**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

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**Job Task Categories:**

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

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**Functional Requirements:**

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<thead>
<tr>
<th>GENERAL FUNCTIONS</th>
<th>AMOUNT:</th>
<th>% OF WORKDAY</th>
<th>DESCRIPTION/COMMENTS</th>
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</table>
| Walking           | Variable distances | 33-66% | To/from van to worksite  
| Standing          | Sustained   | 1-33% | Dynamic standing during cleaning duties – can be self-paced  
| Climbing          | 1-33% | | Climbing in/out of the vehicle  
| Sitting/Driving   | Variable, Up to 10 minutes continuously | 1-33% | Operation of vehicle (typically automatic) – within the City of Richmond  
| Kneeling / Crouching / Stooping | Variable | 1-33% | 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  
| Neck positioning  | Flexion, rotation | 33-66% | When viewing work spaces on the ground (flexion)  
| Reaching          | In front, to the side | 33-66% | May vary depending on work style and may be more repetitive during cleaning tasks and operation of vacuum handle  

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<tr>
<th>MATERIALS HANDLING</th>
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</table>
| Handling / Grasping | Power Grasp | 33-66% | 1-2 handed grasp of steering wheel, up to 10 minutes continuously  
| Lifting/Carrying  | Light, 1-66% | | Items handled may include: duster, wearing backpack vacuum (up to 10 lbs)  
| Pushing / pulling | N/A | N/A | Worker can seek assistance to move furniture if needed  

*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.