

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: Utility Engineering

Department: Public Works & Planning

For Individual Questionnaires Only:

Employee Name:	Guillory	Steven	Bret
	(Last)	(First)	(Middle Initial)

Current Classification Title: Utility Engineer

Division

Department

Total Length of Time with organization 10 Years 10 months

Total Length of Time in Current Position 5 Years 2 months

Assigned Hours/Week:: from 8a t o 5p

Assigned Days/Week 5

Email: bretg@gjcity.org

Work Phone: 970-244-1590

Immediate Supervisor:

Immediate supervisor reports to:

Name: Trenton Prall

Name: Tim Moore

Title: Engineering Manager

Title: Public Works & Planning Director

Work Phone 970-256-4047

Work Phone: 970-244-1557

E-mail: Trentonp@gjcity.org

E-mail: timm@gjcity.org

II. POSITION INFORMATION

I. 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.

Manage the City's Utilities Capital Improvement Program for design and construction of utility projects. Supervise Engineering Staff including Project Engineers, Project Managers and Engineering staff. Actively manage CIP project schedules; to serve as engineer of record for utility projects and to provide responsible technical and staff assistance to the Water Manager, Wastewater Manager, Deputy Director of Utilities and Streets, and Director of Utilities and Streets Systems.

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 checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	4-7
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	varies
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	4-7
<input checked="" type="checkbox"/>	I make work assignments for others.	4-7
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	4-7
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	7
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	16
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	7

- 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

Engineering Projects Manager
Parks Planner
Transportation Engineer
Real Estate Manager
Construction Services Supervisor

YOUR DIRECT REPORTS' JOB TITLES

Project Engineer (4)
Project Manager (2)
Senior Engineering Technician

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

- ☒ Full Time 7
 ☐ Part-Time
 ☐ Seasonal/Temp
 ☐ Volunteer
 ☒ Contract varies

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		
Peers and Subordinates	daily	discussions related to CIP, asset management, 10 year financial plan for water, sewer and storm sewer CIP, development review
Legal Staff	weekly	review of legal documents, setting standards for development, drafting and review of legally binding agreements between the City and outside agencies.
Parks & Rec	monthly	consult with regarding drainage, construction, provision of utility services (water and sewer)
Street Systems Supervisor (Chris Spears)	weekly	planning and maintenance for storm drainage systems
Water Services Manager	weekly	coordination and discussion regarding water system CIP
Waste Water Services Manager	weekly	coordination and discussion regarding sewer system CIP

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
US Army Corps local branch engineer	varies	project permitting and coordination
Division of water Resources Dam Safety Engineer	Monthly	project review, dam safety inspection coordination, and annual maintenance schedule
Utility Companies (Xcel, Qwest, Bresnan)	Monthly	coordination of schedules for utility relocations on CIP projects
Contractors under contract for construction of CIP projects	Weekly	project pebid & preconstruction meetings; project progress meetings; meetings to discuss construction problems, change orders or contract claims
General Public	daily	receive requests for information on or improvement of City Streets
Consultants	Weekly	Guide the design and development of project plans, providing direction for compliance with City's Comprehensive Plan's goals and objectives.

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	Administer and participate in the City's Capital Improvement Program for water and wastewater utility systems, and Storm water systems; participate in the identification and prioritization of capital improvements for water, sewer, and storm water systems.	Prioritize water, sewer, and storm sewer CIP based on public and financial benefit.	Weekly	15
2	Serve as Project Engineer for utility projects; administer project from start to completion including design, review, public meetings, bidding, construction, and as-built and close-out phases; coordinate project related activities between engineering staff, contractors, utility companies, affected property owners, and the general public.	Use of engineering background to produce well thought out, economical projects.	Quarterly	5

3	Field questions from private design engineers, and the general public related to sewer, water, and storm sewer systems	Impact to the various utility systems based on development within the service area.	Daily	15
4	Participate in the selection of private contractors and consultant engineers for various projects; participate in the preparation of Requests for Proposals and Requests for Qualifications; advertise for bids; participate in the review of proposals and bids; participate in award of contract.	Make recommendations based on general civil engineering criteria.	Quarterly	5
5	Review plans, reports, and related documents of consulting engineers and private contractors for compliance with City standards and practices.	Evaluate system benefits, financial impact, and future demands on the utility systems	Monthly	5
6	Oversee & provide support to project engineers, and project managers related to construction management and contract administration for assigned projects; monitor construction progress and changes to work schedules; calculate the quantity, quality, and cost of materials used; review and process pay requests and payments; negotiate and prepare change orders and field orders; review quality control and quality assurance procedures and plans.	provide support and/or make decisions based on overall project/public benefit.	Daily	15
7	Participate in a variety of meetings including pre-construction meetings, and public meetings or hearings to provide information to outside agencies and the general public; serve as primary contact to provide project information to the public and outside agencies.	what affects decisions or recommendations may have on the utility systems.	Monthly	5
8	Oversee floodplain management within the City service area.	appropriate FEMA regulated management of the flood plain is being carried out	Monthly	5
9	Oversee and ensure the maintenance of drawings detailing the design and construction of water distribution and sanitary sewer systems.	timely and accurate representation of system infrastructure.	Monthly	5
10	Prepare a variety of difficult special engineering studies and reports; perform special assignments on engineering problems as necessary.	evaluate possitive or negative impact to utility systems from both provision of service and fiscal impact.	Monthly	5
11	Respond to public and professional inquiries in a courteous manner; resolve complaints in an efficient and timely manner.	evaluate if projects are warranted or if repairs or improvements are needed.	Daily	5
12	Provide technical assistance to other City staff including in the areas of engineering design and construction, distribution and collection systems, treatment plants, and related facilities.	improvements are needed or warranted based on engineering judgement or operations criteria, federal mandates, local/state permits.	Daily	5

13	Participate in the development and revision of City engineering standards, specifications, and operating procedures.	determine if changes to the standard specifications are warranted, or required.	Quarterly	5
14	Supervisory duties include training, coaching and motivating engineering staff; prepare employee performance evaluations; implement employee recognition for hard work or outstanding performance; initiate and/or participate in disciplinary action, hiring and terminating employees when necessary.	deciding which of these actions are needed and when to implement them	Daily	5
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
1,2,3,5,8,9,11,12	Operations, services, and activities of a public utility engineering program.
1,2,3,5,6,7,11,12,13	Knowledge of Civil Engineering design standards, methods, practices and principles and their application to utility improvement projects and they interface with road, bridge, and trail systems
1,2,3,5,7,8,10,11,12	Operational characteristics of systems and components used in water/wastewater utility facilities and plants.
2,3,6,7,11,12	Methods, materials, and techniques used in constructing public works projects.
2-7,9-13	Civil engineering design concepts and theories
2,3,5,6,7,11,12,13	City development standards and construction specifications.
2,6,7,11	Principles and practices of construction management.
2,5,7,12	Principles of mathematics as applied to engineering work
2,3,5,12	Principles and practices of developing engineering project design and specification documents.
2,3,5,12	Principles and practices of engineering project management.
4,7,10,12,13	Recent developments, current literature and information related to civil engineering.

12,13	Engineering computer software including computer aided design and drafting programs
2,3,4,6,7	Construction safety requirements.
1,2,3,5-13	Pertinent Federal, State and local laws, codes and regulations.
1-12	Flood plain management criteria, and FEMA regulations.

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 type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

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>
Professional Civil Engineering design and construction management	17 years	Professional Civil Engineering design and construction management	4 years
Personnel Management	5 years	Personnel Management	1 years
	years		years

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

General Civil Engineering

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.

Licensed Professional Engineer (Civil) - State of Colorado

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
All	Computer using Microsoft Office and Project Management Software	Daily
All	Phone	Daily
All	Plotter	Weekly
All	City Vehicle	Daily
1,2,3,10,11,12,13	Handtools - Shovel, pry bar, tape measures, calipers, etc.	Monthly
All	Calculator	Daily

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. Those related to management and supervision of engineering personnel. Decisions and judgements related to employee work assignments, performance evaluation, recognition and personnel problems/issues.

2. Those related to project planning, budgeting, prioritizing, scheduling and design issues such as development of sewer and water service areas, impacts to the collection/distribution systems for future capacity, determining project design life, funding limitations, construction material types and alternatives. Decisions and judgements related to project construction problems such as unforeseen conditions, unsuitable materials or workmanship, contractor claims and delays caused by weather conditions, contractors, utility companies or others.

3. Those related to citizen complaints and requests for service. Typically requires judgement related to justifying or prioritizing the requested service or improvement and determining how/who can most efficiently provide the requested service.

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

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5--Daily	2--Very Important	Daily office work
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	5--Daily	2--Very Important	Daily office work
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	Daily office work
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	Daily office work
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	2--Very Important	Daily office work
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	Daily office work
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--Daily	3--Extremely Important	discussionwith project engineers, field inspectors, construction crews, & general public
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	discussionwith project engineers, field inspectors, construction crews, & general public
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	Daily office work, driving
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Daily office work

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	3--Extremely Important	Daily office work
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.	5--Daily	3--Extremely Important	Daily office 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	3--Extremely Important	Daily office work
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	2--Very Important	field inspection
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.	2--Quarterly	1--Somewhat Important	field inspection

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input 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 majority of my time is spent planning capital projects, working with our project engineers related to capital projects, fielding phone calls from the general public (water and sewer issues), reviewing development submittals, evaluating system capacity for the water and sewer systems, and working with our construction inspection staff. I also spend a fair amount of time working with outside agencies such as US Army Corps, Colorado Department of Public Health & Environment, Mesa County Health Department, Ute Water, Special Sewer Districts, Mesa County, 521 Drainage Authority, Grand Valley Drainage District, Bureau of Reclamation, United States Forest Service, Colorado Department of Transportation, Colorado Division of Water Resources (Dam Safety Branch), Colorado Water Conservation Board, FEMA, etc.

EMPLOYEE CERTIFICATION

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

Signed: _____

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
1	This position is envisioned to manage the Utility Capital Improvement Program similar to how the Engineering Projects Manager manages the Street CIP and the Parks Planner is proposed to manage the Parks CIP. The only difference would be the dollar volume of the work supervised. I am suggesting that the title of these three positions be changed to Parks Program Manager, Utility Program Manager, and Streets Program Manager. - 1/2/09 Trent Prall, Engineering Manager

Please check the appropriate statement:

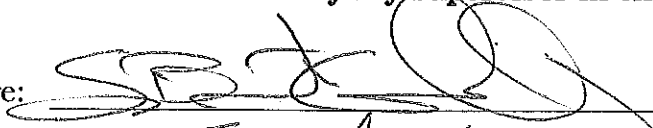
☐ I agree with the incumbents' position questionnaire as written.

☒ 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:



Date:

1/9/09

Supervisor
Signature:



Date:

1/12/09

Department Head
Signature:



Date:

1-12-09

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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
--	---

Division:

Department:

For Individual Questionnaires Only:

Employee Name:	Kliska	Jody	K
	(Last)	(First)	(Middle Initial)

Current Classification Title: Transportation Engineer

Division	Transportation Engineering	Department	Public Works & Planning
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Total Length of Time with organization 15 Years months

Total Length of Time in Current Position 10 Years 6 months

Assigned Hours/Week:: from 8 to 5 **Assigned Days/Week** M-F

Email: jodyk@gjcity.org

Work Phone: 970 244-1591

Immediate Supervisor:

Immediate supervisor reports to:

Name: Trent Prall

Name: Tim Moore

Title: Engineering Manager

Title: Public Works & Planning Director

Work Phone 970 256-4047

Work Phone: 970 244-1557

E-mail: trentonp@gjcity.org

E-mail: timm@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.

Division manager of Transportation Engineering. Responsible for the traffic operations of the city transportation system including signing, striping, traffic signals, lighting; traffic engineering responsibilities including data collection, analysis, evaluation, recommendation and implementation; transportation planning including working with planning agencies for forecasting future conditions, reviewing plans and concepts for development; supervision and management of staff, division budget.

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 checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	5
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	1
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	5-12
<input checked="" type="checkbox"/>	I make work assignments for others.	5-12
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	12
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	12
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	12
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	varies
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	2

- 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

Real Estate Manager
Utility Engineer
CIP Projects Manager
Parks Planner
Construction Services Supervisor

YOUR DIRECT REPORTS' JOB TITLES

Traffic Maintenance Supervisor
Transportation Systems Analysts (2)
Transportation Support Technician
Administrative Clerk
Transportation Engineering Assistant (seasonal)

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

☒ Full Time 5 ☒ Part-Time 1 ☐ 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		
DEVELOPMENT ENGINEERS	DAILY-WEEKLY	TRAFFIC ENGINEERING EXPERTISE/REVIEW STUDIES, DEVELOPMENT PLANS
PROJECT ENGINEERS	MONTHLY	SIGNING, STRIPING, GEOMETRIC REVIEW, TRAFFIC DATA
NEIGHBORHOOD SERVICES	MONTHLY	TECHNICAL REVIEW - I.E. SIGHT DISTANCES, ASSISTANCE IN RESOLUTION OF NEIGHBORHOOD ISSUES
PLANNING	MONTHLY	TECHNICAL REVIEW OF DEVELOPMENT
POLICE	WEEKLY	TRAFFIC, PARKING COMPLAINTS, ACCIDENT/SPEED/VOLUME DATA, RESOLUTION OF CITIZEN COMPLAINTS

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
CITIZENS	DAILY	FIX-ITS, QUESTIONS, REQUESTS FOR CHANGES
MEDIA	MONTHLY	INTERVIEWS ON TRAFFIC ISSUES
ENGINEERING CONSULTANTS	VARIES	Development, capital projects
MESA COUNTY	WEEKLY	TRANSPORTATION PLANNING, TRAFFIC ISSUES
CDOT	MONTHLY	ACCESS PERMITS, MAINTENANCE CONTRACTS, TRAFFIC ISSUES
SCHOOL DISTRICT	MONTHLY	TRAFFIC CONTROL AROUND SCHOOLS
XCEL ENERGY	QUARTERLY	Street Lighting, Billing Issues

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	Oversee the traffic operations and maintenance services of the division; develop short and long range transportation improvement programs; identify and prioritize transportation engineering programs.	Priorities, labor, equipment and materials required, budget	Daily	10
2	Plan, direct, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. Review and approve work orders for changes in signing, striping and traffic signal work.	Appropriate solution, assignments, priorities, deadlines, changes.	Daily	10

3	Respond to citizen and media inquiries; resolve difficult and sensitive inquiries and complaints; receive, research and respond to requests for service and information. Conduct meetings as necessary with affected citizens.	Appropriate responses, research needed, assignment to other staff, level of reporting, need for meetings.	Daily	15
4	Conduct field inspections and surveys to check quality and progress of field activities, general condition of traffic control devices; gather information for specific requests, problems, conditions and needs.	Necessity of field inspection, type of information needed	Monthly	5
5	Develop and implement goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.	Priorities, needed policies and procedures, changes.	Annually	2.5
6	Oversee, develop and administer operational budgets for the division; develop and administer capital improvements budgets and projects; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.	Budget and staffing needs; changes.	Annually	10
7	Monitor and approve expenditures; implement adjustments; forecast funds needed for staffing, equipment, materials and supplies.	Using correct funds; appropriate expenditures.	Daily	10
8	Select, train, motivate and evaluate division personnel; provide or coordinate training; work with employees to correct deficiencies or improve upon work progress; conduct employee evaluations; recommend pay increases; implement discipline and termination procedures if needed.	Staffing, training needs, evaluation, are standards met?	Quarterly	10
9	Plan, implement and assess data collection needs, methods, timing; oversee the maintenance of traffic-related data bases and records; oversee the development and maintenance of timing plans for traffic signals and school clocks; manage requests for improvements to the transportation system; produce reports as needed or requested.	Who, what, when, where, why, how	Select	10
10	Conduct the selection of private contractors and consultant engineers for various projects; prepare Requests for Proposals and Requests for Qualifications; advertise for bids, review proposals and bids; recommend award of contract; administer contract.	Selection criteria, selection of contractor or consultant; payment.	Occasionally	2.5

11	Review and approve development plans/designs; approve base assumptions and review traffic impact studies; meet with design and development engineers on plans, design, construction. Conduct field inspections of constructed features. Participate in public meetings on projects, serve on technical advisory committees as necessary.	Appropriate design, materials, placement.	Daily	10
12	Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other correspondence; attend and participate in professional meetings; stay abreast of new trends and innovations in the field of transportation engineering.	Appropriate communications, expenditure of funds.	Monthly	5
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
1,2,5,9	Knowledge of operations, services, activities of a comprehensive municipal transportation engineering program. Skill in developing short and long range improvement programs; skill in prioritizing projects, activities.
1,2,5,12	Knowledge of methods, materials and equipment used in traffic regulation, construction and maintenance.
2,3,4,9	Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, implement recommendation in support of goals. Skill in clear, concise communication, both orally and in writing.
3,11,12	Knowledge of citizen participation techniques, methods and practices.

2,9,11	Skill in interpreting and applying federal, state and local policies, laws and regulations.
2,9,10,11,12	Skill in applying engineering principles and techniques to the solution of traffic engineering problems and transportation planning issues.
1,4,5,6,7,9,12	Skill in managing, leading, supervising and coordinating division's services and activities.
8	Select, supervise, train and evaluate staff, coordinate work.
5,6,7,10	Skill in preparation and administration of division budget. Prepare clear, concise technical, administrative and financial reports. Principles and practices of municipal budget preparation, program development and administration.
1,9,10,11	Principles and practices of engineering project management, transportation engineering, planning, operations and maintenance work.
1,3,5,6,8,12	Provide administrative and professional leadership and direction for transportation engineering and planning functions.
3,8,10,11,12	Establish and maintain effective working relationships with those contacted in the course of work.
3,10,11	Conduct effective public meetings on transportation issues.
4,9,10,11,12	Prepare, review, understand, interpret and analyze engineering plans, specifications, drawings and technical engineering reports; knowledge of city development standards and construction specifications; ability to perform accurate and complex mathematical computations.
8	Coaching, mentoring, challenging and supervising staff to accomplish organizational goals.

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 type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree



Other (explain):

Continuing education to stay current in technical 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

<u>You Have</u>	<u>Your Time</u>		<u>You Need</u>	<u>Minimum Time Required</u>	
Supervisory	16	years	2	2	years
Traffic/Transportation Engineering	18	years	2	1	years
Civil/Construction	29	years	2	2	years

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

Civil Engineering, emphasis in traffic, transportation engineering

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.

Professional Engineer License

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
All	Computer	Daily
2,9,11	Specialized software	Monthly
2,3,9	Operate vehicle	Daily

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. Management and supervisions of transportation engineering personnel, related to employee work assignments, performance evaluations and personnel problems and issues.

2. Planning, budgeting, scheduling and design issues for capital projects. This includes selecting appropriate treatments to solve traffic issues and balancing the needs of various users; planning and sizing streets and bridges for future capacity, recognizing funding limitations and alternatives. Decisions and judgements related to complex project construction problems such as unforeseen conditions and delays caused by weather conditions, contractors, utility companies and others. Appropriate communication mode, style and substance.

3. Responding to citizen complaints and requests for service. Judgement related to justifying or prioritizing service or improvement and determining how and who can most efficiently provide the requested service.

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.	1--Annually	0--Not 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.	2--Quarterly	1--Somewhat 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.	2--Quarterly	1--Somewhat Important	
Kneeling: Bending legs at knee to come to a rest on knee or knees.	2--Quarterly	1--Somewhat Important	
Crouching: Bending the body downward and forward by bending leg and spine.	1--Annually	0--Not Important	
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
Reaching: Extending hand(s) and arm(s) in any direction.	3--Monthly	1--Somewhat Important	
Standing: Particularly for sustained periods of time.	1--Annually	1--Somewhat Important	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	2--Quarterly	1--Somewhat Important	
Pushing: Using upper extremities to press against something with steady force in order to thrust	0--Never	0--Not Important	

forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	0--Never	0--Not Important	
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	
Grasping: Applying pressure to an object with the fingers or palm.	4--Weekly	1--Somewhat Important	
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.	1--Annually	0--Not Important	
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	1--Annually	0--Not Important	
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	
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	
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	
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	
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	
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	0--Never	0--Not Important	

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.	0--Never	0--Not 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.	0--Never	0--Not Important	
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 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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).

Our division provides a unique blend of both professional engineering services and physical, on-the-ground work in construction, maintenance and operations. This requires knowledge, understanding and skills in diverse areas, as well as the ability to bridge the two worlds. Our division has built a culture based on our values of timeliness, teamwork, accuracy and integrity in all of the work we do, with a strong emphasis on safety not only of ourselves working out in traffic, but also for the safety of the traveling public. Our business contributes strongly to our citizens' quality of life, using signs, striping, markings, signals, street lights to communicate positive guidance to all users.

EMPLOYEE CERTIFICATION

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

Signed:

Date: 12-22-08

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. The Supervisor does not need to read the entire JAQ. Simply check the areas identified with arrows for accuracy as these are the most important in classifying the jobs.. If these sections 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.**

[illegible]


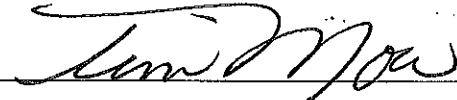
Please check the appropriate statement:

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