



## FUNCTIONAL JOB ANALYSIS

**DEPARTMENT:** Facilities Maintenance

**POSTION TITLE:** Maintenance Technician I - Maintenance Technician II

**Key:**

Never (0%)	Rarely (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Not at all	1-24 minutes in an 8 hour work day	.5 hours-2.5 hours in an 8 hour work day	2.75- 5.25 hours minutes in an 8 hour work day	5.5 – hours minutes in an 8 hour work day

**Functional job demands:**

- 1. Standing/Walking:** **Continuously: 67-100%**  
 Comment: Outside on variable/ uneven surfaces/roof rocks
- 2. Sitting:** **Rarely: 1-5%**  
 Occurs at breaks, computer tasks, monitoring HVAC system.
- 3. Floor lift** **Rarely: 1-5%**  
 Lifting of boxes to/from shelf: 36# boxes up to height of 82 inches (occurs when order of supplies arrives, request for achieved materials from storage, frequency = 1 hour 2 times a month). Job task can be modified to use of a ladder/step making this a shoulder height lift.  
 Lift and carry: Water softener Salt bags weighing 40# distance of 8 feet to height of 51.5 inches (Frequency = Once a day, 2x).
- 4. Single hand Carry and lift** **Rarely: 1-5%**  
 Lifting of buckets of sand 65# to height of 24 inches (dumps), this activity has potential for increased frequency during winter months. Transportation of buckets of sand is completed by cart. Job task could be modified by less sand in bucket, however this would increase repetitions.  
 Lift and carry of conference tables: 95# completed by two persons, transported by cart.
- 5. Two handed carry** **Occasional: 6-33%**  
 Misc. boxes, Computer towers, up to 36#, cart is used to transport.  
 Two-handed carry of sand buckets may occur, but can be modified to one bucket carry.

**6. Push/pull**

**Occasional: 6-33%**

Push: Overhead lift of roof cover: 21 force pounds

Push: downward force to squeeze out mop head: 74 force pounds

Push: Vacuum cleaner: 4 force pounds

Push: lever on Bobcat: 43#

Pull: vacuum cleaner: 9 force pounds

Pull: release lever for Bobcat bucket: 24#

**7. Low level work:**

**Occasional: 6-33%**

Bend, kneel, squat while working on ground level occurs throughout the day for boiler maintenance, cleaning. May require prolonged (greater than 5 min) squatting, bending, kneeling in an awkward position in a tight space for maintenance of air handler- rarely. Employee has option of moving out of position as needed.

**8. Climbing:**

**Occasional: 6-33%**

Use of 12 foot ladders, stairs 3 flights (22 steps each flight), vertical ladder of 13 rungs. Exceptional balance required as worker must maintain balance while performing over-head tasks.

Step- up: 20 inches to clear 21 inch width- rarely. Single leg lift with hand support required.

Entering/exiting Skidsteer with various attachments connected.

**9. Overhead tasks:**

**Occasional: 6-33%**

Opening roof trap door, changing light bulbs, plumbing issues.

Window washing with extended reach pole (2 times a year).

**10. Fine motor skills:**

**Frequently: 34-66%**

Use of hand tools, fasteners required.

Gross grasps of tools with handles, lifting bags/boxes, roof trap door handle.

Hook grasp for bucket carry, lifting, carrying of 95# tables which is done by two persons.

Lateral pinch: Key/lock to access variety of areas of building

**11. Elevated work:**

**Occasional: 6-33%**

Employee may need to work from ladders up to 12 feet. Operate and work from aerial work platform while completing over-head work such as plumbing, changing light bulbs. On occasion the time to complete tasks (plumbing issues) may exceed the rare time frame.

**12. Long Handled tools**

**Occasional: 6-33%**

Use of long handled tools such as shovel, rake, broom and others are used periodically each day.

**Assessment completed by: Denise Ristinen, OTR/L, 7/12/17**

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