

STANDARD TASK ANALYSIS FORM

6/2/2011

Duty/Task:										
G-19 Mulch plants										
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)		
1 Obtain mulch	1 Obtained sufficient quantity of mulch of desired type and quality (bags or bulk)	1 Truck, phone, computer, Internet, supplier contact information, purchase order	1 Communication skills, computer skills	1 Use proper lifting techniques if using bagged mulch	1 decisive, timely, selective	1 Where do I buy the mulch? How much do I buy? Do I buy bagged or bulk? Is the price reasonable? Is it the correct type for mulching my crop(s)	1 Advertised specials, newspaper ads, supplier flyers or catalogues, type of crop being mulched	1 Won't be able to mulch the crop to protect it from extremely cold temperatures over winter		
MECHANICALLY										
2 Load mulch into mulch spreader	3 Loaded the mulch into the spreader without damaging the spreader or loader	3 Bobcat, tractor/loader, mulch spreader	3 Equipment operating skills	3 Be cautious around equipment	3 careful, efficient, productive	3 How much mulch should I put on each load? How will I load the spreader?	3 Spreader capacity, available equipment	3 Won't have mulch to spread, may damage equipment		
3 Apply the mulch to desired plants	4 Applied the mulch evenly at the desired thickness	4 Tractor, mulch spreader	4 Equipment operating skills	4 Be cautious around equipment and people nearby	4 cautious, accurate	4 How fast do I drive? How thick do I apply the mulch? How soon should I reload before I run out?	4 Desired thickness of mulch, spreader capacity	4 Mulch won't get applied, plants won't be protected		
MANUALLY										
4 Load mulch into wheelbarrow or Gator or truck (bagged or bulk)	6 Loaded the wheelbarrow/truck / Gator to capacity	6 Shovel or mulch fork	6 N/A	6 Use proper lifting techniques if using bagged mulch	6 physically fit, productive, energetic	6 What do I use to load the mulch? Is it bagged or bulk? Am I loading enough per trip?	6 Available equipment, quantity of mulch needed	6 Won't have mulch to spread		
5 Manually apply mulch to desired plants	7 Applied the mulch evenly at the desired thickness	7 Shovel or mulch fork	7 N/A	7 Use proper lifting techniques if using bagged mulch	7 consistent, conscientious	7 How much mulch should I apply? How should I apply it?	7 Desired thickness of mulch	7 Mulch won't get applied, plants won't be protected		
Analyst: John Moser			Specific Relevant References:							
Expert Workers:										
Al Welch										
Milan Pajev										