

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.
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Chuck Mathis (Group Coordinator)

Hank Masterson

Steve Kollar

Division: Fire Prevention

Department: Fire

For Individual Questionnaires Only:

Employee Name:	Mathis	Charles	J
	(Last)	(First)	(Middle Initial)

Current Classification Title: Fire Prevention Officer

Division	Fire Prevention	Department	Fire
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Total Length of Time with organization 29 Years 1 months

Total Length of Time in Current Position 5 Years 2 months

Assigned Hours/Week;; from 0800 t o 1700 **Assigned Days/Week** Mon - Fri

Email: chuckm@gjcity.org

Work Phone: 970-244-1473

Immediate Supervisor:

Immediate supervisor reports to:

Name: Ken Watkins

Name: Laurie Kadrich

Title: Fire Chief

Title: City Manager

Work Phone 970-244-1400

Work Phone: 970-256-4154

E-mail: kenw@gjcity.org

E-mail: lauriek@gjcity.org

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

Division: Fire Prevention

Department: Fire

For Individual Questionnaires Only:

Employee Name:	Masterson	Henry	E
	(Last)	(First)	(Middle Initial)

Current Classification Title: Fire Prevention Officer

Division	Fire Prevention	Department	Fire
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Total Length of Time with organization 14 Years 7 months

Total Length of Time in Current Position 14 Years 7 months

Assigned Hours/Week:: from 0700 **to** 1800 **Assigned Days/Week** Mon - Thu

Email: hankm@gjcity.org **Work Phone:** 970-244-1414

Immediate Supervisor:

Immediate supervisor reports to:

Name:	Ken Watkins	Name:	Laurie Kadrich
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Title:	Fire Chief	Title:	City Manager
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Work Phone	970-244-1400	Work Phone:	970-256-4154
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E-mail:	kenw@gjcity.org	ail:	lauriek@gjcity.org
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CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

Division: Fire Prevention

Department: Fire

For Individual Questionnaires Only:

Employee Name: Kollar Steve
(Last) (First) (Middle Initial)

Current Classification Title: Fire Prevention Officer

Division Fire Prevention **Department** Fire

Total Length of Time with organization 2 Years months

Total Length of Time in Current Position 0 just starting 01/09 Years months

Assigned Hours/Week; from 0700 to 1800 **Assigned Days/Week** Mon - Thu

Email: stevenk@gjcity.org **Work Phone:** 970-244-1479

Immediate Supervisor:

Immediate supervisor reports to:

Name: Ken Watkins

Name: Laurie Kadrich

Title: Fire Chief

Title: City Manager

Work Phone 970-244-1400

Work Phone: 970-256-4154

E-mail: kenw@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.

Fire Prevention Officer

To perform a variety of technical inspections, investigations for compliance, plan reviews and consultations necessary to enforce the International Fire Code and other related codes and standards. These duties are done in conjunction with the Fire Department line staff, Planning Department, Building Department, Developers, Architects and the public. To complete these duties we must stay abreast of required Certifications by attending continuing education, and participating in professional group meetings.

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).	110 approx
<input checked="" type="checkbox"/>	I make work assignments for others.	110 approx
<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.	2
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	4

- 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

Other Fire Prevention Officers
City Planners
Building Department Officials
Operations Chief
Future Administrative Chief
Fire Chief
Office Staff
Firefighters, Captains and Battalion Chiefs

YOUR DIRECT REPORTS' JOB TITLES

None

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		
Firefighters	daily, quarterly or as needed	Fire Inspection Training for company inspections, hazard complaints and technical questions
Two Other Fire Prevention Officers	daily	Ongoing building projects, sprinkler designs, and fire alarm plans
Operations Chief	3 times a week	Update any issues which may occur
Fire Chief	When needed	To update on any political issues related to code compliance.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
City Planners	daily	For review comments for Site Plan Review
Building Officials	daily	For plan review comments or site inspection issues.
Architects	Several times a week	To clarify comments on Site Plans and building construction plans.
Contractors	daily	Plan reviews for Building Permit and site inspections for code compliance.
Sprinkler Contractors	daily	Plan review and approval of their sprinkler plans, on-site inspections/testing, consultations and meetings.
Fire Alarm Contractors	daily	Plan review and approval of their fire alarm plans , on-site inspections/testing, consultations and meetings.

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	Provides technical advice to departmental staff, business owners, urban development professionals, and the general public on interpretation and application of the International Fire Code and ensures compliance.	Development review meetings, General planning meetings, Contractor/Architect discussions, General public questions.	Daily	10
2	Reviews and approves site plans for new commercial, multi-family and other community development projects (i.e. residential subdivisions, rezones)	Ensure compliance with International Fire Code and coordinates with other city staff members.	Daily	15
3	Reviews and approves plan reviews for construction projects, fire sprinkler systems, fire alarm systems and other fire protection systems followed by on-site acceptance inspections when required.	Ensure compliance with IFC, IBC, NFPA 13(13,R,D), and NFPA 72 where applicable.	Daily	35
4	Schedules, coordinates and performs general inspections including, but not limited to construction plans, residential subdivisions, liquor license renewals, group homes, schools, and institutional facilities.	Ensure compliance with International Fire Code	Daily	15
5	Prepares reports and documentation of individual activities by maintaining data and records related to fire prevention issues and maintains appropriate files in various forms of media (i.e. paper, digital, computer).	Follow fire prevention bureau protocols and established file management practices.	Daily	5

6	Administers and supervises FD company inspections and re-inspections program. ✓	Print forms, manage code inspection database, answer personnel questions pertaining to inspection process.	Monthly	4
7	Conducts training for department personnel in fire prevention subjects and practices. ✓	Quarterly FD personnel training, FD recruit academies, citizen public safety academies.	Quarterly	4
8	Conducts a multitude of bureau administrative tasks including, but not limited to maintaining/analyzing bureau statistics, preparing reports, issuing permits, completing correspondence, and overseeing bureau budget matters.	Constant assessment of appropriate and meaningful administrative activities.	Daily	5
9	Determines short-term and long-term needs/goals of the community related to fire prevention and inspection activities.	Establishment of annual short and long term goal of the bureau.	Annually	3
10	Attends continuing education classes to keep required certifications and knowledge up to date. ✓	Determine which classes best meet personal goals within the restraints of the Fire Prevention Budget.	Quarterly	4
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge - Skills
1	International Fire Code, International Building Code, NFPA standards - Interpersonal

	communication, language ability (i.e. technical code information), verbal aptitude, intelligence, numerical aptitude
2,3	International Fire Code, International Building Code, NFPA standards - Intelligence, language ability, (i.e. technical code information) numerical aptitude, form/spatial aptitude, color discrimination, manual dexterity.
4	Vehicle Operation, Legal Understanding, International Fire Code, International Building Code, NFPA standards - Interpersonal temperament (i.e. under stress), Interpersonal communication, verbal aptitude, Intelligence, language ability (i.e. technical code information), numerical aptitude, form/spatial aptitude, color discrimination, manual dexterity.
5	Computers, Phones, Cameras, International Fire Code, International Building Code, NFPA standards - Organization, Intelligence, language ability (i.e. technical code information), statistical analysis, numerical aptitude, written aptitude, manual dexterity.
6	Computers, Phones, International Fire Code, International Building Code, NFPA standards - Interpersonal communication, Organization, Intelligence, language ability (i.e. technical code information), statistical analysis, numerical aptitude, written aptitude, manual dexterity.
7	Computers, Phones, International Fire Code, International Building Code, NFPA standards - Interpersonal communication, Organization, Intelligence, language ability (i.e. technical code information), Presentation Skills.
8	Computers, Phones, International Fire Code, International Building Code, NFPA standards - Interpersonal communication, Organization, Intelligence, language ability (i.e. technical code information), statistical analysis, verbal aptitude, numerical aptitude, written aptitude, manual dexterity.
9-10	Computers, Phones, International Fire Code, International Building Code, NFPA standards - Research skills, Training oriented, Interpersonal communication, Organization, Intelligence, language ability (i.e. technical code information), statistical analysis, verbal aptitude, numerical aptitude, written aptitude, manual dexterity.

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 checked="" type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
		Other (explain):

National Fire Academy 80 hour Courses 1. Fire Prevention Principles 2. Structures and Systems (Sprinkler Systems and Fire Alarms.) 3. Plans Review for Inspectors 4. Management of Fire Prevention Programs. 5. Chemistry of Hazmat.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	National Fire Protection Association 24 hour Courses 1. Automatic Sprinkler Systems NFPA 13. 2. Fire Alarm Systems NFPA 72
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National Fire Sprinkler Association 8 - 24 hour Courses. 1. Fire Protection Design and Advantage. 2. Sprinkler Protection for Rack Storage. 3. Sprinkler Protection for General Storage. 4. Pumps for Fire Protection / Residential Homes to High-rise. 5. Fire Sprinkler Plan Review and Inspection

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>
Fire Operations	29 years		3 years
Fire Prevention - Technical	5 years		3 years
Urban Planning/Community Development/Engineering (Civic, Mechanical, Chemical) or closely related field.	0 years		1 years

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

Colorado State Drivers License

International Code Council Fire Inspector I and II Certifications

Division of Fire Safety Fire Suppression Systems Review-er Inspector Certificate.
International Code Council Building Code Inspector, Fire Plans Examiner is desirable
NICET Certification

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	Personal computer, calculator	Daily / 10%
2	Personal computer, calculator, phone, engineer/architect scale	Daily / 15 %
3	Personal computer, calculator, phone, engineer/architect scale	Daily / 35 %
4	Vehicle, radio, cellular phone, photographic equipment, calculator, first aid equipment, general safety equipment, water flow equipment, electronic testing equipment, other general fire prevention equipment	Daily / 15 %
5-10	Personal computer, calculator, phone.	Daily / 25%

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. Position requires that sound judgement and reasonable conclusions are derived during the plan review process to ensure that the fire prevention officer effectively interprets and applies applicable provisions of the International Fire Code during the pre-planning stages of development thus avoiding costly mistakes that could potentially negatively affect the petitioner and/or the City of Grand Junction.

2. Position requires that excellent observation skills and sound judgement are utilized during field inspections and acceptance testing of fire prevention systems to ensure that the facility meets the intent of the International Fire Code and applicable NFPA standards.

3. Position requires that the Fire Prevention Officer document all relevant activities associated with plan reviews and inspections requiring extensive communication skills, both verbally and in written form. The FP Officer must effectively and accurately document activities for future reference.

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.	4--Weekly	2--Very Important	3,4
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	2--Very Important	All duties
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	1--Somewhat Important	All duties
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	1--Somewhat Important	All duties
Crouching: Bending the body downward and forward by bending leg and spine.	4--Weekly	1--Somewhat Important	All duties
Crawling: Moving about on hands and knees or hands and feet.	4--Weekly	1--Somewhat Important	3,4
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	All duties
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	All duties
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	All duties
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	3--Monthly	1--Somewhat Important	All duties
Pulling: Using upper extremities to exert force in	3--Monthly	1--Somewhat Important	All duties

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 duties
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	All duties
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	4--Weekly	1--Somewhat Important	All duties
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	3,4
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	3--Extremely Important	All duties
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	All duties
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	4--Weekly	1--Somewhat Important	All duties

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	1--Somewhat Important	All duties
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	N/A
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	N/A

2. WORKING CONDITIONS.

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

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

Our job duties are very managerial of the International Code and NFPA which outlines how installation of fire protection systems will be installed by occupancy type to meet provisions of the Code. It requires a high level of technical knowledge. It is important to be proficient in evaluating hydraulic calculations for sprinkler systems and the city water supply. We must also understand battery calculations for fire alarm systems and complete complicated reviews that engineers have submitted for new and existing buildings. We must also work closely with the Building Department and with the Planning Department concerning the site they are building on for access and water supply. It is also very important to be extremely competent in the administration of the Fire Code and Building Code due to the legal implications that may result. It is also extremely important to be able to take very technical codes and relate them to architects, engineers, public officials, contractors and the general public in a way they can understand what we are requiring and why. Public presentations may also need to be made to City Council or other public meetings. Many architects and engineers do not understand the fire code even though they have technical backgrounds.

EMPLOYEE CERTIFICATION

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

Signed: Charles Mallis Date: 1/8/2009

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
III.1	Discussed educational requirements for this position must be a combination of college and high level technical training. A majority of the contacts are professional level for this position.

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>Charles Watkins</u>	Date:	<u>1/08/2009</u>
Supervisor Signature:	<u>[Signature]</u>	Date:	<u>1/08/2009</u>
Department Head Signature:	<u>[Signature]</u>	Date:	<u>1/08/2009</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.

