

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Engineering Technician I

DEPARTMENT: Transportation, Roads

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs a broad scope of entry-level engineering technical support services. These services provide technical support for specific engineering tasks such as, but not limited to, taking field measurements, staking and drafting drawings from notes and sketches.

WORK ENVIRONMENT: Field/Office.

ESSENTIAL FUNCTIONS: Provide basic graphic, drafting and mapping support including field measurements and sketching. Draft engineering drawings from notes and sketches using manual or Computer Aided Design (CAD) systems; update and revise existing drawings. Incorporate markups into drawings under the direction of lead or supervisor. Perform basic research of hardware and equipment and basic mathematical calculations. Maintain drawing filing supplies and records; prepare drawing sets for internal and external distribution. Assist survey crews by performing routine duties to support survey work assignment. Assist in processing and verifying consultant/contractors invoices with contract terms and agreements. Identify project limits and parcels and prepare rights of entry requests. Verify and compile the necessary documentation for construction contracts, including verifying bid proposals for compliance with Washington State and federal requirements. Perform data entry and retrieval tasks and gather and collect data for engineering and related projects; analyze data and prepare reports as assigned. Research King County records and Geographical Information Systems (GIS) to assemble and organize project specific information required for processing permit applications. Perform routine maintenance of office and survey equipment. Perform routine duties for construction and/or maintenance inspections such as staking and construction plans. Perform limited or basic engineering calculations. Collect samples and follow established procedures in data collection and analysis. Respond to inquiries from consultants, engineers, technicians and the general public regarding work. Perform general office support and maintain records for assigned work unit.

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 60-100 DBL
- Other _____

Special Requirements:

- CDL
- Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 3 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 3 hours
Sitting	1 – 6 hours
Climbing stairs	0 – 15 minutes
Climbing <u>slopes</u>	0 – 2 hours
Balancing	0 – 2 hours
Bending/Stooping	30 min – 2 hours
Kneeling	0 – 1 hour
Crouching	0 – 1 hour
Crawling	0
Foot controls	0 – 4 hours
Reaching above shoulders	0 – 1 hour
Reaching waist-shoulder	2 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 2 hours
Reaching floor-knee	0 – 2 hours
Lifting/Carrying 1-10#	0 – 1 hour
Lifting/Carrying 11-20#	0 – 1 hour
Lifting/Carrying 21-50#	0 – 1 hour
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 8 hours
Hand Controls	0 – 1 hour
Fingering <input checked="" type="checkbox"/> keyboarding	2 – 5 hours
Vision to assure safety of others	0 – 8 hours
Hearing to assure safety of others	0 – 8 hours
Stream Walking	0 – 8 hours

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

Physician's Signature

Date