



January 2021  
FLSA: NON-EXEMPT

## SAFETY/REGULATORY COMPLIANCE ADMINISTRATOR I/II

### DEFINITION

Under direct and general supervision, develops, monitors, conducts, and administrates the District's safety, emergency preparedness, and environmental programs in compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards; promotes safety awareness through self-inspection programs; and performs other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Plant Maintenance Superintendent. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

Safety/Regulatory Compliance I: This is the entry-level class within the Safety/Regulatory Compliance series. Initially under close supervision, learn District systems, operations, practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Incumbent may advance to the higher level after gaining the knowledge, skills, experience, and certifications, which meet the qualifications of the higher-level class and after demonstrating the ability to perform said work level.

Safety/Regulatory Compliance II: This is the full journey-level class within the Safety/Regulatory Compliance series. Under general supervision; responsible for development, monitoring, and administration of the District's safety, emergency preparedness, and environmental programs. Assist in the administration of risk management program and act as District Safety Officer. Perform professional, administrative and technical duties. Develop and deliver a variety of training programs. Administer and maintain required regulatory compliance programs. Adequate performance at this level requires knowledge of procedures and precedents and the ability to choose among alternatives in solving problems.

## **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, coordinates, oversees, and participates in the day-to-day operations of programs designed to reduce risk and ensure workplace safety; performs a variety of professional level duties involved in the development, organization, implementation, and coordination of a variety of safety management programs, including training, safety, environmental compliance, and emergency preparedness programs.
- Reviews, develops, and updates safety related policies and procedures as required by law or as necessary; maintains District safety-related manuals and documentation, including preparing and distributing appropriate communications.
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintain records and database; prepare reports.
- Inspects and monitors District facilities for compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards.
- Develops and maintains the District's Injury and Illness Prevention Program.
- Conducts thorough audits and investigations and analysis of hazards, accidents, and injuries; develop findings, prepares reports, and makes recommendations.
- Develops and maintains the District's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provide training and annual drills; coordinate with other agencies.
- Monitors employee exposure to noise and air contaminants and enforce the use of safety equipment.
- Performs related report preparation and record maintenance for Environmental Protection, Fire Protection, Hazardous Waste Management, and Occupational Safety.
- Maintains a library of reference materials on training records and coordinates the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks.
- Coordinates necessary safety certification and license obtainment and renewal for District employees.
- Represents the District and assist regulatory agencies during and after audits of District operation and coordinates corrective actions and follow up.
- Coordinates the collection and disposal of hazardous waste in compliance with environmental regulations.
- Participates in budget preparation for the safety program by performing research, developing cost estimates, and making recommendations.
- Provides assistance to a third-party administrator for case management of workers' compensation cases and maintain OSHA logs.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Assists in developing work plans, procedures, and schedules.

## **EXAMPLES OF ESSENTIAL FUNCTIONS (continued)**

- Assists in the implementation of goals, objectives, policies, procedures, and work standards, including recommending improvements.
- Provides input into budget requests and administers program budgets after adoption; may prepare and assist in the administration of various grants.
- Plans, schedules, prioritizes, and assigns safety-related projects, studies, and programs in consultation with the Treatment Plant Maintenance Superintendent; communicates status of projects, studies, and programs to appropriate personnel, working cooperatively to schedule same in accordance with established priorities.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Maintains District website.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Policies, regulations, specifications, and requirements governing industrial safety, loss prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Principles and practices of assessments, inspections, and investigations as related to job responsibilities.
- Principles and practices of employee training and instructional methods and techniques.
- Practices of wastewater treatment plant operations and general office activities.
- Rules and regulations pertaining to the handling, storage, and disposal of hazardous and toxic materials.
- Practices, methods, materials, and equipment used in air and noise exposure monitoring.
- Occupational hazards and standard safety procedures.
- SCADA operating systems and other computer applications related to the work.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Records management principles and practices.
- Standard office practices and procedures, including the use of standard office equipment, record keeping, business mathematics, and basic computer applications related to the work.
- Standard and accepted English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communication.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques of dealing with individuals of various ages and from various socio-economic groups and for effectively representing the District in contacts with users and the community.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

- Plan, schedule, assign, and oversee activities of an efficient safety program.
- Inspect the work of others and maintain established quality control standards.
- Identify and implement effective course of action to complete assigned work.
- Meet the requirements to wear respiratory protection or other safety equipment.
- Develop, modify, implement, and coordinate the provision of a variety of safety training pertinent to wastewater operations, including emergency preparedness and environmental compliance.
- Investigate and analyze a variety of plant, field, and office operations in order to implement and provide effective training and safety programs for a variety of staff covering a wide spectrum of operations and areas.
- Prepare and maintain both manual and automated logs, records, reports, and charts.
- Recognize unusual, inefficient, or dangerous operating conditions.
- Represent the District in matters related to safety, occupational health, emergency preparedness, and environmental compliance programs as required.
- Track, interpret, apply, and explain complex and technical policies, procedures, codes, statutes, regulations, and documents; and make recommendations.
- Effectively represent the division and the District in meetings with governmental agencies, professional, and regulatory, and legislative organizations.
- Make accurate arithmetic, financial, and statistical computations.
- Apply and explain complex laws, codes, regulations, and ordinances.
- Communicate clearly and tactfully in both oral and written forms to include conducting public presentations and prepare clear and concise reports.
- Assemble data, prepare reports and notices, and maintain records of testing and findings.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform work in confined spaces, following required confined space entry procedures.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Safety/Regulatory Compliance Administrator I**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of responsible experience in the operation and maintenance of wastewater treatment and collection facilities or equivalent.

**Safety/Regulatory Compliance Administrator II**

Equivalent to a four (4) year college degree in Occupational Safety Management or a closely related field of study, and five (5) years of responsible experience in the operation and maintenance of wastewater treatment and collection facilities or equivalent. At least two years of experience must be in safety/regulatory compliance areas.

**Required Qualifications:**

**Safety/Regulatory Compliance Administrator I and II**

- Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.
- 40-hour HAZWOPER certificate within one (1) year of employment.

**Safety/Regulatory Compliance Administrator II**

- Certification as a Certified Safety Auditor (CSA), Certified Safety Manager (CSM), or Certified Safety Professional (CSP).

**Desired Qualifications:**

**Safety/Regulatory Compliance Administrator I**

- Possession of a Grade I Wastewater Treatment Plant Operator certificate issued by State of California.

**Safety/Regulatory Compliance Administrator II**

- Possession of a Grade II Wastewater Treatment Plant Operator certificate issued by State of California.

## **Additional Requirements:**

**Ability to be on standby for after hour emergency call outs and acknowledge the notification within 15 minutes when on standby duty. If an emergency requires the employee to return to work, they must do so within 1 hour of responding to the notification.**

Employee must pass a respiratory fit test within 2 months of employment and adhere to District respiratory policy which specifies facial hair restrictions.

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

## **PHYSICAL DEMANDS**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

### **Standing:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs during trainings, visiting field sites including performing investigations and observations, performing confined space entry trainings, maintaining signage and markings including using basic tools, communicating with coworkers, contractors or public during informal meetings, operating standard office equipment, accessing files, drawers or shelves and performing other described job duties.

### **Walking:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs during trainings, visiting field sites including performing investigations and observations, within buildings, to and from offices, relocating files, paperwork or office supplies, using carts, or dollies, transporting video projectors, and performing other described job duties.

### **Sitting:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Cushioned vehicle seat, office chair
- Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings and trainings, and performing other described job duties.

### **Kneeling/Crouching/Squatting:**

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs while retrieving or positioning paperwork/files, boxes, or equipment on and off lower shelves, drawers or ground level, visiting field sites including performing investigations or and equipment inspections.

### **Crawling:**

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per year
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain

- Description: Performs while visiting field sites including performing accident investigations or equipment inspections.

### **Laying on Back/Stomach:**

- Average Frequency: 1 to 3 times per year
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per year
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs while visiting field sites including performing accident investigations or equipment inspections.

### **Climbing/Balancing:**

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Ladder or stair steps, vehicle floorboards
- Description: Performs while ascending or descending extension ladders up to 40 feet, stepladders 10 to 12 feet, stair steps at plant sites, accessing vehicle cab 1 to 3 steps.

### **Reaching:**

#### *Above Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while maintaining signs in conjunction with using basic tools, accessing or placing files/paperwork and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

#### *Between Waist and Shoulder Level:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)

- Description: Performs during trainings including setups, using basic tools, while maintaining signs or markings, visiting field sites including performing investigations, utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart or dollies while transporting projectors and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

*Below Waist Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while retrieving or positioning paperwork/files, boxes or equipment on and off lower shelves, drawers or ground level, visiting field sites including performing investigations or observations. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Pushing/Pulling:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart or dolly, transporting projectors, using basic tools to maintain signs including wrenches. Unilateral or bilateral arm use.

**Twisting/Rotating:**

*Waist:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs during normal body mechanics, performing general office tasks, driving, visiting field sites including performing investigations and observations, and performing other described job duties.

*Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)

- Description: Performs while handling office supplies and paperwork, using basic tools including wrenches, pliers, screwdrivers, etc. while maintaining signs, possibly during field investigations and performing other described job duties. Unilateral or bilateral hand use.

*Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, using basic tools to maintain signs and markings, visiting field sites including performing investigations and observations, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and other described job duties.

**Bending:**

*Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, using basic tools to maintain signs and markings, visiting field sites including performing investigations and performing other described job duties. Unilateral or bilateral hand use.

*Head/Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, using basic tools to maintain signs and markings, visiting field sites including performing investigations and observations, reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and other described job duties.

*Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, using basic tools to maintain signs and markings, visiting field sites including performing investigations and performing other described job duties. Unilateral or bilateral hand use.

## **Lifting/Carrying:**

### *0 to 10 lbs.:*

- Objects: Basic tools including tape measures, wrenches, pliers, hammers, screwdrivers etc., testing instrumentation, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools, cameras, and other related items
- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Height: Ground to shoulder or above
- Distance: Average - less than 100 feet including ascending/descending stairs
- Distance: Maximum - 1,000 feet
- Description: Performs while utilizing basic tools including tape measures, wrenches, pliers, hammers, screwdrivers etc., testing instrumentation, a writing utensil to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

### *11 to 25 lbs.:*

- Objects: File box, supplies, fire extinguishers, SCBA equipment
- Average Frequency: Routine- 1 per hour
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: 8 times per hour
- Maximum Duration: Seconds to less than 15 minutes at a time
- Distance: Less than 100 feet, including ascending/descending stairs
- Height: Ground to shoulder or above
- Description: Performs while retrieving and relocating a file box, supplies, fire extinguishers, SCBA equipment.

### *26 to 50 lbs.:*

- Objects: File box, equipment, materials, fire extinguishers, SCBA equipment
- Average Frequency: 4 times per day
- Average Duration: Seconds to less than 10 minutes at a time
- Maximum Frequency: 4 times per hour
- Maximum Duration: Up to 15 minutes at a time
- Distance: Less than 50 feet, including ascending/descending stairs
- Height: Ground to shoulder
- Description: Performs while retrieving and relocating a file box, equipment, materials, fire extinguishers, SCBA equipment.

### *51 to 60 lbs.:*

- Objects: 28' extension ladder, 10' step ladder, confined space winch, wheelbarrow, medium electric motor, medium VFD unit, steel flanges, steel elbows/necks/spools, couplers, longer sections of metal/pipe or wood, 100' of 1" hose, truck battery, 30' of 2" hose, 15' of 6" hose, 4' x 4' aluminum vault lid, sandbag, small steel stormwater grating
- Average Frequency: 4 times per month
- Average Duration: Seconds at a time

- Maximum Frequency: 4 times per day
- Maximum Duration: Less than 1 minute at a time
- Height: Ground to waist
- Description: As needed for activities including repair and construction projects; retrieval, set-up, breakdown and replacement of project equipment; confined space entry set-up/breakdown, accessing vaults, collections infrastructure repair, flood preparations.

*61 to 120 lbs. (two-person lifts):*

- Objects: 32' extension ladder, AA frame ladder, forklift propane cylinder [63 pounds shoulder height], 2' submersible pump, portable railing anchor plate, trash pumps, vault lid, electric motors, VFDs, confined space base tripod, bollards, jumping jack, steel manhole covers, steel piping, 15' or more of large suction hose, generator, 8" x 20' suction pipe, large steel stormwater grating, various steel valves, flanges, elbows up to 150 lbs.
- Average Frequency: As assigned - 1 to 4 times per month
- Average Duration: Seconds at a time
- Maximum Frequency: As assigned – 4 times per day
- Maximum Duration: Less than a minute at a time
- Distance: Less than 25 feet
- Height: Ground to waist
- Description: As needed for non-routine projects and activities including; repair, replacement or construction projects; confined space entry set-up/breakdown, accessing vaults, collections infrastructure repair. Lifting straps are to be used if safety will be increased.

*120+ lbs. Not a job requirement, any lifts above this threshold will be accomplished via lifting equipment.*

### **Dragging/Pulling:**

*76 to 100 lbs. (single-person pulls):*

- Objects: Floor jack, manhole covers, 100' of charged 1" water line, charged suction lines, metal grating, aluminum pipe, heavy duty electrical wire, long sections of plastic or wood, collections equipment jetting lines, collections camera tether/cable
- Average Frequency: 4 times per month
- Average Duration: Seconds to less than 10 minutes at a time
- Maximum Frequency: Four times per day
- Maximum Duration: 5 minutes
- Distance: Less than 5 feet to 100' feet for collections lines
- Height: Ground level or partial lift of one end from ground
- Description: A combination of pulling and/or partial lifting as needed to move heavy objects including: using a floor jack, removing and replacing a manhole lid with a metal hook, dragging hose, dragging lengths of pipe, wood or metal, dragging metal grating. Lifting straps are to be used if safety will be increased.

## **Grasping:**

### *Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Performs while operating a variety of equipment (forklifts, truck, golf cart, tractor, backhoe, etc.); operating small power tools; using small hand tools; retrieving and relocating miscellaneous tools, parts; utilizing a telephone handset, handling paperwork; utilizing calking and grease guns; spraying aerosol cans; painting with rollers or brushes, mopping, sweeping, vacuuming, landscaping; scraping, utilizing a squeegee; any grasping necessary to complete required lifts/carries below 25 lbs. Unilateral and bilateral hand use.

### *Power:*

- Average Frequency: Routine- 1 per hour
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: 8 times per hour
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Performs while utilizing a shovel, digging bar or pick while digging; operating a jackhammer in conjunction with pushing, pulling, partial lifting and guiding; utilizing wrenches to remove or secure and torque bolts; using pry bars, wrenches, levers; tie down and securing equipment; utilizing wide variety of power tools grinders, electric chop saw, presses, drills, chainsaw, installing cabinetry including repairing walls. Any grasping necessary to complete required lifts/carries and pulls above 25 lbs. Unilateral and bilateral hand use.

## **Fine Manipulation:**

- Average Frequency: 4 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Performs while using of small hand tools (screwdrivers, small sockets, Allen wrenches, etc.), placing bolts, nuts, screws, nails, small parts; joining small components; using electrical testing equipment; making equipment adjustments, using machine-user interfaces, utilizing a writing utensil, using computer keyboards/tablets and mouse, touchpad or touch screens; using telephone. Unilateral or bilateral hand use.

**Machine/Tools:**

*The machines and tools listed here are representative of those an employee may encounter while performing the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Drills
- Pneumatic nail gun
- Pliers
- Tape measures
- Sockets
- Socket adapters
- Ratchets
- Wrenches
- Screwdrivers
- Reciprocating saws
- Hammers
- Diagnostic tools
- Allen wrenches
- Digging bar
- Pick
- Writing utensil
- Telephone handset
- Sledgehammer
- Grinders
- Air tools
- Grease gun
- Skill saw
- Levels
- Square
- Wire strippers
- Spray can
- Roto hammer
- Jackhammer
- Pipe wrenches
- Presses
- Chop saw
- Computer keyboard, mouse, monitor
- Band saw
- Cut off saw
- Forklift
- 28-ton truck
- Golf cart
- Tractor
- Backhoe
- Aerial lift
- Dollies
- 4-wheeled cart
- Wrenches
- Motors
- Ladders
- Valves
- Generators
- Electric snakes
- Rollers
- Blowers
- Vacuum
- Broom
- Mop
- Squeegee
- Paint brushes

## Weights and Measures:

*The items listed here to be weighed or measured are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

### Items Weighed:

- 4" C-900 pipe fitting – 6 lbs.
- 6" C-900 pipe fitting – 12 lbs.
- Gas Can (2 gallon) – 13 lbs.
- Suction hose (2" x 20' Green PVC) – 16 lbs.
- 6" x 4" I-beam – 20 lbs.
- Flow thru plug 6-8" – 20 lbs.
- 8" C-900 – 23 lbs.
- Pneumatic plug 10-18" – 25 lbs.
- Pipe (4" x 20' SDR 35) – 27 lbs.
- 3/8" chain – 28 lbs.
- Valve box lid (B12) – 28 lbs.
- Shoring (2' x 24-36" cylinder) – 30 lbs.
- Discharge hose (2" x 50' blue PVC) – 30 lbs.
- Cut off saw (hot saw) – 32 lbs.
- Jack hammer (30 pound) – 33 lbs.
- Gas can (5 gallon) – 33 lbs.
- Firehose (2.5" x 50') – 34 lbs.
- Confined space blower – 35 lbs.
- Electric motor (1 HP) – 35 lbs.
- Ventilation Blower (12V) – 36 lbs.
- Confined space winch – 41 lbs.
- Storm drain inlet (2x2) – 42 lbs.
- 20' extension ladder – 42 lbs.
- Concrete/Asphalt debris – 50 lbs.
- 6' plug hand crank – 50 lbs.
- Standard wheelbarrow (full) – 50 lbs.
- Metering vault lid (open) – 52 lbs.
- 28' extension ladder – 57 lbs.
- Traffic valve box (G5) – 58 lbs.
- Sandbags – 60 lbs.
- Pipe (4"x6' mission clay) – 60 lbs.
- Perma-Patch sack (60 pound) – 60 lbs.
- Concrete sack (60 pound) – 60 lbs.
- 2" Submersible sump pump – 60 lbs.
- Pipe (6"x20' SDR 35) – 61 lbs.
- Bumper crane assembly – 62 lbs.
- Lumber boards (2"x12"x16') – 64 lbs.
- Jack Hammer (60 pound) – 65 lbs.
- 2x4 grate – 71 lbs.
- Jet hose (pulling) – 71 lbs.
- Bollards (remove and replace) – 72 lbs.
- 32' extension ladder – 72 lbs.
- 4" plug valve – 75 lbs.
- 24" Manhole lid (open/lift) – 75 lbs.
- Concrete Sack (90 pound) – 90 lbs.
- Plywood (4'x8'x 1 1/8") – 94 lbs.
- Confined space base (tripod) – 95 lbs.
- Valve box (B12) – 96 lbs.
- Jack hammer (90 pound) – 97 lbs.
- Move furniture – 100 lbs.
- 2" Trash Pump (187 GPM) – 104 lbs.
- Pipe (8"x20' SDR 35) – 110 lbs.
- 4" gate valve – 114 lbs.
- 6" gate valve – 194 lbs.
- Manhole lid (36" diameter) – 229 lbs.

### **PERSONAL PROTECTIVE EQUIPMENT**

Depending on the hazard, the employee is required to wear head, hearing, eye, foot, face, respiratory, body harness, and/or hand protection.

### **ENVIRONMENTAL ELEMENTS**

- Employee is frequently exposed to outside weather conditions.
- Employee is occasionally exposed to high, precarious places.
- Employee is exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals.
- Employee is exposed to unpleasant smells and odors.
- Employee is exposed to moderate cold, moderate heat.
- Employee is exposed to risk of electrical shock or mechanical hazards.
- Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens.
- The noise level in the work environment is usually loud.
- Employee, as needed, works indoors, office setting, climate controlled.

**NOTICE:** The examples of functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.