

Job Demands Analysis: Clean Sign Shop (Light Duty)

Company Name: City of Richmond – Roads and Construction Department

Job Title: Clean Sign Shop (Light Duty)

General Work Environment:

- Indoor – shop area
- 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: broom, dusting cloth



1. Sign Shop

Job Task Categories:

- 1) If trained – may assist other workers with sign projects (i.e. retrieve tools and light materials)
- 2) Clean sign shop area using a broom to sweep or dust cloth to dust surfaces

Functional Requirements:

GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Walking	Variable distances	33-66%	▪ Walking on concrete flooring throughout shop area
Standing		1-33%	▪ Dynamic standing when sweeping
Climbing	N/A	N/A	▪ N/A
Sitting/Driving	N/A	N/A	▪ Can sit to rest when needed
Kneeling / Crouching / Stooping	Variable	1-33%	▪ Stooping may occur and may vary depending on work style, when sweeping
Neck positioning	Flexion, rotation	33-66%	▪ When viewing work spaces on the ground (flexion)
Reaching	Within Arms Reach	33-66%	▪ May vary depending on work style and may be repetitive when sweeping ▪ Overhead reaching is not required
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping		33-66%	▪ 1-2 handed grasp of tools/equipment (handles: power grasp) of broom handle
Lifting/Carrying	Light	1-66%	▪ Items handled may include: light tools/materials (up to 10 lbs), broom
Pushing / pulling	Light resistance	1-66%	▪ Light resistance when using broom

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