

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Airport Operations Trainee-Specialist-Senior
DEPARTMENT: Transportation & Public Works
PHYSICAL DEMAND STRENGTH RATING: Very Heavy per D.O.T and Job Analysis

DATE COMPLETED: August 2019
DIVISION: Airport

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/Not Required (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. 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 responders for fire and crash rescue emergencies.						
Works long and irregular hours, including nights, weekends, and holidays, to perform maintenance activities which need to be done when commercial operations are closed, during special events, when planes are delayed and during response and recovery phases of emergency situations.	1	O			E	

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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.	2	C	Vehicle, Tablet	CA Class C Driver's License	E	
Performs 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.	3	F	Boom lift, Hand tools, power tools, PPE (Harness, Hard hat, Gloves, etc.)	CA Class C Driver's License	E	
Performs 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.	4	F	Shovel, rake, Street sweeper, tractor mower, broom, weed whacker, chainsaw, jack hammer	CA Class C Driver's License	E	
Applies pesticides, fertilizers, and other materials; secures and tows sprayer; drives pick-up to tow trailer; walks beside sprayer using hand wand to distribute.	5	O	Truck, Trailer Sprayer, Sprayer Wand (PPEs, Tyvek Suit, respirator, goggles, gloves)	CA Class C Driver's License	E	
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.	6	O	Fire truck, protective gear (turnout), SCBA, fire hose	CA Class C Driver's License with fire endorsement; Aircraft Rescue and Firefighting Training; Live Fire Training	E	
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.	7	O	REDCOM/Airport Radios, Phone	Aircraft Rescue and Firefighting Training; Live Fire Training	E	

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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.	8	O	Tractors, Boom lift, Paint Sprayer, Trailer Sprayer	CA Class C Driver's License	E	
Performs first response emergency first aid including CPR and use of Automated External Defibrillator (AED).	9	O	AED	First Aid, CPR, AED Certification	E	
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.	10	O	Clipboard, Pen/Pencil		E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear.	11	C	Personal Protective Equipment (PPE)		E	
Orders maintenance supplies and equipment; loads/unloads and drives truck or other vehicles to pick up and deliver supplies; lifts, carries, and places materials and equipment weighing up to 80 pounds.	12	O	Computer, Phone, Truck, trailer, Pallet Jack	CA Class C Driver's License	E	
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.	13	F	Computer, phone		E	
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.	14	O	Computer		E	

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Senior only:						
Works independently and uses good judgment while leading and assisting staff engaged in the performance of Airport Operations: trains staff; schedules and prioritizes daily work assignments to cover required duties and shifts; ensures those assignments are completed accurately and in compliance with applicable federal and state regulations, Airport ordinances, policies, and other related operational requirements; keeps Airport supervisor/management informed on these matters; organizes training sessions for Airport Operations staff.	15	F	Computer, pen, pencil		E	

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
1 Sitting (i.e.: Reviews, prepares reports; Drives, Visually inspects for safety and security issues; Operates heavy equipment; Orders supplies).	1,2,6,8,12,14,15	F			
2 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; Applies sprayed materials walks beside sprayer)	1,2,3,4,5,6,7,10,11,12,13,15	F			
3 Running (i.e.: Performs emergency response, first responder duties; Preferably without running)	1,6,7,9,	O			
4 Standing (i.e.: Performs maintenance activities when commercial operations closed; Inspects and monitors safety and security measures)	1,2,3,4,5,6,7,10,11,13,15	F			
5 Bending-Neck (i.e.: Desk work, inspecting, repairing; Maintenance work; Performs CPR)	1-15	F			
6 Bending-Waist (i.e.: Inspects, performs various repair and maintenance tasks; Operates heavy equipment)	1,2,3,4,6,7,8,8,10	F			
7 Squatting (i.e.: Inspecting; Performing maintenance and repair duties; Incident response)	1,3,4,6,8,9,10	O			
8 Climbing (i.e.: Inspecting; monitoring; performing maintenance duties; Heavy equipment related; Ladders; Incident response)	8	O			
9 Kneeling (i.e.: Inspecting, monitoring, performance duties; Incident response)	1,3,9, 10	O			
10 Crawling (i.e.: Inspecting, repairing)	1, 3, 10	O			
11 Twisting-Neck (i.e.: Driving; Office work; Incidence response, Overseeing and performing duties related to airfield security, maintenance and repair operations)	1,2,3,4,5,6,7,8,9,10,13,14,15	F			
12 Twisting-Waist (i.e.: Driving; Office work; Incidence response, Overseeing and performing duties related to airfield security, maintenance and repair operations)	1,2,3,4,6,8,9,10,13.15	F			
13 Repetitive Hand Use (i.e.: Computer)	2,3,4,5,6,7	F			
14 Simple Grasping-Right Hand (i.e.: Driving; Office equipment/supplies; Handling documents; Tools)	1,2,3,4,5,7,8,9,10,11,13,14.15	F			
15 Simple Grasping-Left Hand (i.e.: Driving; Office equipment/supplies; Handling documents; Tools)	1,2,3,4,5,7,8,9,10,11,13,14,15	F			
16 Power Grasping-Right Hand (i.e.: Hand tools, power tools; Attaching heavy equipment; Heavy lifting; Victim rescue)	3,4,5,6,8,12	F			
17 Power Grasping-Left Hand (i.e.: Hand tools, power tools; Attaching heavy equipment; Heavy lifting; Victim rescue)	3,4,5,6,8,12	F			
18 Fine Manipulation-Right Hand (i.e.: Delicate repairs and maintenance; computer; Operating selected meters and dials)	1,2,6,7,8,9,10,12	F			
19 Fine Manipulation-Left Hand (i.e.: Delicate repairs and maintenance; computer; Operating selected meters and dials)	1,2,6,7,8,9,10,12	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
20 Pushing and Pulling-Right Hand (i.e.: Inspecting repairs performed to assure functional operation; Opening and closing doors/drawers; Carts; Dollies; Rescuing victims)	1,3,4,5,6,8,9,10,12	F			
21 Pushing and Pulling-Left Hand (i.e.: Inspecting repairs performed to assure functional operation; Opening and closing doors/drawers; Carts; Dollies; Rescuing victims)	1,3,4,5,6,8,9,10,12	F			
22 Reaching-Above shoulder level (i.e.: Accessing above shoulder storage; Pruning trees; Light bulb replacements from boom lift)	3,4,5,6,8,10,12,	F			
23 Reaching-Below shoulder level (i.e.: Repairs; Maintenance; Accessing low storage)	3,4,5,6,8,10,12	F			
24 Lifting-up to 10 lbs. (i.e.: Binders, files, computer, small hand tools)	2,3,4,5,7,9,12,13,15	F			
25 Lifting-11-25 lbs. (i.e.: Weed whacker and other power tools, Small hand tools)	3,4,5	F			
26 Lifting-26-50 lbs. (i.e.: Fire Extinguisher; SCBA; Glass beads-sprayer; misc. maintenance/repairs)	3,4,5,6,12	O			
27 Lifting 51-75 lbs. (i.e.: Generator; Sand and cement/mortar; Full gear + SCBA; misc. maintenance/repairs)	3,4,5,6,12	O			
28 Lifting 76-100 lbs. (i.e.: Jack Hammer, Emergency response: lift-carry up to 100 lb. victim. Moving terminal furniture)	3,4,5,6,12	O			
29 Lifting 100 + lbs. (i.e.: Individual or Team lift, carry/drag 100+ lb. victim, as applicable in incident response.)	6,9	O			
30 Carrying 0-10 lbs. (i.e.: Binders, files, computer, small hand tools)	2,3,4,5,7,9,12,13,15	F			
31 Carrying 11-25 lbs. (i.e.: Weed whacker and other power tools, Larger hand tools)	3,4,5	F			
32 Carrying 26-50 lbs. (i.e.: Fire Extinguisher; SCBA; Glass beads for sprayer)	3,4,5,6,12	O			
33 Carrying 51-75 lbs. (i.e.: Generator; Sand bags; Barricade; Moving terminal furniture; Incident response)	3,4,5,6,12	O			
34 Carrying 76-100 lbs. (i.e.: Emergency Response, remove victims up to 100 lbs. Team lift, carry/drag 100+ lb. victim, as applicable in incident response)	6,9	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
1 Functional vision, normal or corrected	1-15	C			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	1,6,9	F			
4 Functional hearing, normal or corrected	1-15	C			
5 A sense of smell or taste	1,4,5,6,7,9	O			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	C			
2 Follow Written Instructions	C			
3 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
1 Follow set procedures	C			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	C			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

PART 6: WORK PACE

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

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	C			
2 Attention divided by issues requiring multi-tasking	C			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	C			
6 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
1 Works with others (e.g., co-workers, other departments/agencies, public)	C			
2 Interactions limited to giving/receiving information	C			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
4 Interactions occur under circumstances of emotional stress	O			
5 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
1 Work Inside	F			
2 Work Outside	F			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	O			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	O			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	O			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	O			
16 Human Blood, Body Tissues, or Fluids	O			
17 Human Wastes	O			
18 Animal Blood, Body Tissues, or Fluids	O			
19 Animal Wastes	O			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	O			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	F			
26 Walking on uneven, slippery, or rough surfaces	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	F			
28 Proximity to moving vehicles or objects	F			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
30 Contact with water, other liquids, humid conditions - not weather related	O			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	F			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	O			
35 Operates passenger van to transport clients, inmates, etc.	O			
36 Pulls non-commercial trailers or equipment	O			
37 Operates heavy equipment	O			
38 Other: <i>Articulating Boom Lift/Fork Lift- Certification Required</i>	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.)
1 Audiometric Testing	X	X	annual
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam	X		one time
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	X	X	annual
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		X	
14 Vaccine: Influenza			
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

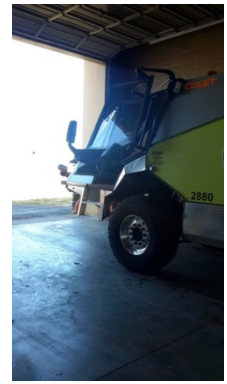
PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Full turnout between 45-75 lbs.



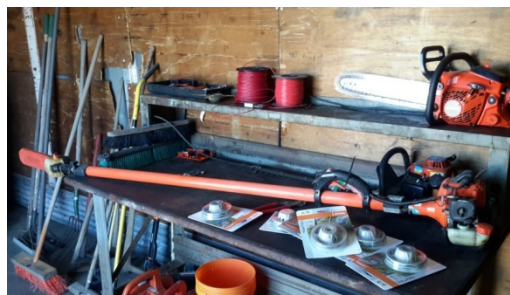
Aircraft Rescue and Fire Fighting Truck



ARFF Truck



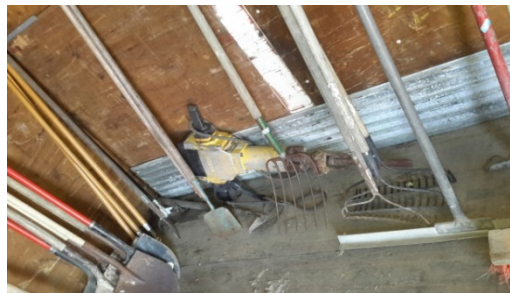
Portable Generator- 54 lbs.



Chain Saw- 13 lbs. and Pole Saw-



Jackhammer- 73 lbs.



Misc. tools



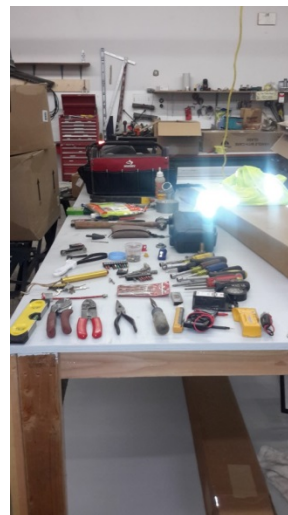
Misc. power tools



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 Sprayer



Riding Paint Sprayer



Push Paint Sprayer



Tractor has Various Attachments



Tractor



Forklift



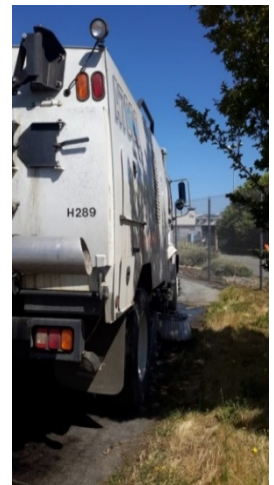
Boom Lift



Street Sweeper



Back of Street Sweeper



Side of Street Sweeper



Vehicle with Auger and Drill



Close-up of Auger and drill