

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Event Services Aide

DEPARTMENT: General Services

DOT OCCUPATION CODE: 381.687-014

DATE COMPLETED: September 2021

DIVISION: Veterans

PHYSICAL DEMAND STRENGTH RATING: Medium

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

| Frequency | Percentage of time per shift | Repetition (# times per shift) | 8 Hr Shift | 9 Hr Shift | 10 Hr Shift | 12 Hr Shift |
|------------------|------------------------------|--------------------------------|------------|------------|-------------|-------------|
| Never (N) | n/a | n/a | n/a | n/a | n/a | n/a |
| Occasionally (O) | 1 - 33% | 1 – 100 | 0 - 2.5 | 0 - 3 | 0 - 3.5 | 0 – 4 |
| Frequently (F) | 34 - 66% | 100 – 500 | 2.5 - 5.5 | 3 - 6 | 3.5 - 7 | 4 – 8 |
| Continuously (C) | 67 - 100% | 500+ | 5.5 – 8 | 6 - 9 | 7 - 10 | 8 - 12 |

PART 1 - JOB DUTIES/FUNCTIONS:

| A. Job Duty/Function | B. Job Duty # | C. Freq Rating | D. Equipment or tools used to perform (Describe) | E. Specialized Expertise, License, Certification Required? (Describe) | F. Reason position exists? (Y/N) | G. # EEs avail to perform | H. Essential or Non-Essential | Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing. |
|--|---------------|----------------|--|---|----------------------------------|---------------------------|-------------------------------|--|
| While performing the following duties, employees in this class work a variety of shifts including nights, weekends, and holidays, are subject to hold-over or call-back, and work non-routine schedules. | 1 | C | | | Y | 7 | Essential | |
| Cleans and maintains County properties used for public, private, and county events: cleans and sanitizes restrooms; sweeps and mops floors; restocks restroom supplies; empties trash; waters grounds; sweeps sidewalks; picks up trash; inspects buildings before and after events to ensure cleanliness. | 2 | C | Broom, mop, hose, sponge, auto scrubber Floor machine, chemical dispensers, trash bags | | Y | 8 | Essential | |

| A. Job Duty/Function | B. Job Duty # | C. Freq Rating | D. Equipment or tools used to perform (Describe) | E. Specialized Expertise, License, Certification Required? (Describe) | F. Reason position exists? (Y/N) | G. # EEs avail to perform | H. Essential or Non-Essential | Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing. |
|---|---------------|----------------|--|---|----------------------------------|---------------------------|-------------------------------|--|
| Prepares rooms for event and restores rooms after events: sets up and breaks down tables and chairs; sets up and puts away sound and theater equipment; lifts, carries, reaches, bends, and stoops. All heavy lifting is done with at least one other employee. | 3 | F | Dolly, hand cart, table racks, chair racks, ladders, theater equipment | | Y | 8 | Essential | |
| Prepares outdoor venues for events: sets up and removes barricades, tables, chairs, and sound system; clear trash. | 4 | O | Table racks, chair racks, brooms, trash receptacles | | N | 8 | Essential | |
| Continuously observes safety practices and procedures, including utilizing and implementing established safety practices, wearing appropriate safety gear, and reporting or correcting unsafe conditions. | 5 | C | Personal Protective Equipment, rubber gloves, safety goggles | | N | 8 | Essential | |
| Communicates in person with co-workers/supervisors, clients, and members of the public to provide information, written and verbal, related to the facilities, rentals, and safety rules, procedures, and regulations; describes equipment operation; maintains a professional and calm demeanor in the face of high customer anxiety. | 6 | F | Computer, phone | | Y | 8 | Essential | |
| Logs activities in a daily journal, count event attendees; fills out reports as needed – event, incident, accident, damage, and statistical information. | 7 | F | Log book, pen, computer | | N | 8 | Essential | |

PART 2: PHYSICAL DEMANDS

| Activity | Examples of Duties/Functions Requiring Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY: Permanently Restricted |
|---|---|---|---------------------------|---------------------------------------|--|
| Sitting (i.e., using computer; logging activities; filling out reports) | 6,7 | O | | | |
| Walking (i.e., cleaning and maintaining properties; setting up and breaking down rooms for events; preparing outdoor venues; inspecting buildings) | 2,3,4 | F | | | |
| Running | N/A | N | | | |
| Standing (i.e., cleaning and sanitizing restrooms; watering grounds; directing traffic) | 2,3,4,5,6,7 | F | | | |
| Bending-Neck (i.e., inspecting buildings; cleaning and maintaining buildings and venues; setting up and breaking down rooms and outdoor venues; using computer; filling out reports) | 2,3,4,5,6,7 | F | | | |
| Bending-Waist (i.e., cleaning and sanitizing restrooms; picking up trash; setting up and breaking down sound and theater equipment) | 2,3,4 | O | | | |
| Squatting (i.e., cleaning and maintaining buildings and venues; setting up and breaking down sound systems and theater equipment) | 2,3,4 | O | | | |
| Climbing (i.e., cleaning and maintaining buildings and venues; setting up and breaking down sound systems and theater equipment) | 2,3,4 | O | | | |
| Kneeling (i.e., cleaning and maintaining buildings and venues; setting up and breaking down sound systems and theater equipment) | 2,3,4 | O | | | |
| Crawling (i.e., cleaning and maintaining buildings and venues; setting up and breaking down sound systems and theater equipment) | 2,3,4 | O | | | |
| Twisting- Neck (i.e., inspecting buildings; directing traffic; setting up and breaking down rooms and venues) | 2,3,4,5,6,7 | F | | | |
| Twisting- Waist (i.e., cleaning and sanitizing restrooms; picking up trash; setting up and breaking down sound systems and theater equipment) | 2,3,4 | O | | | |
| Repetitive Hand Use | 2,3,4,5,6,7 | F | | | |
| Simple Grasping-Right Hand (i.e., holding broom, mop, sponge; picking up trash; holding trash bags) | 2,3,4 | F | | | |
| Simple Grasping-Left Hand (i.e., holding broom, mop, sponge; picking up trash; holding trash bags) | 2,3,4 | F | | | |
| Power Grasping-Right Hand (i.e., setting up and breaking down chairs and tables) | 2,3,4 | O | | | |
| Power Grasping-Left Hand (i.e., setting up and breaking down chairs and tables) | 2,3,4 | O | | | |
| Fine Manipulation-Right Hand (i.e., setting up and breaking down sound systems and theater equipment including dials, wires, cords and plugs) | 3,4 | O | | | |
| Fine Manipulation-Left Hand (i.e., setting up and breaking down sound systems and theater equipment including dials, wires, cords and plugs) | 3,4 | O | | | |
| Pushing and Pulling-Right Hand (i.e., table and chair racks; brooms, mops, floor scrubber and buffer) | 2,3,4 | F | | | |
| Pushing and Pulling-Left Hand (i.e., table and chair racks; brooms, mops, floor scrubber and buffer) | 2,3,4 | F | | | |

| Activity | Examples of Duties/Functions Requiring Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY: Permanently Restricted |
|--|---|---|---------------------------|---------------------------------------|--|
| Reaching-Above shoulder level (i.e., setting up and breaking down sound system and theater equipment; cleaning and maintaining properties) | 2,3,4 | O | | | |
| Reaching-Below shoulder level (i.e., picking up trash; setting up and breaking down chairs and tables; cleaning and sanitizing restrooms; setting up and breaking down sound systems) | 2,3,4 | F | | | |
| Lifting-up to 10 lbs. (i.e., padded folding chairs; broom; mop) | 2,3,4 | F | | | |
| Lifting-11-25 lbs. (i.e., case of toilet paper; bag of cleaning solutions; vacuum) | 3,4 | F | | | |
| Lifting-26-50 lbs. (i.e., box of trash bags) | 3,4 | O | | | |
| Lifting 51-75 lbs. | N/A | N | | | |
| Lifting 76-100 lbs. | N/A | N | | | |
| Lifting 100 + lbs. | N/A | N | | | |
| Carrying 0-10 lbs. (i.e., padded folding chairs; broom; mop) | 2,3,4 | F | | | |
| Carrying 11-25 lbs. (i.e., case of toilet paper; bag of cleaning solution; vacuum) | 3,4 | O | | | |
| Carrying 26-50 lbs. (i.e., box of trash bags) | 3,4 | O | | | |
| Carrying 51-75 lbs. | N/A | N | | | |
| Carrying 76-100 lbs. | N/A | N | | | |

PART 3: SENSORY REQUIREMENTS

| Activity | Examples of Duties/Functions Requiring Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|---|---|---|---------------------------|---------------------------------------|---------------------------------------|
| Functional vision, normal or corrected (i.e., cleaning and maintaining buildings and venues; inspecting buildings and venues; filling out reports) | 2,3,4,5,6,7 | C | | | |
| Functional color vision, normal or corrected (i.e., setting up sound systems and theater equipment) | 3,4,5 | O | | | |
| Functional night vision, normal or corrected (i.e., performing all work tasks before or after daylight hours) | 1,2,3,4 | O | | | |
| Functional hearing, normal or corrected (i.e., communicating with co-workers, supervisors, public, and clients; setting up sound systems) | 2,3,4,6 | F | | | |
| A sense of smell or taste (i.e., inspecting buildings and venues; cleaning and sanitizing restrooms) | 2,3,4 | O | | | |

PART 4: COMPREHENSION LEVEL

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|-----------------------------------|---|---------------------------|---------------------------------------|---------------------------------------|
| Follow Oral Instructions | F | | | |
| Follow Written Instructions | F | | | |
| Required to sustain concentration | F | | | |

PART 5: NATURE OF TASKS

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| Follow set procedures | C | | | |
| Organize own work | F | | | |
| Able to ask questions or request assistance when needed | C | | | |
| Required to make decisions independently | O | | | |
| Required to train and/or lead others | N | | | |
| Required to direct others (e.g. planning, goal setting, performance) | N | | | |

PART 6: WORK PACE

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| Tightly scheduled and rapid pace of work activities at high volume | F | | | |
| Meet time sensitive deadlines | F | | | |
| Long and/or irregular hours | O | | | |
| Limited/unpredictable opportunity for breaks | O | | | |
| Required to perform on-call or emergency work | O | | | |

PART 7: COMPLEXITY/VARIABILITY

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| Variable and unpredictable workflow | F | | | |
| Attention divided by issues requiring multi-tasking | F | | | |
| Work requires precise attention to detail | F | | | |
| Use of judgment in routine matters | F | | | |
| Requires use of judgment in adapting procedures from one task to another | O | | | |
| Possible legal ramifications associated with work activities or work product | N | | | |

PART 8: INTERACTIONS WITH OTHERS

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| Works with others (e.g., co-workers, other departments/agencies, public) | F | | | |
| Interactions limited to giving/receiving information | F | | | |
| Interactions exceed giving/receiving information (e.g., advises, persuades, justifies) | O | | | |
| Interactions occur under circumstances of emotional stress | O | | | |
| Risk of confrontation with violent or assaultive clients or customers | O | | | |

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| Work Inside (i.e., preparing and breaking down rooms for events; cleaning and sanitizing restrooms; using computer) | F | | | |
| Work Outside (i.e., preparing and breaking down venues for events; watering grounds; sweeping sidewalks and parking lot; picking up trash) | O | | | |

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|---|---|---------------------------|---------------------------------------|---------------------------------------|
| Extreme Heat (above 100 degrees) | N | | | |
| Extreme Cold (below 32 degrees) | N | | | |
| Excessive Noise (must raise voice to be heard) (i.e., working events with amplified music) | O | | | |
| Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.) | N | | | |
| Dust, Vapors, Fumes, Smoke (i.e., cleaning and maintaining properties; preparing outdoor venues; sweeping sidewalks and parking lots) | O | | | |
| Silica, asbestos, etc. | N | | | |
| Solvents (e.g., gas, turpentine, etc.) | N | | | |
| Grease, oils | N | | | |
| Acidic, Caustic Solutions | N | | | |
| Pesticides | N | | | |
| Explosives (e.g., dynamite, bomb, etc.) | N | | | |
| Cleaning supplies, abrasives (i.e., cleaning and sanitizing restrooms) | F | | | |
| Other Chemicals (e.g. drugs and other contraband) (i.e., emptying trash) | O | | | |
| Human Blood, Body Tissues, or Fluids | N | | | |
| Human Wastes (i.e., cleaning and sanitizing restrooms) | O | | | |
| Animal Blood, Body Tissues, or Fluids | N | | | |
| Animal Wastes | N | | | |
| Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) (i.e., preparing outdoor venues for events) | O | | | |
| Insect Bites (e.g., ticks, mosquitos, spiders, etc.) | O | | | |
| Biomedical Waste | N | | | |
| Ionizing Radiation | N | | | |
| Non-Ionizing Radiation | N | | | |
| Electrical Energy | N | | | |
| Walking on uneven, slippery, or rough terrain (e.g., gravel, rocks, hills, etc.) (i.e., preparing and breaking outdoor events; wet floors after spill or during rain) | O | | | |
| Proximity to moving mechanical parts (e.g., equipment, machinery) (i.e., set-up/break down of telescoping theatrical seating) | O | | | |
| Proximity to moving vehicles or objects | N | | | |
| Heights (e.g., rooftop, ladders, scaffolding, etc.) (i.e., setting up and breaking down sound systems and theater equipment) | O | | | |
| Contact with water, other liquids, humid conditions - not weather related (i.e., cleaning and sanitizing restrooms) | O | | | |
| Work Below Ground: (e.g., excavation, trench, etc.) | N | | | |
| Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections) | N | | | |
| Operates non-commercial motor vehicles (cars, trucks) | N | | | |
| Operates commercial vehicles – CDL Class N/A Endorsements N/A | N | | | |
| Operates passenger van to transport clients, inmates, etc. | N | | | |
| Pulls non-commercial trailers or equipment | N | | | |
| Operates heavy equipment | N | | | |

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|------------|---|---------------------------|---------------------------------------|---------------------------------------|
| Other: N/A | N | | | |

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

| Medical Screening, Surveillance or Vaccination | Pre-Hire | Post-Hire | Frequency (one time, annual, etc.) |
|--|----------|-----------|------------------------------------|
| Audiometric Testing | | | |
| DOT Drug and Alcohol Screening | | | |
| DOT Physical Exam | | | |
| Respirator Physical Exam | | | |
| Respirator Questionnaire – Short | | | |
| Respirator Questionnaire – Standard | | | |
| Blood lead level | | | |
| Hazardous Waste/Emergency Worker physical | | | |
| Heavy metal screen (mercury, lead, arsenic) | | | |
| HINT Hearing Noise Sensitivity Testing | | | |
| Tuberculosis skin test | | | |
| Vaccine: MMR | | | |
| Vaccine: Hepatitis B | | X | |
| Vaccine: Influenza | | | |
| Vaccine: Meningococcal | | | |
| Vaccine: Pneumococcal | | | |
| Vaccine: Rabies | | | |
| Vaccine: Tdap | | | |
| Vaccine: Chickenpox | | | |

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Theatrical Seating System at Sonoma Veterans Memorial Hall Auditorium- seating capacity 345 people



Theatrical Seating System at Sonoma Veterans Memorial Hall Auditorium- telescoping seating system



**Under Stage Folding Chair Storage- handle height 25 inches
Push Force- 82.5 lbs.; Pull Force- 94 lbs.**



Padded Folding Chair- 10 lbs. each



Sonoma Veterans Memorial Auditorium



**3' x 8' Banquet Tables- 55 lbs./table (10 per cart)
Handle 39", Push Force- 72lbs.; Pull Force- 84 lbs.
Standing Chair Racks- 10 lbs./chair (40 per cart)
Push Force- 92 lbs.; Pull Force- 99 lbs.**



**Janitor Supply Closet-
Toilet Paper- 16 lbs. at 63" high**



**Janitor Supply Closet-
Cleaning Solution- 33 lbs. to 36"**



**Janitor Supply Closet-
Bag of Cleaning Solution- 11 lbs. to 63"**



Supply Storage- items up to 72"



Storage Container



Round Tables- 5' tables- 55 lbs.
6' table- 85 lbs.
(Can be rolled, DO NOT have to lift)



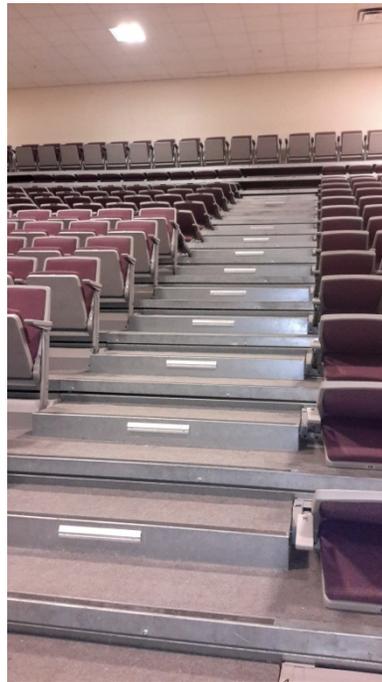
Accessing the control for the Telescoping/Theatrical Seating System at Sonoma Veterans Memorial Hall



Seat back height 16" when folded
Each Row lifted into place manually
48 Rows total to be lifted into place



Theatrical Seating- Step Folds Down



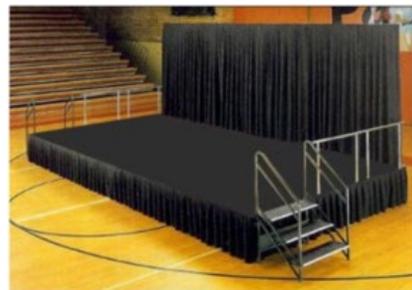
Theatrical Seating- 6" steps Each row/aisle vacuumed after An Event



Petaluma Memorial Veterans Building Auditorium with Theatrical seating



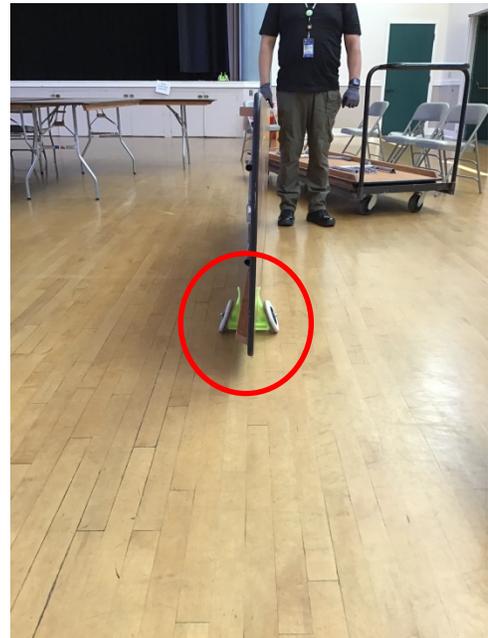
Portable Stage/Platform, each piece 96"x 49"x 4"- 100lbs. (2-Person Lift)



Example of Portable Stage



**TableMover (See in use next 2 photos)
9" x 5" x 6.9" at 1.39 lbs.**



TableMover to reduce need to lift tables



TableMover to reduce need to lift tables