

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, Back strength and lifting and Audiogram.

PATIENT NAME: _____

JOB TITLE: Wastewater Operations Supervisor

DEPARTMENT: Natural Resources, Wastewater

WORK SCHEDULE: 4-10s/week

JOB DESCRIPTION: Supervises personnel who monitor, operate and maintain a wastewater treatment facility, landfill gas unit and/or collection and conveyance system. Incumbents ensure compliance with appropriate local, Washington State and federal air, wastewater and safety regulations and requirements and are responsible for planning long- and short-term workload, budgeting, personnel training and performance management.

WORK ENVIRONMENT: Wastewater Treatment Plant

ESSENTIAL FUNCTIONS: Plan, schedule, coordinate, monitor and review the daily work of a crew and the long-range planning and scheduling of a crew. Ensure timely completion and quality of work by crew. Participate in long-range facilities planning. Review and evaluate employee job performance and provide constructive feedback. Provide mentoring; recommend and/or initiate disciplinary action. Requisition supplies and equipment, maintain inventory, ensure requisition procedures are followed and make budget decisions. Review plans, designs or procedures for assigned segment of major construction projects with contractors, design engineers, vendors and agency's construction management division. Organize, coordinate and provide technical expertise on long-range special projects; provide direction to senior staff on special projects. Assist senior staff in scheduling and prioritizing work orders with other divisions, departments and agencies. Plan, schedule and provide training to others and maintain training records on employees. Review laboratory data and recommend and/or make process control decisions. Coordinate division, department and other agencies' responses to unusual occurrences and emergencies; take corrective action as appropriate. May be responsible for media contact. Ensure adherence to all policies, standards and procedures. Operate, monitor and control equipment and systems using complex computer systems. Participate in labor negotiations and grievance hearings. Prepare technical reports of plant operations for submittal to management and state and federal regulatory agencies. Assume operational responsibilities in the absence of the Plant Manager for rotating shifts and for other operations. Perform the duties of the other classifications within the Wastewater Treatment Operations series as needed. Be available to work all shift schedules, including rotating shifts; may be required to be on standby and/or call-out status and subject to after hours call-in for unusual occurrences and emergencies.

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 90 DBL
- Other _____

Special Requirements:

- CDL Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 6 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 5 hours
Sitting	4 – 8 hours
Climbing stairs	5 min – 2 hours
Climbing <u>ladder</u>	5 min – 1 hour
Balancing	5 min – 2 hours
Bending/Stooping	5 min – 3 hours
Kneeling	5 min – 2 hours
Crouching	5 min – 1.5 hours
Crawling	0 – 30 minutes
Foot controls	5 min – 4 hours
Reaching above shoulders	5 min – 3 hours
Reaching waist-shoulder	3 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	5 min – 1.5 hours
Reaching floor-knee	5 min – 2 hours
Lifting/Carrying 1-10#	5 min – 8 hours
Lifting/Carrying 11-20#	5 min – 8 hours
Lifting/Carrying 21-50#	0 min – 3 hours
Lifting/Carrying 51-100#	0 min – 1 hour
Lifting/Carrying 100+#	0 – 15 minutes
Handling	4 – 10 hours
Hand Controls	3 – 10 hours
Fingering <input checked="" type="checkbox"/> keyboarding	5 min – 1.5 hours
Vision to assure safety of others	8 – 10 hours
Hearing to assure safety of others	8 – 10 hours
Other	

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

Physician's Signature

Date