

# 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 and Audiogram.

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

JOB TITLE: Assistant Stores Operations Manager

DEPARTMENT: Transportation, Fleet

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Supervises Inventory Purchasing Specialist I & II as well as other management duties, tasks and reporting.

WORK ENVIRONMENT: Office with some warehouse.

ESSENTIAL FUNCTIONS: Run management reports and discuss any issues with staff. Reports include: Stock Out Report- list of items with zero balance; 2) Outstanding Order Report- list of items on order or backordered that have not been received that are past their estimated delivery date; 3) Auto Order Report- list of all items due for reorder. Assist with identifying products to be included in bid document, determine usage rate, and develop language to meet Stores requirements. Assist Stores Operation Manager with daily review of ARMS error report. Correct transactions containing invalid task or project numbers. Assist Stores Operation Manager with review of invoices processed via automated inventory system (Faster), and confirm amount received in systems matches what was submitted for payment. Respond to questions, resolve disputes, write procedures, and assist during Stores staff absences or during times of heavy demand. Work may include the review and update of required data fields in Faster system, assisting with warehouse re-organization, or special projects related to parts and bin location identification. **Safety Compliance Administration:** Duties to include 1) track and record all Stores employee safety training including new employee requirements; 2) scheduling bi-annual safety drills; and 3) develop written safety procedures as needed. Answer customer questions and try to resolve any complaints to prevent reoccurrence.

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
Standing	0 – 1 hour
Walking <input type="checkbox"/> uneven terrain	0 – 2 hours
Sitting	3 – 6 hours
Climbing stairs	0 – 1 hour
Climbing <u>ladder</u>	0 – 30 minutes
Balancing	0 – 30 minutes
Bending/Stooping	0 – 1 hour
Kneeling	0 – 30 minutes
Crouching	0 – 30 minutes
Crawling	0
Foot controls	0 – 30 minutes
Reaching above shoulders	0 – 1 hour
Reaching waist-shoulder	2 – 4 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 1 hour
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	0 – 2 hours
Lifting/Carrying 11-20#	0 – 2 hours
Lifting/Carrying 21-50#	0 – 1 hour
Lifting/Carrying 51-100#	0 – 30 minutes
Lifting/Carrying 100+#	0 – 15 minutes
Handling	3 – 6 hours
Hand Controls	0 – 30 minutes
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 6 hours
Vision to assure safety of others	0 – 30 minutes
Hearing to assure safety of others	0 – 30 minutes
Other	

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

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

\_\_\_\_\_  
Date