

COUNTY OF KERN
PERSONNEL DEPARTMENT
OFFICE MEMORANDUM

TO: Memo For Record

FROM: Debbie A. Paxson *D. Paxson*
Personnel Analyst

DATE: May 21, 1992

SUBJECT: Building Services Worker Series

At its regularly scheduled meeting in May, the Civil Service Commission took the following action regarding the newly created flexible series. Building Services Worker I/II/III/IV:

- 1) Physical Requirements at Kern Medical Center indicating distances of "less than" were modified to read "at least".

Kern Medical Center requested the change to allow less restrictive language.

- 2) Physical Requirements at General Services indicating specific tasks performed "unassisted" were modified to read "with assistance".

Between the completion of the job analysis report for the Building Services Worker series and the May Civil Service Commission meeting, the Personnel Department received information regarding policies and procedures at General Services. A review of this information revealed inconsistencies which significantly impacted the conclusions of the report.

The remainder of the Job Analysis for Physical Requirements for the Building Services Worker series is unchanged.

KERN COUNTY PERSONNEL DEPARTMENT

Job Analysis for Physical Requirements
Job Classification: Building Service Worker II/I

CONDUCTED BY: Teresa Vasquez, Senior Personnel Analyst
Debbie Paxson, Personnel Analyst
Denise Sprague, Personnel Analyst

DATE: April 6, 1992

GENERAL DESCRIPTION/REPRESENTATIVE DUTIES:

Performs general cleaning tasks. Sweeps, vacuums, mops and waxes floors; cleans, dusts and polishes furniture and woodwork; replenishes supplies; empties and cleans receptacles; washes windows, walls and ceilings; assists in moving and arranging furniture and equipment; turns out lights, locks doors and windows; maintains equipment and materials used in the work; replaces light bulbs; may make minor repairs and reports the need for other repairs.

In addition, assignments at Kern Medical Center also include washing unoccupied beds; making beds, performing tasks according to defined procedures which minimize the possibility of contamination; handling contaminated trash according to established procedures; operates trash compactor; cleans rooms occupied by patients; hangs cubicle curtains; cleans operating rooms and other special procedure areas to allow sterile environment; maintains carpets; cleans spills and removes stains according to established procedures; strips floors, shampoos carpets, maintains drapes, interior windows and restrooms as required by external regulatory agencies.

A wide variety of work assignments may be made. The above represents typical tasks encountered by Building Services Workers in the following departments: General Services, Human Services, Airport, Museum and Kern Medical Center.

HOURS/SALARY RANGE:

Eight to ten hour shifts, depending upon assignment. Overtime assigned as necessary. Salary: I Level - \$7.79 per hour; II Level - \$8.52 per hour

PHYSICAL DEMANDS:

<u>Activity</u>	<u>% of Work Shift</u>	<u>Representative Duties Performed</u>
<u>SITTING</u>	N/A	Breaks and lunch
<u>STANDING/ WALKING</u>	up to 100%	Necessary for completing the majority of duties; standing while cleaning, walking to various office sites.
<u>BENDING/SQUATTING KNEELING</u>	up to 65%	Required for picking up trash containers; trash from the floor; cleaning equipment; and while cleaning low surfaces.
<u>CLIMBING</u>	varies, depending upon assignment up to 25%	Required while using step ladders to wash windows and high surfaces; to replace fluorescent lights; and to ascend stairways.
<u>TWISTING</u>	average, 25% up to 75%	Done while dusting, sweeping, mopping, picking up and dumping trash containers, transferring cleaning equipment to and from a cleaning cart.
<u>HAND MOVEMENT</u>	100%	
A. Simple Grasping		Either hand used to grasp the following: spray bottle, mop, buffer, rags, vacuum, toilet brush, trash bag and container, broom, feather duster, bucket
		Both hands are used to wring rags, make beds, refill dispensers, and replace trash bags.

B. Finger Movement

Fingers are used to replace fluorescent lights, replace vacuum belts and bags, clean light fixtures, hang curtains around cubicles in a hospital setting, clean window sills, tie plastic bags, use keys, and release toilet paper spindles.

PUSHING/PULLING

up to 100%

Pushing and pulling occurs while mopping, vacuuming, sweeping and buffing; moving carts, large trash containers and chair racks on wheels, hand trucks and furniture; opening doors.

REACHING

an average
minimum of 20
times per shift

Occurs while cleaning walls and windows, high dusting, stacking chairs, hanging curtains, taking boxes down from shelves, replacing fluorescent lights, disposing of trash into large containers.

REPETITIVE FOOT MOVEMENT

Intermittently
throughout a
shift

May use feet to operate controls on vacuum, open trash containers

CARRYING

Weight

Frequency

Items

0-10 lbs.

Routinely
(Daily)

Single item cleaning supplies such as spray bottles of window cleaner, empty mop buckets, folding chairs, broom/mop/dust pan/sweeper, 1 gallon buddy jug with liquid, 1 gallon container of floor wax, 4 ft aluminum ladder

11-25 lbs.

Routinely
(Daily)

trash containers

	Occasionally (Weekly)	cleaning supplies such as a box of isolation liner bags, clear trash bags (33's), red trash bags (40's), red trash bags (33's), clear trash bags (40's), hand towels, folding/stacking chairs 4 ft wooden ladder, 6 ft wooden ladder, 6 ft fiberglass ladder, 6 ft aluminum ladder
26-50 lbs.	Occasionally (Weekly)	3 x 8 folding tables (non particle board), 1 1/2 x 8 honeycomb folding table, bulk cleaning supplies such as liquid hand soap, 4-6 gallon buddy jugs with liquid, 6, 8, 10 and 12 ft wooden folding ladders, 8 ft and 10 ft fiberglass ladders
51-75 lbs.	Routinely (Daily)	2 1/2 ft x 6 ft honeycomb tables
	Occasionally (Weekly)	1 1/2 x 6 non-folding tables
	Occasionally (Monthly)	3 x 3 and 3 x 4 cafeteria tables, case of bathroom tissue, 3 x 8 wooden table
76-100 lbs.	Occasionally (Monthly)	3 x 6 particle board, non-folding tables, 3 x 8 particle board folding tables, unassisted, 3 1/2 x 8 folding tables, 2 1/2 x 8 folding tables, 1 1/2 x 8 folding tables, large pieces of furniture such as conference tables, assisted
100+ lbs.	Seldom	3 1/2 x 3 non-folding tables, 3 1/2 x 10 non-folding tables, 3 x 6 non-folding tables, 3 1/2 x 7 non-folding tables, large pieces of furniture such as conference tables, assisted

The most frequently carried items include a variety of trash containers, cleaning supplies and cleaning implements.

Some assignments require incumbents to routinely set up, break down and move 3 x 6 particle board folding tables, and 2 1/2 x 6 ft honeycomb folding tables, unassisted. Other assignments require incumbents to move 3 x 3 and 3 x 4 cafeteria tables and 3 x 6 particle board, non-folding tables, assisted and unassisted, using available equipment such as carts, dollies or furniture movers.

Some assignments require incumbents to routinely shampoo carpets, strip, wax and buff floors. They routinely carry 1-gallon wax containers weighing 8.55 lbs. physically maneuver 30 and 55-gallon containers of floor cleaner using a rocking method, lift (including overhead) and move folding chairs, unassisted. All other assignments require incumbents to seldom perform these floor cleaning tasks.

"Assisted" includes utilizing additional Building Services Workers as well as equipment such as carts, dollies or furniture movers.

LIFTING

<u>Weight</u>	<u>Frequency</u>	<u>Items</u>
0-10 lbs.	Routinely (Daily)	trash containers, single-liter cleaning supplies such as spray bottle of window cleaner, mop, broom, sweeper, folding/stacking chairs, boxes of 1 1/2 ft and U-2 fluorescent replacement lamps, 4 ft aluminum ladder
11-25 lbs.	Routinely (Daily)	trash containers, vacuum, supplies such as boxes of 3 ft and 6 ft fluorescent replacement lamps
	Occasionally (Weekly)	cleaning supplies, such as boxes of isolation liner bags, clear trash bags (33's), red trash bags (40's), red trash bags (33's), clear trash bags (40's), hand towels, carpet cleaner, folding/stacking chairs, 4 ft wooden ladder, 6 ft wooden ladder, 6 ft

16-30 lbs.

Routinely
(Daily)

trash containers, full 3 1/2-5
gallon mop bucket

Occasionally
(Weekly)

4 ft and 8 ft fluorescent
replacement lamps, 3 x 8 tables
(non-particle board), 1 1/2 x 8
honeycomb folding table, 4-6
gallon buddy jug with liquid, 5
gallon container of floor paste
wax, full boxes of computer
paper, 6, 8, 10 and 12 ft
wooden folding ladders, 8 ft
and 10 ft fiberglass ladder,
10 ft aluminum ladder, bulk
cleaning supplies such as a
case of liquid hand soap

31-75 lbs.

Routinely
(Daily)

2 1/2 ft x 6 ft honeycomb
folding tables

Occasionally
(Weekly)

trash containers, supplies such
as a case of trash liners,
1 1/2 x 6 non-folding tables

Occasionally
(Monthly)

3 x 3 and 3 x 4 cafeteria
tables, case of bathroom tissue

76-100 lbs.

Routinely
(Daily)

3 x 3 particle board folding
tables, unassisted

Occasionally
(Weekly)

3 1/2 x 8 folding tables,
2 1/2 x 8 folding tables,
1 1/2 x 8 folding tables

Occasionally
(Monthly)

3 x 6 particle board, non-
folding tables, large pieces of
furniture, such as conference
tables, assisted

Seldom

Salt drums placed on roads
leading to county buildings
during winter months in
communities where snow and ice
can be hazardous; otherwise
this task is never performed

100+ lbs.

Seldom

large buffer, 3 1/2 x 8 non-
folding tables, 3 1/2 x 10

Incumbents routinely lift items such as a variety of trash containers and supplies up to 50 lbs., unassisted. Some assignments require incumbents to lift and stack 3 x 3 and 3 x 4 cafeteria tables, assisted and move 3 x 6 particle board, non-folding tables, assisted and unassisted, using available equipment such as carts, dollies or furniture movers.

"Assisted" includes utilizing additional Building Services Workers as well as equipment such as carts, dollies or furniture movers.

EMPLOYER REQUIREMENTS:

Any combination of training and experience that would provide knowledge of the methods, materials and equipment used in building services work. In addition, assignments at Kern Medical Center require knowledge of the basic principles of asepsis and infection control.

Possession of a valid California Class C Driver's license is required for positions in the General Services Department and, depending upon the assignment, may be required for positions in other departments.

Ability to read, understand and follow written procedures and instructions; ability to read and understand labels on containers and supplies; ability to select and use the proper chemicals and solutions required for a task; ability to safely mix chemicals and solutions in proportions described by procedures; ability to follow written and oral instructions for operating equipment and using supplies and tools.

Incumbents may be required to become fully familiar with facility layout and to acquire some knowledge of facility services in order to respond to the public's casual inquiries.

ENVIRONMENTAL FACTORS / HAZARDS:

Incumbents work most often indoors. Work site assignments may include outdoor tasks, i.e., Kern County Museum. Walking on uneven surface occurs frequently; this may include parking lots, dirt lots, utility ramps, stairs, and ladders. Incumbents must use caution while mopping and waxing floors. Incumbents are required to exercise caution working near specific equipment, i.e., trash incinerator, trash compactor, and laundry machines.

Exposure to loud noise may include some electrical cleaning equipment, loud speakers/paging systems, air traffic and vehicular noise. Incumbents are required to work with a variety of hazardous materials which may include trash and various cleaning solutions. Incumbents are

MACHINES/TOOLS AND EQUIPMENT:

Floor cleaning equipment, brooms, mops, buckets of various sizes, cleaning rags, supply carts, cleaning supplies, trash receptacles of various sizes, and ladders. Incumbents may be required to operate County vehicles and electric carts.

Incumbents are provided protective gloves and clothing, where appropriate.

ADDITIONAL COMMENTS:

Although most of the physical limitations which might impact a person's ability to perform the job have been addressed, there are some specific criteria which would require that individuals be assessed on a case-by-case basis in order to determine where a "reasonable accommodation" may be made.

For example, an incumbent must have the visual ability to distinguish between different types of cleaning supplies, mix cleaning solutions, and identify areas which need to be cleaned.

SUMMARY SHEET - HUMAN SERVICES DEPARTMENT

GENERAL DESCRIPTION/REPRESENTATIVE DUTIES:

Building Services Workers perform tasks in a wide variety of assignments. Representative tasks encountered by Building Services Workers in the Human Services Department are as follows:

Performs general cleaning tasks. Sweeps, vacuums, mops and waxes floors; cleans, dusts and polishes furniture and woodwork; replenishes supplies; empties and cleans receptacles; washes windows, walls and ceilings; assists in moving and arranging furniture and equipment; turns out lights, locks doors and windows; maintains equipment and materials used in the work; replaces light bulbs; may make minor repairs and reports the need for other repairs.

Tasks are performed in multiple locations, however the majority are performed in a single multi-story building.

HOURS:

Eight to 10 hour shifts, depending upon assignment.

PHYSICAL DEMANDS:

The unique tasks associated with assignments in the Human Services Department include the following:

3 x 6 particle board, non-folding tables are used throughout the building and are located in all conference rooms, training rooms and break rooms. They are routinely moved assisted and unassisted, using dolly.

3 x 3 and 3 x 4 cafeteria tables are moved by two persons, once a month on a regular basis. At that time they are lifted and stacked on top of other tables.

Crowd control turn-style poles in 5-gallon buckets filled with cement are lifted and transported on a cart twice a month.

Items weighed by Kern County Department of Weights and Measures and verified by a Personnel Department representative are as follows:

- | | |
|---------------------------|--------|
| 1. 4 ft wooden ladder | 16 lbs |
| 2. 4 ft fiberglass ladder | 23 lbs |

- | | | |
|----|---|-----------|
| 5. | 3 x 3 cafeteria table | 53 lbs |
| 6. | 3 x 4 cafeteria table | 72 lbs |
| 7. | 3 x 6 particle board, non-folding
table w/formica top | 99 lbs |
| 8. | 3 x 8 particle board folding table | 91 lbs |
| 9. | crowd control turn-style poles in
5-gallon buckets filled with
cement | 48-68 lbs |

EMPLOYER REQUIREMENTS:

Possession of a valid California Class C Driver's license may be required, depending upon assignment.

SUMMARY SHEET - KERN MEDICAL CENTER

GENERAL DESCRIPTION/REPRESENTATIVE DUTIES:

Building Services Workers perform tasks in a wide variety of assignments. Representative tasks encountered by Building Services Workers at Kern Medical Center are as follows:

Performs general cleaning tasks. Sweeps, vacuums, mops and waxes floors; cleans, dusts and polishes furniture and woodwork; replenishes supplies; empties and cleans receptacles; washes windows, walls and ceilings; assists in moving and arranging furniture and equipment; turns out lights, locks doors and windows; maintains equipment and materials used in the work; replaces light bulbs; may make minor repairs and reports the need for other repairs.

In addition, assignments at Kern Medical Center also include washing unoccupied beds; making beds, performing tasks according to defined procedures which minimize the possibility of contamination; handling contaminated trash according to established procedures; operates trash compactor; cleans rooms occupied by patients; hangs cubicle curtains; cleans operating rooms and other special procedure areas to allow sterile environment; maintains carpets; cleans spills and removes stains according to established procedures; strips floors, shampoo carpets, maintains drapes, interior windows and restrooms as required by external regulatory agencies.

HOURS:

Eight to 10 hour shifts, depending upon assignment.

PHYSICAL DEMANDS:

All tasks are performed in a large, multi-story hospital complex.

The unique tasks associated with assignments at Kern Medical Center include the following:

General cleaning supplies are stored in a central supply room and transported via elevator to supply closets located on each floor of the hospital. Cleaning equipment is stored in several locations throughout the hospital and transported via elevator.

Incumbents routinely lift 2 1/2 and 5 gallon containers of "sharps" (used needles for disposal).

Incumbents are required to dispose of contaminated material and utilize

All tables are moved by at least two Building Services Workers. Furniture is never moved from one floor to another and is rarely moved from one room to another. Incumbents routinely utilize a variety of equipment to move furniture, mattresses and supplies.

Repetitive foot movement requires incumbents to turn water off and on at sinks.

Items weighed by Kern County Department of Weights and Measures and verified by a Personnel Department representative are as follows:

1.	6 ft wooden ladder	30 lbs
2.	4 ft aluminum ladder	9 lbs
3.	6 ft aluminum ladder	15 lbs
4.	3 1/2 x 8 folding table	96 lbs
5.	3 1/2 x 8 particle board, non-folding table	225 lbs
6.	1 1/2 x 8 honeycomb, folding table	49 lbs
7.	3 1/2 x 10 particle board, non-folding table	262 lbs
8.	3 x 8 particle board, folding table	99 lbs
9.	2 1/2 x 8 particle board, folding table	90 lbs
10.	2 1/2 x 8 particle board, folding table	81 lbs
11.	2 1/1 x 8 particle board, folding table	83 lbs
12.	1 1/2 x 8 particle board, folding table	85 lbs
13.	1 1/2 x 6 particle board, non-folding table	55 lbs
14.	3 x 6 particle board, non-folding table	168 lbs
15.	3 1/2 x 8 particle board, non-folding table	223 lbs
16.	3 1/2 x 8 particle board, non-folding	

15.	3 1/2 x 7 particle board, non-folding table	218 lbs
16.	steel mattress mover	30 lbs
17.	steel desk mover	41 lbs
18.	steel cart	124 lbs
19.	box of infectious waste bags	26 lbs
20.	case of bathroom tissue	53 lbs
21.	case of liquid soap	31 lbs
22.	case of hand towels	23 lbs
23.	box trash bags - 40's (clear)	25 lbs
24.	box trash bags - 40's (red)	22 lbs
25.	box trash bags - 33's (clear)	18 lbs
26.	box trash bags - 33's (red)	24 lbs
27.	box isolation linen bags	14 lbs

EMPLOYER REQUIREMENTS:

Possession of a valid California Class C Driver's license may be required, depending upon assignment.

SUMMARY SHEET - MUSEUM

GENERAL DESCRIPTION/REPRESENTATIVE DUTIES:

Building Services Workers perform tasks in a wide variety of assignments. Representative tasks encountered by Building Services Workers at the Museum are as follows:

Performs general cleaning tasks. Sweeps, vacuums, mops and waxes floors; cleans, dusts and polishes furniture, woodwork and historical artifacts; replenishes supplies; empties and cleans receptacles; washes windows, walls and ceilings; assists in moving and arranging furniture and equipment; turns out lights, locks doors and windows; maintains equipment and materials used in the work; replaces light bulbs; may make minor repairs and reports the need for other repairs.

HOURS:

Eight hour shifts with overtime as necessary for holidays and special events.

PHYSICAL DEMANDS:

Tasks are performed at the Kern County Museum. Approximately 50% of each work shift is performed outdoors. The Museum grounds are varied and include asphalt, concrete, grassy areas and dirt lots. The incumbents routinely drive an electric golf cart.

Incumbents routinely use a 10-ft fiberglass ladder.

At least twice a year, incumbents are required to climb the clock tower to change the time and clean. To accomplish this task incumbents must ascend a spiral staircase and an approximate 75 degree staircase to push open a trap door.

Incumbents routinely perform tasks requiring reaching above the shoulder, such as changing lightbulbs and cleaning windows.

Manual dexterity is a critical factor because incumbents routinely pick up historical artifacts in order to dust.

Items weighed by Kern County Department of Weights and Measures and verified by a Personnel Department representative are as follows:

1. 17" floor buffer

88 lbs - 350000

4.	55 1/2 x 24 x 1/16 trap door	42 lbs
5.	10' fiberglass ladder	41 lbs
6.	8' fiberglass ladder	29 lbs
7.	8 1/2 x 11 box museum brochures	26 lbs
8.	6' aluminum ladder	15 lbs
9.	case of trash liners	21 lbs
10.	case of seat covers	25 lbs

EMPLOYER REQUIREMENTS:

Possession of a valid California Class C Driver's license may be required, depending upon assignment.

SUMMARY SHEET - DEPARTMENT OF AIRPORTS

GENERAL DESCRIPTION/REPRESENTATIVE DUTIES:

Building Services Workers perform tasks in a wide variety of assignments. Representative tasks encountered by Building Services Workers in the Department of Airports are as follows:

Performs general cleaning tasks. Sweeps, vacuums, mops and waxes floors; cleans, dusts and polishes furniture and woodwork; replenishes supplies; empties and cleans receptacles; washes windows, walls and ceilings; turns out lights, locks doors and windows; maintains equipment and materials used in the work; replaces light bulbs; reports the need for repairs.

HOURS:

Eight hour shifts with seven day coverage. Days off are staggered.

PHYSICAL DEMANDS:

Tasks are performed at the Kern County air terminal at Meadows Field. All duties are consistent with those described in the job analysis report for Building Services Worker.

General cleaning supplies in bulk are most often delivered to the air terminal by Maintenance Workers and occasionally by Building Service Workers.

Items weighed by Kern County Department of Weights and Measures and verified by a Personnel Department representative are as follows:

- | | | |
|----|------------------------------------|-------------------|
| 1. | 17" floor buffer | 93 lbs-associated |
| 2. | 6' wooden ladder | 24 lbs |
| 3. | case of bathroom tissue (96 rolls) | 51 lbs |
| 4. | case of dry carpet cleaner | 62 lbs-added |
| 5. | box of dry carpet cleaner | 16 lbs |

EMPLOYER REQUIREMENTS:

Possession of a valid California Class C Driver's license may be

SUMMARY SHEET - GENERAL SERVICES DEPARTMENT

GENERAL DESCRIPTION/REPRESENTATIVE DUTIES:

Building Services Workers perform tasks in a wide variety of assignments. Representative tasks encountered by Building Services Workers in the General Services Department are as follows:

Performs general cleaning tasks. Sweeps, vacuums, mops and waxes floors; cleans, dusts and polishes furniture and woodwork; replenishes supplies; empties and cleans receptacles; washes windows, walls and ceilings; assists in moving and arranging furniture and equipment; turns out lights, locks doors and windows; maintains equipment and materials used in the work; replaces light bulbs; may make minor repairs and reports the need for other repairs.

Tasks include servicing a variety of facilities throughout the County of Kern, encompassing a wide geographic area.

HOURS:

Eight to 10 hour shifts, depending upon assignment.

PHYSICAL DEMANDS:

General Services Department employs the majority of positions allocated to this classification. Management in the General Services Department is emphatic that all incumbents have the ability to perform the essential function tasks contained in the attached composite report "demand".

The unique tasks associated with assignments in the General Service Department include the following:

Assignments to Community Buildings and Floor Maintenance Crews require incumbents to routinely set up, break down and move 3 x 8 particle board folding tables and 2 1/2 x 6 ft honeycomb folding tables unassisted.

Incumbents assigned to a Floor Maintenance Crew routinely shampoo carpets, strip, wax and buff floors. They routinely carry 1-gallon wax containers, manually maneuver 30 and 55-gallon containers of floor cleaner using a rocking method, lift (including overhead) and move folding chairs, unassisted.

Items weighed by Kern County Department of Weights and Measures and verified by a Personnel Department representative are as follows:

3.	6 ft wooden ladder (folding)	28.00 lbs
4.	8 ft wooden ladder (folding)	37.25 lbs
5.	10 ft wooden ladder (folding)	49.06 lbs
6.	12 ft wooden ladder (folding)	46.40 lbs
7.	2 1/2 ft x 6 ft honeycomb table (folding)	52.56 lbs
8.	3 x 8 particle board table (folding)	81.60 lbs
9.	buffer	122.00 lbs

EMPLOYER REQUIREMENTS:

Possession of a valid California Class C Driver's license is required for positions in the General Services Department.

Personnel Department

M E M O R A N D U M

COUNTY OF KERN

To: Lawrence Espinosa
From: Tammy Smith
Date: March 27, 1997
Subject: Functional Capacity Evaluations "Failures"

Per your request, attached is the job specification for Building Services Worker along with each department who utilize Building Service Workers. Each department has a listing of "failures" along with the maximum lifting requirements.

✓cc: Debbie Paxson

BUILDING SERVICES WORKER I

Definition

Under close supervision and in a trainee capacity, learns to perform the janitorial services needed to maintain assigned buildings and surroundings in a clean and orderly condition.

Distinguishing Characteristics

This is the entry level of the flexible series of Building Services Worker. Building Service Worker I's receive on-the-job instruction and close supervision in the performance of job duties. Incumbents may be promoted to the next higher level of Building Services Worker II after acquiring the required training and experience, upon the recommendation of the department head and approval of the Director of Personnel.

Typical Tasks

Sweeps, mops, strips and waxes floors and stairways; vacuums, spot cleans, removes stains and shampoos carpets; empties and cleans trash receptacles; cleans and disinfects restroom fixtures and drinking fountains; refills restroom containers and dispensers; cleans, dusts and polishes furniture and woodwork; washes windows, walls and ceilings; cleans draperies, venetian blinds and other window coverings; assists in setting up, breaking down and moving folding tables; moves and arranges furniture and equipment; turns out lights; locks doors and windows; replaces light bulbs; and reports the need for repairs.

Positions at Kern Medical Center may be expected to perform all of the tasks listed above, plus the following: adheres to standards imposed by regulatory agencies; performs normal work assignments in close proximity to patients, visitors and hospital staff, and to infectious conditions and hazardous waste; uses precautionary and protective measures to avoid self-exposure and cross-contamination; disinfects patient isolation rooms following discharge without knowledge of the specific diagnosis, which may include AIDS, tuberculosis, or hepatitis; changes contaminated linens and cleans unoccupied beds; cleans operating rooms and other special procedure areas to provide a sterile environment; handles and disposes of contaminated trash according to established procedures; operates trash compactor; and maintains and respects patient confidentiality.

Employment Standards

Possession of a valid Class C California Driver's License may be required, depending upon assignment.

Any combination of training and experience that will provide the following knowledge, skills and abilities:

Knowledge of simple arithmetic, including ratios and proportions; knowledge of basic hand tools and electric floor equipment used in janitorial services; ability to follow written and oral instructions; ability to use good body mechanics and follow basic safety practices in the performance of job duties; ability to read and understand labels on containers and supplies.

Incumbents at Kern Medical Center must also be willing to work around infectious conditions and hazardous wastes; the ability to interact effectively with patients, visitors and hospital staff and to perform their work duties in a nondisruptive manner; the ability to understand and comply with defined procedures which minimize the possibility of contamination; the ability to understand and comply with cleaning regulations imposed by external regulatory agencies; and the ability to maintain and respect patient confidentiality.

Physical Requirements

Physical requirements include the ability to stand and walk 100% of the work day, and to bend, squat, kneel, twist, climb, reach above the shoulder, push and pull intermittently throughout the normal work day. Manual dexterity to grasp items is also required. In addition, the following are special physical requirements that are routinely required by the department indicated. Unless otherwise indicated, the duties listed below are performed unassisted.

General Services: May push or pull a chair rack on wheels weighing up to 950-lbs. on a smooth level surface with assistance; may use a rocking method to maneuver containers of floor cleaner up to 55-gallons in size, weighing up to 500-lbs., with assistance; maneuvers an electric floor buffer weighing 122-lbs.; sets up, breaks down and moves 3' X 8' folding tables weighing up to 85-lbs. with assistance; carries and erects folding ladders up to 12-feet in length, weighing up to 50-lbs.; uses a rocking motion to move containers of floor paste weighing up to 45-lbs.; lifts folding chairs weighing 10-lbs overhead.

Kern Medical Center: Pushes a supply cart on wheels weighing a minimum of 180-lbs. on a smooth level surface; maneuvers an electric floor buffer weighing 122-lbs.; drags and rearranges tables weighing up to 100-lbs. with assistance, for a distance of at least 20 feet; lifts cases of supplies weighing up to 35-lbs.; and carries cases of supplies weighing up to 35-lbs. a distance of at least 5-feet.; carries and erects folding ladders up to 6-feet in length, weighing 30-lbs.

Human Services: May push or pull a chair rack on wheels weighing up to 900-lbs. on a smooth level surface with assistance; maneuvers an electric floor buffer weighing 122-lbs.; drags and rearranges tables weighing up to 100-lbs. with assistance; lifts tables weighing up to 75-lbs. with assistance; lifts crowd control turn-style poles in buckets of cement weighing up to 70-lbs. for placement on a cart; carries and erects folding ladders up to 10-feet in length, weighing 35-lbs.

Airports: Maneuvers an electric floor buffer weighing up to 95-lbs.; lifts cases of supplies weighing up to 65-lbs. with assistance.

Museum: Maneuvers an electric floor buffer weighing up to 90-lbs.; lifts and carries ladders weighing up to 45-lbs.; pushes a trap door overhead weighing 42-lbs. twice yearly to adjust the time on the clock tower.

Incumbents are required to work with a variety of hazardous materials, and may be exposed to infectious waste, noxious fumes, dust and loud noises. Appropriate training and protective equipment will be provided for handling hazardous materials.

May 1992
#5650
JSBSW-I

Functional Capacity "Failures" for General Services

General Services - May push or pull a chair rack on wheels weighing up to 950 - lbs on a smooth level surface with assistance, may use a rocking method to maneuver containers of floor cleaner up to 55 - gallons in size, weighing up to 500 - lbs, with assistance; maneuvers an electric floor buffer weighing 122 - lbs; sets up, breaks down and moves 3' x 8' folding tables weighing up to 85 - lbs with assistance, carries and erects folding ladders up to 12 - feet in length, weighing up to 50 - lbs; uses a rocking motion to move containers of floor paste weighing up to 45 - lbs; lifts folding chairs weighing 10 - lbs overhead.

FUNCTIONAL CAPACITY EVALUATION - 75#’S

<u>DOE</u>	<u>Name</u>	<u>Limitations</u>
04/29/92	List, Gary	O-64 F-32
05/29/92	Moon, Larry	O-30
09/28/93	Faber, Robert	O-60
05/11/94	Cockren, Rocky	O-40
06/20/94	Navin, Michelle	O-25
01/05/95	Wilkins, Gayla	O-60
08/07/95	Scott, Wyconda	O-50 F-30
09/17/96	Shires, Catherine	O-55 F-27
09/26/97	Hettinger, Cornelius	O-63 F-31
11/18/96	Fitch, Ronald	O-68 F-34
01/17/97	Ruiz, Stephanie	O-24 F-12
03/24/97	O'Brien, Sharon	O-24 F-12
03/24/97	Brimage, Connie	O-64 F-33

Functional Capacity "Failures" for Human Services

Human Services - May push or pull a chair rack on wheels weighing up to 900 - lbs on a smooth level surface with assistance; maneuvers an electric floor buffer weighing 122 - lbs; drags and rearranges tables weighing up to 100 - lbs with assistance; lifts tables weighing up to 75 - lbs with assistance; lifts crowd control turn-style poles in buckets of cement weighing up to 70 - lbs for placement on a cart; carries and erects folding ladders up to 10 - feet in length, weighing 35 - lbs

FUNCTIONAL CAPACITY EVALUATION - 70#'S

<u>DOE</u>	<u>Name</u>	<u>Limitations</u>
01/31/94	Staley, Victoria	O-45
05/21/96	Mireles, Teresa	O-49 F-25
05/24/96	Ledbetter, Gerald	O-51 F-25
02/19/97	Cantu, Jose	O-55 F-27
03/07/97	Covarrubias, Maria	O-52 F-25
03/24/97	Conde, Katherine	O-59 F-30

Functional Capacity "Failures" for Kern Medical Center

Kern Medical Center - Pushes a supply cart on wheels weighing a minimum of 180 - lbs on a smooth level surface; maneuvers an electric floor buffer weighing 122 - lbs, drags and rearranges tables weighing up to 100 - lbs with assistance, for a distance of at least 20 feet; lifts cases of supplies weighing up to 35 - lbs; and carries cases of supplies weighing up to 35 - lbs a distance of at least 5 - feet; carries and erects folding ladders up to 6 - feet in length, weighing 30 - lbs.

FUNCTIONAL CAPACITY EVALUATION - 35#s

<u>DOE</u>	<u>Name</u>	<u>Limitations</u>
11/20/91	Alcala, Frances	O-50
02/28/94	Trahan, Nancy	O-40
09/06/94	Gonzales, Anna Marie	O-40
01/19/95	Rivas, Cecilia	O-20
02/17/95	Rodriguez, Julian	O-44 F-22
03/27/95	Mell, Christian	O-42 F-21
08/15/95	Lassetter, Glinda	O-28 F-14
08/15/95	Gandara, Rosa	O-36 F-18
03/29/96	Moreno, Mary	O-32 F-15

Functional Capacity "Failures" for Airports

Airports - Manuevers an electric floor buffer weighing up to 95 - lbs; lifts cases of supplies weighing up to 65 - lbs with assistance

FUNCTIONAL CAPACITY EVALUATION - 35#s

DOE

Name

Limitations

No statistics to date

Functional Capacity "Failures" for Museum

Museum - Manuevers an electric floor buffer weighing up to 90 - lbs; lifts and carries ladders weighing up to 45 - lbs; pushes a trap door overhead weighing 42 - lbs twice yearly to adjsut the time on the clock tower.

FUNCTIONAL CAPACITY EVALUATION - 45#'s

DOE

Name

Limitations

No statistics to date

Functional Capacity "Failures" for Parks Department

Parks

FUNCTIONAL CAPACITY EVALUATION - 75#s

<u>DOE</u>	<u>Name</u>	<u>Limitations</u>
09/03/93	Martienz, Angelica	O-65
01/24/95	Ludd, C.E.	O-54 F-27
04/03/95	Rubio, Richard	O-62 F-31
04/21/95	Domingo, Ruben	O-36 F-18
08/16/95	Jewkes, Charles	O-63 F-32
03/04/96	Stallings, Amber	O-24
03/04/96	Walker, Lilly	O-30 F-17
03/03/97	Walker, Lilly	O-25 F-12

Functional Capacity “Failures” for Waste Management

Waste Management -

FUNCTIONAL CAPACITY EVALUATION - 50#s

DOE

Name

Limitations

No statistics to date

Functional Capacity "Failures" for "Unknown Dept"

<u>DOE</u>	<u>Name</u>	<u>Limitations</u>
12/03/92	Wilkins, Gayla	O-30
01/12/93	Jarrett, Carol	O-60
01/28/93	Myers, Tammy	O-45
06/03/93	Flores, Paula	O-40
07/02/93	Diaz, Moree	O-60