

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Process Analyst II

DEPARTMENT: Natural Resources, Wastewater

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs fully proficient professional process evaluations and experiments using physical, chemical, biological and other scientific approaches to monitor, analyze, evaluate and optimize two or more unit processes with minimal direction and guidance. Incumbents perform these responsibilities to ensure compliance with permit and policy requirements and to optimize treatment plant performance. Work is performed in the field on a routine basis and on occasion will perform laboratory (non-routine) benchwork.

WORK ENVIRONMENT: Wastewater treatment plant.

ESSENTIAL FUNCTIONS: Take lead responsibility for the daily performance of two or more (physical, chemical or biological) unit wastewater process areas to assist in meeting permit, policy and budgetary requirements. Conduct and/or direct field and pilot scale and full scale experiments, perform routine and special data analyses, and provide technical advice and assistance to scientific, technical and operating staff. Evaluate and observe wastewater process(s) in the field; This duty can include lifting and carrying test and other evaluation equipment, using ladders to climb in and out of tanks, entering into confined spaces, working in and around high noise environment noxious odors, hazardous chemicals, and wastewater (raw sewage). Develop operational plans for approval by supervisor; coordinate and schedule associated laboratory work for assigned project(s) with appropriate responsible parties. Plan and conduct engineering and special studies and research projects to optimize existing plant processes or to evaluate new ones. Prepare technical reports for internal and external audiences and make presentations to technical and non-technical audiences. Assist senior staff with major process evaluations; assist in the development and implementation of process alterations and improvement; work with engineers, consultants, and plant personnel to design and construct new processes. Evaluate and recommend new testing equipment purchases and analytical methods. Serve as scientific and technical consultant to internal and external customers. Interpret regulations and permit requirements and develop programs to ensure compliance. Monitor mechanical and instrumentation field equipment operation. Purchase, troubleshoot, repair, and calibrate portable field equipment and instruments.

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 80-100 DBL
- Other _____

Special Requirements:

- CDL
- Respirator use

***Continued on next page.

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

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 1 hour
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	2 – 4 hours
Lifting/Carrying 11-20#	1 – 2 hours
Lifting/Carrying 21-50#	0 – 30 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 4 hours
Hand Controls	0
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 6 hours
Vision to assure safety of others	0 – 4 hours
Hearing to assure safety of others	0 – 4 hours
Other	

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

Physician's Signature

Date