

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at:

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

Physical Required: General physical, Diabetes, BP, Vision, Audiogram and Respiratory Questionnaire.

PATIENT NAME: _____ JOB TITLE: Code Enforcement Officer II

DEPARTMENT: Development and Environmental Services WORK SCHEDULE: Varies

JOB DESCRIPTION: The responsibilities of the journey-level position include researching and investigating complaints involving violations of zoning, housing and building codes and ordinances, working with property owners, contractors and other King County and Government departments to bring buildings and properties into compliance with applicable codes. Incumbents will conduct meetings to evaluate and resolve code enforcement disputes and problems, and represent the County at public hearings and neighborhood meetings.

WORK ENVIRONMENT: Work is performed in a wide variety of areas that can range from substandard living conditions and structures to an office environment. Substandard living conditions may expose the worker to unsanitary or potentially harmful conditions that may include: trip hazards, uneven and rocky stream channels, disease, illegal drug labs, collapsing structures, cesspools, animal bites, flea and insect infestation, booby traps, threat to bodily harm, and asbestos. The noise level varies from quiet to loud depending on the location of inspection.

ESSENTIAL FUNCTIONS: Enforce building codes, zoning codes, Housing Codes, Critical-Area Codes, Uniform Codes, the King County Shoreline Master Program, Endangered Species Act, Plat Restrictions, Surface Water Management, Public Right of Way and King County Codes. Investigate complaints, including site inspections, assessment of violations, interviews of involved parties, and photographic records for evidence in hearings and trials. Determine the validity and nature of the violations, the impact on the environment and/or public, and the course of action needed to resolve the violations. Negotiate compliance with applicable codes and ordinances. Research zoning and history of properties to determine ownership improvements and preexisting uses. Prepare correspondence to complainants, violators, lawyers, and other agencies and for response to public inquiries. Identify wetlands and sensitive-areas, and perform basic wetland and steep slope delineation. Conduct regular inspections of properties to monitor progress towards compliance and to make record of progress and assess penalties as required to secure compliance. Research, prepare and represent cases at public hearings and cases referred to the King County Prosecuting Attorney. Prepare cases referred for abatement and/or legal actions.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 3 hours
Walking <input checked="" type="checkbox"/> uneven terrain	2 – 3 hours
Sitting	4 – 5 hours
Climbing stairs	0 – 30 minutes
Climbing <u>ladder</u>	0 – 15 minutes
Balancing	0 – 30 minutes
Bending/Stooping	0 – 1 hour
Kneeling	0 – 15 minutes
Crouching	0 – 10 minutes
Crawling	0 – 10 minutes
Foot controls	2 – 3 hours
Reaching above shoulders	0 – 10 minutes
Reaching waist-shoulder	3 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 1 hour
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	0 – 30 minutes
Lifting/Carrying 11-20#	0
Lifting/Carrying 21-50#	0
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	2 – 3 hours
Hand Controls	0 – 1 hour
Fingering <input checked="" type="checkbox"/> keyboarding	1 – 3 hours
Vision to assure safety of others	6 – 7 hours
Hearing to assure safety of others	6 – 7 hours
Looking up	30 min – 1 hour

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 60-80 DBL
- Animals

Special Requirements:

- CDL Respirator use

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

Physician's Signature

Date