

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: LAN Administrator Journey

DEPARTMENT: Department of Natural Resources & Parks - Solid Waste Division

WORK SCHEDULE: Overtime Exempt, On-call 24/7.

JOB DESCRIPTION: This position supports the cashiering system, provides general support of all refuse transfer station technology systems, and provides tier one desktop support to users based at the Cedar Hills Landfill in Maple Valley. The cashiering system is a customized commercial software product that collects data which is used for billing and revenue analysis. The system is in use 24 hours per weekday and all day on the weekends. Other supported users and systems range from Shop employees who need online access to equipment diagnostic programs and schematics to administrative staff who require access to a broad range of information resources. This position will participate in providing on-call, after hours support on a rotating schedule with other workgroup staff. The person in this position must be willing to work nights and weekends.

WORK ENVIRONMENT: Office and field.

ESSENTIAL FUNCTIONS: Install, configure and maintain Local Area Networks, including hardware, software and cabling. Provide support for service issues or failures for the cashiering and other systems. Provide on-call support on a rotating schedule for evening and weekend coverage. Resolve problems for end users locally and remotely; maintain end user hardware and software. Maintain and troubleshoot LAN/WAN connectivity problems and remote access issues. Perform upgrades and testing; evaluate new products. Escalate/refer unresolved problems to appropriate resources. Install, configure and maintain servers. Plan and implement projects as assigned. Perform other duties as assigned.

PHYSICAL ENVIRONMENT/REQUIREMENT:

The candidate must be able to work a high traffic maintenance facility with possible adverse conditions. At times, work will need to be performed in tight workspaces with limited movement ability.

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 80 DBL
- Other _____

Special Requirements:

- CDL
- Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	0 – 3 hour
Walking <input checked="" type="checkbox"/> uneven terrain	0 – 5 hours
Sitting	1 – 7 hours
Climbing stairs	0 – 30 minutes
Climbing	0
Balancing	0
Bending/Stooping	2 – 5 hours
Kneeling	0 – 2 hours
Crouching	0 – 4 hours
Crawling	0 – 2 hours
Foot controls	0 – 2 hours
Reaching above shoulders	0 – 1 hour
Reaching waist-shoulder	2 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	1 – 2 hours
Reaching floor-knee	1 – 2 hours
Lifting/Carrying 1-10#	30 min – 1 hour
Lifting/Carrying 11-20#	30 min – 1 hour
Lifting/Carrying 21-50#	10 – 30 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 6 hours
Hand Controls	0 – 2 hours
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 7 hours
Vision/Hearing to assure safety of others	4 – 7 hours
Detailed Vision	2 – 4 hours
See Colors	2 – 4 hours

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

Physician's Signature

Date