

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

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

PATIENT NAME: _____ JOB TITLE: Inventory Purchasing Specialist I
 DEPARTMENT: Executive Services, Facilities Maintenance WORK SCHEDULE: 40/week
 JOB DESCRIPTION: Maintains specialized inventory. Duties also include stocking shelves, unloading trucks, cleaning the warehouse and picking up and delivering items.
 WORK ENVIRONMENT: Warehouse with some office.
 ESSENTIAL FUNCTIONS: Help solve problems with vendor contracts. Help solve problems with accounts-payable invoicing. Maintain external contract/vendor records. Input and research inventory and disbursement records, inventory adjustments and parts history/usage. Review daily computer reports and reconcile computer reports with source documents. Expedite parts delivery from multiple warehouses; pick up and deliver items as required. Perform basic warehousing and stocking functions using material handling equipment, load and unload items and acknowledge receipt of goods and services. Assist with physical inventory and cycle counting. Assist in the storage and handling of hazardous materials.

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 4 hours	Reaching knee-waist	10 min – 1 hour
Walking <input type="checkbox"/> uneven terrain	2 – 4 hours	Reaching floor-knee	10 min – 1 hour
Sitting	3 – 6 hours	Lifting/Carrying 1-10#	2 – 5 hours
Climbing stairs	0 – 10 minutes	Lifting/Carrying 11-20#	1 – 4 hours
Climbing <u>ladder/truck</u>	0 – 10 minutes	Lifting/Carrying 21-50#	30 min – 2 hour
Balancing	0 – 10 minutes	Lifting/Carrying 51-100#	0 – 30 minutes
Bending/Stooping	0 – 30 minutes	Lifting/Carrying 100+#	0 – 30 minutes
Kneeling	0 – 10 minutes	Handling	2 – 6 hours
Crouching	0 – 5 minutes	Hand Controls	1 – 3 hours
Crawling	0	Fingering <input checked="" type="checkbox"/> keyboarding	1 – 4 hours
Foot controls	3 – 6 hours	Vision to assure safety of others	3 – 6 hours
Reaching above shoulders	0 – 10 minutes	Hearing to assure safety of others	3 – 6 hours
Reaching waist-shoulder	2 – 6 hours	Heightened Awareness	4 – 8 hours

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

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

Physician's Signature

Date