

# 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 Drug Screen.

PATIENT NAME: \_\_\_\_\_ JOB TITLE: Treatment Operator (Senior, In Charge)

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

JOB DESCRIPTION: Planning, scheduling, coordinating, directing, monitoring and reviewing a crew's daily work, assigned treatment process and/or special project. Responsibilities include leading, training and providing technical expertise to operate, monitor and maintain wastewater treatment odor control equipment and/or collection and conveyance, systems and processes.

WORK ENVIRONMENT: Wastewater Treatment Plant / All Weather Conditions

ESSENTIAL FUNCTIONS: This position is expected to perform the duties and responsibilities of an Operator-In-Training (OIT), Operator and Senior Operator and the following additional duties: Plan, schedule, coordinate, monitor and review the daily work of a crew. Coordinate multiple work groups and prepare reports for assigned system or process. Assist supervisor in performance feedback and evaluation of personnel. Make recommendations on performance improvement measures. Purchase supplies and equipment; maintain inventory. Ensure purchasing procedures are followed; provide data for budget forecasting. Coordinate and provide technical expertise on large special projects. Plan, schedule and prioritize work orders with other divisions, departments and agencies. Coordinate on-site responses to unusual occurrences and emergencies. Serve as a technical resource for assigned area, system or process. Respond to questions from other work Crews.

### 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

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PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 6 hours	Reaching knee-waist	5 min – 1.5 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 5 hours	Reaching floor-knee	5 min – 2 hours
Sitting	4 – 8 hours	Lifting/Carrying 1-10#	5 min – 8 hours
Climbing stairs	5 min – 2 hours	Lifting/Carrying 11-20#	5 min – 8 hours
Climbing <u>ladder</u>	5 min – 1 hour	Lifting/Carrying 21-50#	5 min – 6 hours
Balancing	5 min – 2 hours	Lifting/Carrying 51-100#	5 min – 1 hour
Bending/Stooping	5 min – 3 hours	Lifting/Carrying 100+#	0 – 15 minutes
Kneeling	5 min – 2 hours	Handling	4 – 10 hours
Crouching	5 min – 1.5 hours	Hand Controls	3 – 10 hours
Crawling	0 – 30 minutes	Fingering <input checked="" type="checkbox"/> keyboarding	5 min – 1.5 hours
Foot controls	5 min – 4 hours	Vision to assure safety of others	8 – 10 hours
Reaching above shoulders	5 min – 3 hours	Hearing to assure safety of others	8 – 10 hours
Reaching waist-shoulder	3 – 6 hours	Other	

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

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

\_\_\_\_\_  
Date