CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name,		ur immediate su <mark>t</mark>			nation regarding your make sure we refer to
	s a group questionna		No If yes, pleas	se list all empl	oyee names.
Divis	sion: Fleet Mainten	ance	Departme	ent: Financial	l Operations
			,		
		For Individual	Questionnaires	Only:	
Employ	ree Name:	Jones	Nich	iolas ·	С
		(Last)	(Firs	(t)	(Middle Initial) - *
Current	t Classification Title:	Automotive a	and Equipment Tec	hnician	
Divisio	n Fleet Mainten	ance	Departmen	ıt Financial	Operations
Total L	ength of Time with	organization	1 Years	9 months	
		9	***		
Total L	ength of Time in C	urrent Position	0 Years	9 months	
Assigne	ed Hours/Week:; fr	om 7:00am t o	5:30pm A	Assigned Days	/Week Mon-Thurs
D	Nickj@gjcity.org		Work Phone	»: 970-244-159	15
Email:	Nickj@gjcity.org		WORK PROME	<u>:: 970-244-139</u>	,,
	<u>Immediate Su</u>	pervisor:	Imme	diate superv	isor reports to:
Name:	Tim Barke	er	Name:	Jay Valentine	,
Title:	Fleet Supe	rvisor	Title:	Asst. Financi	al Operations Manager
Work Phone	970-244-1	532	Work Phone:	970-244-1517	7
	timba				
E-mail:	Tim b@gio	city.org	E-mail:	Jayva@gjcity	org

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example:

Computer Support Technician

Summary:

To operate, maintain and repair computer equipment and to provide technical

assistance to users,

To perform routine maintenance and procedures on all of the City's vehicles and equipment. To diagnose and repair any system or systems on all the City's vehicles and equipment. To coordinate repairs with outside vendors and internal customers. To train internal customers and co-workers on some equipment and systems. To install aftermarket systems on City's vehicle's and equipment including public safety equipment.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
\boxtimes	I do not officially supervise other employees (sign performance reviews).	0
	I evaluate and sign performance reviews of other full-time employees.	•
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
\boxtimes	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	7
	I make work assignments for others.	
\boxtimes	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
\boxtimes	I provide advice to peers that they must consider carefully before making a decision.	7
\boxtimes	I provide information to supervisors/management that they use in making a decision.	1

b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Automotive and Equipment Tech. x 5	
Lead Technician x 1	
Fleet Service Technician x 1	

Please indicate	the nature of the gr	oup supervised and the	number supervised	
☐Full Time	Part-Time	Seasonal/Temp	☐ Volunteer	Contrac

YOUR DIRECT REPORTS' JOB TITLES

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Any City Vehicle Operator	Daily	Coordinating repairs on their vehicle or piece of equipment and training for use of it.
City Vehicle Operators Supervisors	Monthly	Discuss Repairs, operators use of equipment.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		÷
Napa Auto Parts	Daily	Ordering Automotive Parts and Accessories.
Ford Dealer	Weekly	Coordinating Repairs and Ordering Parts.
Apline Wireless	Monthly	Coordinating Repairs and Ordering Parts.
Parker Store	Weekly	Purchasing and Ordering Parts.
Hensly Batteries	Weekly	Purchasing and Ordering Batteries.

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%.** Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	М	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	10%

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Performing Preventative Maintenance on light and heavy vehicles and equipment.	When and which systems to service.	Daily	10
2	Performing complex and major automotive, equipment, and truck repairs. (Most in shop and some on the roadside.)	Which system and which parts to daignose, repair or replace.	, . Daily	15
3	Records Managment	Where and when to record our diagnostic and repair work, times, and repairs.	Daily	10
4	Cross Training (within and outside department)	Who and how to train them on repairing and operating city equipment.	Weekly	5
5	Parts Managment	Finding, ordering stocking, and tracking parts.	Daily	10
6	Aftermarket system installs, fabrication, and repair.	How to intstall a system so that is it safe, practical, and follows all guidelines of the manufacturures.	Select	35
7	Design, develop, and install complex wiring systems in public safety vehicles.	How to intstall a system so that is it safe, practical, and follows all guidelines of the manufacturures.	Weekly	15
8			Select	
9			Select	
10			Select	
. 11			Select	
12			Select	
13			Select	
14			Select]

15	Select
16	Select
17	Select
18	Select
19	Select

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
1,2,4,6,7	Knowledge of a wide variety of electrical, hydrualic, fuel, air and mechanical systems.(Includes gas and diesel engine and systems.)
2,6,7	Ability to diagnose and repair all the above systems.
1,2,6,7	Knowledge of maintenance and repair tools and equipment.
1,2,3,4,5,6,7	Standard safety regulations and procedures associated with assigned tasks.
2,3,4,5,6	Standard computer systems and software applications.
6,7	Ability to install aftermarket systems in a safe and practical manner.
1,2,3,4,5,6,7	Ability to communicate effectively and clearly with co-workers, supervisors and vendors.
1,2,4,5,6,7	Ability to to perform many physical requirments including lifting, pushing, pulling heavy objects, repetitive motions and withstand long periods of standing, kneeling and crouching in many awkward positions.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. **EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
\boxtimes	\boxtimes	High School Diploma or equivalent (G.E.D.)
\boxtimes	\boxtimes	Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree Other (explain):
	\boxtimes	Ongoing and up to date training to keep up with constantly changing technology.

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

You Have	Your	<u>Time</u>	You Need	<u>Minimum</u> <u>Time</u> <u>Required</u>	
Automotive and Truck Technician	3 1/2	years	Automotive or Truck Technician	2	years
		years			years
		years			years

a. What field (s) should training or degree be in? Automotive, Truck, or Heavy Equipment maintenance and/or repair.

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

State of Colorado class B CDL with air brake and tanker endorsements or ability to obtain. Refrigerant Recovery and Recycling certification.

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty#	Machines, Tools, Equipment	Frequency/Time			
1,2,6,7	Complete set of hand tools.	Daily			
1,2,6,7	Complete set of power tools.	Daily			
1,2,3,5	Desktop and/or laptop computers.	Daily			
1,2	Computerized spin Balancer, and Pneumatic Tire Machine	Weekly .			
1,2,6,7	Complete set of air tools.	Daily			
1,2,6,7	Vehicle jacks(air and hydrualic), jack stands.	Weekly			
2,6,7	SMAW Welding Machine	Monthly			
2,6,7	Bandsaw	Monthly			
1,2,6	Various Scan Tools for diagnosing onboard computers.	Weekly			
1,2,6,7	Various Vehicle Hoists	Daily			
1,2,6	10-Ton Overhead Crane	Monthly			
4,5	Telephone	Daily			
1,2,6,7 2,6,7 1,2,4,6,7 1,2,4,6,7 1,2 2,5,6	Battery and charging diagnostic equipment (Charger,tester, ect) Bench Grinder Ladders and creepers Shop ventilation systems Alignment Machine Forklift	Weekly Monthly Weekly Weekly Monthly Weekly			

5. DECISION-MAKING & JUDGMENTS.

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
- 1. Must be aware and instill safety in every repair and install. Must make certain that the application will be compliant with both the operators safety and the tech's safety during its use and repair.
- 2. Must be mindfull of the cost of repairs and parts. Must decide whether the repair, or the way to repair or install an item, will be in the City's best interest. According to but not limited to the cost of a repair and the downtime such a repair will result in.
 - 3. Must be mindfull of who and when to train others on operation of certain equipment and vehicles.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

Importance

How frequently is the activity performed?

How important is the activity in accomplishing the job's purpose?

0 - Never

1 - Annually

1 – Aimuany

2 – Quarterly (at least 3 per year)

3 - Monthly (at least 8 per year)

4 – Weekly (at least 3 per month)

5 - Daily (at least 3 per week)

0 – Not Important

1 - Somewhat Important

2 - Very Important

3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5Daily	2Very Important	1,2,4,5,6,7
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5Daily	3Extremely Important	1,2,4,5,6,7
Stooping : Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5Daily	3Extremely Important	1,2,4,5,6,7
Kneeling : Bending legs at knee to come to a rest on knee or knees.	5Daily	3Extremely Important	1,2,4,5,6,7
Crouching: Bending the body downward and forward by bending leg and spine.	5Daily	3Extremely Important	1,2,4,5,6,7
Crawling : Moving about on hands and knees or hands and feet.	4Weekly	2Very Important	1,2,4,6,7
Reaching: Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	1,2,4,5,6,7
Standing: Particularly for sustained periods of time.	5Daily	3Extremely Important	1,2,4,5,6,7
Walking : Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	3Extremely Important	1,2,4,5,6,7
Pushing: Using upper extremities to press against something with steady force in order to thrust	5Daily	3Extremely Important	1,2,5,6,7

formered downward or or turned		1	
forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a	E Date	Q Frytsom of the Land of	105/7
	5Daily	3Extremely Important	1,2,5,6,7
sustained motion.			
Fingering: Picking, pinching, typing or otherwise	FE 5 13		5.4
working, primarily with fingers rather than with	5Daily	3Extremely Important	3,5
the whole hand or arm as in handling.			
Grasping : Applying pressure to an object with the	5Daily	3Extremely Important	1,2,5,6,7
fingers or palm.	O Daily	o Extremely Important	1,2,5,0,7
Lifting: Raising objects from a lower to a higher			
position or moving objects horizontally from			
position-to-position. This factor is important if it	E" 10-41	O Fostere to the Land of the Land	10577
occurs to be a considerable degree and requires	5Daily	3Extremely Important	1,2,5,6,7
the substantial use of the upper extremities and			•
back muscles.		4	
Feeling: Perceiving attributes of objects, such as			
size, shape, temperature or texture by touching	5Daily	3Extremely Important	1,2,5,6,7
the skin, particularly that of fingertips.	O Daily	Battemety important	1,2,5,0,7
Talking: Expressing or exchanging ideas by	•		
means of the spoken work. Those activities in			
which they must convey detailed or important	5Daily	2Very Important	1024567
spoken instructions to other workers accurately,	JDaily	2very important	1,2,3,4,5,6,7
loudly, or quickly.	•	•	
		<u> </u>	
Hearing: Perceiving the nature of sounds with no		-	
less than a 4db loss @ 500 Hz, 1,000 Hz and		•	
2,000 Hz with or without correction. Ability to	F D 11		1001
receive detailed information through oral	5Daily	3Extremely Important	1,2,3,4,5,6,7
communication, and to make fine discriminations			
in sound, such as when making fine adjustments			
on machined parts.			
Seeing: The ability to perceive the nature of			
objects by the eye. Seeing is important for			
hazardous jobs where defective seeing would			
result in injury and also jobs where special and			
minute accuracy, inspecting and sorting exist. A			
high degree of visual efficiency, placing intense			
and continuous demands on the eyes by moving			
machinery and other objects are also considered	5Daily	3Extremely Important	1,2,3,4,5,6,7
important. Other important factors of seeing are	5Daily	5Extremely Important	1,2,3,4,3,0,7
acuity (near and far), depth perception (three			
dimensional vision), accommodation (adjustment			
of lens of eye to bring an object into sharp focus),			
field of vision (area that can be seen up and down			
or to the right or left while eyes are fixed on a			
given point) and color vision (ability to identify and			
distinguish colors).			
Repetitive Motions: Substantial repetitive			
movements (motions) of the wrists, hands, and/or	5Daily	3Extremely Important	1,2,6,7
fingers.			
Sedentary Work: Exerting up to 10 pounds of			
force occasionally and/or a negligible amount of			
force frequently or constantly to lift, carry, push,			
pull or otherwise move objects, including the			10155
human body. Sedentary work involves sitting	3Monthly	1Somewhat Important	1,2,4,5,6,7
most of the time. Jobs are sedentary if walking			
and standing are required only occasionally and		La Company	
all other sedentary criteria are met.		The second secon	
Light Work: Exerting up to 20 pounds of force			<u></u>
occasionally, and/or up to 10 pounds of force	5Daily	3Extremely Important	1,2,5,6,7
frequently, and/or a negligible amount of force			,
constantly to move objects. If the use of arm	<u>. </u>	<u></u>	l

and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.			
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	5Daily	3Extremely Important	1,2,5,6,7
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	4Weekly	3Extremely Important	2,6
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	3Monthly	1Somewhat Important	2,6

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

Condition	Less than 25%' of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)			\boxtimes
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			\boxtimes
Hazardous materials (chemicals, blood and other body fluids, etc.)	☐ - <u>}</u>		
Extreme temperatures			
Inadequate lighting			
Work space restricts movement			🛛 .
Intense noise			Ď
Travel			
Environmental (disruptive people, imminent danger, threatening environment)		\boxtimes	

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

EMPLOYEE CERTIFICATION

certify that	the al	ove statements	s and responses	are accurate	and complete	e to the l	oest of my	
knowledge.								
C:1.	\mathcal{A}	Λ			Deter	12 -	18-20	٩

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TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. Please note the form should have all three signatures to ensure all have read the questionnaire.

Question No.	Comments
.	The City of Grand Junctions Automotive and heavy equipment technician and Lead Tech positions are advanced level positions. These positions require technicians to perform advanced level diagnostic and repair to all aspects of equipment ranging from small engines such as generators to specialized heavy equipment consisting of units such as asphalt paving and fire suppresion apperatus.
	Training is provided and encouraged for all tech's in order for them to have the skills, and knowledge required to perform all aspects of repair on all types of equipment in a timley accurate manner.

I agree with the incumbents' position questionnaire as writ	ten.
The above modifications have been discussed with the agrees with these modifications.	incumbent, and the incumbent
The above modifications have been discussed with the disagrees with these modifications.	incumbent, and the incumbent
I have noted the modifications made by my supervisor in th	e Comments Section above.
Employee Signature:	Date:
Supervisor Signature:	Date: 12-27-28
Department Head Signature:	Date: 1/5/69 · · ·
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. HAS COMPLETED YOUR PORTION OF THE QUESTION	

QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR

DEPARTMENT HEAD.

Please check the appropriate statement:

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, cur	OYEE BACKGROUND : In thi rent job title, your immediate s t job throughout the study.			
Is this a g	group questionnaire? 🗌 Yes 🛭	No If yes, pleas	e list all empl	oyee names.
				, •
Division	a: fleet services	Departme	nt: finacial o	perations
	<u>For Individua</u>	al Questionnaires	Only:	
Employee l	Name: Balster	Rich	ard '	D
	(Last)	(First	t)	(Middle Initial)* - *
Current Cla	assification Title: automotive	and heavy equipment	technition	
Division	Fleet services	Departmen	t finacial op	erations
	th of Time with organization th of Time in Current Position	9 Years a 8 Years	2 months 6 months	
Assigned H	Iours/Week:; from 7:00am t o	_	-	/Week tues. thru
	nba@gjcity.org	Work Phone		
	Immediate Supervisor:	Immed	liate supervi	sor reports to:
Name:	Tim Barker	Name:	Jay Valintine	
Title:	Fleet supervisor	Title:	asst. finacial o	pperations manager
Work Phone	244-1532	Work Phone:	2441517	
E-mail:	timba@gicity.org	E-mail:	jayva@gjcity	org,

II. POSITION INFORMATION

1. **POSITION SUMMARY**: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example:

Computer Support Technician

Summary:

To operate, maintain and repair computer equipment and to provide technical

assistance to users.

Diagnose and repair, in a timely fashion, mechanical, electrical, hydraulic and other complex systems, on automotive, trucks and heavy equip. Work with other departments in dianosis and repair of vehicles. Obtain parts and technical advice from outside vendors. Provide assitance when and where needed within the orginazation.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

a.	The	chart	below	asks	for y	your s	specif	ic sup	ervisory	resp	onsib	ilities.	lf a	duty s	statem	ient	applies	to:
	you,	pleas	e chec	k the	box	unde	r the	"Yes"	column	and	then	indicate	the	numl	ber of	emp	oloyees	for
	whic	eh you	are re	spons	ible t	to the	right	of the	e stateme	ent.								

	ryou are responsible to the right of the statement.							
Yes	Duty	Number of Employees						
\boxtimes	I do not officially supervise other employees (sign performance reviews).							
	I evaluate and sign performance reviews of other full-time employees.							
	I evaluate and sign performance reviews of part-time, temporary or contract employees.							
	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).							
	I make work assignments for others,							
	I make hiring and hiring pay recommendations.							
	I make hiring and hiring pay decisions.							
	I recommend termination for poor performance.	٠						
	I provide advice to peers that they must consider carefully before making a decision.							
X	I provide information to supervisors/management that they use in making a decision.							
other your your full r	plete the organization chart below. This chart will help us to understand your sin your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluations over supervised by your subordinate supervisors.	position titles: (1) upervisor; and, (2) er which you have						
YOUR	COWORKERS' JOB TITLES YOUR DIRECT REPORTS' J	OB TITLES						
1-lube	e tech							
5-auto a	and equip techs							
1-crew	leader/auto,equip tech							
1 fleet supervisor								

Please indicate the nature of the group supervised and the number supervised $\bar{}$

Full Time Part-Time Seasonal/Temp

□Volunteer

Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

	, « <u> </u>	one end beginning
Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
all departments or persons that drive a city owned vehicle	daily	vehicle repair and maintance
		, •

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		i.
various vendors	daily	parts, information ,ect
		i ·

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty -D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%.** Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	M	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	10%

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	vehical diagnoses and repair	how to proceed with repair	Daily	85%
2	ordering parts	ordering and obtaining correct parts	Daily ' '	-5%
3	confir with supervisor	carry out directives	Daily	5%
4	meetings	discuss work plans	Monthly	2%
5	training	apply training to work	Quarterly	1%
6	training	apply to work situations	Annually	2%
7			Select	
8			Select	
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
. 19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge - Skills		
1	diagnose and repair, mechanical, hydraulic, electrical and other complex systems on a varity of automotive, truck and heavy equipment basic theory of operation, diagnostic skills and mechanical skills.		
2	ordering and obtaining correct parts from a varity of outside vendors- telephone skills, ability to identify correct parts, reading, writing, computer skills.		
3	confir with supervisor- listening skills, reading, writing, communicating.		
4	meetings- communication skills, ability to carry out work plan		
5&6	training- listening skills and ability to apply to work situations.		

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. **EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
	\boxtimes	Up to one year of specialized or technical training beyond high school
\boxtimes		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
\boxtimes	\boxtimes	Other (explain): on going training due to the wide scope and ever changing field .

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

You Have	Your	Time	You Need	<u>T</u>	imum ime juired
2 year tech. cert.	2	years	high school	4	years
24 years experience	24	years	-	1	years
		years			years

a. What field (s) should training or degree be in? automotive or equipment tech. program

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

class b commercial drivers licence

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1	any city owned auto/light truck, truck, heavy equipment or machinery	daily
1	varity of diagnostic tools such as computer, scanner, ect	daily
1	wide varity of of hand and power tools	daliy
2	telephone, computer, vehicle	•
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5. DECISION-MAKING & JUDGMENTS.

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
- 1. Proper diagnosis and process and procedures to complete repair in a timely and cost effective maner.
- 2. Deciding what parts to order and from what vendor to ensure accuracy and most cost effective options.
- 3. Deciding if a repair is needed (i.e. safe, worn out, ect...) or it can wait until we see vehicle again.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

<u>Importance</u>

How frequently is the activity performed?

How important is the activity in accomplishing the job's purpose?

0 - Never

1 – Annually

2 - Quarterly (at least 3 per year)

3 – Monthly (at least 8 per year)

4 - Weekly (at least 3 per month)

5 - Daily (at least 3 per week)

0 – Not Important

1 – Somewhat Important

2 - Very Important

3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5Daily	3Extremely Important	
Balancing : Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5Daily	3Extremely Important	
Stooping : Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5Daily	3Extremely Important	
Kneeling : Bending legs at knee to come to a rest on knee or knees.	5Daily	3Extremely Important	
Crouching : Bending the body downward and forward by bending leg and spine.	5Daily	3Extremely Important	
Crawling: Moving about on hands and knees or hands and feet.	5Daily	3Extremely Important	
Reaching: Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	
Standing : Particularly for sustained periods of time.	5Daily	3Extremely Important	
Walking : Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	3Extremely Important	
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5Daily	3Extremely Important	
Pulling: Using upper extremities to exert force in	5Daily	3Extremely Important	
		Total Control of Taxable Control	

sustained motion. Flagering: Ficking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or am as in handling. Gausping: Applying pressure to an object with the fingers or palm. Litting: Rationg objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the sixe, particularly that of ingertys. Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, buddy, or quickly. Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, buddy, or quickly. Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken of the spoken work. Those activities in which they must convey detailed or important spoken of the spoken with the spoken and the spoken activities in which they must convey detailed or important spoken of the spoken and the spoken activities in which they must convey detailed or important spoken and to make fine discriminations in a summarization and to make fine discriminations in a summarization and to make fine discriminations in a summarization and the spoken and detailed or important spoken and the spoken and detailed or important spoken and the spo	landow to decree described to the state of t			
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Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	5Daily	3Extremely Important	
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	5Daily	3Extremely Important	And the second s
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	5Daily	3Extremely Important	

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

Does 🗌	Not	Apply
--------	-----	-------

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)			\boxtimes
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	·		\boxtimes
Hazardous materials (chemicals, blood and other body fluids, etc.)		. 🗆	\boxtimes
Extreme temperatures		:	
Inadequate lighting			
Work space restricts movement		· 🗍	
Intense noise			
Travel			
Environmental (disruptive people, imminent danger, threatening environment)			\boxtimes

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

EMPLOYEE CERTIFICATION

I certify that the above sta	tements and	l responses are accurate	e and comple	ete to the best of my
knowledge.	$\lambda \Omega$	A STATE OF THE STA		
Signed: / When	00	ech	Date:	12/23/08

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. Please note the form should have all three signatures to ensure all have read the questionnaire.

Question No.	Comments
	The City of Grand Junctions Automotive and heavy equipment technician and Lead Tech positions are advanced level positions. These positions require technicians to perform advanced level diagnostic and repair to all aspects of equipment ranging from small engines such as generators to specialized heavy equipment consisting of units such as asphalt paving and fire suppresion apperatus.
	Training is provided and encouraged for all tech's in order for them to have the skills, and knowledge required to perform all aspects of repair on all types of equipment in a timley accurate manner.

I agree with the incumbents' position questionnaire as written. The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications. The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications. I have noted the modifications made by my supervisor in the Comments Section above. Employee Signature: Supervisor Date: Signature: Department Head Date: Signature: THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT.

YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR

DEPARTMENT HEAD.

Please check the appropriate statement:

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

	ction you will provide information regarding your visor, etc. This will help us make sure we refer to
Is this a group questionnaire? 🛮 Yes 🕱 No	If yes, please list all employee names.
Division: FIEFT	Department: Financial Op
For Individual Qu	uestionnaires Only:
Employee Name: MCCURICY	ME Lin (Middle Initial)
	WE & Equipment technician
	Department Financial of
Total Length of Time with organization	Years // months
Total Length of Time in Current Position	. Years 8 months
Assigned Hours/Week:; from 7!vo to 5!	30 Assigned Days/Week
Email: MELM@gicity.org	Work Phone: 970-244-1595
Immediate Supervisor:	Immediate supervisor reports to:
Name: Tim BAIKER	Name: Jay Uplentine
Title: Fleet Supervisor	Title: Asst. Financial operation mange
Work Phone 970-244-1532	Work Phone: 970-244-1517
E-mail: timba@ ga city wa	

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical

assistance to users.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty on the second seco	Number of Employees
凶	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
X	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	7
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
	I provide advice to peers that they must consider carefully before making a decision.	
A	I provide information to supervisors/management that they use in making a decision.	

b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Auto d'Equipment Technicians. Service Technicians	
•	

Please indicate	the nature of the gr	oup supervised and the i	number supervised	
∏Full Time	Part-Time	Seasonal/Temp	∐Volunteer	☐Contract

YOUR DIRECT REPORTS' JOR TITLES

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or	How Often	For What Purpose
Department		
Ex: Peers, Subordinates		
All City Ocpt. Employes	DAily	To communicate repaire & manitenance
All City Dept. Employes		To communicate repairs & manitenance weeded on city uchicles & Equipment
*	·····	, , ,

2. Outside your organization:

Title of Person or Organization	How Oflen	For What Purpose
Ex: Vendors, Gen. Public		
MAPA ANTO	Dally	orly parts
Hensley Botteries	Bi - well,	order parts
All Dealership	DAily	order parts of warrant, work
VATION VENDOS	Bi June Kly	order parts & disuss problem with
		ve. Por supplied ago point
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty -D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%.** Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties EXAMPLES:	Decisions Required	Frequency	% of Time
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	М	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	М	10%

	List of Essential Duties	Decisions Required	Frequency: D = Dally W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent. (Not to exceed 100%)
1	Perform routine maintenance on all city uch. Diagnose & negative which	ck orll sofety & CK for firms problems	Select D	40%
2	Diagnose & regar uchieles	reporting parts	Select /	25%
3	install wiring system op wochich		Select /)	5%
4	install wiring system on wachiels	correct procedut vender	Select //	10%
5	Read Keeping	properly track we hade Repairs & Danton	Select O	5%
6	experien, dinstall complex Hydralic system	Amount at prisse & Flow	Select /)	1540
7		•	Select	
8			Select	
9_			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty#	Knowledge ← Skills
/	Basic Auto & truck Maintenance Knowledge & Lyco-experience
2	Knowledge + understanding of internal combustion + Diesel motor
2	" " of 12 224 volt clefood systems
2	" " " on-Boad competer systems fording codes
2	" vachieles d'équipment répoles.
3	Knowledge of prem vender
3	" " corect terminology to applain to other what it is you orly
4	Design dinstall wiring systems for all lay weelicle + equipant The i, but Entry lead work
5	BASIC computer Knowle Ge
5	Born Knowledge I with all main terms pool.
6	Knowledge Base hydralis +skill design + notall system This is not Entry level work
	·

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1.	EDUCATION:	What level of education do you have and what minimum level of education do you	ou
beli	eve is needed to	atisfactorily perform your job at entry level? Check the level that applies to your job:	

You Have	You Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
X	X	High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
	X	Other (explain): ongoing to Acip up with changing technology

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

You Have	Your Time	You Need	<u>Minimum</u> <u>Time</u> <u>Required</u>
Auto I tight Truck tech	28 years	Auto & truck technica	2 years
	years		years
	years		years

a. What field (s) should training or degree be in?

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Colorado CDZ class B Ala conditioner Actriquent recycling Iservice contitionte 4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1,24,6	BAsic hand tosts	Daily
1,2,4	computer pinjuostic equipput, including snap-on seman	Bi welly
2	overhead crane	Munthly
1,2,4	uchiele hoist	Drily
2,6	Fork lift	well
2,3,4,56	Desktop conputer	Dorla
1,2,6	Air touls	Daily
1 thru 6	telephone	Doily
2,6	welder	weekly
2,6	13 m O 5 pw	Weekly
1,2,4,6	Ekstrual fest equipment fist 154+ Bothy testor Ichanger	Dost,
		,

5. DECISION-MAKING & JUDGMENTS.

a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.

1. Diagonstics are essential for us to proper perform on jobs in Both cost effective of timely manner the night or wrong diagnosis can ne the difference Between long or short Down time, low or high cost reports

2. Deciden, if a operator rejuent of modification of their whicles are safe of in the best intrest of the coty.

3. Pecialing if we hicle & equipments me safe & legal to be on only streets

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

How frequently is the activity performed?

- 0 Never
- 1 Annually
- 2 Quarterly (at least 3 per year)
- 3 Monthly (at least 8 per year)
- 4 Weekly (at least 3 per month)
- 5 Daily (at least 3 per week)

Importance

How important is the activity in accomplishing the job's purpose?

- 0 Not Important
- 1 Somewhat Important
- 2 Very Important
- 3 Extremely Important

Frequency	Importance	Duties
Select	Select	1,2,4,6
Samuel Control	7	•
<u> </u>		
0.1	~	
Select	Select	
e e e e e e e e e e e e e e e e e e e	₹	12,4,6
!		
Select	Select	1,2,4,6
	3	,
Select	Select ₹	1,2,4,6
···		1000 1172
Select <	Select 3	1, 2, 4,6
		7 . 12
Select 5	Select 3	1, 2,4,4
Select §	Select 3	1 4 8
	Select 3	14 15
	C-14	
Select 3	Select 2	10 517
Select 🥒	Select 🤈	11 54
.))	
Colort :	Coloat 9	
Select 3	Select 3	14 ' /
Select 🤯	Select 3	1 4 4
J.		
	Select Select	Select

			· · · · · · · · · · · · · · · · · · ·
Grasping: Applying pressure to an object with the fingers or palm.	Select ₃	Select 3	1,2,46
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	Select 5	Select	11
Feeling : Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Select 5	Select 3	(r
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Select	Select 3	1,2,3,4,5,6
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Select 5	Select	1, 2, 4,6
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional	Select	Select	1,2,3,4,5,6
vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5	3	
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Select 5	Select 3	1, 2. 4, 6
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	Select 5	Select	1,2,4,6
Light Work : Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most	Select	Select	1, 2, 4, 5
of the time, the job is rated for Light Work. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	Select	Select 3	1,2,4,6
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	Select	Select 3	1, 2, 4,6
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	Select 5	Select 3	1,4,4.6

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

There's		Does	Not	Apply
---------	--	------	-----	-------

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)			×
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			Ø
Hazardous materials (chemicals, blood and other body fluids, etc.)			·Ø
Extreme temperatures			Ø
Inadequate lighting		<u> </u>	
Work space restricts movement		Ø	
Intense noise			区
Travel	X		
Environmental (disruptive people, imminent danger, threatening environment)		团	

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

EMPLOYEE CERTIFICATION

I certify that the	e above	statements	and res	ponses ar	e accurate	and o	complete t	to the	best o	f my
knowledge.		· · · · · · · · · · · · · · · · · · ·		marketine report to be a fine						

Signed:

Date:

12-21-08

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. Please note the form should have all three signatures to ensure all have read the questionnaire.

Question No.	Comments
	<u>~</u>

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. Please note the form should have all three signatures to ensure all have read the questionnaire.

Comments					
The City of Grand Junctions Automotive and heavy equipment technician and Lead Tech positions are advanced level positions. These positions require technicians to perform advanced level diagnostic and repair to all aspects of equipment ranging from small engines such as generators to specialized heavy equipment consisting of units such as asphalt paving and fire suppresion apperatus.					
Training is provided and encouraged for all tech's in order for them to have the skills, and knowledge required to perform all aspects of repair on all types of equipment in a timley accurate manner.					
·					
· · · · · · · · · · · · · · · · · · ·					
·					

•

Please check the appropriate statement:	
I agree with the incumbents' position questionnaire as writ	ten.
The above modifications have been discussed with the agrees with these modifications.	incumbent, and the incumbent
The above modifications have been discussed with the disagrees with these modifications.	incumbent, and the incumbent
I have noted the modifications made by my supervisor in th	e Comments Section above.
Employee Signature:	Date: /2~23つ8
Supervisor Signature:	Date: 12-23-63
Department Head Signature:	Date: 1/15/09
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.	
HAS COMPLETED YOUR PORTION OF THE QUESTION QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW,	
YOUR SUPERVISOR WILL SUBMIT THE COMPLETED	

DEPARTMENT HEAD.

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, cur		immediate supervi			nation regarding your make sure we refer to
Is this a ϱ	group questionnaire	? Tyes No	If yes, plea	se list all empl	oyee names.
				•	, •
Division	: fleet		Departme	ent: financial	op
	Fo	r Individual Que	estionnäire	s Only:	
Employee l	Name:	cain [']	jos	seph '	r
		(Last)	(Fir.	st)	(Middle Initial)
Current Cla	assification Title:	automotive and ed	quipment techi	nician	·
Division	fleet		Departme	nt financial c	p
Total Leng	th of Time with or	ganization	8 Years	2 months	
Total Leng	th of Time in Curr	ent Position	8 Years	2 months	
Assigned H	lours/Week:; from	7;00 t o 5;30	1	Assigned Days	/Week 4
Email: joed	c@gjcity.org		Work Phone	e: 970-244-159	5
	Immediate Super	rvisor:	<u>I</u> mme	diate superv	isor reports to:
Name:	tim barker		Name:	jay valentine	. ,
Title:	fleet supervise	or	Title:	asst. financial	operations manager
Work Phone	970-244-1532	,	Work Phone:	970-244-1517	1
E-mail:			E-mail:		

II. Position information

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example:

Computer Support Technician

Summary:

To operate, maintain and repair computer equipment and to provide technical

assistance to users.

To prepare ,maintain and repair all fleet equipment. This includes major and minor modifications to factory built vehicles to fit the cities needs.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
\boxtimes	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	,
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
\boxtimes	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	6
	I make work assignments for others.	
\boxtimes	I make hiring and hiring pay recommendations.	3
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
\boxtimes	I provide advice to peers that they must consider carefully before making a decision.	6
\boxtimes	I provide information to supervisors/management that they use in making a decision.	1

b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

auto and equipment tec	chnicians	
service technician		
	, , , , , , , , , , , , , , , , , , ,	-
	double of the second	

Please indicate t	the nature of the gr	oup supervised and the	number supervised	
Full Time	Part-Time	Seasonal/Temp	Volunteer	Contract

YOUR DIRECT REPORTS' JOB TITLES

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
all city department employees and supervisors	daily	to communicate repairs and maintenance needed on city vehicles
•		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public	•	· ·
alpine wireless	bi-weekly	order parts, take vehicles for sublet repairs and to discuss installs and repairs
napa auto	bi-weekly	order parts
h&r radio	bi-weekly	order replacement and warranty parts
hensley batteries	monthly	order batteries
pes	monthly	discuss installs on policecars
various vendors	bi-weekly	order parts and discuss problems with vendor supplied equipment

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty -D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%.** Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	М	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	. 10% •

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)	
1	perform routine maintenance on all city vehicles	check all safety items and check for future problems	Daily	5	
2	diagnose and repair vehicles	testing and replacing or repairing parts to keep fleet up and running	Daily	5	
3	modify units for specific applications	making sure modifications are safe and practical	Daily	20	
4	develop and install complex wiring systems on emergency and utility vehicles	amperage draws,current availability,air bag zones,secure mounting	Daily	45	
5	develop and install complex hydraulic systems on vehicles	amount of pressure and flow needed to operate additional equipment	Weekly	5	
6	cross train other employees on city vehicles	how to train others in vehicle repairs	Weekly	10	
7	parts ordering	correct procedure and vendor to order from	Daily	5	
8	record keeping	how to properly track vehicle repairs and downtime	Daily	5	
9			Select		
10			Select		
11			Select		
12			Select		
13			Select		
14			Select		
15			Select		

16	Select	
17	Select	
18	Select	The state of the s
19	Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
1	basic auto or truck maintenance knowledge and 1 year experience
2	knowledge and understanding of internal combustion and diesel motors.
2	knowledge and understanding of 12 and 24 volt electronic systems including diagnosing and repairing basic curcuitry.
2	knowledge and experience with on-board computer systems including engine management, anti- lock brakes, air bags, air conditioning and transmission controls systems
2	knowledge and experience of basic auto and truck repairs including brakes, power steering, air conditioning, lighting, tires, cooling system, transmissions, starting and charging systems
3	knowledge and experience of modifying vehicles for special usage including, if modifications are safe and legal.
4	needs to be able to design and build wiring systems for use on emergency vehicles. system needs to not only work correctly but needs to make wiring diagrams to help when others need to work on vehicle THIS IS NOT ENTRY LEVEL WORK
5	knowledge of basic hydraulics and skills to design and install systems on vehicles THIS IS NOT ENTRY LEVEL WORK
6	ability to train other technicians to perform repairs and maintenance on vehicles
7	ability to use phone and computer, knowledge of correct terminology to explain to others what it is you are ordering
7	knowledge of area vendors
8	basic computer knowledge
8	basic knowledge of vehicle maintenance procedures

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. **EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
\boxtimes	\boxtimes	High School Diploma or equivalent (G.E.D.)
\boxtimes	\boxtimes	Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
\boxtimes	\boxtimes	Other (explain): ongoing training to keep up with changing technology

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

You Have	You	<u>ır Time</u>	You Need	T	imum ime uired
automotive parts	3	years	auto and or truck technician	2	years
automotive and equipment technican	29	years			years
		years			years

a. What field (s) should training or degree be in? automotive and or truck repair

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

colorado commercial drivers license air conditioner refrigerant recycling and service certificate **4. MACHINES, TOOLS AND EQUIPMENT.** List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1,2,3,4,5	basic hand tools	daily
1,2,3	computer diagnostic equipment, including, snap-on scanner, laptop	weekly
1,2,3,4	electrical test equipment, including, digital volt-ohm meter, test lite, battery tester, battery charger	daily
2	overhead crane	monthly
1,2,3,4	vehicle hoist	daily
3,4,5,6,7,8	dektop computer	daily
2,3,5	fork lift	weekly
7	service truck	weekly
2,3,4	bandsaw	monthly
1,2,3,4	air tools	daily
1,2,3,4	vehicle jacks and jack stands	daily
1,2,3,4,5,6, 7,8	telephone	daily
1,2,3,4,5	gas and electric welders	monthly

5. DECISION-MAKING & JUDGMENTS.

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
- 1. proper diagnostics are essential for us to perform our jobs in both a cost effective and timely manner.the difference between a right and wrong diagnosis can be the difference between a piece of equipment being either unsafe to use ,or a long downtime for the unit.
- 2. deciding if a operators request for modifications on their vehicles are safe and in the best interest of the city
 - 3. deciding if a vehicle is safely repaired and safe for use on city streets

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

Importance

How frequently is the activity performed?

How important is the activity in accomplishing the job's purpose?

0 - Never

1 - Annually

2 – Quarterly (at least 3 per year)

3 - Monthly (at least 8 per year)

4 - Weekly (at least 3 per month)

5 - Daily (at least 3 per week)

the job's purpose?

0 – Not Important 1 – Somewhat Important

1 – Somewhat Importan

2 – Very Important

3 - Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing : Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5Daily	3Extremely Important	1,2,3,4,5
Balancing : Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5Daily	3Extremely Important	1,2,3,4,5
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5Daily	3Extremely Important	1,2,3,4,5
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5Daily	3Extremely Important	1,2,3,4,5
Crouching: Bending the body downward and forward by bending leg and spine.	5Daily	3Extremely Important	1,2,3,4,5
Crawling: Moving about on hands and knees or hands and feet.	4Weekly	3Extremely Important	1,2,3,4,5
Reaching: Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	1,2,3,4,5
Standing: Particularly for sustained periods of time.	5Daily	2Very Important	1,2,3,4,5
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	4Weekly	2Very Important	1,2,3,4,5
Pushing: Using upper extremities to press	5Daily	3Extremely Important	1,2,3,4,5

against correctlying with atoudy force to order to			
against something with steady force in order to thrust forward, downward or outward.			
Pulling: Using upper extremities to exert force in			· · · · · · · · · · · · · · · · · · ·
order to draw, drag, haul or tug objects in a	5Daily	3Extremely Important	1,2,3,4,5
sustained motion.	0-Daily	312xii emely important	1,4,2,7,7,2
Fingering: Picking, pinching, typing or			
otherwise working, primarily with fingers rather	5Daily	3Extremely Important	1,2,3,4,5,7,8
than with the whole hand or arm as in handling.	JDany	3Extremely important	1,2,3,4,3,7,0
Grasping: Applying pressure to an object with			
	5Daily	3Extremely Important	1,2,3,4,5
the fingers or palm.			
Lifting: Raising objects from a lower to a higher			
position or moving objects horizontally from			
position-to-position. This factor is important if it	5Daily	3Extremely Important	. 1,2,3,4,5
occurs to be a considerable degree and requires	3	,	, ,-,-,-
the substantial use of the upper extremities and			
back muscles.			
Feeling : Perceiving attributes of objects, such as			
size, shape, temperature or texture by touching	5Daily	3Extremely Important	1,2,3,4,5
the skin, particularly that of fingertips.	•		
Talking: Expressing or exchanging ideas by			
means of the spoken work. Those activities in		_	
which they must convey detailed or important	5Daily,	3Extremely Important	6,7,8
spoken instructions to other workers accurately,			
loudly, or quickly.			
Hearing : Perceiving the nature of sounds with			
no less than a 4db loss @ 500 Hz, 1,000 Hz and		i	
2,000 Hz with or without correction. Ability to			
receive detailed information through oral	5Daily	3Extremely Important	1,2,3,4,5,6,7,8
communication, and to make fine			
discriminations in sound, such as when making			
fine adjustments on machined parts.	· · · · · · · · · · · · · · · · · · ·		
Seeing: The ability to perceive the nature of			
objects by the eye. Seeing is important for			
hazardous jobs where defective seeing would			
result in injury and also jobs where special and	•		
minute accuracy, inspecting and sorting exist. A			
high degree of visual efficiency, placing intense			
and continuous demands on the eyes by moving			
machinery and other objects are also considered	E D-:1	O Francisco Incompanion	10015676
important. Other important factors of seeing are	5Daily	3Extremely Important	1,2,3,4,5,6,7,8
acuity (near and far), depth perception (three			
dimensional vision), accommodation (adjustment			
of lens of eye to bring an object into sharp focus),			
field of vision (area that can be seen up and			
down or to the right or left while eyes are fixed on			
a given point) and color vision (ability to identify			
and distinguish colors).			
Repetitive Motions: Substantial repetitive			
movements (motions) of the wrists, hands,	5Daily	3Extremely Important	1,2,3,4,5
and/or fingers.			-,-,-, ',0
Sedentary Work: Exerting up to 10 pounds of			
force occasionally and/or a negligible amount of			
force frequently or constantly to lift, carry, push,		-	
pull or otherwise move objects, including the			.
	3Monthly	2Very Important	6,7,8
human body. Sedentary work involves sitting	,		
most of the time. Jobs are sedentary if walking			
and standing are required only occasionally and			
all other sedentary criteria are met.			
Light Work: Exerting up to 20 pounds of force	e 5-4	O Dawkeron - 1- Tree	10045
occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force	5Daily	3Extremely Important	1,2,3,4,5

constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.			
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	5Daily	3Extremely Important	1,2,3,4,5
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	5Daily	3Extremely Important	1,2,3,4,5
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	4Weekly	3Extremely Important	1,2,3,4,5

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

Does	Not	Apply
DUCS	TACL	white

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)			
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			\boxtimes
Hazardous materials (chemicals, blood and other body fluids, etc.)			\boxtimes
Extreme temperatures			
Inadequate lighting		\boxtimes	
Work space restricts movement		· 🛛	
Intense noise			
Travel			
Environmental (disruptive people, imminent danger, threatening environment)			

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

EMPLOYEE CERTIFICATION

I certify that the	above state:	nents and responses a	re accurate and complete	to the best of my	
knowledge.	Λ.	_			
Signed:	John	R. Cei	Date:	12-17-08	

Page 14 of 16 Fox Lawson & Associates, LLC

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. Please note the form should have all three signatures to ensure all have read the questionnaire.

Question No.	Comments
-	The City of Grand Junctions Automotive and heavy equipment technician and Lead Tech positions are advanced level positions. These positions require technicians to perform advanced level diagnostic and repair to all aspects of equipment ranging from small engines such as generators to specialized heavy equipment consisting of units such as asphalt paving and fire suppresion apperatus.
	Training is provided and encouraged for all tech's in order for them to have the skills, and knowledge required to perform all aspects of repair on all types of equipment in a timley accurate manner.

Please check the appropriate statement: I agree with the incumbents' position questionnaire as written. The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications. The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications. I have noted the modifications made by my supervisor in the Comments Section above. Employee Signature: Supervisor Date: Signature: Department Head Date: Signature: THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT.

YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR

DEPARTMENT HEAD.

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

	ion you will provide information regarding your sor, etc. This will help us make sure we refer to
Is this a group questionnaire? Yes No	If yes, please list all employee names.
Division: Fleet	Department: Financia / OR
For Individual Que	
Employee Name: Meders	Walter L (First) (Middle Initial)
Current Classification Title: Automotive	
Division Fleet	Department Financial Op-
Total Length of Time with organization	10 Years 6 months
Total Length of Time in Current Position	10 Years 6 months
Assigned Hours/Week:; from 8 to 4.	36 Assigned Days/Week 3
Email: Walt Magjerty org	Work Phone: 244-1595
Immediate Supervisor:	Immediate supervisor reports to:
Name: Tim Barker	Name: Jay Valentine
Title: Fleet Supervisor	Title: Asst. Financial Op. May
Work Phone 244-1532	Work 244-1517
E-mail: timbe & gocity org	E-mail:

II. POSITION INFORMATION

1. **POSITION SUMMARY**: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example:

Computer Support Technician

Summary:

To operate, maintain and repair computer equipment and to provide technical

assistance to users.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	- Duty	Number of Employees
X	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
X	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	6
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
风	I provide advice to peers that they must consider carefully before making a decision.	6
Ø	I provide information to supervisors/management that they use in making a decision.	/

b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Auto + Equipment Tech Service Tech	
Service Tech	
- ''	

Please indicate	the nature of the	e group supervised and	the number supervised
75 11 60°	□n œ	□ a 1 /m	□

Full Time

Part-Time

Seasonal/Temp

■Volunteer

YOUR DIRECT REPORTS' JOB TITLES

Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
All City department	1	To communicate reeded repairs on city Pehicles
Wehicle Users	daily	repairs on city Pehicles
]		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Faris Machinery	Frequently	order sweeper parts order auto parts
Various Vendors	Frequently	order prots

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%.** Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties EXAMPLES:	Decisions Required	Frequency	% of Time
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	М	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	10%

		List of Essential Duties	Decisions Required	- Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
	1	Perform preventative maint on	reheal safe or not	Select D	30
	X	all City Vehicles		Select	
2	%	Diagnose & repair Vehicles	Test orepenr	Select 5	40
	X	,	rechiles and/or	Select	
	X		comparents	Select	
3	Ø	Install aftermarket Items	Install aftermarket	Select (5)	10
	X	Help other employees	upgrades to vehicles	Select	
4	\$	Helpother employees	Train on unfamiliar	Select D	10
	9		Vehicles	Select	
5	#Q.	Order Parts	Correct Vendor +	Select D	5
	W		Part	Select	
/,	12	Tracking W. U.	Properly log	Select D	5
	13		Workorders	Select	
Į	14			Select	
	15			Select	
	16		_	Select	
	17	_		Select	
	18			Select	
	19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge - Skills
	Basic Mechanica/ skills & lyear experience or formal training basic Knowledge of how a vehicle & componets work. Basic mechanical skills - Knowledg of modifications safety.
2	Basic Knowledge of how a vehicle & componets work.
3	Basic mechanical skills - Knowledg of modifications sefety
4	Ability to express your knowledge
5	Basic computer knowledge knowing what part you need-
6	Ability to express your Knowledge Basic computer Knowledge Knowing what part you needs Basic computer Knowledge

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. **EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
X	X	High School Diploma or equivalent (G.E.D.)
X X	X	Up to one year of specialized or technical training beyond high school
図		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
X	X	Other (explain): ongoing training for unique vehicles and to keep with technology
^ =====	U _j	p with technology

2. **EXPERIENCE**: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

You Have	Your Time	You Need	<u>Minimum</u> <u>Time</u> Required
Auto & H.E. Tech	30 years	Auto & Truck Trich	/ years
Parts	2 years		years
Shop Supervisor	/ years		years

a. What field (s) should training or degree be in?

Automotive or Heavy Equipment Repair

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Commercial Driver License AC recycling certification **4. MACHINES, TOOLS AND EQUIPMENT.** List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1,2,3	Basic and advanced Air and Hand	Daily
	Basic and advanced Air and Hand Tools, computer diagnostic epoipment	J
4	Computer	Dayly
5	Computer / telephone	Darly
6	Computer	Daily
		J
		_

5. DECISION-MAKING & JUDGMENTS.

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
- 1. What needs repaired
- 2. If it is not repaired, is it safe to operate.
- 3. Repair a part V5 replacement.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your tob is classified.

Frequency

How frequently is the activity performed?

- 0 Never
- 1 Annually
- 2 Quarterly (at least 3 per year)
- 3 Monthly (at least 8 per year)
- 4 Weekly (at least 3 per month)
- 5 Daily (at least 3 per week)

Importance

How important is the activity in accomplishing the job's purpose?

- 0 Not Important
- 1 Somewhat Important
- 2 Very Important
- 3 Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs,			1
scaffolding, ramps, poles and the like, using feet and legs			
and/or hands and arms. Body agility is emphasized. This	Select	Select	
factor is important if the amount and kind of climbing required	Daily	.3	1,2,3,4
exceeds that required for ordinary locomotion.	100119	<u> </u>	7 77
Balancing: Maintaining body equilibrium to prevent falling			
when walking, standing or crouching on narrow, slippery or			
erratically moving surfaces. This factor is important if the	Select	Select	
amount and kind of balancing exceeds that needed for		3	1,2,34
ordinary locomotion and maintenance of body equilibrium.	Duily		11077
Stooping: Bending body downward and forward by bending)		
spine at the waist. This factor is important if it occurs to a	Select	Select	
considerable degree and requires full use of the lower	Durly	Select	1001
extremities and back muscles.	300115	<u> </u>	1,2,3,4
Kneeling : Bending legs at knee to come to a rest on knee or	Select	Select 3	1 2 2 11
knees.	7		1,2,3,7
Crouching : Bending the body downward and forward by bending leg and spine.	5 Select N	Select 3	1024
Crawling: Moving about on hands and knees or hands and			112131-1
feet.	H Select W	Select 3	1.2.3 4
Reaching: Extending hand(s) and arm(s) in any direction.	5 Select D	Select 3	1 2 2 4
Standing: Particularly for sustained periods of time.	5 Select b	Select 3	1777
	2 perect o	Defect 3	1,2,3, 7
g ,	4 Select	Select \Im	1,2,3,4
particularly for long distances. Pushing: Using upper extremities to press against something			1577
with steady force in order to thrust forward, downward or	- Select	Select ~	
outward.	5 Select b	Select 3	1.2.24
Pulling: Using upper extremities to exert force in order to			17-17 7
draw, drag, haul or tug objects in a sustained motion.	5 Select 5	Select 3	1,224
Fingering: Picking, pinching, typing or otherwise working,			1~11) 7
primarily with fingers rather than with the whole hand or arm	5-Select D	Select 3	
as in handling.	15 School D		1224
WY AAA AAMMAAAAB1		<u> </u>	174

			,
Grasping : Applying pressure to an object with the fingers or palm.	5 Select 1	Select 3	1,2,3,4
Lifting : Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	5 Select D	Select	1,2,34
Feeling : Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5 Select D	Select 3	1,2,3,4
Talking : Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5 Select	Select 3	1,2,3,4
Hearing : Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5 Select D	Select	1,2,3,4
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an	5 Select)	Select 3	1,2,3,4
object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors). Repetitive Motions: Substantial repetitive movements	5 Select D	Select 3	1,2,3
(motions) of the wrists, hands, and/or fingers. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	Select 5	Select 2	5,6
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	Select	Select 2	1,2,3,4
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	5 Select	Select 3	1,2,3,4
Heavy Work : Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	5 Select \(\mathbb{T}\)	Select 3	1,2,3,4
Very Heavy Work : Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	5 Select D	Select 3	1,2,3,4

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

Does	Not	Apply
------	-----	-------

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)			\boxtimes
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			X
Hazardous materials (chemicals, blood and other body fluids, etc.)			×
Extreme temperatures			
Inadequate lighting		X.	
Work space restricts movement		\ <u>\</u>	
Intense noise			X
Travel	\square		
Environmental (disruptive people, imminent danger, threatening environment)		X	

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

EMPLOYEE CERTIFICATION

I certify that the above statem	ients and response	s are accurate and c	omplete to the l	best of my
knowledge.	~		•	•

Signed: NI Medu Date	12-21-08
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TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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Comments
_

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Question No.	Comments
	The City of Grand Junctions Automotive and heavy equipment technician and Lead Tech positions are advanced level positions. These positions require technicians to perform advanced level diagnostic and repair to all aspects of equipment ranging from small engines such as generators to specialized heavy equipment consisting of units such as asphalt paving and fire suppression apperatus.
	Training is provided and encouraged for all tech's in order for them to have the skills, and knowledge required to perform all aspects of repair on all types of equipment in a timley accurate manner.

riease check the appropriate statement:		
I agree with the incumbents' position questionnaire as writ	ten.	
The above modifications have been discussed with the agrees with these modifications.	incumbent, and the incumbent	
The above modifications have been discussed with the disagrees with these modifications.	incumbent, and the incumbent	
I have noted the modifications made by my supervisor in the Comments Section above.		
Employee Signature:	Date:	
Supervisor Signature:	Date: 12-23-08	
Department Head Signature:	Date: 4/15/09	
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.	AFTER YOU OR YOUR GROUP	
HAS COMPLETED YOUR PORTION OF THE QUESTION		
QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW,	SIGNATURE, AND COMMENT	
YOUR SUPERVISOR WILL SUBMIT THE COMPLETED	QUESTIONNAIRE TO YOUR	
DEPARTMENT HEAD.		