preference.

Crawling Health Care Provider initials if restricted_____
Rarely on concrete, granite, carpet, tile and linoleum surfaces for distances of up to 5 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while crawling under a piece of furniture to clean.

Operating Controls with Feet Health Care Provider initials if restricted_____
Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift; most commonly while operating a forklift, pressure washer, or driving a vehicle.

Reaching above shoulder height Health Care Provider initials if restricted_____
Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while washing walls/high places, washing mirrors, and dusting as well as refilling soap dispensers and paper towel dispensers.

Reaching at waist to shoulder height Health Care Provider initials if restricted_____
Continuously and highly repetitive for up to 2.5 hours at a time for up to 6-8 hours total in a work shift while operating equipment, washing walls, mopping, sweeping, dusting and cleaning.

Reaching at knee to waist height Health Care Provider initials if restricted_____
Frequently for up to 30 minutes at a time for up to 5 hours total in a work shift while vacuuming, sweeping, mopping and waxing floors.

Reaching at floor to knee height Health Care Provider initials if restricted_____
Occasionally to Frequently on concrete, granite, carpet, tile and linoleum surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while cleaning up spills, emptying vacuum, maintaining equipment and scrubbing/scraping floors.

Lifting 1-10 pounds Health Care Provider initials if restricted_____
Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 3-8 pounds while manipulating paper towels, cleaning solutions, toilet paper, and pressure washing wand as well as when stocking supplies and emptying waste baskets.

Carrying 1-10 pounds Health Care Provider initials if restricted_____
Continuously for distances of up to ¼ mile for up to 2.5 hours at a time for up to 7-9 hours total in a work shift. Most commonly occurs with weights of 2-8 pounds while always carrying a 2-pound, 2-way radio. The employee also carries various cleaning supplies, cellular telephone and pager as well as various hand tools and cleaning equipment.

Lifting 11-20 pounds Health Care Provider initials if restricted_____
Occasionally for distances of up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs 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.

Carrying 11-20 pounds Health Care Provider initials if restricted_____
Occasionally for distances of up to 50 feet for up to 10 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 15-20 pounds while moving two gallons of cleaning solutions (16 pounds), empty vacuum (20 pounds), ½ bucket of water (16 pounds), paper towels (10-20 pounds), garbage cans (10-20 pounds), empty mop bucket (15-20 pounds), case of trash can liners (14.8 pounds), c-fold paper towels (17 pounds) and various cleaning supplies.

Lifting 21-50 pounds Health Care Provider initials if restricted_____
Occasionally for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 21-50 pounds while manipulating a case of paper towels (50 pounds), blower (42 pounds), full garbage bags (21-50 pounds) and, full vacuum (25 pounds).

Carrying 21-50 pounds Health Care Provider initials if restricted_____
Occasionally for distances of up to 20 feet for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 22-50 pounds while moving a case of paper towels (50 pounds), blower (42 pounds), full garbage bags (21-50 pounds) and, full vacuum (25 pounds). A cart is available.

Lifting 51-100 pounds Health Care Provider initials if restricted_____
Rarely for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 51-100 pounds while performing a two person lift of cleaning equipment.

Pushing and Pulling Health Care Provider initials if restricted_____
Continuously for distances of up to ¼ mile for up to 2.5 hours at a time with a force of 2-10 pounds for up to 6-8 hours total in a work shift while using an outdoor sweeper, broom, buffer, mop, vacuum, floor scrubber, pressure washer or utility cart.

Handling Health Care Provider initials if restricted_____
Continuously for distances of up to ¼ mile for up to 2.5 hours at a time for up to 6-8 hours total in a work shift while using an outdoor sweeper, broom, mop, vacuum, floor scrubber, buffer, pressure washer or utility cart.

Operating Controls with Hands Health Care Provider initials if restricted_____
Continuously and highly repetitive for up to 2.5 hours at a time with a force of 2-10 pounds for up to 6 hours total in a work shift while using a floor scrubber, forklift, buffer or pressure washer.

Fingering Health Care Provider initials if restricted_____
Frequently for up to 2.5 hours at a time for up to 6 hours total in a work shift while completing work orders, writing completing time sheets, manipulating paper, turning cleaning equipment on/off, opening bottles, manipulating keys, opening plastic wrap and manipulating garbage bags.

Talking Health Care Provider initials if restricted_____
Occasionally to frequently for up to 5 minutes at a time for up to 3 hours total in a work shift while conversing with supervisors and co-workers.

Hearing Health Care Provider initials if restricted_____
Continuously for up to 2.5 hours at a time for up to 7-9 hours total in a work shift while identifying potential dangers such as moving machinery and the general public. The employee works at a transit base where vehicles are moving 24 hours per day.

Seeing Health Care Provider initials if restricted_____
Continuously for up to 2.5 hours at a time for up to 7-9 hours total in a work shift while identifying potential dangers such as moving machinery and the general public. The employee works at a transit base where vehicles are moving 24 hours per day.

Working with Heightened Awareness Health Care Provider initials if restricted_____
Continuously for up to 2.5 hours at a time for up to 7-9 hours total in a work shift while identifying potential dangers such as moving machinery and the general public. The employee works at a transit base where vehicles are moving 24 hours per day and also works in areas with exposure to the general public.

ENVIRONMENTAL FACTORS
Work is performed in a transit base setting with continuous exposure to moving machinery. Work is also performed at various transportation settings with direct exposure to the general public. The

employee can be exposed to the general public at night, which may include potentially hostile persons. The employee is also exposed to garbage which can contain potentially harmful objects such as broken glass, contaminated needles and biohazard waste.

The noise level is HCP Initials if Restricted

Approximately 40-85 decibels. The noise is caused by cleaning equip.

Work environment may include the following exposure(s): HCP Initials if Restricted

Outside weather: Occasionally
Fumes: Occasionally-Frequently
Odors: Frequently
Dusts: Occasionally-Frequently
Mists: Occasionally
Moving mechanical parts: Continuously
Vibration: Occasionally
Working in high, exposed places: Rare
Toxic or caustic chemicals: Frequently

POTENTIAL MODIFICATIONS TO JOB

Backpack vacuum to reduce push/pull force when vacuuming.
Smaller mops to reduce push/pull when mopping.

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

JOB TITLE: Shop Custodian
EMPLOYEE:

DOT #: 381.687-014
CLAIM #

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