

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: Regional Aquatic Center Coordinator

DEPARTMENT: Natural Resources and Parks

WORK SCHEDULE: Mon-Fri, 8hrs/day

JOB DESCRIPTION: The responsibilities of this classification include directing and managing daily operations and programs at the Regional Aquatic Center.

WORK ENVIRONMENT: Weyerhaeuser King County Aquatic Center

ESSENTIAL FUNCTIONS: Oversee the daily administration, operations and maintenance of the King County Aquatic Center, which is composed of an Olympic competition pool, diving platforms, diving tank, recreational pool and conference center. Plan and approve all competitive events; prepare contracts and arrange set-up and support services. Approve the schedule of events, public programs, and team training at the Regional Aquatic Center. Coordinate training schedules with local, national and international teams and groups. Develop and monitor the King County Aquatic Center's budget. Determine marketing strategies; identify and select promotional opportunities; and create and prepare marketing materials and media releases. Organize and plan for media coverage at events including live television and satellite links. Organize and direct special events held at the King County Aquatic Center; promote facility at regional state, and national events. Design, plan and implement aquatic programs to meet the needs of the community. Develop operational policies and conduct training on emergency procedures and accident prevention. Direct and monitor staff and pool program participants to ensure the safe operation of the facility. Supervise full-time and part-time staff, including recruiting, hiring, assigning work, conducting performance evaluations, and disciplining staff. Facilitate the design and implementation of recreational programs with external agencies and organizations. Develop and implement procedures to maintain a sanitary facility. Monitor revenue collection procedures and make bank deposits. Respond to emergencies and other situations as authorized and needed.

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	2-6
Walking <input checked="" type="checkbox"/> uneven terrain	6 incl wet surfaces
Sitting	4-6
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