

CUSTODIAN/GROUNDWORKER II

DEFINITION

Under general direction, to perform and possibly coordinate the complete cleaning activities of a physical plant; to perform specialized custodial and grounds maintenance work; to perform and possibly coordinate skilled gardening and grounds maintenance work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced classification level in the areas of custodial and grounds operations. Working independently, incumbents will typically perform some of both custodial and grounds activities; on other occasions they will coordinate the work of entry level workers in the job series.

EXAMPLES OF DUTIES

Performs all of the custodial duties needed to maintain a physical plant and adjacent areas in a clean, safe, attractive, and orderly condition. E

Opens and secures buildings and grounds. E

Confers with administrators regarding plans and schedules for cleaning and maintaining the physical plant and adjacent areas. E

Provides security for situations involving loitering and attempted vandalism. E

Performs routine repairs and non-technical maintenance duties with the use household tools. E

Removes graffiti and does touch-up painting. E

Requisitions custodial supplies and equipment. E

Arranges for and moves furniture and equipment for regular and special programs. E

Checks mechanical equipment and changes filters. E

Maintains custodial records and makes related reports. E

Reviews, stores, distributes and delivers school and custodial supplies and equipment. E

Inspects,

Buildings and grounds for safety, security and vandalism, and makes related reports to supervisors. E

Assumes responsibility for keeping physical plant and adjacent grounds assistants. E

Responds to emergency calls. E

Cultivates, prunes and trims planted areas. E

Sweeps and cleans walks and areas adjacent to buildings. E

Makes minor repairs, including touch-up painting. E

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

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

A wide range of modern methods, materials, tools and equipment used in maintaining facilities and grounds.

Safety practices related to building and grounds maintenance.

Principles of preventative maintenance.

Accurate methods of record keeping.

ABILITY TO:

Operate power and motorized equipment, for building and grounds maintenance, as assigned.

Coordinate and organize the work of assigned assistants.

Maintain building and grounds work schedules and related records.

Skillfully and safely operate tools and equipment for assigned duties.

Safely perform heavy physical labor.

Understand, carry out and give oral and written directions.

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

TRAINING AND EXPERIENCE

One year of paid experience in custodial or grounds maintenance work, preferably in a school setting; 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 to operate the assigned District vehicle, 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. After appropriate training and certification, some employees may be assigned to use pesticides and other chemical materials in pest abatement and fertilizing.

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

WORKING CONDITIONS (CONTINUED)

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 II	Department:
	Job Type/ Code:

Employee:		Location:		Dominance:	
Date of Injury:		Claim #:			
Schedule:	Full-time	Part-time	Shift:	Overtime:	Hrs/wk.
Supervisor:			Title:	Ph:	

I. Job Summary/ Objective

Under general direction, to perform and possibly coordinate the complete cleaning activities of a physical plant; to perform specialized custodial and grounds maintenance work; to perform and possibly coordinate skilled gardening and grounds maintenance work.

Distinguishing Characteristics

This is an experienced classification level in the area of custodial and grounds operations. Working independently, incumbents will typically perform some of both custodial and grounds activities; on other occasions they will coordinate the work of entry-level workers in the job series.

II. Identification of Job Functions

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

<p>1. CLEANING / CUSTODIAL 40-90% per shift</p> <p>Night custodian will be at the higher end of the frequency for cleaning activities on a daily basis</p>	<p>Perform all of the custodial duties needed to maintain a physical plant and adjacent areas in a clean, safe, attractive, and orderly condition; opens and secures buildings and grounds; assumes responsibility for keeping physical plant and adjacent grounds in clean and presentable condition; sweeps and cleans walks and areas adjacent to buildings; other tasks that may be performed on a typical day or shift include: disarm / unlock gates; open office, open restrooms, open computer lab, put out ball racks, 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; clean and restock bathrooms with paper products and soap, other areas that may be assigned for cleaning include: kitchen, administrative office, gym, bathrooms, library as well as classrooms;</p> <p>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>
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<p>2. SECURITY</p> <p>100% per shift performed concurrently with all other functions</p>	<p>Opens and secures buildings and grounds; provides security for situations involving loitering and attempted vandalism; inspects buildings and grounds for safety, security and vandalism, and makes related reports to supervisors; other security duties may include: lock / unlock classrooms, check bathrooms, setting alarms, remove graffiti, initial opening of school make rounds to ensure safety and security</p>
<p>3. MINOR REPAIR / PREVENTATIVE MAINTENANCE</p> <p>0-100% per</p>	<p>Performs routine repairs and non-technical maintenance duties with the use of household tools; removes graffiti and does touch-up painting; checks mechanical equipment and changes filters; maintains custodial records and makes related reports; makes minor repairs, including touch-up painting; other minor repairs and preventative maintenance include: changing of filters, tightening chairs / seats or tables; changing of light bulbs, fixtures</p>
<p>4. COORDINATION /SPECIAL EVENTS / PAPERWORK</p> <p>10-100% per shift day custodial will be at the higher end of the frequency regarding distribution / special events</p>	<p>Confers with administrators regarding plans and schedules for cleaning and maintaining the physical plant and adjacent area; requisitions custodial supplies and equipment; arranges for and moves furniture and equipment for regular and special programs; maintains custodial records and makes related reports; reviews stores, distributes and delivers school and custodial supplies and equipment; plans and coordinates the work schedules of custodial and grounds assistants; 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>Responds to emergency calls; emergency response may include travel to other sites, response during work hours / after hours as needed; assisting administration, students and staff during emergency to include fire; earthquake, lockdown or other activities related to vandalism or grounds maintenance emergency</p>
<p>6. GARDENING / GROUNDS MAINTENANCE</p> <p>0-25% per shift</p>	<p>Cultivates, prunes and trims planted areas of assignment noted as inside campus area; this may also include weeding, low trimming activities or assisting other grounds maintenance as requested</p>

B. NON-ESSENTIAL Functions and Tasks: NONE

III. Qualification Standards

Education / Experience	One year of paid experience in custodial or grounds maintenance work, preferably in a school setting; 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 to operate the assigned District vehicle, and to maintain a driving record required for regular District automobile insurance coverage
Knowledge:	A wide range of modern methods, materials, tools and equipment used in maintaining facilities and grounds; safety practices related to building and grounds maintenance; principles of preventative maintenance; accurate methods of record keeping
Abilities:	Operate power and motorized equipment, for building and grounds maintenance, as assigned; coordinate and organize the work of assigned assistants; maintain building and grounds work schedules and related records; skillfully and safely operate tools and equipment for assigned duties; safely perform heavy physical labor; understand, carry out and give oral and written directions; establish and maintain cooperation and effective working relationships with those contacted in the course of work

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)

IV. Physical Demands

A-1. Postures/ Movements: During ESSENTIAL Functions					
	Freq.	Duration		Freq.	Duration
Sitting	N-S	1-5 minutes	Crawling	N-O	Seconds – 10 minutes
Walking	F-C	1-30 minutes	Lying Down	N-S	1-15 minutes
Standing	S-O	1-5 minutes	Twist at Waist	O-F	30 seconds-1 hour
Stooping	S-O	Seconds - 1 minute	Operate Foot Controls	S	2-5 Seconds
Squatting	S	30 seconds – 1 minute	Walk on Uneven Ground	S	1-10 minutes
	Freq.	Duration	Tasks		
Running	N-S	Seconds – 1 minute	Only in an emergency		
Climbing	N-O	45 seconds	Stairs, ramps, ladder, roof, slopes, hills		
Balancing	S-O	1-30 minutes	Uneven terrain, carrying items throughout campus, stairs, ramps, ladder, slopes/hills within campus, high cleaning		
Kneeling	N-O	Seconds - to 15 minutes	Assembly of furniture, picking up items from floor, minor furniture repair, clean-up spillage, baseboard work, plug/unplug equipment, wash walls, vacuum corners, edges, gardening and grounds maintenance		
Bending	O-F	Seconds – 30 minutes	Empty trash, vacuum, sweeping, dust, mopping, picking up dropped item, changing liners in trash, assembly and minor repairs, cleaning baseboards, countertops, tabletops, chairs, wiping chairs, wiping tables, blower		
Reach- Above Shoulder	S-O	Seconds – 5 minutes	Wash windows, cleaning/replace fixtures, dusting, stocking and retrieving supplies, dust, chalk and whiteboards, throwing trash bags into dumpster, changing filters		
Reach-At/Below Shoulder	F	1- 90 minutes	Cleaning activities, dusting, vacuuming, sweeping, mopping, assembly, retrieving supplies, use of equipment, lock-unlock doors, open/close doors, washing down cement, wiping tables, counters, restroom work, gardening and grounds maintenance, graffiti removal, easy reach picking up trash, blower		
Neck Extension (up)	S- O	Seconds – 10 minutes	Cleaning chalk and whiteboards, security throughout campus, dusting, cleaning / repair of fixtures, wash windows, and above doors and windows, wash walls, graffiti removal, filters		
Neck Flexion (down)	F	30 seconds – 10 minutes	Cleaning, vacuuming, walking throughout campus, mop, sweep, waxing floors, assemble furniture, pick-up trash, scrape gum, cleaning baseboards, spot mopping, trash/liners, moving furniture, paperwork, gardening and grounds maintenance		
Neck Rotation (turning)	F	Seconds – 10 minutes	Cleaning, vacuuming, walking throughout campus, mop, sweep, waxing floors, assemble furniture, pick-up trash, scrape gum, cleaning baseboards, counters, cabinets, restocking restrooms, trash/liners, moving 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.					

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
11-25	O	O	S	Vacuum cleaners, partially filled mop bucket, student furniture, stock / supplies, trash into bin, ladder, blower
26-50	S	S	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
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
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. Lifting of 51-75 lbs. is performed by custodial staff with assistance, however, is not on a daily basis.				
Heaviest item lifted alone by Employee: 5 gallon container of wax, box of copy paper, boxes of books				Weight: 100 Pounds

** File cabinets and other cabinets weighing over 100 lbs. may be maneuvered onto a dolly or one side with assistance. May be pushed up to load onto a cart. These items are not carried.

IV. Physical Demands (Continued)			
C-1. Carrying: During ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	S	1-250 yds.	Classroom trash cans, hand tools, mop, broom, dusters, spray bottles, cleaning materials, trash liners, stock / supplies, fixtures, filters, student chair, 1 gallon containers
11-25	S-O	1-250 yds.	Vacuum cleaners, partially filled mop bucket, student furniture, stock / supplies, trash into bin, ladder, blower
26-50	S	1-50 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
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
76-100	N-S*	1-2 ft.	Teachers Desk, picnic tables
Over 100	N	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. Lifting/carrying of 51-75 lbs. is performed by custodial staff with assistance, however, is not on a daily basis. All parties have outlined that a dolly / cart is available to transport heavier items.			
Heaviest item carried alone:		5 gallon container of wax, box of copy paper, boxes of books	Weight: 50 Pounds Distance: 1-50 ft

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	-	-	N-S	5 seconds	Alarm pads
Simple Grasp	-	-	O	Intermittently Seconds -60 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 -60 minutes	Furniture, trash cans, stock / supplies, cleaning equipment, blower, vacuum, wet mop, scrubber, waxed, custodial cart, extractors, chair rack, mopping
Pushing/ Pulling	-	-	O-F	Intermittently Seconds -60 minutes	Doors, drawers, custodial cart, vacuum, mops, scrubbers, extractors, boxed supplies, furniture, equipment, gates, chair rack, multi-purpose room tables
Driving/ Steering	-	-	O-F	Intermittently Seconds - 60 minutes	Custodial cart, cleaning equipment, vacuum, extractor, mop bucket, dolly, flat cart
Comments: Hand usage is left up to the discretion of each employee					

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

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

VIII. Environmental Conditions		
	Frequency	During ESSENTIAL Functions
Indoors	O-C	Cleaning/Custodial; Security; Minor Repair / Preventative Maintenance; Coordination/Special Events/ Paperwork; Emergency Response
Outdoors	O-C	Cleaning/Custodial; Security; Minor Repair / Preventative Maintenance; Coordination/Special Events/ Paperwork; Emergency Response; Gardening/Grounds Maintenance; Lunch Duty – assist proctor during lunch with supervision of students to maintain order
Work at Heights	N-O	Ladder, roof, filters
Cold	N-C	Seasonal Weather; Cleaning/Custodial; Security; Minor Repair / Preventative Maintenance; Coordination/Special Events/ Paperwork; Emergency Response; Gardening/Grounds Maintenance; Lunch Duty – assist proctor during lunch with supervision of students to maintain order
Heat	N-C	Seasonal Weather; Cleaning/Custodial; Security; Minor Repair / Preventative Maintenance; Coordination/Special Events/ Paperwork; Emergency Response; Gardening/Grounds Maintenance; Lunch Duty – assist proctor during lunch with supervision of students to maintain order
Humidity/ Wetness	N-C	Seasonal Weather; Cleaning/Custodial; Security; Minor Repair / Preventative Maintenance; Coordination/Special Events/ Paperwork; Emergency Response; Gardening/Grounds Maintenance; Lunch Duty – assist proctor during lunch with supervision of students to maintain order
Temperature Swings	N-O	Seasonal Weather; Air Conditioned Building / Outdoor Activities; Walk In Freezer to Outdoor; Degree Differential a.m. / p.m.
Dust/ Wind	N-C	Seasonal Weather; Cleaning/Custodial; Security; Minor Repair / Preventative Maintenance; Coordination/Special Events/ Paperwork; Emergency Response; Gardening/Grounds Maintenance; Lunch Duty – assist proctor during lunch with supervision of students to maintain order
Excessive Noise	O-F	Blower, vacuum, cleaning equipment, extractor, excited students
Vibration	O-C	Vacuum, extractor, scrubber, blower, small electric hand tools
Radiation	N-C	Sunshine; Seasonal Weather
Gas/ Fumes/ Odors	C	Cleaning supplies, vacuum, trash, restrooms, locker room, cafeteria, sick student, gas blower
Chem./ Biohazards	O	Cleaning supplies, ill or injured student or personnel, science labs, restrooms
Electrical Hazards	O-C	Cleaning equipment, electrical outlets, lights/fixtures, deep cleaning activities
Explosive Hazards	O-C	Gasoline in blower, cleaning chemicals
Mechanical Hazards	O-C	Extractors, Blower, Buffer, Power Tools, Vacuum, Scrubber, Sweeper, Dolly
Near Equip/ Machinery	O-C	All custodial cleaning equipment, custodial cart, parking lot
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; day custodian, fire, earthquake, bus evacuation, lock down drills		
IX. Operation of Vehicles, Equipment or Machinery			
During ESSENTIAL Functions		Freq.	During ESSENTIAL Functions
Floor Stripper		N-C	Small Hand Tools
Buffer		N-C	Mop / Bucket
Carpet Cleaner/Shampooer		N-C	Broom
Vacuum Cleaner		O-F	Custodial Cart
Squeegee		N-O	Ladders
Pressure Washer / Hose		N-O	Scrubber
Power Yard Blower		N-O	Dolly / Cart
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, these frequencies also may vary between Day Custodian/Night Custodian.			

X. Work Schedule & Setting						
Hours per day:	8	Weekend days/ month:	N/A	Rest Break(s):	2x15 Minutes	
Days per 2 weeks:	10	Overtime hours/ week:	0-2	Meal Break:	30 Minutes	
# EE's at work site:	Varies	Supervise/ Lead: # of Staff:	0	Supervised by:	Site Administrator / Principal / Director 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, mailroom, 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.					
Site Characteristics:	Informal	20	Formal	80	Informal + Formal = 100 %	
	Informal	50	Formal	50	Informal + Formal = 100%	
	Deep Cleaning		Deep Cleaning			
	Individual Effort	80	Teamwork	20	Individual Effort + Team = 100%	
	Individual Effort	20-80	Teamwork	20-80	Individual Effort + Team = 100%	
	Deep Cleaning		Deep Cleaning			
	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	10	Mod. Pressure	50	High Pressure	40	Low + Mod + High Pressure = 100%

ETIWANDA SCHOOL DISTRICT

Job Title: CUSTODIAN / GROUNDWORKER II	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: 04/ 13/ 04
(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.

<i>Job Function Number:</i>		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:							