# CITY OF GRAND JUNCTION
# JOB ANALYSIS QUESTIONNAIRE

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

| Is this a group questionnaire? ☒ Yes ☐ No | If yes, please list all employee names. |
|---|---|
| | Jan Kohles |
| | Steve Linsley |
| Note: this is a group questionnaire however appropriate differences in duties are listed. | |

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

**For Individual Questionnaires Only:**

**Employee Name:** Kohles (Last) Jan (First) M. (Middle Initial)

**Current Classification Title:** Laboratory Analyst

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

**Total Length of Time with organization** **Years** 6 **months**

**Total Length of Time in Current Position** **Years** 6 **months**

**Assigned Hours/Week:; from** 7:00 **to** 4:00 (40hrs) **Assigned Days/Week** Variable, includes weekends & holidays

**Email:** jank@gjcity.org **Work Phone:** (970) 256-4173

| **Immediate Supervisor:** | | **Immediate supervisor reports to:** | |
|---|---|---|---|
| **Name:** | Jo Holcomb | **Name:** | Terry Franklin |
| **Title:** | Environmental Laboratory Manager | **Title:** | Deputy Director of Utility & Street System |
| **Work Phone** | 970-256-4174 | **Work Phone:** | 970-244-1495 |

## II. POSITION INFORMATION

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

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

To perform professional duties and responsibilities in support of water and wastewater treatment facilities by performing chemical, microbiological and physical analyses on water, wastewater, biosolid and industrial pretreatment samples for the purpose of reporting to and complying with regulatory monitoring and process control requirements. Essential duties include but are not limited to sample collection, preservation and preparation; operation, calibration and maintenance of scientific instrumentation; preparation of standard solutions, reagents and media; extensive analytical testing for process control and regulatory compliance; implementing and documenting precise and accurate quality control parameters ensuring data reliability; performing data validation and interpretation; report generation; participating in ongoing quality assurance; and adhering to all required regulatory safety requirements.

## 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 |
|---|---|---|
| ☒ | I do not officially supervise other employees (sign performance reviews). | 0 |
| ☐ | I evaluate and sign performance reviews of other full-time employees. | |
| ☐ | I evaluate and sign performance reviews of part-time, temporary or contract employees. | |
| ☐ | I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties). | |
| ☐ | I make work assignments for others. | |
| ☐ | I make hiring and hiring pay recommendations. | |
| ☐ | I make hiring and hiring pay decisions. | |
| ☐ | I recommend termination for poor performance. | |
| ☒ | I provide advice to peers that they must consider carefully before making a decision. | 5 |
| ☒ | I provide information to supervisors/management that they use in making a decision. | 6 |

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**

| |
|---|
| Laboratory Chemist (x3) |
| Laboratory Analyst (x1) |
| Water Quality Specialist (x1) |
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**YOUR DIRECT REPORTS' JOB TITLES**

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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 | | |
| SEE ATTACHMENT II-1c | | |
| | | |
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| | | |
| | | |

**2. Outside your organization:**

| Title of Person or Organization | How Often | For What Purpose |
|---|---|---|
| Ex: Vendors, Gen. Public | | |
| SEE ATTACHMENT II-2c | | |
| | | |
| | | |
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| | | |
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**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 |
|---|---|---|
| Peers | D / continuous | Communicate & coordinate laboratory operations |
| Environmental Laboratory Manager | D / continuous | Communicate laboratory operations, process control & compliance monitoring |
| Wastewater Treatment Plant Operators | D / continuous | Communicate process control & compliance monitoring |
| Wastewater Operations Supervisor | D | Communicate process control & compliance monitoring |
| Administrative Assistant | D | Timesheets, payroll, Accounts payable, inventory controls |
| Wastewater Services Supervisor | W | Communicate process control & compliance monitoring |
| Wastewater Maintenance Supervisor & staff | W | Facility & equipment maintenance & service |
| Industrial Pretreatment Supervisor & staff | W | Provide compliance & industrial discharge testing |
| Water Resources Manager | Q | Process control & compliance monitoring |
| Environmental Compliance Coordinator | O | Provide Investigative discharge permit analytical results |
| Fleet maintenance | O | Vehicle maintenance |
| Parks & Recreation Department | O | Investigative & compliance monitoring |

**Attachment II-2c**

**2. Outside your organization:**

| Title of Person or Organization | How Often | For What Purpose |
|---|---|---|
| Vendors | D / W | Chemical & supply procurement |
| General public | W | Water quality monitoring & education presentations |
| Local / regional municipalities | M | Provide technical & analytical assistance |
| Mesa County | M | Provide compliance monitoring |
| Contract analytical labs | M | Technical assistance & off-site analysis |
| Wastewater clients & environmental monitoring firms | M | Technical & analytical services |
| Instrument contract service engineers | Q | Contract preventive maintenance services, training & troubleshooting |
| Colorado Department of Public Health & Environment | Q | Compliance reporting & laboratory certification audits & renewal, regulatory technical assistance |
| United States Environmental Protection Agency | Q | Compliance reporting & regulatory technology compliance assistance |
| Multiple professional organizations | Q / A | Training, 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 | O | Water Quality monitoring, data sharing & technical assistance |

| 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 | SAMPLING & SAMPLE PREPARATION<br>Intermediate:<br>a.) Sample collection: collection system, on-site plant<br>b.) Sample log-in & maintenance of chain-of-custody<br>c.) sample storage & tracking<br>d.) sample handling: preservation, filtration, centrifugation, distillation, etc.<br>e.) sample send-outs<br>f.) prudent hazardous sample disposal<br><br>Advanced:<br>g.) sample collection: on-site plant, rivers, streams, lakes, ponds, wells | What to sample; when to sample; how to sample; how much; how to handle sample; are samplings in compliance; safety issues and assessments | Daily | 1 a-f) 10<br><br>1 g-h) 5 |

| | | | | |
|---|---|---|---|---|
| 2 | ANALYTICAL TESTING FOR PLANT PROCESSES & LOCAL, STATE & FEDERAL COMPLIANCE<br>Intermediate:<br>a.) Matrices: water, wastewater, biosolids, finished water, ambient water<br>b.) Perform in accordance with Standard Methods:<br>- physical analysis<br>- qualitative & quantitative analysis<br>- inorganic analysis<br>- biologic analysis<br>- microbiologic analysis<br>- inorganic distillation<br>c.) D / M / Q / A compliance testing<br>d.) Proficiency testing<br>e.) Standard & Reagent preparation<br>f.) Blind sample analysis<br>g.) Media preparation & quality control | What to do; how to do it; when to do it; how much; how to handle; what QC controls to utilize; are they in compliance; if not how to troubleshoot; how to resolve; what do the results mean; what to communicate to operating/supervisory staff; when to communcate; safety compliance issues | Daily | 30 |
| 3 | DATA HANDLING<br>Intermediate:<br>a.) mathematical calcuation of data<br>b.) Laboratory Information Management data entry: order entry, results entry, QC batch entry<br>c.) monitor & produce quality, representative, & accurate data<br>d.) interpretation of data<br>e.) assist in report generation<br>f.) ensure data is legally defensible<br>g.) filing & record retention | What to do; how to do it; is it in compliance; is it accurate; is it representative; what does it mean; is it valid; how to correct it; who is it communicated to; when and how much; where/how to file; how long to maintain; data security decisions | Daily | 15 |
| 4 | MAINTENANCE & PREVENTIVE MAINTENANCE<br>Intermediate:<br>a.) Perform routine maintenance on technical instruments (D / W / M/ Q/ A schedule per manufacturers' recommendations)<br>b.) instrument calibration<br>c.) instrument troubleshooting & repair<br>e.) fume hood maintenance<br>f.) analytical balance maintenance<br>g.) reverse osmosis / deionized water system disinfection & maintenance<br>h.) safety shower/ eyewash / fire extinguisher safety inspections & maintenance<br>i.) labware cleaning & sterilization<br>j.) maintain chemical & inventory supply | What to do; how to do it; when to do it; how much; is it in control; is it in compliance; how to trouble shoot; how to resolve | Daily | 15 |

| | | | | |
|---|---|---|---|---|
| 5 | METHOD DEVELOPMENT<br>Intermediate:<br>a.) assist in implementing analytical methods<br>b.) review & update existing analytical methods<br>c.) analytical problem solving & subsequent corrective action | How do you bring a new analytical method up; is it accurate; is it in compliance; are established methods accurate and being followed; what new methods need to be investigated; what new instruments need to be investigated | Annually | 5 |
| 6 | QUALITY CONTROL / QUALITY ASSURANCE<br>Intermediate:<br>a.) peer review: data calculations & verification<br>b.) extensive standard / reagent qualtiy control analysis<br>c.) calibration verification<br>d.) ensure Colorado Department of Public Health & Environment laboratory certification compliance<br>e.) participate in State on-site audits<br>f.) participate in & successfully complete required State & Federal proficicency testing studies<br>g.) successful completion of intial demonstration of capability for each method<br>h.) perform method detection limit & report limit studies<br>i.) perform side-by-side method comparison studies<br>j.) adhere to all Quality Assurance Manual procedures | Must know and understand complex mathmatical expressions and statistics; is it correct; is it in compliance; how to troubleshoot and reslolve.<br><br>How to calculate; how much and when; are detection limits accurate and valid; what is Quality Assurance; who do you perform it; how is it interpreted; what to do with the results; is it in compliance.<br><br>What are the Lab certification rules; how do you achieve it; how do you maintain it; how do you know if you are in compliance. | Daily | 10 |
| 7 | HEALTH & SAFETY<br>Intermediate:<br>a.) safety shower / eyewash / fire extinguisher safety inspection & maintenance<br>b.) conduct safety meetings / training<br>c.) compliance with all mandated safety requirements<br>d.) review / follow all Material Safety Data Sheets<br>e.) perform lab safety inspections<br>f.) assist in accident investigation<br>g.) maintain CPR & first aid certification<br>h.) adhere to Good Laboratory Practice methods | What are the Safety regulations; how do you perform each of the duties; are you in compliance; what should be changed and how; how to recognize safety hazards; how to respond to a hazardous situation (chemical spill or release, chemical contact, fumes, infectious contamination, etc.); what Personal Protective Equipment is required | Daily | 10 |
| 8 | | | Select | |

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|---|---|---|---|---|
| 9 | | | Select | |
| 10 | | | Select | |
| 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 |
|---|---|
| 1-7 | K - Good Laboratory Practices, Laboratory Safety and the OSHA Lab Standards |
| 1-7 | K - Standard Methods for Water and Wastewater Analysis |
| 2,3,5,6, | K - Intermediate and advanced mathematical concepts and calculations |
| 2,3,5,6, | K - Intermediate statistical concepts and principles |
| 1 | K - Sampling protocols and techniques |
| 2,3,4,5 | K - Analytical chemistry, microbiology, biology, and physics principles |
| 2,4,5 | K - Complex analytical instrument theory and operation |
| 2,4,6 | K - Quality Control and Quality Assurance principles and practices |
| 1-6 | K - Advanced computer literacy |
| 7 | K - Chemical waste disposal techniques and regulatory requirements |
| 1-7 | K & S - Leadership, team and project management concepts and skills |
| 1,2,4 | S - Operate simple to complex analytical instrumentation |
| 2-6 | S - Perform mathematical and statistical evaluation of data |
| 1,2,4,7 | S - Manual dexterity, extensive hand-eye coordination and utilizing proper laboratory techniques in pipetting, reagent preparation, equipment calibration, etc. |

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|---|---|
| 1-7 | S - Skill in communicating clearly, concisely, and accurately with peers, staff, and supervisors. Essential in both day-to-day operations and in training other employees. |

## 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 | |
|---|---|---|
| ☐ | ☐ | Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions) |
| ☐ | ☐ | High School Diploma or equivalent (G.E.D.) |
| ☐ | ☐ | Up to one year of specialized or technical training beyond high school |
| ☐ | ☒ | Associate degree (A.S., A.A.) or two-year technical certificate |
| ☒ | ☐ | Bachelor's degree → BS BIOLOGY |
| ☐ | ☐ | Other (explain): |

**2. EXPERIENCE:** What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

**Type of Experience**

| You Have | Your Time | | You Need | Minimum Time Required | |
|---|---|---|---|---|---|
| laboratory | 13 | years | increasingly responsible laboratory analysis experience | 2 | years |
| | | years | | | years |
| | | years | | | years |

a. What field (s) should training or degree be in?
Chemistry, biology, microbiology, or other science related field

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

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 | |
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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. Have all samples and analyses been collected and performed in compliance with the City of Grand Junction Discharge Permit # CO0040053?

2. Has all QA/QC been performed to ensure data is representative, accurate and legally defensible?

3. Have all corrective actions been taken for analytical or instrument problems and have all safety standards and safe work procedures and policies been adhered to?

**Attachment III-4**

## MACHINES, TOOLS AND EQUIPMENT

| Duty # | Machines, Tools, Equipment | Frequency / Time |
|---|---|---|
| 2,4,6 | Analytical balance | D – 30 min |
| 1-4,6 | Thermometers | D – 10 min |
| 1,2,4,6 | Autosamplers | D – 30 min |
| 1,2,4,6 | Centrifuge | W – 20 min |
| 1,2,4,6 | Turbidimeter | Q – 30 min |
| 1-4,6 | pH / ISE meter | D – 60 min |
| 1-4,6 | Dissolved Oxygen (D.O.) meter | D – 60 min |
| 1-4,6 | Conductivity meter | W – 45 min |
| 1-4,6 | Colorimeter | O – 10 min |
| 2-4,6 | Spectrophotometer | Q – 30 min |
| 2,4,6 | Drying ovens / furnaces | D – continuous |
| 1,2,4,6 | Laboratory refrigerators | D – continuous |
| 2,4,6 | Incubators / waterbaths | D – continuous |
| 4,7 | Autoclave | D – continuous |
| 1-4,6 | Distillation apparatus | Q – 10 hours |
| 1,2,4,6,7 | Glassware washer | D – continuous |
| 1,2,4,6 | Filtration apparatus | D – 75 min |
| 1,2 | Stereo microscope | M – 60 min |
| 1,2,4,6,7 | Fume hoods | D – continuous |
| 1,2,4,6 | Micro & macro pipets | D – 3 hours |
| 2 | Quanti-tray apparatus | D – 15 min |
| 2 | Incinerators | D – 20 min |
| 1,2 | Hot plate / stirrers | W – 60 min |
| 1,2 | Air compressor / vacuum pump | D – 75 min |
| 1,2,4,6 | Reverse osmosis / deionizer water system | D – continuous |
| 2,3,4,6 | Laboratory glassware | D – continuous |
| 2,4,6,7 | Computers / software | D – continuous |
| 2,6 | Ultraviolet sterilizer | M – 60 min |
| | Desiccators | D - continous |
| | | |

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

| | | | |
|---|---|---|---|
| forward, downward or outward. | | | |
| **Pulling**: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | 5--Daily | 2--Very Important | 1,4 |
| **Fingering**: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. | 5--Daily | 3--Extremely Important | all |
| **Grasping**: Applying pressure to an object with the fingers or palm. | 5--Daily | 3--Extremely Important | all |
| **Lifting**: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles. | 5--Daily | 3--Extremely Important | all |
| **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 | 1,2,4,5,6 |
| **Talking**: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | 5--Daily | 3--Extremely Important | 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 | 3,5,6 |
| **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 | 5--Daily | 3--Extremely Important | 1,2,4,7 |

| | | | |
|---|---|---|---|
| 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. | 5--Daily | 3--Extremely Important | 1,2,4 |
| **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 | 0 |
| **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 | 0 |

## 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.) | ☐ | ☐ | ☐ |
| Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation) | ☐ | ☐ | ☒ |
| Hazardous materials (chemicals, blood and other body fluids, etc.) | ☐ | ☐ | ☒ |
| Extreme temperatures | ☒ | ☐ | ☐ |
| Inadequate lighting | ☐ | ☐ | ☐ |
| Work space restricts movement | ☐ | ☐ | ☐ |
| Intense noise | ☐ | ☐ | ☐ |
| Travel | ☒ | ☐ | ☐ |
| Environmental (disruptive people, imminent danger, threatening environment) | ☐ | ☐ | ☐ |

## 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: Jan Kohlus Date: 12/30/08

## TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. 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** |
|---|---|
| | |
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**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: JA Hollowell Date: 12/30/08

Department Head Signature: [signature] Date: 1/8/09

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

# CITY OF GRAND JUNCTION
# JOB ANALYSIS QUESTIONAIRE

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

| Is this a group questionnaire? ☒ Yes ☐ No | If yes, please list all employee names. |
|---|---|
| Jan Kohles | |
| Steve Linsley | |
| Note: this is a group questionnaire however appropriate differences in duties are listed. | |

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

**For Individual Questionnaires Only:**

**Employee Name:** Linsley *(Last)* Steve *(First)* T *(Middle Initial)*

**Current Classification Title:** Water Lab Analyst

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

**Total Length of Time with organization** 6 **Years** 6 **months**

**Total Length of Time in Current Position** 1 **Years** 6 **months**

**Assigned Hours/Week:; from** 0800 **t o** 1630 **Assigned Days/Week** 5

**Email:** stevel@gjcity.org **Work Phone:** 970-243-9636

| **Immediate Supervisor:** | | **Immediate supervisor reports to:** | |
|---|---|---|---|
| **Name:** | Jo Holcomb | **Name:** | Terry Franklin |
| **Title:** | Environmental Laboratory Manager | **Title:** | Deputy Director of Utility & Street System |
| **Work Phone** | 970-256-4174 | **Work Phone:** | 970-244-1495 |

**E-mail:** joh@gjcity.org **E-mail:** terryf@gjcity.org

## II. POSITION INFORMATION

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

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

To perform professional duties and responsibilities in support of the City of Grand Junction Water Treatment Facility and the Kannah Creek Water Treatment Facility by performing chemical, microbiological and physical analyses on raw water and finished drinking water samples for the purpose of reporting to and complying with regulatory monitoring and process control requirements. Essential duties include but are not limited to sample collection, preservation and preparation; operation, calibration and maintenance of scientific instrumentation; prepartion of standard solutions, reagents and media; extensive analytical testing for process control and regulatory compliance; implementing and documenting precise and accurate quality control parameters ensuring data reliability; performing data validation and interpretation; report generation; participating in ongoing quality assurance; and adhereing to all required regulatory safety requirements. Additionally, this position plays a significant role in assisting and responding to customer water quality inquiries.

## 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 |
|---|---|---|
| ☒ | I do not officially supervise other employees (sign performance reviews). | 0 |
| ☐ | I evaluate and sign performance reviews of other full-time employees. | |
| ☐ | I evaluate and sign performance reviews of part-time, temporary or contract employees. | |
| ☐ | I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties). | |
| ☐ | I make work assignments for others. | |
| ☐ | I make hiring and hiring pay recommendations. | |
| ☐ | I make hiring and hiring pay decisions. | |
| ☐ | I recommend termination for poor performance. | |
| ☒ | I provide advice to peers that they must consider carefully before making a decision. | 5 |
| ☒ | I provide information to supervisors/management that they use in making a decision. | 6 |

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 | YOUR DIRECT REPORTS' JOB TITLES |
|---|---|
| Laboratory Chemist (x2) | |
| Laboratory Analyst (x2) | |
| Water Qualtiy Specialist (x1) | |
| | |
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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 | | |
| 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.***

**Attachment II-1c**

# 1. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS

**1. Inside your organization (other City Departments):**

| Title of Person or Department | How Often | For What Purpose |
|---|---|---|
| Peers | D / continuous | Communicate & coordinate laboratory operations |
| Environmental Laboratory Manager | D / continuous | Communicate laboratory operations, process control & compliance monitoring |
| Water Treatment Plant Operators | D / continuous | Communicate process control & compliance monitoring |
| Administrative Assistant | D | Timesheets, payroll, Accounts payable, inventory controls |
| Water Resource Supervisor | W | Communicate process control & compliance monitoring |
| Water Services staff/Equipment Operators | W - M | Communicate distribution testing; inquire about distribution repairs & flushing; communicate consumer complaints |
| Water Supply Manager | M | Communicate process control & compliance monitoring |
| Water Resources Manager | Q | Process control & compliance monitoring |
| Environmental Compliance Coordinator | O | Provide Investigative discharge permit analytical results |
| Fleet maintenance | O | Vehicle maintenance |
| Parks & Recreation Department | O | Investigative & compliance monitoring |

**Attachment II-2c**

**2. Outside your organization:**

| Title of Person or Organization | How Often | For What Purpose |
|---|---|---|
| Vendors | D / W | Chemical & supply procurement |
| General public | W | Water quality monitoring & education presentations |
| Local / regional municipalities | M | Provide technical & analytical assistance |
| Contract analytical labs | M | Technical assistance & off-site analysis |
| Water clients & environmental monitoring firms | M | Technical & analytical services |
| Instrument contract service engineers | Q | Contract preventive maintenance services, training & troubleshooting |
| Colorado Department of Public Health & Environment | Q | Compliance reporting & laboratory certification audits & renewal, regulatory technical assistance |
| United States Environmental Protection Agency | Q | Compliance reporting & regulatory technology compliance assistance |
| Multiple professional organizations | Q / A | Training, maintenance of certifications, technology & regulatory updates |
| Educational institutions / service clubs | Q | Technical & educational presentations |
| Health care institutions | A | Water quality monitoring & technical assistance |

**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 | SAMPLING & SAMPLE PREPARATION<br>Intermediate:<br>a.) Sample collection: collection system, on-site plant<br>b.) Sample log-in & maintenance of chain-of-custody<br>c.) sample storage & tracking<br>d.) sample handling: preservation, filtration, centrifugation, distillation, etc.<br>e.) sample send-outs<br>f.) prudent hazardous sample disposal<br><br>Advanced:<br>g.) sample collection: on-site plant, rivers, streams, lakes, ponds, wells | What to sample; when to sample; how to sample; how much; how to handle sample; are samplings in compliance; safety issues and assessments | Daily | 1 a-f) 10<br><br>1 g 5 |

| | | | | |
|---|---|---|---|---|
| 2 | ANALYTICAL TESTING FOR PLANT PROCESSES & LOCAL, STATE & FEDERAL COMPLIANCE<br>Intermediate:<br>a.) Matrices: raw water, finished water, ambient water<br>b.) Perform in accordance with Standard Methods:<br>- physical analysis<br>- qualitative & quantitative analysis<br>- inorganic analysis<br>- biologic analysis<br>- microbiologic analysis<br>c.) D / M / Q / A compliance testing<br>d.) Proficiency testing<br>e.) Standard & Reagent preparation<br>f.) Blind sample analysis<br>g.) Media preparation & quality control | What to do; how to do it; when to do it; how much; how to handle; what QC controls to utilize; are they in compliance; if not how to troubleshoot; how to resolve; what do the results mean; what to communicate to operating/supervisory staff; when to communcate; safety compliance issues | Daily | 30 |
| 3 | DATA HANDLING<br>Intermediate:<br>a.) mathematical calcuation of data<br>b.) Laboratory Information Management data entry: order entry, results entry, QC batch entry<br>c.) monitor & produce quality, representative, & accurate data<br>d.) interpretation of data<br>e.) assist in report generation<br>f.) ensure data is legally defensible<br>g.) filing & record retention | What to do; how to do it; is it in compliance; is it accurate; is it representative; what does it mean; is it valid; how to correct it; who is it communicated to; when and how much; where/how to file; how long to maintain; data security decisions | Daily | 15 |
| 4 | MAINTENANCE & PREVENTIVE MAINTENANCE<br>Intermediate:<br>a.) Perform routine maintenance on technical instruments (D / W / M/ Q/ A schedule per manufacturers' recommendations)<br>b.) instrument calibration<br>c.) instrument troubleshooting & repair<br>e.) fume hood maintenance<br>f.) analytical balance maintenance<br>g.) reverse osmosis / deionized water system disinfection & maintenance<br>h.) safety shower/ eyewash / fire extinguisher safety inspections & maintenance<br>i.) labware cleaning & sterilization<br>j.) maintain chemical & inventory supply | What to do; how to do it; when to do it; how much; is it in control; is it in compliance; how to trouble shoot; how to resolve | Daily | 15 |

| | | | | |
|---|---|---|---|---|
| 5 | METHOD DEVELOPMENT<br>Intermediate:<br>a.) assist in implementing analytical methods<br>b.) review & update existing analytical methods<br>c.) analytical problem solving & subsequent corrective action | How do you bring a new analytical method up; is it accurate; is it in compliance; are established methods accurate and being followed; what new methods need to be investigated; what new instruments need to be investigated | Annually | 5 |
| 6 | QUALITY CONTROL / QUALITY ASSURANCE<br>Intermediate:<br>a.) peer review: data calculations & verification<br>b.) extensive standard / reagent qualtiy control analysis<br>c.) calibration verification<br>d.) ensure Colorado Department of Public Health & Environment laboratory certification compliance<br>e.) participate in State on-site audits<br>f.) participate in & successfully complete required State & Federal proficicency testing studies<br>g.) successful completion of intial demonstartion of capability for each method<br>h.) perform method detection limit & report limit studies<br>i.) perform side-by-side method comparison studies<br>j.) adhere to all Quality Assurance Manual procedures | Must know and understand complex mathmatical expressions and statistics; is it correct; ist it in compliance; how to troubleshoot and reslolve.<br><br>How to calculate; how much and when; are detection limits accurate and valid; what is Quality Assurance; who do you perform it; how is it interpreted; what to do with the results; is it in compliance.<br><br>What are the Lab certification rules; how do you achieve it; how do you maintain it; how do you know if you are in compliance. | Daily | 10 |
| 7 | HEALTH & SAFETY<br>Intermediate:<br>a.) safety shower / eyewash / fire extinguisher safety inspection & maintenance<br>b.) conduct safety meetings / training<br>c.) compliance with all mandated safety requirements<br>d.) review / follow all Material Safety Data Sheets<br>e.) perform lab safety inspections<br>f.) assist in accident investigation<br>g.) maintain CPR & first aid certification<br>h.) adhere to Good Laboratory Practice methods | What are the Safety regulations; how do you perform each of the duties; are you in compliance; what should be changed and how; how to recognize safety hazards; how to respond to a hazardous situation (chemical spill or release, chemical contact, fumes, infectious contamination, etc.); what Personal Protective Equipment is required | Daily | 10 |
| 8 | | | Select | |

| | | | | |
|---|---|---|---|---|
| 9 | | | Select | |
| 10 | | | Select | |
| 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 |
|---|---|
| 1-7 | K - Good Laboratory Practices, Laboratory Safety and the OSHA Lab Standards |
| 1-7 | K - Standrd Methods for Water and Wastewater Analysis |
| 2,3,5,6, | K - Intermediate and advanced mathematical concepts and calculations |
| 2,3,5,6, | K - Intermediate astatistical concepts and principles |
| 1 | K - Sampling protocols and techniques |
| 2,3,4,5 | K - Analytical chemistry, microbiology, biology, and physics principles |
| 2,4,5 | K - Complex analytical intstrument theory and operation |
| 2,4,6 | K - Quality Control and Quality Assurance principles and practices |
| 1-6 | K - Advanced computer literacy |
| 7 | K - Chemical waste disposal techniques and regulatory requirements |
| 1-7 | K & S - Leadership, team and project management concepts and skills |
| 1,2,4 | S - Operate simple to complex analytical instrumentation |
| 2-6 | S - Perform mathematical and statistical evaluation of data |
| 1,2,4 | S - Manual dexterity, extensive hand-eye coordination and utilizing proper laboratory techniques in pipetting, reagent preparation, equipment calibration, etc. |

| | |
|---|---|
| 1-7 | S - Skill in communicating clearly, concisely, and accurately with peers, staff, and supervisors. Essential in both day-to-day operations and in training other employees. |

## 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 | |
|---|---|---|
| ☐ | ☐ | Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions) |
| ☐ | ☐ | High School Diploma or equivalent (G.E.D.) |
| ☐ | ☐ | Up to one year of specialized or technical training beyond high school |
| ☒ | ☒ | Associate degree (A.S., A.A.) or two-year technical certificate |
| ☐ | ☐ | Bachelor's degree |
| ☒ | ☐ | Other (explain): — 1 course away from B.S. - Biology. scheduled to be completed Spring 2009 12/29/08 & Hollands |

**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**

| You Have | Your Time | You Need | Minimum Time Required |
|---|---|---|---|
| increasingly responsible laboratory analysis experience | 8 years | increasingly responsible laboratory analysis experience | 2 years |
| | years | | years |
| | years | | years |

a. What field (s) should training or degree be in?
Chemistry, biology, microbiology, or other science related field

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

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 | |
| | | |
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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. Have all samples and analyses been collected and performed in compliance with the Safe Drinking Water Act, Clean Water Act, Colorado Primary Drinking Water Act and Standard Methods?

2. Is the data generated representative, accurate and legally defensible?

3. Have all safety standards and safe work procedures and policies been adhered to?

**Attachment III-4**

## MACHINES, TOOLS AND EQUIPMENT

| Duty # | Machines, Tools, Equipment | Frequency / Time |
|---|---|---|
| 2,4,6 | Analytical balance | W – 10 min |
| 1-4,6 | Thermometers | D – 10 min |
| 1,2,4,6 | Centrifuge | M – 45 min |
| 1-4,6 | Turbidimeter | W – 2 hours |
| 1-4,6 | pH / ISE meter | W – 30 min |
| 1-4,6 | Conductivity meter | W – 45 min |
| 1-4,6 | Colorimeter | W – 2 hours |
| 2-4,6 | Spectrophotometer | Q – 30 min |
| 2,4,6 | Drying ovens / furnaces | Q – 3 hours |
| 1,2,4,6 | Laboratory refrigerators | D – continuous |
| 2,4,6 | Incubators / waterbaths | D – continuous |
| 4,7 | Autoclave | D – continuous |
| 1,2,4,6,7 | Glassware washer | D – continuous |
| 1,2,4,6 | Filtration apparatus | W – 75 min |
| 1,2 | Stereo microscope | W – 60 min |
| 1,2,4,6,7 | Fume hoods | D – continuous |
| 1,2,4,6 | Micro & macro pipets | D – 1 hours |
| 2 | Quanti-tray apparatus | D – 15 min |
| 2 | Incinerators | D – 20 min |
| 1,2 | Hot plate / stirrers | W – 60 min |
| 1,2 | Air compressor / vacuum pump | D – 75 min |
| 1,2,4,6 | Reverse osmosis / deionizer water system | D – continuous |
| 2,3,4,6 | Ion Chromatograph | W – 4 hours |
| 2,4 | Sonicator | M – 45 min |
| 1,2,4,6,7 | Biologic Safety Cabinet | M – 6 hours |
| 1,2,4,6 | Laboratory glassware | D – continuous |
| 2,3,4,6 | Computers / software | D – continuous |
| 2,4,6,7 | Ultraviolet sterilizer | W – 60 min |
| 2,6 | Desiccators | D - continous |
| 1,2,4,6 | Fluorescence, phase contrast, DIC microscope | M – 8 hours |
| 1,2,4,6 | Flow meter | M – 1 hour |
| 1-4,6 | Multi parameter probe | M – 1 hour |
| 2,4,6 | Rotating mixer | M – 1 hour |
| 2,4,6 | Vortexer | M – 1 hour |
| 2,4,6 | Wrist shaker | M – 1 hour |

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

| | | | |
|---|---|---|---|
| forward, downward or outward. | | | |
| **Pulling**: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | 5--Daily | 2--Very Important | 1,4 |
| **Fingering**: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. | 5--Daily | 3--Extremely Important | all |
| **Grasping**: Applying pressure to an object with the fingers or palm. | 5--Daily | 3--Extremely Important | all |
| **Lifting**: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles. | 5--Daily | 3--Extremely Important | all |
| **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 | 1,2,4,5,6 |
| **Talking**: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | 5--Daily | 3--Extremely Important | 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 | 3,5,6 |
| **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 | 5--Daily | 3--Extremely Important | 1,2,4,7 |

| | | | |
|---|---|---|---|
| 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. | 5--Daily | 3--Extremely Important | 1,2,4 |
| **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 | 0 |
| **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 | 0 |

## 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.) | ☐ | ☐ | ☐ |
| Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation) | ☐ | ☐ | ☒ |
| Hazardous materials (chemicals, blood and other body fluids, etc.) | ☐ | ☐ | ☒ |
| Extreme temperatures | ☒ | ☐ | ☐ |
| Inadequate lighting | ☐ | ☐ | ☐ |
| Work space restricts movement | ☒ | ☐ | ☐ |
| Intense noise | ☐ | ☐ | ☐ |
| Travel | ☒ | ☐ | ☐ |
| Environmental (disruptive people, imminent danger, threatening environment) | ☐ | ☐ | ☐ |

## 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: 12/29/03

## 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 |
|---|---|
| | |
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| | |

**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: 12/29/08

Supervisor Signature: _____ Date: 12/29/08

Department Head Signature: _____ Date: 1/8/09

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.