

Job Task Analysis

Employer:	Stanislaus County
Occupation:	Housekeeper/Custodian
Company Contact:	CEO-Recruitment Unit
Date:	May 2012; Updated August 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, the Housekeeper/Custodian cleans and maintains designated areas within assigned County facilities.

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

<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.

*All employees within the **Housekeeper/Custodian** 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 **Housekeeper/Custodian** position.*

EQUIPMENT:

- | | |
|---|---------------------------------|
| 1. Carpet brush | 21. Plunger |
| 2. Carpet cleaning machines | 22. Pressure washer |
| 3. Dollies (furniture) | 23. Pump sprayer |
| 4. Door keys | 24. Push broom |
| 5. Dust mop | 25. Putty knife |
| 6. Dust pans | 26. Razor blade scraper |
| 7. Election cases | 27. Rubber gloves |
| 8. Extension ladder | 28. Scrub sponge |
| 9. Extension poles | 29. Step ladder |
| 10. Feather dusters | 30. Toilet brush |
| 11. Floor/counter brush | 31. Trash barrel (with casters) |
| 12. Floor machine conventional (buffer) | 32. Vacuum cleaner, back pack |
| 13. Floor machine high speed (buffer) | 33. Vacuum cleaner, canister |
| 14. Floor squeegee | 34. Vacuum cleaner, upright |
| 15. Hand trigger sprayers | 35. Vacuum cleaner, wet/dry |
| 16. Hand truck | 36. Wall brush |
| 17. Household broom | 37. Water keys |
| 18. Leaf blower | 38. Water hose |
| 19. Mop bucket | 39. Wet mop |
| 20. Mop ringer | 40. Window squeegee |
| | 41. Wrench |

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:..... Step ladders	Seldom
2.	Being around moving machinery:..... Buffer, scrubber, extractor, vehicle 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):..... Household dust; <i>Respirator protection is available.</i>	Seldom
5.	Driving :..... Vehicle	Occasional
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Applicable
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... Ammonia, cleaners. Hand wear protection available. <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... Water, ramp, stairs, spills . <i>Non-skid shoe requirement</i>	Occasional
10.	Working below ground:..... Basement	Occasional
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>	Seldom
15.	Working proximity:..... Alone: Closely with others:	Constant Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Occasional

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

Assistive Devices: 4-Wheel Cart, Hand Truck. 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, moving, and/or transporting equipment and supplies (e.g. furniture, cart, cleaning aid). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100+ feet when performing job tasks (e.g. push 4 and 6-wheel cart; miscellaneous cleaning aids; mop, broom, vacuum, floor machine; furniture).

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

MAXIMUM REQUIREMENT

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

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

Comments: Pulling is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. furniture, cart, cleaning aid). The employee exerts up to 50 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 4 and 6-wheel cart; miscellaneous cleaning aids; mop, broom, vacuum, floor machine; furniture). *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
51-100 pounds:	Not Required
Maximum Force: 50 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 and/or transporting equipment and supplies (e.g. furniture, trash, cleaning aid). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. up to 50+ pound bag of trash; mop bucket; miscellaneous boxed supplies; broom, dust mop, mop, dust pan, 1-gallon bottle of cleaner, spray bottle, brush; case of up to 4 -1-gallon supply bottles; miscellaneous boxed storage items; 50+ pound furniture).

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

Assistive Devices: 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 and/or transporting equipment and supplies (e.g. furniture, linen, trash, cleaning aid). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. up to 50+ pound bag of trash; mop bucket; miscellaneous boxed supplies; broom, dust mop, mop, dust pan, 1-gallon bottle of cleaner, spray bottle, brush; case of up to 4 -1-gallon supply bottles; miscellaneous boxed storage items; 50+ pound furniture; linen; office/medical equipment).

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:	Occasional
36-50 pounds:	Seldom
51-100 pounds:	Not Required
Maximum Force: 50 Pounds	

Assistive Devices: 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 and/or transporting equipment and supplies (e.g. furniture, linen, trash, cleaning aid). The employee carries items weighing between <1 pound and 50 pounds between 5 feet and 25 feet when performing job tasks (e.g. up to 50+ pound bag of trash; mop bucket; miscellaneous boxed supplies; broom, dust mop, mop, dust pan, 1-gallon bottle of cleaner, spray bottle, brush; case of up to 4-1-gallon supply bottles; miscellaneous boxed storage items; 50+ pound furniture).

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

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

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 15 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning and/or storing equipment and supplies (e.g. cleaning aids, cased stock, furnishings). The employee lifts items weighing between <1 pound and 15 pounds to a maximum height of 78 inches when performing job tasks (e.g. supplies; 2-pound high duster, miscellaneous individual supply items; hand-held cleaning equipment). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Occasional

Comments: Overhead reach is performed to a maximum height of 72 inches when adjusting, moving, transporting, operating, utilizing and/or preparing, cleaning equipment and facility (e.g. clean vent, shelf, equipment, fixture, furniture, wall, window; worksite inspection). *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 up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, moving, transporting, operating and/or cleaning equipment and facility (e.g. clean by hand or with machine; transfer trash into compactor or bins; push cart; maintain storage; work site inspection). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY: Occasional

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving, transporting and/or operating equipment or cleaning facility (e.g. clean trash cans, equipment, fixture, floor, base board; shelf, furniture; operate floor cleaning equipment; worksite inspection). *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, transporting and/or operating equipment or cleaning facility (e.g. clean trash cans, equipment, fixture, floor, shelf, furniture; hand clean; operate floor cleaning equipment; worksite inspection; discard trash). *Squatting may be minimized or avoided by substituting alternate positions of bending, half kneeling or kneeling. Partial squatting is a preferred lifting posture.*

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

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, transporting and/or operating equipment or cleaning facility (e.g. clean trash cans, sinks, toilets, equipment, fixture, floor, shelf, furniture; hand clean; operate floor cleaning equipment; worksite inspection; discard trash). 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, transporting and/or operating equipment or cleaning facility (e.g. clean trash cans, equipment, fixture, floor, shelf, furniture; operate floor cleaning equipment; worksite inspection; hand clean). *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, transporting and/or operating equipment or cleaning facility (e.g. clean equipment, fixture, floor, shelf, furniture; operate floor cleaning equipment; worksite inspection; discard trash; hand clean).

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

Comments: Kneeling is performed when cleaning (e.g. fixtures, baseboard, floor, furniture). *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:** Occasional

Comments: Stair climb is required in order to go to/from the facility (e.g. traveling between floors; clean stairs). Ramp and elevator are available for transfer of equipment and supplies.

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. structure, fixture) located 6+ feet above floor level (e.g. climb to clean elevated window, fixture, wall, ceiling; storage, curtain, vent, shelf; change light bulbs). *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 storing supplies, moving furniture, operating machines, utilizing equipment and/or cleaning facility equipment and structure to complete job tasks (e.g. inspection, maintain the cleanliness of the facility, storage and supply area; discard trash; wipe, scrub, brush, sweep, mop; clean fixture, furniture, shelf, counter; operate cleaning machine). Walking length varies between 2 feet and 200+ feet depending on job task.

19.) **SIT:****MAXIMUM FREQUENCY:** Seldom

Comments: Sitting is required to perform job tasks (e.g. drive vehicle)..

20.) **STAND: (Static)****MAXIMUM FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 15-minute intervals when operating and utilizing equipment and supplies (e.g. maintain the cleanliness of the facility, storage and supply area; discard trash; wipe, scrub, brush, sweep, mop; clean fixtures, furniture, shelf, counter; work site inspection; operate power cleaning machine).

21.) **BALANCE:****MAXIMUM FREQUENCY:** Constant

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:	Not Required
Either:	Not Required
FOOT:	
Right:	Occasional
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. lever) when adjusting, moving, utilizing and/or operating floor cleaning equipment (e.g. drive vehicle; operate/control power cleaning equipment; mop bucket wringer, door knob, switch and lever). Foot controls are utilized to operate equipment (e.g. buffer adjustment, vacuum handle release and on/off button; drive vehicle).

23.) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
Simple Grasp:	Constant
Firm Grasp:	Occasional
Fine Manipulation:	Seldom
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when utilizing and operating equipment and machines (e.g. clean the facility, equipment and furniture; rearrange inventory; disposal of trash).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; light cleaning; hold and stabilize cleaning equipment).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; heavy cleaning, mop, buff, push/pull, hand clean and polish).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, detailed cleaning, dispense supplies, lock/key, measure, pour, keyboard, mouse).

Eye/hand coordination is utilized to perform job tasks (e.g. operate power equipment, mix supplies, hand and power clean, push/pull, drive vehicle; measure, pour, keyboard, mouse).

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:	Frequent
Rotating:	Frequent
Extending:	Occasional

Comments: Neck movement is required when performing job tasks (e.g. push cart; operate motorized/non-motorized equipment; hand cleaning; worksite inspection; observe expected/unexpected events regarding the cleanliness of the facility; drive vehicle). *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:

HOUSEKEEPER/CUSTODIAN

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	50 pounds	<i>Stair Climb</i> ¹	Occasional
<i>Pull (Force)</i> ¹	50 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	50 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	50 pounds	<i>Sit</i> ¹	Seldom
<i>Weight Carry</i> ¹	50 pounds	<i>Stand (Static)</i> ¹	Frequent
<i>Overhead Lift/Pull Down</i> ¹	15 pounds	<i>Balance</i> ¹	Constant
<i>Overhead Reach</i> ¹	Occasional	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Occasional
<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	Frequent	<i>Fine Manipulation</i> ¹	Seldom
<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.

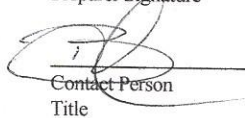
Lyle Andersen, PT

Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____

Contact Person
Title

Date: _____



Contact Person
Title

Date: *10-04-2019*

Contact Person
Title

Date: _____

LA/gm