

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Building Inspector I/II, and Senior
DEPARTMENT: Permit Sonoma
PHYSICAL DEMAND STRENGTH RATING: Light

DATE COMPLETED:
DIVISION: Engineering & Construction

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.
Works in the office, and outdoors in all types of terrain, vegetation, and weather conditions, performing duties in both daylight and dark/dim conditions; works in active construction environments, near open trenches and excavations; hikes, walks, crawls, and moves over uneven, steep, and/or slippery terrain to avoid injury.						
Performs emergency assessments of site, structure, and infrastructure conditions after natural disasters such as earthquakes and floods to identify and document safety concerns; works long and irregular hours including nights, weekends, and holidays, during response and recovery phases of emergency situations; may be temporarily assigned to work at an emergency operation or local assistance center..	1	O	Vehicle, Clipboard; Tool belt, PPE (Personal Protective Equipment)	CA Driver’s License, Safety Assessment Personnel Certification issued by the Office of Emergency Services	E	
Reads and understands complex building plans, specifications, reports, and related documents.	2	O	Computer, iPad		E	

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Working independently and using good judgment, performs inspections of construction; looks from plans to construction site to compare with plans; evaluates conformance with and any deviation from approved plans, and determines approval; ensures compliance with applicable federal, state, and local laws and regulations; writes notices of deficiencies; walks on uneven and slippery terrain; works on construction sites around moving equipment; carries gear and equipment weighing up to xx pounds; squats, kneels, and crawls to complete inspections.	3	F	Tape measure, Torpedo Level, Flashlight, Screw Driver, GFCI Tester, Smart Level, Boots Rain Gear, iPad, Cell Phone, Hard Hat Clipboard		E	
Drives county vehicle/pick-up truck to offsite locations, including rugged, remote, and off road locations; inspects vehicle and reports any issues or damage; drives up to 100 miles per day; makes up to 15 stops, exits and enters vehicle each time.	4	F	Vehicle	CA Driver's License	E	
Communicates, in the field and in the office, with building and design professionals, property owners, and general public, in person, by phone, and email; interprets and explains complex codes, policies, and procedures; makes recommendations and gives instructions for deficiencies and violations; explains requirements for compliance; responds to general questions related to designated permits; sometimes in adversarial situations; works in a heavy volume and fast paced environment while on counter duty.	5	F	Computer, phone		E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear; reports or corrects unsafe conditions.	6	C	Hard Hat, Safety Boots		E	
Actively participates in department advisory groups and teams, such as: safety, process improvement, new program implementation/Initiatives; provides input and makes recommendations; responds to requests for information; provides information to co-workers.	7	O	Computer		E	
Participates in continuous training to acquire and maintain required certifications and to maintain and enhance knowledge and skills as necessary.	8	O	Computer		E	

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Performs office support work such as filing, copying, billing, receipting, file research, and file prep; Enters information into computerized system; creates reports and issues permits; calculates fees; retrieves paper files and rolled plans, weighing up to 15 pounds, from storage areas; carries files and plans; reaches above and below shoulder level to access documents.	9	0	Computer		E	
Senior Building Inspector only:						
Leads a team of Building Inspectors: trains staff; assigns work; provides advice and technical guidance as a subject matter expert; performs the most complex inspections.	10	F	Computer, phone	Certification as a combination inspector or certificates in Building, Plumbing, Mechanical, and Electrical inspection are required		
Review plans for special programs, such as accessibility and agricultural assessments; analyzes and determines eligibility; performs site inspections; ensures compliance with standards..	11	F		Certification as a combination inspector or certificates in Building, Plumbing, Mechanical, and Electrical inspection are required	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	1-11	O			
2 Walking	1-11	F			
3 Running	N/A	N			
4 Standing	1-11	F			
5 Bending-Neck	1-11	F			
6 Bending-Waist	1-11	O			
7 Squatting - performing inspections, pulling files	1,3,11	O			
8 Climbing – performing inspections, pulling files, using stair steps	1,3,11	O			
9 Kneeling - performing inspections, pulling files	1,3,11	O			
10 Crawling – performing inspections	1,3,11	O			
11 Twisting (neck)	1-11	C			
12 Twisting (waist)	1-11	F			
13 Repetitive Hand Use	1-11	O			
14 Simple Grasping-Right Hand	1-11	F			
15 Simple Grasping-Left Hand	1-11	F			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand	1-11	O			
19 Fine Manipulation-Left Hand	1-11	O			
20 Pushing and Pulling (right hand)	1-11	F			
21 Pushing and Pulling (left hand)	1-11	F			
22 Reaching (above shoulder level)	1,3,11	F			
23 Reaching (below shoulder level)	1-11	F			
24 Lifting-up to 10 lbs.	1-11	F			
25 Lifting-11-25 lbs.- rolled plans, tools	9	O			
26 Lifting-26-50 lbs.	N/A	N			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs.	1-11	F			
31 Carrying 11-25 lbs.	N/A	N			
32 Carrying 26-50 lbs.	N/A	N			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

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	1-11	C			
2 Functional color vision, normal or corrected	1-11,3,11	C			
3 Functional night vision, normal or corrected	1	O			
4 Functional hearing, normal or corrected	1-10	C			
5 A sense of smell or taste – gas tests, arcing electrical		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	F			
2 Follow Written Instructions	F			
3 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
1 Follow set procedures	F			
2 Organize own work	F			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff – Senior only	F			
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	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	N			
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	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
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	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
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	O			
2 Work Outside	C			
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	F			
8 Silica, asbestos, etc.	O			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	N			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	N			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
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	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	O			
26 Walking on uneven, slippery, or rough surfaces	F			
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	N			
31 Work Below Ground: (e.g., excavation, trench, etc.)	O			
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 _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:				

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS: Not Applicable

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			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam			
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard			
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			
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.

PART 12 – FORM REVIEW AND SIGNATURES

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: _____