

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Environmental Resources Aide
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	June 2022
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, Environmental Resources Aide performs work related to waste collection activities. The essential functions include: litter control, potentially large waste items, handling, general landfill maintenance, e-waste, and proper hazardous materials handling, ensuring compliance with all current safety awareness. This entry level position is critical to the daily operation of the ongoing maintenance of the various Environmental Resources facility locations.

SPECIFIC DUTIES: Available through the Human Resources Department.

<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.

Equipment:

- | | |
|--------------------------------|-----------------|
| 1. Truck | 6. Dollies |
| 2. Dump trailer | 7. Hand truck |
| 3. Cargo trailer | 8. Forklift |
| 4. 2-Wheel trash can bin | 9. 4-Wheel cart |
| 5. Shovel/rake/pitchfork/broom | |

*All employees within the **Environmental Resources Aide** 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 **Environmental Resources Aide** position.*

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:.....	Not Required
2.	Being around moving machinery:..... Traffic, forklift	Frequent
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):..... <i>Respiratory protection is available</i>	Occasional
5.	Driving:	Frequent
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Required
7.	Exposure to radiant or electrical energy:.....	Not Required
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Occasional
9.	Exposure to slippery or uneven walking surfaces:.....	Occasional
10.	Working below ground:.....	Not Required
11.	Unusual fatigue factors:	Not Required
12.	Working with explosives:.....	Not Required
13.	Excessive vibration:	Not Required
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Not Required
15.	Working proximity:.....	Alone: Seldom Closely with others: Constant
16.	Working inside:.....	Frequent
17.	Working outside:.....	Frequent

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:	Occasional	
11-25 pounds:	Occasional	
26-35 pounds:	Occasional	
36-50 pounds:	Occasional	
51-75 pounds:	Seldom	
76-100 pounds:	Seldom	Maximum Force: 100 Pounds

Assistive Devices: 2 & 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. trash bin, trash). The employee exerts up to 100 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. up to 100 pounds of force to travel with cart; to open/close door, drawer, file, cabinet, up to 50-pound push to travel with 2-wheel trash cart; up to 100-pound push required to wheel bin into dump trailer; 4-wheel cart; place/stack/store miscellaneous individual discarded items).

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:	Occasional	
36-50 pounds:	Occasional	
51-75 pounds:	Seldom	
76-100 pounds:	Seldom	Maximum Force: 100 Pounds

Assistive Devices: 2 & 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. trash bin, trash). The employee exerts up to 100 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. up to 100 pounds of force to pull to travel with 2-wheel trash car; up to 100-pound push required to wheel bin into dump trailer; 4-wheel cart; place/stack/store miscellaneous individual discarded items). *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:	Occasional	
36-50 pounds:	Occasional	
51-75 pounds:	Not Required	
76-100 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, adjusting, moving and/or transporting equipment, controls, and discards (e.g. trash). The employee lifts items weighing between <1 pounds and 50 pounds from/to the floor when performing job tasks (e.g. up to 50-pound roadside discarded waste; furniture, clothes, appliances, tire, construction material; solvent chemical and electrical products brought to household waste site; miscellaneous debris; trash container). *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.*

MAXIMUM REQUIREMENT

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

Assistive Devices: Forklift, 2 & 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, controls, and discards (e.g. trash). The employee lifts items weighing between <1 pounds and 50 pounds when performing job tasks (e.g. up to 50-pound roadside discarded waste; furniture, clothes, appliance, tire, construction material; solvent, chemicals, and electrical products brought to household waste site; miscellaneous debris; trash container).

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	
51-75 pounds:	Not Required	
76-100 pounds:	Not Required	Maximum Force: 50 Pounds

Assistive Devices: Forklift, 2 & 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, controls, and discards (e.g. trash). The employee carries items weighing between <1 pound and 50 pounds between 3 feet and 25 feet when performing job tasks (e.g. up to 50-pound roadside discarded waste; furniture, clothes, appliances, tire, construction material; solvent, chemicals and electrical products, brought to household waste site; miscellaneous debris; trash container).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT****0-100 pounds:** Not Required **Maximum Force:** 0 Pounds

Assistive Devices: Not Required. 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 when performing job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:****MAXIMUM FREQUENCY:** Not Required

Comments: Overhead reach is not required when performing job tasks. *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, adjusting, moving and/or transporting equipment, controls, and discards (e.g. drive vehicle; handling waste, discarded items and debris; open/close door; shovel, rake, sweep debris; trash container). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:****MAXIMUM FREQUENCY:** Seldom

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. handle waste, discarded items and debris; open/close door; shovel, rake, sweep debris; trash container). *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:** Not Required

Comments: Squatting is not required when performing job tasks. *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 retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. handle waste, discarded items and debris; open/close door; shovel, rake, sweep debris; trash container). 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 retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. handle waste, discarded items and debris; open/close door; shovel, rake, sweep debris). *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 retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. handle waste, discarded items and debris; open/close door; shovel, rake, sweep debris).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Kneeling is not required when performing 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 when performing job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stair climb is not required when performing job tasks.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climbing is not required when performing job tasks. *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, controls, and discards (e.g. to/from meetings with collaborating agencies and/or colleagues; to/from vehicle/dump trailer/debris/ roadside waste/ household drop off/ recycled and confidential material). 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 45-minute intervals when retrieving, returning, storing, moving and/or transporting equipment, and discards (e.g. drive vehicle).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 5-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. jobsite inspection; interview public at household hazard waste; sort/batch waste collection).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

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

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Frequent
Left:	Frequent
Both:	Frequent
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, dump trailer/lift gate) when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. vehicle, trailer). Foot controls are utilized to operate equipment (e.g. drive vehicle).

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

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Frequent
Fine Manipulation:	Not Required
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Frequent

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and discards (e.g. debris and waste; recycled paper

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; paper, paint, solvents, and household/business discards; drive vehicles).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; paper, paint, solvents and household/business discards; drive vehicle).

Fine manipulation is not utilized to perform job tasks.

Eye/hand coordination is utilized to perform job tasks (e.g. worksite inspection, sort, batch discards; drive vehicle).

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:**

<u>MAXIMUM REQUIREMENT</u>	
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle, worksite inspection; load/unload trailer load; collect and store discarded roadside debris; wheel 2-wheel bins to/from office sites/dump trailer; store, sort and batch discards). *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.*

(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:

ENVIRONMENTAL RESOURCES AIDE

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	100 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	100 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	50 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	50 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	50 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control¹</i>	Frequent
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Frequent
<i>Stoop¹</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Frequent
<i>Forward Bend¹</i>	Frequent	<i>Fine Manipulation</i>	Not Required
<i>Twist¹</i>	Frequent	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Frequent	<i>Hand/Foot Coordination¹</i>	Frequent
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Date: _____

Lyle Andersen, PT, CWCE
Preparer Signature

Laura Seabury
Environmental Aide

Date: 7/14/22

Contact Person
Title

Date: _____

Contact Person
Title

Date: _____

Contact Person
Title

LA/gm