



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"> ▪ To/from van to worksite ▪ Walking throughout a building – can be self-paced
Standing	Sustained	1-33%	<ul style="list-style-type: none"> ▪ Dynamic standing during cleaning duties – can be self-paced
Climbing		1-33%	<ul style="list-style-type: none"> ▪ Climbing in/out of the vehicle ▪ Climbing stairs in a building
Sitting/Driving	Variable, Up to 10 minutes continuously	1-33%	<ul style="list-style-type: none"> ▪ Operation of vehicle (typically automatic) – within the City of Richmond
Kneeling / Crouching / Stooping	Variable	1-33%	<ul style="list-style-type: none"> ▪ 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%	<ul style="list-style-type: none"> ▪ When viewing work spaces on the ground (flexion) ▪ When driving (rotation) – i.e. shoulder checking
Reaching	In front, to the side	33-66%	<ul style="list-style-type: none"> ▪ May vary depending on work style and may be more repetitive during cleaning tasks and operation of vacuum handle ▪ Overhead may occur occasionally to reach overhead workspaces
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping	Power Grasp	33-66%	<ul style="list-style-type: none"> ▪ 1-2 handed grasp of steering wheel, up to 10 minutes continuously ▪ 1-2 handed grasp of tools/equipment (vacuum handle, duster)
Lifting/Carrying	Light,	1-66%	<ul style="list-style-type: none"> ▪ Items handled may include: duster, wearing backpack vacuum (up to 10 lbs)
Pushing / pulling	N/A	N/A	<ul style="list-style-type: none"> ▪ 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.*