

Job Description Update

Salary and Benefit Committee
April 15th, 2021 @ 1PM

Goals of Update

- Define job requirements specific to each job based on real world analysis.
- Provide measurable physical metrics to screen prospective employees.
- Provide return to work metrics that could be provided to a doctor.
- Update language so that job descriptions are consistent.
- Ensure that job descriptions are consistent with current policies.
- Minimize any edits to the job duty portion of the job descriptions.

Methodology

- Safety and Compliance Administrator tasked Don Freeman consulting with analyzing current job physical requirements by observing tasks performed by staff and weighing objects.
- Web portal was setup by Don Freeman with CAWD data from study.
- CAWD staff reviewed the data and determined some immediate changes could be made to reduce lifts that were high risk.
- The data from the Snooks tables and Niosh Lifting Index (LI) was applied to CAWD job description lifting thresholds
- The Maintenance Superintendent reviewed job descriptions from multiple agency's and used Dublin San Ramon Services District as a template for the physical requirements.

Maintenance Mechanic Job Description

Sandbags	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77	Male 72% Female <10%
Storm drain inlet - 2x2 (pull)	Lift	60	30	36	Short (Less than 1 hour)	1 to 3 lifts	1.05	Male 77% Female <10%
Submersible sump pump - 2"	Lift	60	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.56	Male 72% Female <10%
Pipe - 6"x20' SDR 35	Lift	61	0	72	Short (Less than 1 hour)	1 to 3 lifts	1.83	Male 44% Female <10%
Bumper crane assemble	Lift	62	30	72	Short (Less than 1 hour)	1 to 3 lifts	1.41	Male 70% Female <10%
Centrifugal Pump (164 gpm) - 2"	Lift	62	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.62	Male 70% Female <10%
Lumbar boards - 2x12x16	Lift	64	0	60	Short (Less than 1 hour)	1 to 3 lifts	1.90	Male 38% Female <10%
Jack hammer - 60 pound	Lift	65	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.92	Male 65% Female <10%
Pipe 6"x20' C-900 - 2 person lift - 134 lbs.	Lift	67	0	72	Short (Less than 1 hour)	1 to 3 lifts	2.01	Male 32% Female <10%
2x4 grate	Lift	71	30"	36"	Short (Less than 1 hour)	1 to 3 lifts	1.24	Male 66% Female <10%
Jet hose (pulling)	Pull	71	waist	waist	Short (Less than 1 hour)	1 to 3 lifts		
Bollards remove and replace	Lift	72	24	52	Short (Less than 1 hour)	1 to 3 lifts	1.67	Male 64% Female <10%
Ladder extension 32'	Lift	72	12"	48"	Short (Less than 1 hour)	1 to 3 lifts	1.88	Male 54% Female <10%

Engineer Job Description

Engineer

Laboratory Analyst

Maintenance

Maintenance Worker

Maintenance Worker I-III

Operators

Operators 1-3

Supervisor, Safety Officer,
Plant Engineer

Wastewater Collections I-III

Edit Job

PDA Report

Battery of Tests Report

RTW Report

Delete Job

Clone Job

Name	Type	Weight to Lift (lb)	Begin Lift (inches)	End Lift (inches)	Lift Duration	Lift Frequency (15 min)	Niosh	Snooks
Attend Meetings <i>4 hours</i>	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Sitting ≤ 60 min - multiple intervals	Sit	0			Short (Less than 1 hour)	1 to 3 lifts		
Standing ≤ 15 min - multiple intervals	Stand	0			Short (Less than 1 hour)	1 to 3 lifts		
Walking ≤ 15 multiple intervals	Manual	0			Short (Less than 1 hour)	1 to 3 lifts		
Documents (plans and specifications)	Lift	25	0	48	Short (Less than 1 hour)	1 to 3 lifts	0.74	Male >90% Female 79%
Banker boxes	Lift	30	0"	72"	Short (Less than 1 hour)	1 to 3 lifts	0.90	Male >90% Female 35%
Climbing and descending stairs	Carry	30			Short (Less than 1 hour)	1 to 3 lifts		
Historical filing	Lift	30	0"	36"	Short (Less than 1 hour)	1 to 3 lifts	0.87	Male >90% Female 54%
5 gallon bucket of solids or liquids	Lift	35	12"	48"	Short (Less than 1 hour)	1 to 3 lifts	0.91	Male >90% Female 34%
5 gallon bucket tools	Lift	35	18"	50"	Short (Less than 1 hour)	1 to 3 lifts	0.86	Male >90% Female 34%
Climbing and descending stairs carrying 50 pounds	Carry	50			Short (Less than 1 hour)	1 to 3 lifts		
Ladder 12' extension	Lift	50	12"	48"	Short (Less than 1 hour)	1 to 3 lifts	1.30	Male 83% Female <10%
Metering Vault Lid	Lift	52	12"	38"	Short (Less than 1 hour)	1 to 3 lifts	1.33	Male 84% Female 23%