

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Janitor
DEPARTMENT: Sheriff
PHYSICAL DEMAND STRENGTH RATING: Heavy

DATE COMPLETED: July 2019
DIVISION: Detention

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
While performing the following duties, employees in this position work in a secured detention facility, in proximity to and occasionally interacting with, arrestees and inmates who are under the supervision of a sworn Correctional Deputy.						
Works all shifts including nights, weekends, and holidays occasionally works overtime as needed to meet mandatory staffing requirements.	1	C			E	
Cleans and sanitizes detention facilities: applies cleaners/sanitizers to various surfaces; uses auger to unclog toilets; power washes jail cells; reaches forward, below waist and above shoulders to dust, wipe, and scrub surfaces; lifts, carries, pours, and sets cleaning supplies and materials weighing up to 56 lbs.; cleans human waste including blood, vomit, fecal matter, and urine; works around inmates in a locked facility.	2	C	Rags, Sponges, Auger, PPE (gloves, boots/covers, sleeves, N95 Respirator Mask, Power washer, Goggles, Cleaning tools, Rubber boots		E	

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Loads cleaning materials onto janitorial cart; bends, squats, and stoops while lifting and loading cleaning supplies weighing up to 10 pounds; reaches above and below shoulder level to retrieve supplies; pushes and pulls janitorial cart, exerting 10 pounds of pressure, throughout detention facility; keeps cart within line of sight, or locks in secure location.	3	C	Janitorial cart; cleaning supplies		E	
Sweeps, mops, strips, waxes, and polishes floors using repetitive pushing and pulling motion; lifts and places five gallon buckets of cleaning solutions; applies cleaning solutions to floor; operates electric floor polishing machine weighing 94 pounds, in a repetitive pushing and pulling motion.	4	F	Electric Floor Polisher, Vacuum, Carpet Cleaner, 12" broom, 30" mop, 5 gallon containers		E	
Cleans and sanitizes concrete floor in garbage compactor area; scrapes and removes debris left behind using hand tools; lifts and aims hose to wash down floor; applies sanitizer using a mop; uses repetitive pushing and pulling motions.	5		Hose, mop, hand tools, grabber, squeegee			
Checks inventory of janitorial supplies, equipment, and tools; reports inventory needs; stocks supplies, reaching above and below shoulder level; delivers supplies to North Detention Facility.	6	O	Vehicle	CA Driver's License	E	
Reads labels and follows written instructions to determine appropriate use and required personal protective equipment to safely utilize cleaning supplies and tools.	7	O			E	
Lifts, carries, and disposes of 45 gallon trash bags weighing up to 30-40 lbs., broken furniture, card board boxes, and small appliance; lifts filled bags waist high to load into garbage bins, ; pushes bins weighing up to 90 pounds throughout facility; lifts filled bags from bin and places in compactor; operates compactor by ensuring it is safely loaded; presses operating button; observes to ensure safe operation.	8	O	Garbage bin, Garbage bags, Trash Compactor		E	
Communicates in person, by phone, email, or overhead paging system, with departmental staff to coordinate activities, provide and obtain information; responds to pagers.	9	O	Phone, Computer, 2-way radio, overhead paging system		E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate personal protective equipment; reports or corrects unsafe conditions.	10	C	Personal Protective Equipment		E	

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Participates in training, in person and on-line, to maintain and enhance knowledge and skills related to assigned duties, and County and departmental policies; access on-line applications such as Target Solutions and Lexipol: reads emails to receive updates to policies and procedures.	11	O	Computer		E	

PART 2: PHYSICAL DEMANDS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting (e.g. reading directions, responding to emails)	6,7,9,11	O			
2 Walking (e.g. dusting, mopping, sweeping, taking out trash)	1-10	C			
3 Running	N/A	N			
4 Standing (e.g. Scrubbing surfaces, polishing and, sweeping floors)	1-10	C			
5 Bending-Neck (e.g. stocking supplies, reading labels of cleaning products)	1-11	F			
6 Bending-Waist (e.g. placing trash in compactor, wiping lower surfaces.	1-6,8,10	F			
7 Squatting (e.g. checking and stocking inventory, cleaning toilets)	1-3,6	O			
8 Climbing (e.g. step ladders to reach higher shelf)	1,6	O			
9 Kneeling (e.g. scrubbing surfaces, wiping down toilets)	1,2,6	O			
10 Crawling (e.g. accessing tight areas for cleaning and sanitation, dusting baseboards)	1,2	O			
11 Twisting-Neck (e.g. operating floor scrubber, taking inventory)	1-11	O			
12 Twisting-Waist (e.g. operating floor scrubber, stocking supplies in janitorial closet, placing trash in trash compactor)	1-6,8	O			
13 Repetitive Hand Use (e.g. scrubbing surfaces, applying cleaning solutions to rags, stocking supplies in janitorial closet)	1,2,4,8	F			
14 Simple Grasping-Right Hand (e.g. holding rags, bottles of cleaner, holding toilet brush)	1-9	F			
15 Simple Grasping-Left Hand (e.g. holding rags, bottles of cleaner, holding toilet brush)	1-9	F			
16 Power Grasping-Right Hand (e.g. operating floor polisher)	4	O			
17 Power Grasping-Left Hand (e.g., operating floor polisher)	4	O			
18 Fine Manipulation-Right Hand (e.g. opening bottles of cleaner, replacing toilet paper rolls, replacing toilet seat covers)	1,2,6,9	O			
19 Fine Manipulation-Left Hand (e.g. opening bottles of cleaner, replacing toilet paper rolls, replacing toilet seat covers)	1,2,6,9	O			
20 Pushing and Pulling-Right Hand (e.g. pushing janitorial cart to work area, pushing trash bins, operating floor polisher)	1-5,8	F			
21 Pushing and Pulling-Left Hand (e.g. pushing janitorial cart to work area, pushing trash bins, operating floor polisher)	1-5,8	F			
22 Reaching-Above shoulder level (dusting and wiping windows, stocking supplies,	1-3,6	O			
23 Reaching-Below shoulder level (e.g. sanitizing surfaces like tables, sinks and toilets, loading and unloading garbage bins, reaching into cart)	1-6,8	F			
24 Lifting up to 10 lbs. (e.g. bottles of cleaner, rolls of toilet paper, synthetic bristle duster)	1-6,8	F			
25 Lifting 11-25 lbs. (e.g. wet mops, boxes trash bags, boxes of gloves)	1,2,4,5,8	F			
26 Lifting 26-50 lbs. (e.g. boxes of toilet paper, boxes of hand sanitizer, boxes window cleaning solution)	1,2,4,5,8	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
27 Lifting 51-75 lbs. (e.g. boxes of bleach 56 lbs.)	1,2,6	O			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (e.g. bottles of cleaner, rolls of toilet paper, synthetic bristle duster)	1-6,8	F			
31 Carrying 11-25 lbs. (e.g. wet mops, boxes trash bags, boxes of gloves)	1,2,4,5,8	F			
32 Carrying 26-50 lbs. (e.g. boxes of toilet paper, boxes of hand sanitizer, boxes window cleaning solution)	1,2,4,5,8	O			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

PART 3: SENSORY REQUIREMENTS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected (e.g. cleaning dirty inmate cell)	1-11	C			
2 Functional color vision, normal or corrected (e.g. identify blood and other fluids or wastes for personal protection and for proper sanitation and disposal, identify correct operating button on compactor)	1-5,8	O			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected (e.g. communicating with staff to provide updates on stock/supplies needed or ordering)	1-11	C			
5 A sense of smell (e.g. identify wastes or blood, identify different chemicals for proper use)	1,2,8	O			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	O			
3 Required to sustain concentration	F			

PART 5: NATURE OF TASKS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	F			
2 Organize own work	F			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	O			
5 Required to train and/or lead other staff	O			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	O			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	N			

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	O			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	O			
6 Possible legal ramifications associated with work activities or work product	C			

PART 8: INTERACTIONS WITH OTHERS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	C			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	C			
2 Work Outside	O			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	O			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	F			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	F			
15 Other Chemicals (e.g. drugs and other contraband)	O			
16 Human Blood, Body Tissues, or Fluids	F			
17 Human Wastes	F			
18 Animal Blood, Body Tissues, or Fluids	O			
19 Animal Wastes	O			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	O			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery) (compactors, motorized dock doors)	F			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
30 Contact with water, other liquids, humid conditions - not weather related	F			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	C			
33 Operates non-commercial motor vehicles (cars, trucks)	O			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam	X*	X*	Annual
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	X	X	Annual
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test	X	X	Annual
12 Vaccine: MMR			
13 Vaccine: Hepatitis B	X		3 shot series, 1x
14 Vaccine: Influenza	X	X	Annual
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Storage Room Supplies - stored from floor to 50-inches
Bath Tissue 16"x24"x8" – 34 lbs.
Germicidal Detergent 16"x10"x8" – 23 lbs.
Deodorant Soap 16"x10"x8" – 23 lbs
Box of Bleach 19.5"x11"x13" – 56 lbs.



Janitorial Closet – items up to 55-inches
Full boxes are transported to closet then broken down



Floor Scrubber – electronically propelled



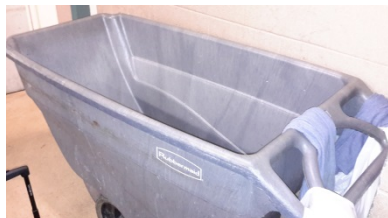
Janitorial Cart 37 –inches tall
10 lbs. push force to move loaded cart
Toilet Paper Rolls – 8 oz.
Bottles of cleaners - 2 lbs.



Thoroughbred floor machine – 94 lbs – tilted to maneuver
Example of used trash bags – average 8 lbs.



Trash compactor - lip height 38-inches



Trash Cart – Full cart not available for Push Force measurement