

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Airport Operations Supervisor
DEPARTMENT: Transportation & Public Works
DOT OCCUPATION CODE: 899.687-014; 373.663-010; 912.364-010

DATE COMPLETED: June 2018
DIVISION: Airport
PHYSICAL DEMAND STRENGTH RATING: Very Heavy per D.O.T and Job Analysis

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
While performing the following duties, employees in this position work at the Sonoma County Airport, working outdoors in all types of weather conditions, performing duties in both daylight and dark/dim conditions and acting as first responder for fire and crash rescue emergencies.							
Works long and irregular hours, including nights, weekends, and holidays, to oversee and perform maintenance activities which need to be done while commercial operations are closed, during special events, when planes are delayed, and during response and recovery phases of emergency situations.	1	O					

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Directly supervises assigned staff including: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff continuing education; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	2	C	Computer, Phone, Two-way radio		Y	Essential	
Conducts regular safety meetings and continuously enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior.	3	C	Personal Protective Equipment (PPE)		Y	Essential	
Ensures all shifts/assignments are staffed and may cover shifts and assignments personally including days, nights, weekends, and holidays.	4	O	Computer				
Supervises the preventative maintenance program for airport facilities and equipment including: scheduling and insuring routine maintenance for vehicles and equipment in accordance with County/Airport and FAA standards; makes recommendations to improve maintenance schedules; estimates the amount of supplies, equipment and materials necessary to maintain the preventative maintenance program; coordinates materials, labor and tools to ensure jobs are completed when scheduled.	5	F	Computer, Phone		Y	Essential	
Inspects work performed by assigned staff and contractors for completeness, accuracy, and compliance with plans, permits, and established standards including: walks and drives various sites to visually inspect quality and progress of jobs and provide direction as needed; reports the status of work in progress and any unforeseen problems or requirements to supervisors or managers.	6	F	Vehicle	CA Class C Driver's License	Y	Essential	
Works independently and uses good judgment while directing, performing, or assisting staff in the performance of semi-skilled maintenance and repair of airport buildings, facilities, and airfield systems including painting, plumbing, carpentry, electrical, and roofing; operates hand tools and power tools; builds and installs shelves, racks, sun/wind shelters, signs, etc.; uses boom lift to work above ground at heights up to 60 feet.	7	O	Boom lift, Hand tools, power tools, PPE (Harness, Hard hat, Gloves, etc.)	CA Class C Driver's License	Y	Essential	

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Drives and walks airport grounds and facilities and visually inspects for safety or security issues, including inspecting for wildlife on runways prior to every commercial air carrier operation (landing, takeoff); completes inspections and prepares inspection forms within established timelines.	8	O	Vehicle, Tablet	CA Class C Driver's License	Y	Essential	
Works independently and uses good judgment while directing, performing, or assisting staff in the performance of: maintenance and custodial duties on airport grounds including: patches and paints stripes on pavement; mows grass and weeds; prunes trees and shrubs; digs holes, trenches, etc.; sweeps runways and walkways; picks up litter; lifts and empties garbage bags.	9	O	Shovel, rake, Street sweeper, tractor mower, broom, weed whacker, chainsaw, jack hammer	CA Class C Driver's License	Y	Essential	
Operates heavy equipment including; sits for long periods of time; climbs up and down stairs or ladder rungs to enter and exit equipment; reaches forward, down, and across to operate controls; monitors and remains alert to verbal and visual signs from other workers, and to equipment instrument and gauges to detect malfunctions and problems.	10	O	Tractors, Boom lift, Paint Sprayer, Trailer Sprayer	CA Class C Driver's License	N	Essential	
Inspects vehicles, machines, equipment and tools and reports damage, wear, required repairs and maintenance, and need for replacement; complete inspections and prepares inspection forms within established timelines.	11	O	Clipboard, Pen/Pencil		y	Essential	
Operates a crash rescue vehicle and firefighting equipment as first responder in fire and crash rescue emergencies including; lays, operates, folds, and reloads a hose (line) weighing up to 59 lbs.; moves quickly to remove victims from danger including lifting, carrying, and dragging individuals weighing more than 100 pounds; wears protective equipment and self-contained breathing apparatus weighing 45 - 75 pounds while performing firefighting and rescue activities.	12	O	Fire truck, Protective gear (turnout), SCBA, Fire hose, Personal Protective Equipment (PPE)	CA Class C Driver's License with fire endorsement; Aircraft Rescue and Firefighting Training; Live Fire Training	Y	Essential	
Acts as initial incident commander in fire and crash rescue emergencies including: uses good judgment to make critical decisions in confused, chaotic, and potentially life-threatening situations and to assess the nature of the emergency and determine appropriate course of action; directs fire and rescue operations.	13	O	REDCOM/Airport Radio, Phone	Aircraft Rescue and Firefighting Training; Live Fire Training	Y	Essential	

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Performs first response emergency first aid including CPR and use of Automated External Defibrillator (AED).	14	O	AED	First Aid, CPR, AED	Y	Essential	
Participates in continuous training to maintain required certifications and licenses, and to maintain and enhance knowledge and skills necessary to perform assigned duties, including Hazardous Materials Handling, Aircraft Rescue Firefighting (ARFF) and other physical abilities.	15	O	Personal Protective Equipment (PPE)		N	Essential	
Applies pesticides, fertilizers, and other materials; secures and tows sprayer; drives pick-up to tow trailer; walks beside truck sprayer using hand wand to distribute.	16	O	Truck, Trailer Sprayer, Sprayer Wand (PPEs, Tyvex Suit, respirator, goggles, gloves)	CA Class C Driver's License	N	Non-Essential	
Orders maintenance supplies and equipment; researches and develops specifications, procure equipment and supplies; reaches above shoulders, below waist, to lift, carry, and place materials and equipment weighing up to 100 pounds.	17	O	Vehicle	CA Class C Driver's License	N	Essential	
Communicates with the general public in person, by phone, and by email to provide information regarding County airport rules and regulations, enforce TSA security requirements, escort individuals into secured areas; maintains a calm and professional manner while dealing with hostile or verbally abusive members of the public; coordinates activities and maintains good public relations and customer service standards with FAA and Airline staff, Air Traffic Controllers, Contractors, Airport tenants and visitors.	18	F	Phone, Two-way Radio, Computer/Tablet		Y	Essential	

PART 2: PHYSICAL DEMANDS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
Sitting (i.e.: Plans, organizes, staffs, directs and trains staff; Reviews, develops reports; Orders supplies; Drives, visually inspects for safety and security issues; Operates heavy equipment)	1,2,3,4,5,8,12, 15,16,17, 18	F			
Walking (i.e.: Inspects work, vehicles, equipment and tools; monitors, performs maintenance; Functions as Initial Incident Commander; Inspects maintenance and repair work performed and assists in performance of semi-skilled work; Trains; Applies sprayed materials walks beside sprayer)	1, 6,7, 11-18	F			
Running (i.e.: Performs emergency response, first responder duties. Preferably without running)	13,14	O			
Standing (i.e.: Oversee and performs maintenance activities when commercial operations closed; Inspects and monitors safety and security measures)	1,5,6,7,9,11,13, 16-18	F			
Bending-Neck (i.e.: Desk work, inspecting, repairing; Performing CPR)	1-15, 17	F			
Bending-Waist (i.e.: Inspects, performs various repair and maintenance tasks; Operates heavy equipment. Training staff safety strategies for this and related activities)	1,2,3,4,6,7,8,9, 10,11,12,14	F			
Squatting (i.e.: Inspecting; Performing maintenance and repair duties; Incident response)	1,3,6, 7, 11, 12, 13,14, 17	O			
Climbing (i.e.: Inspecting; monitoring; performing maintenance duties; Heavy equipment related; Ladders; Boom Lift, Incident response; Training staff safety strategies for this activity)	3,6,7,10	O			
Kneeling (i.e.: Inspecting, monitoring, performance duties; Incident response)	1,6,7,9,11,14	O			
Crawling (i.e.: Inspecting; Repairing)	6,7	O			
Twisting-Neck (i.e. Driving; Office work; Incidence response, Overseeing and performing duties related to airfield security, maintenance and repair operations)	1,2,3,4,5,6,7,8,9, 10,12,13,14	F			
Twisting-Waist (i.e.: Driving; Office work; Incidence response, Overseeing and performing duties related to airfield security, maintenance and repair operations; Training staff safety strategies for this and related activity)	1,2,3,6,7,8,9,10, 11,12,14	F			
Repetitive Hand Use (i.e.: Computer; Training staff safety strategies for this and related activities)	2,3,4,5,6	F			
Simple Grasping-Right Hand (i.e.: Driving; Handling office equipment/supplies, documents, tools)	1,2,4,5,7,8,9,10, 11,13,14,15	F			
Simple Grasping-Left Hand (i.e.: Driving; Office equipment/supplies; Handling documents; Tools).	1,2,4,5,7,8,9,10, 11,13,14,15	F			
Power Grasping-Right Hand (i.e.: Hand tools, power tools; Attaching heavy equipment to tractors; Heavy lifting; Pulling hoses; Victim rescue)	7,9,12,16	F			
Power Grasping-Left Hand (i.e.: Hand tools, power tools; Attaching heavy equipment; Heavy lifting; Pulling Hoes; Victim rescue)	7,9,12,16	F			
Fine Manipulation-Right Hand (i.e.: Computer and	1-5,7,8,11,13,15	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
<i>office; Documents; Delicate repairs/maintenance; Operating selected meters and dials)</i>					
Fine Manipulation-Left Hand (i.e.: Delicate repairs and maintenance; Documents; Computer; Operating selected meters and dials)	1-5,7,8,11,13,15	F			
Pushing and Pulling-Right Hand (i.e.: Maintaining, Repairing, Inspecting work and repairs performed by others; Opening and closing doors/drawers; Carts; Dollies; Pulling hoses; Rescuing victims)	1,6,7,9,10,11,12	F			
Pushing and Pulling-Left hand (i.e.: Maintaining Repairing; Inspecting work and repairs performed by others; Opening and closing doors/drawers; Carts; Dollies; Pulling hoses; Rescuing victims)	1,6,7, 9,10,11,12	F			
Reaching-Above shoulder level (i.e.; Accessing above shoulder storage; Pruning trees; Light bulb replacements from boom lift; Training staff safety strategies for this activity)	3,4,5 6,10,12	F			
Reaching-Below shoulder level (i.e.: Repairs; Maintenance; Accessing low storage)	6,7,9,10,11,17	F			
Lifting-up to 10 lbs. (i.e.: Binders, files, documents computer, misc. equip and small hand tools.)	1,2,4,5,8,9,11,15, 17	F			
Lifting-11-25 lbs. (i.e.: Weed whacker and other power tools, Small hand tools)	2,7,9,11,16	F			
Lifting-26-50 lbs. (i.e.: Fire Extinguisher; SCBA; Glass beads for sprayer; misc. maintenance/repairs; Training staff safety strategies for this and related activities)	2,3,7,9	O			
Lifting 51-75 lbs. (i.e. Generator; Sand and cement/mortar; Full gear + SCBA; misc. maintenance/repairs; Training staff safety strategies for this and related activities)	2,3,7,9,11	O			
Lifting 76-100 lbs. (i.e. Jack Hammer, Emergency response: lift-carry up to 100 lb. victim. Moving tractor parts, terminal furniture; Training staff safety strategies for this and related activities.)	2,3,7,9,11,12,13	O			
Lifting 100 + lbs. (i.e.: Individual or Team lift, carry/drag 100+ lb. victim, as applicable in incident response; Training staff safety strategies for this and related activities)	3,12,13	O			
Carrying 0-10 lbs. (i.e.: Binders, files, computer, small hand tools)	1,2,4,5,8,9,11,18	F			
Carrying 11-25 lbs. (i.e.: Weed whacker and other power tools, Larger hand tools)	1,7,9	F			
Carrying 26-50 lbs. (i.e.: Fire Extinguisher; SCBA; Glass beads for sprayer)	1,7,9,17	O			
Carrying 51-75 lbs. (i.e.: Generator; Sand bags; Barricade; Moving terminal furniture; Incident response)	1,7,12,17	O			
Carrying 76-100 lbs. (i.e.: Cement up to 80 lbs. Emergency Response, remove victims up to 100 lbs.; Team lift, carry/drag 100+ lb. victim, as applicable in incident response)	1,7,12,17	O			

PART 3: SENSORY REQUIREMENTS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Functional vision, normal or corrected	1-18	C			
Functional color vision, normal or corrected	N/A	O			
Functional night vision, normal or corrected	1,4,12,13,14	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Functional hearing, normal or corrected	1-18	C			
A sense of smell or taste	1,3,12,13,14,16	O			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow Oral Instructions	C			
Follow Written Instructions	C			
Required to sustain concentration	C			

PART 5: NATURE OF TASKS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow set procedures	C			
Organize own work	C			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	C			
Required to train and/or lead other staff	C			
Required to direct other staff (e.g. planning, goal setting, performance)	C			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Tightly scheduled and rapid pace of work activities at high volume	C			
Meet time sensitive deadlines	C			
Long and/or irregular hours	F			
Limited/unpredictable opportunity for breaks	F			
Required to perform on-call or emergency work	F			

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Variable and unpredictable workflow	C			
Attention divided by issues requiring multi-tasking	C			
Work requires precise attention to detail	C			
Use of judgment in routine matters	C			
Requires use of judgment in adapting procedures from one task to another	C			
Possible legal ramifications associated with work activities or work product	C			

PART 8: INTERACTIONS WITH OTHERS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Works with others (e.g., co-workers, other departments/agencies, public)	C			
Interactions limited to giving/receiving information	C			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	C			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Interactions occur under circumstances of emotional stress. (i.e.: terminal customers.)	F			
Risk of confrontation with violent or assaultive clients or customers	O			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside	F			
Work Outside	F			
Extreme Heat (above 100 degrees)	O			
Extreme Cold (below 32 degrees)	O			
Excessive Noise (must raise voice to be heard)	O			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	O			
Dust, Vapors, Fumes, Smoke	O			
Silica, asbestos, etc.	O			
Solvents (e.g., gas, turpentine, etc.)	O			
Grease, oils	O			
Acidic, Caustic Solutions	O			
Pesticides	O			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives	O			
Other Chemicals (e.g. drugs and other contraband)	O			
Human Blood, Body Tissues, or Fluids	O			
Human Wastes	O			
Animal Blood, Body Tissues, or Fluids	O			
Animal Wastes	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste	O			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	F			
Walking on uneven, slippery, or rough surfaces	O			
Proximity to moving mechanical parts (e.g., equipment, machinery)	F			
Proximity to moving vehicles or objects	F			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
Contact with water, other liquids, humid conditions - not weather related	O			
Work Below Ground: (e.g., excavation, trench, etc.)	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
Operates non-commercial motor vehicles (cars, trucks)	F			
Operates commercial vehicles – CDL Class _____ Endorsements: Fire	O			
Operates passenger van to transport clients, inmates, etc.	O			
Pulls non-commercial trailers or equipment	O			
Operates heavy equipment	O			
Other: Articulation Boom Lift/Fork Lift – Certification Required	O			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

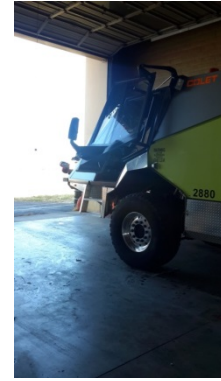
Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
Audiometric Testing	X	X	annual
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam	X		one time
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard	X	X	annual
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test			
Vaccine: MMR			
Vaccine: Hepatitis B		X	
Vaccine: Influenza			
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Rabies Titer			
Vaccine: Tdap			
Vaccine: Chickenpox			



Full turnout between 45-75 lbs.



Aircraft Rescue and Fire Fighting Truck



(ARFF Truck)



Portable Generator- 54 lbs.



Chain Saw- 13 lbs. and Pole Saw-



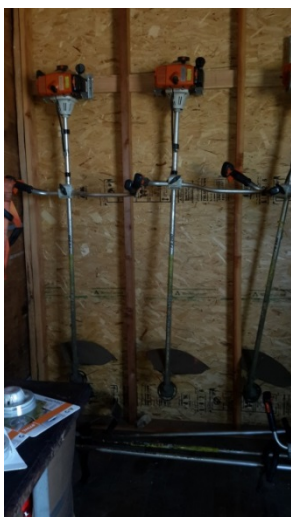
Jackhammer- 73 lbs.



Misc. tools



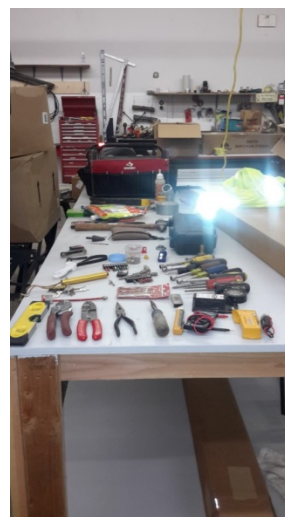
Misc. power tools



Weed Whackers- 17/18 lbs.



Leaf Blower- 9 lbs.



Misc. Hand Tools



Concrete Bags- 60 lbs. and 80 lbs.



K Rail Barricades 72 lbs.



Equipment Trailers



Wood Chipper



Lawn Mower



Lawn Mower



Paint



Riding Sprayer



**Riding Paint Sprayer
Riding Paint Sprayer**



Push Paint Sprayer



Tractor has Various Attachments



Tractor



Forklift



Boom Lift



Street Sweeper



Street Sweeper



Vehicle with Auger and Drill