

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, Audiogram and Respiratory Questionnaire.

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Code Enforcement Officer III

DEPARTMENT: Development & Environmental Services WORK SCHEDULE: 40/week

JOB DESCRIPTION: Provides lead direction to Code Enforcement Officers investigating complaints involving violations of zoning, housing, and building codes, and the King County Shoreline Master Program and sensitive-areas development. The incumbent provides quality control by reviewing reports, files and documentation; developing programs and procedures to improve the enforcement program; providing interpretations and training to officers; providing public information and clarification on codes and their practical applications; assisting with difficult public hearings and legal actions; and performing inspections on difficult or unusual sites. Incumbents in this position demonstrate considerable knowledge of the applicable policies, codes and procedures, and will work with people from other offices as well as the public in resolving complex matters. Work is performed with considerable independence and minimal supervision. A Code Enforcement Officer III may be required to act as the Section Supervisor in the supervisor's absence.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: Provide direction to Code Enforcement Officers in resolving difficult and/or unusual situations related to enforcement action. Review case notes and enforcement files to determine inspection-reporting adequacy. Provide feedback to the supervisor on employee work performance, provide training, technical guidance, participate in disciplinary meetings and assign cases to balance workload.

Coordinate abatement program. Prepare abatement work orders. Assist in the development of abatement contracts. Arrange for police and contractor support to ensure abatements are completed in a timely and safe manner. Prepare draft correspondence for the supervisor, manager, department director and executive.

Review and edit staff correspondence. Review and update form letters as required to reflect code changes. Assist Code Enforcement Officers with difficult public hearings and legal actions; and in the field with difficult sites. Process and monitor Public Disclosure Requests. Develop programs and assist in planning and implementation of changes to current programs. Review and revise section policies and procedures as needed, and monitor staff to verify they are complying with policies and procedures. Coordinate and standardize section code interpretation and participate in Department code interpretation and code change recommendations. Represent King County in legal action by acting as expert witness, giving depositions and answering interrogatories on matters involving enforcement actions. Provide information to the public on code clarification, code interpretation and enforcement issues. Represent the Code Enforcement Section at community meetings. Act as a contact person for the King County Council to coordinate requests and correspondence. Assist with budget preparation. Act as a liaison between staff and the King County Prosecuting Attorney's Office.

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level 60-80 DBL
- Animals

Special Requirements:

- CDL
- Respirator use

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 3 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 3 hours
Sitting	5 – 6 hours
Climbing stairs	0 – 30 minutes
Climbing <u>ladder</u>	0 – 15 minutes
Balancing	0 – 30 minutes
Bending/Stooping	0 – 1 hour
Kneeling	0 – 15 minutes
Crouching	0 – 10 minutes
Crawling	0 – 10 minutes
Foot controls	0 – 2 hours
Reaching above shoulders	0 – 10 minutes
Reaching waist-shoulder	3 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 1 hour
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	0 – 30 minutes
Lifting/Carrying 11-20#	0
Lifting/Carrying 21-50#	0
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 3 hours
Hand Controls	0 – 1 hour
Fingering <input checked="" type="checkbox"/> keyboarding	2 – 5 hours
Vision to assure safety of others	0 – 7 hours
Hearing to assure safety of others	0 – 7 hours
Looking up	0 – 1 hour

I have reviewed the following Job Analysis for the above-named candidate.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date