

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: WQP/PPM III

DEPARTMENT: Natural Resources, WLRD, Science

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Manages highly complex and/or high-risk planning programs, projects and/or capital/operating programs, which develop and support the infrastructure, operations and activities needed to protect and enhance water quality. Incumbents manage large and regional planning, operating and capital projects and programs and supervise staff working on smaller projects. Incumbents may be technical experts in a water quality or environmental specialization. Incumbents also have problem-solving and policy development responsibilities for issues that have no established guidelines. Incumbents may serve as project leads, overseeing the work of other staff and may oversee budgets.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: Serve as project manager for complex, high-risk capital and operating projects and analytical studies involving decisions where established guidelines or procedures may not exist and must be developed; serve as client representative; establish project goals, policies, budget and schedule; oversee and coordinate the development of project strategies; identify team members; provide work assignments and direction to team members; manage consultant contracts, including preparing requests for proposals, selecting consultant, negotiating contract and monitoring work performed pursuant to contract; and perform Quality Assurance/Quality Control (QA/QC) function for work produced by the team. Represent the agency on various intergovernmental planning groups. Review policies for impact on plans, projects and programs. Evaluate proposals and concepts for feasibility and impact on agency operations. Develop, evaluate and recommend project/program strategies, goals or objectives and policy statements for management. Provide technical expertise to projects or programs. Develop, evaluate, manage and implement programs or major projects of a technically advanced nature. Make technical decisions on issues where established guidelines or procedures may not exist or are not clear. Act as technical liaison on development and implementation of innovative concepts or products. Conduct research studies to evaluate concepts and make recommendations to solve problems. Review staff performance, give feedback and recommend promotion/disciplinary actions. Provide training, coaching and mentoring to other staff. Present various proposals for policies and programs to citizens and elected officials. Develop strategies to stimulate public acceptance of changes. Analyze responses and determine appropriate actions to be taken and/or develop compromise proposals. Negotiate and implement legal requirements for programs/projects to ensure environmental compliance. Lead negotiations with other jurisdictions. Monitor agency activities to ensure compliance with environmental requirements. Present various proposals and policies under consideration to citizen task forces and elected officials. Develop strategies to stimulate public acceptance of changes. Respond to citizens' comments and inquiries. Respond orally and in writing to requests for information by elected/appointed officials, governmental planning and regulatory agencies and the general public.

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
- Odors
- Dusts
- Radiation
- Mists
- Explosives
- Noise Level 80 DBL
- Other _____

Special Requirements:

- CDL
- Respirator use

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 5 hours
Walking <input checked="" type="checkbox"/> uneven terrain	30 min – 1 hour
Sitting	1.5 – 6 hours
Climbing stairs	0 – 15 minutes
Climbing <u>ladders</u>	0 – 15 minutes
Balancing	0 – 6 hours
Bending/Stooping	1 – 2 hours
Kneeling	0 – 2 hours
Crouching	0 – 2 hours
Crawling	0
Foot controls	0 – 1.5 hours
Reaching above shoulders	0 – 1 hour
Reaching waist-shoulder	4 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 2 hours
Reaching floor-knee	0 – 2 hours
Lifting/Carrying 1-10#	1 – 7 hours
Lifting/Carrying 11-20#	0 – 1 hour
Lifting/Carrying 21-50#	0 – 1 hour
Lifting/Carrying 51-100#	0 – 1 hour
Lifting/Carrying 100+#	0
Handling	4 – 6 hours
Hand Controls	0 – 2 hours
Fingering <input checked="" type="checkbox"/> keyboarding	2 – 6 hours
Vision to assure safety of others	0 – 5 hours
Hearing to assure safety of others	0 – 5 hours
Stream Walking	0 – 7 hours

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

Physician's Signature

Date