

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 Respirator Questionnaire.

PATIENT NAME: _____

JOB TITLE: Aquatic Facility Coordinator

DEPARTMENT: Natural Resources & Parks, Parks & Recreation

WORK SCHEDULE: Mon-Fri, 8hrs/day

JOB DESCRIPTION: The responsibilities of this classification include supervising part-time and full-time staff, coordinating and implementing daily programs and operations of an aquatic facility and/or operating, maintaining and ensuring security at the King County Aquatic Center and coordinating marketing strategies for competitive events.

WORK ENVIRONMENT: King County Swimming Pool & Weyerhaeuser King County Aquatic Center

ESSENTIAL FUNCTIONS: Supervise the daily operation, including the administration, programs, operations and maintenance of an aquatic facility and grounds. Design, develop, plan and implement aquatic programs to meet community's needs. Develop and conduct training on emergency procedures and accident prevention. Direct and observe staff to assure safe operation of facility. Supervise part-time staff, including hiring, training, evaluating performance and performing disciplinary actions. Supervise Assistant Aquatic Facility Coordinator and participate in performance valuation. Coordinate the design and implementation of recreation programs with external agencies and organizations. Develop and implement procedures to maintain a sanitary facility and pool. Monitor revenue collection procedures and make bank deposits. Perform the duties of a swimming instructor, as needed. Respond to emergencies and other situations as authorized and needed. Participate in the development of facilities budget.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	2-6
Walking <input checked="" type="checkbox"/> uneven terrain	2-6 incl wet surfaces
Sitting	2-6
Climbing stairs	1-4
Climbing <u>ladders, roof elevations, step stools, portable bleachers, equipment boxes, decks, bulkheads</u>	1-4
Balancing	1-4
Bending/Stooping	2-6
Kneeling	2-6
Crouching	2-6
Crawling	2-6
Foot controls	1-4
Reaching above shoulders	1-4
Reaching waist-shoulder	1-4

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	1-4
Reaching floor-knee	1-4
Lifting/Carrying 1-10#	1-4
Lifting/Carrying 11-20#	1-4
Lifting/Carrying 21-50#	1-4
Lifting/Carrying 51-100#	0-1
Lifting/Carrying 100+#	0
Handling	2-6
Hand Controls	2-6
Fingering <input checked="" type="checkbox"/> keyboarding	2-6
Vision to assure safety of others	8
Hearing to assure safety of others	8
Pushing/Pulling	1-4
Feeling	4
Talking	6
Heightened Awareness	8

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 50-120 decibels

Other _____

Special Requirements:

CDL Respirator use

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

Physician's Signature

Date