

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 Sergeant
DEPARTMENT: Executive Services/Facilities Mngmnt WORK SCHEDULE: 24/7 (1rst, 2nd and 3rd Shift)
JOB DESCRIPTION: Provides first level supervision to security staff at an assigned building, complex, group of complexes or an assigned shift under the general supervision of the Security Chief. Conducts Building Security Branch operations when management staff is not present.
WORK ENVIRONMENT: 24/7 operation in multiple facilities and may be exposed to outside weather.
ESSENTIAL FUNCTIONS: Performs all duties normally assigned to a Security Officer for the Building Services Section as needed to handle work requirements. Prepares monthly work schedule and fills shift vacancies as they occur. Reviews activity logs daily and prepares statistical data spreadsheets, which are used to generate quarterly and annual activity reports. Provides on-the-job training to subordinate security personnel through oral or written instructions and practical exercises. Reviews and oversees reports of subordinates for completeness and adherence to policy prior to submittal; prepares reports and oversees investigations. Implements policies, procedures, building emergency plans, and after-hours weapons screening program in accordance with Superior Court Order; acts as an alternate Fire Safety Director. Collects, verifies and prepares employee timesheets for submission to Section Payroll Clerk. Investigates reported employee misconduct, and makes recommendations to Building Security Chief for disciplinary action. May serve as Acting Building Security Chief in the absence of the Building Security Chief.

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

PHYSICAL DEMAND	HRS PER SHIFT
Standing	2 hrs cont up to 4
Walking <input type="checkbox"/> uneven terrain	2 hrs cont up to 4
Sitting	1 hr cont up to 4
Climbing stairs	Up to 12 minutes
Climbing <u>Stairs/Ladder</u>	15 to 30 seconds
Balancing	5 to 30 minutes
Bending/Stooping	5 sec to 5 min
Kneeling	Up to 20 minutes
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 2 hours
Reaching floor-knee	5 sec to 30 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