

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 Support Specialist

DEPARTMENT: DNRP/WTD

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performing fully proficient and advanced level technical and administrative functions to support the administrative, maintenance and financial reporting systems that support a wastewater treatment plant and conveyance systems.

WORK ENVIRONMENT: Wastewater Treatment Plant – Office environment

ESSENTIAL FUNCTIONS: Enter asset and maintenance data into database as provided by Maintenance/Planner Scheduler (e.g., work orders, asset numbers, asset descriptions) ensuring accuracy through review of paper documentation and audit of retained data. Follow established policies and procedures for payroll and time & labor transactions (e.g., review paper time reports, enter data, file transfer to central payroll system) ensuring accuracy through review of paper documentation and audit of retained data. Resolve and/or identify payroll and other accounting related problems by researching and answering questions or referring problems to other staff. Develop, prepare and maintain operational and administrative information (e.g. mandated operations reports, newsletters, presentation materials, organizational charts, expense reports, directories). Prepare and process various accounting transactions (e.g., expense/travel reimbursements, tuition reimbursement, invoice payments, petty cash, requisitions). Create relational databases, directories, and track and maintain data for personal computer based applications. Research and compile data for information requests including preparing spreadsheets and/or custom reports. Maintain human resources and plant operations information (e.g., personnel files, employee emergency contact information, stand-by lists) and process related transactions (e.g., Personnel Change Notification, Request for Personnel, service awards, worker's compensation, Family Medical Leave Act). Perform general administrative support as assigned (e.g., answer phones, maintain calendars, screen mail, prepare correspondence and other documents for management's signature, purchase supplies, archiving, mail).

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

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	30 min – 1 hour
Walking <input type="checkbox"/> uneven terrain	30 min – 1 hour
Sitting	6 – 8 hours
Climbing stairs	0 - 5 minutes
Climbing _____	0
Balancing	0 - 5 minutes
Bending/Stooping	0 - 5 minutes
Kneeling	0 - 5 minutes
Crouching	0 - 5 minutes
Crawling	0
Foot controls	0 – 1 hour
Reaching above shoulders	0 – 30 minutes
Reaching waist-shoulder	4 – 6 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 10 minutes
Reaching floor-knee	0 – 5 minutes
Lifting/Carrying 1-10#	1 – 4 hours
Lifting/Carrying 11-20#	0 – 1 hour
Lifting/Carrying 21-50#	0 - 30 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	1 – 2 hours
Hand Controls	0 - 6 hours
Fingering <input checked="" type="checkbox"/> keyboarding	0 - 6 hours
Vision to assure safety of others	
Hearing to assure safety of others	
Other	

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

Physician's Signature

Date