



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Supervising Janitor (Custodian)
Company Contact:	CEO-Recruitment Unit
Date:	June 2001

Analysis Provided By: Lyle Andersen, PT, CWCE
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INTRODUCTION:

The job description for this document was provided by Stanislaus County. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen & Baim 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 are 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 and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; union; environmental factors; and physical/functional demands.

Chief Executive Office – Recruitment Unit
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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 Supervising Janitor, supervises the custodial activities in assigned Stanislaus County buildings.

SPECIFIC DUTIES:

- 1.) Regularly inspects County buildings cleaned by assigned custodial staff.
- 2.) Notes quality and quantity of work and takes corrective actions where and when found to be inadequate.
- 3.) Maintains personnel timekeeping reports, vacations schedules, makes personnel assignments, and assists when problems are encountered.
- 4.) Follows up on complaints or evidence of unsatisfactory custodial services.
- 5.) Receives, maintains and distributes all custodial supplies, tools and equipment.
- 6.) Maintains inventory records of custodial supplies, tools and cleaning equipment.
- 7.) Evaluates the work of subordinate staff members.
- 8.) Assists in training subordinate staff members in custodial maintenance and safety practices.
- 9.) Assists in developing standards for an adequate level of cleaning service at each County building.

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.

UNIFORM:

Not Required

EQUIPMENT:

- | | |
|------------------------------|---------------------------------|
| 1. Computer | 23. Floor squeegees |
| 2. Printer | 24. Trash barrel (with casters) |
| 3. Vehicle | 25. Feather dusters |
| 4. Vacuum cleaner, upright | 26. Plungers |
| 5. Vacuum cleaner, wet/dry | 27. Floor/counter brushes |
| 6. Vacuum cleaner, canister | 28. Dust pans |
| 7. Vacuum cleaner, back pack | 29. Water hose |
| 8. Mop buckets | 30. Razor blade scrapers |
| 9. Mop ringers | 31. Putty knife |
| 10. Wet mop | 32. Hand trigger sprayers |
| 11. Dust mop | 33. Pump sprayers |
| 12. Push broom | 34. Hammer |
| 13. Household broom | 35. Screw drivers |
| 14. Wall brush | 36. Pliers |
| 15. Carpet brush | 37. Wrenches |
| 16. Toilet brush | 38. Water keys |
| 17. Step ladder | 39. Door keys |
| 18. Extension ladder | 40. Extension poles |
| 19. Dollies (furniture) | 41. Scrub sponges |
| 20. Hand trucks | 42. Election cases |
| 21. Rubber gloves | 43. Leaf blower |
| 22. Window squeegees | 44. Pressure washer |

Required Job-Related Knowledge, Education, Ability or Experience:

KNOWLEDGE:

- 1.) Methods and techniques of scheduling work of others, personnel supervision and assignments, and record keeping.
- 2.) Methods, techniques, materials and supplies used in the custodial care and cleaning of County buildings.
- 3.) Handling and operation of mechanical cleaning equipment.
- 4.) Methods and procedures of stock and inventory control.

EDUCATION:

- 1.) High school graduate. (Additional qualifying experience may be substituted on a year-for-year basis for a maximum of four (4) years of the required education).

ABILITY/QUALIFICATIONS:

- 1.) Supervise the activities of others.
- 2.) Maintain written records and make oral reports.

EXPERIENCE/QUALIFICATIONS:

- 1.) Four (4) years of increasing responsibility in custodial work in large public buildings or offices, including at least one year in a supervisory capacity. (Note: one year of general supervisory experience may be substituted for the above specific supervisory experience requirement).
- 2.) Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Supervising Janitor 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 Supervising Janitor position.

WORK HOURS:

Monday through Friday
Flex schedule
Call back and overtime availability

UNION:

Association of Federal, State, County and Municipal Employees, Optional

ENVIRONMENTAL FACTORS

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

Seldom = Less than 1%	Frequent = 34% - 66%
Occasional = 1% - 33%	Continuous = 67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights: rooftops, ladder	Seldom
2.	Being around moving machinery: road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving material handling and cleaning equipment:	Not Applicable
6.	Exposure to excessive noise:	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals: employee training. Hand protection is available. Employee training.	Seldom
9.	Exposure to slippery or uneven walking surfaces: underdeveloped ground, water, ice	Seldom
10.	Working below ground:	Seldom
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: hand protection is available	Not Required
15.	Working proximity: Alone - Closely with others -	Frequent Frequent
16.	Working inside:	Continuous
17.	Working outside:	Seldom

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.

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

Seldom =	Less than 1%	Frequent =	34% - 66%
Occasional =	1% - 33%	Continuous =	67% - 100%

1) PUSH: Pushing activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

	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: 15 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person 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. carts, doors). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200 feet when performing job tasks (e.g. push up to 15 pounds of force to travel with carts; open/close doors, drawers, files, cabinets).

2) PULL: Pulling activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

	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: 15 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person 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 supplies (e.g. carts, doors). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200 feet when performing job tasks (e.g. pull up to 15 pounds of force to travel with carts; open/close doors, drawers, files, cabinets). *Pushing is the preferred method of moving carts.*

3) STAND-UP LIFT: Lifting from/to floor and waist 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: 15 Pounds

Assistive Devices: One person assistance is available with weights greater than 15 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. paper, miscellaneous janitorial items, office documentation). The employee lifts items weighing between <1 pound and 15 pounds from/to 30 inches off the floor when performing job tasks (e.g. lifting documents, files, brochures, binders, miscellaneous educational material).

4) LEVEL LIFT: Lifting weight from between waist height level and chest height level for a maximum horizontal distance of four feet.

MAXIMUM REQUIREMENT

0-10 Pounds:	Occasional
11-25 Pounds:	Occasional
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 15 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 15 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. paper, miscellaneous janitorial items, office documentation). The employee lifts items weighing between <1 pound and 15 pounds up to 30 inches in height when performing job tasks (e.g. lifting documents, files, brochures, binders, miscellaneous educational material).

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

MAXIMUM REQUIREMENT

0-10 Pounds:	Occasional
11-25 Pounds:	Occasional
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 15 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person 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. paper, miscellaneous janitorial items, office documentation). The employee carries items weighing between <1 pounds and 15 pounds between 3 feet and 200 feet when performing job tasks (e.g. carrying documents, files, brochures, binders, miscellaneous educational material)

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

MAXIMUM REQUIREMENT

0-10 Pounds:	Not Required
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: 0 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

Comments: Overhead lift/pull down is not required to perform job tasks. *Variables to 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 28 inches when performing job tasks (i.e. reach during custodial inspection of all inside and outside county owned and leased buildings). *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 distance of 28 inches when performing job tasks (e.g. reach lateral or forward for desk top work; driving vehicle; custodial inspection of all inside and outside county owned and leased buildings; employee training). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9) STOOPING:

MAXIMUM FREQUENCY: Seldom

Comments: Stopping is performed when performing job tasks (i.e. stoop to reach below waist height during custodial inspection of all inside and outside county owned and leased buildings). *Variable to stooping will be the employee's height. Stopping 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) SQUATTING: (Unloaded)

MAXIMUM FREQUENCY: Not Required

Comments: Squatting is not required to perform job tasks. *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

11) REPETITIVE BENDING:

MAXIMUM FREQUENCY: Occasional

Comments: Bending forward at the waist is performed when performing job tasks (i.e. bend to reach near or far below waist height during custodial inspection of all inside and outside county owned and leased buildings; employee training). Maximum forward trunk flexion required is 45 degrees. *Employee may 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) TWISTING:

MAXIMUM FREQUENCY: Occasional

Comments: Twisting at the waist is performed when performing job tasks (i.e. twist during custodial inspection of all inside and outside county owned and leased buildings). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13) TURNING:

MAXIMUM FREQUENCY: Occasional

Comments: Turning is performed when performing job tasks (i.e. turn during custodial inspection of all inside and outside county owned and leased buildings).

14) KNEELING:

MAXIMUM FREQUENCY: Not Required

Comments: Kneeling is not required to perform job tasks. *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 the multistory buildings and basements during custodial inspections of stairwells. Maximum number of approximately 126 steps may be climbed.

17) LADDER CLIMB:

MAXIMUM FREQUENCY: Not Required

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

18) WALKING:

MAXIMUM FREQUENCY: Frequent

Comments: Walking is performed when performing job tasks (e.g. walk to/from contractors office(s); site visits and meetings; supervise employees; training classes; custodial inspection of all inside and outside county owned and leased buildings). Walking length varies between 3 feet and 600 feet depending on job task.

19) SITTING:

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 120 minute intervals when performing job tasks (e.g. sit for desk work; driving vehicle; meetings and classes).

20) STANDING: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 30 minute intervals when performing job tasks (e.g. stand during custodial inspection of all inside and outside county owned and leased buildings; employee training; meeting with collaborating agency(ies) and/or colleagues).

21) BALANCE:

MAXIMUM FREQUENCY: Frequent

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

22) OPERATING HAND/FOOT CONTROLS:

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) when adjusting controls (e.g. driving vehicle). Foot controls are utilized to operate equipment (e.g. vehicle).

23) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
Simple Grasping:	Occasional
Firm Grasping:	Occasional
Fine Manipulation:	Occasional
Eye/Hand Coordination:	Occasional
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when performing job tasks (e.g. desk work; custodial inspection; employee training; driving vehicle).

Simple grasping is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds).

Firm grasping is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse; handwriting; operate keyed doors).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse; handwriting; 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) NECK RANGE OF MOTION:

	MAXIMUM REQUIREMENT
Static neutral position:	Frequent
Flexing:	Occasional
Rotating:	Occasional
Extending:	Occasional

Comments: Neck movement is required when performing job tasks (e.g. desk work; driving vehicle; custodial inspection; employee supervision). *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

Enclosed are the results of the Essential and Marginal Functions of the Job Task Analysis that were obtained for the position of **Supervising Janitor (Custodian)**.

Please note the specific summary of maximum weight and frequency requirements of the definitions as follows:

Stanislaus County	
<i>Job Task Analysis Summary</i>	
Supervising Janitor (Custodian)	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)</i> ¹	15 pounds
<i>Pull (Force)</i> ¹	15 pounds
<i>Stand Up Lift</i> ¹	15 pounds
<i>Level Lift</i> ¹	15 pounds
<i>Weight Carry</i> ¹	15 pounds
<i>Overhead Lift/Pull Down</i>	0 pounds
<i>Overhead Reach</i> ¹	Seldom
<i>Forward Reach</i> ¹	Frequent
<i>Stooping</i> ¹	Seldom
<i>Squatting (Unloaded)</i>	Not Required
<i>Repetitive Bending</i> ¹	Occasional
<i>Twisting</i> ¹	Occasional
<i>Turning</i> ¹	Occasional
<i>Kneeling</i>	Not Required
<i>Crawl</i>	Not Required
<i>Stair Climb</i> ¹	Seldom

¹ Essential functions required while performing the critical demands of the job.

<i>Job Task Analysis Summary (Continued)</i>	
Supervising Janitor (Custodian)	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Ladder Climb</i>	Not Required
<i>Walking</i> ¹	Frequent
<i>Sitting</i> ¹	Frequent
<i>Standing (Static)</i> ¹	Occasional
<i>Balance</i> ¹	Frequent
<i>Operation of Hand Controls</i> ¹	Occasional
<i>Operation of Foot Controls</i> ¹	Occasional
<i>Simple Grasping</i> ¹	Occasional
<i>Firm Grasping</i> ¹	Occasional
<i>Fine Manipulation</i> ¹	Occasional
<i>Eye/Hand Coordination</i> ¹	Occasional
<i>Neck Range of Motion</i> ¹	Frequent

It is agreed that this document is correct.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature Date: _____

Gregory Dallydy
 _____ Date: *10/5/04*
 Contact Person
 Title *DEP DIR, FW*

 Contact Person
 Title
David H. Nelson
 _____ Date: *1/7/05*
 Contact Person
 Title

¹ Essential functions required while performing the critical demands of the job.

L.A/cm