

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

<http://www.kingcounty.gov/employees/HumanResources/SafetyClaims/JobAnalysis/analyses.aspx>

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

JOB TITLE: Admin Spec I, Mail Services Courier

DEPARTMENT: DLS, Roads

WORK SCHEDULE: 40 hrs/week M-F

JOB DESCRIPTION: Performs a variety of technical, clerical and administrative support activities relating to mail distribution. May be assigned to mailroom, driving, or walking mail route.

WORK ENVIRONMENT: Office, vehicle and field locations

### ESSENTIAL FUNCTIONS:

Perform a variety of technical, clerical and administrative support activities relating to interoffice mail distribution and general mail room housekeeping;

- Receive, sort, distribute and meter United State Postal Service (USPS) and interoffice mail;
- Deliver and collect mail throughout King County on a prescribed route, on foot and by vehicle, on a regular schedule and in all weather conditions;
- Be able to lift 50 pounds repetitively, sustain prolonged standing, walking and constant body shifting for extended periods of time on a daily basis;
- Have the ability to read maps and/or GPS.

### 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 \_\_\_\_\_  
☐ Other \_\_\_\_\_

### Special Requirements:

- ☐ CDL   ☐ Respirator use

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Name: \_\_\_\_\_

Walking <input type="checkbox"/> uneven terrain	.25 – 3 hrs
Sitting	.25 – 3 hrs
Climbing stairs	10 – 40 minutes
Climbing _____	0
Balancing _____	0
Bending/Stooping	.25 – 1 hr
Kneeling	10 – 30 min
Crouching	10 – 30 min
Crawling	0
Foot controls	While driving
Reaching above shoulders	10 – 30 min
Reaching waist-shoulder	.5 – 1 hr

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	.5 – 1 hr
Reaching floor-knee	.5 – 1 hr
Lifting/Carrying 1-10#	.5 – 2 hrs
Lifting/Carrying 11-20#	.5 – 1 hr
Lifting/Carrying 21-50#	10 – 45 min
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	1 – 3 hrs
Hand Controls	.5 – 2 hrs
Fingering <input type="checkbox"/> keyboarding	1 – 3 hrs
Vision to assure safety of others	3 – 8 hrs
Hearing to assure safety of others	3 – 8 hrs
Other	

I have reviewed this Job Analysis for the above-named candidate and agree that the employee can perform the physical activities described.

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

\_\_\_\_\_  
Date