

# Job Analysis Form

ALTERNATE FORMAT AVAILABLE



## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_ JOB TITLE: Capital Projects Managing Supervisor  
DEPARTMENT: Natural Resources, WLRD, Capital Projects WORK SCHEDULE: 40/week  
JOB DESCRIPTION: Supervises capital project managers and provide strategic and engineering oversight to the planning, design and construction of large and small capital projects for assigned sections or units. Work typically involves a broad scope of engineering, architectural, construction management and project management responsibilities for the design and construction of facilities.  
WORK ENVIRONMENT: Office with some field.  
ESSENTIAL FUNCTIONS: Provide strategic direction and guidance to capital project or capital improvement managers. Determine performance standards and measures for unit, individuals, and project work teams. Recommend and oversee the development and implementation of policies and procedures for multiple work units. Administer and monitor the unit's operating budget. Supervise the work of departmental staff members. Hire, assign and schedule work, evaluate performance, and initiates disciplinary action when appropriate. Oversee the development and preparation of the annual capital improvement program requirements and budgets for assigned work, which includes developing the project, estimating costs, estimating budget requirements and initiating approval of project. Oversee contract negotiations, interpretation and compliance monitoring, and plans review and approval program for commercial and residential building permits. Act as project manager for programs with multiple dimensions or projects. Provide technical expertise in the evaluation and analysis of complex, sensitive and political issues. Act as liaison on modifying and updating codes, regulations and developing new codes and regulations. Provide strategic direction and guidance to Capital Project Managing Supervisors and/or Capital Project Managers.

### 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 60-100 DBL
- Other \_\_\_\_\_

### Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	15 min – 6 hours
Walking <input checked="" type="checkbox"/> uneven terrain	15 min – 10 hour
Sitting	1 – 7 hours
Climbing stairs	0 – 30 minutes
Climbing __slopes_____	0 – 3 hour
Balancing	0 – 3 hours
Bending/Stooping	0 – 1 hour
Kneeling	0 – 1 hour
Crouching	0 – 1 hour
Crawling	0 – 30 minutes
Foot controls (driving)	0 – 4 hours
Reaching above shoulders	0 – 1 hour
Reaching waist-shoulder	1

PHYSICAL DEMAND	HRS PER SHIFT
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	1 – 6 hours
Lifting/Carrying 11-20#	0 – 2 hours
Lifting/Carrying 21-50#	0 – 30 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 5 hours
Hand Controls	0
Fingering <input checked="" type="checkbox"/> keyboarding	1 – 7 hours
Vision to assure safety of others	0 – 12 hours
Hearing to assure safety of others	0 – 12 hours
Riding in Helicopter	0 – 3 hours
Reaching knee-waist	0 – 1 hour

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

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

\_\_\_\_\_  
Date