

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 and Planning

For Individual Questionnaires Only:

| | | | |
|-----------------------|--------|---------|------------------|
| Employee Name: | Prall | Trenton | C |
| | (Last) | (First) | (Middle Initial) |

Current Classification Title: Engineering Manager

| | | | |
|-----------------|-------------|-------------------|---------------------------|
| Division | Engineering | Department | Public Works and Planning |
|-----------------|-------------|-------------------|---------------------------|

Total Length of Time with organization 13 Years 11 months

Total Length of Time in Current Position 2 Years 11 months

Assigned Hours/Week:: from 8:00 to 5:00 **Assigned Days/Week** 5

Email: trentonp@gjcity.org

Work Phone: 970-256-4047

Immediate Supervisor:

Immediate supervisor reports to:

| | | | |
|--------------|-----------|--------------|----------------|
| Name: | Tim Moore | Name: | Laurie Kadrich |
|--------------|-----------|--------------|----------------|

| | | | |
|---------------|---------------------------------------|---------------|--------------|
| Title: | Public Works and Planning Director | Title: | City Manager |
|---------------|---------------------------------------|---------------|--------------|

| | | | |
|-------------------|--------------|--------------------|--------------|
| Work Phone | 970-244-1557 | Work Phone: | 970-256-4154 |
|-------------------|--------------|--------------------|--------------|

E-mail: timm@gjcity.org

E-mail: lauriek@gjcity.org

II. POSITION INFORMATION

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

Example: Computer Support Technician

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

To manage, supervise and coordinate the activities and operations of the Engineering Division within the Public Works and Planning Department including the rehabilitation, expansion, replacement and continuous improvement to the City street network, storm drainage and sewage collection systems, water distribution systems, traffic systems and Parks facilities; to coordinate assigned activities (e.g. design, construction, inspection and real estate management) with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works and Planning Director, Utility and Streets Director, and Parks Director.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

| Yes | Duty | Number of Employees |
|-------------------------------------|---|---------------------|
| <input type="checkbox"/> | I do not officially supervise other employees (sign performance reviews). | |
| <input checked="" type="checkbox"/> | I evaluate and sign performance reviews of other full-time employees. | 7 |
| <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). | varies |
| <input checked="" type="checkbox"/> | I make work assignments for others. | 7 |
| <input checked="" type="checkbox"/> | I make hiring and hiring pay recommendations. | 7 |
| <input checked="" type="checkbox"/> | I make hiring and hiring pay decisions. | 7 |
| <input checked="" type="checkbox"/> | I recommend termination for poor performance. | 7 |
| <input checked="" type="checkbox"/> | I provide advice to peers that they must consider carefully before making a decision. | 7+ |
| <input checked="" type="checkbox"/> | I provide information to supervisors/management that they use in making a decision. | 7 |

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

YOUR COWORKERS' JOB TITLES

| |
|---|
| Deputy Public Works and Planning Director |
| Planning Manager |
| Neighborhood Services Manager |
| |
| |
| |
| |
| |

YOUR DIRECT REPORTS' JOB TITLES

| |
|----------------------------------|
| Transportation Engineer |
| Engineering Projects Manager |
| Utility Engineer |
| Parks Planner |
| Real Estate Manager |
| Construction Services Supervisor |
| Sr. Administrative Assistant |
| |

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

- ☒ Full Time 7 ☐ 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 | | |
| Deputy Parks Director | Bi-weekly | Capital planning and construction coordination |
| Deputy Utility and Streets Director | Weekly | Capital planning and construction coordination |
| Deputy Police Chief | Monthly | Capital planning and construction coordination |
| Fire Chief and VCB Director | Quarterly | Capital planning and construction coordination |
| City Attorney | Bi-weekly | obtain legal advise on complex issues impacting the department |
| Assistant Financial Operations Manager | Weekly | Capital planning and funding coordination |

2. Outside your organization:

| Title of Person or Organization | How Often | For What Purpose |
|---|-----------|--|
| Ex: Vendors, Gen. Public | | |
| Director of Regional Transportation Planning office | Bi-weekly | Capital planning and construction coordination |
| Mesa County Director of Public Works | Bi-weekly | Capital planning and construction coordination |
| Colorado DOT Program Engineer | Bi-weekly | Capital planning and construction coordination |
| Department of Local Affairs Grant Coordinator | Quarterly | Grant coordination for capital projects |
| General Public | Weekly | Capital planning and construction coordination |
| Developers / Utility providers / consultants | Weekly | Capital planning and construction coordination |

3. ESSENTIAL DUTIES.

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

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

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

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

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages should not be more than 100%. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need

only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

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

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

| | List of Essential Duties | Decisions Required | Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally | % of Time Spent (Not to exceed 100%) |
|---|---|---|---|---|
| 1 | Assume management responsibilities for all services and activities of the Engineering division including project engineering and CADD, construction services, real estate and surveying, transportation and utility and parks engineering. | Prioritization of labor, equipment, and materials along with budget . | Daily | 5% |
| 2 | Participate in the development, implementation and administration of the City's capital improvement programs for Public Works and Planning, Utility and Streets, and Parks operating divisions, general engineering and transportation engineering; review engineering reports and budget estimates prepared by staff, outside consultants and other City departments | Appropriateness of definition of scope of problem, proposed solution, and prioritization of projects and subsequent resources | Daily | 5% |
| 3 | Perform long range planning and budgeting for the Engineering division including the preparation of cost projections and annual Operating and Capital budgets | Budget and staffing needs and determination of which are still warranted and which can be reduced or eliminated. | Quarterly | 5% |

| | | | | |
|----|--|---|-----------|----|
| 4 | Perform long range planning, monitoring and budgeting for Public Works, Utilities and Parks capital programs including the rehabilitation, expansion, and continuous improvement of the City street network and City utility systems; participate in the identification and prioritization of Capital projects. | Determination of need, appropriateness of solution and prioritization of resources | Weekly | 5% |
| 5 | Coordinate and present Public Works, Utilities and Parks related CIP, development, public policy and long range strategic planning issues to various groups including City Council, Planning Commission and other civic groups | Appropriateness and timing of communication | Weekly | 5% |
| 6 | Conduct long-term feasibility studies utilizing in house staff and/or consultants | Evaluation of positive or negative impact to infrastructure from both a service and fiscal impact | Weekly | 5% |
| 7 | Manage the process for revising and updating engineering design manuals, construction standards and specifications | Appropriateness of proposed changes and ensuring input to changes from multiple outside agency interests including developers, suppliers, engineers and contractors | Quarterly | 5% |
| 8 | Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures | Appropriateness of when and what is to be included and how best to communicate it. | Annually | 5% |
| 9 | Monitor, evaluate and recommend improvements, if necessary, to the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels | Appropriateness of proposed changes and ensuring input to changes from multiple affected interests | Monthly | 5% |
| 10 | Select, train, motivate and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures | Staffing, training needs, evaluations, determine if performance standards are being met | Weekly | 5% |
| 11 | Review construction drawings, specifications, bid documents, and cost estimates for Capital Improvement, new development, and other projects prepared in house staff and by consultants. | Appropriate design, material, and cost | Weekly | 5% |
| 12 | Prepare Requests for Qualifications and Requests for Proposals for procurement of private consultants to perform surveying, design, engineering studies, and other engineering services; evaluate and rank bids and proposals; prepare and review staff reports to justify contractor/-consultant qualification, verify funding and recommend City Council award of contracts and professional services agreements | Decision on scope of contract, negotiation of costs, and recommendation to Council | Quarterly | 5% |

| | | | | |
|----|--|--|-----------|----|
| 13 | Oversee the administration of Public Works and Utilities&Streets related grants for capital improvements including the application process, City Council approval, contract preparation and coordination of CIP projects | Prioritization of competing projects | Quarterly | 5% |
| 14 | Regularly meet with local contractors, utility companies and consulting engineers to improve processes and procedures for the design and construction of CIP projects. | Decide which processes, procedures and design concepts could be made more effective and efficient thereby reducing cost to taxpayers | Monthly | 5% |
| 15 | Respond to and resolve difficult and sensitive citizen inquiries and complaints; receive, research, and respond to citizen requests for service and information pertaining to Public Works and Utilities plans and activities. | Appropriate responses, research needed, resource allocation, need for meetings | Weekly | 5% |
| 16 | Serve as the liaison for the Engineering section with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues. | Determine who, what, where, why and when to confront a problem and corresponding solution | Daily | 5% |
| 17 | Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence | Appropriate communication | Weekly | 5% |
| 18 | Provide responsible staff assistance to the Public Works and Planning Director, Utilities and Streets Director and Parks and Recreation Director; conduct a variety of organizational studies, investigations and operational studies; recommend modifications to engineering programs, policies and procedures as appropriate | Improvements are warranted based on engineering judgement or operations criteria, federal mandates, local/state permits | Weekly | 5% |
| 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 |
|--------|---|
| All | Knowledge of operations, services and activities of a comprehensive municipal civil engineering program. Skill in developing short and long range improvement programs; skill in prioritizing projects, activities. |

| | |
|----------------|--|
| All | Knowledge of Civil engineering theory, principles, practices and methods and their application to a wide variety of engineering services and programs. Skill in reviewing, understanding, interpreting and analyzing engineering plans, specifications, drawings and technical engineering reports; knowledge of City development standards and construction specifications; skill in performing accurate and complex mathematical computations. |
| All | Knowledge of principles and practices of program development and administration. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, implement recommendation in support of goals. |
| All | Knowledge of principles and practices of engineering project management |
| All | Knowledge of principles and practices of municipal budget preparation and administration. Skill in preparing clear, concise technical, administrative and financial reports |
| 1-4,8-11,13,18 | Knowledge of principles of supervision, training and performance evaluation. Ability to select, train, lead, manage, supervise and coordinate Engineering Division services and activities |
| All | Knowledge of recent developments, current literature and information related to civil engineering |
| All | Knowledge of modern office procedures, methods and equipment including computers |
| All | Knowledge of pertinent Federal, State and local laws, codes and regulations including design and construction standards, access codes, ordinances, and statutes pertaining to public transportation and utility systems |
| All | Ability to provide administrative and professional leadership and for Engineering Division and planning functions |
| 14-17 | Ability to conduct effective public meetings on City issues. Knowledge and ability to develop and implement citizen participation programs using techniques to involve potentially affected interests (PAIs) who will be affected by a project and who need to be involved in the development of alternatives and decision making process. |
| 2,4,6,11,12,14 | Ability to select, monitor and oversee the work of outside contractors and consultants |
| All | Ability to communicate clearly and concisely, both orally and in writing |
| All | Ability to establish and maintain effective working relationships with those contacted in the course of work. |
| All | Ability to negotiate and mediate with contractors, consulting engineers, property owners, citizens, coworkers and other involving project scope, budget constraints, priorities, disagreements or claims. |

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): Masters in Business Administration |

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> |
|--|------------------|--|--------------------------------------|
| General Civil Engineering Design and construction management | 19 years | General Civil Engineering Design and construction management | 7-10 years |
| Personnel Management | 9 years | Personnel Management | 2 years |
| | years | | years |

a. What field (s) should training or degree be in?
Civil Engineering and Business or Public Administration

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

Professional Engineer in the State of Colorado
State of Colorado Drivers License

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

| Duty # | Machines, Tools, Equipment | Frequency/Time |
|------------------------|----------------------------|-----------------|
| All | Computer | Daily |
| 1-7,12,13, 14,16-19 | Copier / Printer | Daily |
| 2,3,4,5,6,9, 11,13 | Calculator | Daily |
| 2-5,11-18 | Vehicle | Every other day |
| All | Telephone | Daily |
| | | |
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| | | |

5. DECISION-MAKING & JUDGMENTS.

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

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

2. Those related to capital project planning, budgeting, scheduling and design issues such as planning/sizing streets and bridges for future capacity, determining project design life, funding limitations, construction material types and alternatives. Decisions and judgements related to complex project construction problems such as unforeseen conditions, unsuitable materials or workmanship, contractor claims and delays caused by weather conditions, contractors, utility companies or others. Appropriate communication mode, style and substance

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

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

How frequently is the activity performed?

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

Importance

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

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

| Physical Activity | Frequency | Importance | Duties |
|---|--------------|-----------------------|--------|
| Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. | 1--Annually | 1--Somewhat Important | |
| Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. | 0--Never | 0--Not Important | |
| Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. | 2--Quarterly | 1--Somewhat Important | |
| Kneeling: Bending legs at knee to come to a rest on knee or knees. | 2--Quarterly | 1--Somewhat Important | |
| Crouching: Bending the body downward and forward by bending leg and spine. | 2--Quarterly | 1--Somewhat Important | |
| Crawling: Moving about on hands and knees or hands and feet. | 0--Never | 0--Not Important | |
| Reaching: Extending hand(s) and arm(s) in any direction. | 2--Quarterly | 1--Somewhat Important | |
| Standing: Particularly for sustained periods of time. | 3--Monthly | 1--Somewhat Important | |
| Walking: Moving about on foot to accomplish tasks, particularly for long distances. | 4--Weekly | 2--Very Important | |
| Pushing: Using upper extremities to press against something with steady force in order to thrust | 0--Never | 0--Not Important | |

| | | | |
|--|--------------|------------------------|-----|
| forward, downward or outward. | | | |
| Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | 0--Never | 0--Not Important | |
| Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. | 0--Never | 0--Not Important | |
| Grasping: Applying pressure to an object with the fingers or palm. | 4--Weekly | Select | |
| Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles. | 2--Quarterly | 1--Somewhat Important | |
| Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips. | 2--Quarterly | 1--Somewhat 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 | All |
| Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts. | 5--Daily | 3--Extremely Important | All |
| Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors). | 5--Daily | 3--Extremely Important | All |
| Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. | 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. | 1--Annually | 1--Somewhat Important | |
| Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. | 0--Never | 0--Not Important | |
| Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. | 0--Never | 0--Not Important | |

2. WORKING CONDITIONS.

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

☐ Does Not Apply

| Condition | Less than 25% of the time | 25-50% of the time | More than 50% of the time |
|--|-------------------------------------|--------------------------|------------------------------|
| Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hazardous materials (chemicals, blood and other body fluids, etc.) | <input 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.**

[illegible]

Please check the appropriate statement:

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

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

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

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

Department Head
Signature: Tim 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.