

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Maintenance Supervisor
DEPARTMENT: Public Infrastructure
PHYSICAL DEMAND STRENGTH RATING: Heavy

DATE COMPLETED: March 2025
DIVISION: Road Maintenance

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.
While performing the following duties, employees in this position work in both a typical office environment and outdoors in all types of terrain, vegetation, and weather conditions, performing duties in both daylight and dark/dim conditions. They also work on public roadways close to moving traffic, equipment, and machinery.						
Works long and irregular hours, including nights, weekends, and holidays as needed to maintain public infrastructure including response and recovery phases of emergency situations (e.g. storms, accidents, fires, earthquake, flood, etc.)	1	O			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. 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 assigned staff including: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff continuing education; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	2	C	Computer/Tablet		Essential	
Drives county vehicle/pick-up truck to and from job sites and to pilot other vehicles, including rugged, remote, and off road Locations.	3	F	Vehicle, Pickup truck	CA Driver's License	Essential	
Monitors and inspects work performed by maintenance crew and contractors for completeness, accuracy, and compliance with plans, permits, and specifications; provides direction and assistance as needed; reports the status of work in progress and any unforeseen problems or requirements to supervisors or managers.	4	F	Vehicle, Computer/Tablet, Telephone & Cellphone, Radio	CA Driver's License	Essential	
Visually inspects the quality of existing roads, the adequacy of drainage systems, vegetation clearance and sight distance to signage and related structures and systems to determine maintenance and repair needs and improvements including; walks and drives assigned areas to observe and assess conditions; advises supervisors or managers orally or in writing of repair needs and improvements; assists in planning and scheduling current and future maintenance projects.	5	F	Vehicle, Computer, Telephone & Cellphone, Radio	CA Driver's License	Essential	
Operates and supervises the operation of commercial vehicles and heavy equipment, including: secures and pulls trailers; loads heavy equipment onto trailer, secures, transports and unloads heavy equipment; climbs up and down to enter equipment; sits for long periods of time; reaches forward, down, and across to operate controls; monitors and remains alert to verbal and visual signs from workers, and to equipment instrument and gauges to detect malfunctions and problems.	6	O	Commercial Vehicles (Trucks, Trailers), Heavy Equipment (e.g. Backhoe, Grader, Mower, Sweeper)	CA Commercial Driver's License w/ Tanker Endorsement	Essential	
Estimates materials and supplies needed to accomplish various projects; checks inventory and places orders; maintains records of work performed, materials required and expended.	7	F	Computer/Tablet		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. 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.
Loads, transports, and unloads materials and supplies and ensures required supplies and materials are available on job site; reaches forward, above and below shoulders and lifts, pushes, pulls, and carries items (see Section 2).	8	O	Computer/Tablet, Truck/Vehicle, Forklift, Handcart	CA Driver's License, Forklift Operator's Certification	Essential	
Interprets plans, evaluates job sites, and determines methods for completion of jobs; marks out job sites with grade stakes to indicate cuts, fills, slopes, banks, and stations; estimates the type and amount of materials needed for projects.	9	F	Vehicle, Tablet, Stakes, Calculator, Measuring Device, Hammer	CA Driver's License	Essential	
Inspects vehicles, machines, equipment and tools and reports damage, wear, required repairs and maintenance, and need for replacement; completes and submits inspection reports.	10	O	Computer/Tablet, Telephone & Cellphone, Clipboard, Pen/Pencil	CA Commercial Driver's License w/ Tanker Endorsement, CA Driver's License	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; tracks and reports safety training.	11	F	Clipboard, Pen/Pencil		Essential	
Communicates with the public, in person and by phone, to investigate and respond to complaints and inquiries; maintains a calm and professional manner while dealing with hostile or verbally abusive members of the public.	12	F	Computer, Telephone & Cellphone		Essential	
Participates in continuous training to maintain required licenses, and to maintain and enhance knowledge and skills necessary to perform assigned duties.	13	O	Computer, and in person trainings		Essential	
Performs duties of Maintenance Workers I, II and III during periods of absence or to meet operational needs.	14	O	Various hand tools, both manual and power		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
1 Sitting	3-6,8,9	F			
2 Walking	1-14	F			
3 Running	4-6	N			
4 Standing	1-14	F			
5 Bending-Neck	1-14	C			
6 Bending-Waist	1-14	F			
7 Squatting	4-6, 8, 14	O			
8 Climbing	4-6, 8, 14	O			
9 Kneeling	4-6, 8, 14	O			
10 Crawling	4-6, 8, 9, 11, 14	O			
11 Twisting (neck)	1-14	C			
12 Twisting (waist)	1-14	F			
13 Repetitive Hand Use	2-6, 12	F			
14 Simple Grasping-Right Hand	7, 9-12	F			
15 Simple Grasping-Left Hand	7, 9-12	F			
16 Power Grasping-Right Hand	6, 8	F			
17 Power Grasping-Left Hand	6, 8	F			
18 Fine Manipulation-Right Hand	3-8, 10	O			
19 Fine Manipulation-Left Hand	3-8, 10	O			
20 Pushing and Pulling (right hand)	6, 8, 14	F			
21 Pushing and Pulling (left hand)	6, 8, 14	F			
22 Reaching (above shoulder level)	6, 8, 10, 11, 14	O			
23 Reaching (below shoulder level)	6, 8, 10, 11, 14	O			
24 Lifting-up to 10 lbs.	6, 8, 14	F			
25 Lifting-11-25 lbs.	6, 8, 14	F			
26 Lifting-26-50 lbs.	6, 8, 14	F			
27 Lifting 51-75 lbs.	6, 8, 14	O			
28 Lifting 76-100 lbs.	6, 8, 14	O			
29 Lifting 100 + lbs.		N			
30 Carrying 0-10 lbs.	8	F			
31 Carrying 11-25 lbs.	8	F			
32 Carrying 26-50 lbs.	6, 8, 14	F			
33 Carrying 51-75 lbs.	6, 8, 14	O			
34 Carrying 76-100 lbs.		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	1-14	C			
2 Functional color vision, normal or corrected		N			
3 Functional night vision, normal or corrected	1	F			
4 Functional hearing, normal or corrected	1-14	C			
5 A sense of smell or taste		N			

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	C			
2 Follow Written Instructions	F			
3 Required to sustain concentration	C			

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	F			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	F			
5 Required to train and/or lead other staff	C			
6 Required to direct other staff (e.g. planning, goal setting, performance)	C			

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	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	F			

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	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
6 Possible legal ramifications associated with work activities or work product	F			

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)	F			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
4 Interactions occur under circumstances of emotional stress	F			
5 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
1 Work Inside	F			
2 Work Outside	F			
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.)	O			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	O			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	N			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	O			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	O			
19 Animal Wastes	O			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	F			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	O			
26 Walking on uneven, slippery, or rough surfaces	F			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	F			
28 Proximity to moving vehicles or objects	F			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
30 Contact with water, other liquids, humid conditions - not weather related	O			
31 Work Below Ground: (e.g., excavation, trench, etc.)	O			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	C			
34 Operates commercial vehicles – CDL Class A Endorsements Tanker	O			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	O			
37 Operates heavy equipment	O			
38 Other:				

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	X	X	Annually
2 DOT Commercial Driver Drug and Alcohol Screening	X	X	Random
3 DOT Commercial Driver Physical Exam	X	X	Every 2 Years (DMV Required)
4 Respirator Physical Exam	(Culvert)	X	Annually
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard	(Culvert)	X	Annually
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.