

# 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: Inventory Purchasing Specialist I  
 DEPARTMENT: Natural Resources & Parks, Wastewater WORK SCHEDULE: 40/week  
 JOB DESCRIPTION: Maintains specialized inventory. Duties also include stocking shelves, unloading trucks, cleaning the warehouse and picking up and delivering items.  
 WORK ENVIRONMENT: Wastewater Treatment Plant/warehouse with office space  
 ESSENTIAL FUNCTIONS: Help solve problems with vendor contracts. Help solve problems with accounts-payable invoicing. Maintain external contract/vendor records. Input and research inventory and disbursement records, inventory adjustments and parts history/usage. Review daily computer reports and reconcile computer reports with source documents. Expedite parts delivery from multiple warehouses; pick up and deliver items as required. Perform basic warehousing and stocking functions using material handling equipment, load and unload items and acknowledge receipt of goods and services. Assist with physical inventory and cycle counting. Assist in the storage and handling of hazardous materials.

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

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	30 – 2 hours	Reaching knee-waist	5 min – 4 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 4 hours	Reaching floor-knee	5 min – 4 hours
Sitting	4 – 7 hours	Lifting/Carrying 1-10#	1 – 7 hours
Climbing stairs	30 min – 1 hour	Lifting/Carrying 11-20#	30 min – 6 hours
Climbing <u>ladder</u>	30 min – 1 hour	Lifting/Carrying 21-50#	30 min – 6 hours
Balancing	5 – 30 minutes	Lifting/Carrying 51-100#	0 – 4 hours
Bending/Stooping	1 – 4 hours	Lifting/Carrying 100+#	0 – 15 minutes
Kneeling	0 – 30 minutes	Handling	4 – 7 hours
Crouching	25 min – 1 hour	Hand Controls	30 min – 4 hours
Crawling	0	Fingering <input checked="" type="checkbox"/> keyboarding	30 min – 6 hours
Foot controls	30 min – 6 hours	Vision to assure safety of others	30 min – 4 hours
Reaching above shoulders	5 min – 4 hours	Hearing to assure safety of others	30 min – 4 hours
Reaching waist-shoulder	3 – 7 hours	Other	

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

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

\_\_\_\_\_  
 Date