

# JOB TASK ANALYSIS

Employer:	Stanislaus County	
Occupation:	Building Services Supervisor	
Company Contact:	CEO-Recruitment Unit	
Date:	May 2000: Updated June 2014	

Analysis Provided By: Lyle Andersen, PT, CWCE

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#### 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, **Building Services Supervisor** is required to proactively manage all aspects of building maintenance and custodial services; act as the chief contact for building occupants; and supervise maintenance and custodial staff in the performance of duties as applicable to the general operation, repair, maintenance, remodel of buildings, structures and equipment, with emphasis on customer service, project management and facility inspections.

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

http://www.stanCounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm

<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**:

39. Extension cord

1.	12-inch planer	40.	Extension ladder	81.	Radial arm saw
2.	Air compressor	41.	Face shield	82.	Rae
3.	Air lift	42.	Floor mounted sander	83.	Rasp pile
4.	Airless spray equipment	43.	Framing square	84.	Razor blade scraper
5.	Airless sprayer	44.	Furniture dolly	85.	Refrigeration gauges and hoses
6.	Allen wrench set	45.	Grinders	86.	Respirator
7.	AMP meters	46.	Grinding wheel dresser	87.	Rotary hammer drills
8.	AMP probes	47.	Hacksaw		Router
9.	Back saw	48.	Halide leak detector	89.	Sander palm
10	Back wrench	49.	Hammer	90.	Sanders (portable/stationary)
11	. Band saw	50.	Hand saw	91.	Saws
12	2. Bar clamps	51.	Hand truck	92.	Sawzall
13	B. Barrel dolly	52.	Heat gun	93.	Scaffold
14	Belt sander	53.	Hoist	94.	Screw driver
15	6. Bench grinder	54.	Hydraulic lift	95.	Shovel
16	6. Biscuit jointer	55.	Hydraulic pump	96.	Side cutter
17	. Block plane	56.	Impact wrench	97.	Sledge hammer
18	B. Bolt cutters	57.	Jig saw	98.	Sliding T bevel
19	O. Center punch	58.	Jointer	99.	Socket set wrench
20	Chalkline and reel	59.	Key hole saw	100	Soldering guns
21	. Charging cylinder	60.	Ladders	101	.Stapler
22	2. Chemical transfer pump	61.	Lathe	102	Step ladder
23	3. Circular saw	62.	Level	103	.Table saw
24	. Cold chisel	63.	Mapp-gas torch	104	. Tape measure
25	<ol><li>Combination square</li></ol>	64.	Metal punch	105	Tin snip
26	6. Conduit benders	65.	Miter box		i. Uni-shear
27	. Continuous clamps capacitor	66.	Nail gun	107	'.Utility knives
	checker	67.	Nibbler	108	S. Vacuum pumps
28	B. Conventional spray painting	68.	Pain conditioner (1 and 5 gallon)	109	. Vehicle
	equipment		Paint booth	110	. Velometer
	O. Cordless drill		Paint brush, roller, sprayer	111	. Vise grip
	Cut off saw		Paint mixer	112	Vises
	. Dolly	72.	Pick-up truck	113	. Volt OHM meters
	2. Drain snake		Pipe threading equipment	114	. Welders (arc, gas, cutting, torch,
33	3. Drill (hand held)	74.	Pneumatic screw gun		TIG, helic arc)
34	. Drill motor	75.	Portable scaffold	115	. Wet and dry vacuums
	5. Drill press	76.	Power stud driver		i. Wire brush
	<ol><li>Drywall screwdriver</li></ol>	77.	Power washer	117	. Wood chisel
37	. Electric hammer	78.	Pressure washer	118	. Wood planer
38	3. Electronic Freon leak detector	79.	Propane torch	119	. Wrecking bar
20	T-t-union and	00	D. 44. 1		

All employees within the **Building Services Supervisor** 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 **Building Services Supervisor** position.

80. Putty knife

# **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	Occasional
2.	Being around moving machinery:  Traffic, fans, belts, gears	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): Air filters, welding gases, steam, miscellaneous dust	Occasional
5.	Driving:	Occasional
6.	Exposure to excessive noise:	Occasional
7.	Exposure to radiant or electrical energy:  High energy control panels offering higher amperage/voltage	Occasional
8.	Exposure to solvents or chemicals:  *Refer to MSDS document.*	Occasional
9.	Exposure to slippery or uneven walking surfaces:	Occasional
10.	Working below ground: basement	Occasional
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:	Not Applicable
13.	Excessive vibration: Sander, jackhammer	Seldom
14.	Working with hands in water or other substance:  Hand protection is available; plumbing projects, flooding	Occasional
15.	Working proximity:	Constant Constant
16.	Working inside:	Occasional
17.	Working outside:	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	<b>SELDOM</b>	<u>OCCASIONAL</u>	<b>FREQUENT</b>	<b>CONSTANT</b>
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				
<b>0-10 pounds:</b>	Occasional			
11-25 pounds:	Seldom			
<b>26-35 pounds:</b>	Seldom			
<b>36-50 pounds:</b>	Seldom			
51-75 pounds:	Seldom			
76-100 pounds:	Not Required	<b>Maximum Force:</b>	<u><b>75</b></u> Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one person's assistance is available with forces greater than 15 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. miscellaneous machinery; cart, plumbing and electrical components, door). The employee exerts up to 75 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 600 feet when performing job tasks (e.g. place or insert equipment components with construction/demolition, repair; winch operation; up to 40-pound cart; slide miscellaneous equipment on components; open/close door, drawer, hatch, gate).

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

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

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 75 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. miscellaneous machinery; cat; plumbing and electrical component; door). The employee exerts up to 75 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 5 feet when performing job tasks (e.g. pull to place or insert equipment components with construction/demolition, repair; winch operation; up to 40-pound pull on cart; push to slide miscellaneous equipment on components; open/close door, drawer, hatch, gate).

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
11-25 pounds: Occasional
26-35 pounds: Seldom
36-50 pounds: Seldom
Not Required

**76-100 pounds:** Not Required **Maximum Force:** <u>50</u> Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 50 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. hand or power tools; machinery, pipe, wire; wood, metal, bucket; miscellaneous components, parts, debris).

The employee lifts items weighing between <1 pound and 50 pounds from/to 36 inches off the floor when performing job tasks (e.g. repair, maintenance, inspection, construction and demolition of County owned property). Safe lifting is performed by utilizing a posture of partial squatting and a straight back.

# 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: Occasional
26-35 pounds: Seldom
51-75 pounds: Not Required

**76-100 pounds:** Not Required **Maximum Force:** <u>50</u> Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. hand or power tools; machinery, pipe, wire; wood, metal, bucket; miscellaneous components, parts, debris). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. repair, maintenance, inspection, construction and demolition of County owned property).

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

#### **MAXIMUM REQUIREMENT**

0-10 pounds: Frequent
11-25 pounds: Occasional
26-35 pounds: Seldom
51-75 pounds: Not Required

**76-100 pounds:** Not Required **Maximum Force: 50** Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

**Comments:** Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. hand or power tools; machinery, pipe, wire; wood, metal, bucket; miscellaneous components, parts, debris). The employee carries items weighing between <1 pound and 50 pounds between 5 feet and 100+ feet when performing job tasks (e.g. repair, maintenance, inspection, construction and demolition of County owned property).

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

MAXIMUM REQUIREMENT

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

**Maximum Force:** 30 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 30 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. hand or power tools; machinery, pipe, wire; wood, metal, bucket; miscellaneous components, parts, debris). The employee lifts items weighing between <1 pound and 30 pounds to a maximum height of 84 inches when performing job tasks (e.g. repair, maintenance, inspection, construction and demolition of County owned property).

A ladder (appropriate height) or step stool may be utilized to bring items to eye or shoulder level. overhead reaching will be the employee's height and anthropometric reach.

#### 7.) **OVERHEAD REACH**:

**MAXIMUM** 

FREQUENCY: Seldom

Comments: Overhead reach is performed to a maximum height of 84 inches when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. stored parts; hand or power tool operation; loading/unloading truck racks).

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: Occasional

Comments: Forward reach is performed up to a distance of 32 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, maintenance, inspection, construction and demolition of County owned property).

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 retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, maintenance, inspection, construction and demolition of County owned property). 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

**Comments:** Squatting is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment supplies (e.g. repair, maintenance, inspection, construction and demolition of County owned property). Squatting may be minimized or avoided by substituting alternate positions of bending, kneeling, or half 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 and supplies (e.g. repair, maintenance, inspection, construction and demolition of County owned property). 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. repair, maintenance, inspection, construction and demolition of County owned property; worksite inspection).

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, moving and/or transporting equipment and supplies (e.g. repair, maintenance, inspection, construction and demolition of County owned property; worksite inspection).

## 14.) **KNEEL**:

MAXIMUM FREQUENCY: Seldom

**Comments:** Kneeling is performed when performing job tasks such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, maintenance, inspection, construction and demolition of County owned property).

Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.

# 15.) **CRAWL**:

MAXIMUM FREQUENCY: Seldom

**Comments:** Crawling is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, maintenance, inspection, construction and demolition of County owned property).

## 16.) **STAIR CLIMB**:

MAXIMUM FREQUENCY: Seldom

*Comments:* Stair climb is required in order to go to/from the rooftop, elevated equipment room, basement, and multistory buildings. Maximum number of 42 steps is climbed. *Elevator is available at most facilities*.

#### 17.) **LADDER CLIMB**:

MAXIMUM FREQUENCY: Seldom

**Comments:** Ladder climbing is performed onto/off of safety ladders or steps to access equipment and supplies (e.g. 3 to 12-foot safety ladder, up to 32-foot extension ladder) located up to 20 feet above floor level (e.g. to/from rooftops, cooling towers, boiler, lights, filters, electrical and plumbing components; worksite inspection). 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. inspection and supervision of individual work sites; customer service; repair, maintenance, construction, demolition of County owned property). Walking length varies between 3 feet and 1,200 feet depending on job task.

## 19.) **SIT**:

MAXIMUM FREQUENCY: Frequent

**Comments:** Sitting is performed for a maximum of 120-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. maintenance of logs and records; desktop work; employee work orders and review; drive vehicle).

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

MAXIMUM FREQUENCY: Frequent

**Comments:** Static standing is performed for a maximum of 30-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. customer service; communication with contractors, vendors, public, employees, allied County department personnel).

# 21.) **BALANCE**:

MAXIMUM FREQUENCY: Frequent

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

# 22.) HAND/FOOT CONTROL:

#### MAXIMUM REQUIREMENT

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, valve, lever) when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. drive vehicle; open/close valve; off/on lever; hand and power tool operation). Foot controls are utilized to operate equipment (e.g. drive vehicle).

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

#### MAXIMUM REQUIREMENT

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

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. hand and power tools, vehicle).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle, operate equipment).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; drive vehicle; operate equipment).

**Fine manipulation** is utilized to perform job tasks (e.g. handwrite; computer mouse, keyboard; electrical components, measurement, wiring, nuts/bolts, screws, nails).

**Eye/hand coordination** is utilized to perform job tasks (e.g. handwrite; computer mouse, keyboard; electrical components; wiring; nuts/bolts, screws, nails).

**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:**

#### **MAXIMUM REQUIREMENT**

Static Neutral Position: Frequent
Flexing: Occasional
Rotating: Occasional
Extending: Occasional

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work; repair, maintain, inspect, construct and/or demolish County owned property; 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.



# Stanislaus County

# JOB TASK ANALYSIS SUMMARY

FREQUENCY DEFINITIONS	<u>SELDOM</u>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>CONSTANT</b>
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: **Building Services Supervisor** 

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
Push (Force) <sup>1</sup>	75	Stair Climb <sup>1</sup>	Seldom
Pull (Force) 1	75	Ladder Climb <sup>1</sup>	Seldom
Stand Up Lift <sup>1</sup>	50	Walk <sup>1</sup>	Frequent
Level Lift <sup>1</sup>	50	Sit <sup>1</sup>	Frequent
Weight Carry	50	Stand (Static) <sup>1</sup>	Frequent
Overhead Lift/Pull Down	30	Balance <sup>1</sup>	Frequent
Overhead Reach <sup>1</sup>	Seldom	Hand Control <sup>1</sup>	Occasional
Forward Reach <sup>1</sup>	Occasional	Foot Control <sup>1</sup>	Occasional
Stoop <sup>1</sup>	Occasional	Simple Grasp <sup>1</sup>	Frequent
Squat (Unloaded)	Seldom	Firm Grasp <sup>1</sup>	Occasional
Forward Bend <sup>i</sup>	Occasional	Fine Manipulation <sup>1</sup>	Occasional
Twist	Occasional	Eye/Hand Coordination <sup>1</sup>	Occasional
Turn <sup>1</sup>	Occasional	Hand/Foot Coordination <sup>1</sup>	Occasional
Kneel	Seldom	Cervical (neck) Movement <sup>1</sup>	Frequent
Crawl	Seldom		

The critical demands of the job.

LA/yr

Lyle andersen.	PT	Maint. Supervisor Stan County	
Lyle Andersen, PT, CWCE Preparer Signature	Date:	Calch Cet Contact Person Title	Date: 10-14-14
Contact Person Title	Date:	Contact Person Title	Date: