



April 3, 2008

JOB ANALYSIS REPORT
Job Analysis: JA-01-0111

Company: Ramsey County

Location: Lake Owasso Residence Facility

Job Title: General Repair Worker	Job Code: RC-01
Division: N/A	Department: Maintenance

Work Schedule: 8 hours per day - 5 days per week. Employee works every other weekend but maintains a 40 hour per week schedule.

Job Summary: General Repair Worker is responsible for repairing and maintaining buildings, grounds, furniture, machinery and equipment at residence facility and to perform related duties as assigned.

Job Qualifications: High School graduation or equivalent; one year full-time experience in mechanical or building maintenance work; and Minnesota Driver's License valid for the class of vehicle to be driven.

Tools and Materials Used: Air compressor; lawn tractor with brush, blower, salt spreader and mower attachments; arc welder; table saw; bench grinder; chop saw; various hand tools including electrical, plumbing, carpeting, painting, woodworking and tile specialty tools; router; circular saw; sander; bench vice; drill press; shop vac; step stool; various rakes, hoes, and shovels; high pressure sprayer; dolly; and 6', 8' 12' and 20' ladders.

Physical Demand Strength Rating (PDSR): Medium

Job Conditions: Employee works both inside the residence facilities and outside on the grounds therefore is exposed to all year round weather conditions. Employee uses electrical hand tools and grounds maintenance equipment and is therefore exposed to electricity and vibration. Worker performs duties that require attention to proper body mechanics to avoid injury.

Sensory Requirements:

- Balance
- Near Vision
- Midrange Vision
- Far Vision
- Depth Perception
- Visual Accommodation
- Peripheral Vision

Personal Protective Equipment: Employee is required to wear ear protection, gloves and eye protection

Environmental Exposures:	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		x		
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions			x	
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration		x		

Personal Protective Equipment: Employee is required to wear ear protection, gloves and eye protection

Essential Functions:

1 - Employee is required to perform building maintenance including but not limited to the following: testing building safety equipment; checking for proper function of all facility appliances; performing maintenance of all facility climate control equipment and controls; snaking pipes; and changing light bulbs.

Bend	- Occasional	Employee is required to bend when performing maintenance on facility equipment such as air conditioning equipment, furnace, safety equipment etc.
Climb	- Occasional	Employee is required to climb and descend stairs when accessing basement of residence; ladders when accessing exterior of building; and step stools inside residence.
Stoop / Crouch	- Occasional	Employee is required to stoop when performing maintenance on facility equipment such as air conditioning equipment, furnace, safety equipment, etc.
Drive	- Never	
Handle	- Constant	Employee is required to handle hand tools, parts and supplies when performing facility maintenance duties. The use of hand tools and pushing and pulling parts such as filters requires forceful grip and pinch.
Keyboard	- Never	
Lift (26-50 lbs)	- Occasional	Employee is required to occasionally lift 40 pound bags of water softener (salt).

Lift (0-10 lbs)	- Frequent	Employee is frequently required to lift small hand tools, parts and supplies.
Pull (11-25 lbs)	- Occasional	Employee is required to pull doors to access buildings, equipment and parts using force up to 25 pounds
Push (11-25 lbs)	- Occasional	Employee is required to push doors to access buildings, equipment and parts using force up to 25 pounds.
Carry (26-50 lbs)	- Occasional	Employee is required to occasionally carry 40 pound bags of water softener (salt).
Carry (0-10 lbs)	- Occasional	Employee is frequently required to carry small hand tools, parts and supplies a distance of up to 1000'.
Reach	- Frequent	Employee is required to frequently reach forward, side to side, down and up in performing all tasks of this essential job function.
Sit	- Never	
Stand	- Occasional	Employee is required to occasionally stand when performing maintenance tasks.
Squat	- Frequent	Employee is frequently required to squat when accessing equipment, fixtures, etc. located below the knees.
Walk	- Frequent	Employee is frequently required to walk on asphalt, concrete, tile and carpeted surfaces a distance up to 1000 feet.
Crawl	- Seldom	Employee is seldom required to crawl to access equipment under the residence.

2 - Employee is required to perform building and equipment repair by: communicating daily with morning staff supervisors to determine safety or mechanical problems needing repair; making daily rounds of 8 resident houses to determine problems needing repair; repairing tile and plaster; painting interior and exterior of buildings; repairing or replacing screens, door knobs, loose hinges, light bulbs and ballast; changing or repairing plumbing fixtures and leaking pipes; repairing appliances such as garbage disposals; repairing or replacing small pump motors and vacuum cleaner motors; building small cabinets; taking third seat out of Van; and ordering parts from approved vendors.

Bend	- Occasional	Employee is required to occasionally bend when reaching access equipment, appliances and fixtures.
Climb	- Occasional	Employee is required to occasionally climb/descend one flight of stairs to access equipment located in the residence home basement. Employee is also required to occasionally climb ladders up to 20'.
Stoop / Crouch	- Frequent	Employee is required to stoop when reaching equipment and fixtures between knee and waist levels while performing maintenance duties.
Drive	- Never	

Handle	- Constant	Employee is required to constantly handle tools, equipment and supplies. The use of hand tools requires forceful grip and pinch.
Keyboard	- Never	
Lift (0-10 lbs)	- Frequent	Employees are required to frequently lift hand tools, parts and supplies weighing up to 10 pounds from the floor level to above shoulder level.
Lift (11-25 lbs)	- Occasional	Employee is occasionally required to lift tool bag weighing up to 25 pounds at level between waist and knees while performing the maintenance duties.
Pull (51-100 lbs)	- Seldom	Employee is required to pull appliances short distances to access back of appliance or equipment using force up to 60 pounds.
Pull (11-25 lbs)	- Occasional	Employee is required to pull doors to access buildings, equipment and hand tools using force up to 25 pounds.
Push (51-100 lbs)	- Seldom	Employee is required to push appliances short distances to push back into original position using force up to 50 pounds.
Push (11-25 lbs)	- Occasional	Employee is required to push doors to access buildings, equipment and small hand tools using force up to 25 pounds.
Carry (0-10 lbs)	- Frequent	Employee is required to carry tools parts and supplies between knees and waist level.
Carry (11-25 lbs)	- Occasional	Employee is required to carry bucket of tools weighing up to 25 pounds a maximum distance of 1000'.
Reach	- Frequent	Employee is required to reach forward up to 48", to full reach above shoulder, floor level and 36" side to side
Sit	- Occasional	Employee is required to occasionally sit.
Stand	- Frequent	Employee is required to frequently stand on concrete, tile, carpet and dirt surfaces.
Squat	- Frequent	Employee is required to squat when accessing equipment, tools and fixtures located below the knees.
Walk	- Frequent	Employee is required to frequently walk on concrete, tile, carpet and dirt surfaces.
Crawl	- Seldom	Employee is required to crawl under the residence building.

3 - Employee is required to perform grounds maintenance including but not limited to the following: snow removal and salting of parking lot and walkways; trim small trees; general yard clean-up; spray herbicide on plants; mow and edge lawn; rake up leaves; and assist in unloading materials and supplies from vendor truck; and driving vehicles to fill up gas and to county maintenance facility for routine maintenance and repair..

Bend - Frequent Employee is required to bend while operating power

equipment such as hand blower and edger, using gardening tools such as rakes and shovels and trimming shrubs and bushes.

Climb	- Occasional	Employee is required to climb ladders up to 20'.
Stoop / Crouch	- Occasional	Employee is required to stoop when picking up and handling gardening tools, power blower and edger and garden tractor attachments.
Drive	- Frequent	Employee is required to lawn tractor when performing snow removal and lawn mowing.
Handle	- Constant	Employee is required to handle power trimmer and edger, hand grounds maintenance tools, and lawn tractor attachments and steering wheel when operating lawn tractor.
Keyboard	- Never	
Lift (51-100 lbs)	- Seldom	Employee is required to lift spreader attachment weighing 54 pounds onto and off lawn tractor from floor level to 24".
Lift (11-25 lbs)	- Occasional	Employee is required to lift gardening and power trimming and blowing tools weighing up to 25 pounds.
Pull (0-10 lbs)	- Frequent	Employee is required to pull rake when raking leaves.
Push (26-50 lbs)	- Seldom	Employee is required to push lawn tractor attachments short distance when taking them on and off tractor.
Carry (11-25 lbs)	- Frequent	Employee is required to carry gardening tools and power blower and trimmer tools and distance up to 1000'.
Reach	- Frequent	Employee is required to reach forward up to 48"; full reach above shoulder; floor level and 36" side to side.
Sit	- Frequent	Employee is required to sit frequently when operating lawn tractor.
Stand	- Frequent	Employee is required to stand on concrete and dirt/grass.
Squat	- Occasional	Employee is required to squat when picking up object on ground.
Walk	- Constant	Employee is required to walk when performing duties such as trimming trees and edging.
Crawl	- Never	

Notes:

Analyst:

Date: _____

Management Title:

_____ Date:

Comments:
