

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____ JOB TITLE: PPM III Volunteer Coordinator

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

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Position requires close coordination between volunteer coordinator and park staff, particularly the resource coordinators. The volunteer coordinator is instrumental in helping staff create and manage projects by providing volunteer labor.

WORK ENVIRONMENT: Field with some office.

ESSENTIAL FUNCTIONS: Plan and manage volunteer events (over 150 per year). Recruit volunteers for events. Work with the resource coordinators to plan and implement volunteer stream and wetland restoration projects. Compile, manage, and tract a volunteer database. Coordinate and manage trail projects with Washington Trails Association and planting and trail projects with Mountains to Sound Greenway Trust. Work with various "friends of groups" to help complete projects in parks. Recruit and manage volunteers for the Heritage Festival and King County Fair. Provide technical assistance to the resource coordinators on occasion. Provide technical assistance to the resource coordinators and occasional trainings to park staff regarding IPM, sensitive areas, wetland ecology, restoration, ESA, and regulations. Prepare annual report on volunteer program. Prepare and maintain a staff manual for working with volunteers. Prepare a volunteer event newsletter three times per year. Provide assistance in regards to union issues and volunteer labor.

***Continued on next page.

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 DBL
- Other _____

Special Requirements:

- CDL
- Respirator use

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 2 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 6 hours
Sitting	2 – 4 hours
Climbing stairs	0
Climbing <u>steep slopes</u>	2 – 4 hours
Balancing	1 – 2 hours
Bending/Stooping	2 – 4 hours
Kneeling	0 – 1 hour
Crouching	2 – 4 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	30 min – 2 hours
Reaching floor-knee	30 min – 2 hours
Lifting/Carrying 1-10#	2 – 6 hours
Lifting/Carrying 11-20#	15 min – 2 hours
Lifting/Carrying 21-50#	0 – 30 minutes
Lifting/Carrying 51-100#	0 – 15 minutes
Lifting/Carrying 100+#	0
Handling	3 – 5 hours
Hand Controls	0 – 2hours
Fingering <input checked="" type="checkbox"/> keyboarding	1 – 2 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