

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Automotive Fleet Maintenance Supervisor
DEPARTMENT: General Services
DOT OCCUPATION CODE: 620.131-014; 620.261-010

DATE COMPLETED: June 2018
DIVISION: Fleet
PHYSICAL DEMAND STRENGTH RATING: 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 in this position work in a busy, noisy shop environment, with vehicles and equipment moving in and out continuously.							
Directly supervises staff engaged in conducting work assignments; plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff required continuing education requirements and other training; 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; utilizes appropriate discretion in matters of employee relations, EEO, and ADA circumstances.	1	F	Computer, phone, office equipment		Y	E	

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Works independently and uses good judgment while directing, performing, or assisting staff in the diagnoses of routine and complex electronic and mechanical problems or failures, either visually or using automotive diagnostic equipment; determines service or repairs required; stands on concrete floor with arms overhead; crawls under vehicles; bends over vehicle fenders and engines in tight spaces; works in a busy, noisy shop environment with vehicles and equipment moving in and out continuously.	2	F	Diagnostic testing equipment, Small and Large hand tools, Power tools, Jacks, Hoists and Lifts	National Institute of Automotive Service Excellence Master Automotive Technician Certification	Y	E	
Works independently and uses good judgment while directing, performing, or assisting staff in repairing and re-building light duty vehicles and some medium duty trucks and vans: disassembles and reassembles equipment; installs replacements parts and components; repairs engines, transmissions, clutch and brake systems, alternator and starter systems, pump, steering systems, and other major automobile components; uses tools of various size and weights; moves parts weighing 75+ pounds, using carts, hand trucks, or other lifting devices; stands on concrete floor with arms overhead; crawls under vehicles; bends over vehicle fenders and engines in tight spaces; awkward reaching, bending, kneeling and lifting as required by repair; works in a busy, noisy shop environment with vehicles and equipment moving in and out continuously.	3	F	Small and large hand tools; power tools, Personal Protective Equipment (PPE)	ASE-(National Institute of Automotive Service Excellence); Master Automobile Technician	Y	E	
Understands, interprets, and applies County and department policies and procedures; makes recommendations for changes to policies and procedures.	4	F			Y	E	
Conducts regular safety meetings and enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	5	F	Personal Protective Equipment (PPE)		N	E	

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.
Opens and assigns work orders; reviews when complete; researches and recommends upgrades to equipment and supporting technology; determines parts needed for repairs; manages parts room; enters data into Fleet computer databases; maintains accurate electronic and paper records and files; orders parts; generates reports, charts and graphs related to work flow and vehicle statistics.	6	C	Computer, Files, office equipment		Y	E	
Coordinates with vendors for outsourced work, warranty repairs, and manufacturer recalls; determines when outside work is required; ensures completion of all required paperwork; follows County policies.	7	O	Computer, Phone, Files, office equipment		Y	E	
Communicates by phone, in person, or by email with vendors, customer departments, and staff, to coordinate repairs, provide information regarding installation and repair projects, order replacement parts, and provide technical advice.	8	C	Computer, Phone, office equipment		Y	E	
Participates in continuous training, research, study, and reading, both on and off-site, to keep current on vehicle repair standards, and best practices, and to maintain applicable working knowledge.	9	O	Computer. Office equipment		N	E	
Drives vehicles to offsite locations; drive vehicles in a busy, noisy shop environment; test drives vehicles to ensure repairs are completed	10	O	Vehicle	CA Driver's License	N	N	
Repairs fleet vehicles: disassembles and reassembles equipment; installs replacements parts and components; repairs engines, transmissions, clutch and brake systems, alternator and starter systems, pump, steering systems, and other major automobile components; uses tools of various size and weights; moves parts weighing 75+ pounds, using carts, hand trucks, or other lifting devices; works in a busy, noisy shop environment with vehicles and equipment moving in and out frequently	11	O	Small and large hand tools; power tools; Jacks; Hoists and Lifts	National Institute of Automotive Service Excellence Master Automotive Technician Certification	N	N	
Oversees Fuel Station Operations and Safety Inspections.	12	O			N	N	

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., using computer, phone; driving)	1,2,3,4,5,6,7,8,9,12	F			
Walking (i.e., supervising staff; diagnosing electronic or mechanical problems; managing parts room; repairing fleet vehicles; overseeing Fuel Station Operations and Safety Inspections)	1,2,3,11,12	F			
Running	N/A	N			
Standing (i.e., using computer, phone; supervising staff; diagnosing electronic or mechanical problems; managing parts room; repairing fleet vehicles; overseeing Fuel Station Operations and Safety Inspections)	1,2,3,5,9,11,12	F			
Bending-Neck (i.e., using computer, phone; driving; supervising staff; diagnosing electronic or mechanical problems; managing parts room; repairing fleet vehicles; overseeing Fuel Station Operations and Safety Inspections)	1,2,3,4,5,6,7,8,9,10,11,12	C			
Bending-Waist (i.e., diagnosing electronic or mechanical problems; repairing fleet vehicles)	2,3,11	O			
Squatting (i.e., using computer or phone; driving; diagnosing electronic/mechanical problems, performing service and repairs of vehicles and equipment; installing and maintaining equipment that goes in or on county vehicles/equipment)	2,3,11	O			
Climbing (i.e., using computer or phone; driving; diagnosing electronic/mechanical problems, performing service and repairs of vehicles and equipment; installing and maintaining equipment that goes in or on county vehicles/equipment)	2,3,11	O			
Kneeling ((i.e., using computer or phone; driving; diagnosing electronic/mechanical problems, performing service and repairs of vehicles and equipment; installing and maintaining equipment that goes in or on county vehicles/equipment)	2,3,11	O			
Crawling (i.e., using computer or phone; driving; diagnosing electronic/mechanical problems, performing service and repairs of vehicles and equipment; installing and maintaining equipment that goes in or on county vehicles/equipment)	2,3,11	O			
Twisting-Neck ((i.e., using computer or phone; driving; diagnosing electronic/mechanical problems, performing service and repairs of vehicles and equipment; installing and maintaining equipment that goes in or on county vehicles/equipment)	1,2,3,4,5,6,7,8,9,10,11,12	F			
Twisting-Waist (i.e., using computer or phone; driving; diagnosing electronic/mechanical problems, performing service and repairs of vehicles and equipment; installing and maintaining equipment that goes in or on county vehicles/equipment)	2,3,11	O			
Repetitive Hand Use	1,2,3,4,6,7,8,9,10,11,12	F			
Simple Grasping-Right Hand (i.e., using phone, hand tools; holding files)	1,2,3,4,6,7,8,9,10,11,12	F			
Simple Grasping-Left Hand (i.e., using phone, hand tools; holding files)	1,2,3,4,6,7,8,9,10,11,12	F			
Power Grasping-Right Hand (i.e., using power	2,3,11	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
tools, jacks; moving parts)					
Power Grasping-Left Hand (i.e., using power tools, jacks; moving parts)	2,3,11	O			
Fine Manipulation-Right Hand (i.e., using small hand tools; wiring)	2,3,11	O			
Fine Manipulation-Left Hand (i.e., using small hand tools; wiring)	2,3,11	O			
Pushing and Pulling-Right Hand (i.e., moving jack, hoists; using carts, hand trucks)	2,3,11	O			
Pushing and Pulling-Left Hand (i.e., moving jack, hoists; using carts, hand trucks)	2,3,11	O			
Reaching-Above shoulder level (i.e., diagnosing electronic or mechanical problems; repairing fleet vehicles)	2,3,11	O			
Reaching-Below shoulder level (i.e., using computer, phone; managing parts room; diagnosing electronic or mechanical problems; repairing fleet vehicles)	1,2,3,4,5,6,7,8,9, 10,11,12	F			
Lifting up to 10 lbs. (i.e., diagnostic testing equipment; small hand tools; small parts; files and paperwork)	2,3,5,6	F			
Lifting 11-25 lbs. (i.e., power tools; new tires)	2,3,11	F			
Lifting 26-50 lbs. (i.e., vehicle batteries; large truck tires)	2,3,11	F			
Lifting 51-75 lbs. (i.e., vehicle batteries; patrol vehicle tire and rim)	2,3,11	O			
Lifting 76-100 lbs. (i.e., removing/replacing back seats in Patrol Vehicles)	2,3,11	O			
Lifting 100 + lbs.	N/A	N			
Carrying 0-10 lbs. (i.e., diagnostic testing equipment; small hand tools; small parts; files and paperwork)	2,3,5,6	F			
Carrying 11-25 lbs. (i.e., power tools; new tires)	2,3,11	F			
Carrying 26-50 lbs. (i.e., vehicle batteries; large truck tires)	2,3,11	F			
Carrying 51-75 lbs. (i.e., vehicle batteries; patrol vehicle tire and rim)	2,3,11	O			
Carrying 76-100 lbs. (i.e., removing/replacing back seats in Patrol Vehicles)	2,3,11	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 (i.e., using computer; driving; supervising staff; diagnosing electronic or mechanical problems; repairing fleet vehicles; overseeing Fuel Station Operations and Safety Inspections)	1,2,3,4,5,6,7,8,9, 10,11,12	C			
Functional color vision, normal or corrected (i.e., diagnosing and repairing electrical problems; checking fluids; being able to identify wiring for air bags, hybrid or electric vehicle power sources/batteries)	2,3,11	O			
Functional night vision, normal or corrected (i.e., test driving before or after day light hours; working in dark spaces under the hood or	2,3,10,11	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
dashboard of vehicles)					
Functional hearing, normal or corrected (i.e., diagnosing mechanical problems; test driving vehicles; communications with co-workers, supervisors, customers, and vendors)	1,2,3,4,5,6,7,8,9,10,11,12	C			
A sense of smell or taste (i.e., diagnosing electronic or mechanical problems; test driving vehicles; repairing fleet vehicles; overseeing Fuel Station Operations and Safety Inspections)	2,3,10,11,12	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	F			
Follow Written Instructions	F			
Required to sustain concentration	F			

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	F			
Able to ask questions or request assistance when needed	F			
Required to make decisions independently	F			
Required to train and/or lead others	F			
Required to direct others (e.g. planning, goal setting, performance)	F			

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	F			
Meet time sensitive deadlines	F			
Long and/or irregular hours	O			
Limited/unpredictable opportunity for breaks	N			
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
Variable and unpredictable workflow	O			
Attention divided by issues requiring multi-tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	F			
Requires use of judgment in adapting procedures from one task to another	O			
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)	F			
Interactions limited to giving/receiving information	F			
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	N			

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	C			
Work Outside	O			
Extreme Heat (above 100 degrees)	N			
Extreme Cold (below 32 degrees)	N			
Excessive Noise (must raise voice to be heard) (i.e., using impact gun to remove lug nuts on tires/wheels; drilling metal plates)	F			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.) (i.e., using impact gun and power drill)	O			
Dust, Vapors, Fumes, Smoke (i.e., performing smog check testing)	O			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.) (i.e., overseeing Fuel Station Operations)	O			
Grease, oils (i.e., changing oil and filters; applying lubes and greases; repairing engines, transmissions, clutches, brake and steering systems)	O			
Acidic, Caustic Solutions (i.e., car and truck batteries)	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.)	N			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste	N			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy (i.e., hybrid or electric vehicles; air bag mechanism)	O			
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			

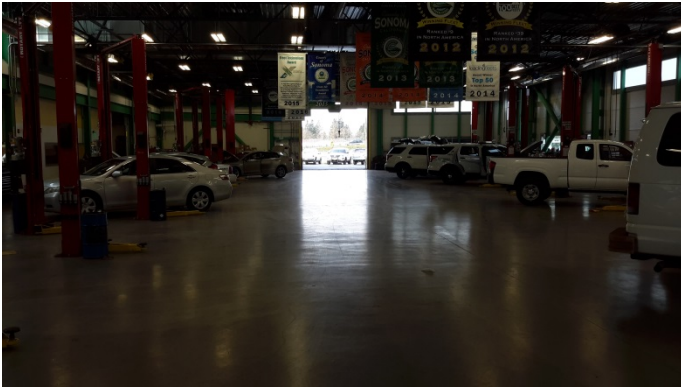
Activity	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional; Frequent, or Constant	Can Perform	Temporarily Restricted	Permanently Restricted
Work Below Ground: (e.g., excavation, trench, etc.)	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
Operates non-commercial motor vehicles (cars, trucks)	O			
Operates commercial vehicles – CDL Class <u>N/A</u> Endorsements <u>N/A</u>	N			
Operates passenger van to transport clients, inmates, etc.	N			
Pulls non-commercial trailers or equipment (i.e., picking up floor cleaner; transporting items to dump site)	O			
Operates heavy equipment	N			
Other: Forklift- 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			
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard			
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			
Vaccine: Influenza			
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Light Equipment Fleet Maintenance Garage



Battery Charging and Storage- weighing 44 lbs. to 66 lbs. Battery handle 11 inches high. Batteries moved from floor, And shelves at 4 inches, 19 inches, 33 inches, 47 ½ inches



New Tire Storage- Various Sizes Most commonly used tire-18lbs. Tires stored up to 72 inches high



Storage of Oil and other Fluids (Shelves stocked by delivery vendor) Items stored up to 78 inches high



Storage of various Filters (Shelves stocked by delivery vendor) Items stored up to 72 inches high



Storage of Nuts, Bolts, Screws, and other Hardware



Sample of cart loaded and pushed to work site



Sample of hand-truck used to move heavy/large items



Computer work station in Store Room



Wheel Balancer- Lift tire and wheel 30 inches to shaft



Tire Mounting Machine- 42 inch lift to clear shaft with rim and tire



Patrol Vehicle Tire and Rim - 70 lbs.



Damaged Patrol Vehicle Tire and Rim - 70 lbs.



Stack of Back Seats removed from Patrol Vehicle to install Molded seats (stored and re-installed prior to auction)



Seats from back of Patrol Vehicle-76 lbs. with center console- lifted from car and carried to a stack up to 42" high



Computer Station in Garage



Jack- push force = 18.5 lbs.



55 Gallon Oil Drum- 33 lbs. Push Force, when full



Mobile Welder- 22 lbs. Push Force



Stand for regularly used wire (Color Vision)



Install light bars on Patrol and Specialty Vehicles

PART 12 – FORM REVIEW AND SIGNATURES

OCCUPATIONAL HEALTH CONSULTANTS

Name: _____ Title: _____

Signature: _____ Date: _____

SUPERVISOR/SECTION MANAGER

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES RECRUITMENT AND CLASSIFICATION

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES SAFETY UNIT

Name: _____ Title: _____

Signature: _____ Date: _____

HUMAN RESOURCES DISABILITY MANAGEMENT

Name: _____ Title: _____

Signature: _____ Date: _____

PART 13 – MEDICAL PROVIDER REVIEW AND COMMENTS

Employee Name: _____ Date of Evaluation: _____

COMMENTS: _____

Provider Signature: _____ Date: _____