

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Automotive Mechanic/Automotive Technician  
**DEPARTMENT:** General Services  
**DOT OCCUPATION CODE:** 620.261-010

**DATE COMPLETED:** April 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.							
Using good judgment, diagnoses routine electronic and mechanical problems or failures on vehicles and light trucks, either visually or using automotive diagnostic equipment; makes recommendation for service or repairs required; stands on concrete floor with arms overhead; crawls under vehicles; bends over vehicle fenders and engines in confined spaces.	1	F	Diagnostic testing equipment, small and large hand tools; power tools; Hoists and Lifts	National Institute of Automotive Service Excellence Certifications as required by position	Y	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.
Performs routine servicing of fleet vehicles and light trucks: Checks and changes oil and filters; applies lubes and greases; services emission control devices; checks fluids; performs alignments; replaces parts according to maintenance schedule; stands on concrete floor with arms overhead; crawls under vehicles; bends over vehicle fenders and engines in confined spaces; awkward reaching, bending, kneeling and lifting as required by service.	2	F	Small and large hand tools; power tools; Jacks; Hoists and Lifts	National Institute of Automotive Service Excellence Certifications as required by position.	Y	E	
Performs smog check testing of vehicles and light trucks according to State of California Bureau of Automotive Repair regulations.	3	O	Small and large hand tools; power tools; Diagnostic Equipment	Smog Check Technician license, as required by the State of California Bureau of Automotive Repair.	Y	E	
Repairs and re-builds fleet vehicles and light trucks: 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 confined 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.	4	F	Small and large hand tools; power tools; Jacks; Hoists and Lifts	National Institute of Automotive Service Excellence Certifications as required by position.	Y	E	
Installs, diagnoses, and maintains radio and computer equipment, and specialized vehicle components such as gun locks, roll bars, cages, emergency vehicle light bars, sirens, trailer hitches, and electric brake controllers.	5	O	Small and large hand tools; power tools; Jacks		Y	E (Technician Only)	
Communicates by phone, email, or in person with co-workers and supervisors to coordinate repairs; communicates with customers on installation and repair projects; communicates with vendors regarding replacement and defective parts, and parts returns.	6	F	Computer, phone		Y	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 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.
Drives vehicles to offsite locations; drive vehicles in a busy, noisy shop environment; test drives vehicles to ensure repairs are completed	7	F	Vehicles	California Drivers' License	Y	E	
Determines parts needed for repairs; enters data into Fleet computer databases; maintains accurate electronic and paper records and files; orders parts.	8	F	Computer, phone		Y	E	
Continuously observes safety practices and procedures, including utilizing and implementing established safety practices, wearing appropriate safety gear, and reporting or correcting unsafe conditions.	9	C	Personal Protective Equipment		N	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.	10	O	Computer		Y	E	
<b>Automotive Technician only:</b>							
Trains and serves as a technical resource for Automotive Mechanics and interns; performs the full scope of work, including complex tasks, in diagnosing, maintaining, and repairing vehicles and light trucks.	11	O	Small and large hand tools; power tools	National Institute of Automotive Service Excellence Certifications as required by position.	N	N	
Monitors and performs routine maintenance on shop equipment; reports issues requiring maintenance by outside vendor to management.	12		Small and large hand tools; power tools		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
<b>Sitting</b> (i.e., driving vehicles; using computer to enter data into database, maintain electronic records, and order parts; communicating with co-workers, supervisors, customers, and vendors)	6,7,8,10	O			
<b>Walking</b> (i.e., moving tools and parts around shop to work area)	4,6	O			
<b>Running</b>	N/A	N			
<b>Standing</b> (i.e., servicing vehicles; performing smog check testing; repairs and rebuilds vehicles and light trucks; installing equipment in or on county vehicles)	1,2,3,4,5,6,11, 12	F			
<b>Bending-Neck</b> (i.e., servicing vehicles; performing smog check testing; repairs and rebuilds vehicles and light trucks; installing equipment in or on county vehicles; driving vehicles; using computer to enter data into database, maintain electronic records, and order parts; communicating with co-workers, supervisors, customers, and vendors)	1,2,3,4,5,6,7,8, 9,11,12	C			
<b>Bending-Waist</b> (i.e., bending over fenders to service vehicles; repairing and re-building fleet vehicles and light trucks; installing, diagnosing and maintain equipment in or on county vehicles)	1,2,3,4,5,6,11, 12	O			
<b>Squatting</b> (i.e., diagnosing electronic or mechanical problems; servicing vehicles; repairing or rebuilding fleet vehicles and light trucks; installing, diagnosing and maintaining equipment in or on county vehicles)	1,2,3,4,5,6,11	O			
<b>Climbing</b> (i.e., diagnosing electronic or mechanical problems; servicing vehicles; repairing or rebuilding fleet vehicles and light trucks; installing, diagnosing and maintaining equipment in or on county vehicles)	1,2,3,4,5,6,11	O			
<b>Kneeling</b> (i.e., diagnosing electronic or mechanical problems; servicing vehicles; repairing or rebuilding fleet vehicles and light trucks; installing, diagnosing and maintaining equipment in or on county vehicles)	1,2,3,4,5,6,11	O			
<b>Crawling</b> (i.e., diagnosing electronic or mechanical problems; servicing vehicles; repairing or rebuilding fleet vehicles and light trucks; installing, diagnosing and maintaining equipment in or on county vehicles)	1,2,4,5,11	O			
<b>Twisting-Neck</b> (i.e., driving vehicles; diagnosing electronic or mechanical problems, servicing vehicles; performing smog check testing; repairing or rebuilding fleet vehicles and light trucks; installing, diagnosing and maintaining equipment in or on county vehicles)	1,2,3,4,5,6,7,8, 9,11	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
<b>Twisting-Waist</b> (i.e., diagnosing electronic or mechanical problems; servicing fleet vehicles; performing Smog Check testing; repairing and rebuilding fleet vehicles; installing, diagnosing, and maintaining equipment that goes in or on county vehicles; performing routine maintenance on shop equipment)	1,2,3,4,5,6,11	O			
<b>Repetitive Hand Use</b>	1,2,3,4,5,6,7,8,9,11	F			
<b>Simple Grasping-Right Hand</b> (i.e., holding tools; driving vehicles; holding forms/documentation)	1,2,3,4,5,6,7,8,11	F			
<b>Simple Grasping-Left Hand</b> (i.e., holding tools; driving vehicles; holding forms/documentation)	1,2,3,4,5,6,7,8,11	F			
<b>Power Grasping-Right Hand</b> (i.e., using tools to perform serving to fleet; repairing and rebuilding fleet vehicles; installing equipment that goes in or on county vehicles; maintaining shop equipment; moving parts weighing 75+ pounds)	1,2,4,5	O			
<b>Power Grasping-Left Hand</b> (i.e., using tools to perform serving to fleet; repairing and rebuilding fleet vehicles; installing equipment that goes in or on county vehicles; maintaining shop equipment; moving parts weighing 75+ pounds)	1,2,4,5	O			
<b>Fine Manipulation-Right Hand</b> (i.e., diagnosing electronic and mechanical problems; performing servicing of fleet vehicles; performing smog check testing; disassembling and reassembling equipment; installing and maintaining specialty equipment in county vehicles; performs maintenance on shop equipment)	1,2,3,4,5,6,8	O			
<b>Fine Manipulation-Left Hand</b> (i.e., diagnosing electronic and mechanical problems; performing servicing of fleet vehicles; performing smog check testing; disassembling and reassembling equipment; installing and maintaining specialty equipment in county vehicles; performs maintenance on shop equipment)	1,2,3,4,5,6,8	O			
<b>Pushing and Pulling-Right Hand</b> (i.e., loaded cart with supplies to work station; required equipment to work station; oil drums; jacks)	1,2,3,4,5,6,7,8	O			
<b>Pushing and Pulling-Left Hand</b> (i.e., loaded cart with supplies to work station; required equipment to work station; oil drums; jacks)	1,2,3,4,5,6,7,8	O			
<b>Reaching-Above shoulder level</b> (i.e., reaching overhead to: diagnose electronic and mechanical problems; changing oil; repairing transmission, clutch, brake, exhaust system; installing and maintaining specialty equipment to go in or on county vehicle; maintaining shop equipment)	1,2,3,4,5	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
<b>Reaching-Below shoulder level</b> (i.e., diagnosing electronic and mechanical problems; checking oil and fluids; performing smog check testing; repairing alternator and starter systems, pump, steering systems; installing/maintaining specialized equipment in or on county vehicles)	1,2,3,4,5,6,7,8	F			
<b>Lifting-up to 10 lbs.</b> (i.e., hand tools)	1,2,3,4,5,6,7,8	F			
<b>Lifting-11-25 lbs.</b> (i.e., new tires; safety light bars)	1,2,3,4,5	O			
<b>Lifting-26-50 lbs.</b> (i.e., large truck tires; car batteries)	4,5	O			
<b>Lifting 51-75 lbs.</b> (i.e., car/truck batteries; Patrol Vehicle tire and rim)	4,5	O			
<b>Lifting 76-100 lbs.</b> (i.e., removing/replacing back seats in Patrol Vehicles)	5	O			
<b>Lifting 100 + lbs.</b>	N/A	N			
<b>Carrying 0-10 lbs.</b> (i.e., hand tools)	1,2,3,4,5,6,7,8	F			
<b>Carrying 11-25 lbs.</b> (i.e., safety light bars)	1,2,3,4,5	O			
<b>Carrying 26-50 lbs.</b> (i.e., car batteries)	4,5	O			
<b>Carrying 51-75 lbs.</b> (i.e., car/truck batteries; Patrol Vehicle tire and rim)	4,5	O			
<b>Carrying 76-100 lbs.</b> (i.e., removing/replacing back seats in Patrol Vehicles)	5	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
<b>Functional vision, normal or corrected</b> (i.e., diagnosing electronic and mechanical problems; performing service, repair, smog checks; installing, diagnosing and maintaining equipment that goes in or on county vehicles; using computer; test driving vehicles)	1,2,3,4,5,6,7,8, 9	C			
<b>Functional color vision, normal or corrected</b> (i.e., diagnosing and repairing electrical problems; checking fluids; identify wiring for air bags, hybrid or electric vehicle power sources/batteries)	1,2,3,4,5	O			
<b>Functional night vision, normal or corrected</b> (i.e., test driving before or after day light hours; working in dark spaces under the hood or dashboard of vehicles)	7	O			
<b>Functional hearing, normal or corrected</b> (i.e., diagnosing mechanical problems; test driving vehicles; communications with co-workers, supervisors, customers, and vendors in person or by phone)	4,5,6,7,8	F			
<b>A sense of smell or taste</b> (i.e., diagnosing electronic and mechanical problems; servicing of fleet vehicles and trucks; test driving vehicles; distinguishing type of fluid)	1,2,4,5,7	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 ( <b>Automotive Technician ONLY</b> )	O			
Required to direct others (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
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)	O			
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 (i.e., working in shop/garage)	C			
Work Outside (i.e., installing windshield wipers)	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 (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.)	O			
Grease, oils (i.e., changing oil and filters; applying lubes and greases; repairing engines, transmissions, clutches, brake/steering systems)	O			
Acidic, Caustic Solutions (i.e., car/truck batteries)	O			
Pesticides	O			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives	O			
Other Chemicals (e.g. drugs and other contraband)	N			
Human Blood, Body Tissues, or Fluids	N			
Human Wastes	N			
Animal Blood, Body Tissues, or Fluids	N			
Animal Wastes	N			
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 terrain (e.g., gravel, rocks, hills, etc.)	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) (i.e., test driving cars and trucks)	F			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc.	N			
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
Other: Forklift (Propane) – Certification Required	O			

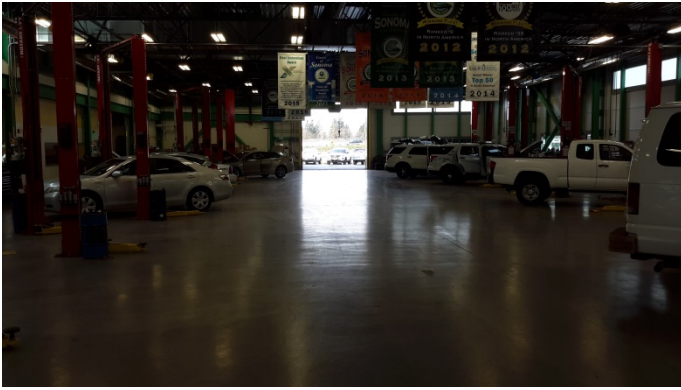


**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:**

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 - 55 lbs.



Damaged Patrol Vehicle Tire and Rim - 55lbs.



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: \_\_\_\_\_