

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Integrated Waste Utility & Infrastructure Coordinator
DEPARTMENT: Department of Transportations and Public Works
PHYSICAL DEMAND STRENGTH RATING:

DATE COMPLETED:
DIVISION: Integrated Waste

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.
Coordinates consultant and contractor projects involving the construction, inspection, operation, maintenance, repair, and relocation of County infrastructure associated with the CSA water systems, closed landfills, and lighting districts.	1	C	Computer, phone, vehicle	Valid California Water Treatment Plant Operator Grade T1 and California Water Distribution Operator Grade D1 certificates and 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training must be completed within one year of appointment; and CA Class C Driver’s License	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. 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 consultants and contractors in the calibration, installation, maintenance, repair, replacement, and relocation of electronic and electrical equipment, generators, landfill gas and leachate piping and flares, and community water system piping and infrastructure.	2	F	Computer, phone, vehicle	CA Class C Driver's License	E	
Oversees consultants and contractors in the mitigation and cleanup of natural disaster and other debris and hazardous waste removal.	3	O	Computer, phone, vehicle	HAZWOPER, CA Class C Driver's License	E	
Monitors work progress, ensures work quality, and enforces compliance with project plans and specifications.	4	F	Computer, phone, vehicle, camera	CA Class C Driver's License	E	
Plans and schedules work priorities; determines project timelines; coordinates consultant, trades, and vendor work schedules; communicates information to all involved parties throughout the course of the project.	5	F	Computer, phone		E	
Prepares and manages project budgets; computes cost estimates for materials, equipment, and consultant/contractor work schedules; requisitions materials and supplies; assists in projecting annual costs associated with future work.	6	C	Computer		E	
Discusses administrative and engineering plans and operational priorities with engineering and solid waste staff; makes recommendations regarding problem areas and safety hazards; assists in the development and implementation of preventative maintenance programs and infrastructure improvements.	7	F	Phone, computer		E	
Interprets technical sketches, drawings, and diagrams of electrical and electronic equipment and machinery, flares and piping, grading, ditching, and cover placement; makes recommendations regarding the development of primary and secondary power sources and other backup systems, including Supervisory Control and Data Acquisition (SCADA); ensures ongoing operational efficiency of the CSA water systems, closed landfills, and lighting districts.	8	C	Computer, Software, phone		E	
Assists in the planning and implementation of equipment operation training and compliance and safety programs; coordinates safety training activities in response to management direction and regulatory guidelines; establishes methods and procedures for correcting unsafe utility conditions and operations.	9	O	Phone, computer		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. 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 on-site operational inspections to test and evaluate complex electronic and electrical components of utility and infrastructure systems; remotely manages County infrastructure telemetry using SCADA, Unmanned Aerial Vehicles (UAVs), and other related technology.	10	O	Vehicle, computer, UAV, camera and other equipment, as necessary	FAA certification, CA Class C Driver's License	E	
Performs field, office, and computer-aided studies, including data collection from field equipment; prepares periodic and special reports based on findings from research, studies, and surveys; makes recommendations on findings.	11	O	Vehicle, computer	CA Class C Driver's License	E	
Responds to alarms indicating malfunction in landfill gas and leachate piping and flares, and water system pump stations; diagnoses malfunctioning facilities and determines appropriate corrective action delegating/coordinating on-call contractors to perform corrective action where necessary.	12	F	Vehicle, computer, phone	CA Class C Driver's License	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	1-12	Frequent			
2 Walking	1-4, 10, 11, 12,	Frequent			
3 Running	n/a	Never			
4 Standing	1-4, 10, 11, 12	Frequent			
5 Bending-Neck	1-12	Frequent			
6 Bending-Waist	1-12	Occasional			
7 Squatting	1-4, 10, 11, 12	Occasional			
8 Climbing	1-4, 10, 11, 12	Occasional			
9 Kneeling	1-4, 10, 11, 12	Occasional			
10 Crawling	1-4, 10, 11, 12	Occasional			
11 Twisting (neck)	1-12	Frequent			
12 Twisting (waist)	1-4, 10, 11, 12	Occasional			
13 Repetitive Hand Use	1-12	Occasional			
14 Simple Grasping-Right Hand	1-4, 10, 11, 12	Occasional			
15 Simple Grasping-Left Hand	1-4, 10, 11, 12	Occasional			
16 Power Grasping-Right Hand	1-4, 10, 11, 12	Occasional			
17 Power Grasping-Left Hand	1-4, 10, 11, 12	Occasional			
18 Fine Manipulation-Right Hand	1-4, 10, 11, 12	Occasional			
19 Fine Manipulation-Left Hand	1-4, 10, 11, 12	Occasional			
20 Pushing and Pulling (right hand)	1-12	Occasional			
21 Pushing and Pulling (left hand)	1-12	Occasional			
22 Reaching (above shoulder level)	1-12	Occasional			
23 Reaching (below shoulder level)	1-12	Occasional			
24 Lifting-up to 10 lbs.	1-12	Frequent			
25 Lifting-11-25 lbs.	1-12	Occasional			
26 Lifting-26-50 lbs.	1-4, 10, 11, 12	Occasional			
27 Lifting 51-75 lbs.		Never			
28 Lifting 76-100 lbs.		Never			
29 Lifting 100 + lbs.		Never			
30 Carrying 0-10 lbs.	1-12	Frequent			
31 Carrying 11-25 lbs.	1-12	Occasional			
32 Carrying 26-50 lbs.	1-4, 10, 11, 12	Occasional			
33 Carrying 51-75 lbs.		Never			
34 Carrying 76-100 lbs.		Never			

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	1-12	Constant			
2 Functional color vision, normal or corrected	1-4, 10, 11, 12	Frequent			
3 Functional night vision, normal or corrected	1-4, 10, 11, 12	Frequent			
4 Functional hearing, normal or corrected	1-12	Constant			
5 A sense of smell or taste	1-4, 10, 11, 12	Occasional			

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	Frequent			
2 Follow Written Instructions	Frequent			
3 Required to sustain concentration	Frequent			

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	Frequent			
2 Organize own work	Frequent			
3 Able to ask questions or request assistance when needed	Frequent			
4 Required to make decisions independently	Frequent			
5 Required to train and/or lead other staff	Occasional			
6 Required to direct other staff (e.g. planning, goal setting, performance)	Occasional			

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	Occasional			
2 Meet time sensitive deadlines	Frequent			
3 Long and/or irregular hours	Occasional			
4 Limited/unpredictable opportunity for breaks	Occasional			
5 Required to perform on-call or emergency work	Occasional			

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	Frequent			
2 Attention divided by issues requiring multi-tasking	Frequent			
3 Work requires precise attention to detail	Frequent			
4 Use of judgment in routine matters	Frequent			
5 Requires use of judgment in adapting procedures from one task to another	Frequent			
6 Possible legal ramifications associated with work activities or work product	Frequent			

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)	Frequent			
2 Interactions limited to giving/receiving information	Occasional			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	Occasional			
4 Interactions occur under circumstances of emotional stress	Occasional			
5 Risk of confrontation with violent or assaultive clients or customers	Occasional			

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	Occasional			
2 Work Outside	Frequent			
3 Extreme Heat (above 100 degrees)	Occasional			
4 Extreme Cold (below 32 degrees)	Occasional			
5 Excessive Noise (must raise voice to be heard)	Occasional			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	Occasional			
7 Dust, Vapors, Fumes, Smoke	Occasional			
8 Silica, asbestos, etc.	Occasional			
9 Solvents (e.g., gas, turpentine, etc.)	Occasional			
10 Grease, oils	Occasional			
11 Acidic, Caustic Solutions	Occasional			
12 Pesticides	Never			
13 Explosives (e.g., dynamite, bomb, etc.)	Never			
14 Cleaning supplies, abrasives	Occasional			
15 Other Chemicals (e.g. drugs and other contraband)	Never			
16 Human Blood, Body Tissues, or Fluids	Occasional			
17 Human Wastes	Occasional			
18 Animal Blood, Body Tissues, or Fluids	Occasional			
19 Animal Wastes	Occasional			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	Occasional			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	Frequent			
22 Biomedical Waste	Never			
23 Ionizing Radiation	Never			
24 Non-Ionizing Radiation	Never			
25 Electrical Energy	Frequent			
26 Walking on uneven, slippery, or rough surfaces	Frequent			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	Frequent			
28 Proximity to moving vehicles or objects	Frequent			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	Occasional			
30 Contact with water, other liquids, humid conditions - not weather related	Frequent			
31 Work Below Ground: (e.g., excavation, trench, etc.)	Occasional			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	Never			
33 Operates non-commercial motor vehicles (cars, trucks)	Frequent			
34 Operates commercial vehicles – CDL Class Endorsements	Never			
35 Operates passenger van to transport clients, inmates, etc.	Never			
36 Pulls non-commercial trailers or equipment	Occasional			
37 Operates heavy equipment (off road)	Occasional			
38 Other:				

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	
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam	X	X	
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	X	X	annual
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical	X	X	
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		X	
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.