

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: Industrial Machinist Lead

DEPARTMENT: Natural Resources & Parks, Wastewater WORK SCHEDULE: 4-10s/week

JOB DESCRIPTION: Plans, directs, coordinats, assigns and monitors the work of the mechanical and lubrication personnel.

WORK ENVIRONMENT: Wastewater Treatment Plant

ESSENTIAL FUNCTIONS: Plan, organize, schedule, coordinate and assign work to appropriate maintenance personnel having the skills and levels of expertise needed to accomplish a specific maintenance function on highly sophisticated sewage treatment machinery or systems. Inspect work in progress to ensure craftsmanship meets quality standards, schedules are met and safe work practices are adhered to; offer suggestions on how to improve methods or solve problems. Troubleshoot and diagnose equipment or mechanical systems problems. Plan and coordinate the repair efforts; ensure availability of parts, tools, special equipment, work force and outside repair resources; participate in cooperative and supportive work efforts with operations and process groups. Instruct and train team members; advise them about good work practices, work ethic, expected behavior, respect for co-workers and issues that could lead to disciplinary action; recommend training needs. Perform peer reviews for employees applying for job progression; provide input and/or prepare performance appraisals to evaluate subordinates; participate in the selection of new employees. Monitor work quality and quantity; recommend disciplinary action where necessary; advise employees of work errors. Develop and recommend policies and procedures for the work unit. Assist in budget preparation and tracking. Authorize some purchases. Participate actively in the safety program; conduct monthly safety meetings; monitor for safety hazards and unsafe personnel practices; recommend modifications to existing facilities and equipment. Ensure that confined entry permit procedures are being performed as required by policy. Review work orders; organize, prepare, maintain and verify accuracy of equipment history records; ensure that work is being performed cost-effectively. Prepare preventive maintenance procedures and schedules for machinery and equipment. Identify and locate technical resources so that repairs can be made quickly and accurately to complex sophisticated machinery. Perform journey-level machinist tasks; engineer, design and machine precision machined parts as needed. Perform expert hands-on mechanical maintenance work and other duties as required. Design and refine machinery or plant systems to enhance processes and performance. Ensure that a positive work climate prevails among co-workers, stressing respect and sensitivity for each other for the unique qualities each brings to work teams. Operate heavy equipment such as cranes, boom trucks, forklifts, equipment haulers and backhoes. Perform and oversee work in adverse conditions such as confined spaces, in an environment of raw sewage, toxic, corrosive and oxidizing chemicals and explosive gases. Work in excessive heat, in very high places, fall areas, tunnels and manholes and around high-pressure gases and hydraulic pressures to 3,000 psi. Identify needs for new equipment, the specifications and the makes and options available; identify needs for new tools, equipment, machinery and system replacements.

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 90 DBL
- Other _____

Special Requirements:

- CDL Respirator use

PHYSICAL DEMAND	HRS PER SHIFT
Standing	2 – 4 hours
Walking <input checked="" type="checkbox"/> uneven terrain	3 – 5 hours
Sitting	1 – 5 hours
Climbing stairs	5 min – 2 hours
Climbing <u>ladder</u>	5 – 1 hour
Balancing	1 – 2 hours
Bending/Stooping	5 min – 3 hours
Kneeling	5 min – 2 hours
Crouching	5 min – 1.5 hours
Crawling	0 – 30 minutes
Foot controls	0 – 4 hours
Reaching above shoulders	30 min – 3 hours
Reaching waist-shoulder	4 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	30 min – 1.5 hours
Reaching floor-knee	30 min – 2 hours
Lifting/Carrying 1-10#	15 min – 8 hours
Lifting/Carrying 11-20#	15 min – 8 hours
Lifting/Carrying 21-50#	15 min – 6 hours
Lifting/Carrying 51-100#	0 – 1 hour
Lifting/Carrying 100+#	0 – 15 minutes
Handling	2 – 6 hours
Hand Controls	15 min – 6 hours
Fingering <input checked="" type="checkbox"/> keyboarding	15 min – 1.5 hours
Vision to assure safety of others	0 – 8 hours
Hearing to assure safety of others	0 – 8 hours
Other	

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

Physician's Signature

Date