CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

Is this a g	group questionnaire? 🛛 Yes 🗌	No If yes, ple	ease list a	ıll employee names.
Wastewat	er Operators:			
Susan Br	itton			
Anthony	Creamer			17
Monica W	'ertenberger			
Stephen Y	Toung			
Division	: Utilities, Streets and Facilities	Denartn	nent. W	astewater Services
	, so and recommend	2 Opti Cir	TACALL. VV	astewater Services
	For Individual	Ouestionnair		
	TOI IIIIIVIIIII	guestionnan	es only:	
mployee N				
	(Last)	(F	rirst)	(Middle Initial)
urrent Cla	ssification Title:			
ivision		Departme	ent	
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			¥. ×	
otal Lengt	h of Time with organization	7	rears	months
otal Lengt	h of Time in Current Position		Years	months
signed Ho	ours/Week:; from to		Assigned	l Days/Week
• • •				a Day Sy W CCIR
nail:		Work Phor	1e:	
<u>I</u> 1	mmediate Supervisor:	Imm	ediate sı	upervisor reports to:
me:	Jay Vancil	Name:	Daniel	Tonello

 Work
 Work

 Phone
 (970) 256-4166

 Phone:
 (970) 256-4170

 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.

To operate all mechanical and biological processes throughout the wastewater treatment plant; maintain effluent quality within the standards and guidelines set forth by the State of Colorado and the Environmental Protection Agency; maintain good public relations and customer service through tours and proper handling of emergencies such as power outages and equipment failures.

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).	1
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
\boxtimes	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.	3
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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 Operator	N/A
Stationary Equipment Operator	
Senior Operator	
	. 1
N AAANNAA C	

YOUR DIRECT REPORTS' JOB TITLES

- 10	

Please indicate	the nature of the gr	oup supervised and the i	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 information
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
Purchasing	daily	Receive and Transport Goods

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.

EXAMPLE (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	Operate all mechanical and biological processes throughout the facility	Feed rates, flow rates, process changes, flow configuration, data interpretation	Daily	75%
2	Attend training mandatory for licensure requirement of this position	Choosing applicable training, coordinating attendance per facility staffing requirements	Weekly	10%
3	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	Daily	5%
4	Light maintenance and cross training	Prioritization of maintenance tasks, types of training to pursue, coordination of tasks in accordance with facility staffing requirements	Daily	10%
5			Select	
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	Thorough understanding of the practices, principles, and procedures for operation and maintenance of a class "A" wastewater treatment facility.	
1 .	Confined Space Entry certification.	
1	Operation of 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, diaphram pumps, grease removal appartus, Self Contained Breathing Apparatus, and appropriate Personal Protective Equipment.	
1	Perform microscopic evaluation of various biological matrices.	
1	Knowledge and practice of safe chemical handling procedures.	
1	Ability to perform various laboratory analysis through representative sampling, use of Standar Methods, and data interpretation for process control and reporting purposes.	
2	Ability to comprehend and follow all safety rules and regulations.	
2	Ability to read, hear, and comprehend all required training and pass all required tests.	
3	Abilty 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.	
4	Ability to perform light repairs and assist maintenance personnel in larger projects.	

Perform routine equipment maintenance.	
Clean plant as needed.	

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.)
\boxtimes	\boxtimes	Up to one year of specialized or technical training beyond high school
\boxtimes		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
		Other (explain): HAZWOPER Certification .

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	<u>Your Time</u>		You Need	<u>Minimum</u> <u>Time</u> Required	
Wastewater Operator Experience	9	years	Wastewater Operator Experience	4	years
Water Plant Operator experience	1.5	years			vears
Lab Technician Experience	1.5	years			years

- a. What field (s) should training or degree be in? Wastewater Biology, Chemistry, Environmental Sciences, Algebra, Geometry, Physics
- **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/AEDCertification, 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	Grease Beacher	Weekly/2hrs
1	Influent Flow Meter	Runs Continuously
1	Step Screens/Screw Conveyor/Screenings Press	Runs Continuously
1	Grit Pumps/Grit Washers	Runs Continuously
1	Raw Sewage Pumps	Runs Continuously
1	Primary Clarifier/Primary Sludge Pumps	Runs Continuously
1	Aeration Basin Blowers/Sludge Pumps	Runs Continuously
1	Microscope/spin Centrifuge/Settleometers	Daily/2.5hrs
1	Chlorine and Sulpher Dioxide Gas Feed Systems	Runs Continuously
1	Gas Boiler/Sludge Recirculatin Pump	Runs Continuously
1	Rotary Lobe Pumps	Daily/4 hrs
3	Emergency Dialer/Alarm System	Weekly/Intermittant
4	Hand and Power Tools, Hand and Powered Cleaning Apparatus	Daily/2-4 hrs

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. Using microscopic examination, we evaluate the quantity and quality of the bacterial, protozoan, and metazoan population found in our secondary treatment process, and determine what, if any effect filamentous bacteria are having on the overall floc structure and settling characteristics of that biomass, and what if any chemical feed adjustments should be made based on this evaluation.
- 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. By evaluating influent loadings, aeration basin dissolved oxygen content, chlorine demand, effluent Biochemical Oxygen Demand, effluent Total Suspended Solids, and effluent ammonia as NH3-N, we determine air feed rates to the activated sludge process.

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

Importance

How frequently is the activity performed?

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

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)

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.	5Daily	3Extremely Important	All
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.	4Weekly	3Extremely Important	All
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.	5Daily	3Extremely Important	All
Kneeling : Bending legs at knee to come to a rest on knee or knees.	5Daily	3Extremely Important	All
Crouching : Bending the body downward and forward by bending leg and spine.	5Daily	3Extremely Important	All
Crawling : Moving about on hands and knees or hands and feet.	0Never	0Not Important	N/A
Reaching: Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	A11
Standing : Particularly for sustained periods of time.	5Daily	3Extremely Important	All
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	3Extremely Important	All
Pushing: Using upper extremities to press against something with steady force in order to thrust	5Daily	3Extremely Important	All

forward, downward or outward.			
Pulling: Using upper extremities to evert force in			
order to draw, drag, haul or tug objects in			
Sustained motion.	5	3Extremely Important	All
Fingering: Picking, pinching, typing or otherwise			2 111
working, primarily with fingers rather than with			
the whole hand or arm as in handling.	1 5Daily	3Extremely Important	All
Grasning: Applying pressure to		- Janaportani	All
Grasping : Applying pressure to an object with the fingers or palm.	5 Deiler	0.7	- 15
Lifting Delater 11 1	5Daily	3Extremely Important	All
Lifting: Raising objects from a lower to a higher			
position of illoving objects horizontally from	SV	×	
position-to-position. This factor is important if it	La /	1000	
occurs to be a considerable degree and requires the	. I oDaily	3Extremely Important	All
substantial use of the upper extremities and back	*		7 111
muscles.	4		
Feeling: Perceiving attributes of objects, such as			1(6)
or fexture by touching the	4 3371-1		
skin, particularly that of fingertips.	4Weekly	1Somewhat Important	All
Talking: Expressing or exchanging ideas by		* SSESS	
means of the spoken work. Those activities in			
which they must convey detailed or important			
spoken instructions to other works	5Daily	3Extremely Important	All
spoken instructions to other workers accurately, loudly, or quickly.		J Portain	All
Hearing: Dorocivia at 1			
Hearing: Perceiving the nature of sounds with no			
1000 than a 4ub loss (# 500 Hz 1 000 Hz and 0 000		×	
will of williout correction. Ability to receive			
uctaned information through oral communication	1 5 5 11	2-Very Important	
and to make line discriminations in sound and		2Very Important	A11
as when making line adjustments on machined			
Jarts.	1		
Seeing: The ability to perceive the nature of			
blects by the eye. Seeing is important for			
razaruous jobs where detective seeing would recult		1	
n injury and also jobs where special and minute			
accuracy, inspecting and sorting exist. A high			
legree of visual efficiency, placing intense and			
continuous demands on the eyes by moving			
nachinery and other objects are also considered			
mortant Other important for also considered	5Daily	0 15-1	
mportant. Other important factors of seeing are	5Daily	3Extremely Important	A11
cuity (near and far), depth .perception (three		1	
imensional vision), accommodation (adjustment of		1	
als of eye to pring an object into sharp formal		1	
cid of vision (area that can be seen up and down)		1	
to the right of left while eves are fixed on a given		1	
only and color vision (ability to identify and)			
isunguish colors).			
epetitive Motions: Substantial repetitive			
ovements (motions) of the wrists, hands, and/or	A 3371-1		
agers.	4Weekly	1Somewhat Important	A11
edentary Work: Exerting up to 10 pounds of			en e
rce occasionally and/or a negligible amount of			
rce frequently or constantly to lift, carry, push,			
ill or otherwise move abitation carry, push,			
or otherwise move objects, including the		1.6-	
man body. Sedeniary work involves sitting most	2Quarterly	1Somewhat Important	A11
the time. Jobs are sedentary if walking and			
anding are required only occasionally and all		1	
her sedentary criteria are met.	1		
d to the day of the da		· · · · · · · · · · · · · · · · · · ·	
ght Work: Exerting up to 20 pounds of force			
gat Work: Exerting up to 20 pounds of force casionally, and/or up to 10 pounds of force			
casionally, and/or up to 10 pounds of force quently, and/or a negligible amount of force	5Daily	3Extremely Important	Δ11
ght Work: Exerting up to 20 pounds of force	5Daily	3Extremely 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.			6
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.	5Daily	3Extremely Important	All .
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.	4Weekly	3Extremely Important	All
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.	3Monthly	3Extremely Important	All

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
_			K-K-J

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)			\boxtimes
Hazardous materials (chemicals, blood and other body fluids, etc.)			\boxtimes
Extreme temperatures	П	X	
Inadequate lighting			
Work space restricts movement	X		
Intense noise		M	
Travel	X		
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).

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	ve statements and responses are accurate and complete to the best of my
knowledge.	
Signed:	Supar Sutto Date: 01/07/09
TO BE COMPLE	TED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD
change anything address any perform the purpose of entire JAQ for confine treet, please for you disagree with below the question	be used by the Supervisor to note any additional comments, additional ements with any section of the questionnaire. The Supervisor should not written by the individual filling out the questionnaire nor should they ormance issues. Please remember that this questionnaire is intended solely faccurately describing the job in question. Supervisors, please review the appleteness and accuracy. If there are sections that are not complete or are fill in the blanks when you review the questionnaire with the incumbent. If any information provided or believe some information is missing, indicate on number and your comments. Please note the form should have all to ensure all have read the questionnaire.
Question No.	Comments
H	
-	
,,	

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: Summer Button Date: _01/07/09
Supervisor Signature: Date: 1-7-09
Department Head Signature: Date: 18/19
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.

DEPARTMENT HEAD.

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, curre	ent job title, your immediate superviols throughout the study.		-	0 0
	oup questionnaire? ⊠ Yes □ No	If yes, plea	se list al	l employee names.
Wastewate	r Operators:			
Susan Brit	ton			
Anthony C	reamer	* 1	11	I I I I I I I I I I I I I I I I I I I
Monica We	ertenberger			A Like State
Stephen Yo	oung			
			<u> </u>	The state of the s
Division:	Wastewater Services	Departme	ent: Uti	llities, Streets and Facilities
Employee N	For Individual Quame:	<u>lestionnaire</u>	s Only:	
)	(Last)	(Fir	st)	(Middle Initial)
Current Clas	sification Title:			
Division .		Departme	nt	
//	To the second se			
	· '			
otal Lengtl	n of Time with organization	Ye	ears	months
rotal Lengtl	n of Time in Current Position	Ye	ears	months
Assigned Ho	urs/Week:; from : to	,	Assigne	l Days/Week
Email:		Work Phone	e:	
<u>I</u> 1	nmediate Supervisor:	Imme	diate s	upervisor reports to:
lame:	Jay Vancil	Name:	Daniel	Tonello
Pitle.	Operations Supervisor	Title:	Wast	ewater Services Manager

Work Phone	(970) 256-4166	Work Phone:	(970) 256-4170	
E-mail:	JayV@gjcity.org	E-mail:	DanT@gicity.org	

II. POSITION INFORMATION

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Example: Computer Support Technician

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

assistance to users.

To operate all mechanical and biological processes throughout the wastewater treatment plant; maintain effluent quality within the standards and guidelines set forth by the State of Colorado and the Environmental Protection Agency; maintain good public relations and customer service through tours and proper handling of emergencies such as power outages and equipment failures.

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YOUR COWORKERS' JOB TITLES

Wastewater Operator Stationary Equipment Operator Senior Operator

YOUR DIRECT REPORTS' JOB TITLES

	1. A.

Please indicate	the nature of the gr	oup supervised and the	number supervised	
☐Full Time	Part-Time	Seasonal/Temp	□ Volunteer	Contrac

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

1. Inside your organization (other City Departments):

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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.

EXAMPLE (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	М	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	М	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	Operate all mechanical and biological processes throughout the facility	Feed rates, flow rates, process changes, flow configuration, data interpretation	Daily	75%
2	Attend training mandatory for licensure requirement of this position	Choosing applicable training, coordinating attendance per facility staffing requirements	Weekly	10%
3	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	Daily	5%
4	Light maintenance and cross training	Prioritization of maintenance tasks, types of training to pursue, coordination of tasks in accordance with facility staffing requirements	Daily	10%
5			Select	
6		V V	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	Thorough understanding of the practices, principles, and procedures for operation and maintenance of a class "A" wastewater treatment facility.		
1	Confined Space Entry certification.		
1	Operation of 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, diaphram pumps, grease removal appartus, Self Contained Breathing Apparatus, and appropriate Personal Protective Equipment.		
1 .	Perform microscopic evaluation of various biological matrices.		
1	Knowledge and practice of safe chemical handling procedures.		
1	Ability to perform various laboratory analysis through representative sampling, use of Standar Methods, and data interpretation for process control and reporting purposes.		
2	Ability to comprehend and follow all safety rules and regulations.		
2	Ability to read, hear, and comprehend all required training and pass all required tests.		
3	Abilty 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.		
4.	Ability to perform light repairs and assist maintenance personnel in larger projects.		

4	Perform routine equipment maintenance.
4	Clean plant as needed.

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	
	. П.	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
\boxtimes		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
	\boxtimes	Other (explain): Colorado Class D Wastewater Operation Certification

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	You	ır Time	You Need	<u>Minimum</u> <u>Time</u> <u>Required</u>	
Wastewater Operator Experience	5.0	years	Wastewater Operator Experience	.5	years
		years			years
44		years			years

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	Grease Beacher	Weekly/2hrs
1	Influent Flow Meter	Runs Continuously
1	Step Screens/Screw Conveyor/Screenings Press	Runs Continuously
1	Grit Pumps/Grit Washers	Runs Continuously
1	Raw Sewage Pumps	Runs Continuously
1	Primary Clarifier/Primary Sludge Pumps	Runs Continuously
1	Aeration Basin Blowers/Sludge Pumps	Runs Continuously
1	Microscope/spin Centrifuge/Settleometers	Daily/2.5hrs
1	Chlorine and Sulpher Dioxide Gas Feed Systems	Runs Continuously
1	Gas Boiler/Sludge Recirculatin Pump	Runs Continuously
1	Rotary Lobe Pumps	Daily/4 hrs
3	Emergency Dialer/Alarm System	Weekly/Intermittant
4	Hand and Power Tools, Hand and Powered Cleaning Apparatus	Daily/2-4 hrs

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. Using microscopic examination, we evaluate the quantity and quality of the bacterial, protozoan, and metazoan population found in our secondary treatment process, and determine what, if any effect filamentous bacteria are having on the overall floc structure and settling characteristics of that biomass, and what if any chemical feed adjustments should be made based on this evaluation.
- 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. By evaluating influent loadings, aeration basin dissolved oxygen content, chlorine demand, effluent Biochemical Oxygen Demand, effluent Total Suspended Solids, and effluent ammonia as NH3-N, we determine air feed rates to the activated sludge process.

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

Importance

How frequently is the activity performed?

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

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)

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.	5Daily	3Extremely Important	All
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.	4Weekly	3Extremely Important	All
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.	5Daily	3Extremely Important	All
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5Daily	3Extremely Important	All
Crouching: Bending the body downward and forward by bending leg and spine.	5Daily	3Extremely Important	All
Crawling : Moving about on hands and knees or hands and feet.	0Never	0Not Important	N/A
Reaching : Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	All
Standing : Particularly for sustained periods of time.	5Daily	3Extremely Important	All
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	3Extremely Important	All
Pushing: Using upper extremities to press against something with steady force in order to thrust	5Daily	3Extremely Important	All

forward, downward or outward.			
Pulling: Using upper extremities to exert force in			
order to draw, drag, haul or tug objects in a	5Daily	3Extremely Important	All
sustained motion.		3	
Fingering: Picking, pinching, typing or otherwise			
	5Daily	3Extremely Important	All
working, primarily with fingers rather than with	5Daily	3Extremely important	AII
the whole hand or arm as in handling.		Land to the same of the same o	
Grasping: Applying pressure to an object with the	5Daily	3Extremely Important	All
fingers or palm.	3Бапу	3Extremely important	Tui
Lifting: Raising objects from a lower to a higher			
position or moving objects horizontally from	'		
position-to-position. This factor is important if it	II DOWN TACHY VANCES		
	5Daily	3Extremely Important	All
occurs to be a considerable degree and requires the			
substantial use of the upper extremities and back			
muscles.		*	
Feeling: Perceiving attributes of objects, such as			
size, shape, temperature or texture by touching the	4Weekly	1Somewhat Important	All
skin, particularly that of fingertips.	: Assessed		
Talking: Expressing or exchanging ideas by			
	}		
means of the spoken work. Those activities in	- 5 -		A 11
which they must convey detailed or important	5Daily	3Extremely Important	All
spoken instructions to other workers accurately,			
loudly, or quickly.			
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			
	5Daily	2Very Important	All
detailed information through oral communication,	3Daily	2 very important	TIII
and to make fine discriminations in sound, such			
as when making fine adjustments on machined			
parts.			
Seeing: The ability to perceive the nature of			
objects by the eye. Seeing is important for			
hazardous jobs where defective seeing would result			
		2	
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	5Daily	3Extremely Important	All
important. Other important factors of seeing are	3Daily	3Extremely important	7111
acuity (near and far), depth perception (three	3.0		
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).			
Repetitive Motions: Substantial repetitive			
movements (motions) of the wrists, hands, and/or	4Weekly	1Somewhat Important	All
fingers.			PETROCKET
Sedentary Work: Exerting up to 10 pounds of			
force occasionally and/or a negligible amount of	1		
force frequently or constantly to lift, carry, push,			
pull or otherwise move objects, including the	2 Onortonie	1Somewhat Important	All
human body. Sedentary work involves sitting most	zQuarterry	1Somewhat important	FAII
of the time. Jobs are sedentary if walking and			
standing are required only occasionally and all			
other sedentary criteria are met.			
Light Work: Exerting up to 20 pounds of force			
occasionally, and/or up to 10 pounds of force	5Daily	3Extremely Important	All
frequently, and/or a negligible amount of force	U-Daily	o manding important	1 444
constantly to move objects. If the use of arm			
COMBIGUITALY TO THOSE ODICORD. THE CHOO OF CHAIR			The second section will be a second second

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.			ı
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.	5Daily	3Extremely Important	All
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.	4Weekly	3Extremely Important	All
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.	3Monthly	3Extremely Important	All

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.

-			
1 1	Door	DY-A	A Tun
	Does	MOL	Apply
_			EE-J

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		\boxtimes	
Inadequate lighting		\boxtimes	
Work space restricts movement			
Intense noise		\boxtimes	
Travel			
Environmental (disruptive people, imminent danger, threatening environment)		\boxtimes	

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.

I certify that the above	e statements/and/responses are	accurate and complete to the best of my	7
knowledge.			
Signed:	alfre	Date: 1-7-09	

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

1

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
-	In regards to the minimum time required on page 9 of 17, the minimum time required is dependent on the certification level of the Wastewater operator. A Colorado class "A" wastewater operator requires 4 years experience, Class "B" wastewater operator requires 3 years, class "C" wastewater operator requires 2 years, and class "D" requires a minimum of 1 month preferably 6 months experience.
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49	3
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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: 1-7-0-7
Supervisor Signature: Date: 1-7-09
Department Head Signature: Date: 1/8/19
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.

Please check the appropriate statement:

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, cur	rent job title, your immediate supervision throughout the study.		
F	group questionnaire? 🛛 Yes 🗌 No	If yes, please	e list all employee names.
Wastewat	er Operators:		
Susan Br	itton		
Anthony	Creamer		
Monica W	Vertenberger		
Stephen Y	Young		
-1 - 110 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1			' h = was the same
Division	: Wastewater Services	Departmen	at: Utilities, Streets and Facilities
Employee l	(Last)	(First)	(Middle Initial)
Current Cla	ssification Title:	Department	E
Total Leng	th of Time with organization	Yea	ars months
	th of Time in Current Position	Yea	ars months
Assigned H	ours/Week:; from to	As	ssigned Days/Week
Email:		Work Phone:	
]	Immediate Supervisor:	Immed	iate supervisor reports to:
Name:	Jay Vancil	Name:	Daniel Tonello
T1341 0 0	Operations Supervisor	Title	Wastewater Services Manager

 Work
 Work

 Phone
 (970) 256-4166
 Work

 Phone:
 (970) 256-4170

 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.

To operate all mechanical and biological processes throughout the wastewater treatment plant; maintain effluent quality within the standards and guidelines set forth by the State of Colorado and the Environmental Protection Agency; maintain good public relations and customer service through tours and proper handling of emergencies such as power outages and equipment failures.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

a.	The	chart	below	asks	for y	our s	specifi	ic sup	ervisory	resp	onsib	ilities.	lf a c	luty	staten	nent	applies	to
	you,	pleas	e chec	k the	box	unde	r the	"Yes"	column	and	then	indicate	the	num	ber of	emp	oloyees	for
	whic	h you	are re	spons	ible t	to the	right	of the	e stateme	ent.								

Yes	Duty I do not officially supervise other employees (sign performance reviews).				
	I evaluate and sign performance reviews of other full-time employees.				
П	I evaluate and sign performance reviews of part-time, temporary or contract employees.				
\boxtimes	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.				
\boxtimes	I provide advice to peers that they must consider carefully before making a decision.	3			
\boxtimes	I provide information to supervisors/management that they use in making a decision.	2			

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 Operator Stationary Equipment Operator Senior Operator

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

Seasonal/Temp

Fox Lawson & Associates, LLC

Contract

Volunteer

YOUR DIRECT REPORTS' JOB TITLES

Part-Time

Full Time

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 information			
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			
Purchasing	daily	Receive and Transport Goods			

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose Collect and Provide Information				
Ex: Vendors, Gen. Public	weekly					
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.

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	М	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	М	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	Operate all mechanical and biological processes throughout the facility	Feed rates, flow rates, process changes, flow configuration, data interpretation	Daily	75%
2	Attend training mandatory for licensure requirement of this position	Choosing applicable training, coordinating attendance per facility staffing requirements	Weekly	10%
3	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	Daily	5%
4	Light maintenance and cross training	Prioritization of maintenance tasks, types of training to pursue, coordination of tasks in accordance with facility staffing requirements	Daily	10%
5			Select	
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	Thorough understanding of the practices, principles, and procedures for operation and maintenance of a class "A" wastewater treatment facility.				
1	Confined Space Entry certification.				
1	Operation of 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, diaphram pumps, grease removal appartus, Self Contained Breathing Apparatus, and appropriate Personal Protective Equipment.				
1 .	Perform microscopic evaluation of various biological matrices.				
1	Knowledge and practice of safe chemical handling procedures.				
1	Ability to perform various laboratory analysis through representative sampling, use of Standard Methods, and data interpretation for process control and reporting purposes.				
2	Ability to comprehend and follow all safety rules and regulations.				
2	Ability to read, hear, and comprehend all required training and pass all required tests.				
3	Abilty 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.				
4	Ability to perform light repairs and assist maintenance personnel in larger projects.				

4	Perform routine equipment maintenance.
4	Clean plant as needed.

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	
	. П,	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
\boxtimes	\boxtimes	High School Diploma or equivalent (G.E.D.)
\boxtimes	\boxtimes	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
	\boxtimes	Other (explain): Colorado Class D Wastewater Operation Certification

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 Y		ur Time	You Need	<u>Minimum</u> <u>Time</u> Required	
Wastewater Operator Experience	20	years	Wastewater Operator Experience	4.0	years
		years			_ years
2000	* h - *	years			years

- a. What field (s) should training or degree be in? Wastewater Biology, Chemistry, Environmental Sciences, Algebra, Geometry, Physics
- **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/AEDCertification, 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	Grease Beacher	Weekly/2hrs
1	Influent Flow Meter	Runs Continuously
1	Step Screens/Screw Conveyor/Screenings Press	Runs Continuously
1	Grit Pumps/Grit Washers	Runs Continuously
1	Raw Sewage Pumps	Runs Continuously
1	Primary Clarifier/Primary Sludge Pumps	Runs Continuously
1	Aeration Basin Blowers/Sludge Pumps	Runs Continuously
1	Microscope/spin Centrifuge/Settleometers	Daily/2.5hrs
1	Chlorine and Sulpher Dioxide Gas Feed Systems	Runs Continuously
1	Gas Boiler/Sludge Recirculatin Pump	
1	Rotary Lobe Pumps	
3	Emergency Dialer/Alarm System	Weekly/Intermittant
4	Hand and Power Tools, Hand and Powered Cleaning Apparatus	Daily/2-4 hrs

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. Using microscopic examination, we evaluate the quantity and quality of the bacterial, protozoan, and metazoan population found in our secondary treatment process, and determine what, if any effect filamentous bacteria are having on the overall floc structure and settling characteristics of that biomass, and what if any chemical feed adjustments should be made based on this evaluation.
- 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. By evaluating influent loadings, aeration basin dissolved oxygen content, chlorine demand, effluent Biochemical Oxygen Demand, effluent Total Suspended Solids, and effluent ammonia as NH3-N, we determine air feed rates to the activated sludge process.

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

Importance

How frequently is the activity performed?

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

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)

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.	5Daily	3Extremely Important	All
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.	4Weekly	3Extremely Important	All
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.	5Daily	3Extremely Important	All
Kneeling : Bending legs at knee to come to a rest on knee or knees.	5Daily	3Extremely Important	All
Crouching: Bending the body downward and forward by bending leg and spine.	5Daily	3Extremely Important	All
Crawling: Moving about on hands and knees or hands and feet.	0Never	0Not Important	N/A
Reaching: Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	All
Standing: Particularly for sustained periods of time.	5Daily	3Extremely Important	All
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	3Extremely Important	All
Pushing: Using upper extremities to press against something with steady force in order to thrust	5Daily	3Extremely Important	.A11

forward, downward or outward.			
Pulling: Using upper extremities to exert force in			
order to draw, drag, haul or tug objects in a	5Daily	3Extremely Important	All
sustained motion.			
Fingering: Picking, pinching, typing or otherwise			
working, primarily with fingers rather than with	5Daily	3Extremely Important	A11
the whole hand or arm as in handling.	O Daily	o Extremely important	7 344
Grasping : Applying pressure to an object with the	5Daily	3Extremely Important	All
fingers or palm.			
Lifting : Raising objects from a lower to a higher			
position or moving objects horizontally from		0	
position-to-position. This factor is important if it	5Daily	3Extremely Important	All
occurs to be a considerable degree and requires the	0 Daily	o Extremely important	2
substantial use of the upper extremities and back			
muscles.		II	
Feeling: Perceiving attributes of objects, such as			
size, shape, temperature or texture by touching the	4Weekly	1Somewhat Important	All
skin, particularly that of fingertips.			1970 3-1970
Talking: Expressing or exchanging ideas by			
means of the spoken work. Those activities in			
	5 Doil.	3Extremely Important	All
which they must convey detailed or important	5Daily	3Extremely important	AII
spoken instructions to other workers accurately,			
loudly, or quickly.			wee _ 1
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		Section Reference 2000 Notice 20	
detailed information through oral communication,	5Daily	2Very Important	All
and to make fine discriminations in sound, such		2555 1656-	
as when making fine adjustments on machined			
parts.			
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	5Daily	3Extremely Important	All
important. Other important factors of seeing are		J 1	
acuity (near and far), depth perception (three	, 4 ,		
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).			
Repetitive Motions: Substantial repetitive			
movements (motions) of the wrists, hands, and/or	4Weekly	1Somewhat Important	All
	. WCCINI	2 Somewhat Important	1 211
fingers.			4.00.000.000.000.000.000.000.000.000.00
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	2Quarterly	1Somewhat Important	All
human body. Sedentary work involves sitting most	- Zumiony		**
of the time. Jobs are sedentary if walking and			
standing are required only occasionally and all			
other sedentary criteria are met.			The state of the s
Light Work: Exerting up to 20 pounds of force			
occasionally, and/or up to 10 pounds of force			A 11-1
frequently, and/or a negligible amount of force	5Daily	3-Extremely Important	A11
constantly to move objects. If the use of arm	1	Sinci Wast	
CONGRESSION TO SHOW AMERICA IT THE HER AT ATTA	1	-	

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.	5Daily	3Extremely Important	All
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.	4Weekly	3Extremely Important	All
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.	3Monthly	3Extremely Important	All

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)			\boxtimes
Hazardous materials (chemicals, blood and other body fluids, etc.)			\boxtimes
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).

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

	ements and responses are accurate and complete to th	e best of my
knowledge.	Coff Kinglish Business	' /
Signed:	1 Atteller Date: 1/9	09

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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

Comments	
	n s = 5
3	
,	

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: Date: 1-7-09 Department Head Date:

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.

Signature:

Please check the appropriate statement:

Stevey

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, curre	YEE BACKGROUND: In this ent job title, your immediate so job throughout the study.	s sectio supervis	n you will or, etc. This	provide in s will help	formation rega us make sure	rding your we refer to
Is this a gr	roup questionnaire? 🛛 Yes [] No	If yes, pleas	se list all er	nployee names	•
Wastewate	er Operators:					
Susan Bri	tton					
Anthony C				- Alle		
Monica We	ertenberger WW	Vert	1 Up	2 cator	2	
Stephen Y	oung					
			D	A- TT/11/11	Q	To allidian
Division:	Wastewater Services		Departme	ent: Utiliti	es, Streets and	Facilities
Employee N	For Individu	al Ques	stionnaires	s Only:	,	
	(Last)		(Firs	st)	(Middle	Initial)
Current Clas	ssification Title:					
• * * •						
Division			Departmen	ıt		
	·				To a	
Total Lengt	h of Time with organization		Ve	ars	months	
	h of Time in Current Positio	n.		ears	months	
	ours/Week:; from . to		A	Assigned D	ays/Week	
Email:	<u>, </u>		Work Phone			
Ī	mmediate Supervisor:		Imme	diate sup	ervisor repor	ts to:
Name:	Jay Vancil		Name:	Daniel To	onello	
T\$4100	Operations Supervisor		Title:	Wastew	ater Services	Manager

 Work
 Work

 Phone
 (970) 256-4166

 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.

To operate all mechanical and biological processes throughout the wastewater treatment plant; maintain effluent quality within the standards and guidelines set forth by the State of Colorado and the Environmental Protection Agency; maintain good public relations and customer service through tours and proper handling of emergencies such as power outages and equipment failures.

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
\boxtimes	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	7
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
\boxtimes	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.	The Res
\boxtimes	I provide advice to peers that they must consider carefully before making a decision.	3
\boxtimes	I provide information to supervisors/management that they use in making a decision.	2

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 Operator Stationary Equipment Operator Senior Operator

YOUR DIRECT REPORTS' JOB TITLES

The control of the co	
N/A	
5 8 80 112 200	
	6

Please indicate	the nature of the gr	oup 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 information
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
Purchasing	daily	Receive and Transport Goods

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 jöb 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.

E \times A \times 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	М	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	Operate all mechanical and biological processes throughout the facility	Feed rates, flow rates, process changes, flow configuration, data interpretation	Daily	75%
2	Attend training mandatory for licensure requirement of this position	Choosing applicable training, coordinating attendance per facility staffing requirements	Weekly	10%
3	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	Daily	5%
4	Light maintenance and cross training	Prioritization of maintenance tasks, types of training to pursue, coordination of tasks in accordance with facility staffing requirements	Daily	10%
5			Select	
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	Thorough understanding of the practices, principles, and procedures for operation and maintenance of a class "A" wastewater treatment facility.	
1	Confined Space Entry certification.	
1	Operation of 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, diaphram pumps, grease removal appartus, Self Contained Breathing Apparatus, and appropriate Personal Protective Equipment.	
1 .	Perform microscopic evaluation of various biological matrices.	
1	Knowledge and practice of safe chemical handling procedures.	
1	Ability to perform various laboratory analysis through representative sampling, use of Standard Methods, and data interpretation for process control and reporting purposes.	
2	Ability to comprehend and follow all safety rules and regulations.	
2	Ability to read, hear, and comprehend all required training and pass all required tests.	
3	Abilty 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.	
4	Ability to perform light repairs and assist maintenance personnel in larger projects.	

4	Perform routine equipment maintenance.
1	Clean plant as needed.

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	
<u> </u>	. 🖳	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
\boxtimes		High School Diploma or equivalent (G.E.D.)
\boxtimes	\boxtimes	Up to one year of specialized or technical training beyond high school
\boxtimes		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
\boxtimes		Other (explain): I am a certified Red Cross First Aid, CPR, AED instructor, and am certified to teach watewater operator training.

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	ye Your Time		You Need	<u>Minimum</u> <u>Time</u> Required	
Wastewater Operator Experience	10	years	Wastewater Operator Experience	4	years
		years			years
		years			years

- a. What field (s) should training or degree be in? Wastewater Biology, Chemistry, Environmental Sciences, Algebra, Geometry, Physics
- **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/AEDCertification, 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	Grease Beacher	Weekly/2hrs	
1	Influent Flow Meter	Runs Continuously	
1	Step Screens/Screw Conveyor/Screenings Press	Runs Continuously	
1	Grit Pumps/Grit Washers	Runs Continuously	
1	Raw Sewage Pumps	Runs Continuously	
1	Primary Clarifier/Primary Sludge Pumps	Runs Continuously	
1	Aeration Basin Blowers/Sludge Pumps	Runs Continuously	
1	Microscope/spin Centrifuge/Settleometers	Daily/2.5hrs	
1	Chlorine and Sulpher Dioxide Gas Feed Systems	Runs Continuously	
1	Gas Boiler/Sludge Recirculatin Pump	Runs Continuously	
1	Rotary Lobe Pumps	Daily/4 hrs	
3	Emergency Dialer/Alarm System	Weekly/Intermittant	
4	Hand and Power Tools, Hand and Powered Cleaning Apparatus	Daily/2-4 hrs	

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. Using microscopic examination, we evaluate the quantity and quality of the bacterial, protozoan, and metazoan population found in our secondary treatment process, and determine what, if any effect filamentous bacteria are having on the overall floc structure and settling characteristics of that biomass, and what if any chemical feed adjustments should be made based on this evaluation.
- 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. By evaluating influent loadings, aeration basin dissolved oxygen content, chlorine demand, effluent Biochemical Oxygen Demand, effluent Total Suspended Solids, and effluent ammonia as NH3-N, we determine air feed rates to the activated sludge process.

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

<u>Importance</u>

How frequently is the activity performed?

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

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)

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.	5Daily	3Extremely Important	All
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.	4Weekly	3Extremely Important	All
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.	5Daily	3Extremely Important	All
Kneeling : Bending legs at knee to come to a rest on knee or knees.	5Daily	3Extremely Important	All
Crouching: Bending the body downward and forward by bending leg and spine.	5Daily	3Extremely Important	All
Crawling: Moving about on hands and knees or hands and feet.	0Never	0Not Important	N/A
Reaching: Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	All
Standing: Particularly for sustained periods of time.	5Daily	3Extremely Important	All
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	3Extremely Important	All
Pushing: Using upper extremities to press against something with steady force in order to thrust	5Daily	3Extremely Important	All

forward, downward or outward.			
Pulling: Using upper extremities to exert force in			8 344
order to draw, drag, haul or tug objects in a	5Daily	3Extremely Important	All
sustained motion.			
Fingering: Picking, pinching, typing or otherwise		i k	. 70
working, primarily with fingers rather than with	5Daily	3Extremely Important	All
the whole hand or arm as in handling.			
Grasping: Applying pressure to an object with the	E Doiler	2 Estuamats Immentant	All
fingers or palm.	5Daily	3Extremely 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	F 5 11		A 11
occurs to be a considerable degree and requires the	5Daily	3Extremely Important	All
substantial use of the upper extremities and back			
muscles.			
Feeling: Perceiving attributes of objects, such as			
size, shape, temperature or texture by touching the	4Weekly	1Somewhat Important	All
skin, particularly that of fingertips.	1 Weekiy	1 Somewhat important	7 311
Talking: Expressing or exchanging ideas by			
means of the spoken work. Those activities in			
which they must convey detailed or important	5Daily	3Extremely Important	All
	3Daily	3Extremely important	All
spoken instructions to other workers accurately, loudly, or quickly.			
Hearing: Perceiving the nature of sounds with no			Mar III II I
less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000			
Hz with or without correction. Ability to receive	f D 3	0.37	A 11
detailed information through oral communication,	5Daily	2Very Important	All
and to make fine discriminations in sound, such			
as when making fine adjustments on machined			
parts.			
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	5Daily	3Extremely Important	All
important. Other important factors of seeing are	O Bully	o Exacinely important	7 441
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).	1		
Repetitive Motions: Substantial repetitive			
Repetitive Motions. Substantial repetitive			
movements (motions) of the wrists, hands, and/or	4Weekly	1Somewhat Important	All
1 •	4Weekly	1Somewhat Important	All
movements (motions) of the wrists, hands, and/or fingers.		1Somewhat Important	All
movements (motions) of the wrists, hands, and/or fingers. Sedentary Work: Exerting up to 10 pounds of		1Somewhat Important	All
movements (motions) of the wrists, hands, and/or fingers. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of		1Somewhat Important	All
movements (motions) of the wrists, hands, and/or fingers. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push,			
movements (motions) of the wrists, hands, and/or fingers. 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		1Somewhat Important 1Somewhat Important	All
movements (motions) of the wrists, hands, and/or fingers. 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			
movements (motions) of the wrists, hands, and/or fingers. 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			
movements (motions) of the wrists, hands, and/or fingers. 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			
movements (motions) of the wrists, hands, and/or fingers. 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.			
movements (motions) of the wrists, hands, and/or fingers. 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. Light Work: Exerting up to 20 pounds of force			All
movements (motions) of the wrists, hands, and/or fingers. 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. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force			
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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.	5Daily	3Extremely Important	All
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.	4Weekly	3Extremely Important	All
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.	3Monthly	3Extremely Important	All

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
7000	7406	raphra

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.)			\boxtimes
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			\boxtimes
Hazardous materials (chemicals, blood and other body fluids, etc.)			\boxtimes
Extreme temperatures			50 F
Inadequate lighting			
Work space restricts movement			
Intense noise		$\overline{\boxtimes}$	
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).

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

Please check the appropriate statement:
I agree with the incumbents' position questionnaire as written.
\square 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: Atopher for Mong Date: 1/7/09
Supervisor Signature: Date: 1-7-09
Department Head

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.

Signature:

I certify that the above statemen	ts and responses are accur	rate and complete to the best of my	
knowledge.	1	*	
, ,	// ///) ,	
Signed: Atanhan	// (Xin)	Date: 1/7/00	
Signed:	A. Olive,	Date: // //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
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