



**Job Demands Analysis: Dusting and Backpack Vacuuming (Light Duty)**

**Company Name:** City of Richmond – Facilities Department

**Job Title:** Dusting and Backpack Vacuuming (Light Duty)

**General Work Environment:**

- Indoor – Various City Buildings
- Driving a city vehicle
- Required to wear steel toed boots, safety vest/overalls

**Work Hours/Breaks:** 7:30am-4:00pm, (2) X 10 minute rest breaks, (1) X 30 minute lunch break

**Tools used may include:** duster, cloth, backpack vacuum

Job Task Categories:
1) Driving a city vehicle – through out the City of Richmond to appropriate destination. 2) Janitorial role: dusting of surfaces, operation of backpack vacuum to clean surfaces and floors

Functional Requirements:			
GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Walking	Variable distances	33-66%	<ul style="list-style-type: none"> <li>▪ To/from van to worksite</li> <li>▪ Walking throughout a building – can be self-paced</li> </ul>
Standing	Sustained	1-33%	<ul style="list-style-type: none"> <li>▪ Dynamic standing during cleaning duties – can be self-paced</li> </ul>
Climbing		1-33%	<ul style="list-style-type: none"> <li>▪ Climbing in/out of the vehicle</li> <li>▪ Climbing stairs in a building</li> </ul>
Sitting/Driving	Variable, Up to 10 minutes continuously	1-33%	<ul style="list-style-type: none"> <li>▪ Operation of vehicle (typically automatic) – within the City of Richmond</li> </ul>
Kneeling / Crouching / Stooping	Variable	1-33%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style, as needed when accessing workspaces below waist level – Worker would not be required to access low level surfaces if too difficult</li> </ul>
Neck positioning	Flexion, rotation	33-66%	<ul style="list-style-type: none"> <li>▪ When viewing work spaces on the ground (flexion)</li> <li>▪ When driving (rotation) – i.e. shoulder checking</li> </ul>
Reaching	In front, to the side	33-66%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style and may be more repetitive during cleaning tasks and operation of vacuum handle</li> <li>▪ Overhead may occur occasionally to reach overhead workspaces</li> </ul>
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping	Power Grasp	33-66%	<ul style="list-style-type: none"> <li>▪ 1-2 handed grasp of steering wheel, up to 10 minutes continuously</li> <li>▪ 1-2 handed grasp of tools/equipment (vacuum handle, duster)</li> </ul>
Lifting/Carrying	Light,	1-66%	<ul style="list-style-type: none"> <li>▪ Items handled may include: duster, wearing backpack vacuum (up to 10 lbs)</li> </ul>
Pushing / pulling	N/A	N/A	<ul style="list-style-type: none"> <li>▪ Worker can seek assistance to move furniture if needed</li> </ul>

*\*Consider dusting for upper and lower extremity injuries, back injuries. Backpack vacuuming for upper and lower extremity injuries. With the opportunity to self-pace and take breaks when needed.*