

CUSTODIAN/GROUNDWORKER I

DEFINITION

Under limited supervision, to perform basic and routine custodial and grounds maintenance work; to keep assigned areas in clean, safe and orderly condition; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level classification in the areas of custodial, grounds and utility work. Positions in this class normally follow a routine schedule in the maintenance of buildings and grounds. Incumbents will typically perform some duties of both custodial and grounds assignments.

EXAMPLES OF DUTIES

Custodial

Sweeps, mops, scrubs, strips and waxes floors. E
Vacuums and cleans rugs and carpets. E
Dusts, waxes, washes and polishes furniture, counter tops and woodwork. E
Washes windows, walls, sinks and fountains. E
Cleans restrooms, replenishes supplies and fills dispensers. E
Empties trash receptacles. E
Cleans chalkboards and trays. E
Replaces light bulbs and fluorescent tubes. E
Moves furniture and equipment. E
Secures building at end of assignment. E
Participates in the thorough cleaning of facilities that occurs periodically. E

Grounds

Sweeps and cleans walks and exterior areas. E
Rakes and stacks leaves and debris. E
Picks up papers and trash. E
Loads leaves, trimmings and debris. E
Waters, fertilizes and weeds planted areas, as directed. E
Digs holes and trenches, as directed. E
Mows lawns and edges borders. E
Assists in preparing soil for planting. E
Assists in planting flowers, shrubs and trees, as directed. E
Assists with the installation and maintenance of playground equipment. E
Assists in sprinkler installation and repair, as directed. E
Participates in periodic renovations of grounds. E

**ETIWANDA SCHOOL DISTRICT
CUSTODIAN/ GROUNDWORKER I (CONTINUED)**

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

Basic methods, materials, tools and equipment used in: cleaning various types of surfaces/furnitures; and in grounds maintenance.

General safety practices and procedures related to cleaning methods and grounds maintenance.

ABILITY TO:

Use a variety of cleaning and grounds/gardening equipment in a safe and efficient manner.

Perform assigned tasks while maintaining work schedules and timelines.

Keep basic records and make routine reports.

Safely perform heavy physical labor.

Communicate clearly in oral form.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Prior experience in cleaning building interiors or grounds maintenance activities is desirable; equivalent to completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

LICENSES

Employees in this class shall be required to hold a valid California driver's license, and to maintain a driving record required for regular District automobile insurance coverage.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 5214, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations, including a urinalysis drug screen.

WORKING CONDITIONS

1. While performing the duties of this job, employees are regularly required to stand, bend, kneel, walk, reach, sweep, look, lift and listen; climbing and pushing activities are also involved. Employees continually move and lift heavy objects, many of which will be in the 50 to 100 pound range. Employees must be able to carry up to 50 pounds without assistance and over 50 pounds with assistance. The noise level of this job will be consistent with building and grounds maintenance work. Employees will be exposed to adverse climatic conditions and garden pests and insects.
2. To perform this job successfully an individual must be able to perform each essential duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ETIWANDA SCHOOL DISTRICT JOB FUNCTION ANALYSIS

Job Title: CUSTODIAN / GROUNDSWORKER I	Department:
	Job Type/ Code:

Employee:		Location:		Dominance:	
Date of Injury:			Claim #:		
Schedule:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Shift:	Overtime:	Hrs/wk.
Supervisor:			Title:		Ph:

I. Job Summary/ Objective

Definition

Under limited supervision, to perform basic and routine custodial and grounds maintenance work; to keep assigned areas in clean, safe and orderly condition; and to do related work as required.

Distinguishing Characteristics

This is an entry-level classification in the areas of custodial, grounds and utility work. Positions in this class normally follow a routine schedule in the maintenance of buildings and grounds. Incumbents will typically perform some duties of both custodial and grounds assignments.

II. Identification of Job Functions

A. ESSENTIAL Functions and Tasks: (Percentages are based on 8 hour workdays.)

1. CUSTODIAL

0-100% per shift

Night custodian will be at the higher end of the frequency for cleaning activities on a daily basis

Sweeps, mops, scrubs, strips and waxes floors; vacuums and cleans rugs and carpets; dusts, waxes, washes and polishes furniture, counter tops and woodwork; washes windows, walls, sinks and fountains; cleans restrooms, replenishes supplies and fills dispensers; empties trash receptacles; cleans chalkboards and trays; other tasks that may be performed on a typical day or shift include: perform security walk throughout school and pick up trash, raise / lower flags, clean / wipe outside lunch tables, sweeping, setting up / line trash cans; set-up lunch room; other areas that may be assigned for cleaning include: kitchen, administrative office, gym, special needs classrooms, bathrooms, library as well as classrooms; inspect school grounds and secure campus; report site conditions to the administrator;

Deep cleaning activities are performed during spring and winter break, non-student attendance days as well as summer vacation. Cleaning activities are also performed during summer school. Employee's during deep cleaning will be assigned to perform additional tasks that may include: high dusting, washing windows, baseboard work, carpet cleaning, polishing of tiles, sinks, cupboards, cabinets; in order to perform these tasks the custodial staff may be requested to pack and move boxes, desks, chairs, etc.

<p>2. SECURITY</p> <p>100% per shift performed concurrently with all other functions</p>	<p>Secures buildings at end of assignment; other security duties may include: lock / unlock classrooms, check bathrooms, setting alarms, remove graffiti, make rounds to ensure safety and security;</p>
<p>3. MINOR REPAIR / PREVENTATIVE MAINTENANCE</p> <p><10-100% per shift</p>	<p>Under limited supervision, performs basic and routine custodial and grounds maintenance work; assists with the installation and maintenance of playground equipment; assists in grounds duties; assists in sprinkler installation and repair; makes minor repairs including: tightening chairs / seats or tables; changing of light bulbs, and fixtures; trimming of trees and shrubs, staking trees;</p>
<p>4. COORDINATION /SPECIAL EVENTS / PAPERWORK</p> <p>0-100% per shift</p> <p>Custodial will be at the higher end of the frequency regarding distribution / special events</p>	<p>Moves furniture and equipment for regular and special programs; other activities may include: distribution of supplies / books and deliveries; coordination, set-up and break down of graduation activities, voting and other special events.</p>
<p>5. EMERGENCY RESPONSE</p> <p>0-100% per shift</p>	<p>Emergency response may include travel to other sites, assisting administration, students and staff during emergency to include fire; earthquake, lockdown or other activities related to vandalism or custodial/grounds emergencies; examples may include: broken irrigation main line, fallen trees; secure area affected by bees and notifying site administrators;</p>
<p>6. GARDENING / GROUNDS MAINTENANCE</p> <p><5-95% per shift</p>	<p>Perform basic and routine grounds maintenance work: examples include: assist in sprinkler installation and repair as directed; water, fertilize, plant, weed and other general landscaping as directed; operate motorized edger and lawn mower; assists in the installation and maintenance of landscape activities;</p>

B. NON-ESSENTIAL Functions and Tasks: NONE

III. Qualification Standards	
Education / Experience	Prior experience in cleaning building interiors or grounds maintenance activities is desirable; equivalent to completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities
License / Certification:	Employees in this class shall be required to hold the type of valid California Driver's License and to maintain a driving record required for regular District automobile insurance coverage
Knowledge:	Basic methods, materials, tools and equipment used in: cleaning various types of surfaces/furniture; and in grounds maintenance. General safety practices and procedures related to cleaning methods and grounds maintenance.
Abilities:	<p>Use a variety of cleaning and grounds / gardening equipment in a safe and efficient manner.</p> <p>Perform assigned tasks while maintaining work schedules and timeliness.</p> <p>Keep basic records and make routine reports.</p> <p>Safely perform heavy physical labor.</p> <p>Communicate clearly in oral form.</p> <p>Understand and carry out oral and written instructions.</p> <p>Establish and maintain effective working relationships with those contacted in the course of work.</p>

The following frequency key denotes the frequency that each activity is performed daily.

Frequency Key:

- N = Never**
- S = Seldom (less than .5 hour per day)**
- O = Occasionally (.5 to 3 hours per day)**
- F = Frequently (3 to 6 hours per day)**
- C = Continuously (more than 6 hours per day)**

**BELOW ITEMS IV THROUGH X ARE FROM THE
CUSTODIAL PERSPECTIVE**

IV. Physical Demands			
A-1. Postures/ Movements: During ESSENTIAL Functions			
	Freq.	Duration	Tasks
Sitting	N-S	< 30 minutes	Training meeting, paperwork, work orders, order supplies
Walking	F-C	<1-8 minutes	Assist classroom needs, cleaning spills, escort students throughout campus, custodial duties
Standing	S-O	1-5 minutes	Clean windows, stock, install pencil sharpeners, light bulbs, filters
Kneeling	S-O	Seconds - 5 minutes	Assembly of furniture / minor repair, picking up items from floor, clean-up spills, baseboards, plug/unplug equipment, wash walls, vacuum corners, edges
Crawling	N-O	Seconds - 60 minutes	Baseboards, gum removal in gym
Bending	O-F	Seconds - 60 minutes	Empty trash, vacuum, sweep, dust, mop, picking up dropped item, change trash liners, assembly and minor repairs, baseboards, wipe down countertops, tabletops, and chairs, use of blower
Stooping	S-O	<1 minute	Check for leaks, trash, minor repairs, gum under tables, stock office supplies
Squatting	S	< 1 minute	Filling cabinets, retrieve items from lower shelf, proper lifting technique
Running	N-S	1-2 minutes	Emergency response
Jumping	N	N/A	N/A
Climbing	S-O	< 1 minute	Ladders, step stools, stairs, bleachers, ramps, roofs, slopes hillside
Balancing	S-F	Seconds - 2 hours	Slippery floors / mop, strip floors
Lying Down	N-S	< 1 minute	Desk / drawer repair
Twist at Waist	O-F	< 1 minute	Mop, sweep, stock, lunch trash, strip floors, vacuum, blower, pressure wash
Walk on Uneven Ground	N-S	1-30 minutes	Field, uneven terrain, hillside, slopes
Operate Foot Controls	N-S	Up to 15 minutes	Request for emergency response, training, substituting at different site
Reach- Above Shoulder	S-O	Seconds - 5 minutes	Wash windows, clean/replace fixtures, dust, stock and retrieve supplies, dust, chalk and whiteboards, throw trash bags into dumpster, change filters
Reach-At/Below Shoulder	F	Seconds - 2 hours	Strip floors, wash windows, clean/replace fixtures, dust, stock and retrieve supplies, chalk and whiteboards, throw trash bags into dumpster, change filters
Neck Extension (up)	S-O	Seconds - 5 minutes	Clean chalk and whiteboards, security throughout campus, dust, clean/repair of fixtures, wash windows, and above doors and windows, wash walls, graffiti removal, filters
Neck Flexion (down)	F	30 seconds - 10 minutes	Clean, vacuum, walk throughout campus, spot mop, sweep, wax floors, assemble furniture, pick-up trash, scrape gum, baseboards, trash/liners, move furniture, paperwork
Neck Rotation (turning)	O-F	Seconds - 10 minutes	Mop, strip / wax floors, clean, vacuum, walk throughout campus, sweep, assemble furniture, pick-up trash, scrape gum, baseboards, counters, cabinets, restock restrooms, trash/liners, move furniture, security, hosing
Comments: Deep cleaning is performed during spring, winter and summer breaks; during these time frames, frequencies may vary at the high end.			

IV. Physical Demands (Continued)			
A-2. Postures/ Movements: During NON-ESSENTIAL Functions			
	Freq.	Duration	Tasks
Sitting	N/A	N/A	N/A
Walking	N/A	N/A	N/A
Standing	N/A	N/A	N/A
Kneeling	N/A	N/A	N/A
Crawling	N/A	N/A	N/A
Bending	N/A	N/A	N/A
Stooping	N/A	N/A	N/A
Squatting	N/A	N/A	N/A
Running	N/A	N/A	N/A
Jumping	N/A	N/A	N/A
Climbing	N/A	N/A	N/A
Balancing	N/A	N/A	N/A
Lying Down	N/A	N/A	N/A
Twist at Waist	N/A	N/A	N/A
Walk on Uneven Ground	N/A	N/A	N/A
Operate Foot Controls	N/A	N/A	N/A
Reach- Above Shoulder	N/A	N/A	N/A
Reach-At/Below Shoulder	N/A	N/A	N/A
Neck Extension (up)	N/A	N/A	N/A
Neck Flexion (down)	N/A	N/A	N/A
Neck Rotation (turning)	N/A	N/A	N/A
Comments:			

B-1. Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight in Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	S-O	Classroom trash cans, hand tools, mop, broom, dusters, spray bottles, cleaning materials, trash liners, stock / supplies, fixtures, filters, student chair, 1 gallon containers, writing utensils
11-25	S	S	S	Vacuum cleaners, partially filled mop bucket, student furniture, stock / supplies, trash into bin, ladder, blower
26-50	S-O	S-O	S	Filled trash cans/liners, classroom furniture, cleaning equipment, boxed stock/supplies, 5 gallon container of wax, soap, boxes of copy paper, boxes of books, extension ladder, lunch table
51-75	N-O*	N-O*	N	Stacking furniture, stacking supplies, boxed books, moving boxes, teacher desk, cleaning equipment, unloading pallet of boxed books/paper, waxer
76-100	N-S*	N-S*	N	Teachers Desk, picnic tables
Over 100	N-S**	N-S**	N	File cabinets, cabinets
Comments: At the beginning of the year, frequencies for lifting / carrying may be at the higher end regarding receiving and unloading pallets of boxed books, cases of paper and supplies as well as distribution of these items. During the school year, daily lifting activities range within the 26-50 lb. range intermittent throughout the shift.				
Heaviest item lifted alone by Employee: Filled trash can				Weight: 50 Pounds

** File cabinets and other cabinets weighing over 100 lbs. may be maneuvered onto a dolly or one side May be pushed up to load onto a cart. These items are not carried. The employer has indicated that they encourage proper lifting techniques. Assistance is available for items weighing over 50 lbs.

B-2. Lifting: During NON-ESSENTIAL Functions				* Indicates with assistance
Weight in Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	N/A	N/A	N/A	N/A
11-25	N/A	N/A	N/A	N/A
26-50	N/A	N/A	N/A	N/A
51-75	N/A	N/A	N/A	N/A
76-100	N/A	N/A	N/A	N/A
Over 100	N/A	N/A	N/A	N/A
Comments:				
Heaviest item lifted alone by Employee: N/A				Weight: - Pounds.

IV. Physical Demands (Continued)			
C-1. Carrying: During ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	S	1-100 yds.	Classroom trash cans, hand tools, mop, broom, dusters, spray bottles, cleaning materials, trash liners, stock / supplies, fixtures, filters, student chair, 1 gallon containers, writing utensils
11-25	S-O	1-100 yds.	Vacuum cleaners, partially filled mop bucket, student furniture, stock / supplies, trash into bin, ladder, blower
26-50	S	1-10 ft.	Filled trash cans/liners, classroom furniture, cleaning equipment, boxed stock/supplies, 5 gallon container of wax, soap, boxes of copy paper, boxes of books, extension ladder, lunch table
51-75*	N-S	1-10 ft.	Stacking furniture, stacking supplies, boxed books, moving boxes, teacher desk, cleaning equipment, unloading pallet of boxed books/paper, waxer
76-100*	N-S	1-10 ft.	Teachers Desk, picnic tables
Over 100	N/A	N/A	N/A
Comments: At the beginning of the year, frequencies for lifting / carrying may be at the higher end regarding receiving and unloading pallets of boxed books, cases of paper and supplies as well as distribution of these items. During the school year, daily lifting activities range within the 26-50 lb. range intermittent throughout the shift. All parties have outlined that a dolly / cart is available to transport heavier items.			
Heaviest item carried alone:		Filled trash can, cases of paper	Weight: 50 Pounds Distance: 1-10 ft

C-2. Carrying: During NON-ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	N/A	N/A	N/A
11-25	N/A	N/A	N/A
26-50	N/A	N/A	N/A
51-75	N/A	N/A	N/A
76-100	N/A	N/A	N/A
Over 100	N/A	N/A	N/A
Comments:			
Heaviest item carried alone:		Weight:	Pounds Distance:

V. Hand Activities					
1. During Essential	Frequency			Duration: The time an activity is performed at one time.	
	Right	Left	Either	Duration	Examples During ESSENTIAL Functions:
Fine Manipulation	-	-	O	< 1 minute	Screws, nails, small school supply items, switches, handles, keys, trash liners/knots, ball needles /pumps, cleaning supplies, spray bottles, light fixtures, bulbs, lamps, easy reach trash pick-up tool, filters, keying the radio, writing
Keyboard	-	-	S	5 seconds	Alarm pads
Simple Grasp	-	-	O	Intermittently Seconds -30 minutes	Handles on cleaning equipment, broom, mop, supplies, bucket, trash cans, furniture, trash liners, dust cloth, bulbs, radio, keys, spray bottles, eraser, easy reach trash pick-up tool
Power Grasp	-	-	O-F	Intermittently Seconds -40 minutes	Furniture, trash cans, stock / supplies, cleaning equipment, blower, vacuum, wet mop, scrubber, waxer, custodial cart, mopping, blower wand
Pushing/ Pulling	-	-	O-F	Intermittently Seconds -120 minutes	Doors, drawers, custodial cart, vacuum, mops, scrubbers, boxed supplies, furniture, equipment, gates, chair rack, multi-purpose room tables
Driving/ Steering	-	-	N-S	Up to 15 minutes	Emergency response, substitute work, training
Comments: Hand usage is left up to the discretion of each employee					

2. During Non-Essential	Frequency			Duration: The time an activity is performed at one time.	
	Right	Left	Either	Duration	Examples During NON-ESSENTIAL Functions:
Fine Manipulation	N/A	N/A	N/A	N/A	N/A
Keyboard	N/A	N/A	N/A	N/A	N/A
Simple Grasp	N/A	N/A	N/A	N/A	N/A
Power Grasp	N/A	N/A	N/A	N/A	N/A
Pushing/ Pulling	N/A	N/A	N/A	N/A	N/A
Driving/ Steering	N/A	N/A	N/A	N/A	N/A
Comments:					

VI. Mental and Psychological Demands			ESSENTIAL	NON-ESS
Basic Work Abilities:	1	Comprehend and follow verbal and written instructions.	C	N/A
	2	Maintain the established work pace.	C	N/A
	3	Adhere to established work and safety procedures.	C	N/A
	4	Respond appropriately to direction, feedback, or criticism.	S	N/A
	5	Respond appropriately to changes in the work setting.	O	N/A
Attention to Task & Details:	6	Perform simple/ repetitive tasks.	O-F	N/A
	7	Perform complex/ varied tasks.	S-F	N/A
	8	Organize tasks and set priorities.	S	N/A
	9	Manage multiple tasks simultaneously.	S	N/A
Interaction with Others:	10	Work cooperatively with coworkers.	O	N/A
	11	Interact with customers or the public.	O	N/A
	12	Give training/ instruction.	N-O**	N/A
	13	Lead, direct or supervise others.	N-O**	N/A
Decision Making:	14	Use basic problem-solving techniques.	N-S	N/A
	15	Work autonomously, or with minimal supervision.	C	N/A
	16	Make independent decisions based on data/ circumstances.	N-S	N/A
Comments: **may lead, instruct, supervise a student or substitute worker				

VII. Communication and Sensory Demands									
Method	Freq.	Function #'s: ESSENTIAL					Freq.	#'s: NON-ESSENTIAL	
Sight	C	1	2	3	4	5	6	N/A	N/A
Smell	C	1	2	3		5	6	N/A	N/A
Hearing	C	1	2	3	4	5	6	N/A	N/A
Speaking	F	1	2	3	4	5	6	N/A	N/A
Reading	S	1	2	3	4	5	6	N/A	N/A
Writing	S	1	2	3	4	5	6	N/A	N/A
Math	S	1	2	3	4	5	6	N/A	N/A
Comments:									

VIII. Environmental Conditions				
	Freq.	During ESSENTIAL Functions	Freq.	During NON-ESSENTIAL
Indoors	O-C	Administrative offices, classrooms, restrooms, gym, set-up for special events, minor repairs, custodial, security, emergency response	N/A	N/A
Outdoors	O-F	Lunch trash, dumpsters, hallways, walking through campus	N/A	N/A
Work at Heights	N-O	Ladder, roof (filters)	N/A	N/A
Cold	N-F	Lunch trash, dumpsters, hallways, walking through campus, walk-in freezer	N/A	N/A
Heat	N-F	Lunch trash, dumpsters, hallways, walking through campus	N/A	N/A
Humidity/ Wetness	N-F	Lunch trash, dumpsters, hallways, walking through campus	N/A	N/A
Temperature Swings	N-F	Air conditioned building/outdoor activities; walk in freezer to outdoor; degree differential a.m. / p.m.	N/A	N/A
Dust/ Wind	N-F	Lunch trash, dumpsters, hallways, walking through campus	N/A	N/A
Excessive Noise	S-F	Blower, vacuum, cleaning equipment, excited students	N/A	N/A
Vibration	O-C	Vacuum, stripper, scrubber, blower, small electric hand tools	N/A	N/A
Radiation	N-F	Sunlight	N/A	N/A
Gas/ Fumes/ Odors	F	Cleaning supplies, vacuum, trash, restrooms, locker room, cafeteria, sick / injured student, gas blower	N/A	N/A
Chem./ Biohazards	O	Cleaning supplies, ill or injured student or personnel, science labs, restrooms, health office	N/A	N/A
Electrical Hazards	N	N/A	N/A	N/A
Explosive Hazards	N-S	Gasoline in blower, cleaning chemicals, propane	N/A	N/A
Mechanical Hazards	F	Blower, Buffer, Power Tools, Vacuum, Scrubber, Sweeper, Dolly	N/A	N/A
Near Equip/ Machinery	S-C	All custodial cleaning equipment, custodial cart, parking lot	N/A	N/A

Safety Equipment and/ or Attire:	Gloves, dust mask, eye wear, goggles, face shields, rubber boots, rain gear can be available; back belts, bee suits, easy reach for trash
Safety Training:	On-going training throughout the year, new equipment training; Bloodborne Pathogens; fire, earthquake, bus evacuation, lock down drills
Comments:	

IX. Operation of Vehicles, Equipment or Machinery				
During ESSENTIAL Functions		Freq.	During NON-ESSENTIAL Functions	Freq.
Floor Stripper		N-C	N/A	N/A
Vacuum Cleaner		O	N/A	N/A
Squeegee		N-O	N/A	N/A
Pressure Washer / Hose		N-F	N/A	N/A
Power Yard Blower		N-O	N/A	N/A
Small Hand Tools		N-S	N/A	N/A
Mop / Bucket		O-F	N/A	N/A
Broom		O	N/A	N/A
Custodial Cart		O	N/A	N/A
Ladders		N-S	N/A	N/A
Dolly / Cart		N-S	N/A	N/A
Comments: Use of equipment may be utilized during deep cleaning, which is performed during winter, spring and summer breaks. Usage of equipment and frequencies will vary at the high end during that time frame. Some of the tools and equipment are utilized daily.				

X. Work Schedule & Setting						
Hours per day:	8	Weekend days/ month:	0-4	Rest Break(s):	2x15 Minutes	
Days per 2 weeks:	10	Overtime hours/ week:	0-8	Meal Break:	30 Minutes	
# EE's at work site:	Varies	Supervise/ Lead: # of Staff:	0	Supervised by:	Site Administrator / Principal / Director and Supervisor of Maintenance, Operation & Transportation	
Brief Description of Work Site:	Indoor and outdoor environment within a variety of sites throughout the District. Many sites include classrooms, administrative offices, gym, cafeteria, library, science lab, athletic fields, mallroom, supply room storage room. Flooring is carpet and tile, Gym has polyurethane flooring; Quad area is concrete, dirt and grass area, sand and wood chips; All office / classrooms are air conditioned and heated as necessary. Some facilities are multi-story with stairs and/or elevators.					
			%	%		
	Informal	25	Formal	75	Informal + Formal = 100 %	
Site Characteristics:	Informal Deep Cleaning	50	Formal Deep Cleaning	50	Informal + Formal = 100%	
	Individual Effort	80	Teamwork	20	Individual Effort + Team = 100%	
	Individual Effort Deep Cleaning	10	Teamwork Deep Cleaning	90	Individual Effort + Team = 100%	
	Familiar Tasks	90	Variable Tasks	10	Familiar + Variable = 100 %	
Slow Pace	10	Moderate Pace	50	Fast Pace	40	Slow + Mod + Fast Pace = 100%
Lo Pressure	20	Mod. Pressure	40	High Pressure	40	Low + Mod + High Pressure = 100%

**BELOW ITEMS IV THROUGH X ARE FROM THE
GROUNDS PERSPECTIVE**

IV. Physical Demands			
A-1. Postures/ Movements: During ESSENTIAL Functions			
	Freq.	Duration	Tasks
Sitting	S-C	Up to 2 hours	Travel to other sites, working on sprinkler system, drive cart, attend meetings
Walking	F-C	1-45 minutes	Walk behind mower, blower, fertilizer, picking up debris
Standing	S-O	1-5 minutes	Cutting tree limbs, retrieving tools from truck, reading work orders, raking
Kneeling	S-O	Seconds -5 minutes	Planting, pulling weeds, sprinkler repair, sprinklers
Crawling	N-S	< 1 minute	Planting, pulling weeds, sprinkler repair
Bending	O-F	Seconds – 2 minutes	Shoveling, weeding on slopes / hillside / banks, retrieving tools / equipment from back of truck, picking up leaves / branches
Stooping	S	<1 minute	Retrieving clippings from under bush, picking up trash
Squatting	S	< 1 minute	Sprinklers, weed pulling, planting, shoveling
Running	N-S	1-2 minutes	Emergency response
Jumping	N	N/A	N/A
Climbing	O-F	< 1 minute	Ladders, banks, stairs, ramps, slopes, hillside, in/out of truck bed, rental trucks / step up into truck
Balancing	F	Seconds – 3. hours	Banks, slopes, hillside, uneven terrain, shoveling, carrying items on uneven terrain
Lying Down	N-S	< 5 minutes	Work on sprinkler system
Twist at Waist	F	Seconds – 90 minutes	Unloading supplies, trash cans, fertilizer, shoveling, raking, weed eater
Walk on Uneven Ground	F	1-45 minutes	Banks, hillside, slopes, grass area, ground cover, walk behind mower
Operate Foot Controls	S-F	Up to 90 minutes	Request for emergency response/vehicle, training, John Deer for spraying
Reach- Above Shoulder	S-O	Seconds – 1 minute	Trimming trees / loppers, retrieving tools/equipment from back of truck, disposal of debris / clippings, spraying wasp nests, cleaning gutters
Reach-At/Below Shoulder	F	Seconds –90 minutes	Driving, raking, shoveling, retrieving and unloading tools/equipment, mowing activities, sprinkler repairs, weeding, pruning planting
Neck Extension (up)	S-O	Seconds – 5 minutes	Trimming trees / loppers, retrieving tools/equipment from back of truck, disposal of debris / clippings, spraying wasp nests, cleaning gutters
Neck Flexion (down)	F	Seconds – 3 minutes	Assist in repair of sprinklers, blower, weed eating, chalking, raking, shoveling, mowing activities, weeding, planting, pruning, use power washer
Neck Rotation (turning)	O-F	Seconds – 5 minutes	Student and staff safety, weed eater, mowing activities, driving, blowing, edging, chalking, fertilizing, load / unloading of tools and equipment
Comments:			

IV. Physical Demands (Continued)			
A-2. Postures/ Movements: During NON-ESSENTIAL Functions			
	Freq.	Duration	Tasks
Sitting	N/A	N/A	N/A
Walking	N/A	N/A	N/A
Standing	N/A	N/A	N/A
Kneeling	N/A	N/A	N/A
Crawling	N/A	N/A	N/A
Bending	N/A	N/A	N/A
Stooping	N/A	N/A	N/A
Squatting	N/A	N/A	N/A
Running	N/A	N/A	N/A
Jumping	N/A	N/A	N/A
Climbing	N/A	N/A	N/A
Balancing	N/A	N/A	N/A
Lying Down	N/A	N/A	N/A
Twist at Waist	N/A	N/A	N/A
Walk on Uneven Ground	N/A	N/A	N/A
Operate Foot Controls	N/A	N/A	N/A
Reach- Above Shoulder	N/A	N/A	N/A
Reach-At/Below Shoulder	N/A	N/A	N/A
Neck Extension (up)	N/A	N/A	N/A
Neck Flexion (down)	N/A	N/A	N/A
Neck Rotation (turning)	N/A	N/A	N/A
Comments:			

B-1. Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight in Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O-F	S-O	Small hand tools, irrigation parts, rakes, shovels, small power tools, safety equipment, keys, radio, weeds, clippings, rope, pipes, extension tree trimmer, small gas cans, aerosol cans, plants
11-25	S-O	O-F	S-O	Clippings, fertilizer, gas cans, water containers, blowers, plants, furniture, tables, trash
26-50	S-O	S-O	S	Lawn mowers, edger, fertilizer, bag of seed, plants, trash
51-75	N-S*	N-S*	N-S*	Bags of cement, trash, clippings, bags of chalk, equipment
76-100	N-S*	N-S*	N	Trash cans with dirt, broken concrete, barrels of water
Over 100	N-S*	N-S*	N	Picnic tables, fire file cabinets, mower
Comments: The employer has indicated that they encourage proper lifting techniques. Assistance is available for items weighing over 50 lbs.				
Heaviest item lifted alone by Employee: Bags of cement, trash, clippings				Weight: 50 Pounds

B-2. Lifting: During NON-ESSENTIAL Functions				* Indicates with assistance
Weight in Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	N/A	N/A	N/A	N/A
11-25	N/A	N/A	N/A	N/A
26-50	N/A	N/A	N/A	N/A
51-75	N/A	N/A	N/A	N/A
76-100	N/A	N/A	N/A	N/A
Over 100	N/A	N/A	N/A	N/A
Comments:				
Heaviest item lifted alone by Employee: N/A				Weight: -- Pounds

IV. Physical Demands (Continued)			
C-1. Carrying: During ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	O-F	Up to 50 yards	Small hand tools, irrigation parts, rakes, shovels, small power tools, safety equipment, keys, radio, weeds, clippings, rope, pipes, extension tree trimmer, small gas cans, aerosol cans, plants
11-25	S-O	Up to 50 yards	Clippings, fertilizer, gas cans, water containers, blowers, plants, furniture, tables, trash
26-50	N-S	Up to 25 yards	Lawn mowers, edger, fertilizer, bag of seed, plants, trash
51-75	N-S*	Up to 5 feet	Bags of cement, trash, clippings, bags of chalk, equipment
76-100	N-S*	Up to 5 feet	Trash cans with dirt, broken concrete, barrels of water
Over 100	N-S*	Up to 5 feet	Picnic tables, fire file cabinets, mower
Comments: The employer has indicated that they encourage proper lifting techniques. Assistance is available for items weighing over 50 lbs.			
Heaviest item carried alone: Boxes of cement, trash, clippings			Weight: 50 Pounds Distance: Up to 5 feet

C-2. Carrying: During NON-ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	N/A	N/A	N/A
11-25	N/A	N/A	N/A
26-50	N/A	N/A	N/A
51-75	N/A	N/A	N/A
76-100	N/A	N/A	N/A
Over 100	N/A	N/A	N/A
Comments:			
Heaviest item carried alone:			Weight: Pounds Distance:

V. Hand Activities					
1. During Essential	Frequency			Duration: The time an activity is performed at one time.	
	Right	Left	Either	Duration	Examples During ESSENTIAL Functions:
Fine Manipulation	-	-	F	Seconds - 2 hours	Screwing, caps, sprinklers, controllers, tool triggers, keying radio, keys, writing, bubblers, trigger, weeding
Keyboard	-	-	S-O	< 30 minutes	Controllers, remote
Simple Grasp	-	-	O	1-30 minutes	Small hand tools, radio, keys
Power Grasp	-	-	O-F	1-60 minutes	Mowers, rakes, shovels, picks, trash, bags of cement, chalk, sprayer, weed eater,
Pushing/ Pulling	-	-	F	Seconds-30 minutes	Doors, drawers, rakes, mowers, brooms, carts, dolly, picnic tables, unloading truck with supplies and trash, moving dirt / wheel barrow, weeding
Driving/ Steering	-	-	S-F	5 minutes - 90 minutes	District vehicle, mowers, sprayer
Comments: Hand usage is left up to the discretion of each employee					

2. During Non-Essential	Frequency			Duration: The time an activity is performed at one time.	
	Right	Left	Either	Duration	Examples During NON-ESSENTIAL Functions:
Fine Manipulation	N/A	N/A	N/A	N/A	N/A
Keyboard	N/A	N/A	N/A	N/A	N/A
Simple Grasp	N/A	N/A	N/A	N/A	N/A
Power Grasp	N/A	N/A	N/A	N/A	N/A
Pushing/ Pulling	N/A	N/A	N/A	N/A	N/A
Driving/ Steering	N/A	N/A	N/A	N/A	N/A
Comments:					

VI. Mental and Psychological Demands			ESSENTIAL	NON-ESS
Basic Work Abilities:	1	Comprehend and follow verbal and written instructions.	C	N/A
	2	Maintain the established work pace.	C	N/A
	3	Adhere to established work and safety procedures.	C	N/A
	4	Respond appropriately to direction, feedback, or criticism.	S	N/A
	5	Respond appropriately to changes in the work setting.	O	N/A
Attention to Task & Details:	6	Perform simple/ repetitive tasks.	O-F	N/A
	7	Perform complex/ varied tasks.	N-S	N/A
	8	Organize tasks and set priorities.	S	N/A
	9	Manage multiple tasks simultaneously.	S	N/A
Interaction with Others:	10	Work cooperatively with coworkers.	O	N/A
	11	Interact with customers or the public.	O	N/A
	12	Give training/ instruction.	N-O**	N/A
	13	Lead, direct or supervise others.	N-O**	N/A
Decision Making:	14	Use basic problem-solving techniques.	N-S	N/A
	15	Work autonomously, or with minimal supervision.	C	N/A
	16	Make independent decisions based on data/ circumstances.	N-S	N/A
Comments: **may lead, instruct, supervise a substitute worker				

VII. Communication and Sensory Demands									
Method	Freq.	Function #'s: ESSENTIAL					Freq.	#s: NON-ESSENTIAL	
Sight	C	1	2	3	4	5	6	N/A	N/A
Smell	C	1	2	3	4	5		N/A	N/A
Hearing	C	1	2	3	4	5	6	N/A	N/A
Speaking	F	1	2	3	4	5	6	N/A	N/A
Reading	O	1	2	3	4	5	6	N/A	N/A
Writing	O	1	2	3	4	5	6	N/A	N/A
Math	O	1	2	3	4	5	6	N/A	N/A
Comments:									

VIII. Environmental Conditions				
	Freq	During ESSENTIAL Functions	Freq	During NON-ESSENTIAL
Indoors	O-F	Morning meetings, staff assistance	N/A	N/A
Outdoors	F	Grounds maintenance, weeding, mowing, sprinkler, emergency response, staff assistance	N/A	N/A
Work at Heights	N-F	Ladders, banks	N/A	N/A
Cold	N-F	Grounds maintenance, weeding, mowing, sprinkler, emergency response, staff assistance	N/A	N/A
Heat	N-F	Grounds maintenance, weeding, mowing, sprinkler, emergency response, staff assistance	N/A	N/A
Humidity/ Wetness	N-F	Grounds maintenance, weeding, mowing, sprinkler, emergency response, staff assistance	N/A	N/A
Temperature Swings	N-S	Indoor/outdoors, outdoors to vehicle	N/A	N/A
Dust/ Wind	N-F	Grounds maintenance, weeding, mowing, sprinkler, emergency response, staff assistance	N/A	N/A
Excessive Noise	F	Blower, mower(s), edger, weed eater	N/A	N/A
Vibration	F	Blower, mower(s), edger, John Deer	N/A	N/A
Radiation	N-C	Sunlight	N/A	N/A
Gas/ Fumes/ Odors Exposed to:	F	Gas, mower, blower, edger, chemicals	N/A	N/A
Chem./ Biohazards Exposed to:	N-F	Sewage, septic tanks, round-up for spraying, pesticides, herbicides	N/A	N/A
Electrical Hazards	S	Use of a sub pump	N/A	N/A
Explosive Hazards	S	Putting gas in tools / equipment	N/A	N/A
Mechanical Hazards	F	Vehicles, mowers, blower, trucks, John Deer, chipper, utility vehicle	N/A	N/A
Near Equip/ Machinery	F	All mechanical/electrical equipment outlined above intermittent throughout shift	N/A	N/A

Safety Equipment and/ or Attire:	Gloves, dust mask, eye wear, goggles, face shields, rubber boots, rain gear can be available; back belts, bee suits, easy reach for trash
Safety Training:	On-going training throughout the year, new equipment training; Bloodborne Pathogens; fire, earthquake, bus evacuation, lock down drills
Comments:	

IX. Operation of Vehicles, Equipment or Machinery				
During ESSENTIAL Functions		Freq.	During NON-ESSENTIAL Functions	Freq.
Walk Behind Mower, Edger		N-F	N/A	N/A
Tree trimmer		N-F	N/A	N/A
Ladder		N-O	N/A	N/A
Trash Cans		O	N/A	N/A
Large Lopper		N-O	N/A	N/A
Utility vehicle		N-F	N/A	N/A
Vehicle		S-O	N/A	N/A
Weed eater		N-F	N/A	N/A
Power Tools		S-O	N/A	N/A
Rakes / Shovels		O	N/A	N/A
Small Loppers / Hand Shears		N-F	N/A	N/A
Comments:				

X. Work Schedule & Setting						
Hours per day:	8	Weekend days/ month:	0-4	Rest Break(s):	2x15 minutes	
Days per 2 weeks:	10	Overtime hours/ week:	0-8	Meal Break:	30 minutes	
# EE's at work site:	varies	Supervise/ Lead: # of Staff:	N/A	Supervised by:	Site Administrator / Principal / Director and Supervisor of Maintenance, Operations & Transportation	
Brief Description of Work Site:	Indoor and outdoor environment within a variety of sites throughout the District. Many sites include classrooms, administrative offices, gym, cafeteria, library, science lab, mailroom, supply room storage room, athletic fields and steep banks. Outdoor terrain is varied to include grass, ground covering to include hillsides and slopes. Flooring is carpet and tile, Gym has polyurethane flooring; Quad area is concrete, dirt and grass area, sand and wood chips; All office / classrooms are air conditioned and heated as necessary. Some facilities are multi-story with stairs and/or elevators.					
Site Characteristics:		%		%		
	Informal	25	Formal	75	Informal + Formal = 100 %	
	Individual Effort	20	Teamwork	80	Individual Effort + Team = 100%	
	Familiar Tasks	90	Variable Tasks	10	Familiar + Variable = 100 %	
Slow Pace	10	Moderate Pace	30	Fast Pace	60	Slow + Mod + Fast Pace = 100%
Lo Pressure	10	Mod. Pressure	80	High Pressure	10	Low + Mod + High Pressure = 100%
Comments:						



ETIWANDA SCHOOL DISTRICT

Job Title: CUSTODIAN / GROUNDSWORKER I	Department:
	Job Type/ Code:

XII. JOB ANALYSIS ADDENDUM: Determination of Essential & Non-Essential Functions

This Addendum corresponds to the Job Analysis that was completed for this job title on: 05 22 06
(Date of Interview)

Each job function was examined by using the following criteria, to determine whether it is an Essential or a Non-Essential Job Function.

Job Function Number:		1	2	3	4	5	6
A	Do employees who currently hold this position perform this function?	+	+	+	+	+	+
B	Did employees who previously held this position perform this function?	+	+	+	+	+	+
C	Would it be difficult to delegate this function to other employees?	-	-	-	-	-	-
D	Does this function require highly specialized expertise, training or knowledge?	-	-	-	-	-	-
E	If the answer to D was yes, was the employee hired or promoted for this specialized knowledge?	-	-	-	-	-	-
F	What potential outcomes could result if the employee failed to perform this function?	Potentially unsafe working conditions	+	+	+	+	+
		Errors in production or service	+	+	+	+	+
		Increased re-work	+	+	+	+	+
		Customer dissatisfaction / complaints	+	+	+	+	+
		Burden to other staff members	+	+	+	+	+
		Other:					
G	What operational difficulties could result if the employee failed to perform this function?	Delays of production or service	+	+	+	+	+
		Increased overtime costs	+	+	+	+	+
		Increased repair/ maintenance costs	+	+	+	+	+
		Loss of revenue	+	+	+	+	-
		Potential for liability issues	+	+	+	+	+
		Other: Potential to hire a substitute	+	-	-	-	-
H	Does the position exist so that this function will be performed?	+	+	+	+	+	+
I	Do prior job descriptions or analyses list this function as a requirement of the job?	+	+	+	+	+	+
J	Does an established productivity standard apply to this job function?	N/A	N/A	N/A	N/A	N/A	N/A
K	Does a collective bargaining agreement include this function as a part of this job?	N/A	N/A	N/A	N/A	N/A	N/A
Based on the answers to questions A-K, is this Job Function identified as Essential?		+	+	+	+	+	+
Comments:							