

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____ JOB TITLE: Inventory Purchasing Specialist II
DEPARTMENT: Natural Resources & Parks, Wastewater WORK SCHEDULE: 40/week
JOB DESCRIPTION: Purchases goods and services and ensuring documentation and inventory control.
ENVIRONMENT: Wastewater Treatment Plant/warehouse with office space
ESSENTIAL FUNCTIONS: *The incumbents in this classification may perform all the functions of Level I in addition to the following:* Purchase goods, commodities and services. Obtain price quotes, research vendor sources and select vendors for purchase of standard parts, materials, supplies, tools and services. Conduct price comparisons to identify savings. Coordinate with central purchasing office. Prepare requests for purchasing authorization/limited procurement requisitions for minority/women business enterprises. Prepare change order requests. Assist with the preparation and review of bid specifications. Receive, analyze and order critical and non-standard requests. Process standard non-inventory items. Update current computerized and manual pricing information. Expedite operational orders/overdue/back orders. Solve problems with accounts payable invoicing errors. Resolve discrepancies. Review billings for accuracy. Manage inventory warehousing disbursements and document stock levels, process inventory purchases, perform cycle counts, perform physical inventory audits, ship and receive from warehouse and perform material handling. Acknowledge receipt of goods and services. Maintain adequate supplies to meet user needs. Maintain computerized internal purchasing/inventory records and information system. Input and research inventory and direct purchases, disbursements, inventory adjustments and the history of parts use. Update computer master files. Monitor the use, storage and handling of hazardous materials. Issue and maintain special tools and equipment. Gather and recommend strategies for surplus, sale and salvage of obsolete inventory items; gather items. Help train new personnel. Help track warranties and documentation. Pick up and deliver items as required. Load and unload as required.

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 65-90 DBL
- Other _____

Special Requirements:

- CDL Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	30 – 2 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 4 hours
Sitting	4 – 7 hours
Climbing stairs	30 min – 1 hour
Climbing <u>ladder</u>	30 min – 1 hour
Balancing	5 – 30 minutes
Bending/Stooping	1 – 4 hours
Kneeling	0 – 30 minutes
Crouching	25 min – 1 hour
Crawling	0
Foot controls	30 min – 6 hours
Reaching above shoulders	5 min – 4 hours
Reaching waist-shoulder	3 – 7 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	5 min – 4 hours
Reaching floor-knee	5 min – 4 hours
Lifting/Carrying 1-10#	1 – 7 hours
Lifting/Carrying 11-20#	30 min – 6 hours
Lifting/Carrying 21-50#	30 min – 6 hours
Lifting/Carrying 51-100#	0 – 4 hours
Lifting/Carrying 100+#	0 – 15 minutes
Handling	4 – 7 hours
Hand Controls	30 min – 4 hours
Fingering <input checked="" type="checkbox"/> keyboarding	30 min – 6 hours
Vision to assure safety of others	30 min – 4 hours
Hearing to assure safety of others	30 min – 4 hours
Other	

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

Physician's Signature

Date