


Employer: Town of Steilacoom		Worker:	
Vocational Firm: Address:	Precisionary, Inc. P.O. Box 6 East Olympia, WA 98540-0006	Claim #:	
Phone:	(360) 515-5962	Job Title:	Parks/Buildings/Grounds Serviceperson I
Involved Body Parts:		DOT#:	406.687-010

## JOB ANALYSIS

Job Title:	Parks/Buildings/Grounds Serviceperson I	DOT Title:	Landscape Specialist
SVP:	2	DOT #:	406.687-010
GOE:	03.04.04	Type of Industry:	Government Services

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: Town of Steilacoom
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Paul Loveless
Date: September 18, 2013	Approved:

On-Site    
 Interview    
 Representative

### Essential Functions:

Basic Function: Performs work under limited supervision. Maintains/repairs Town of Steilacoom facilities, parks, and grounds.


Reports to: Public Works Director (or Designee)

Supervises: Seasonal Workers & Correctional Facility Work Crews

Duties and Responsibilities (Essential functions are items 1, 2, 3, 4):

- 1) Performs all aspects of ground maintenance according to Town standards. This includes emptying trash receptacles, mowing, trimming, weeding, pruning, fertilizing, and aerating public grounds/parks.
- 2) Safely operates mowing tractors, backhoes, dump trucks, and related equipment.
- 3) Performs maintenance (including preventative) on all town buildings/facilities, parks/grounds/equipment.
- 4) Maintains irrigation/plumbing systems.
- 5) Prepares and maintains facilities including landscaping, and all custodial activities for parks and other Town owned properties.
- 6) Responds to callouts/emergencies.
- 7) Performs functions of the position with/without accommodation.
- 8) Maintains compliance with the requirements for vehicle/equipment/tool use to ensure the ability to safely/efficiently complete the necessary tasks of the position.
- 9) Positively and actively supports Town residents and co-workers.
- 10) Performs similar and incidental duties as assigned.

Duties as listed above are illustrations of the types of work that may be performed in the position. Omission of specific statement of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

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### Job Qualifications and Skills:

#### Minimum Qualifications:

- 1) High school graduation or GED equivalent.
- 2) Possession of, or ability to obtain, a valid Washington State Driver's License Combination Class: B with tanker endorsement and be subject to random drug and alcohol testing.
- 3) Possess a good driving record.
- 4) Possession of, or ability to obtain, a Washington Industrial First Aid Certification, Cardio-Pulmonary Resuscitation Certification, and a Washington State Flagging Card.
- 5) Pass a background check with no convictions for crimes against *at risk* populations.

#### Knowledge, Abilities, and Skills:

- 1) Ability to understand/execute written and oral instruction.
- 2) Knowledgeable with the skills, methods, and materials required to perform maintenance/repairs of grounds/buildings in order to meet the Town of Steilacoom parks/grounds/building standards.
- 3) Ability to safely use job related tools and equipment.
- 4) Ability to communicate effectively with management, employees, and the public.
- 5) Ability to work independently to complete daily activities according to work schedules.
- 6) Ability/willingness to respond to emergency calls during other than regular work hours, in any/all working conditions.
- 7) Ability to obtain job related training or certification as required by the department.

#### Machines, Tools, Special Equipment, Personal Protective Equipment Used:


Tractor mowers, walk behind gas powered mowers, gas powered weed eaters (32 lbs.), chainsaw, gas powered edgers (52 lbs.), four gallon sprayer (weight varies depending upon contents), backpack blowers (22 lbs. to 28 lbs.), safety glasses, gloves, ear protection, safety vest, 1.67 gallon container of pesticide (12-14 lbs.), 2.5 gallon container of herbicide (up to 20 lbs.), tie-down straps, sprayers, sheetrock screws, screws, drill bits, table saw, miter saw, hand saw, reciprocating saw, vacuum, hammer, nails, spreaders, hoses of various lengths.

### PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	8	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week


The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend performing these physical demands. Work assignments vary from day to day, and the crew leader may be called out to perform the work of a serviceperson due to absences, or job requirements.

PHYSICAL DEMANDS	Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	Up to		X				Operating computer to check and send e-mail, review parts

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	10%						inventory and check orders. Sitting is also performed when operating motor vehicle, town-owned or rented machinery, and tractor mowers. Sitting may also be performed during staff and safety meetings.
Standing	Up to 50%				X		Mapping and review of plan sets, checking fluids, belts, and sharpening blades on maintenance equipment, weeding, planting, flagging, painting, applying pesticides and fertilizer, pruning, trimming, measuring, and utilizing saws.
Walking	Up to 50%				X		Checking fluids, belts, and sharpening blades on maintenance equipment, weeding, planting, flagging, painting, applying pesticide, and fertilizer, pruning, trimming, measuring, and utilizing saws, operating push mower, edger, backpack blower, when applying weed herbicides.

	N	S	O	F	C	
<b>Lifting</b> floor – waist	N/A	Up to 60 lbs.*	5 to 52 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include hand tools, shovels, rakes, hoes, 1.67 gallons of pesticide, 2.5 gallons of herbicide, tie down straps, sprayers, drill, drill bits, table saw, miter saw, hand saw, reciprocating saw, vacuum, four gallon sprayer, five gallon sprayer, five and one gallon buckets of paint, rollers, paintbrushes, chainsaw, edger, weed eater, 32 gallon containers of grass seed (maneuvered, not necessarily lifted), bag of fertilizer.
<b>Lifting</b> waist–shoulder	N/A	Up to 60 lbs.	5 to 52 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include hand tools, shovels, rakes, hoes, 1.67 gallons of pesticide, 2.5 gallons of herbicide, tie down straps, sprayers, drill, drill bits, table saw, miter saw, hand saw, reciprocating saw, vacuum, four gallon sprayer, five gallon sprayer, five and one gallon buckets of paint, rollers, paint brushes, chainsaw, edger, weed eater, 32 gallon containers of grass seed (maneuvered, not necessarily lifted), bag of fertilizer.
<b>Lifting</b> above shoulder	N/A	Up to 52 lbs.	5 to 52 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include hand tools, shovels, rakes, hoes, 1.67 gallon of pesticide, 2.5 gallon herbicide, tie down straps, sprayers, drill, drill bits, table saw, miter saw, hand saw, reciprocating saw, vacuum, four gallon sprayer, five gallon sprayer, five and one gallon buckets of paint, rollers, paint brushes, chainsaw, edger, weed eater, 32 gallon containers of grass seed (maneuvered, not necessarily lifted), bag of fertilizer.
<b>Carry</b> (Dist.)	N/A	Up to	5 to 52	Up to	Up to	Any of the items listed above may also be carried with the exception of the 32-gallon bucket of grass


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		60 lbs.	lbs.	15 lbs.	5 lbs.	seed. This item is typically maneuvered over the ground and rolled to an alternative location.
<b>Pushing/ Pulling Force</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	Performed when maneuvering motor vehicles, lawn tractors, lawn mowers, weed eaters, edgers, sprayers, paint rollers, paint brushes, rakes, shovels, and brooms.
	N/A	Up to 100 lbs.	Up to 60 lbs.	N/A	N/A	

	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while pruning trees, changing light bulbs, and when painting via ladder. The worker is constantly balancing when working at heights.
Stooping / Bending				X		Performed when performing maintenance and repair functions on landscaping equipment such as mowers, edger, backpack blowers, etc. It is also performed when weeding, and planting new items.
Twisting			X			Performed when cleaning bathrooms, sweeping and mopping floors, driving to check for traffic conditions, operating the lawn tractor, checking equipment fluids, working in tight spaces, blowing leaves, trimming hedges, grass edges, shoveling, and when raking.
Squatting / Kneeling			X			Required when performing maintenance and janitorial duties, checking equipment fluids, working in tight spaces, blowing leaves, trimming hedges, grass edges, shoveling, and when raking.
Crawling		X				Required when entering small spaces, when weeding, and planting outdoor materials.
Foot Controls			X			Performed when operating motor vehicle, and lawn tractor.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.


	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	
<b>Reaching</b> (Level)	Forward			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, working with edgers. push mowers, backpack blower handles, hand tools, power tools, saws, hammers, sprayers, fertilizer spreaders, etc.
	Below Waist			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, working with edgers. push mowers, backpack blower handles, hand tools, power tools, saws, hammers, sprayers, fertilizer

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Above Shoulder					spreaders, etc.
	X				Climbing ladders, pruning, performing janitorial duties (cleaning mirrors, walls, etc. in bathrooms), changing light bulbs.
Handle/Grasp				X	Items manipulated include plans, computer mouse, telephone, two-way radio, steering wheel, hand tools, landscape maintenance equipment (rakes, hoes, shovels, blowers, edgers, trimmers, lawn mowers, etc.), ladders, motorized equipment, flashlights, keys, brooms, mops, dustpans, saws, electric tools, entering/exiting vehicles and other equipment.
Fine Finger Manipulation			X		Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing keys, and documenting information.
Hand Controls				X	Items maneuvered include lawn tractor, push mower, edger, weed eater, electrical saws, electrical equipment, motor vehicles, two-way radio, and, operating backhoe.
Repetitive Motion			X		Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks		X			Operation of edger, backpack blower, lawn tractor.

	N	S	O	F	C	
Talking					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers.
Hearing					X	Communicating with contractors, and the general public via telephone and in person, communicating with co-workers.
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confined spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints/plans.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather				X		Noise Intensity				X	

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Extreme Cold			X			Atmospheric Conditions		X			
Extreme Hot			X			Exposed Heights		X			
Wet and / or Humidity			X			Exposure to Electricity		X			
Proximity to Moving Mechanical Parts			X			Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives		X				Exposure to Radiation	X				

**Other:** Requires exposure to hazardous conditions: i.e. working in traffic, working at night. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

**Analyst's Comments:**

**Possible Employer Modifications:**

**Note:** The information for this job analysis was gathered by either on-site observation, interview and/or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

**Analyst:**

*Gina Jaeger Dean, BA, CDMS*

Vocational Consultant

**Presenting VRC:**

*Gina Jaeger Dean, BA, CDMS*

Vocational Consultant

*9/18/2013*

Date

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Date