

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Division: Public Works

Department: Engineering

For Individual Questionnaires Only:

Employee Name:	Pahlke <small>(Last)</small>	Fredrick <small>(First)</small>	R <small>(Middle Initial)</small>
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Current Classification Title: Construction Inspector

Division	Public Works	Department	Engineering
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Total Length of Time with organization 11 Years 11 months

Total Length of Time in Current Position 9 Years 0 months

Assigned Hours/Week;; from 8 to 4:30 **Assigned Days/Week** 5

Email: randyp@gjcity.org **Work Phone:** 201-1358

Immediate Supervisor:

Immediate supervisor reports to:

Name: Walt Hoyt	Name: Trent Prall
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Title: Construction Superintendent	Title: City Engineer
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Work Phone	Work Phone:
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E-mail: walth@gjcity.org	E-mail: trentp@gjcity.org
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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.

Construction Inspector

Inspects and oversees construction of bridges, highways, and other types of construction work to ensure that procedures and materials comply with plans and specifications. Measures distances to verify accuracy of dimensions of structural installations and layouts. Verifies levels, alignment, and elevation of installations, using surveyor's level and transit. Observes work in progress to ensure that procedures followed and materials used conform to specifications. Examines quality of finished installations for conformity to standard and approves installation. Interprets blueprints and specifications for CONTRACTOR (construction) and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction. Records quantities of materials received or used during specified periods. Maintains daily log of construction and inspection activities and prepares progress reports. Computes monthly estimates of work completed and approves quantities for payment to contractors. Prepares sketches of construction installations that deviate from blueprints and reports such changes for incorporation on master blueprints.

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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
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	Varies

- 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

Construction Inspectors
Development Inspectors
Administrative Assistant

YOUR DIRECT REPORTS' JOB TITLES

Please indicate the nature of the group supervised and the number supervised

☐ 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):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Project Engineers	Daily	Communicate project progress, troubleshooting design issues.
Water Department	Monthly	Communicate and coordinate water utility issues or relocations related to construction projects.
Street Department	Monthly	Communicate and coordinate issues that are related to the street maintenance on construction projects.
Traffic Department	Monthly	Communicate and coordinate the implementations of traffic signals and signs related to construction projects.
Persigo Wastewater	Monthly	Communicate and coordinate sanitary sewer issues related to the construction projects.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Construction Contractor (varies with contract)	Daily	To ensure that the requirements of a construction contract is completed. Observing and making recommendations if necessary, of daily activities of the prime contractor and sub contractors on the construction project.
Traffic Control Company (varies with contract)	Daily	To ensure that the company is meeting the requirements of the traffic control plan and that it also meets the governing traffic control requirements.
General Public	Daily	Inform the public of the projects potential impact and communicate timelines. Address any concerns or questions that they may have.
Material Suppliers	Varies	To ensure that the materials meet the requirements of the contract documents.
Independent geotech engineering company's	Varies	To communicate and insure that the materials being delivered and placed on the project are acceptable.

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	Prepares a Daily Diary describing the work that is completed by the contractor during the work day. This includes the progress of the work, weather, materials used, equipment used, personal used, and any information that describes the work.	What information may be essential if the project has issues, such as a failure or the contract exceeds its date of completion or goes into a legal claim.	Daily	20
2	Observe the construction practices, procedures and materials that the contractor is implementing.	Insure that the construction is meeting all requirements of the contract specifications. This includes project specifications, City, State, and Federal Specifications for installations, placements, and materials delivered to project.	Daily	25

3	Record quantities of the materials used during project.	Insure that the material used during the project is classified correctly. And that the quantities used are accurate for the payment of the contractor.	Weekly	10
4	Attend meetings with Engineers, Contractors.	Scheduling construction activities. Troubleshoot and resolve issues that may not have been addressed in the contract documents.	Weekly	10
5	Prepare documents for desired changes	Direct contractor through documents such as Field Orders or Punch Lists. Recognize changes from design and resolve, issuing the correction in written form.	Weekly	5
6	Survey and record information for the design of Construction Projects	Recognize the intent of the design and gather the information needed.	Monthly	10
7	Public relations	The ability to share the pertinent information that the property owner requires.	Daily	10
8	Review quality control records	Analyze test results and recognize passing or failing results.	Weekly	5
9	Review and document for storm water compliance	Analyze construction practices and document for storm water regulation violations.	Weekly	5
10	Perform quality control testing on materials and installations performed by the contractor.	Analyze and perform tests on materials to insure they conform to the intent of the design.	Daily	5
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	Knowledge of construction terminology and the ability to communicate information in writing.
2	The knowledge of construction procedures, materials and specifications. Ability to recognize deficiencies in the work that is being performed and to communicate deficiencies to the Engineer and Contractor.
3	The knowledge to recognize material that is being used on the project and to record the quantity in the correct volume as set in the project specifications.
4	Knowledge in construction terminology and the correct materials and procedures. The ability to communicate with other participants in the construction process.
5	Knowledge in construction terminology and the ability to recognize and resolve deficiencies in the design. The ability to communicate in writing the corrective measures that will need to be implemented. The ability to read blueprints and to document the desired change.
6	The knowledge to be able recognize potential design challenges and to create reports reflecting existing conditions prior to design.
7	The ability to convey information in a manner that is understandable to the property owner or person that is asking for information.
8	The knowledge of soil, concrete and asphalt testing procedures.
9	Knowledge of Storm Water Regulations from the Federal, State and Local levels.
10	Knowledge of testing specification and the ability to decide whether the final product meets the intent of the design and within reasonable compliance.

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	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (explain): Minimum of 5 years in the construction industry.

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

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Roadway, Utility and Structure Construction	30 years		0 years
	years		years
	years		years

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

Asphalt and Concrete materials and placement

Soils and aggregates recognition

Utility installation

Construction Safety

Structures

Project Management

Traffic Control

Stormwater Compliance Training

Confined Space Entry Training

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.

Current Drivers License

Possession of or the ability to obtain various material testing certifications.

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	Ledger, Pencil, camara, computer, blueprints	2/hr
2	Tape measure, survey level, measuring wheel, Temperature gun, thermometer, carpentars level, blueprints	2/hr
3	Calculator	4/month
4	Ledger	5/month
5	Computer	3/month
6	Measuring wheel, Tape measure, camara, survey level	2/month
7	Ledger, blueprints, pencil	1 week
8	Concrete testing equipment (thermometer, cylinder molds, slump cone ect...) Tempature gun ect.	
9	Ledger, Pencil, camara, computer, blueprints	

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. If deviating from a design is beneficial to the intent of the final product.

2. Weather or not the contractor is perfoming work within reasonable conformance for the intent of a design.

3. Is the site that the contractor working a safe inviroment for the public and workers on the job site.

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)

- 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.	5--Daily	1--Somewhat Important	2,6
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.	5--Daily	1--Somewhat Important	2,6
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.	5--Daily	1--Somewhat Important	2,6
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	1--Somewhat Important	2,6
Crouching: Bending the body downward and forward by bending leg and spine.	4--Weekly	1--Somewhat Important	2,6
Crawling: Moving about on hands and knees or hands and feet.	3--Monthly	1--Somewhat Important	2,6
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	1--Somewhat Important	2,6
Standing: Particularly for sustained periods of time.	5--Daily	2--Very Important	2,6
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	2,6
Pushing: Using upper extremities to press against something with steady force in order to thrust	4--Weekly	1--Somewhat Important	2,6

forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	1--Somewhat Important	2,6
Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.	4--Weekly	1--Somewhat Important	2,6
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	2,6
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.	4--Weekly	1--Somewhat Important	2,6
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	1--Somewhat Important	2,6
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	2--Very Important	4,5,7
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--Daily	2--Very Important	4,5,7
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 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--Daily	2--Very Important	1,2,4,5,6,7
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	1--Somewhat Important	2,6
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.	5--Daily	1--Somewhat Important	2,6
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	5--Daily	1--Somewhat Important	2,6

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.	4--Weekly	1--Somewhat Important	2,6
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.	3--Monthly	1--Somewhat 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.	0--Never	0--Not 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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).

The construction inspector position with the City of Grand Junction has very wide range of duties.

There are a variety of duties that are performed that may not be performed in a large municipality. I have inspected bridges, large structures, rebar placements, asphalt pavement placements, concrete pavement placement, sidewalks, curb and gutter, waterline installations, sanitary and storm sewer installations and many other construction processes. We recognize and evaluate soil types, granular materials and make field decisions based on this knowledge.

We work with a variety of outside companies and vendors to troubleshoot and solve design issues.

We are included in the design decisions, by meeting with the Engineers prior to design and discussing with them our opinions and experience.

We are involved with troubleshooting failures on previous used construction materials or practices and use our experience to try to reach solutions.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: *Tracy R. Pella* Date: 1/9/09

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

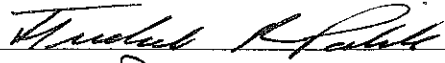
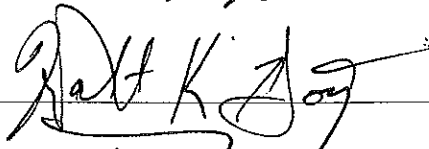

Please check the appropriate statement:

☒ 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:	<u></u>	Date:	<u>1/9/09</u>
Supervisor Signature:	<u></u>	Date:	<u>1-9-09</u>
Department Head Signature:	<u></u>	Date:	<u>1-9-09</u>

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 QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Division:

Department:

For Individual Questionnaires Only:

Employee Name:	Patty	Tim	J.
	(Last)	(First)	(Middle Initial)

Current Classification Title: Construction Inspector

Division	Engineering Field Services	Department	Public Works/Planning
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Total Length of Time with organization 24 Years 08 months

Total Length of Time in Current Position 21 Years 08 months

Assigned Hours/Week; from 8:00 AM. **to** 4:30 PM. **Assigned Days/Week** 5

Email: timp@gjcity.org

Work Phone: (970) 201-1363

Immediate Supervisor:

Immediate supervisor reports to:

Name:	Walt Hoyt	Name:	Trent Prall
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Title:	Construction Supervisor	Title:	Engineering Manager
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Work Phone	(970) 201-1339	Work Phone:	(970) 256-4047
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E-mail:	walth@gjcity.org	E-mail:	trentp@gjcity.org
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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.

Construction Inspector

To inspect and determine compliance on a variety of construction projects, such as but not limited to (street reconstruction, water , sewer and irrigation line construction). Document and maintain accurate records regarding construction activities on a daily basis. Perform periodic asbuilt suveys to assure conformance with line and grades as shown on plans. Review and verify contractor's request for payment on a monthly basis.

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
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	0
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	0

- 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

(3)	Construction Inspectors
(2)	Development Inspectors
(1)	Administrative Assistant
(1)	Compliance Tester

YOUR DIRECT REPORTS' JOB TITLES

Please indicate the nature of the group supervised and the number supervised

☐ 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):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Project Engineer	daily	to ask project design questions , give progress reports regarding the current construction project, and to review and turn in monthly pay estimates
Solid Waste Supervisor	monthly	to obtain trash pick up schedules and to discuss the progress of current construction projects
Pipe line maintenance Supervisor	weekly	to request utility locates and ask questions regarding existing waterlines that are within the limits of the current construction project
Wastewater maintenance supervisor	monthly	to video inspect newly installed sewer lines
City Surveyor	weekly	to obtain vertical and horizontal information of the current construction project and to assist in asbuilt surveys during the construction of a project

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
the general public living with- in the boundries of our construction projects	daily	to keep the residents well informed , listen to their concerns and to take care of any problems they may have regarding the construction
various utility companys	weekly	to coordinate utility work that may need to be done in conjunction with our construction project
general contractors	daily	these are the ones that are building the projects in which I'm inspecting

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:			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	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	I inspect construction projects	determine wheather or not work being done is in accordance with our plans and specifications. To accept or not accept the work being done	Daily	40%
2	I write a daily diary	I must decide what needs to be included in each diary to best describe the daily activities of the construction project	Daily	10%
3	I review monthly pay estimates	to determine if the pay request, submitted by the contractor is correct and then I recommend payment to the project engineer	Monthly	5%

4	I perform asbuilt suveys	I verify line,grade, size,elevation and location of structures to assure the project is being built per plan on a daily basis. I also review asbuilt plans which is submitted to us by the contractors surveyor afer completion of project	Daily	10%
5	I program variable message boards (mostly used to forewarn the public of up coming construction projects)	I determine the best street side location to place the boards and what message to write so the motoring public can uderstand what I'm trying to convey	Monthly	5%
6	I assist in prioritizing streets that need an asphalt overlay	I must determine the limits of the overlay of each street and measure the length by the width plus measure what concrete curb, gutter, and sidewalk needs to be removed and replaced because of either poor drainage (gutter holding water) or concrete deteroration (old age) .	Annually	5%
7	I assist in the field testing of concrete	I must determine if the concrete has the proper slump and air content	Occasionally	5%
8	I do traffic control inspections	I must verfy traffic control placement for correctness and safety	Occasionally	5%
9	I assist in the core drilling of asphalt/concrete	I core drill asphalt/concrete to verify thickness or to obtain a sample to be tested either in house or by an independent lab. It's my decission as to what location needs to be core drilled	Occasionally	5%
10	Public Relations	When and how to approach property/business owners regarding construction projects that may affect them	Weekly	5%
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	You must know how to read a set of construction plans. You must know the city specifications. You must communicate with the contractor, and work with them to assure the project is being built per plan and to our specification.
2	You must be able to document the daily activities in a manner that can be understood by whomever may read your diary.
3	You must have the skill to keep track of quantities on a daily basis. Make sure it's well documented, to prevent any disagreement with contractor at the end of the month, when you review the pay estimate.
4 & 6	You must have a knowledge of surveying. you must know what information is important to collect for either the asbuilt plans or for the proposed street overlay
5	You need to have the knowledge to program several types of message boards. You must have the skill to communicate to the public through the use of a message board
7	You must know how to perform various types of concrete tests, and a good knowledge of city specifications, so you can identify immediately after each test whether it passed or failed
8	You must have knowledge of traffic control placement for correctness and to implement corrections as needed
9	You must have the knowledge and skill to operate a core machine, and how to back up a trailer
10	You must have good communication skills and be able to listen to other peoples concerns regarding construction projects

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	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
		Other (explain):
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	On the job training plus various training seminars the city offers each and every year

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

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Survey/Inspection experience	32 years	Construction Inspection Experience	2 years
	years		years
	years		years

a. What field (s) should training or degree be in?
 Traffic Control Supervisor Training,
 Concrete Field Testing Technician- Grade I Training,
 Training Course for the use of Nuclear Testing Equipment,

Certified through the State Water and Wastewater Facility Operators Certification Board as a Class 4
Collection and Distribution operator,
Training in Conducting Stormwater Compliance Inspections for Construction Activities

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.

Valid drivers license,

The ability to obtain various materials testing certifications

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 & 8	Mechanical pencil, Construction plans, Tape measure, Camera	Daily&Occasionally/ 6 hours&1 hour
2	Mechanical pencil, Field book, Construction Plans	Daily/1 hour
3	Mechanical pencil, Desk top computer, Copy machine, Telephone	Monthly/ 8 hours
4 & 6	Various survey instruments, Tape measure, Measuring wheel, Construction plans, Mechanical pencil	Daily&Annually/ 1 hour&2 weeks
5	Variable message board, single axle trailer pulled by a truck	Monthly/8 hours
7	Concrete testing equipment, such as(a slump cone, an air pot, a tape measure, a steel rod, a hammer, concrete test cylinders, a shovel and a wheel barrow)	Occasionally/ 30 minutes
9	Core drill machine, gas powered generator, shovel, tape measure, single axle trailer pulled by a truck	Occasionally/ 1-3 days
10	A set of construction plans	Weekly/1-2 hours

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. I must assure on a daily basis that what the contractor's building is to our plans and specifications. And if it's not, I explain to the contractor that he must redo any deficiencies correctly prior to us accepting the work.
 2. I make sure that the traffic control is set up correctly, and if it's not I inform the traffic control supervisor of the problems so he/she can make the corrections.
 3. I'm able to make minor revisions to the plans with out going through the design engineer

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)

- 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.	4--Weekly	1--Somewhat Important	1, 4
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.	5--Daily	3--Extremely Important	1, 4, 5, 6, 7, 8, 9, and 10
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.	4--Weekly	2--Very Important	1, 4, 5, 6, 7, and 9
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	1, 4, 5, 6, 7, and 9
Crouching: Bending the body downward and forward by bending leg and spine.	3--Monthly	1--Somewhat Important	1, 4, 5, 6, 7, and 9
Crawling: Moving about on hands and knees or hands and feet.	2--Quarterly	1--Somewhat Important	1, and 4
Reaching: Extending hand(s) and arm(s) in any direction.	3--Monthly	1--Somewhat Important	1, 4, 5, 6, 7, and 9
Standing: Particularly for sustained periods of time.	5--Daily	1--Somewhat Important	1, 4, 5, 6, 7, 8, 9, and 10
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	1, 4, 5, 6, 7, 8, 9, and 10

			10
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	3--Monthly	1--Somewhat Important	1, 4, 5, 7, and 9
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	3--Monthly	1--Somewhat Important	1, 4, 5, 7, and 9
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	2--Very Important	All
Grasping: Applying pressure to an object with the fingers or palm.	4--Weekly	1--Somewhat Important	All
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.	2--Quarterly	0--Not Important	1, 4, 5, 7, and 9
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	2--Very Important	All
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	All
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--Daily	3--Extremely Important	All
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 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--Daily	3--Extremely Important	All
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	3--Monthly	1--Somewhat Important	All
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.	3--Monthly	1--Somewhat Important	2, 3, and 10
Light Work: Exerting up to 20 pounds of force	5--Daily	3--Extremely Important	1, 4, and 6

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.			
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.	4--Weekly	2--Very Important	1, 4, 5, 7, and 9
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.	4--Weekly	1--Somewhat Important	5, 7, and 9
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.	4--Weekly	1--Somewhat Important	7, and 9

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.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).

I have no additional comments.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: J. J. Pally

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

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:

V. J. [Signature]

Date:

01-09-09

Supervisor
Signature:

[Signature]

Date:

1-9-09

Department Head
Signature:

[Signature]

Date:

1-9-09

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 QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? ☐ Yes ☒ No If yes, please list all employee names.

Division: Engineering Field Services

Department: Public Works & Planning

For Individual Questionnaires Only:

Employee Name: Rex Randy R
(Last) (First) (Middle Initial)

Current Classification Title: Construction Inspector

Division Engineering Field Services **Department** Public Works & Planning

Total Length of Time with organization 14 Years 9 months

Total Length of Time in Current Position 14 Years 9 months

Assigned Hours/Week:: from 8:00 AM **to** 4:30 PM **Assigned Days/Week** 5

Email: randyr@gjcity.org

Work Phone: (970) 201 - 1360

Immediate Supervisor:

Immediate supervisor reports to:

Name: Walt Hoyt

Name: Trent Prall

Title: Construction Supervisor

Title: Engineering Manager

Work Phone (970) 201 - 1339

Work Phone: (970) 256 - 4047

E-mail: walth@gjcity.org

E-mail: trentonp@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.

Construction Inspector

Inspects and oversees construction of bridges, highways, and other types of construction work to ensure that procedures and materials comply with plans and specifications: Measures distances to verify accuracy of dimensions of structural installations and layouts. Verifies levels, alignment, and elevation of installations, using surveyor's level and transit. Observes work in progress to ensure that procedures followed and materials used conform to specifications. Examines quality of finished installations for conformity to standard and approves installation. Interprets blueprints and specifications for CONTRACTOR (construction) and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction. Records quantities of materials received or used during specified periods. Maintains daily log of construction and inspection activities and prepares progress reports. Computes monthly estimates of work completed and approves payment for contractors. Prepares sketches of construction installations that deviate from blueprints and reports such changes for incorporation on master blueprints.

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
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	
<input checked="" type="checkbox"/>	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

Construction Inspectors
Development Inspectors
Administrative Assistant
Quality Assurance Technician

YOUR DIRECT REPORTS' JOB TITLES

Please indicate the nature of the group supervised and the number supervised

☐ 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):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Project Engineers	Daily	to provide updates on construction progress; discuss changes to contract documents; consider changes made due to unanticipated field conditions
Survey Technicians	Weekly	to coordinate survey work necessary for as-builts, replacement of monuments, determination of Right-of-Way
Traffic / Transportation	Weekly	to coordinate roadway striping, signing, utility locates
Water Dept.	Weekly	to coordinate relocation or installation of water-lines, fire hydrants, water meters, back-flow prevention devices, etc.; request utility locates; obtain water quality tests; shut-down or re-open sections of main-line for construction purposes
Parks Dept.	Weekly	to coordinate any work done by contractors in or near city maintained landscaping
Streets Dept.	Weekly	to coordinate new construction by contractors with routine maintenance by city crews

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Residents & Property owners	Daily	to keep them advised of construction progress and address any concerns they might have
Business owners	Daily	to address any issues that arise relating to the possible impact of construction activities on their business and customers
Contractors	Daily	to answer any questions relating to interpretation of the plans or variations in existing conditions ; correct any unauthorized deviations from approved plans and specs; discuss construction progress as related to the overall project schedule
Various Utility Companies	Weekly	to coordinate any utility work required to be done in conjunction with a municipal construction project
Other Government Agencies	Weekly	to ensure that the contractor's work is carried out in conformance with other agencies' regulations, when within their jurisdiction

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:			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	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	Inspect a variety of construction projects, including but not limited to: bridges and other structures, asphalt paving, concrete paving, curb, gutter and sidewalk placement, preparation of subgrade and aggregate placement, waterline installation, sanitary and storm sewer installation, landscaping and irrigation installation, implementation of traffic control plans and standard safety practices	Does the work conform to applicable plans and specifications; Is there any reason to deviate from the original design due to unforeseen conditions; Is the contractor completing the work in a timely manner	Daily	55%

2	Document and maintain accurate records of inspection work performed, quantities of materials installed as related to contract pay items; review and verify contractor's request for payment	What critical information should be included in Daily Logs; Is the contractor's request for payment, item by item, justified	Daily	20%
3	Verify horizontal and vertical alignment of installations; perform the necessary measurements and calculations required to verify the contractor's payment request	Does the measured horizontal and vertical alignment meet the City's criteria for the installation; What items need to be measured or counted to justify payment	Weekly	15%
4	Respond to inquiries from residents, property owners, and business owners concerning construction activities and their impact on adjacent property and/or access to that property	Is their concern or complaint justified; What do I have to do to resolve the issue	Weekly	10%
5			Select	
6			Select	
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	Knowledge of construction practices and principals, materials and equipment used, City standard specifications and regulations, project specific contract documents; Ability to read and interpret construction plans, to communicate clearly and concisely with the contractor
2	Ability to organize information and data in a manner that is easily understood by Project Engineers and others in the organization; Well developed written communication skills
3	Knowledge of the principles and practices of engineering and surveying, mathematic principles including algebra, geometry and trigonometry
4	Ability to deal firmly and tactfully with the general public; Well developed oral communication skills; Knowledge of who to consult within the organization to help solve problems

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	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other (explain): Directly related on the job training

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

<u>Type of Experience</u>					
<u>You Have</u>	<u>Your Time</u>		<u>You Need</u>	<u>Minimum Time Required</u>	
Construction / Const. Administration	7+	years	General construction	2+	years
Const. Inspection	24	years	Const. Inspection	2+	years
Surveying / Mapping	6	years	Surveying	2+	years

a. What field (s) should training or degree be in?
Science / Construction / Surveying

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.

Driver's License

Possession of, or ability to obtain, various materials testing and technical certifications

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	Optical or laser level, transit, carpenter's level, measuring wheel, tape measure, metal detector, thermometer, camera, calculator	Daily / 2 hr.
2	Calculator, computer	Daily / 1-2 hr.
3	Optical or laser level, transit, measuring wheel, tape measure, calculator, computer	Weekly / 4-6 hr.
4	N / A	N / A

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. Is the work being performed by the contractor in conformance with all applicable contract documents and City regulations?
 - 2. Does a change in existing conditions warrant deviation from the original design? If so, is a redesign necessary or can the change be handled as a Field Change Order?
 - 3. Is the worksite a safe environment for the workers and the general public?

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

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.	5--Daily	2--Very Important	1,3
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.	5--Daily	3--Extremely Important	ALL
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.	5--Daily	2--Very Important	1,3
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	2--Very Important	1,3
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	2--Very Important	1,3
Crawling: Moving about on hands and knees or hands and feet.	2--Quarterly	1--Somewhat Important	1,3
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	1,2,3
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	ALL
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	ALL
Pushing: Using upper extremities to press against something with steady force in order to thrust	4--Weekly	1--Somewhat Important	1

forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	1--Somewhat Important	1
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	1--Somewhat Important	ALL
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	1--Somewhat Important	ALL
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.	4--Weekly	1--Somewhat Important	1
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	2--Very Important	ALL
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	ALL
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--Daily	3--Extremely Important	ALL
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 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--Daily	3--Extremely Important	ALL
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	4--Weekly	1--Somewhat Important	1,2,3
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.	4--Weekly	1--Somewhat Important	ALL
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	5--Daily	1--Somewhat Important	ALL

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.	5--Daily	1--Somewhat Important	1.3
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.	4--Weekly	1--Somewhat Important	1
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.	3--Monthly	1--Somewhat Important	1

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.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).

Since every construction project undertaken by the City has the potential to take on it's own unique scope and character, it is inevitable that the Construction Inspector will at times be required to utilize a variety of specialized knowledge and skills not discussed in this questionnaire.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

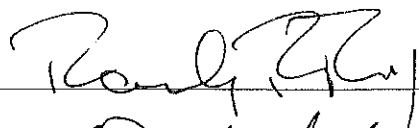
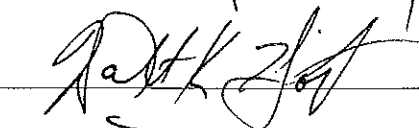
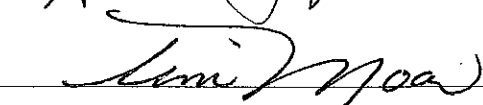
Please check the appropriate statement:

☒ 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:	<u></u>	Date:	<u>1/12/09</u>
Supervisor Signature:	<u></u>	Date:	<u>1-12-09</u>
Department Head Signature:	<u></u>	Date:	<u>1-12-09</u>

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.