

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, and Back strength and lifting.

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

JOB TITLE: Wastewater Maintenance Supervisor

DEPARTMENT: Natural Resources, Wastewater

WORK SCHEDULE: 40/week

JOB DESCRIPTION: The management, administration, and allocation of trades worker groups for a facility, a group of facilities or multiple work locations. Incumbents in this classification typically develop and implement work unit objectives and programs, and develop and monitor budgets and human resources for multiple work units.

WORK ENVIRONMENT: Wastewater Treatment Plant

ESSENTIAL FUNCTIONS: Develop, plan, organize, implement and direct the annual programs and objectives for multiple work units comprised of trades employees. Provide guidance and direction to subordinate supervisors and support staff concerning the most complex and/or sensitive issues/problems. Provide guidance and direction in making work quality, customer service and/or employee satisfaction improvements. Identify and develop staffing requirements; delegate responsibilities and authority to subordinate supervisors; conduct employee performance evaluations of all multiple work unit supervisors and support staff; and make hiring, disciplinary and termination decisions. Identify and develop physical requirements for assigned work units. Establish objectives and priorities; and approve material and equipment purchases. Develop and implement policies and procedures pertaining to operations for multiple work units. Develop, implement, administer and monitor annual budgets for multiple work units. Implement and provide direction for multiple work unit safety and training programs. Administer all union contracts. Conduct multiple work unit employee discipline, grievance response and conflict resolution activities. Oversee routine and preventive maintenance programs and procedures as well as capital and operating project completion. Direct and control the mobilization of King County trades employees in emergency circumstances.

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 DBL
- Other \_\_\_\_\_

Special Requirements:

- CDL
- Respirator use

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

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

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

\_\_\_\_\_  
Date