

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____ JOB TITLE: PPM III (Real Property Agent IV)

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

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Provides professional, expert or highly specialized services for highly visible, politically sensitive enterprise wide program(s) in any or a combination of real property specialties including property management, right-of-way, appraisal, acquisition, acquiring multiple highly complex permits from multiple regulatory bodies for large capital projects or overseeing highly complex lease negotiations for critical capital improvement projects. Positions at this level also have duties handling multi-disciplinary or technically challenging analytical planning for property management or real estate related programs. Positions at this level may also be responsible for the coordination and oversight of work teams responsible for multi-faceted and complex acquisition/development projects and scheduling work review. Serves as Senior Review appraiser overseeing all appraisals contracted through Capital Projects and Open Space Acquisition Section.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: *In addition to Real Property Agent III responsibilities, a Real Property Agent IV has Essential Duties as described below:* Manage real property; develop and prepare highly complex permits and agreements for large, complex multi-faceted capital projects; negotiate terms and conditions; oversee tenant improvements; establish maintenance and/or service contracts; secure vacant properties and arrange for security AND act as management recognized expert in a highly specialized real property and/or regulatory related field. Recommend and help develop overall program strategies and plans for highly visible and politically sensitive enterprise wide program(s) with supervisor and/or management. Develop schedules; develop and monitor budgets; identify need for permits, property acquisition and relocation; obtain property rights and permits; monitor program construction; and oversee program permit compliance. Coordinate the acquiring of highly complex permits from 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. Oversee comprehensive legal research into proposed transactions such as deeds, contracts, easements, title searches, right-of-way restrictions, zoning and land use requirements, encumbrances, real estate appraisals and price analysis, environment impact, project permits, escrow accounts and franchise rights for large and highly complex programs.

Prioritize real estate program goals/objectives; frame budgetary, statutory and operating conditions of real estate related programs; determine budget schedule and scope of real estate related projects or programs. Lead teams of professional and support staff; review the work of others. Provide expert level technical advice and/or highly specialized training to staff, other departments, jurisdictions and the public. Perform highly complex (multi-faceted, multi-dimensional) property leasing duties which include the negotiation, management and marketing of highly visible and politically sensitive projects which are critical to the County. Represent King County at community meetings and public hearings; act as liaison for local and regional land use issues;

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

make presentations before County officials, other County departments, other jurisdictions and community groups. Review and Certify all independent appraisals prepared for Open Space Acquisition Unit. Prepare all requests for proposals and manage all contracts for independent outside appraisal services. Monitor appraisals for compliance with Uniform Standards of Professional Appraisal Practice and Uniform Appraisal Standards for Federal Land Acquisitions. Draft and negotiate terms and conditions of independent appraisal contracts and monitor contracts for compliance. Develop and maintain effective working relationships with inter-departmental agencies. Be effective member of Acquisition Team by facilitating appraisal problem solving, scope development, pre-appraisal conferences and site analysis. Provide technical support to Project Managers and Supervisors in this regard. Review and analyze property, land use and environmental conditions and documents. Prepare special reports and recommendations and analyze unique appraisal problems. Develop project valuation estimates and monitor capital project budget expenditures. Perform on-site inspections of all properties appraised. Be proficient at basic computer usage and email communications. Effectively communicate both orally and in writing all of the technical aspects of the appraisal discipline.

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	0 – 1 hours	Reaching knee-waist	0 – 15 minutes
Walking <input checked="" type="checkbox"/> uneven terrain	0 – 4 hours	Reaching floor-knee	0
Sitting	4 – 7 hours	Lifting/Carrying 1-10#	0 – 7 hours
Climbing stairs	0 – 30 minutes	Lifting/Carrying 11-20#	0 – 4 hours
Climbing _____	0	Lifting/Carrying 21-50#	0 – 15 minutes
Balancing	0 – 30 minutes	Lifting/Carrying 51-100#	0
Bending/Stooping	0 – 30 minutes	Lifting/Carrying 100+#	0
Kneeling	0 – 30 minutes	Handling	4 – 6 hours
Crouching	0 – 30 minutes	Hand Controls	0 – 3 hours
Crawling	0	Fingering <input checked="" type="checkbox"/> keyboarding	4 – 7 hours
Foot controls	0 – 3 hours	Vision to assure safety of others	0 – 3 hours
Reaching above shoulders	0 – 15 minutes	Hearing to assure safety of others	0 – 3 hours
Reaching waist-shoulder	0 – 15 minutes	Other	

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

Physician's Signature

Date