

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Fire Inspector I/II
DEPARTMENT: Permit and Resource Management Department
PHYSICAL DEMAND STRENGTH RATING: Heavy/Very Heavy

DATE COMPLETED: May 2019
DIVISION: Fire-HazMat

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 the *re 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 both in a typical office environment and outdoors in all types of terrain, vegetation, and weather conditions, working in both daylight and dark/dim conditions to investigate complaints, conduct inspections, and to provide emergency response to fires and hazardous situations.						
Employees in this position are subject to 7 day rotating standby (on-call) coverage and work long and irregular hours, including nights, weekends, and holidays to respond to after hour calls and during response and recovery phases of emergency situations (hazardous material spills, fires, etc.).	1	0			Essential	
Uses good judgment and discretion to research, interpret and enforce fire prevention and fire safety laws, ordinances and other regulations including those pertaining to hazardous materials and waste and underground tanks.	2	F	Computer, Reference Materials, Phone	CA UST CA APSA	Essential	

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Reviews fire and hazmat plans for compliance with applicable codes and regulations; checks plans for modifications and repairs to underground tanks; consults with contractors, architects, and developers regarding problems; reviews permit applications; recommends approval or disapproval and issues permits.	3	F	Computer, Phone, Reference Materials, Drafting Tools	CA UST, CA ASPA	Essential	
Conducts periodic and follow-up inspections of new and existing residential and commercial buildings, structures, and facilities requiring fire clearance; walks and climbs over steep and slippery surfaces to visually inspect both interior and exterior conditions to gather information and assure compliance with applicable codes and regulations.	4	F	Tablet, Phone		Essential	
Conducts hazardous materials, hazardous waste and underground fuel storage tank inspections, walks, climbs, and crawls above and below ground to visually inspect both interior and exterior conditions to gather information and assure compliance with applicable codes and regulations.	5	F	Tablet, Phone, Monitoring Equipment	CA UST, CA APSA	Essential	
Communicates with property owners, facility managers, and members of the public in person, by phone and by email to: investigate and respond to complaints; explain complex codes, policies, and procedures; provide information and recommendations related to deficiencies, violations, fire prevention, fire investigation, hazardous materials and waste and storage tanks; maintains a calm and professional demeanor when dealing with angry, emotional, or adversarial individuals.	6	C	Vehicle, Phone, Computer		Essential	
While in the field or in the office, documents inspections; prepares detailed and complex reports, including reports of violations or unsafe conditions, with supporting data to support determination of appropriate course of action; prepares letters and other correspondence; maintains electronic records and files including: adds, retrieves, and updates records.	7	C	Computer, tablet	CA UST, CA APSA	Essential	
Drives county vehicle to/from various sites to conduct inspections and respond to calls; drives to rugged, off-road locations; operates vehicle at high speeds with lights and siren during stressful situations such as emergency response; secures and pulls trailers; transmits, receives, monitors, and responds to radio communications while driving; inspects vehicle and reports any damage, required repairs or maintenance issues.	8	F	Vehicle, Trailer, Hazmat Response Truck, Radio	CA Driver's License	Essential	

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Acts as County liaison during multi-agency emergency incidents including hazardous material response, mitigation and recovery; directs other first responders during emergency incident response; assesses needs and assigns resources (e.g. SCBAs, ladders, fire hose, etc.); uses good judgment and discretion to make critical decisions in confused, chaotic, and potentially life-threatening hazardous situations and to assess the nature of the emergency and determine appropriate course of action	9	O	Phone, Radio, Tablet	CA Driver's License; CA Hazardous Materials Specialist	Essential	
Performs emergency spill and leak control activities in various hazardous situations (e.g. overturned tanker, overturned chemical containers, etc.) requiring strenuous physical response while wearing protective equipment and self-contained breathing apparatus weighing up to 75 lbs.; identifies the characteristics of the hazardous substance and any other hazards associated with the incident such as toxic fumes, slip/trip and fall hazards, downed electrical lines, etc.; takes appropriate action to mitigate hazards, control risk, and secure scene including diking, fencing, or placing warning signs; participates in offensive operations required to control the spill, stop the release, or otherwise contain the hazardous substance; uses post driver, sledge hammer, air drill, and various hand and power tools; climbs ladders and works at various heights including catwalks, walking across overturned tankers, etc.; walks, runs, climbs, crawls, and moves quickly to avoid injury; loads, unloads, carries and places emergency response equipment and supplies weighing up to 75 lbs.	10	O	Hazmat Suit, SCBA, Monitoring Equipment, 6 ft Stakes, Sledge Hammer, Post Driver, Air Drill, Hand tools, Drum Dolly, Patch Kit, Barricades, Cones, Fire Tape	CA Hazardous Materials Specialist	Essential	
Conducts investigations into causes of fire including: walks, climbs, stoops, bends, and crawls over all types of terrain and rough, slippery, uneven surfaces of structures or terrain damaged or destroyed by fire; walks, runs, climbs, crawls, and moves quickly to avoid injury; collects physical evidence, obtains samples (shovel, scoop, pipette); takes photographs; conducts research, establishes facts and draws valid conclusions; prepares reports and other materials in support of determination.	11	O	Computer, Camera, Recording device, Thermal Imaging Camera, Gloves, Evidence Bags, Shovel, Scoop, Pipette, Jars, Bone Wrench	PC 832	Essential	
Represents department at professional meetings; attends and participates in departmental, inter-departmental, and inter-agency meetings	12	O	Vehicle	CA Driver's License	Essential	

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Attends seminars and workshops and conducts research in order to stay current on developments in fire regulations, inspection procedures, hazardous materials and waste and underground tank regulations.	13	O	Computer, Vehicle	CA Driver's License	Essential	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear.	14	C	Personal Protective Equipment (PPE)		Essential	
Provides emergency medical treatment within the scope of certification and training.	15	O	AED, First Aid Kit	BLS/CPR, AED and First Aid Certification	Essential	
May be subpoenaed as witness/subject matter expert; testifies in court to make persuasive and critical presentations of evidence, facts, arguments and rebuttals, and to defend determinations made and actions taken.	16	O	Files, Reports		Essential	
Researches, gathers, and analyzes data and other information to develop training programs and group presentations on fire prevention, fire investigation, hazardous material and waste, and underground tanks.	17	O	Computer		Non-Essential	
Conducts training programs and group presentations about fire prevention, fire investigation, hazardous material and waste, and underground tanks.	18	O	Computer, Audio-Visual Equipment		Non-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
1 Sitting (<i>i.e.: Research, Plans, Reviews, Drives</i>)	2,3,4,5,6,7,8,9,12, 13,16,17,18	F			
2 Walking (<i>i.e.: Inspections, Investigations</i>)	4,5,8,10,11,15	F			
3 Running (<i>i.e.: To avoid injury during emergencies</i>)	10,15	O			
4 Standing (<i>i.e.: inspections, Investigations</i>)	4,5,6,8,10,11,15	F			
5 Bending-Neck (<i>i.e.: Inspections, Emergencies, Investigations</i>)	2-11,15,18	F			
6 Bending-Waist (<i>i.e.: Inspections, Emergencies, Investigations</i>)	4,5,8-11,15	F			
7 Squatting (<i>i.e.: Inspections, Emergencies, Investigations</i>)	5,8,10,11,15	O			
8 Climbing (<i>i.e.: Ladders at construction sites, On-scene; Hillsides; Uneven terrain</i>)	4,5,9,10,11	F			
9 Kneeling (<i>i.e.: Inspections, Emergencies, Investigations</i>)	5,8,10,11,15	F			
10 Crawling (<i>i.e.: Interior/ Exterior Inspections</i>)	10, 11	O			
11 Twisting (neck) (<i>i.e.: Office, Interior/ Exterior Inspections, Investigations, Emergencies</i>)	2-17	F			
12 Twisting (waist) (<i>i.e.: Office, Interior/ Exterior Inspections, Investigations, Emergencies</i>)	3-5,8,10,11	F			
13 Repetitive Hand Use (<i>i.e.: Computer, Tablet</i>)	2-7,11,13,17,18	F			
14 Simple Grasping-Right Hand (<i>i.e.: Office work, Planning documents</i>)	2-12,15	F			
15 Simple Grasping-Left Hand (<i>i.e.: Office work, Planning documents</i>)	2-12,15	F			
16 Power Grasping-Right Hand (<i>i.e.: Secure tractor, Use drills, Sledge- hammer, Heavy lifting</i>)	5,8,10,11	F			
17 Power Grasping-Left Hand (<i>i.e.: Secure tractor, Use drills, Sledge- hammer, Heavy lifting</i>)	5,8,10,11	F			
18 Fine Manipulation-Right Hand (<i>i.e.: Investigations</i>)	2,3,7,11	O			
19 Fine Manipulation-Left Hand (<i>i.e.: Investigations</i>)	2,3,7,11	O			
20 Pushing and Pulling (right hand) (<i>i.e.: Opening/ closing drawers/ doors</i>)	2,3,6,8,10,11	F			
21 Pushing and Pulling (left hand) (<i>i.e.: Opening/ closing drawers/ doors</i>)	2,3,6,8,10,11	F			
22 Reaching (above shoulder level) (<i>i.e.: Emergency response, Inspections</i>)	4,5,11	F			
23 Reaching (below shoulder level) (<i>i.e.: Inspections, Investigations</i>)	4,5,6,7,8,10,11,15	F			
24 Lifting-up to 10 lbs. (<i>i.e.: Files, computer, tablet, phone, drafting tools, misc. equip/supplies</i>)	2-7,9,13,16-18	F			
25 Lifting-11-25 lbs. (<i>i.e.: Misc. tools, Monitoring devices</i>)	5,8,10	F			
26 Lifting-26-50 lbs. (<i>i.e.: Tool box , Generator</i>)	10	O			
27 Lifting 51-75 lbs. (<i>i.e.: SCBA plus Hazmat gear</i>)	10	O			
28 Lifting 76-100 lbs. . (<i>i.e.: Emergency rescue of victims up to 100 lbs., Emergency team rescue of 100+lbs. victim</i>)	10,15	O			
29 Lifting 100 + lbs. (<i>i.e.: Emergency team rescue of 100+ lbs. victim</i>)	10,15	O			
30 Carrying 0-10 lbs. (<i>i.e.: Phone, Radio, Tablet, Plans, Documents, Computer</i>)	2-7,9,13,16-18	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
31 Carrying 11-25 lbs. (i.e.: Misc. monitoring devices)	10	F			
32 Carrying 26-50 lbs. (i.e.: Generator, Tools, Supplies such as Foam up to 50 lbs., for up to 300 Ft.)	10	O			
33 Carrying 51-75 lbs. (i.e.: SCBA plus hazmat gear (65-75 lbs.))	10,15	O			
34 Carrying 76-100 lbs. (i.e.: SCBA plus hazmat gear and other tools/ equipment up to 300 ft., Emergency rescue of victims up to 100 lbs., Emergency team rescue of 100+ lbs. victim)	10,15	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	2-18	F			
2 Functional color vision, normal or corrected (i.e.; Various inspections, Hazmat response, investigations).	10,11	F			
3 Functional night vision, normal or corrected	1,9-11,15	F			
4 Functional hearing, normal or corrected	3, 5, 8, 9,10, 11, 12, 13, 15, 16, 17, 18	F			
5 A sense of smell or taste	5, 6, 8, 9, 10, 11	F			

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	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	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	F			
4 Limited/unpredictable opportunity for breaks	O			
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	F			

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)	F			
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	F			
5 Risk of confrontation with violent or assaultive clients or customers	F			

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)	F			
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.)	F			
10 Grease, oils	F			
11 Acidic, Caustic Solutions	O			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	O			
14 Cleaning supplies, abrasives	F			
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.)	F			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	O			
23 Ionizing Radiation (responding to radiological incidents, responds to locations where x-rays are conducted)	O			
24 Non-Ionizing Radiation(responding to radiological incidents, responds to locations where x-rays are conducted)	O			
25 Electrical Energy (responding to electrical incidents, working with utility companies)	F			
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.)	F			
30 Contact with water, other liquids, humid conditions - not weather related	O			
31 Work Below Ground: (e.g., excavation, trench, etc.)	F			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	O			
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.	O			
36 Pulls non-commercial trailers or equipment	F			
37 Operates heavy equipment	O			
38 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.)
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	X	Frequency in accordance with their Respirator Protection Program
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	X	X	Frequency in accordance with their Respirator Protection Program
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical	X		
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test	X	X	Per their ATD written program
12 Vaccine: MMR			
13 Vaccine: Hepatitis B	X	X	Per their BBP written program
14 Vaccine: Influenza	X	X	Per their ATD written program
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.



**Vehicle with Equip and Hazmat Supplies
Compartment**



Storage Compartment



Supplies and Equip in Storage



Hazmat Equip Bag 36 lbs.



**Sample of Hazmat Suit-
Ranges from 45-75lbs.**



SCBA 31 lbs.



Foam- 46 lbs.



Misc. equip and supplies. Tool kit 30 lbs.



Generator- 41 lbs.



Various Kits, monitoring devices 17-27 lbs.

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: _____