

CITY OF VICTORIA

PHYSICAL DEMANDS ANALYSIS

Effective Date: July 17, 2007

Job Title: Building Service Worker **Date of Job Site Visit:** July 17, 2007

Department: Building Services **On-Site Contact Person(s):** - Jonathan Hicks
(Assistant Supervisor)

Location: Various City Buildings -Thomas McDermitt
(Assistant Supervisor)

Classification: Regular Duty

POSITION FUNCTION

The Building Service Worker is responsible for cleaning and maintaining City of Victoria buildings (recreation centres, Police Station, City Hall, municipal buildings, etc.) as well as set-up and take-down for public and private functions in the building.

TOOLS & EQUIPMENT

The Building Service Worker uses the following tools / equipment to perform his/her duties:

- Cleaning Tools – push brooms, corn brooms, wet mops, dust mops, long handled dustpan, duster, scraper, doodle bug scrubbers, squeegee, buckets, garden hoses, scrapers, putty knife, small hand tools, scissors, shovel, rags, extension cords, toilet plunger
- Cleaning Agents / Chemicals – aqua ammonia, bleach, metal polish, glass cleaner, floor cleaner, oven cleaner, carpet cleaner, toilet cleaner, traffic lane cleaner, pine all, odour eliminator, urinal tablets, disinfectant, insect killer, anti-bacterial gel, skin cleaner, helium, WD-40, etc.
- Power Tools – floor scrubber, floor polisher, burnisher, vacuum, backpack blower
- Washroom / Hygiene Items – toilet paper, paper napkins, wax paper bags for sani-containers
- Ladders - Stepladders and Extension Ladders
- Safety Equipment – wet floor signs, rubber / leather gloves, dust mask
- Garbage Equipment – garbage containers, recycling bins, carts
- Event / Meeting Room Items – stackable chairs, tables (round / rectangular), chair / table carts

USUAL METHODS – Building Cleaning & Maintenance

1. Gather cleaning tools, materials, equipment, and chemicals in storage room.
2. Walk to area that requires cleaning. Initially pick up any garbage on the floor, then dust mop the floor, followed by wet mopping the floor.
3. Empty garbage containers into main garbage receptacle.
4. Vacuum carpeted floors.
5. Visually inspect room for defects or items that require replacing (e.g., burned out light bulbs, empty toilet paper rolls, etc.).
6. Pick-up and cleaning of areas on an ongoing basis (as needed) throughout the shift.
7. Return cleaning tools, equipment, and materials to storage room.

ADMINISTRATIVE ISSUES

The Building Service Worker works a 7-hour day, evening or night shift with variable days off. The shifts can range from two days and three afternoons, to a rotating shift. There is a Building Service Worker on-site seven days per week. Start-times and end-times for each shift may vary depending upon: (a) the building to be cleaned, (b) the event to be set-up / taken-down, or (c) the type of work required. Night shifts are not required in all buildings (e.g. no night shifts in parkades). The Building Service Worker receives two 15-minute rest periods, and a meal break each shift (meal breaks vary from 30-60 minutes). Overtime is a requirement of this position, but does not occur on a regular basis.

WORK ENVIRONMENT

Physical Effort:

Lift and move moderate to heavy equipment and materials (occasional basis)

Mental Effort:

Within normal limits

Visual / Auditory Effort:

Within normal limits

Work Environment:

- Work inside (continuous for many buildings / shifts, although intermittent for others)
- Work outside (occasional, e.g. washing windows, using backpack blower, dumping garbage)
- Exposure to equipment noise (occasional, e.g. floor polisher, burnisher, vacuum, backpack blower)
- Exposure to vibration (occasional, e.g. floor polisher, burnisher, vacuum, backpack blower)
- Exposure to chemical fumes, airborne particulates – dust (occasional to frequent)

KEY SKILLS AND ABILITIES

- Understand and discuss job-related matters.
- Operate a variety of light industrial equipment and vehicles.
- Operate hand tools and light power tool equipment.
- Establish and maintain effective working relationships.
- Deal with the public in a courteous and tactful manner.
- Work safely on job sites.

INDEPENDENCE

- Work tasks are performed independently, according to a schedule set by supervisor.
- Work quality is reviewed by supervisor.
- Problems (e.g., an inability to complete certain cleaning tasks, malfunctioning tools / power equipment, etc.) or complaints are referred to supervisor.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Grade 10 education minimum, and
- Current and valid Class 5 B.C. Driver's Licence.

Experience:

- 1 year of related experience ... or ...
- an equivalent combination of education and experience.

BUILDING SERVICE WORKER SUMMARY TABLE

JOB TASK	TASK DETAILS	
Lifting Floor to Waist	Max = 70 lbs (occasional, when lifting furniture dumped in parkades) Avg = 15 - 50 lbs (frequent)	
	e.g. Lifting of the following: <ul style="list-style-type: none"> furniture dumped in parkades (up to 70+ lbs), 30-foot extension ladder (68 lbs), 20-foot extension ladder (45 lbs), bag of 'absorb-all' (50 lbs), two-person lift of 90 lb burnisher machine into van (45 lbs/person), 	<ul style="list-style-type: none"> two-person lift of 80 lb floor polisher into van (40 lbs/person), industrial drying fan (30 lbs), box of floor wax (20 lbs), case of paper towels (19 lbs), case of toilet paper (16 lbs), case of garbage bags (15 lbs).
Lifting Waist to Shoulder / Head	Max = 20 lbs (occasional, when lifting box of floor wax onto storage room shelf) Avg = 10 - 20 lbs (occasional)	
	e.g. Lifting of the following: <ul style="list-style-type: none"> box of floor wax (20 lbs), case of paper towels (19 lbs), 	<ul style="list-style-type: none"> case of toilet paper (16 lbs), case of garbage bags (15 lbs).
Lifting Floor to Shoulder / Head	Max = 20 lbs (occasional lifting of box of floor wax onto storage room shelf) Avg = 10 - 20 lbs (occasional)	
	e.g. Lifting of the following: <ul style="list-style-type: none"> box of floor wax (20 lbs), case of paper towels (19 lbs), 	<ul style="list-style-type: none"> case of toilet paper (16 lbs), case of garbage bags (15 lbs).
Carrying Two-Handed	Max = 68 lbs (rare, when carrying 30-foot extension ladder) Max Distance = carrying ladder a max distance potentially exceeding 100 ft. Avg = 15 - 50 lbs (frequent)	
	e.g. Bilateral Carrying of the following: <ul style="list-style-type: none"> 30-foot extension ladder (68 lbs), box of chemicals (66 lbs), bag of 'absorb-all' (50 lbs), 20-foot extension ladder (45 lbs), six-foot meeting table (45 lbs), two-person carry of 90 lb burnisher machine up one flight of stairs (45 lbs/person), file folder bankers-box (40 lbs), 	<ul style="list-style-type: none"> two-person carry of 80 lb floor polisher machine up one flight of stairs (40 lbs/person), two-person carry of 71 lb eight-foot meeting table (35 lbs/person), box of floor wax (20 lbs), case of paper towels (19 lbs), case of toilet paper (16 lbs), case of garbage bags (15 lbs).

Carrying One-Handed	Max = 51 lbs (occasional, when carrying 5-gallon bucket of cleaning liquid) Max Distance = carrying 5-gallon bucket a max distance of 50 - 75ft. Avg = 5 - 30 lbs (occasional) e.g. Unilateral Carrying of the following: <ul style="list-style-type: none">• industrial drying fan (30 lbs),• lightweight tools (< 5 lbs),• brooms.	
Pushing	Max = 15 lbs of <u>force</u> (rare, when pushing a loaded chair-dolly for transport) Max Distance = Varies, pushing dolly over distances exceeding 100 feet Avg = less than 5 lbs of repetitive pushing <u>force</u> e.g. Pushing assoc. with the following: <ul style="list-style-type: none">• dolly to transport chairs,• dolly to transport filing cabinets,• sweeping with push-broom,• operating floor polisher machine,• operating burnisher machine, <ul style="list-style-type: none">• shovelling,• vacuuming,• adjusting ladder position,• pushing box of supplies onto storage shelf.	
Pulling	Max = 70 lbs of <u>force</u> (rare, when pulling / tipping a full filing cabinet onto its bottom edge to load it onto a dolly for transport) Max Distance = Less than 2 feet (just enough to tip filing cabinet on its edge) Avg = 5 - 10 lbs of pulling <u>force</u> (occasional) e.g. Pulling assoc. with the following: <ul style="list-style-type: none">• tipping filing cabinet (for dolly),• pulling stack of chairs onto chair-dolly for transport,• operating floor polisher machine,• operating burnisher machine, <ul style="list-style-type: none">• vacuuming,• sweeping with corn broom,• adjusting ladder position,• pulling box of supplies off of storage shelf.	
Reaching Above Shoulder	Max Duration = 2 minutes sustained (rare, during high-level dusting) Avg Duration = 5 - 60 seconds (occasional) e.g. Reaching while overhead cleaning / dusting of the following: <ul style="list-style-type: none">• lights,• walls,• high windows, <ul style="list-style-type: none">• door frames,• high shelves,• tops of tall cabinets.	

Reaching Below Shoulder	Frequency = Frequent to Constant
	e.g. Reaching: to low levels during the vast majority of cleaning tasks.
Neck Motion - Flexion (look down) - Extension (look up) - Rotation (side turn)	Flexion: Max Duration = 1 minute (looking at floor, low surfaces for cleaning) Extension: Max Duration = 2 minutes (high-level dusting) Rotation Max: Duration = 5 sec
Sitting	Max Duration = 30 minutes sustained
	e.g. Sitting while: <ul style="list-style-type: none"> driving between City buildings, filling out required logbooks / paperwork.
Standing / Walking	Max Duration = 2 hours sustained (e.g. when cleaning parkades)
	e.g. Standing / Walking: all cleaning tasks are completed on one's feet (i.e., walking, with brief periods of stationary standing during cleaning tasks).
Climbing Stairs	Max = 2 flights between two stories of a building. Frequency = Rare (approx. once/shift)
	e.g. Not all City buildings being cleaned have elevators (e.g. 'Public Works' building does not have an elevator).
Climbing Ladders	Max = 35 ladder rungs (rare, when using 40-foot extension ladder twice per year) Avg = 3 - 9 ladder rungs (occasional)
	<ul style="list-style-type: none"> 40-foot extension ladder used for cleaning outside high windows, shorter extension ladders and step-ladder used while cleaning / dusting: lights, tops of walls, windows, etc.

Bending / Stooping	<p>Max Duration = 2 minutes sustained bending (occasional, when scraping tar that has adhered to floor surfaces from the bottom of work boots)</p> <p>Avg Duration = 20 - 60 seconds (frequent)</p> <p>Bending Depth = between floor-level and 2 feet above floor-level (Note: Building Service Worker can bend knees if preferred)</p> <p><i>Note: squatting / kneeling are acceptable postural substitutions for bending in all of the Building Service Worker's cleaning scenarios.</i></p>	
Ground Level Postures (i.e. Kneeling and/or Squatting)	e.g. Bending while: <ul style="list-style-type: none"> • scraping tar off floor / carpeted surfaces, • cleaning under desks, • emptying of office trash cans, 	<ul style="list-style-type: none"> • scraping of residue on floor prior to stripping, • spot-cleaning of carpet stains, • cleaning baseboards.
	e.g. Kneeling or Squatting while: <ul style="list-style-type: none"> • scraping tar off floor / carpeted surfaces, • cleaning under desks, • emptying of office trash cans, • general carpet care, 	<ul style="list-style-type: none"> • scraping of residue on floor prior to stripping, • spot-cleaning of carpet stains, • cleaning baseboards, • changing pads on floor cleaning machines.
Sweeping	<p>Max Duration = 30 minutes sustained (occasional, when sweeping parkades)</p> <p>Avg Duration = 5 minutes (frequent)</p>	
Shovelling	e.g. Sweeping of the following: <ul style="list-style-type: none"> • parkades, • stairs, 	<ul style="list-style-type: none"> • hallways, • linoleum floor surfaces.
	<p>Max Duration = 5 minutes sustained (rare)</p> <p>Avg Duration = 1 - 5 minutes (rare)</p>	
		e.g. Shovelling during the following: <ul style="list-style-type: none"> • clean-up of private residence patios / walkways following backup of City sewer, • shovelling snow off sidewalks around City buildings.