

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, Audiogram and Hep B.

PATIENT NAME: _____ JOB TITLE: Security Chief

DEPARTMENT: Executive Services, Facilities Management

WORK SCHEDULE: Mon through Friday from 6:00 AM to 2:00 PM

JOB DESCRIPTION: The Security Chief is supervisor of the Security Program for the "Courthouse Complex" consisting of the Courthouse, Administration Building and the Parking Garage; as well as supervisor of Security for the Yesler Building, the "Shelter Program", the Regional Justice Center located in Kent and after hours security operations at the Youth Services Center. The Security Chief is also responsible for the County ID/Bus Pass Program, the electronic Access Control Program, the Lockshop/Key Control Program, performs the duties of Fire Safety Director for the Courthouse Complex, Yesler Building and the Regional Justice Center.

WORK ENVIRONMENT: 70% Courthouse Complex, 20% Regional Justice Center and 10% other buildings.

ESSENTIAL FUNCTIONS: Establishes goals, objectives, and polices for the building security program; monitors program results and resolves problems. Conducts field inspections to determine the effectiveness of the program and individual officers. Supervises a staff of subordinate non-commissioned security officers who provide 7 day a week, 24 hour per day. Security; develops and coordinates monthly and daily staff work schedules. Hires, trains, directs, and monitors the performance of a crew of security officers; discharges permanent and temporary staff. Administers procedures to prevent theft and violence in buildings; performs investigations of theft and other criminal activity, and prepares and issues special security bulletins regarding security problems and/or hazards for distribution to all County departments. Controls after hours access to buildings. Provides protective escorts for employees leaving County buildings after normal working hours. Assures removal of trespassers and transients from County property. Prepares and reviews contingency plans for security response to civil unrest, disasters, bomb threats, fire responses and other emergencies in County buildings; makes presentations for response to emergencies and disasters. Serves as Fire Safety Director for County buildings. Prepares and implements security program budget including purchasing safety equipment and supplies. Serves as Emergency Coordination Center Representative. Performs the duties of a Security Officer as needed.

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 30-110 db
- Other _____

Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	Up to 2 hours
Walking <input type="checkbox"/> uneven terrain	30 min to 1 hour
Sitting	2 hrs cont up to 6
Climbing stairs	Up to 12 minutes
Climbing <u>Stairs/Ladder</u>	15 to 30 seconds
Balancing	Rare
Bending/Stooping	Rare
Kneeling	Rare
Crouching	5 sec to 5 min
Crawling	N/A
Foot controls	30 to 90 min
Reaching above shoulders	3 sec to 3 min
Reaching waist-shoulder	1 to 5 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	10 sec to 30 min
Reaching floor-knee	5 sec to 10 min
Lifting/Carrying 1-10#	1 to 2 hours
Lifting/Carrying 11-20#	10 sec to 30 min
Lifting/Carrying 21-50#	N/A
Lifting/Carrying 51-100#	N/A
Lifting/Carrying 100+#	N/A
Handling	30 min to 2 hours
Hand Controls	30 min to 2 hours
Fingering <input type="checkbox"/> keyboarding	1 to 2 hours
Vision to assure safety of others	2 to 7.5 hours
Hearing to assure safety of others	2 to 7.5 hours
Other Heightened Awareness	2 to 7.5 hours

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

Physician's Signature

Date