

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: PPM III (Real Property Agent III)

DEPARTMENT: Natural Resources, Water and Land, Rural & Resource Planning

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Serves as a senior level under limited supervision. Duties include moderately complex, politically, financially and/or environmentally sensitive projects. Responsibilities will involve providing professional, high level technical services in any or a combination of real property specialties including acquisitions, right-of-way, easements, and appraisals for acquisitions. May also develop methodology, and determine scope, schedule, and budget for assigned projects.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: Recommend and help develop acquisition strategies for Real Property purchases, plans and schedules for right-of-way and projects in coordination with the project team; process relocations, oversee title analysis and review, appraisal process, and escrow closing. Contact property owners; negotiate with private individuals and business representation for acquisition of full or partial property interests, make purchase offers as determined by management; evaluate owners' counter-proposals; recommend administrative settlements, and prepare documents to facilitate real property acquisition. Keep diary of contacts and project file maintenance. Be proficient in basic Real Estate Practices and Laws. Perform comprehensive legal research into proposed transactions such as deeds, contracts, easements, title searches, right-of-way restrictions, zoning and land use requirements, encumbrances, environmental impact, value appraisals and price analysis, and complex capital project permits. Consult with attorneys, engineers, and other experts regarding the impact of legal and technical problems involved in complex acquisitions, permitting or other real estate transaction. Develop and maintain effective working relationships with multiple state and federal agencies and/or across multiple jurisdictions for highly visible, politically sensitive enterprise wide real estate related, capital or asset management programs. Negotiate and work with community and special interest groups. Be effective member of Acquisition Team by working collaboratively with technical staff, support staff, and management. Develop and maintain effective working relationships with inter-departmental agencies. Prepare special reports and recommendations on project status, budget issues, review draft EIS and community plans. Develop project cost estimates and monitor capital project budget expenditures. Coordinate interdisciplinary teams. Be fully responsible for all aspects of managing an Acquisition Project. Track and document grant compliance with external funding agencies. Prepare briefing reports for senior management team, Executive Office, and/or Council summarizing issues and recommendations. Participate in site inspections for project analysis, appraisal and environmental reviews. Perform on-site inspections of all properties appraised. Represent King County at community meetings and public hearings: make presentations before other jurisdictions and community groups. Effectively communicate both orally and in writing all of the technical aspects of the acquisition 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
- Fumes
- Radiation
- Noise Level
- Gasses
- Odors
- Mists
- Explosives
- Other _____
- 60 DBL

Special Requirements:

- CDL
- Respirator use

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

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 15 minutes
Reaching floor-knee	0
Lifting/Carrying 1-10#	0 – 7 hours
Lifting/Carrying 11-20#	0 – 4 hours
Lifting/Carrying 21-50#	0 – 15 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	4 – 6 hours
Hand Controls	0 – 3 hours
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 7 hours
Vision to assure safety of others	0 – 3 hours
Hearing to assure safety of others	0 – 3 hours
Other	

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

Physician's Signature

Date