

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____ JOB TITLE: Environmental Programs Managing Supervisor
DEPARTMENT: Natural Resources, WLRD, Flood WORK SCHEDULE: 40/week (24/7 during weather events)
JOB DESCRIPTION: Manages the River and Floodplain Management Unit of the Regional Services Section in the Water and Land Resources Division, Department of Natural Resources and Parks. The River and Floodplain Management Unit is a 12-person team comprised of highly skilled and multi-disciplinary licensed engineers, program/project managers and environmental scientists responsible for carrying out programs and implementing projects that reduce flood damages and protect public health and safety within flood hazard areas along King County's major rivers and tributaries. This Unit carries a high level of responsibility for the environmental and public health and safety impacts associated with flooding in the County. The unit is responsible for planning, programmatic, education and capital actions, including maintenance and improvement of public infrastructure, assurance of public safety, and planning and management for flood hazard reductions.
WORK ENVIRONMENT: Office with some field.
ESSENTIAL FUNCTIONS: Manage the technical and business operations of River and Floodplain Management Unit, comprised of the River Improvement Fund, the Green River Flood Control Zone District and the Inter-County River Improvement Fund. Provide oversight and expertise in ensuring programs and projects are completed to carryout the goals and objectives of the River and Floodplain Management Program. Responsible for making decisions on work plan priorities, schedules and staffing assignments. Responsible for identifying and coordinating with all necessary partners to accomplish work. Develop annual operating and capital budgets, work programs and staffing allocations. Makes decisions on day-to-day expenditures, revenue monitoring and control and grant and contract administration. Oversees budget tracking and continuing financial analyses. Unit budget includes \$4 million annual operating budget as well as a capital budget in excess of \$4million. Supervise and provide technical assistance and quality control/assurance to 11 skilled multi-disciplinary licensed engineers, program/project managers and environmental scientists. Responsibilities include hiring, managing performance, coaching, developing training expectations and recommending effective discipline. Ensure the River and Floodplain Management program is: 1) integrated with other section/division programs in the delivery of services; 2) aligned with division/department business plans and priorities; 3) meeting or exceeding regulatory requirements and industry standards; and 4) supporting the environmental missions of King County. Work collaboratively with other government and regulatory agencies, departments within the County, and the public to address environmental policies and issues related to floodplain management principles, goals and objectives. Represent staff and assigned program to internal and external clients, including division and department management, elected officials, other public and private agencies, and the public. The position represents unit issues to the Division management, and provides materials and information for Department management and the Executive's Office. This position also helps collaborate with other Divisions such as Roads in implementing projects.

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 60-80 DBL
- Other _____

Special Requirements:

- CDL
- Respirator use

PHYSICAL DEMAND	HRS PER SHIFT
Standing	30 min – 2 hours
Walking <input checked="" type="checkbox"/> uneven terrain	30 min – 2 hours
Sitting	4 – 7 hours
Climbing stairs	0
Climbing _____	0
Balancing	0 – 30 minutes
Bending/Stooping	0 – 30 minutes
Kneeling	0
Crouching	0
Crawling	0
Foot controls	0 – 2 hours
Reaching above shoulders	0 – 10 minutes
Reaching waist-shoulder	3 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 30 minutes
Reaching floor-knee	0 – 10 minutes
Lifting/Carrying 1-10#	0 – 2 hours
Lifting/Carrying 11-20#	0 – 10 minutes
Lifting/Carrying 21-50#	0
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	1 – 3 hours
Hand Controls	0 – 2 hours
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 6 hours
Vision to assure safety of others	0 – 2 hours
Hearing to assure safety of others	0 – 2 hours
Other	

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

Physician's Signature

Date