

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Division: Environmental Laboratory Services **Department:** Utility Streets & Facilities

For Individual Questionnaires Only:

Employee Name: Holcomb Jo G.
(Last) (First) (Middle Initial)

Current Classification Title: Environmental Laboratory Manager

Division Environmental Laboratory Services **Department** Utility Streets & Facilities

8 Years 5 months

Total Length of Time with organization

6 Years 5 months

Total Length of Time in Current Position

Assigned Hours/Week:: from 0800 to 1630 **Assigned Days/Week** 5
- holidays & weekends as needed

Email: joh@ci.grandjct.co.us

Work Phone: 970.256.4174

Immediate Supervisor:

Immediate supervisor reports to:

Name: Terry Franklin

Name: Greg Trainor

Title:	Deputy Director of Utility & Street Systems	Title:	Director of Utility and Streets Systems
Work Phone	970-244-1495	Work Phone:	970-244-1564
E-mail:	terryf@ci.grandjct.co.us	E-mail:	gregt@ci.grandjct.co.us

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.

The Environmental Laboratory Services Division provides an independent assessment of three (two water, one wastewater) treatment plant operations and effluent water quality to ensure compliance with Federal, State, County and local environmental regulatory safeguards. Drinking water laboratory is responsible for ensuring water provided to customers of Grand Junction and Kannah Creek meets all requirements of both the Safe Drinking Water Act, the National Primary Drinking Water Regulations and numerous additional mandatory regulations; ensures water is safe and is aesthetically pleasing to the customer; provides process control support to drinking water operations; and additionally offers cost effective, quality analytical testing through Client Services. Wastewater laboratory is responsible for ensuring wastewater discharged meets Federal and State Clean Water Act regulatory requirements and Endangered Species Act as applicable; provides process control support to wastewater operations; provides laboratory assessment of industrial dischargers into the wastewater collection system; and offers cost effective, quality analytical testing through Client Services. Additionally, the wastewater laboratory is responsible for ensuring biosolids comply with all State and County regulatory requirements.

The role of the Environmental Laboratory Manager: directs budgeting for operating expenses, capital projects and manages revenue; directs and coordinates system operations and complex scientific programs; establishes goals and objectives; directs, places and trains personnel; and ensures analytical results and data are representative, accurate, reliable and legally defensible. Provides technical assistance to Utility management, Water plant operations, Wastewater plant operation, Industrial Pretreatment operations and Client Services. Directs research of current and future water and wastewater regulatory requirements with translation to the development of new policies, programs and implementation of analytical testing requirements. Provides reports to Federal, State and County regulatory agencies, environmental agencies, water and wastewater stakeholders, plant operations, Utility management and contractual Clients. Provides public education to media, customers and schools.

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.	6
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	1
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	7
<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.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	3

- 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

Wastewater Services Manager
Water Services Manager
Solid Waste & Streets Manager
Environmental Compliance Coordinator

YOUR DIRECT REPORTS' JOB TITLES

Chemist x3
Water Quality Specialist x1
Laboratory Analyst x2.5 (0.5 FTE currently vacant)

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

☒ Full Time 6 ☒ Part-Time 1 ☐ Seasonal/Temp ☐ Volunteer ☐ Contract

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

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
SEE ATTACHMENT II-1c		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
SEE ATTACHMENT II-2c		

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)

Attachment II-1c

1. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Water Lab Staff	D / continuous	Communicate, direct & support laboratory operations; discuss process control and compliance monitoring
Wastewater Lab Staff	D / continuous	Communicate, direct & support laboratory operations; discuss process control and compliance monitoring
Wastewater Treatment Plant Supervisor and Operators	D / continuous	Communicate laboratory operations, process control & compliance monitoring
Wastewater Services Mgr	D	Communicate process control, compliance monitoring & regulatory requirements
Wastewater Operations Supervisor	D	Communicate process control, compliance monitoring & regulatory requirements
Industrial Pretreatment Supervisor and staff	D	Communicate compliance monitoring, IPT sampling and analyses & regulatory requirements
Administrative Assistant	D	Timesheets, payroll, Accounts payable, inventory controls
Wastewater Maintenance Supervisor	W	Communicate facility & equipment maintenance & service
Water Resource Supervisor	W	Communicate process control & compliance monitoring
Director & DD Utility, Streets & Facilities	W	Supply/receive financial, regulatory, investigative and strategic planning
Water Services Manager & staff	W-M	Communicate process control, compliance monitoring & regulatory requirements; distribution issues
Environmental Compliance Coordinator	W-M	Provide Investigative discharge permit analytical results; discuss regulatory requirements; coordinate special projects
Accounts Receivable	M	Provide client invoicing
Fleet maintenance	O	Vehicle maintenance
Parks & Recreation Department	M-O	Investigative & compliance monitoring
City Council, Administration	O	Provide technical support as requested

Attachment II-2c

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Water Quality clients & environmental monitoring firms	W - M	Recruit clients; provide fee-for-service quotations; provide & interpret technical & analytical services; develop & send custom reports; complete invoices for billing
Local / regional municipalities	M	Provide technical & analytical assistance; develop & send custom reports; complete invoices for billing
Mesa County	M	Provide compliance monitoring & technical assistance as needed
Contract analytical labs	M	Request technical assistance & off-site analyses
Wastewater clients & environmental monitoring firms	M	Recruit clients; provide fee-for-service quotations; provide & interpret technical & analytical services; develop & send custom reports; complete invoices for billing
General public	M	Water quality monitoring & education presentations
Instrument contract service engineers	Q	Contract preventive maintenance services, training & troubleshooting
Colorado Department of Public Health & Environment (CDPHE) & US Environmental Protection Agency (USEPA)	Q	Provide compliance reporting & laboratory certification audits & renewal; regulatory & technical assistance
Vendors	Q	Chemical & supply procurement; instrument research
Multiple professional organizations	Q / A	Provide training & education; maintenance of certifications, technology & regulatory updates
Educational institutions / service clubs	Q	Technical & educational presentations
Health care institutions	A	Water quality monitoring & technical assistance
Division of Wildlife, United States Geological Survey, Fish & Wildlife Services, US Forest Service, Bureau of Land Management, USGS	O	Water Quality monitoring, data sharing & technical assistance
US Environmental Protection Agency	O	Compliance reporting & regulatory technology compliance assistance

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	<p>Oversight, direction, coordination and management of services and activities of the Environmental Laboratory Services for two separate and distinct Laboratories, the Wastewater Lab and Water Quality Lab.</p> <p>a) ensure the Laboratories comply with the requirements of the Safe Drinking Water Act, the Clean Water Act, the National Drinking Water Regulation, the National Permit Discharge Elimination System rule and multiple other Federal, State and local regulations</p> <p>b) ensure the Laboratories meet and maintain the Colorado Certification of Laboratories Analyzing Drinking Water licensure requirements</p> <p>c) direct internal certification audits; resolve discrepancies as needed</p>	<p>Identify through long range planning: equipment, capital, personnel, and operational needs. Includes directing continual improvement of people, equipment, methodologies and results, with an endeavor for excellence in all areas.</p> <p>Research, interpret and implement complex policies, procedures, analytical techniques meeting all mandatory regulations and specifications.</p> <p>Ensure accurate, reliable and legally defensible results due to the potential liability associated with the compliance monitoring of environmental samples.</p>	Daily	20

2	<p>Plan, develop, implement and monitor major laboratory programs and projects for two laboratories. These include but are not limited to:</p> <p>a)</p> <ul style="list-style-type: none"> - Quality Assurance Program - Quality Control Program - Safety program - Laboratory Information Management Program - Safety / Risk Management Program - Research and development projects - Lead & Copper Program - Biomonitoring Toxicity Program - Environmental Sampling - General Chemistry; Metals; Microbiology - City of Grand Junction Water Testing - Kannah Creek Water Testing - Persigo Wastewater and Biosolids Testing - Client Services <p>b) assign projects to Chemists/ Water Quality Specialist/ Analysts</p> <p>c) identify priorities and project future needs</p> <p>d) research and implement latest technological advances in laboratory instrumentation and computerization</p>	<p>Provide quality analytical data and support for laboratory staff & customers. This is determined through strict maintenance of a rigorous Quality Control (QC) and Quality Assurance (QA) Program. Involves decisions regarding: technical competence of staff, suitable facilities and equipment, use of good laboratory practices, good measurement practices, written standard operating procedures, clear protocols for specific purposes, frequent inspection, thorough documentation and regular training.</p>	Daily	20
3	<p>Development of strategic planning and development, presentation and administration of two financial budgets for the Water and Wastewater Laboratories.</p> <p>a) Develop and administer operating and capital budgets; maintain & monitor budgetary controls; investigate and implement cost-saving measures</p> <p>b) prepare 10-year financial plans for 2 laboratories</p> <p>c) purchase laboratory equipment, chemicals and supplies</p> <ul style="list-style-type: none"> - Wastewater Lab \$500,000 - Water Lab \$302,000 	<p>Evaluate, prioritize and administer short and long term financial plans; assure laboratory operations are cost-effective and productive; ensure effective budget forecasting and inventory control practices</p>	Daily	10

4	<p>Compile, interpret and provide/present complex technical reports for regulatory agencies, utility management and treatment plant operations. Stakeholders include but are not limited to:</p> <p>a) US Environmental Protection Agency, Colorado Depart. of Public Health & Educ, City of Grand Junction and Kannah Creek Water Services, Persigo Wastewater Services, Persigo Industrial Pretreatment Services, City of Grand Junction Parks and Recreation, Mesa County, US Fish and Wildlife, US Forest Service, Bureau of Land Management, local and regional Water and Wastewater Municipalities, and various Healthcare Facilities.</p> <p>b) review laboratory generated data and reports for accuracy, defensibility and integrity</p> <p>c) provide technical expertise and support to internal and external customers - see above.</p>	<p>Provide stakeholders with accurate, reliable and legally defensible laboratory results in a time efficient and cost effective manner.</p> <p>Develop, compile and present complex spreadsheets, statistical analyses and technical reports.</p> <p>Comprehend and comply with all reporting guidelines and limitations.</p>	Weekly	10
5	<p>Monitor and coordinate extensive regulatory compliance of water and wastewater treatment plant operations.</p> <p>a) coordinate with and assist Water and Wastewater Managers in developing complex sampling schedule and testing menus; administer/maintain schedules and menus</p> <p>b) provide process control to ensure regulatory compliance</p> <p>c) assist operations in the review and evaluation of treatment plant performance for regulatory compliance</p> <p>d) act on and resolve non-compliance issues</p> <p>e) review and approve regulatory compliance reports; ensure data is representative, accurate and legally defensible</p>	<p>Effectively communicate/collaborate with treatment plant managers and staff;</p> <p>apply and act on principles of Water and Wastewater treatment;</p> <p>apply and act on principles of Water Supply and Limnology, & Water Distribution;</p> <p>apply and act on principles of Wastewater Collection Systems and Industrial Pretreatment technologies;</p> <p>resolve operational issues through data driven decisions; defend integrity of generated data</p>	Daily	10

6	<p>Initial development and continued administration and support of fee-for-service Client Services.</p> <p>a) generate pricing schedules and custom analytical and sampling schedules</p> <p>b) recruit, support, and provide technical assistance to clients; interpret regulatory rules and analytical results; monitor clients' compliance of regulatory requirements and sampling</p> <p>c) develop, administer and send custom reporting to clients; maintain additional USEPA online data base for clients</p>	<p>Determine scope of fee-for-service capabilities; monitor contractual obligations; ensure accurate, timely and quality data in a cost effective manner; determine numerous client compliance requirements; determine appropriate methodologies to be used; develop competitive pricing</p>	Monthly	10
7	<p>Develop and implement goals, objectives, policies and priorities for highly educated, technical and professional Laboratory staff.</p> <p>a) direct laboratory personnel in highly technical drinking water and wastewater laboratory analyses</p> <p>b) perform evaluations of performance; provide staff development/coaching/counseling and training; recruit, place, discipline/terminate as needed</p>	<p>Formulate staffing decisions, opportunities for growth and/or training; apply effective personnel management principles; plan for succession.</p>	Monthly	5
8	<p>Research, endorse and forecast Environmental Regulations. Regulatory requirements are significantly different for each discipline and therefore require:</p> <p>a) extensive research of governmental regulations for Water and Wastewater Quality Standards</p> <p>b) keep abreast of and interpret existing, new and proposed regulatory requirements; develop subsequent internal policies for their implementation</p> <p>c) implement specialized testing and analyses for current and future regulations</p>	<p>Apply critical thinking and application techniques in administering regulatory permitting and discharge permitting processes</p>	Monthly	5

9	<p>Establish and maintain cooperative working relationships with regulatory agencies, environmental agencies, local/regional municipalities, stakeholders and the general public.</p> <p>- see Outside Contacts</p> <p>a) collaborate with and exchange laboratory services with local municipal laboratories</p> <p>b) develop and provide educational information to consumers via presentations, local media, direct contact and State mandated detailed reports</p> <p>c) oversee Water Quality customer complaint program</p> <p>d) direct and present school water quality education programs</p>	<p>Negotiate and monitor traded analytical testing with local water/wastewater purveyors; prepare technical reports and develop/share analytical data bases; determine effective methods in educating/communicating perceived or real water quality concerns; determine effective means of promoting and advancing water quality goals for future generations.</p>	Monthly	5
10	<p>Perform as back up Water Quality Specialist/Analyst during staff shortages and vacations.</p> <p>a) perform all Essential Duties as outlined in the Water Quality Specialist JAQ - see attached</p> <p>b) maintain USEPA certification as Primary Analyst in Method 1623 - Cryptosporidium and Giardia IMS Analysis, performing this highly complex analytical testing, quality control/assurance and detailed reporting for the City of Grand Junction and Kannah Creek Water Treatment plants and contractual clients and municipalities</p> <p>c) assist Wastewater Laboratory Staff during staff shortages</p>	<p>Comprehend and apply principles of Good Laboratory Practice, Standard Methods for the Examination of Water and Wastewater, USEPA Methods, sampling methods, analytical methods, etc.</p> <p>-See Water Quality Specialist JAQ Essential Duties Decisions</p>	Quarterly	5
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge - Skills
	See attachment II-4.

Attachment II-4

KNOWLEDGE AND SKILLS

Duty #	K/S	Knowledge (K) and Skills (S)
1,2	K	Operational, capital and revenue budget forecasting, preparation and administration
1-9	K	Strategic planning
1-3 5,7	K	Principles of effective personnel management
all	K/S	Principles of good customer service
all	K/S	Leadership, team and project management concepts and skills
1,2, 4,-10	K	Principles of chemistry, biology, microbiology, biology and physics
all	K	Principles of water and wastewater treatment
all	K	Principles of water supply systems, limnology, and water distribution systems
all	K	Principles of wastewater collection systems and industrial pretreatment technologies
All	K	Federal, State and local water & wastewater environmental regulations and data compliance
1-3, 5,8,9	K	Regulatory permitting processes and data reporting requirements
all	K	Simple to complex analytical laboratory methodologies
all	K	Good Laboratory Practices, Laboratory Safety and the OSHA Lab Standards
1,2 4-10	K	Standard Methods for the Examination of Water and Wastewater Analysis
1,2 4-10	K	USEPA Methods
all	K	Intermediate and advanced mathematical and statistical concepts and calculations
all	K	Environmental, water and wastewater sampling protocols and techniques
all	K	Quality Control and Quality Assurance principles and practices
1,2 4-10	K	Simple to complex analytical instrument theory and operation
1,2,5,8,10	K	Chemical waste disposal techniques and regulatory requirements
all	K/S	Advanced computer and software literacy and operation
all	S	Skill in communicating clearly, concisely, and accurately with peers, staff and supervisors – verbal and written
all	S	Troubleshooting, problem solving, critical thinking, deductive reasoning
1,2 4-10	S	Ability to accurately analyze, interpret and apply results of laboratory data, analyses and projects
1,2,5, 7-10	S	Operation of simple to complex analytical tools and instruments
all	S	Manual dexterity; extensive hand-eye coordination; utilizing proper laboratory techniques in pipetting, reagent preparation, equipment calibration
1,2 4-10	S	Effective training techniques
all	S	Effective time management
all	S	Effective organizational skills
4,6,8,9	S	Effective public speaking

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): Master of Science - Administration - Healthcare Services

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>
Clinical, microbiological & analytical experience	25 years	increasingly responsible laboratory analysis experience	4 years
Water and Wastewater analytical experience	8.5 years		4 years
Supervisory and managerial experience	18 years		3 years

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

Chemistry, biology, microbiology, or other science related field with supervisory and/or managerial experience. Advanced degrees in scientific fields and administration preferred.

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.

- a) Colorado "D" water or wastewater operator certification obtainable within 24 months
- b) valid Colorado driver's license
- c) CPR / first aid certification within 12 months

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
	SEE ATTACHMENT III-4	

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. Are all samples, analytical methodologies, analytical results and reporting schedules in compliance with all appropriate regulatory requirements and limitations. Are analytical samples and results representative, accurate, and legally defensible.
 - 2. Are process control procedures stringently monitored and analytical support provided to ensure:
 - a) drinking water provided to the public is of the highest quality and protective of public health and complies with or exceeds requirements as specified under federal Safe Drinking Water Act (SDWA) legislation;
 - b) the quality of wastewater effluent discharged into Persigo Wash and the Colorado River minimizes pollution to the environment and meets standards as specified under federal Clean Water Act (CWA) legislation and the National Pollutant Discharge Elimination System (NPDES);
 - c) assistance to Industrial Pretreatment Program in safeguarding the wastewater collection system, the WWTF, the environment and the public from harmful industrial/commercial wastewater discharges

3. Is the Environmental Laboratory Services Division operated with diligence to fiscal responsibility and control of resources while complying with regulatory limitations. What and how can this be improved.

Attachment III-4

MACHINES, TOOLS AND EQUIPMENT

Duty #	Machines, Tools, Equipment	Frequency / Time
7, 10	Analytical balance	D – 30 min
7, 10	Thermometers	D – 10 min
7, 10	Autosamplers	D – 30 min
7, 10	Centrifuge	W – 20 min
7, 10	Turbidimeter	Q – 30 min
7, 10	pH / ISE meter	D – 60 min
7, 10	Conductivity meter	W – 45 min
7, 10	Colorimeter	O – 10 min
7, 10	Laboratory refrigerators	D – continuous
7, 10	Incubators / waterbaths	D – continuous
7, 10	Autoclave	D – continuous
7, 10	Glassware washer	D – continuous
7, 10	Filtration apparatus	D – 75 min
7, 10	Stereo microscope	M – 60 min
7, 10	Fume hoods	D – continuous
7, 10	Micro & macro pipets	D – 3 hours
7, 10	Quanti-tray apparatus	D – 15 min
7, 10	Incinerators	D – 20 min
7, 10	Hot plate / stirrers	W – 60 min
7, 10	Air compressor / vacuum pump	D – 75 min
7, 10	Reverse osmosis / deionizer water system	D – continuous
7, 10	Sonicator	M – 3 hours
7, 10	Biologic Safety Cabinet	M – 40 hours
7, 10	Laboratory glassware	D – continuous
7, 10	Computers / software	D – continuous
7, 10	Ultraviolet sterilizer	M – 60 min
all	Computers/printers	

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.	3--Monthly	2--Very Important	10
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	10
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	3--Monthly	2--Very Important	10
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	10
Crouching: Bending the body downward and forward by bending leg and spine.	3--Monthly	2--Very Important	10
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
Reaching: Extending hand(s) and arm(s) in any direction.	3--Monthly	2--Very Important	2,5,10
Standing: Particularly for sustained periods of time.	3--Monthly	1--Somewhat Important	all
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	3--Monthly	2--Very Important	all
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	1--Annually	0--Not Important	10
Pulling: Using upper extremities to exert force in	3--Monthly	2--Very Important	10

order to draw, drag, haul or tug objects in a sustained motion.			
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.	3--Monthly	3--Extremely Important	2,5,10
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.	3--Monthly	3--Extremely Important	2,5,10
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	3--Monthly	3--Extremely Important	2,5,10
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	all
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	3--Extremely Important	1-9
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker most of the time, the job is rated for	3--Monthly	3--Extremely Important	2,5,10

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.	3--Monthly	3--Extremely Important	2,5,10
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS



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

The Environmental Laboratory Manager's degree of job complexity is vast and even more complicated by:

- a) the management of two separate drinking water and wastewater laboratory entities (who provide full-service analytical functions equivalent only to larger municipal laboratories);
- b) each laboratory is subject to specific and unique regulatory requirements;
- c) each laboratory utilizes differing complex technologies

Multiple advanced disciplines must be fully understood and appropriately applied including physical chemistry, organic and inorganic chemistry, microbiology, industrial and biological toxicity testing, physics, hydrology, limnology and others. It should be noted the direction and oversight of both a full service water and wastewater laboratory is not the norm for municipal utilities. Further, the Laboratory Manager reports to the Deputy Director and not to the respective water and wastewater managers, again another indication of the importance and degree of responsibility and accountability of this position.

JAQ

Section 5: Decision making and Judgments

Decision making and judging is a *process*. Leadership is understanding the process and relationships within the department and the role that employees and customers play in successfully delivering on the day-to-day functions of the department. In addition, it is understanding how change affects the current and future delivery of street and utility system work to citizens. Three leadership questions follow that relate to this judgment process:

1. How do we as a department achieve our customer service value and how do we involve all elements of the department in this discussion?
2. How do we insure work and leadership continuity and succession within Utility and Street Systems from among all employee elements?
3. How do we arrive at and achieve future departmental goals and objectives, as community, financial, and social variables change? That is, what do our customers want and how do we deliver that to them?

EMPLOYEE CERTIFICATION

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

Signed: JA Holcomb Date: 01/05/09

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
SECTION 5	SEE ATTACHED (EXTRA) BY JAH 1/5/09

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:  _____ Date: 1/8/27

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.