

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: PPM III Natural Resource Planners

DEPARTMENT: Natural Resources & Parks, Water and Land Resource Development

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Responsible for scoping and writing Site Management Plans for the Natural Resource Lands inventory (farm, forest and ecological lands) through intra- and interdivisional collaboration; developing policies to direct stewardship of the lands, directing implementation of plan recommendations.

WORK ENVIRONMENT: Field with some office.

ESSENTIAL FUNCTIONS: Perform analysis of site conditions (natural resource, public use opportunities, and land management challenges), legal reports (phase and sale agreements, title reports, property deeds) and planning documents (policies, land use and zoning) in order to develop site management plans. Write site management plans to provide short and long term recommendations for stewardship of natural resource land properties. Plans include legal property information, description and analysis of site resources, strategic management direction and recommendations for project implementation. Scope and produce site management plans to provide short and long term planning/management direction for, and stewardship of, natural resource and land properties. These documents include general property information, description and analysis of the site and its resources, overall management goals and objectives and recommendations for project implementation. Prepare briefing reports for senior management team, Executive Office and Council summarizing site site management guidelines issues and recommendations. Assist with development of briefing reports presenting policy issues to management. Create and update programmatic documents that provide strategic policy direction for managing the natural resource lands. Assist with revisions to King County Comprehensive Plan and Parks, Open Space and Natural Lands Plan. Prepare briefing reports for management team presenting policy issues to management. Review and provide comment on other departmental policy documents. Manage the public involvement process associated with planning and policy development. Design, coordinate and facilitate public relations strategies; present complex and controversial proposals to the public; prepare letters to inform the public about planning proposals and public involvement opportunities; respond to technical comments and communicate final decisions. In conjunction with division ecologists, scope, plan and develop methodology for, and conduct biological inventory research for assessing site conditions and prioritizing habitat, restoration projects. Assess need for further environmental assessment inventories and determine priority and feasibility for implementing habitat restoration projects. Research potential project grant funding sources, help draft grant proposals and assist with monitoring compliance with grant requirements.

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
- Fumes
- Gasses
- Dusts
- Odors
- Radiation
- Mists
- Noise Level 60 DBL
- Explosives
- Other _____

Special Requirements:

- CDL
- Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	15 – 30 minutes
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 6 hours
Sitting	2 – 6 hours
Climbing stairs	0
Climbing <u>steep slopes</u>	0 – 2 hours
Balancing	0 – 30 minutes
Bending/Stooping	0 – 30 minutes
Kneeling	0 – 1 hour
Crouching	0 – 2 hours
Crawling	0
Foot controls	0 – 2 hours
Reaching above shoulders	15 min – 1 hour
Reaching waist-shoulder	2 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	15 min – 1 hour
Reaching floor-knee	15 min – 1 hour
Lifting/Carrying 1-10#	2 – 6 hours
Lifting/Carrying 11-20#	0 – 1 hour
Lifting/Carrying 21-50#	0
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 3 hours
Hand Controls	0 – 2 hours
Fingering <input checked="" type="checkbox"/> keyboarding	2 – 3 hours
Vision to assure safety of others	0 – 2 hours
Hearing to assure safety of others	0 – 2 hours
Stream Walking	0 – 4 hours

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

Physician's Signature

Date