

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Assistant Building Superintendent  
**DEPARTMENT:** Public Infrastructure  
**DOT OCCUPATION CODE:** 899.131-018

**DATE COMPLETED:** May 2024  
**DIVISION:** Facilities Development & Management  
**PHYSICAL DEMAND STRENGTH RATING:** Heavy per Job Analysis

**INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:**

*Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.*

**FREQUENCY RATING:**

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

**PART 1 - JOB DUTIES/FUNCTIONS:**

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing.
Works outdoors in all types of weather conditions, performing duties in both daylight and dark/dim conditions; works in detention facilities under stressful conditions, subject to personal danger, verbal abuse, offensive smells, and exposure to hazardous materials, including blood borne pathogens and aerosol transmissible diseases. Follows applicable state and local codes and regulations, county policies and procedures.							
Works long and irregular hours, including nights, weekends, and holidays, during response and recovery phases of emergency situations (earthquakes, fires, heavy rains/flooding, emergency repairs, etc.).	1	O			Y	E	
Directly supervises staff engaged in conducting work assignments; provides technical advice and oversight; plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff required continuing education requirements and other	2	C	Computer, phone, two-way radio, measurement meters		Y	E	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
training; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; works with HR and management staff recommending personnel actions.							
Conducts regular safety meetings and continuously enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed; and works with the Department Safety Coordinator.	3	F	Personal Protective Equipment (PPE)		Y	E	
Organizes and performs job duties independently and with good judgment, subject to only periodic check-ins; considers multiple solutions for completing the job; encourages problem solving skills in staff; makes recommendation on best solution; provides technical guidance and advice to Building Mechanics; ensures work is properly completed; completes all required paperwork, including time sheets, work orders, project requests, and invoices.	4	C	Computer		Y	E	
Communicates in person, by phone, by email and via two-way radio, with staff, co-workers, supervisors, vendors, and customers; responds to a heavy volume of email and voicemail; explains work progress; receives and give instruction; maintains a calm and professional demeanor.	5	C	Computer, phone, two-way radio		Y	E	
Drives/operates pickup truck or van to and from job sites; inspects vehicle and reports any damage, safety, and maintenance issues.	6	F	Pickup truck, van	CA Driver's License Class C	N	E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; ensures subordinates follow all safety and work practices; wears appropriate safety gear; operates hand and power tools in accordance with safety standards.	7	F	PPE (Personal protective equipment), hand tools- power and manual	(Desired after probation) Certificate of Hazardous Materials Training	N	E	
Estimates and orders supplies materials for projects; performs mathematical calculations; manages project within assigned budget; maintains assignment schedule for labor forecasts; maintains all project records, in paper and electronic form; supplies records to departments as requested.	8	F	Computer, phone, calculator, files		Y	E	
Participates in training to maintain and enhance knowledge and skills necessary for assigned duties.	9	O			Y	E	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Reads and interprets blueprints, plans, and other technical source documents; ensures work is done according to plans and to code.	10	O	Computer, publications		Y	E	
Installs and maintains the following systems, as needed: appliances, fixtures, and equipment. motors and engines; troubleshoots equipment to ensure proper startup; HVAC equipment, ducting, and finish registers; electrical equipment, devices, switches, and wires; plumbing; skilled construction and carpentry work; repairs roofs; fabrication and setting of cabinets and countertops; sheetrock; painting; tapes and finishes walls with texture or smooth coat; installs new/cut-in doors/windows; hangs pictures and other items on walls; checks fire extinguishers and recharges, as necessary; replaces light bulbs; installs locksets, security systems, door closers, and other door hardware, etc. All work is completed in accordance with rules, regulations, and safety standards.	11	O	computer, hand tools - power and manual, Personal Protective Equipment (PPE); ladder, aerial lift, shovel, post hole digger, ladder, Sawzall, pneumatic tools, forklift, paint brush,	(Desired after probation) Refrigeration Technician Certification; Forklift Certification; Aerial Lift Certification	Y	E	
While working in the detention center, manages the security of tools; maintains control; ensures that all tools are safely stowed and removed from the premises at the completion of the job. Communication with Correctional Staff.	12	O	Tool Cart, hand tools- power and manual, paint brush, ladder, aerial lifts, PPE		Y	E	
Prepares construction sites for concrete work by excavating, compacting, forming, and installing reinforcement; pours concrete; performs finishing work.	13	O	Hand tools - power and manual, heavy equipment, jackhammer		N	N	
Actively participates in department advisory groups and teams, such as: safety, process improvement, new program implementation/Initiatives; provides input and makes recommendations; responds to requests for information; provides information to co-workers.	14	O			N	E	

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
<b>Sitting</b> (i.e., using computer, phone, two-way radio; driving; operating heavy equipment)	1-10, 14	O			
<b>Walking</b> (i.e., supervising staff; performing physical inspections of work sites; performing semi-skilled and preventative maintenance work; inspecting vehicle)	1-14	O			
<b>Running</b>	N/A	N			
<b>Standing</b> (i.e., supervising staff; performing physical inspections of work sites; ; performing semi-skilled and preventative maintenance work ; inspecting vehicle)	1-14	O			
<b>Bending-Neck</b> (i.e., using computer, phone, two-way radio; driving; supervising staff; performing physical inspections of work sites; reading blueprints, plans; completing all required paperwork)	1-14	O			
<b>Bending-Waist</b> (i.e., performing physical inspection of work sites; inspecting vehicle)	6, 7, 11, 12, 13	O			
<b>Squatting</b> (i.e., performing physical inspection of work sites; inspecting vehicle)	6, 7, 11, 12, 13	O			
<b>Climbing</b> (i.e., performing physical inspection of work sites)	11, 13	O			
<b>Kneeling</b> (i.e., performing physical inspection of work sites; inspecting vehicle)	11, 13	O			
<b>Crawling</b>	11	O			
<b>Twisting-Neck</b> (i.e., using computer, phone, two-way radio; driving; supervising staff; performing physical inspections of work sites; reading blueprints, plans; completing all required paperwork)	1-14	F			
<b>Twisting-Waist</b> (i.e., performing physical inspection of work sites; inspecting vehicle)	11, 12, 13	O			
<b>Repetitive Hand Use</b>	1-14	F			
<b>Simple Grasping-Right Hand</b> (i.e., using phone, two-way radio, calculator; holding blueprints, plans)	4, 5, 8, 10, 11, 12, 13	F			
<b>Simple Grasping-Left Hand</b> (i.e., using phone, two-way radio, calculator; holding blueprints, plans)	4, 5, 8, 10, 11, 12, 13	F			
<b>Power Grasping-Right Hand</b> (i.e., inspecting repairs and equipment)	12, 13	O			
<b>Power Grasping-Left Hand</b> (i.e., inspecting repairs and equipment)	12, 13	O			
<b>Fine Manipulation-Right Hand</b> (i.e., adjusting two-way radio; making project files)	5, 11	O			
<b>Fine Manipulation-Left Hand</b> (i.e., adjusting two-way radio; making project files)	5, 11	O			
<b>Pushing and Pulling-Right Hand</b> (i.e., inspecting work sites, repairs, equipment; opening/closing doors, drawers)	1-14	O			
<b>Pushing and Pulling-Left Hand</b> (i.e., inspecting work sites, repairs, equipment; opening/closing doors, drawers)	1-14	O			
<b>Reaching-Above shoulder level</b> (i.e., inspecting work sites, repairs, equipment)	11	O			
<b>Reaching-Below shoulder level</b> (i.e., using computer, phone, two-way radio; reading blueprints; maintaining files and records; inspecting vehicle)	5-13	F			
<b>Lifting up to 10 lbs.</b> (i.e., phone, two-way radio,	1-14	C			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
files; small hand tools)					
<b>Lifting 11-25 lbs.</b> (i.e., tools required for work site inspection)	1-14	F			
<b>Lifting 26-50 lbs.</b>	4-13	O			
<b>Lifting 51-75 lbs.</b>	11	O			
<b>Lifting 76-100 lbs.</b>	11	O			
<b>Lifting 100 + lbs. assisted device or team lift</b>	11	O			
<b>Carrying 0-10 lbs.</b> (i.e., phone, two-way radio, files; small hand tools)	1-14	C			
<b>Carrying 11-25 lbs.</b> (i.e., tools required for work site inspection)	4-13	F			
<b>Carrying 26-50 lbs.</b>	11	O			
<b>Carrying 51-75 lbs.</b>	11	O			
<b>Carrying 76-100 lbs. assisted device or team lift</b>	11	O			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
<b>Functional vision, normal or corrected</b> (i.e., using computer, two-way radio; completing estimates; inspecting work sites, repairs, equipment, vehicles; observing safety practices and procedures; supervising staff, work crews)	1-14	C			
<b>Functional color vision, normal or corrected</b> (i.e., properly identifying electrical wires, alarm lights and paint color)	11	O			
<b>Functional night vision, normal or corrected</b> (i.e., performing work duties before or after daylight hours)	1,2,11	O			
<b>Functional hearing, normal or corrected</b> (i.e., communicating with staff, co-workers, supervisors, vendors, customers, public; recognizing alarms)	2, 3, 5, 8-14	C			
<b>A sense of smell or taste</b> (i.e., identifying hazards while inspecting work sites)	11, 12	F			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow Oral Instructions	F			
Follow Written Instructions	F			
Required to sustain concentration	F			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow set procedures	C			
Organize own work	C			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	C			
Required to train and/or lead others	C			
Required to direct others (e.g. planning, goal setting, performance)	O			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Tightly scheduled and rapid pace of work activities at high volume	F			
Meet time sensitive deadlines	C			
Long and/or irregular hours	O			
Limited/unpredictable opportunity for breaks	F			
Required to perform on-call or emergency work (i.e., rotating call schedule; working during response, recovery phase of emergency situation or natural disaster.	C			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Variable and unpredictable workflow	C			
Attention divided by issues requiring multi-tasking	C			
Work requires precise attention to detail	F			
Use of judgment in routine matters	F			
Requires use of judgment in adapting procedures from one task to another	F			
Possible legal ramifications associated with work activities or work product	C			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Works with others (e.g., co-workers, other departments/agencies, public)	C			
Interactions limited to giving/receiving information	F			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
Interactions occur under circumstances of emotional stress	O			
Risk of confrontation with violent or assaultive clients or customers	O			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside	C			
Work Outside	O			
Extreme Heat (above 100 degrees) (i.e., seasonal weather exposure)	O			
Extreme Cold (below 32 degrees) (i.e., seasonal weather exposure)	O			
Excessive Noise (must raise voice to be heard)	O			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.) (i.e., using equipment assisting work crew)	O			
Dust, Vapors, Fumes, Smoke	O			
Silica, asbestos, etc. (i.e., in older building with PPE and proper ventilation precautions)	O			
Solvents (e.g., gas, turpentine, etc.)	O			
Grease, oils	O			
Acidic, Caustic Solutions	O			
Pesticides	N			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives	O			
Other Chemicals (e.g. drugs and other contraband)	N			
Human Blood, Body Tissues, or Fluids (i.e., working at the morgue or detention facilities)	O			
Human Wastes (i.e., working at the morgue or detention facilities)	O			
Animal Blood, Body Tissues, or Fluids	O			
Animal Wastes	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste (i.e., working at the morgue or detention facilities)	O			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy (i.e., assisting work crew with electrical repair, maintenance or installation)	O			
Walking on uneven, slippery, or rough surfaces	O			
Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
Proximity to moving vehicles or objects	O			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
Contact with water, other liquids, humid conditions - not weather related	O			
Work Below Ground: (e.g., excavation, trench, etc.)	O			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	O			
Operates non-commercial motor vehicles (cars, trucks)	F			
Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
Operates passenger van to transport clients, inmates, etc.	O			
Pulls non-commercial trailers or equipment	O			
Operates heavy equipment	N			
Other: Forklift, Aerial Lifts- Certification Required	O			

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:**

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
Audiometric Testing	X	X	annual
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam	X	X	annual
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard	X	X	annual
Blood lead level		X	As Needed
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test		X	Offered
Vaccine: MMR			
Vaccine: Hepatitis B		X	Offered
Vaccine: Influenza		X	Offered
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**