

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Senior Environmental Health Specialist
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5710
Date:	June 2001; May 2018
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

INTRODUCTION:

A complete job description is available through STANISLAUS COUNTY Human Resources. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen Physical Therapy, Inc. The methodology for documentation consisted of on-site visits, using various measuring devices such as dynamometers and scales, as well as observation and interviews with employees and managers. A detailed record was made of the physical and functional demands of the job in terms of force pounds, weight, frequency, height, distance, anthropometric measurements, stamina, and degrees of range of motion. The determination of the frequencies of functional activities is based on standards provided by the National Institute for Occupational Safety and Health (NIOSH) and the Work Practice Guide for Manual Lifting (U.S. Department of Commerce, National Technical Information Service).

The Job Task Analysis is organized as follows: General work description; safety requirements; equipment; environmental factors; and physical/functional demands.

GENERAL WORK DESCRIPTION:

The frequency of the following activities may vary according to the physical requirements of the specific job tasks that the employee may be required to perform at random intervals.

Under the general supervision of the department manager, the **Senior Environmental Health Specialist**, makes highly technical environmental inspections and investigations requiring specialized training and knowledge. Specializes in specific program areas and assists the Environmental Resources Program Manager by providing lead supervision and coordinating the work of the Environmental Health Specialists in making inspections, investigations, and enforcing sanitation regulations.

SPECIFIC DUTIES: Available through the Human Resources Department.

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

Safety Requirements: All employees are required to observe company safety procedures and standards to insure individual and collective safety, in addition to avoiding unnecessary risk to oneself, co-workers, customers, and property.

Equipment:

- | | |
|---------------------------|---|
| 1. 2 or 4 Wheel cart | 17. Mud scale |
| 2. Alcohol swabs | 18. Pager |
| 3. Bluetooth printer | 19. pH meter |
| 4. Calculator | 20. pH scale |
| 5. Camera | 21. Plan cart |
| 6. Cell phone | 22. Pool test kits |
| 7. Computer | 23. Rubber boots |
| 8. Dog spray | 24. Septic probe |
| 9. Flashlight | 25. Staple gun |
| 10. GPS | 26. Tabletop |
| 11. Hand truck | 27. Test strips (chlorine, pH, quatamary ammonia) |
| 12. Hard hats | 28. Thermometers (probe, infrared) |
| 13. Inspector spray | 29. UV light |
| 14. Level | 30. Vehicle |
| 15. Measuring tapes/wheel | 31. Water sample bottles |
| 16. Mirror | |

*All employees within the **Senior Environmental Health Specialist** position are required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employees must be physically capable of working in any of the job tasks within the **Senior Environmental Health Specialist** position.*

ENVIRONMENTAL FACTORS



The following percentages are given in terms of an eight-hour workday:

Seldom =	1% - 2%	Frequent =	34% - 66%
Occasional =	3% - 33%	Constant =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:.....	Not Applicable
2.	Being around moving machinery:..... Road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.....	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):..... Response to customer complaints of irritating environments	Occasional
5.	Driving: Vehicle	Not Applicable
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Required
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i> Illegal dump sites	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... Water, mud, undeveloped ground	Occasional
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:.....	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i> Hand washing during each food inspection, pool inventory inspections; utilizing testing equipment, monitoring swimming pool water for health and safety issues.	Occasional
15.	Working proximity:..... Alone: Closely with others:	Frequent Frequent
16.	Working inside:.....	Frequent
17.	Working outside:.....	Frequent

FUNCTIONAL ACTIVITIES



The frequency of the following activities may vary according to the physical requirements of the specific job tasks the employee may be required to perform at random intervals.

PHYSICAL AND FUNCTIONAL REQUIREMENTS

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

1.) **PUSH**: *Pushing activities may require use of the back in conjunction with leg and arm musculature.*

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-100 pounds:	Not Required	Maximum Force: 50 Pounds

Assistive Devices: 2-Wheel Cart. Additionally, one or more person(s) assistance is available with forces greater than 50 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. environmental health educational materials; doors). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 200 feet when performing job tasks (e.g. up to 15 pounds of force to travel with 2-wheeled cart; open/close door, drawer, file, up to 50 pounds of force applies to T-bar probing).

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	Maximum Force: 15 Pounds

Assistive Devices: 2 or 4 Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and/or supplies (e.g. environmental health education materials; doors). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height when performing job tasks (e.g. up to 15 pounds of force when traveling with a 2 or 4-wheeled cart; open/close door, drawer, files). *Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.*

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	Maximum Force: <u>25</u> Pounds
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	

Assistive Devices: One or more person(s) assistance is available with weights greater than 25 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. miscellaneous office and field work items).

The employee lifts items weighing between <1 pounds and 25 pounds when performing job tasks (e.g. plans, briefcase, measuring wheel, files, tote; tablet or notebook computer). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	Maximum Force: <u>25</u> Pounds
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	

Assistive Devices: One or more person(s) assistance is available with weights greater than 25 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. miscellaneous office and field work items). The employee lifts items weighing between <1 pounds and 25 pounds when performing job tasks (e.g. up to 25 pound plans or files, documents, notices, thermometer, septic probe, level, measuring tape, cellular phone, camera, plans, briefcase, measuring wheel, files, tote; tablet or notebook computer).

5.) **WEIGHT CARRY:** *Carrying weighted objects between waist and chest height beyond a distance of four feet.*

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	Maximum Force: <u>15</u> Pounds
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	

Assistive Devices: One or more person(s) assistance is available with weights greater than 15 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. miscellaneous office and field work items). The employee carries items weighing between <1 pound and 15 pounds between 5 feet and 200+ feet when performing job tasks (e.g. up to 15 pound plans or files, documents, notices, thermometers, septic probe, level, measuring tape, cellular phone, camera; plans, briefcase, measuring wheel, files tote; tablet or notebook computer).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT**

0-10 pounds:	Seldom		
11-100 pounds:	Not Required	Maximum Force:	10 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is required to perform job tasks (e.g. miscellaneous storage). The employee lifts items weighing between <10 pound and 10 pounds to a maximum height of 84 inches when performing job tasks (e.g. miscellaneous stored items overhead). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Seldom
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Comments: Overhead reach is required to perform job tasks (e.g. search for miscellaneous stored items). *A ladder (appropriate height) or step stool may be utilized to bring items to eye or shoulder level. Variables to overhead reaching will be the employee's height and anthropometric reach.*

8.) **FORWARD REACH:**

MAXIMUM FREQUENCY:	Frequent
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Comments: Forward reach is performed up to a distance of 28 inches when retrieving, adjusting equipment, and/or supplies (e.g. environmental testing and investigation with thermometer, chemical test equipment, flash light, camera, probe; drive vehicle; desktop; counter work). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY:	Seldom
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Comments: Stooping is performed when retrieving, returning, adjusting equipment, and/or supplies (e.g. environmental testing and investigation with thermometer, chemical test equipment, flash light, camera, probes). *Variable to stooping will be the employee's height. Stooping of the head, trunk and knees can be minimized or avoided by substituting alternate positions of squatting, kneeling or bending when performing job tasks.*

10.) **SQUAT:** *(Unloaded)*

MAXIMUM FREQUENCY:	Seldom
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Comments: Squatting is performed when retrieving, returning, storing, adjusting equipment, and/or supplies (e.g. environmental testing and investigation). *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

11.) FORWARD BEND:**MAXIMUM
FREQUENCY:** Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting equipment, and/or supplies (e.g. environmental testing and investigation). Maximum forward trunk flexion required is 60 degrees. *Employee may minimize or avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, kneeling, half kneeling, stooping, sitting or squatting.*

12.) TWIST:**MAXIMUM
FREQUENCY:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, inspecting equipment, and/or supplies (e.g. environmental testing and investigation; climb in/out of vehicle; drive vehicle; worksite surveillance). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel office chair.*

13.) TURN:**MAXIMUM
FREQUENCY:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting equipment and/or supplies (e.g. environmental testing and investigation; worksite surveillance).

14.) KNEEL:**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when performed retrieving, returning, storing, adjusting equipment and/or supplies (e.g. environmental testing and investigation). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15.) CRAWL:**MAXIMUM
FREQUENCY:** Not Required

Comments: Crawling is not required to perform job tasks.

16.) STAIR CLIMB:**MAXIMUM
FREQUENCY:** Seldom

Comments: Stair climb is required in order to go to/from basements, two or more story buildings and entrance steps to building). *2-step step stool is available.*

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climbing not required to perform job tasks. *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Walking is performed when inspecting and investigating (e.g. to/from office/vehicle, inspection sites; permit inspection for public bathing areas; water supply wells; septic systems; complaint sites; surveillance; leach fields; septic tank; uneven and underdeveloped ground surfaces; embankments and slopes). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. desktop work; driving vehicle; meetings; training sessions)

20.) **STAND: (Static)**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is required to perform job tasks (e.g. on-site inspection and/or investigation; surveillance; collaborating with outside agency and/or colleague; counter work at reception).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Good balance is required for safe walking, standing, climbing, reaching and lifting.

22.) **HAND/FOOT CONTROL:**

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Occasional
Left:	Occasional
Both:	Occasional
Either:	Not Required
FOOT:	
Right:	Occasional
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle) operating equipment, controls (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. drive vehicle).

23.) **UPPER AND LOWER EXTREMITY COORDINATION:**

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Occasional
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, and transporting equipment, testing and supplies (e.g. monitoring environmental sites; office work; driving vehicle).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; handle miscellaneous office items and testing equipment, drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; drive vehicle t-bar probe).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, handwrite, page turn, sort, file, pour, measure; monitor touch screen).

Eye/hand coordination is utilized to perform job tasks (e.g. drive vehicle, keyboard, mouse, handwrite, page turn, sort, file, pour, measure, monitor touch screen).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle). *Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.*

24.) **CERVICAL (NECK) MOVEMENT:**

<u>MAXIMUM REQUIREMENT</u>	
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. office work, environmental inspection and/or investigation; surveillance; customer consultation and/or complaint response; drive vehicle). *Participation in the observation of the work environment allows for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.*

{End of Report}



STANISLAUS COUNTY

JOB TASK ANALYSIS SUMMARY

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

SENIOR ENVIRONMENTAL HEALTH SPECIALIST

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	50 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	15 pounds	<i>Ladder Climb</i> ¹	Not Required
<i>Stand Up Lift</i> ¹	25 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	25 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	15 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i> ¹	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

Date: _____

 Contact Person
 Title

Date: _____

R.EHS

 Contact Person
 Title

Date: *10/9/18*

LA/gm