COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Roads Operations Division Manager DEPARTMENT: Public Infrastructure PHYSICAL DEMAND STRENGTH RATING: SEDENTARY/LIGHT

DATE COMPLETED: May 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:

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	D lab	C Frag	D. Equipment or	E Specialized	F. Essential or	Medical Provider Use Only: For
A. Job Duty/Function				E. Specialized Expertise, License,		each job duty/function, indicate
	Duty #	-		Certification Required?		in this column "Can Perform", is
	#		periorin (Describe)	(Describe)		"Temporarily Restricted" from
				(Describe)		
						performing, or is "Permanently Restricted" from performing.
						Restricted from performing.
Under general direction, plans, coordinates and directs the						
operations of the Road Maintenance Division within the Public						
Infrastructure Department (SPI); manages and coordinates the						
work of professional, technical, and other staff involved in the						
operations, maintenance, inspection, and emergency response						
activities related to bridges, highways, roads, drainage facilities,						
retaining structures, and other infrastructure within the road						
right-of-way; and performs related duties as required. Since this						
class is not a professional engineer, any direction needed for						
highly technical, engineering, environmental, etc. issues will be						
provided by the Deputy Director and coordinated through this						
class. The incumbent of this class functions with considerable						
discretion and independent judgement in the management and						
administration of this division, and as such, is responsible for						
establishing division performance goal, objectives, and policy						
development.						
Plans, coordinates, and directs the operations of the Division	1.	С	Computer,	Class "C" Driver's	Essential	
within SPI.			Telephone, Vehicle	License		
Determines priorities within the division and assists in setting	2.	F	Computer,		Essential	
goals; develops, directs and implements policies and procedures			Telephone, Vehicle	Class "C" Driver's		
to attain these goals and all related plans and programs within				License		
the area of assignment.						
Implements the systematic assessment of maintenance and	3.	F	Computer,		Essential	
repair needs for maintained infrastructure			Telephone			
Supervises, directs, trains and assigns work to staff; participates in	4.	С	Computer, Pen,		Essential	
the recruitment and selection of personnel; prepares and delivers			Telephone/Cell			
performance evaluations; and makes recommendations for			Phone,			
discipline of staff.			Printer/Copier			
			Machine			
Understands the division budget; monitors division fiscal	5.	F	Computer,		Essential	
activities; develops information relating to the determination of	-	Ĩ	Telephone			
fee schedules and work distribution statistics.						
Prepares and/or directs the preparation of official reports for	6.	F	Computer,		Essential	
governmental agencies and departmental management as	0.	ľ	Telephone		Lucintian	
required.			relephone			
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A. Job Duty/Function	B. Job	C. Freq	D. Equipment or	E. Specialized	F. Essential or	Medical Provider Use Only: For
	Duty	Rating	tools used to	Expertise, License,	Non- Essential	each job duty/function, indicate
	#		perform (Describe)	Certification Required?		in this column "Can Perform", is
				(Describe)		"Temporarily Restricted" from
						performing, or is "Permanently
						Restricted" from performing.
Coordinates with other departmental divisions, other County	7.	F	Computer,	Class "C" Driver's	Essential	
departments, and other agencies, organizations and contractors			Telephone, Vehicle			
as necessary, especially during emergency response periods.				License		
Oversees contract administration, enforces contractual	8.	F	Computer,		Essential	
obligations of contract operators, and ensures that legal			Telephone/Cell			
requirements related to operations are met.			Phone			
Inspects work in the field, as needed.	9.	F	Telephone/Cell	Class "C" Driver's	Essential	
			Phone, Vehicle	License		

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PART 2: PHYSICAL DEMANDS

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY:
Activity	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Sitting	1-9	F			
2 Walking	1-9	F			
3 Running		N			
4 Standing	1-9	0			
5 Bending-Neck	1-9	F			
6 Bending-Waist	1-9	F			
7 Squatting	1, 2, 7, 9	0			
8 Climbing	1, 2, 7, 9	0			
9 Kneeling	9	0			
10 Crawling		N			
11 Twisting (neck)	1-9	F			
12 Twisting (waist)	1-9	F			
13 Repetitive Hand Use	1-9	С			
14 Simple Grasping-Right Hand	1-9	F			
15 Simple Grasping-Left Hand	1-9	F			
16 Power Grasping-Right Hand	1, 2, 4, 5, 7	F			
17 Power Grasping-Left Hand	1, 2, 4, 5, 7	F			
18 Fine Manipulation-Right Hand	1, 2, 4, 7	F			
19 Fine Manipulation-Left Hand	1, 2, 4, 7	F			
20 Pushing and Pulling (right hand)	1-9	0			
21 Pushing and Pulling (left hand)	1-9	0			
22 Reaching (above shoulder level)	1-9	0			
23 Reaching (below shoulder level)	1-9	0			
24 Lifting-up to 10 lbs.	1-9	0			
25 Lifting-11-25 lbs.	1-9	0			
26 Lifting-26-50 lbs.		N			
27 Lifting 51-75 lbs.		N			
28 Lifting 76-100 lbs.		N			
29 Lifting 100 + lbs.		N			
30 Carrying 0-10 lbs.	1-9	0			
31 Carrying 11-25 lbs.	1-9	0			
32 Carrying 26-50 lbs.		N			
33 Carrying 51-75 lbs.		N			
34 Carrying 76-100 lbs.		N			

PART 3: SENSORY REQUIREMENTS

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
Activity	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Functional vision, normal or corrected	1-9	С			
2 Functional color vision, normal or corrected	1, 2, 3	0			
3 Functional night vision, normal or corrected	1, 2, 3	0			
4 Functional hearing, normal or corrected	1-9	С			
5 A sense of smell or taste		Ν			

PART 4: COMPREHENSION LEVEL

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Follow Oral Instructions	С			
2 Follow Written Instructions	С			
3 Required to sustain concentration	С			

PART 5: NATURE OF TASKS

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Follow set procedures	С			
2 Organize own work	С			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	С			
5 Required to train and/or lead other staff	С			
6 Required to direct other staff (e.g. planning, goal setting,	С			
performance)				

PART 6: WORK PACE

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Tightly scheduled and rapid pace of work activities at	F			
high volume				
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	0			
4 Limited/unpredictable opportunity for breaks	0			
5 Required to perform on-call or emergency work	0			

PART 7: COMPLEXITY/VARIABILITY

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Variable and unpredictable workflow	0			
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	F			
task to another				
6 Possible legal ramifications associated with work activities	F			
or work product				

PART 8: INTERACTIONS WITH OTHERS

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Works with others (e.g., co-workers, other	F			
departments/agencies, public)				
2 Interactions limited to giving/receiving information	0			
3 Interactions exceed giving/receiving information (e.g.,	F			
advises, persuades, justifies)				
4 Interactions occur under circumstances of emotional stress	0			
5 Risk of confrontation with violent or assaultive clients or	0			
customers				

Activity Frequent, or Constant Perform Restricted Restricted 2 Work Nutside O Image: Constant Perform Restricted Restricted 2 Work Outside O Image: Constant Perform Restricted Restricted 3 Extreme Heat (above 100 degrees) O Image: Constant		FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
1 Work Inside F 2 Work Outside O 2 Work Outside O 2 Work Outside O 3 Extreme Cold (below 32 degrees) O 4 Extreme Cold (below 32 degrees) O 5 Excessive Noise (must raise voice to be heard) O 7 Dust, Vapors, Fumes, Smoke O 8 Sila, asbestos, etc. O 9 Solvents (e.g., gast, turpentine, etc.) N 10 Grease, oils O 11 Acidic, Caustic Solutions N Image: Comparison of the co	A ativity	Never, Occasional;			
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36 Pulls non-commercial trailers or equipmentNImage: Commercial trailers37 Operates heavy equipmentNImage: Commercial trailers		N			
37 Operates heavy equipment N N		N			
	38 Other:				

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

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.

			Frequency (one time,
Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	annual, etc.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam			
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard			
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.