

## Job Demands Analysis: Cleaning, Inventory, Filing (Light Duty)

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

**Job Title:** Cleaning, Inventory, Filing, Organizing (Light Duty)

**General Work Environment:**

- Indoor – Fleet shop
- 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, broom, handling paper work/manuals, clipboard, pen, computer workstation



1. Manuals



2. Computer Workstation

**Job Task Categories:**

- 1) Organize, clean (dust, wipe down) and take inventory of parts (located on shelves)
- 2) Update WHMIS and MSDS systems
- 3) File and organize/update service manuals

**Functional Requirements:**

GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Walking	Variable distances	1-33%	▪ Walking within the parts warehouse (concrete flooring) – can be self-paced
Standing	Sustained	1-33%	▪ Static standing when cleaning and organizing parts on shelving units – can be self-paced
Climbing		1-33%	▪ Climbing stairs to access top level of warehouse (~20 stairs) - rare
Sitting/Driving	As needed	1-33%	▪ When updating files, manuals, WHMIS and MSDS – can be self-paced
Kneeling / Crouching / Stooping	Variable	1-33%	▪ May vary depending on work style, as needed when accessing workspaces
Neck positioning	Flexion, rotation	33-66%	▪ When viewing work spaces
Reaching	In front, to the side	33-66%	▪ May vary depending on work style and may be repetitive or sustained when reaching for shelving units ▪ Overhead reaching can be decreased with the use of a step ladder to access overhead shelving (shelves up to 88” high)
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping	Various Grasps	33-66%	▪ 1-2 handed grasp of boxes and individual parts ▪ 1-2 handed grasp of pen, keyboard/, mousing, broom
Lifting/Carrying	Light, Floor to Head level	1-66%	▪ Items handled may include: boxes of parts, individual parts. For light duty: up to 10 lbs
Pushing / pulling	Light resistance	1-33%	▪ Option of using a dolly to transport boxes of parts vs. carrying items. For light duty: up to 10 lbs of resistance.

*\*Consider for upper and lower extremity injuries, back injuries. With the opportunity to self-pace, rotate between sitting and standing if needed, and take rest breaks when needed.*