

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Process Lab Specialist III

DEPARTMENT: Natural Resources, Wastewater

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs senior/advanced level of responsibilities associated with routine and non-routine chemical and biochemical analyses in a wastewater treatment laboratory using required instrumentation and wet chemistry methods. The classification is also responsible for identifying and resolving laboratory testing problems, assisting in the analysis of wastewater treatment processes and acting as a project manager for assigned capital projects

WORK ENVIRONMENT: Wastewater treatment plant.

ESSENTIAL FUNCTIONS: Performs the essential duties of the Process Laboratory Specialist I, II and the following additional duties. Assist the Chief Process Analyst in administering and executing the laboratory's quality assurance/quality control program. Propose, develop, write and implement new or alternative test methods or procedures to satisfy new process monitoring requirements, lower costs and/or improve laboratory efficiency. Assist supervisory staff in managing laboratory resources and prioritize extra work assignments. Represent the laboratory on special needs projects including the coordination of sampling and analyses. Schedule corrective and regular maintenance for laboratory equipment and facilities. Conduct training for assigned staff. Assist senior staff in the coordination and scheduling workload. Act as project manager and laboratory representative for assigned projects. Prepare technical reports on findings based on assigned laboratory analysis. Participate as a business team member in team decisions.

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

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

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

Physician's Signature

Date