

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Intern: High School – 16+ (0822), Undergraduate (0825), Work Experience (0899)  
**DEPARTMENT:** Sonoma County Water Agency  
**PHYSICAL DEMAND STRENGTH RATING:** Light

**DATE COMPLETED:** June 2023  
**DIVISION:** Maintenance/Fleet & Facilities

**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/Not Required (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. 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 both indoors and outdoors, walks on level, uneven, wet, slippery surfaces, reaching, kneeling, bending, lifting, and stooping in the performance of daily duties.						
Uses vehicle washing bay to clean vehicles.	1	F	Wash bay, cleaning supplies, hose		E	
Communicates by phone, email, and in person, to coordinate vehicle movement and daily tasks.	2	F	Computer, phone		E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear.	3	C	PPE (Personal Protective Equipment)		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. 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.
Assists Fleet and Maintenance staff with basic facilities and grounds keeping using tools such as cleaning tools, weedwhacker, and leaf blowers.	4	F	Vacuum, non-power hand tools, broom, hose, weedwhacker, leaf blower (electric only)		E	
<b>High School Intern Only (17 y/o +):</b>						
Drives Agency vehicles between Water Agency locations to facilitate washing and maintenance – city streets only (no Highway/Freeway)	5	O	Vehicles	CA Driver’s License	N	
<b>Undergraduate and Work Experience Intern Only (18 y/o +)</b>						
Drives Agency vehicles between Water Agency locations to facilitate washing and maintenance. (Highways and Freeways included)	6	O	Vehicles	CA Driver’s License	N	
Assists Fleet and Maintenance staff with basic facilities and grounds keeping using tools such as cleaning tools, weedwhackers, and leaf blowers.	7	F	Vacuum, non-power hand tools, broom, hose, weedwhacker, leaf blower (gas powered tools included)		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
1 Sitting (i.e., driving, using phone, computer)	all	O			
2 Walking	all	F			
3 Running	N/A	N			
4 Standing	all	C			
5 Bending-Neck	all	F			
6 Bending-Waist	all	O			
7 Squatting	1, 4, & 7	O			
8 Climbing	1, 4, & 7	O			
9 Kneeling	1, 4, & 7	O			
10 Crawling	1	O			
11 Twisting (neck) (i.e., driving; using phone, computer)	all	F			
12 Twisting (waist)	all	F			
13 Repetitive Hand Use	all	F			
14 Simple Grasping-Right Hand (i.e., holding hand tools, spray wand)	1, 4, & 7	F			
15 Simple Grasping-Left Hand (i.e., holding hand tools, spray wand)	1, 4, & 7	F			
16 Power Grasping-Right Hand (i.e., pruning trees/brush)	1, 4, & 7	O			
17 Power Grasping-Left Hand (i.e., pruning trees/brush)	1, 4, & 7	O			
18 Fine Manipulation-Right Hand (i.e., using computer)	all	O			
19 Fine Manipulation-Left Hand (i.e., using computer)	all	O			
20 Pushing and Pulling (right hand)	1, 4, & 7	O			
21 Pushing and Pulling (left hand)	1, 4, & 7	O			
22 Reaching (above shoulder level) (i.e., pruning, cutting, clearing vegetation, loading debris into truck)	1, 4, & 7	O			
23 Reaching (below shoulder level) (i.e., pruning, cutting, clearing vegetation, loading debris into truck)	1, 4, & 7	O			
24 Lifting-up to 10 lbs. (i.e., hand tools)	1, 4, & 7	C			
25 Lifting-11-25 lbs. (i.e., power tools, weed whacker, vacuum)	1, 4, & 7	F			
26 Lifting-26-50 lbs. (i.e., hoses, leaf blower)	1, 4, & 7	O			
27 Lifting 51-75 lbs.	N/A	N			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (i.e., hand tools, paint brush, shovels)	1,4, & 7	F			
31 Carrying 11-25 lbs. (i.e., power tools, weed whacker)	1,4, & 7	O			
32 Carrying 26-50 lbs. (i.e., hoses, leaf blower)	1, 4, & 7	O			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

**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
1 Functional vision, normal or corrected (i.e.,	all	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
driving, using computer)					
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected (i.e., ensuring that tools and equipment are functioning properly, listening for audio alarms, communicating with work crews, co-workers, supervisors, other agencies, public)	all	C			
5 A sense of smell or taste (i.e., sensing fumes, vapors, leaks)	all	C			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	F			
3 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
1 Follow set procedures	C			
2 Organize own work	O			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	O			
5 Required to train and/or lead other staff	N			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	O			
2 Meet time sensitive deadlines	O			
3 Long and/or irregular hours	N			
4 Limited/unpredictable opportunity for breaks	N			
5 Required to perform on-call or emergency work	N			

**PART 7: COMPLEXITY/VARIABILITY**

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

**PART 8: INTERACTIONS WITH OTHERS**

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

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

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	O			
2 Work Outside	C			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	F			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	N			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	C			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	C			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	F			
28 Proximity to moving vehicles or objects	F			
29 Heights (e.g., step ladders)	O			
30 Contact with water, other liquids, humid conditions - not weather related	C			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks): Interns 17+ only	F			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	N			

**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.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam			
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard			
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B			
14 Vaccine: Influenza			
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

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