

# 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.

\*When also working as a Utility Worker additional drug screen will be required.

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Parks Specialist III

DEPARTMENT: Natural Resources and Parks

WORK SCHEDULE: 40/week (Seasonal)

JOB DESCRIPTION: Plans, directs, organizes, schedules, supervises, oversees and evaluates the work of subordinates at assigned parks, public grounds and/or facilities.

WORK ENVIRONMENT: 90% of work takes place outdoors and 10% in an office environment.

ESSENTIAL FUNCTIONS: Supervise staff and determine performance standards. Develop, schedule, monitor and evaluate work plans and programs. Initiate personnel actions involving Parks Specialists; recommends personnel action on other level positions. Assist in budget planning, preparation and implementation. Investigate, respond to and resolve public complaints and inquiries. Promote good relationships with the public and user groups. Order supplies, materials, services, equipment and machinery. Research, request and complete purchase orders, work requests and other forms. Coordinate activities with other sections. Attend and facilitate meeting. Coordinate procurement of contract services, materials and lease equipment. Coordinate and inspect activities of external contractors. Perform routine maintenance and minor repairs while operating trucks, tractors, riding mowers, power equipment and tools. Coordinate or apply herbicides; maintain appropriate records in accordance with established policy and procedure. Establish and maintain inventory of trees and plants. Initiate and coordinate appropriate permit applications. Represent Park Division as first contact to businesses, to develop community partnerships, alliances, and sponsorships, involving park lands, maintenance and physical site improvements. Plan, direct and perform the maintenance and repair of turf and landscaped areas, athletic fields building facilities, or greenhouse and nursery. Identify and coordinate the removal, repair and/or elimination of known hazards on parks grounds and facilities.

### 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 40 – 110 dbs
- Other \_\_\_\_\_

### Special Requirements:

- CDL
- Respirator use

\*\*\*Continued on next page.

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

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

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date