

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.

Division:

Department:

For Individual Questionnaires Only:

Employee Name:

Drake

Michael

T

(Last)

(First)

(Middle Initial)

Current Classification Title:

Senior Wastewater Treatment Plant Operator

Division

Wastewater Services

Department

Utilities and Street Systems

Total Length of Time with organization

27 Years 7 months

Total Length of Time in Current Position

3 Years 6 months

Assigned Hours/Week; from 7:00a t o 5:30p

Assigned Days/Week MTWT

Email: miked@gjcity.org

Work Phone: 970-256-4167

Immediate Supervisor:

Immediate supervisor reports to:

Name:

Jay Vancil

Name:

Dan Tonello

Title:

Wastewater Operations Supervisor

Title:

Wastewater Services Superintendent

**Work
Phone**

256-4166

**Work
Phone:**

256-4171

E-mail:

jayv@gjcity.org

E-mail:

dant@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.

Provide the supervisor and operators all necessary computer data processing and required report generation to assess plant operations. Perform the duties and responsibilities of Wastewater Treatment Plant Operator for absent personnel. Perform the duties and responsibilities for computerized flow monitoring in the sewage collection system.

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).	4
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	4
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	3

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

YOUR COWORKERS' JOB TITLES

Wastewater Treatment Plant Operator
Stationary Equipment Operator

YOUR DIRECT REPORTS' JOB TITLES

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

☐ Full Time

☐ Part-Time

☐ Seasonal/Temp

☐ Volunteer

☐ Contract

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

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates	daily	Coordinate projects, collect and provide info
Maintenance	daily	Solve problems, coordinate projects
Wastewater Laboratory	daily	Collect and Provide Information
Clerical Staff	daily	Collect and Provide Information
Administration	daily	Solve Problems
Environmental Compliance Coordinator	daily	Collect and Provide Information
Utility Engineer	monthly	Collect and provide information

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public	weekly	Collect and Provide Information
Building Contractors	yearly	Coordinate Projects
Colorado Plant Operators Certification Board	yearly	Environmental Compliance, Licensing
Police Department	yearly	Plant Emergency
Fire Department	yearly	Plant Emergency/Chemical Spills
General Public	monthly	Plant Tours/Water Festival

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	Prepare monthly operational and federal regulatory reports and graphing by inputting laboratory and operational data into computer software	Create, revise forms and reports, create calculations, graphs	Daily	60
2	Operate all mechanical and biological processes throughout the wastewater facility	Feed rates, flow rates, process changes, flow configuration, data interpretation	Weekly	20
3	Sewage collection system computerized flow monitoring	When to read meters, where to locate meters	Monthly	10
4	Create and update Wastewater web page	Information, stories, pictures to include, page layout	Monthly	5
5	Responding to emergency dialer call outs	How to safely correct emergency condition, what personnel are required to correct emergency condition, what personnel should be notified of emergency condition	Monthly	5
6			Select	
7			Select	
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
1,3,4	Knowledge of operation, use and application of computers and peripherals
1,3,4	Skill in using different software programs i.e. Word,Excel,Operator10,Dreamweaver,Fireworks
1,3,4	Skill to enter data accurately at a speed necessary to meet task deadlines
1,3	Skill to produce accurate reports and graphs
1,3	Knowledge to review data and recognize errors and make corrections
2	Knowledge of the practices, principles, and procedures for operation and maintenance of a class "A" wastewater treatment facility.
2	Knowledge of Confined Space Entry certification.
2	Skill to operate plant equipment, to include: Flow measurement devices, circular charting apparatus, auto samplers, barscreens, stepscreens, grit pumps, grit washers, screenings conveyor and press, centrifugal pumps and Variable Frequency Drives, gate valves, piston pumps, sludge blanket devices, sludge rakes, programmable logic controllers, laboratory centrifuge, flow counters, flow meters, chlorine meters, turbidity meters, chemical feed controllers, overhead cranes, telescopic valves, decant valves, gas fired boilers, heat exchangers, drip traps, rotary lobe pumps, gas meters, gas testing equipment, diaphragm pumps, grease removal apparatus, Self Contained Breathing Apparatus, and appropriate Personal Protective Equipment.
2	Skill to perform microscopic evaluation of various biological matrices.
2	Knowledge and practice of safe chemical handling procedures.
2	Knowledge to perform various laboratory analysis through representative sampling, use of Standard Methods, and data interpretation for process control and reporting purposes.
5	Knowledge to respond to plant emergency call outs via the alarm dialer and take appropriate corrective action in order to prevent or cease further equipment damage and/or environmental non-compliance.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION: What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Wastewater Operator	29 years	Wastewater Operator	4 years
Intermediate computer skills	22 years	Basic computer skills	1 years
	years		years

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

Wastewater Biology, Chemistry, Environmental Sciences, Algebra, Geometry, Physics, Computer

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.

State of Colorado Class "A" Wastewater Operator's License, American Red Cross CPR/AED Certification, Colorado Driver's License

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

Duty #	Machines, Tools, Equipment	Frequency/Time
1,3,4	Computer, printer, scanner, Digital camera, Telephone, software	Daily
2	Step Screens/Screw Conveyor/Screenings Press	Runs Continuously
2	Grit Pumps/Grit Washers, Raw Sewage Pumps	Runs Continuously
2	Primary Clarifier/Primary Sludge Pumps	Runs Continuously
2	Aeration Basin Blowers/Sludge Pumps	Runs Continuously
2	Microscope/spin Centrifuge/Settleometers	Weekly
2	Chlorine and Sulpher Dioxide Gas Feed Systems	Runs Continuously
2	Gas Boiler/Sludge Recirculatin Pump	Runs Continuously
2	Rotary Lobe Pumps	Weekly
5	Emergency Dialer/Alarm System	Weekly/Intermittant
2	Hand and Power Tools, Hand and Powered Cleaning Apparatus	Weekly
2	Grease Beacher	Weekly
2,3,5	Cars, trucks, suv's	Weekly

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. After inputing and examining operational data, if I judge a plant process is not performing nominally, meeting with Operations Supervisor to discuss/solve the problem.

2. In the event of an emergency call in via the dialer, we assess the emergency and determine what specific personnel will be needed to address the emergency, and who should be notified as to the nature of the emergency.

3. After taking photos and writing text for the web page, I decide how to place the items and layout the page(s).

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

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	3--Extremely Important	2,3,5
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	2,3,5
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	all
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	all
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	2--Very 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.	2--Quarterly	1--Somewhat Important	all
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	all

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	2,3,5
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.	4--Weekly	3--Extremely Important	2,3,5
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.	3--Monthly	3--Extremely Important	2,3,5

2. WORKING CONDITIONS.

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

☐ Does Not Apply

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

This is a professionally licensed position requiring license renewal every three years, with three continuing education credits mandated for each renewal. A working knowledge of algebra, geometry, chemistry, biology, and physics is attendant to the position. Accurate record keeping of process parameters and test results for process control and environmental compliance reports is mandatory.

EMPLOYEE CERTIFICATION

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

Signed: Michael T. Drake Date: 1/5/09

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments
	The position of Senior Wastewater Plant Operator is a position that requires the knowledge of the entire wastewater operations. In addition to the daily computer skills of data input, the accuracy of the data is of utmost importance. Knowing when an analytical number is outside the normal range and having the ability to research and qualify any outlying data is essential to our reporting and the ability to discharge our effluent to the Colorado River.

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: Michael T. Drake Date: 1/5/09
Supervisor Signature: [Signature] Date: 1-5-09
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.