

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at <http://www.metrokc.gov/ohrm/kcjabank/>

PATIENT NAME: _____

JOB TITLE: Construction Manager III

DEPARTMENT: Natural Resources, Water Treatment

WORK SCHEDULE: 40/week (OT +/- 20)

JOB DESCRIPTION: Develop and implement construction inspection programs on specific King County construction projects and ensure compliance with contract documents and code requirements. Such inspection programs will involve the performance of specific office and field tasks related to the construction of major public work projects. Coordinate and perform field and office tasks related to the inspection of King County transit and wastewater facilities. Oversee inspection of facility programs/projects as required. Coordinate and evaluate the work of facility inspectors as requested. Work with local public agencies to assure compliance with King County rules and regulations and all related codes.

WORK ENVIRONMENT: Field with some office.

ESSENTIAL FUNCTIONS: Develop and implement a program of inspection, sampling and testing of constructed materials, facilities, equipment and machinery installed in King County construction contracts. May perform specialized inspection of construction activity in the areas of instrumentation and control systems. Review submittals and shop drawings from contractors and subcontractors for conformance with contract plans and specifications. Review contract plans and specifications to become familiar with specific areas that may require particularly close attention. Prepare a schedule which will allow for special examination of these areas during construction. Serve as King County's on-the-site representative to insure that construction requirements contained in plans and specifications are being incorporated during the construction of public works' projects. Prepare field notes and submit daily written and telephone reports regarding the projects in progress. Prepare other written reports as requested. Assist in change order preparations and negotiations. Interpret construction schedules for progress impacts and slippage. Draft project closeout reports. Assist in contract dispute resolution. Administer construction requirements and standards contained in plans and specifications for minor public works construction projects. Act as lead inspector in a of variety specialty areas in conducting inspections of facilities. Review data and prepare reports outlining results and recommendations for necessary repairs. Implement a defined program of inspection, sampling and testing involved in inspection of Metro facilities and equipment to ensure efficient and effective operations and to identify problems and recommend corrective action. Review and interpret engineering drawings and specifications to ensure compliance with King County requirements. During emergencies, conduct surveys to determine the extent of damage to Metro-owned facilities and prepare reports with repair recommendations. Monitor assigned construction activity by other agencies or companies when such construction work has potential impact to King County-owned facilities. Perform project management activities for various sized projects including scope, schedule and budget. Prepare contract specifications for bid proposals, attend pre-bid conferences and evaluate bid proposals. Procure equipment and supplies. Monitor the work performance of contractors and review progress payments. Review video materials and other data for the purpose of determining condition of facilities. Monitor King County facilities, such as underground pipeline, building roofs, pavement, building structures and underground tanks and report unusual events to supervisor. coordinate the work of Construction/Facilities Management I and II's. Act as Construction/Facilities Management IV when appropriate. Perform

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 120 DBL
- Blood borne Pathogens

Special Requirements:

- CDL
- Respirator use

a variety of administrative duties such as development of work methods, upkeep of records and evaluation of Construction/Facilities Management I and II's performance 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 <u>ladder/scaffolding</u>	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