

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, Back strength and lifting, Audiogram and Respirator Questionnaire.

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Construction Management II

DEPARTMENT: Natural Resources, Water Treatment

WORK SCHEDULE:

JOB DESCRIPTION: Review construction contracts and specifications and perform specific field and office tasks related to the inspection of King County construction projects or perform field and office tasks related to inspection of waste water and transit facilities projects. Prepare or update engineering plans or records and prepare written reports. Alert King County or contractor supervisory personnel in the event that contract or code violations are discovered or facilities inspections disclose problems needing correction.

WORK ENVIRONMENT: Field and office.

ESSENTIAL FUNCTIONS: Perform a variety of construction inspections on assigned moderate to major construction projects or several smaller projects concurrently to ensure compliance with contract plans and specifications and codes. Inform the contractor or his/her representative when specific problems or questions arise regarding compliance. Monitor construction progress and identify schedule impacts. Review contract specifications and plans to ensure that identified potential problem areas receive close examination. Perform various field inspection duties for projects under construction for agencies other than metro. Work with King County engineering personnel to determine inspection needs to avoid conflict with King County facilities programs; coordinate inspections with project managers or other persons supervising the project for the contractor and contracting agency. Perform a variety of specific assigned tasks associated with facilities inspection activities. Assist facilities project managers with assigned project tasks including data gathering, as-built reviews, contract drawings and specifications and monitoring contract performance. Gather and record data from measurement and inspection equipment. Assist with analysis of data and record results of inspection activity. Conduct construction and condition assessment inspections on a variety of small, short range, facility projects. Review and interpret engineering drawings and specifications to ensure compliance with King County requirements. Receive and process utility request. Maintain tracking systems for locate request and coordinate with utilities underground locator center. Organize and conduct inspections as directed by supervisor. Review video materials and other data for the purpose of determining condition of facilities. Develop and implement appropriate environmental monitoring programs at construction duties. Review and analyze data gathered and identify problems areas. Coordinate the identification of problem areas with environmental compliance, engineering and construction staff and recommend remedial actions. Prepare the necessary reports to meet the requirements of various federal, state, local and metro environmental requirements. Serve as the liaison with environmental regulatory agencies concerning reporting, of field inspections and tests, and recommended mitigation. Perform construction environmental inspection activities on projects and monitor contractor activities to ensure compliance with permit conditions and other pre-established requirements. Identify problems and work with King County environmental compliance and construction divisions in meeting compliance obligations, mitigation measures, and construction specifications. Participate in the review of procedures used by King County employees and its contractors in working with hazardous toxic or combustible materials to determine if procedures are in full compliance with established regulations. In cooperation with the environmental compliance, construction and engineering divisions, develop corrective action, as required, to avoid discharge or spillage of hazardous materials. Periodically inspect metro facilities to identify problem areas. Maintain written and computer generated records and other reports on sampling and testing. Ensure that problem areas have been resolved and monitor compliance. Write reports on construction and facility inspection

Exposures:

- Outside weather
- Non-weather related temp below 55<sup>o</sup>
- Non-weather related temp above 75<sup>o</sup>
- 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 120 DBL
- Blood borne Pathogens

Special Requirements:

- CDL  Respirator use e

activities including problem identification and recommendation for correction. Prepare field notes and sketches as well as photographs and statistical records to document problems. Submit written and telephone reports regarding the progress of programs/projects. Prepare other written reports as requested. Perform other related duties as assigned.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 12 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 6 hours
Sitting	1 – 8 hours
Climbing stairs	0 – 3 hours
Climbing ladder/scaffolding	0 – 2 hours
Balancing	0 – 3 hours
Bending/Stooping	0 – 30 minutes
Kneeling	0 – 1 hour
Crouching	0 – 2 hours
Crawling	0 – 30 minutes
Foot controls	0 – 4 hours
Reaching above shoulders	0 – 2 hours
Reaching waist-shoulder	2 – 8 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 2 hours
Reaching floor-knee	0 – 2 hours
Lifting/Carrying 1-10#	1 – 12 hours
Lifting/Carrying 11-20#	0 – 3 hours
Lifting/Carrying 21-50#	0 – 30 minutes
Lifting/Carrying 51-100#	0 – 15 minutes
Lifting/Carrying 100+#	0
Handling	4 – 12 hours
Hand Controls	4 – 6 hours
Fingering <input checked="" type="checkbox"/> keyboarding	2 – 8 hours
Vision to assure safety of others	8 – 12 hours
Hearing to assure safety of others	8 – 12 hours
Exposed to Flashing Lights	0 – 4 hours

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

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date