



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Supervisor II		
Department:	Transportation	Division:	Roads Maintenance
DOT Title:	Highway-Maintenance Supervisor	DOT #:	899.134-010
SVP:	8	Requestor:	Autumn Musch
Worksite Address:	155 Monroe Avenue North Renton, WA 98056-3819	Office Contact Name/ Phone/ Email:	Tony Ledbetter 206-477-2411 tony.ledbetter@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 6/14/18
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Responsible for supervising operations the unincorporated King County. Works independently under minimal direction in a roads maintenance environment responsible for the overall performance, budget and safety of the work unit. Incumbent of this position supervises individuals, schedules the day to day and annual operation, participate in developing, planning, monitoring, evaluating and controlling work unit goals, objectives and budget.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
 - Follow written and verbal directions to complete assigned tasks on schedule.
 - Read, write, and communicate in English & understand basic math.
 - Learn from directions, observations, and mistakes and apply procedures using good judgment.
 - Work independently or as part of a team and interact appropriately with others.
1. Plan, organize, schedule and coordinate daily work activities of assigned work unit; prepare work schedules and staffing plans.
 2. Monitor work quality and quantity; provide input and/or prepare performance appraisals to evaluate subordinates; issue written reprimands and letters of counseling, and/or recommend further disciplinary actions to higher level supervisor when necessary.
 3. Identify and recommend training needs of assigned work unit; provide training to subordinates.
 4. Prepare job estimates.
 5. Assist in budget preparation; monitor monthly and annual budget expenditures; authorize purchases and code invoices.
 6. Develop and recommend policies and procedures for the work unit.
 7. Oversee program safety for assigned work unit; conduct monthly safety meetings; monitor for safety hazards and unsafe personnel practices; and recommend work unit wide corrective actions as appropriate.
 8. Provide input on new specifications and recommend modifications to existing equipment.
 9. Organize, prepare and maintain records and reports to ensure that the work is accomplished in accordance with established goals and objectives; attend meetings with supervisor and management staff to discuss work projects, schedules and timeliness.



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

Minimum of three years work experience as a road maintenance worker. Must have knowledge of environmental regulations, OSHA/WISHA requirements. Must have knowledge of workload planning principles, safety procedures and job/project estimation as well as building, crafts and mechanical trades. Must have skill in reading blueprints and schematic drawings. Must have the ability to use Microsoft Word and Excel and usage of the Internet for the purpose of preparing job estimates, daily dispatch, material reports, etc. as they pertain to the job. Must have the ability to lead a crew and promote team building and conflict resolution as well as the ability to provide onsite monitoring, direction and correction of work performance. Must possess a valid Washington State driver's license.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Shovel, broom, hoses, pressure washer, pickup truck, forklift, pump, cart, drill, hand tools, grinder, saws-all, handsaw, skill saw, chainsaw, pneumatic air wrench, jackhammer, hand roller, compactors, whacker, hoist, wrenches, hacksaw, computer, edge trimmer, blower, power lawnmower, riding lawnmower, weed eater, lutes (for raking asphalt), pry bars, hammer, power pole trimmer, wheel barrow, two-way radio, pump, generator, tie wire, ax, tripod signs, hay bails, rocks, logs, asphalt, cement products, fertilizer, grass seed, various vegetation chemicals, hazardous materials, boat, pressure hoses, hydraulic equipment, cellular telephone, pager, erosion control equipment, pitchfork and various litter items at work sites such as tires and batteries.

Hard hat, eye protection, hearing protection, breathing protection (half face respirator with HEPA filter), safety vest, gloves, chaps for chain saw, hazmat suit, fall protection gear and water safety gear.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
Work Pattern (continued)		FLSA Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		18-50		1-17		Up to 1 hr./time, 4 hrs. total, with weights of 15-17 lbs., while shoveling, manipulating asphalt, using a weed eater and using a chainsaw as well as loading and unloading hoses, buckets, and power tools. Up to 1 min./time, 45 min. total, with weights of 18-50 lbs., while loading and unloading ladders, bags of salt, straw bales, smaller manhole lids and drainage grates, bags of concrete, toolboxes, water jugs, sandbags, logs and rocks.
Lifting waist–shoulder		18-50		1-17		Up to 1 hr./time, 4 hrs. total, with weights of 15-17 lbs., while shoveling, manipulating asphalt, using a weed eater and using a chainsaw as well as loading and unloading hoses, buckets, and power tools. Up to 1 min./time, 45 min. total, with weights of 18-50 lbs., while loading and unloading ladders, bags of salt, straw bales, smaller manhole lids and drainage grates, bags of concrete, toolboxes, water jugs, sandbags, logs and rocks.
Lifting above shoulder		1-20				Up to 10 sec./time 10 min total while using a chainsaw or line trimmer; placing items in/out of tall trucks.
Carry (Distance/Surface)		50	1-20			1-20 lbs. up to 30 min./time, 1.5 hrs. total while using a chain saw, line trimmer, etc. Rarely up to 10-15', 5x/shift with 50 lb. bag of salt.
Pushing/Pulling (Distance/Surface)		1-30 50*		1-3		Up to 100', up to 10 min./time, with a force of 1-20 lbs., for up to 1.5 hrs. total while pushing and pulling brooms, shovels, rakes, push mower, wheelbarrow, pump, generator, sled compactor, hand roller, pruning saw, chainsaw, hand tools, cart, manhole lids and drainage grates. The employee may also push and pull 1-3 lbs. up to 5 hours per day when driving Rarely push/pull up to 50 lbs. for bags of cement, salt etc. for up to 1 min./time, 5 min. total.



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X	On an automobile seat, truck tailgate, the ground, pipe, office chair or conference room chair for up to 2 hrs./time, 8 hrs. while driving to/from work sites, driving during inclement weather, participating in plowing and sanding, performing computer duties and operating a forklift as well as attending training and meetings. Daily activities can vary drastically.
Standing					X	On flat linoleum, flat cement, asphalt, gravel, rocks/boulders, river/streambeds, steep inclines, uneven ground, thick vegetation, snow/ice and wet/slippy surfaces, for up to 10 min./time, 6 hrs. total while shoveling, flagging, using a chain saw and sawing materials. Daily activities can vary drastically.
Walking					X	On flat linoleum, flat cement, asphalt, gravel, rocks/boulders, river/streambeds, steep inclines, uneven ground, thick vegetation, snow/ice and wet/slippy surfaces for distances of up to ½ mile for up to 30 min./time, 6 hrs. total in a work shift. Most commonly occurs while moving from building to building, following belt loader and walking from one end of a job site to the other, participating in grinding and shoulder operations, using a chain saw, investigating complaints, supervising crew, setting up job sites and sawing materials as well as inspecting worksites and potential work sites. Daily activities can vary drastically.
Perform Work on Ladders		X				Up to 20' 5 min./time, 30 min. total.
Climbing			X			On steep inclines, uneven ground, thick vegetation, wet/slippy surfaces and stair for up to 1 min./time, 1.5 hrs. total while traversing riverbanks and planting willow trees along riverbanks.
Balancing					X	On wet/slippy surfaces, scaffolding, frozen surfaces, bridges, uneven ground, steep slopes and ladders for up to 3 hrs./time, 7 hrs. total while traversing a hillside with thick vegetation, a catwalk on a sanding truck, ditches, manholes and stockpiles as well as when using a chainsaw.
Stooping / Bending			X			On wet/slippy/frozen surfaces, uneven ground and steep slopes for up to 10 min./time, 2 hrs. total while weeding, changing grader blades, wrapping hoses, shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.
Twisting at Neck				X		Up to 10 min./time, 5 hrs. total in a work shift. Most commonly occurs while reading, writing, using a mower, performing road patrols and operating a computer as well as inspecting drainage systems and ground level objects; performing road patrols, equipment inspections, using a mower, operating heavy equipment, pruning/tree trimming and vehicle maintenance.



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Twisting at Waist				X		Up to 10 min./time, 5 hrs. while using a mower, performing road patrols, inspecting drainage systems and ground level objects, weeding, changing grader blades, wrapping hoses, shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.
Squatting / Kneeling			X			On wet/slippy/frozen surfaces, uneven ground and steep slopes for up to 10 min./ time, 1.5 hrs. total while weeding, changing grader blades, wrapping hoses, shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.
Crawling		X				Rare on flat cement surfaces and dirt for distances of up to 40', 2 min./time, 5 min. total while inspecting the interior of pipes.
Reach waist to shoulder					X	Up to 2 hrs./time, 9 hrs. total while driving a vehicle, using a weed eater, pressure washing, and operating hand and power tools.
Reach above shoulder				X		Up to 5 min./time, 4 hrs. total while trimming, pruning, operating a chainsaw, loading equipment in and out of trucks, working in manholes and working on pipes. The Supervisor also fills in for the Utility Worker in their absence (vacation, sick etc.).
Reach below waist					X	Up to 1 hr./time 6hrs. total while using a wheelbarrow, shoveling, performing carpentry duties, shifting gears, operating a weed eater, securing bands on pipes and logs, raking, pressure washing, filling in for Utility Worker, weeding, changing grader blades, wrapping hoses, shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.
Keyboarding				X		Up to 1.5 hrs./time, 4 hrs. total while completing task codes, recording hours, email, etc.
Wrist Flexion/Extension					X	Up to 1 hr./time 6hrs. total while using a wheelbarrow, shoveling, performing carpentry duties, operating a weed eater, securing bands on pipes and logs, raking, pressure washing, filling in for Utility Worker, weeding, changing grader blades, wrapping hoses, shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.
Handle/Grasp					X	Up to 2 hrs./time, 9 hrs. total while pressure washing, raking, driving, digging, and using power and hand tools such as a compactor or chainsaw.
Forceful Grasp		X				Up to 2 min./time, 20 min total while loading and unloading portable CST machine and sand bags; as well as tying down tent straps.



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Fine Finger Manipulation				X		Up to 30 min./time, 5 hrs. total while writing, keyboarding, performing small engine repair, conducting paperwork, assembling hand tools, using small hand tools and manipulating tie wire, telephone, pager and two-way radio.
Hand Controls					X	Up to 2 hrs./time, 9 hrs. total while pressure washing, operating heavy equipment, driving, weed eating, mowing, operating power tools and using hand tools.
Foot Controls				X		While at Skykomish up to 2 hrs./time, 5 hrs. total while driving various trucks, pickup, mower and forklift. Some driving occurs during inclement weather.
Repetitive Motion	X					Body Part: Cycles/hr:
Vibratory Tasks – High		X				Up to 5 min./time, 15 min. total while using impact wrench or electric jackhammer.
Vibratory Tasks – Low				X		Up to 2 hrs./time, 4-5 hrs. total while operating line trimmer, chainsaw, mowers, broom truck and power tools.
Talking				X		Up to 5 min./time, 4 hrs. total while attending meetings, assigning job duties, addressing public complaints, ordering parts, and using the 2-way radio as well as conversing with superiors, vendors, the general public, police officers, firemen, dispatchers and co-workers.
Hearing					X	Continuously while driving as well as listening for moving machines, back-up sirens, alarms, faulty machinery, and other safety hazards.
Visual – Near Acuity					X	Computer duties, documents, gauges.
Visual – Far Acuity				X		Driving.
Visual – Depth Perception					X	Driving, identifying safety hazards/moving equipment.
Visual – Color Discrimination		X				Signs.
Visual – Accommodation				X		Driving.
Visual – Field of Vision				X		Driving, identifying safety hazards/moving equipment.
Exposure to Weather			X			Outreach events.
Extreme Cold			X			
Extreme Hot			X			Generator, equipment.
Wet and / or Humidity			X			
Proximity to Moving Mechanical Parts				X		Driving, traversing within unincorporated King County.
Exposure to Explosives		X				
Atmospheric Conditions			X			Being around moving traffic and exhaust fumes on public roadways.
Exposed Heights			X			Loading docks.
Exposure to Electricity		X				Generator, welders.
Exposure to Toxic / Caustic Chemicals			X			
Exposure to Radiation	X					



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

Physical Demands	Frequency	Activity Description
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input type="checkbox"/> Very Loud	Noise intensity ranges drastically from a quiet office to active construction sites with heavy machinery where hearing protection is required.
Other:	X	<p>Continuously works with heightened awareness while inspecting potentially dangerous situations such as looking at rock slides in the middle of the night, inspecting sink holes, identifying rising river waters. The employee must be able to identify potentially dangerous or deadly circumstances, most commonly related to nature (ie, wind, falling trees, slides etc.).</p> <p>Work is performed in a construction or rural setting where the worker is exposed to or in close proximity to heavy operating machinery (or operating machinery in close proximity to persons), high voltage, sewage, adverse weather conditions, moving traffic, the general public (including potentially hostile persons), hazardous materials, animals, cold bodies of water, confined spaces, uneven surfaces, cat walks/metal grating, noxious or toxic gasses and chemicals, as well as loud noises. The employee has the potential to be exposed to dumped or abandoned materials such as methamphetamine labs and batteries. The noise level is quiet to very loud. Hearing protection, eye protection, breathing protection and hard hats are required in some areas.</p>

Analyst's Comments:

Possible Employer Modifications:



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

Update Comments (*if applicable*):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

Analyst:

Update (if applicable):

Kyle Pletz, VRC, CDMS

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



King County Job Analysis

Job Title : Supervisor II-Roads

Employee :

DOT # : 899.134-010

Claim # :

MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- ☐ Attending Physician ☐ Consulting Physician ☐ Pain Program Physician
- ☐ IME Physican ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician