

JOB TASK ANALYSIS - PHYSICAL DEMANDS



JOB TITLE: Park and Recreation Maintenance Operations Worker I

Company Name: Ramsey County - Park and Recreation Department

Date: 12/09/2013

Employees observed, interviewed or who completed questionnaires pertinent to job physical demands:
Jennifer Otley, Bob Zak, Jan Green, Allan Huelsman, Mark McCabe, and William Schneider.

Prepared by: Susan Unger OTR/L, CEAS sunger@summitortho.com Phone: 651-968-5260

JOB OVERVIEW FROM Dictionary of Occupational Titles (DOT)

CODE: 899.684-046 **MAINTENANCE WORKER, MUNICIPAL (government)** **STRENGTH: HEAVY**

Performs any combination of following duties to maintain and repair property of municipality, using variety of machines, tools, and equipment: Receives written work orders or verbal instructions from municipal administrator. Cuts grass and trims weeds on town property and parks, using lawn mower and weed trimmer. Digs flower beds and plants flowers, using gardening tools. Constructs decorative flower garden borders from wood, using handtools. Cleans buildings, washes windows, and empties trash cans, using brooms, cleaning supplies, and floor buffer. Paints interior and exterior walls and trim, using paint and painting tools. Operates backhoe to dig trenches for water and sewer pipe. Drives truck and loads fallen tree limbs and roadside trash onto truck, and delivers refuse to landfill. Repairs streets and sidewalks with asphalt, cold patching materials, and concrete, using shovel, hand roller, trowel, level, and long-handled tamp. Removes and replaces damaged parking meters and traffic signs. Operates snow removal equipment to maintain streets, sidewalks, and driveways. Reads water meters and records reading in logbook. Maintains and repairs municipal buildings' plumbing and electrical systems, including replacing worn or defective parts, such as switches and fuses. Repairs or replaces building brick, stone, and concrete. Maintains and repairs wood parts of buildings, using carpenter tools. Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as truck, street sweeper, and riding mower. Hand washes vehicles.

GOE: 05.12.12 **STRENGTH:** H **GED:** R3 M2 L3 **SVP:** 5 **DLU:** 86

The Park and Recreation Maintenance Operations Worker 1 for Ramsey County changes job tasks about every 6 months with the seasons. During the summertime they work on maintaining 2 golf courses, 15 parks and beaches, and 2 summer ice arenas. They generally work with 3 to 4 fulltime employees and some seasonal part-time employees during the summer months to complete their job tasks. In the fall and winter they do cleaning of buildings and run and operate 9 ice arenas within Ramsey County. They indicate that their job tasks are similar to janitorial, buildings and grounds crews, and general maintenance workers.

There are a small number of maintenance operations workers who work in the parks all year. In the fall they work on tree trimming, trail clearing, grounds keeping and trash removal. In the winter they do snow plowing and blowing in trucks and skid steers for the park trails and parking lots. They also remove trash throughout the parks and off leash dog areas.

Physical Demand Level: HEAVY ♦ CRT BODY INDEX MINIMUM SCORE = 226

* **Comments:** The United States Department of Labor defines the **heavy work** as a exerting up to **76 to 100 pounds of force occasionally** (occasionally: activity or conditions that exist up to one-third of the time) and/or **46-60 pounds of force frequently** (frequently: activity or conditions that exist between one-third and two-thirds of the time), and/or **greater than negligible up to 23-30 pounds of force constantly** (constantly: activity or condition exists more than two-thirds of the time) to move objects.

Work Hours: 6:30 a.m. to 3 p.m.

Breaks: One 45-minute and one 15-minute

Overtime: Occasional during the peak season (summer months); they work 48 - 56 hours. Typically, overtime is voluntary. There are rare times when it may be mandatory.

Personal Protective Equipment: Long pants and closed-toe shoes. As Needed: Leather-palm gloves, safety glasses, hearing protection, hard hat, and chaps. Examples where this might be necessary would be for using a chainsaw to cut wood. For pesticide applications they wear a suit which covers their clothes, coveralls. Also at times safety harness may be required for lifts and/or buckets (aerial lift).

Special Training Requirements: Must have a commercial driver's license. In-house forklift certification and in-house aerial and bucket-truck certification.

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Tools/Machines & Equipment: Hand drills, grinders, Sawzall, chainsaws, push and ride-on lawnmowers, drill press, table saw, band saw, chop saw, wood chipper, and snow blower. Machines: Zamboni, flatbed tractor, skid loader, dump truck, XUVs (4-wheelers with cab), flail tractors.

*******Please refer also to the RAMSEY COUNTY Parks and Recreation Maintenance Operations Worker 1 job description. *******

JOB TASK ANALYSIS – PHYSICAL DEMANDS CHECKLIST

Company Name: Ramsey County Parks & Recreation

Job Title: Maintenance & Operations Worker 1 - HEAVY for CRT Date: 12/9/13

Never (N) = Not at all • Rarely (R) = 0-24 min/day or 0-5 reps per 8hr day • Occasionally (O) = 25 min-2.5 hrs or 6-100 reps in 8hr day
 Frequently (F) = 2.51-5 hours/day or 100-300 reps per 8hr day • Continuously (C) = 5.01 hours and over or 301-500+ reps per 8hr day

Posture, Movement:	N 0%	R 1-10%	O 11-33%	F 34-66%	C 67-100%	Comments
Sitting			✓	✓		To drive/operate vehicle to & from sites. Grooming snow trails, plowing, ride on equipment (lawn mower, trucks, zamboni) For breaks. Avarage: 1.5-2 hrs.
Standing		✓	✓			Painting, trashing, digging, shoveling, some general cleaning tasks such as toilets/windows/mopping.
Walking				✓	✓	To/from vehicle or job area to do trashing, weed whipping or thinning. To sweep/mop/paint. Over even/uneven ground or floor surfaces in all weather.
Bending / Stooping				✓	✓	Trash 50-60 barrels (40-150#) per day. Cleaning toilets, sinks, walls. General outside/inside building cleaning & repairs. Tape/seal floors or ice rink boards.
Twisting				✓	✓	See above. Also for mopping floors, weed whipping, leaf blower (use of a back pack blower).
Low Level Position*				✓		*kneel/squat/half-kneel Fine hand work, cement floors, finish cement work, painting, taping & weeding
Crawling		✓				Taping or sealing floors or ice rink boards.
Crouching		✓				To clean furnace filter.
Climbing- Stairs			✓	✓		Building stairs (inside/outside). To get on or off of equipment/trucks zamboni. Climb on or down fro(back of pick up truck bumper (24-26"), etc.
Climbing- Ladder			✓			Stepadders (6, 8, 10, & 12 foot). Minimal use of vertical ladders and extension ladders. For roof work, graffiti, and tree limb removal.
Balancing				✓		On scissor lift, aerial bucket lift & ladders. On uneven or hilly ground, slippery ground surfaces such as mud, ice or rain.
Reaching -Forward					✓	Drive, operate equipment, trashing & moving items from place to place. Paint & shovel. For ground or building maintenance. With tools (power or hand).
Reaching – Overhead				✓	✓	Changing lights, trim trees/ brush. Trashing lift up into the dumpster. For supplies, painting.
Reaching – Low Level			✓	✓		To clean toilets, walls, under picnic tables. For law maintenance work such as mowing. To do trolling cement work. For raking and shoveling tasks.
Push / Pull*				✓	✓	*including force Lawn mowers (push type), snow blowers, shovel snow, To drive & operate
Static Force Weights:	cont: equipment (push/pulling of levers). Trashing, moving 2-wheelers or carts. To move and use the mop bucket/pallet jacks/floor scrubbers. Starting equipment (pull cords on chain saws) Pushing equipment such as walk behind snow blowers or lawn mowers.					
Other:	✓					
Other:	✓					

Additional Comments:

* For low level work: Knee pads should be considered for workers when they are doing low level work tasks.

Never (N) = Not at all • Rarely (R) = 0-24 min/day or 0-5 reps per 8hr day • Occasionally (O) = 25 min-2.5 hrs or 6-100 reps in 8hr day
 Frequently (F) = 2.51-5 hours/day or 100-300 reps per 8hr day • Continuously (C) = 5.01 hours and over or 301-500+ reps per 8hr day

Lifting & Carrying	N 0%	R 1 - 10%	O 11 - 33%	F 34 - 66%	C 67 - 100%	Comments:
Up to 10 pounds			✓			Handbooks, toilet paper rolls, cleaning supplies, small tree branches, etc.
11 - 24 pounds			✓	✓		Tools: chain saw, weed whip, backpack blowers, pole saw, empty garbage containers, tree branches or brush. Smaller ladders. Gas cans (2.5 gallons).
25 - 34 pounds			✓			Case of cleaning supplies, case of oil, larger branches/brush.
35 - 50 pounds			✓	✓		Lighter trash barrels, recycling containers, bag of grass seed/ice melt/salt. Some larger ladders. Moving equipment on & off trucks.
51 - 74 pounds			✓	✓		Picking up dumped materials (peoples garbage that they dump in parks). 60 pound cement bag, trash in barrel 55 gallon, generators.
75 - 100 pounds			✓			Team lifts* are practiced with this weight. Recycling bins; picnic grill, 80 # cement bags & heavier trashing. Snow blower; picking up dumped materials.
Over 100 pounds		✓	✓			Park benches (installing), heavier trash barrels, picking up dumped materials (examples: furniture, deer bodies, appliances).
Repetitive use: hands	N 0%	R 1 - 10%	O 11 - 33%	F 34 - 66%	C 67 - 100%	Comments:
Bend/twist arm					✓	Trashing, load/unload materials from truck, doing repairs, picking up dumped materials or branches. Cleaning tasks, sealing floors, taping boards, etc.
Simple grasping:			✓			Moving lighter weight supplies or picking up lighter weight items/materials. Driving vehicle to/from job site.
Firm grasping:				✓	✓	Moving heavier equipment, trashing barrels, picking up heavier dumped items. Drive or use of heavy equipment: skid loader, chain saw, snow blower, XUV.
Other: Fine-finger coordination		✓				Paperwork.
Other:	✓					N/A
Repetitive use: feet	Check Yes or No				Comments:	
Right:	✓	Yes		No	Vehicles, trucks, lawn mower, Zamboni, Skid steer, gators, etc.	
Left:	✓	Yes		No	Skid Loaders, tractors, forklift,	
Both:	✓	Yes		No	See above.	
Other:		Yes		✓ No	N/A	
Posture: Head	Check Yes or No				Comments:	
Static Position		Yes		✓ No	N/A	
Frequent Flexing	✓	Yes		No		
Frequent Rotating	✓	Yes		No		
Other: Occasional Neck Extension	✓	Yes		No	More with trimming brush or painting or changing lights.	

Additional Comments:

* Team lift for trash barrels is the norm because they are large and most often heavy.

JOB TASK ANALYSIS – ENVIRONMENTAL EXPOSURE CHECKLIST

Company Name: Ramsey County Parks & Recreation

Job Title: Maintenance & Operations Worker 1 - HEAVY for CRT Date: 12/9/13

Environmental Exposures	Check Yes or No		Comments				
Working around moving machinery	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Skid loaders, public vehicles, mowers, XUV's, tractors, etc.				
Working outside	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	85-90% outside work in all weather conditions for the most part.				
Exposure to heat and humidity	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	85-90% outside work-- especially in the summer months.				
Using powered equipment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Jack hammers, chain saws, floor scrubbers, snow blowers, ice edgers, pressure washers, push mowers/snow blowers, wood chipper.				
Vibration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	See above.				
Slippery floor s surfaces	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Ground, ice (outside and in ice arenas), snow, mud, wet grass/dirt from rain.				
Chemical Exposure	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Pesticides, fertilizers, herbicides, cleaning chemicals, solvents, paint, oils, gasoline (diesel), acids, de-greasers, grease. Cement. See MSDS file also.				
Noise – Interfering w/ communication	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Powered equipment (chain saw, movers, blowers, jack hammer, etc). Also operating heavy equipment such as skid loader, dump truck & Zamboni.				
Radiation (ionizing/non-ionizing)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	N/A				
Hazardous Waste	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Dog droppings, recycling and/or waste materials people leave or "dump" in parks.				
Airborne Infectious Agents	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	N/A				
Blood and/or bodily fluids	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Ice arena-blood exposure. Minimal.				
Risk-Physical violence/aggression	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Minimal-but has happened (from public).				
Working at heights	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Aerial lift, bucket lift, ladders.				
Congested Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	N/A				
Glare	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A				
Adequate Lighting	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A				
Sharp Edges	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Saws, blades of lawn mower, utility knife, moving and cutting down buckthorn.				
Other: Dust	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Wood dust, cement dust, skate sharpening, dirt (dry). Mowing.				
Other: Garbage smell & other fumes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Gasoline, diesel, rotting garbage. Sulfuric acid. The Zamboni also produces some diesel fumes.				
Sensory Demands			Check Yes or No				
<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Speech	<input type="checkbox"/> Smell/Taste	<input checked="" type="checkbox"/> Near Vision	<input checked="" type="checkbox"/> Far Vision	<input type="checkbox"/> Color Vision	<input checked="" type="checkbox"/> Tactile	<input type="checkbox"/> Spatial Perception

Additional Comments:

For chemical exposures also refer to the Ramsey County MSDS manual for Parks & Recreation Department.



Maintenance workers drive and operate a variety of trucks (pick up, dump truck) and other equipment such as forklifts, ride on lawn mowers/snow blowers, flatbed trailers, ice rink Zamboni, skid loaders, XUVs (4-wheelers with cab), etc.



Team lifts are typically used for moving trash barrels in the parks. The barrels can weigh between 50-100+ pounds because of people "dumping" their trash in the parks. The barrels are loaded onto and off of the back of a pick-up truck (34-39") and then dumped into a dumpster (50") as pictured above. Team lifts are also used to move other heavy items such as county park benches, dead animal carcass', large dumped material/objects (bed mattress), etc.



In the shop areas or buildings, the maintenance workers use of equipment such as 2-wheelers to move heavier items such as rock salt bags (50 pounds).

Ladder work is done both inside buildings and outside too. Ladders can be 6-12 feet. Some extension ladders are also utilized.



Demo of cutting branches with a _____. Weight of the saw is 20 lbs. Larger cut branches are moved by a team lift.



Moving



Once a year the ice arena needs a strip of paper put around the whole rink. This is done by kneeling and applying. Knee pads are available for this (if desired).



Loading and unloading supplies/equipment from the truck is occasional –frequent.



Riding lawn mowers are used in summer months to cut the grass at county parks. This requires sitting, light grasp and use of foot pedals to steer & operate.



Hand pallet jack are used to move some equipment or materials in the plant.



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1. Job Task Analysis - Environmental Exposure Checklist

The environmental exposure information was reviewed or completed by the human resources department of this company.

2. Job Task Analysis – Physical Demands Checklist Validation

Additional Comments:

The physical and environmental demands of this job position were reviewed by these individuals for accuracy. It is recommended that at least two employees who perform the job and a supervisor (per facility) review this document.*

This document was reviewed by:

Name & Title	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

***Once signed and validated return this page to MOH to: sunger@summitortho.com or fax to: (651)730-3990**