

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.

William J. Frazier

Division: Engineering

Department: Public Works & Planning

For Individual Questionnaires Only:

Employee Name: Frazier William J.
(Last) (First) (Middle Initial)

Current Classification Title: Project Engineer

Division Engineering **Department** Public Works & Planning

Total Length of Time with organization 1 Years 3 months

Total Length of Time in Current Position 1 Years 3 months

Assigned Hours/Week:: from 40 to 50 **Assigned Days/Week** 5

Email: billf@gjcity.org **Work Phone:** 970-244-1444

Immediate Supervisor:

Immediate supervisor reports to:

Name: Don Newton

Name: Trenton Prall

Title: Engineering Projects Manager

Title: Engineering Manager

Work Phone 970-244-1559

Work Phone: 970-256-4047

E-mail: donn@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.

To perform a variety of professional engineering duties and responsibilities involved in the design, administration and construction management for assigned public works projects; to review projects for compliance with City design criteria and engineering practices; to provide assistance in the Capital Improvement Project process including public involvement, meetings, review and enforcement; and to provide responsible technical and staff assistance to the Engineering Projects Manager, Utility Engineer, and Engineering Manager.

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 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
<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 checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8

- 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

- Project Engineers
- CADD Technicians
- City Surveyor and Surveyor Technicians
- Real Estate Manager
- Construction Manager and Inspectors
- Right of Way Technicians
- Development Engineers
- Administration Assistants
- Public Works Information Coordinator

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		
Refer to the supplemental information listed on a separate sheet		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Review & Regulatory Agencies	Weekly	Project coordination when in various State or Federal jurisdictions
Utility Companies	Weekly	Coordination of utility relocations
Engineering Consultants	Daily	Manage consultant contracts to perform design, technical studies, testing, and construction management
Construction Contractors	Daily	Manage construction contracts, coordination of construction activities
Project Stakeholders (Property Owners)	Weekly	Coordinate on project issues including property acquisition, construction impacts, scheduling, and restoration work
Project Stakeholders (General Public or Media)	Weekly	Communicate project issues including construction impacts and scheduling

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

JAQ Supplement for Project Engineer:

Section 2.c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

<u>Title of Person Or Dept</u>	<u>How Often</u>	<u>For What Purpose</u>
Traffic Engineer	Weekly	Coordination, updates on traffic issues
City Attorney	Monthly	Project issues requiring legal counsel such as contract or real estate issues
Streets Supervisors and Staff	Monthly	Management of construction and maintenance of improvements
Traffic Supervisor	Monthly	Coordination on signals and traffic signing issues
Police Department & Sergeants	Quarterly	Arrange for and coordinate enforcement of traffic control during construction, receiving design input
Environmental Services Manager	Monthly	Coordinate on stormwater and environmental regulatory matters
Communications Director	Monthly	Coordinate media communication
Public Works Director	Quarterly	Coordinate high level project issues and resolve serious contract disputes.
Pipeline Maintenance/Water Department	Monthly	Coordination assistance on design and project related activities
Neighborhood Services	Quarterly	Coordination assistance on construction and public relations issues, providing information for grants
Finance & Purchasing	Monthly	Coordination assistance on construction budgetary issues and progress payment issues, assistance with bid process
Parks and Recreation	Monthly	Coordination assistance of design, construction, and public relations issues
Information Services	biannually	Coordination assistance on computer and engineering

		software related issues
Solid Waste	Quarterly	Coordination assistance on project related activities
Persigo Wastewater	Quarterly	Coordination assistance on design and project related activities

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	Perform engineering design tasks to include Project Startup meeting, city department coordination, jurisdictional coordination, budgetary constraints, computer/hand calculations, modeling, and conceptual/final layout of infrastructure improvements.	Determine design team to include key staff members of other City Departments; incorporate Value Engineering decisions during conceptual phase; make design decisions based on tangibles and intangibles; establish engineering assumptions that are conservative, yet reasonable; determine design issues requiring peer review/discussion	Daily	10

2	Prepare construction plans, specifications, and contract documents; coordinate the advertisement for bids and award of construction contracts.	Determine final document and information required; peer review period and deadlines; schedule dates for bid opening, award, and pre-con; determine and address project specifics, details, and recommended construction methods, as necessary; reiterate items/issues/situations of concern	Daily	15
3	Manage engineering/testing consultant contracts by; determining scope of work, reviewing design plans and specifications, ensure compliance to City Standards and practices, approving drawings for construction	Ensure the plans and specifications comply with City Standards and depict sound engineering judgement; determine scope of work, design criteria, and constraints; establish plan review milestones and deadlines; determine if a change in scope is justified and warranted; extent of construction administration involvement	Weekly	10
4	Coordinate reviews by other City departments and outside agencies; obtain permits and authorizations from local, State, or Federal jurisdictional agencies.	Determine the required review parties; schedule review periods, coordination meetings, milestone dates, and final comments; determine permits to be obtained and subsequent requirements, protocol, and processes	Monthly	5

5	Perform construction management and contract administration; monitor progress of work, construction schedules, phasing, traffic control procedures, and contract budget; process pay requests and payments; negotiate and prepare change orders; design-build changes, as required; oversee quality control and quality assurance procedures; monitor and approve corrective actions on deficient work.	Ensure the project schedule, phasing, and traffic control documents are acceptable; determine appropriate schedule for making progress payments; final payment approval based on determined quantities; determine fair and equitable adjustments to change orders; prioritize and address stakeholder concerns/issues; impose QA/QC procedures, if necessary; direct contractor to address corrective action on deficient work	Daily	15
6	Organize, conduct, and participate in a variety of meetings including Project Startup, design reviews/coordination, final review, pre-construction meetings, construction coordination meetings, public meetings and hearings	determine who is required to attend meetings; determine agenda/issue items and facilitate; determine action plans and delegate parties; document meeting minutes and distribute to all needing the information	Weekly	5
7	Serve as the primary contact representing the City throughout the course of the project; provide project information; respond to and resolve issues or complaints from other departments, outside agencies, property/business owners, residents, general public, or media.	Determine level of detail required for communicating to each entity; prioritize requests from each entity and address their concerns appropriately; determine which entities to notify/inform and proceed with the appropriate action, whether through legal, law enforcement, or other general means	Daily	5

8	Prepare and implement citizen participation programs to involve the public and neighborhoods in the design and construction process.	Determine what visual aids and poster boards will best convey the projects intent and impact; determine all parties with affected interests and address needs; determine the appropriate staff needed to address all questions; determine and weigh citizens' issues to project constraints and budget; prioritize and address public concerns; discern the validity of citizens' concerns/issues	Monthly	5
9	Conduct field visits throughout construction; monitor progress and work conditions conducive to quality and health; conduct final project inspections; prepare and process project close-out documents including final quantities and final payment; hold progress payments due to subcontractor liens, serve as mediator to settle contractor/subcontractor disputes, organize and review "as-constructed" drawings.	In the best interest of the project, determine activities where active involvement, advice, or consultation is needed; ensure sufficient health and safety requirements are met on the jobsite; negotiate/mediate issues between parties, as needed; determine punch list items and approve corrective action, monitor construction activities and ensure progress is congruent to schedule; approve "as-built" documents	Daily	10
10	Participate in the procurement of right-of-way and easements by identifying the required areas, assisting in the communication with property owners, and addressing property owner needs/concerns.	Determine the areas required for acquisition or temporary easements; ensure property owner concerns/issues can be addressed through compensation, restoration, or design alternatives; communicate specific details to stakeholders, if situation warrants.	Weekly	5

11	Assist in the preparation of schedules and budget estimates for engineering and construction activities.	Determine the appropriate schedule and associated cost; determine fair and equitable adjustments to schedule and costs associated with Change Orders; make value engineering suggestions to consultants to keep project within scope and budget	Monthly	5
12	Provide technical assistance to other City staff; research technical topics, prepare a variety of engineering studies, recommendations, and reports; participate in the development and revision of City engineering standards, specifications, and operating procedures.	Determine vital aspects of the project and accurately convey these issues/concerns to managers/stakeholders; make sound engineering judgements and recommendations based on thorough research of products/methods; make informed suggestions to City Standards, specifications, and operating procedures with detailed justifications, case studies, and project related experiences	Quarterly	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
1,2,3,5,9,11,12	Civil engineering design and construction standards, methods, and practices
1,2,3,5,9,11,12	Methods, materials, and techniques used in constructing public works projects
1,2,3,4,9,12	Federal, State, and City design standards and construction specifications
1,3,5,11,12	Principles of mathematics as applied to engineering
2,5,6,7,9,11	Principles and practices of engineering project management
7,8,10	Principles and practices of mediation, public relations, and customer service
2,3,5,10	Principles and practices of contract negotiation and administration
1,3,11,12	Recent developments, current literature and information related to civil engineering
1,2,11,12	Computers, including engineering design and drafting software
1,2,3,4,6,7	Pertinent Federal, State, and local laws, codes, and regulations
5,9	Construction safety requirements

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 checked="" type="checkbox"/>	<input type="checkbox"/>	Other (explain): Naval Nuclear Power Propulsion

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>
Construction Experience	4 years		years
Civil Engineering Experience	11 years	Civil Engineering Experience	4 years
	years		years

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

Equivalent to a Bachelors Degree from an accredited college or university with major course work in Civil Engineering or a related field.

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.

Possession of, or ability to obtain, registration as a Professional Engineer in the State of Colorado
 Possession of, or ability to obtain, an appropriate, valid driver's 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
1, 2, 5, 10, 11, 12	Computer	daily
1, 2, 5, 10, 11, 12	Basic survey and field equipment (level, theodolite, flow meters, pressure gauges, etc.)	occasional
1, 2, 5, 10, 11, 12	Engineering software such as surface water hydrology and flow models, traffic analysis models, pavement analysis and design codes, hydraulic simulators (pipe, open channel, and control structures), risk analysis codes, computer-aided design (CADD) programs, etc	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. During the initial planning stages of a project, the problem to be solved is defined and a suite of alternatives with the potential to solve the problem is created. Once the menu of alternatives is developed, preliminary analysis of cost, effectiveness, constructability, and related issues is used to cull the list to a two or three preferred alternatives which then receive detailed analysis. In the course of all of this, countless decisions are made regarding cost, speed of construction, public and private property rights, existing utilities, future growth expectations, public/private impacts, effectiveness, and other concerns and objectives. The basic decision made in this phase is "Choose the alternative/alternatives that will provide a long term, cost effective, constructable, aesthetic solution to the problem which will provide value to the taxpayers and garner their support, while minimizing negative impacts to citizens, businesses, and private property. In short, honor the public trust."

2. During the design phase, an engineer again faces many decisions. Some decisions are made based on experience, some are made through the use of calculations, some are made through research and consultation with other engineers and suppliers, and some are not so much made, as they are created. The creative side of the decision-making process is the most challenging, as there is no formula, recipe, or procedure. All have an impact on the degree to which the objective of honoring the public trust is met.

3. During the construction of each project, previously unknown or changed conditions arise that require modifications to the plans and construction contract. The Project Engineer addresses this situation by developing a new plan, negotiating a fair and equitable adjustment for a change order, determining impacts to the project schedule and budget, and communicating the changes to stakeholders and other affected parties.

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

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	2--Very Important	9
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	1, 2, 9, 11, 12
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	9
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	9
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4--Weekly	2--Very Important	1, 3, 9
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 Duties
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 Duties
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 Duties
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1, 2, 5, 11
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	2--Very Important	1, 2, 11
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	5--Daily	2--Very Important	9

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	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.	3--Monthly	2--Very Important	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.	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

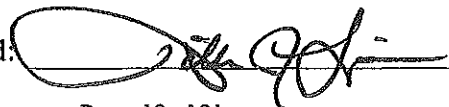
ADDITIONAL COMMENTS

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

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

Please check the appropriate statement:

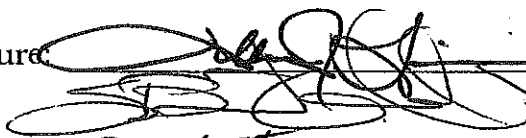
☒ I agree with the incumbents' position questionnaire as written.

☐ 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:

1/9/07
01/07/09

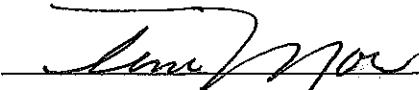
Supervisor
Signature:

Don Norton

Date:

1/6/09

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

Paul Jagim

Lee Cooper

Bill Frazier

Division: Engineering

Department: Public Works and Planning

For Individual Questionnaires Only:

Employee Name:	Donohue	David	R.
	(Last)	(First)	(Middle Initial)

Current Classification Title: Project Engineer

Division	Engineering	Department	Public Works and Planning
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Total Length of Time with organization 8 Years 1 months

Total Length of Time in Current Position 5 Years 5 months

Assigned Hours/Week:: from 40 to 50 **Assigned Days/Week** 5

Email: davidd@gjcity.org

Work Phone: 970.244.1558

Immediate Supervisor:

Immediate supervisor reports to:

Name: Bret Guillory/Don Newton

Name: Trenton Prall

Title: Util Eng./Eng. Proj's. Mgr.

Title: Engineering Manager

Work Phone 244-1590/244-1559

Work Phone: 256-4047

E-mail: bretg@gjcity.org/donn@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.

To perform a variety of professional engineering duties and responsibilities involved in the design, administration and construction management for assigned public works projects; to review projects for compliance with City design criteria and engineering practices; to provide assistance in the Capital Improvement Project process including public involvement, meetings, review and enforcement; and to provide responsible technical and staff assistance to the Engineering Projects Manager, Utility Engineer, and Engineering Manager.

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 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
<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 checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8

- 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

- Project Engineers
- CADD Technicians
- City Surveyor and Surveyor Technicians
- Real Estate Manager
- Construction Manager and Inspectors
- Right of Way Technicians
- Development Engineers
- Administration Assistants
- Public Works Information Coordinator

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		
Refer to the supplemental information listed on a separate sheet		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Review & Regulatory Agencies	Weekly	Project coordination when in various State or Federal jurisdictions
Utility Companies	Weekly	Coordination of utility relocations
Engineering Consultants	Daily	Manage consultant contracts to perform design, technical studies, testing, and construction management
Construction Contractors	Daily	Manage construction contracts, coordination of construction activities
Project Stakeholders (Property Owners)	Weekly	Coordinate on project issues including property acquisition, construction impacts, scheduling, and restoration work
Project Stakeholders (General Public or Media)	Weekly	Communicate project issues including construction impacts and scheduling

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

JAQ Supplement for Project Engineer:

Section 2.c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

<u>Title of Person Or Dept</u>	<u>How Often</u>	<u>For What Purpose</u>
Traffic Engineer	Weekly	Coordination, updates on traffic issues
City Attorney	Monthly	Project issues requiring legal counsel such as contract or real estate issues
Streets Supervisors and Staff	Monthly	Management of construction and maintenance of improvements
Traffic Supervisor	Monthly	Coordination on signals and traffic signing issues
Police Department & Sergeants	Quarterly	Arrange for and coordinate enforcement of traffic control during construction, receiving design input
Environmental Services Manager	Monthly	Coordinate on stormwater and environmental regulatory matters
Communications Director	Monthly	Coordinate media communication
Public Works Director	Quarterly	Coordinate high level project issues and resolve serious contract disputes.
Pipeline Maintenance/Water Department	Monthly	Coordination assistance on design and project related activities
Neighborhood Services	Quarterly	Coordination assistance on construction and public relations issues, providing information for grants
Finance & Purchasing	Monthly	Coordination assistance on construction budgetary issues and progress payment issues, assistance with bid process
Parks and Recreation	Monthly	Coordination assistance of design, construction, and public relations issues
Information Services	biannually	Coordination assistance on computer and engineering

		software related issues
Solid Waste	Quarterly	Coordination assistance on project related activities
Persigo Wastewater	Quarterly	Coordination assistance on design and project related activities

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	Perform engineering design tasks to include Project Startup meeting, city department coordination, jurisdictional coordination, budgetary constraints, computer/hand calculations, modeling, and conceptual/final layout of infrastructure improvements.	Determine design team to include key staff members of other City Departments; incorporate Value Engineering decisions during conceptual phase; make design decisions based on tangibles and intangibles; establish engineering assumptions that are conservative, yet reasonable; determine design issues requiring peer review/discussion	Daily	10

2	Prepare construction plans, specifications, and contract documents; coordinate the advertisement for bids and award of construction contracts.	Determine final document and information required; peer review period and deadlines; schedule dates for bid opening, award, and pre-con; determine and address project specifics, details, and recommended construction methods, as necessary; reiterate items/issues/situations of concern	Daily	15
3	Manage engineering/testing consultant contracts by; determining scope of work, reviewing design plans and specifications, ensure compliance to City Standards and practices, approving drawings for construction	Ensure the plans and specifications comply with City Standards and depict sound engineering judgement; determine scope of work, design criteria, and constraints; establish plan review milestones and deadlines; determine if a change in scope is justified and warranted; extent of construction administration involvement	Weekly	10
4	Coordinate reviews by other City departments and outside agencies; obtain permits and authorizations from local, State, or Federal jurisdictional agencies.	Determine the required review parties; schedule review periods, coordination meetings, milestone dates, and final comments; determine permits to be obtained and subsequent requirements, protocol, and processes	Monthly	5

5	<p>Perform construction management and contract administration; monitor progress of work, construction schedules, phasing, traffic control procedures, and contract budget; process pay requests and payments; negotiate and prepare change orders; design-build changes, as required; oversee quality control and quality assurance procedures; monitor and approve corrective actions on deficient work.</p>	<p>Ensure the project schedule, phasing, and traffic control documents are acceptable; determine appropriate schedule for making progress payments; final payment approval based on determined quantities; determine fair and equitable adjustments to change orders; prioritize and address stakeholder concerns/issues; impose QA/QC procedures, if necessary; direct contractor to address corrective action on deficient work</p>	Daily	15
6	<p>Organize, conduct, and participate in a variety of meetings including Project Startup, design reviews/coordination, final review, pre-construction meetings, construction coordination meetings, public meetings and hearings</p>	<p>determine who is required to attend meetings; determine agenda/issue items and facilitate; determine action plans and delegate parties; document meeting minutes and distribute to all needing the information</p>	Weekly	5
7	<p>Serve as the primary contact representing the City throughout the course of the project; provide project information; respond to and resolve issues or complaints from other departments, outside agencies, property/business owners, residents, general public, or media.</p>	<p>Determine level of detail required for communicating to each entity; prioritize requests from each entity and address their concerns appropriately; determine which entities to notify/inform and proceed with the appropriate action, whether through legal, law enforcement, or other general means</p>	Daily	5

8	Prepare and implement citizen participation programs to involve the public and neighborhoods in the design and construction process.	Determine what visual aids and poster boards will best convey the projects intent and impact; determine all parties with affected interests and address needs; determine the appropriate staff needed to address all questions; determine and weigh citizens' issues to project constraints and budget; prioritize and address public concerns; discern the validity of citizens' concerns/issues	Monthly	5
9	Conduct field visits throughout construction; monitor progress and work conditions conducive to quality and health; conduct final project inspections; prepare and process project close-out documents including final quantities and final payment; hold progress payments due to subcontractor liens, serve as mediator to settle contractor/subcontractor disputes, organize and review "as-constructed" drawings.	In the best interest of the project, determine activities where active involvement, advice, or consultation is needed; ensure sufficient health and safety requirements are met on the jobsite; negotiate/mediate issues between parties, as needed; determine punch list items and approve corrective action, monitor construction activities and ensure progress is congruent to schedule; approve "as-built" documents	Daily	10
10	Participate in the procurement of right-of-way and easements by identifying the required areas, assisting in the communication with property owners, and addressing property owner needs/concerns.	Determine the areas required for acquisition or temporary easements; ensure property owner concerns/issues can be addressed through compensation, restoration, or design alternatives; communicate specific details to stakeholders, if situation warrants.	Weekly	5

11	Assist in the preparation of schedules and budget estimates for engineering and construction activities.	Determine the appropriate schedule and associated cost; determine fair and equitable adjustments to schedule and costs associated with Change Orders; make value engineering suggestions to consultants to keep project within scope and budget	Monthly	5
12	Provide technical assistance to other City staff; research technical topics, prepare a variety of engineering studies, recommendations, and reports; participate in the development and revision of City engineering standards, specifications, and operating procedures.	Determine vital aspects of the project and accurately convey these issues/concerns to managers/stakeholders; make sound engineering judgments and recommendations based on thorough research of products/methods; make informed suggestions to City Standards, specifications, and operating procedures with detailed justifications, case studies, and project related experiences	Quarterly	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
1,2,3,5,9,11,12	Civil engineering design and construction standards, methods, and practices
1,2,3,5,9,11,12	Methods, materials, and techniques used in constructing public works projects
1,2,3,4,9,12	Federal, State, and City design standards and construction specifications
1,3,5,11,12	Principles of mathematics as applied to engineering
2,5,6,7,9,11	Principles and practices of engineering project management
7,8,10	Principles and practices of mediation, public relations, and customer service
2,3,5,10	Principles and practices of contract negotiation and administration
1,3,11,12	Recent developments, current literature and information related to civil engineering
1,2,11,12	Computers, including engineering design and drafting software
1,2,3,4,6,7	Pertinent Federal, State, and local laws, codes, and regulations
5,9	Construction safety requirements

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?

<u>Type of Experience</u>			
<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Civil Engineering	24 years	Civil Engineering	4 years
	years		years
	years		years

a. What field (s) should training or degree be in?
 Equivalent to a Bachelors Degree from an accredited college or university with major course work in Civil Engineering or a related field.

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.

Possession of, or ability to obtain, registration as a Professional Engineer in the State of Colorado
 Possession of, or ability to obtain, an appropriate, valid driver's 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
1, 2, 5, 10, 11, 12	Computer	daily
1, 2, 5, 10, 11, 12	Basic survey and field equipment (level, theodolite, flow meters, pressure gauges, etc.)	occasional
1, 2, 5, 10, 11, 12	Engineering software such as surface water hydrology and flow models, traffic analysis models, pavement analysis and design codes, hydraulic simulators (pipe, open channel, and control structures), risk analysis codes, computer-aided design (CADD) programs, etc	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. During the initial planning stages of a project, the problem to be solved is defined and a suite of alternatives with the potential to solve the problem is created. Once the menu of alternatives is developed, preliminary analysis of cost, effectiveness, constructability, and related issues is used to cull the list to a two or three preferred alternatives which then receive detailed analysis. In the course of all of this, countless decisions are made regarding cost, speed of construction, public and private property rights, existing utilities, future growth expectations, public/private impacts, effectiveness, and other concerns and objectives. The basic decision made in this phase is "Choose the alternative/alternatives that will provide a long term, cost effective, constructable, asthetic solution to the problem which will provide value to the taxpayers and garner their support, while minimizing negative impacts to citizens, businesses, and private property. In short, honor the public trust."

2. During the design phase, an engineer again faces many decisions. Some decisions are made based on experience, some are made through the use of calculations, some are made through research and consultation with other engineers and suppliers, and some are not so much made, as they are created. The creative side of the decision-making process is the most challenging, as there is no formula, recipe, or procedure. All have an impact on the degree to which the objective of honoring the public trust is met.

3. During the construction of each project, previously unknown or changed conditions arise that require modifications to the plans and construction contract. The Project Engineer addresses this situation by developing a new plan, negotiating a fair and equitable adjustment for a change order, determining impacts to the project schedule and budget, and communicating the changes to stakeholders and other affected parties.

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

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	2--Very Important	9
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	1, 2, 9, 11, 12
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	9
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	9
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4--Weekly	2--Very Important	1, 3, 9
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 Duties
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 Duties
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 Duties
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1, 2, 5, 11
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	2--Very Important	1, 2, 11
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	5--Daily	2--Very Important	9

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	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.	3--Monthly	2--Very Important	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.	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).

EMPLOYEE CERTIFICATION

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

Signed: David H. Brown Date: 1/2/09

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


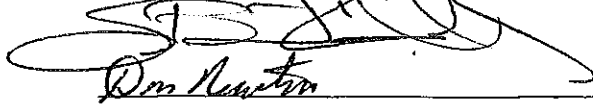

Please check the appropriate statement:

☒ 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>1/09/09</u>
Supervisor Signature:	<u></u>	Date:	<u>01/07/09</u>
Department Head Signature:	<u></u>	Date:	<u>1/6/09</u>
			<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.

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

Eric Hahn

Kent Harbert

Ken Fischer

Division: Engineering

Department: Public Works and Planning

For Individual Questionnaires Only:

Employee Name:

(Last)

(First)

(Middle Initial)

Current Classification Title: Development Engineer

(Project Engineer)

Division Engineering

Department PW&P

Total Length of Time with organization

Years

months

Total Length of Time in Current Position

Years

months

Assigned Hours/Week:: from 8 to 5

Assigned Days/Week 5

Email:

Work Phone:

Immediate Supervisor:

Immediate supervisor reports to:

Name: Tim Moore

Name: Laurie Kadrich

Title: Public Works and Planning
Director

Title: City Manager

Work Phone 256-1557

Work Phone: 256-4154

E-mail: timm@gjcity.org

E-mail: lauriek@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.

This position is responsible for developing baseline requirements, review of development plans and reports, and supervision of construction for development projects within the City of Grand Junction. These developments consist of residential, commercial, and industrial projects of all sizes and complexities. This position requires daily coordination with several City departments and a multitude of owners, engineering and planning consultants, and contractors in the community. The major focus of the position is to enforce the City's development, design, and construction requirements (traffic, safety, drainage, construction, utility, contractual, etc.) and incorporate common sense into the requirements while maintaining a good working relationship with Developers and the Professional Design and Construction Community. Routinely attend Planning Commission meetings and occasionally attend City Council meetings. Participate in the creation or revision of regulatory and guidance documents.

The main purpose of the position is to help Developers achieve their goals (as easily and timely as possible) through a necessarily complicated process designed to protect the public (and the project's neighbors) from problems associated with drainage, traffic, and other technical issues and avoid creating long term taxpayer expense caused by development.

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 checked="" 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

Development Engineers and construction inspectors
Senior Planner
Associate Planner
Planning Technician
Utility Engineer
Transportation Engineer
Dept. Heads and City Manager.
City and Staff Attorneys

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		
Planning	Daily	Daily job duties
Utility Engineer	Twice weekly	Sanitary sewer, water, and storm sewer coordination
Transportation Engineering	Weekly	Traffic studies or questions
Legal	Daily	Contracts, documents, and property boundaries.
Construction Inspectors	Daily	Field status of projects & construction coordination
Planning Commission	Twice monthly	PC meetings

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Developers (owners)	Daily	Projects specifics, design, contracts, problem solv.
Engineers/Consultants	Daily	Same as above and engineering design and project management
Contractors	weekly	resolve construction issues, pay draws, and contracts
Attorneys	weekly	contracts and agreements

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	Review and comment on engineering plans, reports, cost estimates, floodplain issues and other submittal documents. Issue stormwater permits.	Determine if/when plans, report and documents meet requirements.	Daily	25
2	Prepare and execute agreements.	decide when City is protected.	Weekly	5
3	develop formal and informal procedures and processes		Monthly	5
4	Contract review and negotiation	Decide when City is protected	Weekly	5
5	.		Weekly	
6	Construction inspection and coordination	Decide varied types of construction issues	Weekly	10
7	email and phone	varied	Daily	15
8			Daily	
9			Monthly	
10	External - meet with Developers, Engineers/Consultants, lawyers, etc.		Daily	10
11	Document Development, Pear Park Plan, Comprehensive Plan, Access Plans, etc.		Monthly	5
12	Internal - meet on a myriad of items, traffic, drainage, utilities, procedures, plans, procurements, etc.		Daily	20
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	Thorough understanding of Civil Engineering street, utility, traffic, drainage, and floodplain concepts both technically and for drawing preparation. Understand FEMA guidelines and possess the ability to interpret floodplain maps. Must possess the ability to see through the big/pretty picture to understand how it works. Clearly communicate technical issues verbally and in writing. Must be able to work quickly and effectively and juggle many projects at one time. An excellent memory for details is very valuable. Must understand current construction pricing in the marketplace and relate the complexity of a project or construction item to the associated cost. E.g. a 15' deep sewer line in an existing street will cost much more than a 5' deep sewer in a hay field. Perform research as necessary
2	At least a moderate understanding of legal responsibility, liability, and contract wording to protect the City's interests.
3	Ability to realize necessary activities, analyze their purpose and implementation, and formalize into an effective and efficient process and/or procedure.
4	Ability to review and understand legal documents and contracts to troubleshoot potential loopholes that will result in an undesirable project or cost. Ability to apply common sense to complex issues and understand the issue from the Developer's viewpoint.
5	same
6	Understanding of construction specifications and techniques and working knowledge of geotechnical engineering principles. Must be able to create and maintain positive working relationships with different types of personalities.
7	rudimentary computer skills
8	
9	
10	Good communication and conflict resolution skills.
11	Ability to analyze the present, view into the future, think creatively, anticipate cost and impacts, and decide accordingly.
12	Same as 10.

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 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>
Civil engineering	15 -33 years	Civil engineering	8 - 10 years
	years		years
	years		years

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

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.

Professional Engineering 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
1,2,3,7,11	Computer and software	
7,10,12	telephone	
	PDA	
6	Car/truck	
6	survey instruments	

5. DECISION-MAKING & JUDGMENTS.

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

1. Must decide what the critical (and routine) issues are for each general meeting conducted for a specific property. This information will be used as guidance for a future development on the property. The issues may be traffic, drainage, topographic, utility, or legal in nature. Must then decide if there is a specific resolution or provide guidance to the Developer's design team on how best to investigate and solve the issue.

2. Judge when the engineering plans, reports, cost estimate, contracts, and legal documents meet City requirements and when they adequately protect the taxpayer.

3. Using a construction example of soft soils: The Development Engineer must collect and analyze the necessary data, consult with the appropriate construction and engineering professionals, understand the operating environment (light duty, heavy duty, etc.) of the street and/or utilities, and balance cost versus risk

(both short and long term). Ultimately, the DE will determine if the subsurface soil conditions are adequate to build the street and/or utilities.

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.	1--Annually	0--Not Important	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.	0--Never	Select	
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	1--Somewhat Important	all
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	2--Very Important	1 thru 5
Crouching: Bending the body downward and forward by bending leg and spine.	Select	Select	
Crawling: Moving about on hands and knees or hands and feet.	0--Never	Select	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	everything in life
Standing: Particularly for sustained periods of time.	4--Weekly	1--Somewhat Important	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	
Pushing: Using upper extremities to press against something with steady force in order to	1--Annually	0--Not Important	6

thrust forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1--Annually	0--Not Important	6
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	all
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely 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.	5--Daily	2--Very Important	all
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	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.	4--Weekly	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	3--Extremely 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	3--Extremely 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	4--Weekly	1--Somewhat 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.	2--Quarterly	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	Select	
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	Select	

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 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 checked="" 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 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).

Kenneth E Fischer 1/12/09
Trent Harbert 1/12/09

EMPLOYEE CERTIFICATION

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

Signed: _____ Date: _____

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: _____ Date: _____

Supervisor
Signature: _____ Date: _____

Department Head
Signature: Tom Mow 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
--	---

Dave Donohue

Bill Frazier

Paul Jagim

Division: Engineering

Department: Public Works and Planning

For Individual Questionnaires Only:

Employee Name: Cooper Anthony Lee
(Last) (First) (Middle Initial)

Current Classification Title: Project Engineer

Division Engineering **Department** Public Works and Planning

Total Length of Time with organization 1 Years 5 months

Total Length of Time in Current Position 1 Years 5 months

Assigned Hours/Week;: from 40 **to** 50 **Assigned Days/Week** 5

Email: leec@gjcity.org **Work Phone:** 970-256-4155

Immediate Supervisor:

Immediate supervisor reports to:

Name: Don Newton & Bret Guillory **Name:** Trent Prall

Title: Engineering Projects Manager & Utility Engineer **Title:** Engineering Manager

Work Phone 970-244-1559 & 970-244-1590 **Work Phone:** 970-256-4047

E-mail: donn@gjcity.org & bretg@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.

To perform a variety of professional engineering duties and responsibilities involved in the design, administration and construction management for assigned public works projects; to review projects for compliance with City design criteria and engineering practices; to provide assistance in the Capital Improvement Project process including public involvement, meetings, review and enforcement; and to provide responsible technical and staff assistance to the Engineering Projects Manager, Utility Engineer, and Engineering Manager.

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 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
<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 checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8

- 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

- Project Engineers
- CADD Technicians
- City Surveyor and Surveyor Technicians
- Real Estate Manager
- Construction Manager and Inspectors
- Right of Way Technicians
- Development Engineers
- Administration Assistants
- Public Works Information Coordinator

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		
Refer to the supplemental information listed on a separate sheet		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Review & Regulatory Agencies	Weekly	Project coordination when in various State or Federal jurisdictions
Utility Companies	Weekly	Coordination of utility relocations
Engineering Consultants	Daily	Manage consultant contracts to perform design, technical studies, testing, and construction management
Construction Contractors	Daily	Manage construction contracts, coordination of construction activities
Project Stakeholders (Property Owners)	Weekly	Coordinate on project issues including property acquisition, construction impacts, scheduling, and restoration work
Project Stakeholders (General Public or Media)	Weekly	Communicate project issues including construction impacts and scheduling

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

JAQ Supplement for Project Engineer:

Section 2.c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

<u>Title of Person Or Dept</u>	<u>How Often</u>	<u>For What Purpose</u>
Traffic Engineer	Weekly	Coordination, updates on traffic issues
City Attorney	Monthly	Project issues requiring legal counsel such as contract or real estate issues
Streets Supervisors and Staff	Monthly	Management of construction and maintenance of improvements
Traffic Supervisor	Monthly	Coordination on signals and traffic signing issues
Police Department & Sergeants	Quarterly	Arrange for and coordinate enforcement of traffic control during construction, receiving design input
Environmental Services Manager	Monthly	Coordinate on stormwater and environmental regulatory matters
Communications Director	Monthly	Coordinate media communication
Public Works Director	Quarterly	Coordinate high level project issues and resolve serious contract disputes.
Pipeline Maintenance/Water Department	Monthly	Coordination assistance on design and project related activities
Neighborhood Services	Quarterly	Coordination assistance on construction and public relations issues, providing information for grants
Finance & Purchasing	Monthly	Coordination assistance on construction budgetary issues and progress payment issues, assistance with bid process
Parks and Recreation	Monthly	Coordination assistance of design, construction, and public relations issues
Information Services	biannually	Coordination assistance on computer and engineering

		software related issues
Solid Waste	Quarterly	Coordination assistance on project related activities
Persigo Wastewater	Quarterly	Coordination assistance on design and project related activities

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	Perform engineering design tasks to include Project Startup meeting, city department coordination, jurisdictional coordination, budgetary constraints, computer/hand calculations, modeling, and conceptual/final layout of infrastructure improvements.	Determine design team to include key staff members of other City Departments; incorporate Value Engineering decisions during conceptual phase; make design decisions based on tangibles and intangibles; establish engineering assumptions that are conservative, yet reasonable; determine design issues requiring peer review/discussion	Daily	10

2	Prepare construction plans, specifications, and contract documents; coordinate the advertisement for bids and award of construction contracts.	Determine final document and information required; peer review period and deadlines; schedule dates for bid opening, award, and pre-con; determine and address project specifics, details, and recommended construction methods, as necessary; reiterate items/issues/situations of concern	Daily	15
3	Manage engineering/testing consultant contracts by; determining scope of work, reviewing design plans and specifications, ensure compliance to City Standards and practices, approving drawings for construction	Ensure the plans and specifications comply with City Standards and depict sound engineering judgement; determine scope of work, design criteria, and constraints; establish plan review milestones and deadlines; determine if a change in scope is justified and warranted; extent of construction administration involvement	Weekly	10
4	Coordinate reviews by other City departments and outside agencies; obtain permits and authorizations from local, State, or Federal jurisdictional agencies.	Determine the required review parties; schedule review periods, coordination meetings, milestone dates, and final comments; determine permits to be obtained and subsequent requirements, protocol, and processes	Monthly	5

5	Perform construction management and contract administration; monitor progress of work, construction schedules, phasing, traffic control procedures, and contract budget; process pay requests and payments; negotiate and prepare change orders; design-build changes, as required; oversee quality control and quality assurance procedures; monitor and approve corrective actions on deficient work.	Ensure the project schedule, phasing, and traffic control documents are acceptable; determine appropriate schedule for making progress payments; final payment approval based on determined quantities; determine fair and equitable adjustments to change orders; prioritize and address stakeholder concerns/issues; impose QA/QC procedures, if necessary; direct contractor to address corrective action on deficient work	Daily	15
6	Organize, conduct, and participate in a variety of meetings including Project Startup, design reviews/coordination, final review, pre-construction meetings, construction coordination meetings, public meetings and hearings	determine who is required to attend meetings; determine agenda/issue items and facilitate; determine action plans and delegate parties; document meeting minutes and distribute to all needing the information	Weekly	5
7	Serve as the primary contact representing the City throughout the course of the project; provide project information; respond to and resolve issues or complaints from other departments, outside agencies, property/business owners, residents, general public, or media.	Determine level of detail required for communicating to each entity; prioritize requests from each entity and address their concerns appropriately; determine which entities to notify/inform and proceed with the appropriate action, whether through legal, law enforcement, or other general means	Daily	5

8	Prepare and implement citizen participation programs to involve the public and neighborhoods in the design and construction process.	Determine what visual aids and poster boards will best convey the projects intent and impact; determine all parties with affected interests and address needs; determine the appropriate staff needed to address all questions; determine and weigh citizens' issues to project constraints and budget; prioritize and address public concerns; discern the validity of citizens' concerns/issues	Monthly	5
9	Conduct field visits throughout construction; monitor progress and work conditions conducive to quality and health; conduct final project inspections; prepare and process project close-out documents including final quantities and final payment; hold progress payments due to subcontractor liens, serve as mediator to settle contractor/subcontractor disputes, organize and review "as-constructed" drawings.	In the best interest of the project, determine activities where active involvement, advice, or consultation is needed; ensure sufficient health and safety requirements are met on the jobsite; negotiate/mediate issues between parties, as needed; determine punch list items and approve corrective action, monitor construction activities and ensure progress is congruent to schedule; approve "as-built" documents	Daily	10
10	Participate in the procurement of right-of-way and easements by identifying the required areas, assisting in the communication with property owners, and addressing property owner needs/concerns.	Determine the areas required for acquisition or temporary easements; ensure property owner concerns/issues can be addressed through compensation, restoration, or design alternatives; communicate specific details to stakeholders, if situation warrants.	Weekly	5

11	Assist in the preparation of schedules and budget estimates for engineering and construction activities.	Determine the appropriate schedule and associated cost; determine fair and equitable adjustments to schedule and costs associated with Change Orders; make value engineering suggestions to consultants to keep project within scope and budget	Monthly	5
12	Provide technical assistance to other City staff; research technical topics, prepare a variety of engineering studies, recommendations, and reports; participate in the development and revision of City engineering standards, specifications, and operating procedures.	Determine vital aspects of the project and accurately convey these issues/concerns to managers/stakeholders; make sound engineering judgements and recommendations based on thorough research of products/methods; make informed suggestions to City Standards, specifications, and operating procedures with detailed justifications, case studies, and project related experiences	Quarterly	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
1,2,3,5,9,11,12	Civil engineering design and construction standards, methods, and practices
1,2,3,5,9,11,12	Methods, materials, and techniques used in constructing public works projects
1,2,3,4,9,12	Federal, State, and City design standards and construction specifications
1,3,5,11,12	Principles of mathematics as applied to engineering
2,5,6,7,9,11	Principles and practices of engineering project management
7,8,10	Principles and practices of mediation, public relations, and customer service
2,3,5,10	Principles and practices of contract negotiation and administration
1,3,11,12	Recent developments, current literature and information related to civil engineering
1,2,11,12	Computers, including engineering design and drafting software
1,2,3,4,6,7	Pertinent Federal, State, and local laws, codes, and regulations
5,9	Construction safety requirements

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>
Engineering Experience	5 1/2 years	4	4 years
Computer Drafting Skills	3 years	1 to 2 years	2 years
			years

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

Equivalent to a Bachelors Degree from an accredited college or university with major course work in Civil Engineering or a related field

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.

Possession of, or ability to obtain, registration as a Professional Engineer in the State of Colorado
Possession of, or ability to obtain, an appropriate, valid driver's 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
1, 2, 5, 10, 11, 12	Computer	daily
1, 2, 5, 10, 11, 12	Basic survey and field equipment (level, theodolite, flow meters, pressure gauges, etc.)	occasional
1, 2, 5, 10, 11, 12	Engineering software such as surface water hydrology and flow models, traffic analysis models, pavement analysis and design codes, hydraulic simulators (pipe, open channel, and control structures), risk analysis codes, computer-aided design (CADD) programs, etc	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. During the initial planning stages of a project, the problem to be solved is defined and a suite of alternatives with the potential to solve the problem is created. Once the menu of alternatives is developed, preliminary analysis of cost, effectiveness, constructability, and related issues is used to cull the list to a two or three preferred alternatives which then receive detailed analysis. In the course of all of this, countless decisions are made regarding cost, speed of construction, public and private property rights, existing utilities, future growth expectations, public/private impacts, effectiveness, and other concerns and objectives. The basic decision made in this phase is "Choose the alternative/alternatives that will provide a long term, cost effective, constructable, aesthetic solution to the problem which will provide value to the taxpayers and garner their support, while minimizing negative impacts to citizens, businesses, and private property. In short, honor the public trust."

2. During the design phase, an engineer again faces many decisions. Some decisions are made based on experience, some are made through the use of calculations, some are made through research and consultation with other engineers and suppliers, and some are not so much made, as they are created. The creative side of the decision-making process is the most challenging, as there is no formula, recipe, or procedure. All have an impact on the degree to which the objective of honoring the public trust is met.

3. During the construction of each project, previously unknown or changed conditions arise that require modifications to the plans and construction contract. The Project Engineer addresses this situation by developing a new plan, negotiating a fair and equitable adjustment for a change order, determining impacts to the project schedule and budget, and communicating the changes to stakeholders and other affected parties.

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

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	2--Very Important	9
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	1, 2, 9, 11, 12
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	9
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	9
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4--Weekly	2--Very Important	1, 3, 9
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 Duties
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 Duties
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 Duties
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1, 2, 5, 11
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	2--Very Important	1, 2, 11
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	5--Daily	2--Very Important	9

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	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.	3--Monthly	2--Very Important	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.	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).

EMPLOYEE CERTIFICATION

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

Signed: _____

Date: 1-2-09

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.



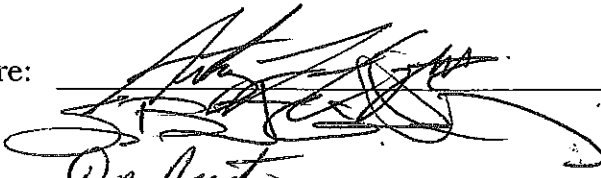
The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.



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.

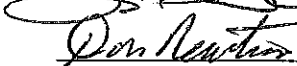
Employee Signature:



Date:

1-9-09
01/07/09

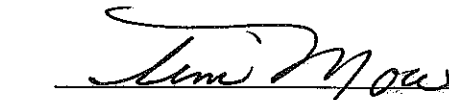
Supervisor
Signature:



Date:

1/6/09

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: Engineering

Department: Public Works & Planning

For Individual Questionnaires Only:

Employee Name:	Jagim	David	Paul
	(Last)	(First)	(Middle Initial)

Current Classification Title: Project Engineer

Division	Engineering	Department	Public Works & Planning
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Total Length of Time with organization 4 Years 11 months

Total Length of Time in Current Position 4 Years 11 months

Assigned Hours/Week:: from 40 **t o** 50 **Assigned Days/Week** 5

Email: paulj@gjcity.org

Work Phone: 970-244-1542

Immediate Supervisor:

Immediate supervisor reports to:

Name: Don Newton

Name: Trenton Prall

Title: Engineering Projects Manager

Title: Engineering Manager

Work Phone 970-244-1559

Work Phone: 970-256-4047

E-mail: donn@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.

To perform a variety of professional engineering duties and responsibilities involved in the design, administration and construction management for assigned public works projects; to review projects for compliance with City design criteria and engineering practices; to provide assistance in the Capital Improvement Project process including public involvement, meetings, review and enforcement; and to provide responsible technical and staff assistance to the Engineering Projects Manager, Utility Engineer, and Engineering Manager.

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 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
<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 checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8

- 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

- Project Engineers
- CADD Technicians
- City Surveyor and Surveyor Technicians
- Real Estate Manager
- Construction Manager and Inspectors
- Right of Way Technicians
- Development Engineers
- Administration Assistants
- Public Works Information Coordinator

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		
Refer to the supplemental information listed on a separate sheet		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Review & Regulatory Agencies	Weekly	Project coordination when in various State or Federal jurisdictions
Utility Companies	Weekly	Coordination of utility relocations
Engineering Consultants	Daily	Manage consultant contracts to perform design, technical studies, testing, and construction management
Construction Contractors	Daily	Manage construction contracts, coordination of construction activities
Project Stakeholders (Property Owners)	Weekly	Coordinate on project issues including property acquisition, construction impacts, scheduling, and restoration work
Project Stakeholders (General Public or Media)	Weekly	Communicate project issues including construction impacts and scheduling

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

JAQ Supplement for Project Engineer:

Section 2.c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

<u>Title of Person Or Dept</u>	<u>How Often</u>	<u>For What Purpose</u>
Traffic Engineer	Weekly	Coordination, updates on traffic issues
City Attorney	Monthly	Project issues requiring legal counsel such as contract or real estate issues
Streets Supervisors and Staff	Monthly	Management of construction and maintenance of improvements
Traffic Supervisor	Monthly	Coordination on signals and traffic signing issues
Police Department & Sergeants	Quarterly	Arrange for and coordinate enforcement of traffic control during construction, receiving design input
Environmental Services Manager	Monthly	Coordinate on stormwater and environmental regulatory matters
Communications Director	Monthly	Coordinate media communication
Public Works Director	Quarterly	Coordinate high level project issues and resolve serious contract disputes.
Pipeline Maintenance/Water Department	Monthly	Coordination assistance on design and project related activities
Neighborhood Services	Quarterly	Coordination assistance on construction and public relations issues, providing information for grants
Finance & Purchasing	Monthly	Coordination assistance on construction budgetary issues and progress payment issues, assistance with bid process
Parks and Recreation	Monthly	Coordination assistance of design, construction, and public relations issues
Information Services	biannually	Coordination assistance on computer and engineering

		software related issues
Solid Waste	Quarterly	Coordination assistance on project related activities
Persigo Wastewater	Quarterly	Coordination assistance on design and project related activities

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	Perform engineering design tasks to include Project Startup meeting, city department coordination, jurisdictional coordination, budgetary constraints, computer/hand calculations, modeling, and conceptual/final layout of infrastructure improvements.	Determine design team to include key staff members of other City Departments; incorporate Value Engineering decisions during conceptual phase; make design decisions based on tangibles and intangibles; establish engineering assumptions that are conservative, yet reasonable; determine design issues requiring peer review/discussion	Daily	10

2	Prepare construction plans, specifications, and contract documents; coordinate the advertisement for bids and award of construction contracts.	Determine final document and information required; peer review period and deadlines; schedule dates for bid opening, award, and pre-con; determine and address project specifics, details, and recommended construction methods, as necessary; reiterate items/issues/situations of concern	Daily	15
3	Manage engineering/testing consultant contracts by; determining scope of work, reviewing design plans and specifications, ensure compliance to City Standards and practices, approving drawings for construction	Ensure the plans and specifications comply with City Standards and depict sound engineering judgement; determine scope of work, design criteria, and constraints; establish plan review milestones and deadlines; determine if a change in scope is justified and warranted; extent of construction administration involvement	Weekly	10
4	Coordinate reviews by other City departments and outside agencies; obtain permits and authorizations from local, State, or Federal jurisdictional agencies.	Determine the required review parties; schedule review periods, coordination meetings, milestone dates, and final comments; determine permits to be obtained and subsequent requirements, protocol, and processes	Monthly	5

5	Perform construction management and contract administration; monitor progress of work, construction schedules, phasing, traffic control procedures, and contract budget; process pay requests and payments; negotiate and prepare change orders; design-build changes, as required; oversee quality control and quality assurance procedures; monitor and approve corrective actions on deficient work.	Ensure the project schedule, phasing, and traffic control documents are acceptable; determine appropriate schedule for making progress payments; final payment approval based on determined quantities; determine fair and equitable adjustments to change orders; prioritize and address stakeholder concerns/issues; impose QA/QC procedures, if necessary; direct contractor to address corrective action on deficient work	Daily	15
6	Organize, conduct, and participate in a variety of meetings including Project Startup, design reviews/coordination, final review, pre-construction meetings, construction coordination meetings, public meetings and hearings	determine who is required to attend meetings; determine agenda/issue items and facilitate; determine action plans and delegate parties; document meeting minutes and distribute to all needing the information	Weekly	5
7	Serve as the primary contact representing the City throughout the course of the project; provide project information; respond to and resolve issues or complaints from other departments, outside agencies, property/business owners, residents, general public, or media.	Determine level of detail required for communicating to each entity; prioritize requests from each entity and address their concerns appropriately; determine which entities to notify/inform and proceed with the appropriate action, whether through legal, law enforcement, or other general means	Daily	5

8	Prepare and implement citizen participation programs to involve the public and neighborhoods in the design and construction process.	Determine what visual aids and poster boards will best convey the projects intent and impact; determine all parties with affected interests and address needs; determine the appropriate staff needed to address all questions; determine and weigh citizens' issues to project constraints and budget; prioritize and address public concerns; discern the validity of citizens' concerns/issues	Monthly	5
9	Conduct field visits throughout construction; monitor progress and work conditions conducive to quality and health; conduct final project inspections; prepare and process project close-out documents including final quantities and final payment; hold progress payments due to subcontractor liens, serve as mediator to settle contractor/subcontractor disputes, organize and review "as-constructed" drawings.	In the best interest of the project, determine activities where active involvement, advice, or consultation is needed; ensure sufficient health and safety requirements are met on the jobsite; negotiate/mediate issues between parties, as needed; determine punch list items and approve corrective action, monitor construction activities and ensure progress is congruent to schedule; approve "as-built" documents	Daily	10
10	Participate in the procurement of right-of-way and easements by identifying the required areas, assisting in the communication with property owners, and addressing property owner needs/concerns.	Determine the areas required for acquisition or temporary easements; ensure property owner concerns/issues can be addressed through compensation, restoration, or design alternatives; communicate specific details to stakeholders, if situation warrants.	Weekly	5

11	Assist in the preparation of schedules and budget estimates for engineering and construction activities.	Determine the appropriate schedule and associated cost; determine fair and equitable adjustments to schedule and costs associated with Change Orders; make value engineering suggestions to consultants to keep project within scope and budget	Monthly	5
12	Provide technical assistance to other City staff; research technical topics, prepare a variety of engineering studies, recommendations, and reports; participate in the development and revision of City engineering standards, specifications, and operating procedures.	Determine vital aspects of the project and accurately convey these issues/concerns to managers/stakeholders; make sound engineering judgements and recommendations based on thorough research of products/methods; make informed suggestions to City Standards, specifications, and operating procedures with detailed justifications, case studies, and project related experiences	Quarterly	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
1,2,3,5,9,11,12	Civil engineering design and construction standards, methods, and practices
1,2,3,5,9,11,12	Methods, materials, and techniques used in constructing public works projects
1,2,3,4,9,12	Federal, State, and City design standards and construction specifications
1,3,5,11,12	Principles of mathematics as applied to engineering
2,5,6,7,9,11	Principles and practices of engineering project management
7,8,10	Principles and practices of mediation, public relations, and customer service
2,3,5,10	Principles and practices of contract negotiation and administration
1,3,11,12	Recent developments, current literature and information related to civil engineering
1,2,11,12	Computers, including engineering design and drafting software
1,2,3,4,6,7	Pertinent Federal, State, and local laws, codes, and regulations
5,9	Construction safety requirements

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>
Civil Engineering experience	10 years	Civil Engineering experience	4 years
	years		years
	years		years

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

Equivalent to a Bachelors Degree from an accredited college or university with major course work in Civil Engineering or a related field.

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.

Possession of, or ability to obtain, registration as a Professional Engineer in the State of Colorado
Possession of, or ability to obtain, an appropriate, valid driver's 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
1, 2, 5, 10, 11, 12	Computer	daily
1, 2, 5, 10, 11, 12	Basic survey and field equipment (level, theodolite, flow meters, pressure gauges, etc.)	occasional
1, 2, 5, 10, 11, 12	Engineering software such as surface water hydrology and flow models, traffic analysis models, pavement analysis and design codes, hydraulic simulators (pipe, open channel, and control structures), risk analysis codes, computer-aided design (CADD) programs, etc	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. During the initial planning stages of a project, the problem to be solved is defined and a suite of alternatives with the potential to solve the problem is created. Once the menu of alternatives is developed, preliminary analysis of cost, effectiveness, constructability, and related issues is used to cull the list to a two or three preferred alternatives which then receive detailed analysis. In the course of all of this, countless decisions are made regarding cost, speed of construction, public and private property rights, existing utilities, future growth expectations, public/private impacts, effectiveness, and other concerns and objectives. The basic decision made in this phase is "Choose the alternative/alternatives that will provide a long term, cost effective, constructable, asthetic solution to the problem which will provide value to the taxpayers and garner their support, while minimizing negative impacts to citizens, businesses, and private property. In short, honor the public trust."

2. During the design phase, an engineer again faces many decisions. Some decisions are made based on experience, some are made through the use of calculations, some are made through research and consultation with other engineers and suppliers, and some are not so much made, as they are created. The creative side of the decision-making process is the most challenging, as there is no formula, recipe, or procedure. All have an impact on the degree to which the objective of honoring the public trust is met.

3. During the construction of each project, previously unknown or changed conditions arise that require modifications to the plans and construction contract. The Project Engineer addresses this situation by developing a new plan, negotiating a fair and equitable adjustment for a change order, determining impacts to the project schedule and budget, and communicating the changes to stakeholders and other affected parties.

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

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	2--Very Important	9
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	1, 2, 9, 11, 12
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	9
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	9
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4--Weekly	2--Very Important	1, 3, 9
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 Duties
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 Duties
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 Duties
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1, 2, 5, 11
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	2--Very Important	1, 2, 11
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	5--Daily	2--Very Important	9

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	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.	3--Monthly	2--Very Important	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.	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

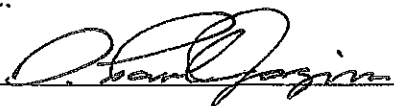
ADDITIONAL COMMENTS

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

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
	NONE

Please check the appropriate statement:

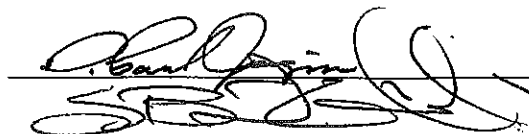
☒ I agree with the incumbents' position questionnaire as written.

☐ 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:



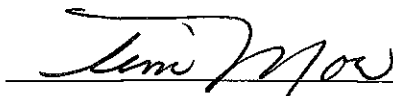
Date:

2/10/09

1-6-09

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.

