

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Assistant Airport Manager
DEPARTMENT: Transportation & Public Works
DOT OCCUPATION CODE: 184.117-026; 373.663-010

DATE COMPLETED: June 2018
DIVISION: Airport
PHYSICAL DEMAND STRENGTH RATING: Very Heavy-
 Per 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 work at the Sonoma County Airport, working in both a typical office environment and outdoors in all types of weather conditions, performing duties in both daylight and dark/dim conditions and may act as first responder during fire and crash rescue emergencies.							
Works long and irregular hours, including nights, weekends, and holidays, to audit airfield safety and security and during response and recovery phases of emergency situations.	1	O			Y	Essential	

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.
Plans, organizes and directs day-to-day activities associated with airside (runways, taxiways, hangars, ramps) and landside/public access areas (check-in, parking lots, terminal, access roads, etc.) operations, maintenance, and development including establishing priorities, managing construction projects, etc.; uses good judgment and discretion to analyze situations and determine appropriate course of action.	2	C	Computer, phone		Y	Essential	
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.	3	C	Computer, phone		Y	Essential	
Coordinates, implements and oversees preventative maintenance program for airport facilities and equipment; assists in the planning, development, and implementation of Airport construction projects; reads and interprets engineering and architectural drawings and sketches; explains work required to Airport contractors and Airport staff.	4	F	Computer, phone		Y	Essential	
Ensures daily compliance with Airport security regulations, acts as Airport Security Coordinator and maintains Airport Security Program including: drives and walks Airport grounds and buildings to inspect for compliance with contracts, FAA regulations, and safety precautions; reviews accident and incident reports and conducts investigations to determine causes and corrective actions.	5	F	Vehicle	Airport Security Coordinator Certification, Driver's License	Y	Essential	
Prepares, updates, and processes administrative documents including the Airport Certification Manual and Airport Emergency Plan; assists in development, oversees, and implements division budgets, Airport Capital Improvement Program, Airport operating policies and procedures, contracts and leases; conducts studies and prepares written reports and oral presentations based on findings.	6	O	Computer, phone		Y	Essential	

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.
Oversees and maintains Airport compliance with environmental regulations including Storm Water Pollution Prevention Program, hazardous materials handling, and maintenance of designated wetlands on Airport property including: oversees water testing; drafts required reports for regulatory agencies; trains Airport tenants and staff on best management practices.	7	O	Computer, Vehicle	CA Driver's License	Y	Essential	
Serves as liaison and coordinates activities with airline representatives, air traffic control personnel, fixed base operators, Airport tenants, Airport users, contractors, County staff, and other government agencies; represents the County Airport at public meetings, before community groups and other agencies; communicates with the public in person, by phone, and by email to provide information regarding County airport rules and regulations; maintains a calm and professional manner while dealing with hostile or verbally abusive members of the public; maintains good public relations and customer service standards with Airport tenants and visitors.	8	F	Computer, Phone		Y	Essential	
Participates in training and 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.	9	O	Fire truck, protective gear, SCBA, fire hose	CA Class C Driver's License; Aircraft Rescue and Firefighting Training; Live Fire Training	N	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.	10	O	Radio, Phone	Aircraft Rescue and Firefighting Training; Live Fire Training	Y	Essential	
Performs first response emergency first aid including CPR and use of Automated External Defibrillator (AED).	11	O	AED	First Aid, CPR, AED Certification	Y	Essential	
Performs duties of Airport Manager during periods of absence.	12	O	Computer, Phone		Y	Essential	

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.
Participates in continuous training to maintain required certifications and licenses, and to maintain and enhance knowledge and skills necessary to perform assigned duties.	13	O	Training materials and resources		N	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.: Planning, organizing, reviewing, developing reports; Communications; Driving; Office related duties)	1-8,12,13	F			
Walking (i.e.: Review/inspect activities airside, landside, public access areas including Operations and Maintenance; Walk grounds/buildings for security review; Liaison with Airport users, contractors; Initial Incident Commander duties)	1,5, 8,9,10,11	F			
Running (i.e. Responding to emergencies)	1, 9,10,11	O			
Standing (i.e.: Reviewing, monitoring, communicating, coordinating with various users, contractors. Participating in trainings; Incident Commander duties)	1,5,8,9,10	O			
Bending-Neck (i.e.: Office duties; Preparing Documents; Inspecting; Monitoring; Training; Incident response; First Aid and CPR)	1-13	F			
Bending-Waist (i.e.: Incident response)	1,9, 10,11	O			
Squatting (i.e.: Incident Response; First Aid/ CPR).	1,9,10,11	O			
Climbing (i.e.: Inspecting Airport Construction projects; Stairs, Fire truck)	4, 9	O			
Kneeling (i.e.: Incident response)	9,10,11	O			
Crawling (i.e. Aircraft Rescue)	9	O			
Twisting-Neck (i.e.: Monitoring screens in office; Preparing reports; Security screening; Inspections; Incident Response)	1-13	F			
Twisting-Waist (i.e.: Desk Work; While driving audits security and safety throughout complex; Crash rescue, Incident and First Aid responses)	1,5,9,10,11	F			
Repetitive Hand Use (i.e.: Computer use)	1,2,3,4,5,6,7,8,12,	C			
Simple Grasping-Right Hand (i.e.: Office supplies and equipment; Documents and files; Driving; Radio, phone)	1,2,3,4,6,8,9,10,11	F			
Simple Grasping-Left Hand (i.e.: Office supplies and equipment; Documents and files; Driving; Using radio and phone)	1,5,7,9,10	O			
Power Grasping-Right Hand (i.e.: Emergency equipment only)	1,9,10,11	O			
Power Grasping- Left Hand (i.e.: Emergency equipment only)	1,9,10,11	O			
Fine Manipulation-Right Hand (i.e.: Computer, Office supplies and equipment; Documents, Plans, Monitors, Gauges)	1,2,3,4,6,7,8,9,12,13	F			
Fine Manipulation-Left Hand (i.e.: Computer, Office supplies and equipment; Documents, Plans, Monitors, Gauges)	1,2,3,4,6,7,8,9,12,13	F			
Pushing and Pulling-Right Hand (i.e.: Drawers and doors opening and closing; Inspecting, monitoring; Incident response; Lifting or dragging victims)	5,7,9,11	F			
Pushing and Pulling -Left Hand (i.e.: Drawers and doors opening and closing; Inspecting, monitoring; Incident response; Lifting or dragging victims)	5,7,9,11	F			
Reaching-Above shoulder level (i.e.: High storage shelves; Inspecting, monitoring; Incidents, emergencies)	9	O			
Reaching-Below shoulder level (i.e.: Office work; Inspections)	9	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
Lifting-up to 10 lbs. (i.e. Files; Office supplies and equip)	1-13	F			
Lifting-11-25 lbs. (i.e. Binders, briefcase)	1-9	O			
Lifting-26-50 lbs.(i.e. PPE and SCBA)	9-11	O			
Lifting 51-75 lbs. (i.e. Victim Rescue; Full Turnout)	9-11	O			
Lifting 76-100 lbs. (i.e. Rescue)	9-11	O			
Lifting 100 + lbs. (i.e. Individual and Team lifting, carrying dragging victim as applicable to size and circumstance)	9-11	O			
Carrying 0-10 lbs.(i.e. Files, plans, documents, Computer and Office equipment and supplies)	1-8	F			
Carrying 11-25 lbs.(i.e. Binders, briefcase, rescue)		O			
Carrying 26-50 lbs. (i.e. Rescue)	9-11	O			
Carrying 51-75 lbs. (i.e. Rescue)	9-11	O			
Carrying 76-100 lbs. (i.e. Rescue)	9-11	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	1-13	C			
Functional color vision, normal or corrected	N	O			
Functional night vision, normal or corrected	1, 9-11	O			
Functional hearing, normal or corrected	1, 2-5, 8-12	C			
A sense of smell or taste	1, 9-11	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	O			
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	F			
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)	F			
Interactions occur under circumstances of emotional stress	O			
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	O			
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.) (i.e. Rescue)	O			
Dust, Vapors, Fumes, Smoke	O			
Silica, asbestos, etc.	O			
Solvents (e.g., gas, turpentine, etc.) (i.e. Spills)	O			
Grease, oils	O			
Acidic, Caustic Solutions	O			
Pesticides (i.e.: Also Herbicides)	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(i.e. Rescue)	O			
Human Wastes (i.e. Rescue)	O			
Animal Blood, Body Tissues, or Fluids (i.e. Airfield)	O			
Animal Wastes (i.e. Airfield)	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	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Walking on uneven, slippery, or rough surfaces	O			
Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
Proximity to moving vehicles or objects	O			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
Contact with water, other liquids, humid conditions - not weather related (i.e.: <i>Construction Projects</i>)	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)	O			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc.	O			
Pulls non-commercial trailers or equipment	O			
Operates heavy equipment	O			
Other:	N			

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			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Full Turnout- 45 - 75 lbs.



Aircraft Rescue and Fire Fighting Truck (ARFF Truck)