Job Task Analysis

Employer: Stanislaus County Occupation: Parks Maintenance Worker **Classification:** I, II, III **Company Contact:** Risk Management 1010 10th Street Modesto, California 95354 (209) 525-5710 Date: February 2010; Updated September 2019 **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, Parks Maintenance Worker collects fees and assists visitors at County parks and performs routine park and grounds maintenance tasks. related grounds and structures cleanup and operates light grounds maintenance equipment.

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

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

<u>Safety Requirements</u>: 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-way radio.
- 2. Aerator.
- 3. Air tools.
- 4. Arch welder.
- 5. Backhoe.
- 6. Backpack blower.
- 7. Barricade.
- 8. Cash register.
- 9. Chain saw.
- 10. Chopsaw (or metal).
- 11. Computer.
- 12. Cone.
- 13. Copy machine.
- 14. Dozer.
- 15. Drill press.
- 16. Dump truck.
- 17. Forklift.
- 18. Gas cutting torch.
- 19. Gas edger.

- 20. Grinders and sander.
- 21. High pressure washer.
- 22. High ranger lift truck.
- 23. Jackhammer.
- 24. Miscellaneous garden tools.
- 25. Plumbers power snake.
- 26. Power hedge trimmers.
- 27. Power pole pruner.
- 28. Power saw.
- 29. Push mower.
- 30. Riding lawn mower.
- 31. Sign machine.
- 32. Spray rig.
- 33. Table saw.
- 34. Tractors.
- 35. Various cement tools.
- 36. Various hand tools.
- 37. Weed eater.

All employees within the **Parks Maintenance Worker** positions 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 **Parks Maintenance Worker** positions.

ENVIRONMENTAL FACTORS

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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: Loading dock, ladder, cliff, embankment, roof, scaffold	Occasional
2.	Being around moving machinery:	Constant
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): Leaf blower. <i>Respiratory protection is available</i> .	Frequent
5.	Driving:	Constant
6.	Exposure to excessive noise: Sound levels produced up to 85dB. Chain saw, leaf blower, compressor, jackhammer. <i>Hearing protection is available</i>	Frequent
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals:	Occasional
9.	Exposure to slippery or uneven walking surfaces:	Constant
10.	Working below ground:	Not Applicable
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:	Not Applicable
13.	Excessive vibration:	Frequent
14.	Working with hands in water or other substance: Plumbing, river or lake cleanup, irrigation repair. <i>Hand protection is available</i> .	Occasional
15.	Working proximity:	Frequent Constant
16.	Working inside: Shop, entrance station	Constant
17.	Working outside: Park, campground, streetscrape or other outdoor setting	Constant

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

FREQUENCY DEFINITIONS	<u>SELDOM</u>	OCCASIONAL	FREQUENT	CONSTANT
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:	Frequent				
11-25 pounds:	Frequent				
26-35 pounds: Occasional					
36-50 pounds: Occasional					
51-75 pounds: Seldom					
76-100 pounds:	Not Required	Maximum Force:	60 Pounds		

Assistive Devices: Wheelbarrow,4-Wheel Cart, Hand Truck, Tractor. Additionally, one or more person(s) assistance is 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. dolly, cart, lawn tools, wheelbarrow, concrete, saw). The employee exerts up to 60 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 50+ feet when performing job tasks (e.g. saw and other hand and power equipment; repair, maintain equipment; construct, demolish, maintain grounds and structures; push wheeled container requiring up to 60+ pounds of force).

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:	Occasional				
26-35 pounds: Seldom					
36-50 pounds:	Seldom				
51-75 pounds: Seldom					
76-100 pounds:	Not Required	Maximum Force:	60 Pounds		

Assistive Devices: 4-Wheel Cart, Hand Truck, Tractor. Additionally, one or more person(s) assistance is 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. dolly, cart, lawn tools, wheelbarrow, concrete, saw). The employee exerts up to 60 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 10+ feet when performing job tasks (e.g. saw and other hand and power equipment; repair, maintain equipment; construct, demolish, maintain grounds and structures; pull wheeled container requiring up to 60+ pounds of force; pull trap, straps). *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:	Frequent				
11-25 pounds:	Occasional				
26-35 pounds:	Occasional				
36-50 pounds:	Occasional				
51-75 pounds:	Occasional				
76-100 pounds:	Not Required	Maximum Force:	60 Pounds		

Assistive Devices: Hydraulic Tractor, Forklift, Lift Gate. One or more person(s) assistance is available with weights greater than 60 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, operating and/or transporting waste, equipment and supplies (e.g. repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal block, plastic; nuts, bolts, nails, staples; pruning/trimming/cutting; dumping trash). The employee lifts items weighing between less than 1 pound and 60 pounds off the floor when performing job tasks (e.g. hand and power tools; shovel loads; up to 60+-pound sacks of cement/sand; trailer tongue; branches/limbs/weeds/lawn clippings, rocks, concrete, lumber, sheetrock, shingles, metal siding, miscellaneous disposed items; up to 50-pound 35-gallon trash cans located in parks, lakes and camp grounds). County work assignments are on occasion assisted by non-paid outside labor sources including honor farm inmates, alternative work programs, general assistant recipients, summer youth, juvenile hall workers.

4.) <u>LEVEL LIFT</u>: 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:	Frequent					
11-25 pounds:	Frequent					
26-35 pounds:	Occasional					
36-50 pounds:	Occasional					
51-75 pounds:	Occasional					
76-100 pounds:	Not Required	Maximum Force:	60 Pounds			

Assistive Devices: Hydraulic Tractor, Forklift, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 60 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, operating and/or transporting waste, equipment and supplies (e.g. repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal block, plastic; nuts, bolts, nails, staples; pruning/trimming/cutting; dumping trash). The employee lifts items weighing between less than 1 pound and 60 pounds when performing job tasks (e.g. hand and power tools; shovel loads; up to 60+-pound sack of cement/sand; branches/limbs/weeds/lawn clippings, rocks, concrete, lumber, sheetrock, shingles, metal siding, miscellaneous disposed items; up to 50-pound 35-gallon trash cans located in parks, lakes and camp grounds). County work assignments are on occasion assisted by non-paid outside labor sources including honor farm inmates, alternative work programs, general assistant recipients, summer youth, and juvenile hall workers.

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

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

Assistive Devices: Tractor, Dolly, Forklift, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 60 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, dragging, moving, operating and/or transporting waste, equipment and supplies (e.g. repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal block, plastic; nuts, bolts, nails, staples; pruning/trimming/cutting; dumping trash). The employee carries items weighing between less than 1 pound and 60 pounds between 5 feet and 50+ feet when performing job tasks (e.g. hand and power tools; shovel loads; up to 60+-pound sack of cement/sand; branches/limbs/weeds/lawn clippings, rocks, concrete, lumber, sheetrock, shingles, metal siding, miscellaneous disposed items; up to 50-pound 35-gallon trash cans located in parks, lakes and camp grounds). County work assignments are on occasion assisted by non-paid outside labor sources including honor farm inmates, alternative work programs, general assistant recipients, summer youth, and juvenile hall workers.

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

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

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, adjusting and/or transporting equipment and supplies (e.g. tools, paint roller/brush, wood, plumbing and electrical parts, shrubs, trees, branches, metal, wall material, light bulbs, air filters). The employee lifts items weighing between less than 1 pound and 25 pounds to a maximum height of 72 inches when performing job tasks (e.g. overhead shelves, taping sheet rock, operating manual and power tools; repairing and maintenance of overhead equipment/fixtures; removal or assembly of hardware; painting above head, replacing of light bulbs; repair and construction, lumber, paint, wire, saw or prune overhead branches and limbs). Variables to overhead reaching will be the employee's height and anthropometric reach.

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Occasional

Comments: Comments: Overhead reach is performed to a maximum height of 84 inches when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs/trees, prune overhead landscape; dump trash; graffiti abatement). 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

Comments: Forward reach is performed to a maximum distance of 36 inches when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs trees, grounds and landscape; dump trash; graffiti abatement; shovel and rake; collect money and make toll fee change at park entrance stations; drive vehicle; mow, edge). The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.

9.) **STOOP**:

MAXIMUM FREQUENCY: Occasional

Stooping is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs trees, landscape; dump trash; graffiti abatement; shovel and rake; weed). 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.) **SOUAT**: (Unloaded)

MAXIMUM FREQUENCY: Seldom

Squatting is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs trees, landscape; graffiti abatement; rake; weed). 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: Frequent

Comments: Bending forward at the waist is performed when operating, manipulating, handling retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; prune, trim, weed, plant, cut shrubs/trees, mow/edge, leaf blow landscape; dump trash; graffiti abatement; collect money and make toll fee change at park entrance station; shovel and rake). 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: Frequent

Comments: Twisting at the waist is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, weed, plant, cut shrubs/trees, mow/edge/leaf blow landscape; dump trash; graffiti abatement; drive vehicle). 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: Frequent

Comments: Turning is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, weed, plant, cut shrubs/trees, mow/edge, leaf blow landscape; dump trash; graffiti abatement; make change at park entrance station).

14.) **KNEEL**:

MAXIMUM FREQUENCY: Occasional

Kneeling is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; prune, trim, weed, plant, cut shrubs/trees, graffiti abatement; irrigation maintenance). 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 to perform job tasks (e.g. playground equipment, swimming pool, water treatment plant).

17.) **LADDER CLIMB**:

MAXIMUM FREOUENCY: Occasional

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access equipment, structures and supplies (e.g. repair and maintain overhead equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs/trees; graffiti abatement; miscellaneous work projects located up to 10+ feet above floor level). Variables to overhead climbing will vary according to the employee's height and anthropometric reach.

18.) **WALK**:

MAXIMUM FREQUENCY: Constant

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. to/from job sites; litter control; lawn care, hose and sprinkler irrigation; site inspection; construction, demolition, repair and maintenance; trash collection; weed control; fee collection at most park camp sites. Walking length varies between 5 feet and 1/2 mile depending on job task.

19.) **SIT**:

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when operating equipment (e.g. drive or ride to/from work site; operate light and heavy equipment; observation and/or surveillance for inspection of County property).

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs/trees, landscape; trash collection; graffiti abatement; collect fee and make change at park toll entrance; operate park entrance station). Specific work tasks may require up to frequent standing.

21.) **BALANCE**:

MAXIMUM FREQUENCY: Constant

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

22.) HAND/FOOT CONTROL:

MAXIMUM REQUIREMENT

HAND:

Right: FrequentLeft: FrequentBoth: FrequentEither: Frequent

FOOT:

Right: Frequent
Left: Occasional
Both: Occasional
Either: Seldom

Comments: Hand controls are utilized to operate equipment (e.g. vehicle; power tools; miscellaneous levers and valves; heavy equipment) when performing job tasks (e.g. drive vehicle, control hand-held and/or power tool; weed control, mower, switch). Foot controls are utilized to operate equipment (e.g. drive vehicle). *D-3 Dozer requires both feet to operate, frequently.*

23.) UPPER AND LOWER EXTREMITY COORDINATION:

MAXIMUM REQUIREMENT

Simple Grasp: Frequent
Firm Grasp: Frequent
Fine Manipulation: Frequent
Eye/Hand Coordination: Occasional
Hand/Foot Coordination: Frequent

Comments: Grasping and coordination activities are performed when retrieving, returning and/or adjusting equipment and supplies (e.g. drive and operate equipment; desk work at entrance station; repair and maintenance of County owned equipment, structures and grounds).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle; maintenance, repair or construction).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; operate hand or power tools, operate light mobile equipment; construction, repair and maintenance of County equipment property and structures).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, cash register, money change; miscellaneous switches and buttons; lock and key).

Eye/hand coordination is utilized to perform job tasks (e.g. drive equipment and vehicle, operate hand and power tools; money change).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle, operate equipment).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

24.) CERVICAL (NECK) MOVEMENT:

MAXIMUM REQUIREMENT

Static Neutral Position:

Frequent

Flexing: **Rotating:**

Frequent

Frequent

Extending:

Occasional

Comments: Neck movement is required when performing job tasks (e.g. drive and operate equipment; construction, repair and maintenance of County equipment, property, structures and grounds). 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.



Stanislaus County

JOB TASK ANALYSIS SUMMARY

FREQUENCY DEFINITIONS	SELDOM	OCCASIONAL	FREQUENT	CONSTANT
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:

PARKS MAINTENANCE WORKER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
Push (Force) ¹	60 pounds	Stair Climb ¹	Seldom
Pull (Force) 1	60 pounds	Ladder Climb ¹	Occasional
Stand Up Lift ¹	60 pounds	$Walk^1$	Constant
Level Lift ¹	60 pounds	Sit ¹	Frequent
Weight Carry ¹	60 pounds	Stand (Static) 1	Occasional
Overhead Lift/Pull Down	25 pounds	Balance ¹	Constant
Overhead Reach ¹	Occasional	Hand Control ¹	Frequent
Forward Reach ¹	Frequent	Foot Control ¹	Occasional
Stoop ¹	Occasional	Simple Grasp ¹	Frequent
Squat (Unloaded) 1	Seldom	Firm Grasp ¹	Frequent
Forward Bend ¹	Frequent	Fine Manipulation ¹	Frequent
Twist	Frequent	Eye/Hand Coordination1	Occasional
Turn ¹	Frequent	Hand/Foot Coordination ¹	Frequent
Kneel ¹	Occasional	Cervical (neck) Movement ¹	Frequent
Crawl	Not Required		

¹ The critical demands of the job.

Lyle andersen,	ρ γ Date:	Immed a	Date: 4/15-20
Lyle Andersen, PT, CWCE Preparer Signature		Contact Person James Title Manager	5 Pursley
	Date:		Date:
Contact Person		Contact Person	
Title		Title	

LA/gm