



FUNCTIONAL JOB ANALYSIS

DEPARTMENT: Environmental Services

POSTION TITLE: Environmental Specialist
Assistant Environmental Services Director

Key:

Never (0%)	Rarely (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Not at all	1-24 minutes in an 8 hour work day	.5 hours-2.5 hours in an 8 hour work day	2.75- 5.25 hours in an 8 hour work day	5.5 – 8hours in an 8 hour work day

Functional job demands:

- 1. Standing:** **Occasionally: (6-33%)**
Employee may stand for up to 120 minutes on job site.
- 2. Sitting:** **Occasional: (6-33%)**
Desk and computer work is required. Employee self regulates sitting time.
Travel in a pickup/vehicle to and from job sites up to 50 minutes in duration.
- 3. Floor lift:** **Occasionally: (6-33%)**
Lifting of septic tank covers of up to 90# to remove while in a 4 point (hands and knees) , squatting or in a forward bending at waist position. Lift 7# soil auger straight upwards using arms, to remove a soil sample from a low height of 12 inches to height of 78 inches.
Dig and lift dirt using a shovel or spade to access septic tank cover.
- 4. Single hand Carry:** **Occasionally: (6-33%)**
This individual may carry a laser: 9#, Transit: 7#, Tripod: 11#, extension rod 9# when doing field assessments. The distance the employee may carry items varies upon job site. A distance of no greater than a quarter of a mile is estimated. Tools are carried by full hand grasp and hook grasp. Carrying of a backpack or a 17# bag is required. This individual may also carry a shovel, spade, Back saver, soil probe and a soil sampling auger.
- 5. Two handed carry** **Rarely: (1-5%)**
Carry a 52# box of paper to the copier 26 feet. This job task can be modified to carry single ream of paper weighing 5# 26 feet.
- 6. Push/pull:** **Occasionally: (6-33%)**
Lift tailgate of truck with an upward push with hands, from a 30 inch height, with a force of up to 28#. Pull with two hands to slide open septic lids. Concrete lids weigh 90 pounds.

Push and pull at the same time using opposite arms to twist soil auger into ground. The amount of force required is variable depending upon soil conditions.

- 7. Low level work:** **Occasionally: (6-33%)**
Squatting, kneeling and 4 point position may be required when inspecting septic systems.
Squatting, forward bending at waist to inspect boats and motors for invasive species.
- 8. Climbing:** **Rarely: (1-5%)**
Access bluffs at a steep incline of 40-45%, at un-developed land sites.
Descend and ascend trenches of 3-4 feet deep to inspect drain fields.
- 9. Stairs:** **Rarely: (1-5%)**
Access 2 flights of stairs, 22 steps each in the court house building. An elevator is available.
Navigate stairs at homeowners land to access shoreline. Stairs vary depending upon incline.
- 10. Step- up/over:** **Occasionally: (6-33%)**
Step over variety of obstacles: including but not limited to drain field pipes, dirt mounds, logs.
- 11. Overhead tasks:** **Rarely: (1-5%)**
Exert downward force with arms while turning handle of soil auger with the arms from a height of 78 inches to depth within 1 foot of ground level, in order to obtain a soil sample. Variation in the amount of force required to turn auger while exerting a downward force depends up the soil (sand vs rock or clay, thawed vs frozen soil).

Reach up to a 78 inch high shelf to obtain items weighing 3# or less. A 13 inch step stool is available. A 29 ½ inch, three step stool, with a bracing handle is available.
Reach up to 63 inches to remove resident land information from vertical file.
- 12. Fine motor skills:** **Frequently: (34-66%)**
Latching and unlatching of plastic septic tank lids using pinch force
Pinch and precise finger action is required to set up tripod and laser and use of other field tools.
Typing on a computer keyboarding.
- 13. Walking:** **Occasionally: (6-33%)**
Walking outdoors on uneven terrane for up to a quarter of mile to assessment site may be required.
- 14. Balance:** **Occasionally: (6-33%)**
Employee must walk on uneven terrane, in a variety of weather conditions, step over obstacles requiring the individual to balance on one foot for 2-3 seconds while swinging/lifting opposite over an obstacle may be required.
- 15. Forward reach:** **Occasionally: 6-33%**
Extended reach required when pushing soil auger from an initial height of auger handles is 78 inches and descends to 12 inches.
Extended forward reach required to access sewer covers, check boat and trailers for invasive species.
- 16. Long handled tools:** **Occasionally: (6-33%)**
Shovel, spade, Back saver soil probe, septic tank probe, soil sampling auger.
Pressure washer wand used to clean watercraft during aquatic invasive species decontaminations.

Assessment completed by: Denise Ristinen, OTR/L, 11-6-2017

Verified by: Eric Buitenwerf, Environmental Service Officer, 11-30-2017