

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Process Lab Specialist I

DEPARTMENT: Natural Resources, Wastewater

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs learning/entry level laboratory responsibilities such as all routine chemical and biochemical analyses in a wastewater treatment plant laboratory and operating required instrumentation.

WORK ENVIRONMENT: Wastewater treatment plant.

ESSENTIAL FUNCTIONS: Performs a variety of physical, chemical, and biochemical analyses. Prepare samples for analysis and preserve/store them according to standard procedures. Maintain the physical and quantitative integrity of each sample and maintain associated records. Collect samples and operate a motorized vehicle to travel to remote work locations or locations with no public transportation services. Clean and perform some routine servicing of automatic samplers and specific field equipment. Assist with the calibration of on-line instruments. Calculate and enter test results and other pertinent data into spreadsheets and lab database. Complete and maintain benchsheets, logs, and other records (paper and electronic). Prepare necessary reagents and standards. Identify and notify higher level staff of unusual test results. Monitor control charts and quality control samples (blanks, check standards, and duplicates) to maintain test integrity. Participate as member of a business team to make decisions regarding the work unit's business goals and objectives. Monitor and maintain laboratory chemical inventories and verify shipment orders. Validate data at benchsheet level.

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 – 6 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