



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Deputy Zoning Enforcement Officer (Graffiti Abatement)
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	February 2010
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 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.

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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 Deputy Zoning Enforcement Officer investigates, tracks, reports and initiates enforcement action on complaints regarding violations of the Code Enforcement and Zoning Ordinances regulating the use, maintenance and occupancy of buildings, structures and land; prepares reports acceptable to the Department of Environmental Resources and the offices of the County Counsel and/or the District Attorney.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<http://www.stancounty.com/personnel/PDF/JobSpecifications.pdf>

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. Camera | 8. Paint |
| 2. Compressor | 9. Paint application paraphernalia |
| 3. Computer | 10. Pressure washer |
| 4. Keyboard/Mouse | 11. Radio |
| 5. Ladders | 12. Tarps |
| 6. Media blaster | 13. Vehicle |
| 7. OC spray | |

*All employees within the **Deputy Zoning Enforcement Officer (Graffiti Abatement)** 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 **Deputy Zoning Enforcement Officer (Graffiti Abatement)** position.*

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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 60 Pounds	

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance may be available with forces greater than 60 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. cart, door). The employee exerts up to 60 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100 feet when performing job tasks (e.g. up to 35 pounds of force to travel with cart; open/close door, drawer, files, cabinets; paint pump; pressure washer wand).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 60 Pounds	

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance may be available with forces greater than 60 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. cart, door). The employee exerts up to 60 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100 feet when performing job tasks (e.g. up to 35 pounds of force to travel with cart; open/close door, drawer, files, cabinets; paint hose; paint pump; pressure washer wand; engine pull start cord; recoil hose). *Pushing is the preferred method of moving carts.*

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 60 Pounds	

Assistive Devices: One person assistance may be available with weights greater than 60 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. paint, painting devices, cleaning aides). The employee lifts items weighing between <1 pound and 60 pounds from/to the floor when performing job tasks (e.g. up to 60-pound 5-gallon bucket of paint; hose, spray gun; safety ladder, camera; duty belt; miscellaneous painting paraphernalia; paint brush, roller, tape, stir stick; traffic cones). *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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Frequent
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 60 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance may be available with weights greater than 60 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. paint, painting devices, cleaning aides). The employee lifts items weighing between <1 pound and 60 pounds from/to the floor when performing job tasks (e.g. up to 60-pound 5-gallon bucket of paint; hose, spray gun; safety ladder, camera; duty belt; miscellaneous painting paraphernalia; paint brush, roller, tape, stir stick; traffic cones).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Frequent
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 60 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance may be available with weights greater than 60 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. paint, painting devices, cleaning aides). The employee carries items weighing between <1 pound and 60 pounds between 5 feet and 25+ feet when performing job tasks (e.g. up to 60-pound 5-gallon bucket of paint; paint brushes, hose, spray gun; safety ladder, camera; duty belt; miscellaneous

painting paraphernalia; paint brush, roller, tape, stir stick; up to 50-pound bags of pressure blasted material; traffic cones).

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

MAXIMUM REQUIREMENT	
0-10 pounds:	Seldom
11-25 pounds:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required

Maximum Force: 10 Pounds

Assistive Devices: Paint applicator extension handle, vertical ladder, step ladder, vertical ladder or step stool is available to bring items to eye or shoulder level. Additionally, one person assistance may be available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or equipment and supplies (e.g. paint applicator, storage). The employee lifts items weighing between <1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. store miscellaneous painting equipment; reach for work site preparation, painting and/or cleaning; spray hose). *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 performed to a maximum height of 72 inches when performing job sites (e.g. reach to investigate, prepare, paint and/or clean worksite). *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 to a distance of 28 inches when manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. reach lateral or forward to drive vehicle; load/unload truck; maintain inventory of supplies within office/storage/truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing; photography of crime scene). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY:	Occasional
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Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls and supplies (e.g. stoop to reach below waist height load/unload truck; maintain inventory of supplies within office/storage/truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing). *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

Comments: Squatting is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. squat to reach below waist height to load/unload truck; maintain inventory of supplies within office/storage/truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing). *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, moving, and/or transporting equipment, controls and supplies (e.g. bend to reach near or far below waist height to load/unload truck; maintain inventory of supplies within office/storage/truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing). 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, moving, and/or transporting equipment and supplies (e.g. twist to drive vehicle; load/unload truck; maintain inventory of supplies within office/storage/truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing). *Twisting at the waist may be minimized by turning the whole body, including the feet.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. turn to load/unload truck; maintain inventory of supplies within office/storage/truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing; surveillance).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Kneeling is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. kneel to load/unload truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing). *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 performed when performing job tasks (e.g. crawl under fence, embankments, crawl space).

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Stair climb is performed when performing job tasks (e.g. private or commercial building, hillside embankments).

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders vertical, or steps to access worksite (e.g. graffiti crime scene location) located 10 feet above floor level (e.g. climb to reach overhead for graffiti located on public or private perimeter of building, wall, fence, equipment). *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 retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. walk to/from worksite; load/unload truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing; to/from collaborating agency and/or colleagues). 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. sit for desk top work; drive vehicle; meetings with collaborating agency and/or colleagues). *Specific work tasks may require up to frequent standing and/or walking.*

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

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 30-minute intervals when performing job tasks (e.g. stand to load/unload truck; prepare/clean-up of paint and supplies; operate paint brush, roller, spray gun; clean, tape worksite; wiping and scrubbing; worksite investigation and analysis; public presentations; interview public). *Specific work tasks may require up to frequent sitting and/or walking.*

21.) **BALANCE:**

MAXIMUM FREQUENCY:	Frequent
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Comments: Adequate balance is required for safe walking, standing, climbing, reaching and lifting.

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

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

Comments: Hand controls are utilized to operate equipment (e.g. vehicle, paint spray device) when adjusting controls (e.g. driving vehicle; paint spraying, removal, washing). Foot controls are utilized to operate equipment (e.g. driving vehicle).

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

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

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. paint, painting paraphernalia, vehicle).

Simple grasping is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds; paint spraying, brushing, scraping; driving vehicle; pull/push cart, hose).

Firm grasping is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater; paint spraying, brushing, scraping; pull/push cart, hose).

Fine manipulation is utilized to perform job tasks (e.g. painting, taping, mixing, pouring; keyboard, handwriting, page turning, sorting).

Eye/hand coordination is utilized to perform job tasks (e.g. painting, taping, mixing, pouring; keyboard, handwriting, page turning, sorting; driving vehicle).

Hand/foot coordination is utilized to perform job tasks (e.g. driving 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:	Occasional
Rotating:	Frequent
Extending:	Occasional

Comments: Neck movement is required when performing job tasks (e.g. driving vehicle, protective surveillance; worksite analysis; worksite preparation; painting, clean-up). *Participating in observation of work environment allowing 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:

DEPUTY ZONING ENFORCEMENT OFFICER (GRAFFITI ABATEMENT)

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	60 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	60 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	60 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	60 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	60 pounds	<i>Stand (Static)</i> ¹	Frequent
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Frequent
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Frequent
<i>Stoop</i> ¹	Occasional	<i>Simple Grasp</i> ¹	Constant
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Occasional
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Constant
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Frequent
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> ¹	Seldom
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

_____ Date: _____ Lyle Andersen, PT, CWCE Preparer Signature	_____ Date: _____ Contact Person Title
_____ Date: _____ Contact Person Title	_____ Date: _____ Contact Person Title

LA/au