

## Job Analysis Record

Instructions: This form is used to capture the major task steps of each job or project. The recorder should pay particular attention to how the tasks are typically performed, any accommodations, technology or specialized training strategies that should be employed with the new employee. The tasks sets are to be recorded as “projects” so that a discrete training format can be established for each.

Name of Worker: James Dodge	Date initiated/Date Completed: 5/15/06 /5/22/06 & 5/23/06
Company: Engine Rebuilders	Contact Person/Supervisor: Greg
Phone/E-mail: 370-5532	Person complete JAR: Jerry Adams
Proposed Job Title: Assistant Machinist	
Major Tasks or Projects: grind valves, debur parts, sandblast components, clean parts, paint parts	
Proposed Work Hours/Days per Week: 8:30 am – 3:30 pm m-f	
Anticipated Pay Rate/Benefits: \$7.50 plus 10 paid holidays	
Comments/Considerations: Will need modified tables, PASS approval for tools and equipment, training plan with task analyses need to be completed prior to start date	

<p><b>Culture of the Company</b></p> <p>Record observations regarding the rites and rituals of the company: e.g. dress code, commonly used language and slang that may be helpful to understand, work hours, break times &amp; lunch behavior, initiation rituals for new hires, social interactions, car pooling, et al.</p> <p>Notes from observation and conversation: Worksite is relaxed with only one other person (owner, Greg) on-site. Customers come and go throughout the day and interrupt Greg who always appears happy and loves to talk! Some jobs are rush orders, but if the current workload is too much Greg will nicely refuse work in order to maintain honesty with his customers (many local garages send their machining work to Greg). Dress is in coveralls. Greg brings his lunch, as should Jim. Greg often leaves about 3:30 or 4 pm to get kids at pre-school.</p> <p>The shop can be pretty noisy when grinding equipment is operating. Radio plays rock &amp; roll throughout the day. There are 4 distinct areas in this building: Customer counter and computer workspace/cash register; hot tank room where large, heavy items are degreased; the clean room for precision assembly; and the large general work area (where Jim will be stationed most of the day), includes parts washer, sand blaster, and paint booth.</p> <p>Overall the worksite is clean, relaxed, tools are in their places (boxes and wall boards), somewhat noisy at times.</p>
---

Project One Description: Valve Grinding

Task Steps: Match valve to template found in grinder rack;

Install template;

Fit valve into grinder

Turn on grinder

Slowly move guidewheel clockwise forcing valve into cutting wheel

Slowly add pressure with guidewheel until sparks stop

Turn guidewheel counter-clockwise

Turn off grinder

Remove valve to finish rack

Fit next valve into grinder.

Quality Measures: Valve mating surface is clean and smooth.

Tools Required: Grinder and attachments

Speed & Accuracy Considerations: Accuracy is much more important than speed, though the grinder and template make this an easily mastered job. Training attention will need to be given to selecting the proper template by matching it to the particular intake or exhaust valve.

Natural Instructors/Supervision: Greg understands the importance of teaching this task himself since it is core to Jim's job. Job coach should offer only more powerful strategies should Jim have difficulty with task acquisition.

Task Duration: Takes about an hour for a standard set of V-8 engine valves (16 valves total). Greg mentioned that they recondition an average of 10 to 20 sets of heads a week.

Task Acquisition Concerns: Matching template to valve may be a start-up issue.

Project Two Description: Sand-blasting small parts

Task Steps: Degrease part in parts washer (otherwise the blast media will just adhere to it)

Insert part (only one part in the blast cabinet at time!! Very important!!)

Fill blast cabinet hopper with media using scoop (100 lb bags of silica are kept leaning against the back of the blast cabinet)

Attach air hose to coupling

Insert arms into black cabinet gloves

Grasp spray gun

Blast item until clean

Move item as needed to access all sides for blasting

Remove arms from gloves and remove piece from cabinet

Inspect and re-blast if not clean of debris, rust, and paint

Empty spent media tray and dispose of in trash barrel

Disconnect air line when done

Re-fill blast cabinet hopper with media (if below \_ full)

Quality Measures: Blast cabinet hopper is \_ full of media; clean up any spilled media (sand in a machine shop work area is NOT GOOD!); degrease/clean items and dry them with compressed air before blasting; parts should be totally bare metal upon completion.

Tools Required: Parts washer; blast cabinet

Speed & Accuracy Considerations: work rate varies from piece to piece; cleanliness more important than speed, but Greg will often be waiting for the piece in order to finish an assembly, so teaching should include attention to speed.

Natural Instructors/Supervision: Greg will demonstrate; job coaching should take very little time. Jim really enjoyed this activity during his work trial.

Task Duration: Varies. Greg estimated that Jim might be blasting parts for about 1 to 2 hours per day.

Task Acquisition Concerns: As noted above.