

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Inventory Purchasing Specialist III

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

DEPARTMENT: Natural Resources & Parks, Parks

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Responsibilities include purchasing specialized inventory and non-stock items, providing Cost analysis and recommending strategies for finding alternative sources. Incumbents in this classification

Function as leads and provide training for co-workers

WORK ENVIRONMENT: Warehouse with some office.

ESSENTIAL FUNCTIONS: Obtain price quotes, research vendor sources and select vendors for standard and specialized parts, materials, supplies, tools and services. Work with vendors to resolve problems such as billing inconsistencies, quantity or product errors and contract interpretations. Assist with or prepare and review bid specification. Manage inventory warehousing disbursements; document and set stocking levels; process inventory purchases; perform cycle counts and physical inventory audits; perform warehouse shipping and receiving and demonstrate responsibility for material handling. Maintain adequate stock to meet users needs. Monitor blanket expenditures. Research alternative sources. Conduct cost analysis to support cost savings. Identify and recommend strategies for surplus, sale and salvage of obsolete inventory items. Train employees in other inventory/purchasing classification levels in buying functions, new concepts, changing laws and updated procedures. Prepare reports. Help develop work unit goals, objectives and projections. Monitor the use, storage and handling of hazardous materials. Control tool-room supplies and equipment. Plan production and allocate resources for in-house manufacturing process. Track warranties and supporting documents. Plan, organize and oversee stores personnel. Ensure quality control of work performed.

**Continued on next page.

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

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 2 hours
Walking <input checked="" type="checkbox"/> uneven terrain	2 – 7 hours
Sitting	1 – 7 hours
Climbing stairs	30 min – 1 hour
Climbing <u>ladders</u>	30 min – 1 hour
Balancing	0 – 30 minutes
Bending/Stooping	1 – 4 hours
Kneeling	0 – 30 minutes
Crouching	25 min – 1 hour
Crawling	0
Foot controls	30 min – 7 hours
Reaching above shoulders	1 – 7 hours
Reaching waist-shoulder	1 – 7 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	1 – 7 hours
Reaching floor-knee	1 – 7 hours
Lifting/Carrying 1-10#	0 – 7 hours
Lifting/Carrying 11-20#	0 – 7 hours
Lifting/Carrying 21-50#	0 – 7 hours
Lifting/Carrying 51-100#	1 – 7 hours
Lifting/Carrying 100+#	0 – 15 minutes
Handling	5 – 7 hours
Hand Controls	30 min – 4 hours
Fingering <input checked="" type="checkbox"/> keyboarding	30 min – 7 hours
Vision to assure safety of others	30 min – 4 hours
Hearing to assure safety of others	30 min – 4 hours
Other	

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

Physician's Signature

Date