

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: Recreation Coordinator

DEPARTMENT: Natural Resources and Parks

WORK SCHEDULE: 35 hours/week, 10am – 6pm

JOB DESCRIPTION: The responsibilities of this classification include designing, developing and producing a comprehensive system of recreation, interpretive and education programs and services targeting families, children, teens, people with disabilities, individuals in correctional facilities, adults and seniors and managing recreation offices and facilities.

WORK ENVIRONMENT: 40% of the time is spent in an office environment and 60% is spent out in the community.

ESSENTIAL FUNCTIONS: Design and implement recreation, interpretive and education programs for assigned geographic area or facility. Evaluate and take corrective measures regarding risk management issues for assigned programs. Troubleshoot and resolve program issues and problems. Supervise part-time employees and volunteers. Recruit, hire, train, evaluate and schedule work. Assist Recreation Supervisor in the selection of full-time employees. Provide training, supervision and work scheduling. Develop promotional materials. Develop surveys, evaluate trends and make presentations. Develop and monitor the budget for assigned programs. Analyze data and make recommendations on policies and procedures. Schedule park and related facilities for internal and external clients. Research and establish contacts with community members, other governmental agencies and groups and serve as a division or section liaison. Seek funding sources to develop and implement programs including grants and partnership program development, as assigned. Purchase and distribute program equipment and supplies. Assist Recreation Services management in evaluating capital improvement projects. May be assigned to perform the duties of a Recreation Leader.

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	Up to 2 – 3
Walking <input checked="" type="checkbox"/> uneven terrain	Up to 2 – 3
Sitting	4 – 5
Climbing stairs	~30 minutes
Climbing <u>stepstool</u>	Less than 5 min.
Balancing	Less than 5 min.
Bending/Stooping	~30 minutes
Kneeling	~30 minutes
Crouching	~30 minutes
Crawling	0
Foot controls	~2 – 3
Reaching above shoulders	~30 minutes
Reaching waist-shoulder	~30 minutes

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	~30 minutes
Reaching floor-knee	~30 minutes
Lifting/Carrying 1-10#	~1
Lifting/Carrying 11-20#	~1
Lifting/Carrying 21-50#	~30 minutes
Lifting/Carrying 51-100#	Up to 15 min.
Lifting/Carrying 100+#	Up to 15 min.
Handling	Up to 1
Hand Controls	~2 – 3
Fingering <input checked="" type="checkbox"/> keyboarding	Up to 5 hours
Vision to assure safety of others	Up to 7
Hearing to assure safety of others	Up to 7

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 60 – 85 db

Other _____

Special Requirements:

CDL Respirator use

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

Physician's Signature

Date