

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at <http://www.metrokc.gov/ohrm/kcjabank/>

PATIENT NAME: _____

JOB TITLE: Machinist I

DEPARTMENT: Transportation, Fleet

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs mechanical, electrical, hydraulic and preventive maintenance overhaul and repair work on a variety of vehicles and stationary equipment or related components.

WORK ENVIRONMENT: Shop

ESSENTIAL FUNCTIONS: Perform mechanical, electrical and hydraulic overhaul and repair work on automobiles, light and heavy trucks, tractors, mowers, trailers, backhoes, loaders, buses, electric buses and other automotive, construction, road repair, maintenance, wastewater related equipment and other mechanical-related equipment. Perform scheduled preventive maintenance. Troubleshoot and diagnose major and minor mechanical, hydraulic and electrical problems in all types of equipment. Fabricate, install, adjust, replace or rebuild systems, components and related parts. Mount various types of new and used systems or equipment on new/used vehicles or equipment. Document maintenance, repairs, problems on work orders. May prepare reports and maintain records. Provide technical assistance, direction and advice to other workers, and give guidance on complex mechanical repair projects. Install and fabricate a variety of metal fixtures. Install, overhaul, rebuild and perform preventive maintenance on large industrial engines and systems. Troubleshoot and evaluate equipment repair needs; plan strategies, parts, tools and equipment needs. Open and close work orders and schedule inspections. Use computer terminal. Train apprentices to perform technical tasks. Plan and coordinate repairs with other areas such as radiator shop. Perform oil servicing, sampling, greasing. Repair machine drums and rotors. Install, repair, maintain and design automotive plumbing systems. *When working as Lead Mechanic/Automotive Machinist, in addition to the above:* Determine work to be done, assign staff, schedule and coordinate the work. Direct, coordinate and assist mechanics in their regular duties. Maintain shop records such as work orders, warranty, rebuild-part information, complete work orders and other materials.

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

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	3 – 7 hours
Walking <input checked="" type="checkbox"/> uneven terrain	30 min – 1 hour
Sitting	4 – 5 hours
Climbing stairs	0 – 30 minutes
Climbing <u>ladder/truck</u>	0 – 30 minutes
Balancing	0 – 30 minutes
Bending/Stooping	2 – 3 hours
Kneeling	2 – 5 hours
Crouching	2 – 5 hours
Crawling	30 min – 2 hours
Foot controls	4 – 5 hours
Reaching above shoulders	3 – 4 hours
Reaching waist-shoulder	3 – 4 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	2 – 3 hours
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	1 – 2 hours
Lifting/Carrying 11-20#	1 – 2 hours
Lifting/Carrying 21-50#	0 – 1 hour
Lifting/Carrying 51-100#	0 – 30 minutes
Lifting/Carrying 100+#	0 – 30 minutes
Handling	4 – 7 hours
Hand Controls	4 – 7 hours
Fingering <input checked="" type="checkbox"/> keyboarding	0 – 1 hour
Vision to assure safety of others	4 – 5 hours
Hearing to assure safety of others	4 – 5 hours
Night Vision	4 – 5 hours

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

Physician's Signature

Date