

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Event Services Supervisor
DEPARTMENT: General Services
DOT OCCUPATION CODE: 019.261-018; 381.687-014

DATE COMPLETED: September 2021
DIVISION: Veterans
PHYSICAL DEMAND STRENGTH RATING: Heavy

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. # EEs avail to perform	H. 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.
While performing the following duties, employees in this class work a variety of shifts including nights, weekends, and holidays; works non-routine schedules.	1	C			Y	1	Essential	
Plans, prepares, and oversees set-up for events scheduled at County facilities: communicates with potential clients to determine appropriate facility and equipment; ensures that necessary equipment is at facilities at scheduled times, or coordinates the transfer of equipment to facility; evaluates and makes security recommendations for events; ensures event organizers comply with all health, safety, and fire regulations; drives county vehicle/pick-up truck to offsite locations; inspects vehicle and reports any issues or damage.	2	C	Computer; phone; car/truck	Valid CA Driver's License	Y	1	Essential	

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. # EEs avail to perform	H. 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.
Directly supervises staff engaged in conducting work assignments: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff required continuing education requirements and other training; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with management; participates in hiring interviews and decisions; utilizes appropriate discretion in matters of employee relations, EEO, and ADA circumstances.	3	C	Computer; phone		Y	1	Essential	
Works independently and uses good judgment while directing or assisting staff in setting up events at facilities or outdoor venues, and in carrying out general maintenance tasks; prepares rooms for event and restores rooms after events: sets up and breaks down tables and chairs; sets up, adjusts, and puts away sound and theater equipment; sets up and takes down telescopic seating system; all heavy lifting is done with at least one other employee, carries, reaches, bends, and stoops.	4	C	Dolly; hand cart; Table/chair racks; audio/visual and sound equipment; automated seating and theatrical seating systems; auto scrubber floor machines		Y	1	Essential	
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.	5	F	Computer; Printers; PPE (Personal Protective Equipment)		Y	1	Essential	
Communicates by phone, email, or in person with staff, co-workers, other departmental staff and members of the public to coordinate and direct activities, answer questions, and provide information related to the rental and use of County facilities for events.	6	C	Computer; phone		Y	1	Essential	

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. # EEs avail to perform	H. 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.
Inspects facilities and identifies maintenance needs; submits work orders for maintenance work; identifies janitorial products needed; submits purchase orders; maintains inventories and submits purchase orders for required equipment.	7	F	Computer		Y	1	Essential	
Coordinates and conducts County department sponsored events, in conjunction with management and County department staff; ensures that necessary equipment is at facilities at scheduled times, or coordinates the transfer of equipment to facility; evaluates and makes security recommendations for events; ensures event organizers comply with all health, safety, and fire regulations.	8	O	Computer; phone		Y	1	Essential	
Coordinates and distributes paperwork for probation workers and volunteers assigned to work at County facilities.	9	F	Computer; Vehicle	Valid CA Driver's License	Y	1	Essential	

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
Sitting (i.e., driving between locations; planning, organizing and assigning work; using computer)	2,5,6,8,9	F			
Walking (i.e., supervising staff engaged in work; assisting staff in setting up events; inspecting work vehicle and facilities)	2,3,4,5,6,7,8,9	F			
Running	N/A	N			
Standing (i.e., supervising staff engaged in work; ensuring event organizers comply with health, safety, and fire regulations; training and orienting staff)	2,3,4,5,6,7,8,9	F			
Bending-Neck (i.e., planning, preparing and overseeing set-up for events; using computer; inspecting building and vehicles;	2,3,4,5,6,7,8,9	F			
Bending-Waist (i.e., inspecting buildings and vehicles; performing general maintenance tasks; setting up and breaking down tables and chairs; setting up and breaking down sound systems and theater equipment)	2,4,7	O			
Squatting (i.e., inspecting buildings and vehicles; performing general maintenance tasks; setting up and breaking down tables and chairs; setting up and breaking down sound systems and theater equipment)	2,4,7	O			
Climbing (i.e., performing general maintenance tasks; setting up and breaking down sound systems and theater equipment)	2,4,7	O			
Kneeling (i.e., inspecting buildings and vehicles; performing general maintenance tasks; setting up and breaking down tables and chairs; setting up and breaking down sound systems and theater equipment)	2,4,7	O			
Crawling (i.e., inspecting buildings and vehicles; performing general maintenance tasks; setting up and breaking down tables and chairs; setting up and breaking down sound systems and theater equipment)	2,4,7	O			
Twisting-Neck (i.e., planning and overseeing preparations for event; driving; inspecting buildings and vehicles)	2,3,4,5,6,7,8,9	F			
Twisting-Waist (i.e., performing general maintenance tasks; setting up and breaking down sound systems and theater equipment)	2,4,7	O			
Repetitive Hand Use	2,4,7,8,9	F			
Simple Grasping-Right Hand (i.e., distributing paper work for work crews; holding tools required to perform cleaning and maintenance tasks)	2,4,6,7	F			
Simple Grasping-Left Hand (i.e., distributing paper work for work crews; holding tools required to perform cleaning and maintenance tasks)	2,4,6,7	F			
Power Grasping-Right Hand (i.e., setting up and taking down telescopic seating systems; performs general maintenance tasks; setting up and breaking down sound systems and theater equipment)	4	O			
Power Grasping-Left Hand (i.e., setting up and	4	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
taking down telescopic seating systems; performs general maintenance tasks; setting up and breaking down sound systems and theater equipment)					
Fine Manipulation-Right Hand (i.e., performing general maintenance tasks; completing paperwork for scheduling and work assignments; adjusting and operating sound system and theater equipment including dials, wires, cords and plugs)	4,7,8,9	O			
Fine Manipulation-Left Hand (i.e., performing general maintenance tasks; completing paperwork for scheduling and work assignments; adjusting and operating sound system and theater equipment including dials, wires, cords and plugs)	4,7,8,9	O			
Pushing and Pulling-Right Hand (i.e., pushing table/chair racks; moving equipment or supplies on a dolly or hand cart)	2,4,7	O			
Pushing and Pulling-Left Hand (i.e., pushing table/chair racks; moving equipment or supplies on a dolly or hand cart)	2,4,7	O			
Reaching-Above shoulder level (i.e., inspecting building and vehicles; performing general maintenance tasks; setting up and breaking down sound systems and theater equipment)	2,4,7	O			
Reaching-Below shoulder level (i.e., inspecting buildings and vehicles; performing general maintenance tasks; conducting safety meetings)	2,4,5,6,7	F			
Lifting-up to 10 lbs. (i.e., padded folding chairs; broom; mop)	2,3,4,5,7,8,9	F			
Lifting-11-25 lbs. (i.e., case of toilet paper; bag of cleaning solution; vacuum)	2,4,7	O			
Lifting-26-50 lbs. (i.e., box of trash bags)	2,4,7	O			
Lifting 51-75 lbs. (i.e., 3' x 8' lecture tables; 5' round tables)	2,4,7	O			
Lifting 76-100 lbs. (i.e., 6" round tables, portable stage/platform)	2,4,7	O			
Lifting 100 + lbs.	N/A	N			
Carrying 0-10 lbs. (i.e., folding chairs, restroom supplies; broom; mop)	2,3,4,5,6,7,8,9	F			
Carrying 11-25 lbs. (i.e., case of toilet paper; bag of cleaning solution; vacuum)	2,4,7	O			
Carrying 26-50 lbs. (i.e., box of trash bags)	2,4,7	O			
Carrying 51-75 lbs. (i.e., 3' x 8' lecture tables)	2,4,7	N			
Carrying 76-100 lbs. (i.e., portable stage/platform)	2,4,7	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
Functional vision, normal or corrected (i.e., overseeing set-up for events; ensures that event organizers comply with all security, health, safety, and fire regulations; supervising staff engaged in conducting work assignments; inspecting buildings and vehicles; driving)	2,3,4,5,6,7,8,9	C			
Functional color vision, normal or corrected (i.e., supervising and monitoring staff; setting up and	2,3,4,7,8	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
breaking down sound systems and theater equipment; inspecting buildings and vehicles)					
Functional night vision, normal or corrected (i.e., completing work tasks and assignments at events that take place before or after daylight hours)	1,2,3,4,5,6,7,8,9	O			
Functional hearing, normal or corrected (i.e., communicating with staff, clients, event organizers and public; setting up and breaking down sound systems and theater equipment)	2,3,4,5,6,8,9	F			
A sense of smell or taste (i.e., inspecting buildings and vehicles; supervising and monitoring staff; carrying out general maintenance tasks)	2,3,4,7	O			

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	F			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	F			
Required to train and/or lead others	F			
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	F			
Long and/or irregular hours	O			
Limited/unpredictable opportunity for breaks	O			
Required to perform on-call or emergency work	O			

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	F			
Attention divided by issues requiring multi-tasking	F			
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	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Possible legal ramifications associated with work activities or work product	O			

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)	F			
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 (i.e., planning for event set-up; supervising and monitoring staff; setting up and breaking down rooms for events; using the computer to communicate with clients, , co-workers, staff, vendors; scheduling assignments for event workers)	F			
Work Outside (i.e., setting up and breaking down events at outdoor venues; inspecting buildings and vehicles)	O			
Extreme Heat (above 100 degrees)	N			
Extreme Cold (below 32 degrees)	N			
Excessive Noise (must raise voice to be heard) (i.e., working events with amplified music)	O			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke (i.e., setting up and breaking down events)	O			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.)	N			
Grease, oils	N			
Acidic, Caustic Solutions	N			
Pesticides	N			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives (i.e., performing general maintenance, cleaning and janitorial tasks)	O			
Other Chemicals (e.g. drugs and other contraband) (i.e., taking out trash)	O			
Human Blood, Body Tissues, or Fluids	N			
Human Wastes (i.e., cleaning and sanitizing facility restrooms)	O			
Animal Blood, Body Tissues, or Fluids	N			
Animal Wastes	N			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste (i.e., performing general maintenance, cleaning	N			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
and janitorial tasks)				
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough terrain (e.g., gravel, rocks, hills, etc.) (i.e., slippery floors after rain or spills)	O			
Proximity to moving mechanical parts (e.g., equipment, machinery) (i.e., setting up and taking down telescoping theatrical seating systems)	O			
Proximity to moving vehicles or objects	N			
Heights (e.g., rooftop, ladders, scaffolding, etc.) (i.e., setting up and breaking down sound system and theater equipment; performing general maintenance tasks)	O			
Contact with water, other liquids, humid conditions - not weather related (i.e., performing general maintenance tasks)	O			
Work Below Ground: (e.g., excavation, trench, etc.)	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
Operates non-commercial motor vehicles (cars, trucks) (i.e., county vehicle between locations)	O			
Operates commercial vehicles – CDL Class <u> N/A </u> Endorsements <u> N/A </u>	N			
Operates passenger van to transport clients, inmates, etc.	N			
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
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.)
Audiometric Testing			
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam			
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard			
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test			
Vaccine: MMR			
Vaccine: Hepatitis B		X	
Vaccine: Influenza			
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Theatrical Seating System at Sonoma Veterans Memorial Hall Auditorium- seating capacity 345 people



Theatrical Seating System at Sonoma Veterans Memorial Hall Auditorium- telescoping seating system



**Under Stage Folding Chair Storage- handle height 25 inches
Push Force- 82.5 lbs.; Pull Force- 94 lbs.**



Padded Folding Chair- 10 lbs. each



Sonoma Veterans Memorial Auditorium



**3' x 8' Banquet Tables- 55 lbs./table (10 per cart)
 Handle 39", Push Force- 72lbs.; Pull Force- 84 lbs.
 Standing Chair Racks- 10 lbs./chair (40 per cart)
 Push Force- 92 lbs.; Pull Force- 99 lbs.**



**Janitor Supply Closet-
 Toilet Paper- 16 lbs. at 63" high**



**Janitor Supply Closet-
 Cleaning Solution- 33 lbs. to 36"**



**Janitor Supply Closet-
 Bag of Cleaning Solution- 11 lbs. to 63"**



Supply Storage- items up to 72"



Storage Container



Round Tables- 5' tables- 55 lbs.
6' table- 85 lbs.



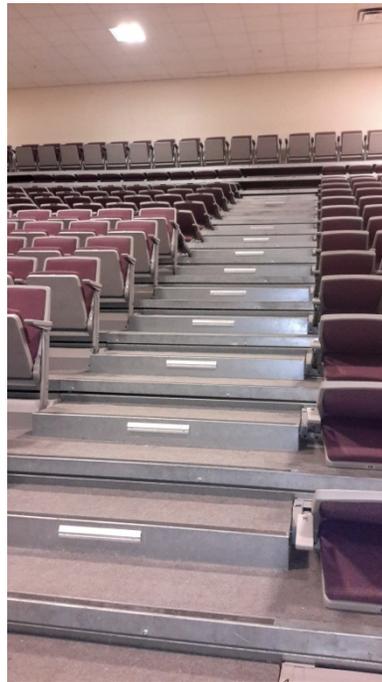
Accessing the control for the Telescoping/Theatrical Seating System at Sonoma Veterans Memorial Hall



Seat back height 16" when folded
Each Row lifted into place manually
48 Rows total to be lifted into place



Theatrical Seating- Step Folds Down



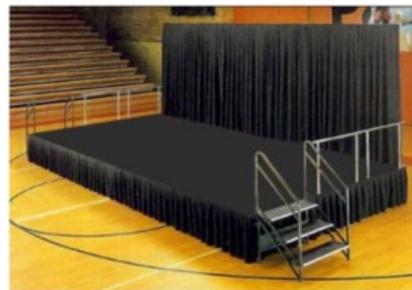
Theatrical Seating- 6" steps Each row/aisle vacuumed after An Event



Petaluma Memorial Veterans Building Auditorium with Theatrical seating



Portable Stage/Platform, each piece 96"x 49"x 4"- 100lbs.



Example of Portable Stage