



FUNCTIONAL JOB ANALYSIS

DEPARTMENT: Parks and Recreation

POSTION TITLE: Parks Maintenance

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 in an 8 hour work day	5.5 – 8 hours in an 8 hour work day

Functional Job demands:

1. Standing/Walking:

Occasionally: (6-33%)

This position requires standing or walking for limited periods of time. Activities that include standing or walking include collecting trash from the grounds and from garbage cans, cleaning restroom facilities and other park facilities, trimming grass, clearing grass clippings and other debris from sidewalks and picnic shelters, etc.

2. Sitting:

Continuously (67-100%)

Most of the day is spent in the seated position. This position requires the employee to remain in a seated position for an extended period of time for lawn mowing and driving to and from the various parks and public accesses throughout the county.

3. Floor/Ground Lift:

Rarely: (1-5%)

Lifting ramps on trailers when loading and unloading lawnmowers. Lifting mop bucket. Restocking cleaning and paper products and putting on shelves or in dispensers.

4. Single hand carry and lift:

Occasionally: (6-33%)

This position requires the single-handed lifting and carrying of a mop bucket, string trimmers, chainsaw, power equipment, toolboxes, hand tools, gas cans, chains and straps.

5. Two handed carry:

Rarely: (1-5%)

This position requires the employee to carry bags of grass seed and/or fertilizer, picnic tables (two-person lift), posts, landscape mulch (bags) etc.

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Assessment completed by: Leah Hall, OTR/L

Verified by: Gregory P. Hensel, Natural Resource Manager/Parks Supervisor/Ag Inspector

- 6. Push/Pull:** **Continuously: (67-100%)**
Arms are used to push/pull steering levers on zero turn lawnmower, close the tailgate of a truck, secure ratchet straps, and use a mop and broom. Also required to push/pull when using hand tools such as wrenches and sockets.
- 7. Low level work:** **Rarely: (1-5%)**
Bend, kneel, and/or crouch while working on ground level for installing and painting posts, making mechanical repairs to equipment, replacing rub rails on docks.
- 8. Climbing:** **Rarely: (1-5%)**
Required for stepping up onto lawn mowers and pickup truck, climbing a 6-foot ladder to change light bulbs, reach supplies, install recreational equipment (e.g. basketball nets).
- 9. Overhead Tasks:** **Rarely: (1-5%)**
Replacing light bulbs and basketball nets.
- 10. Fine Motor Skills:** **Occasionally: (6-33%)**
Use of hand tools to change lawn mower blades and complete routine equipment maintenance.
- 11. Balance:** **Rarely: (1-5%)**
Walking on uneven ground or in waist-deep water (with waders) to install docks or to set boat ramp planks.
- 12. Long handled tools:** **Occasionally: (6-33%)**
Use of long-handled tools such as shovels, rakes, brooms, post-hole diggers, etc.
- 13. Backpack** **Rarely: (1-5%)**
Employee may need to wear a backpack leaf blower to clear debris from ground-level surfaces.
- 14. Forward Reach:** **Frequently: (34-66%)**
Required in order to access equipment from bed of truck or toolbox, and to fasten/unfasten ratchet straps on the trailer.

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