

# Job Analysis Form

ALTERNATE FORMAT AVAILABLE



## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Process Analyst I

DEPARTMENT: Natural Resources, Wastewater

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs entry level professional process evaluations and experiments using physical, chemical, biological, and other scientific approaches to monitor, analyze, evaluate and optimize one or more unit processes under the direction of a supervisor or senior staff member.

WORK ENVIRONMENT: Wastewater treatment plant.

ESSENTIAL FUNCTIONS: Monitor and evaluate (office and field) the daily performance of one or more unit wastewater processes to meet permit, policy and budgetary requirements under the guidance of supervisory or senior staff. Compile, analyze and interpret analytical results and field monitoring equipment using accepted process control and statistical methodologies. Establish daily operating guidelines and process change with review and approval of senior staff. Identify, investigate and prioritize operating, performance, equipment and instrumentation problems; initiate corrective action/repairs. Evaluate and observe wastewater process(s) in the field. This duty can include lifting and carrying test and other evaluation equipment, using ladders to climb in and out of tanks, entering into confined spaces, working in and around high noise environment noxious odors, hazardous chemicals, and wastewater (raw sewage). Facilitate the scheduling and coordination of equipment repairs and operational shutdowns for unit process. Monitor and manage the quality and quantity of process chemical including developing chemical budget and forecast for unit process. Develop plans for field sampling and laboratory analysis with immediate supervisor. Write reports for assigned unit process, inform other plant staff in the use of new and/or existing equipment in unit process area and assist in the preparation of operating manuals. Assist in research and experimental studies and special projects; work with senior staff in the development of new testing equipment, procedures and analytical methods. Assist senior staff in proposing improvement to optimize unit process, work with other internal and/or external staff in the design of new or improved processes.

### 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 80-100 DBL
- Other \_\_\_\_\_

### Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	30 min – 1 hour
Walking <input checked="" type="checkbox"/> uneven terrain	1 – 2 hours
Sitting	4 – 6 hours
Climbing stairs	0 – 15 minutes
Climbing <u>ladder</u>	0 – 15 minutes
Balancing	0 – 1 hour
Bending/Stooping	1 – 2 hours
Kneeling	0 – 15 minutes
Crouching	0 – 15 minutes
Crawling	0
Foot controls	0 – 30 minutes
Reaching above shoulders	0 – 1 hour
Reaching waist-shoulder	4 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 1 hour
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	2 – 4 hours
Lifting/Carrying 11-20#	1 – 2 hours
Lifting/Carrying 21-50#	0 – 30 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 4 hours
Hand Controls	0
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 6 hours
Vision to assure safety of others	0 – 4 hours
Hearing to assure safety of others	0 – 4 hours
Other	

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

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

\_\_\_\_\_  
Date