

**Department of Human Resources**

Employee Health & Safety Division
Disability Services Section
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX
www.kingcounty.gov

Employee :

Claim # :

JOB ANALYSIS

| | | | |
|-------------------|--|--|---|
| Job Title: | Stores Clerk, Inventory Purchasing Specialist II | | |
| Department: | Environmental Services | Division: | Fleet Administration |
| DOT Title: | Inventory Clerk | DOT #: | 222.387-026 |
| SVP: | 4 | Requestor: | Nathan Kinker |
| Worksite Address: | 155 Monroe Ave. NE Bldg. G Renton, WA 98056 | Office Contact Name/ Phone/ Email: | Marian Honeysuckle 206-477-0141 marian.honeysuckle@kingcounty.gov |
| Original Analyst: | Kyle Pletz, VRC, CDMS | Analysis Date: | 3/4/19 |
| Update Analyst: | | Update Date: | |

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Stores Clerk's primary duties include using a computerized inventory information system for ordering, receiving, issuing and inventorying vehicle and heavy equipment parts, building and road construction materials, hardware, tools and safety supplies and traffic control devices in support of Fleet Administration, Roads Maintenance, Traffic Operations, and other agencies. Duties may entail rotation of assignment to facilitate cross-training, store coverage during absences or long term emergency situations.

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.

Job Specific Requirements:

1. Manages inventory warehousing disbursements; documents and sets stock levels; processes inventory purchases; performs cycle counts and physical inventory audits; performs warehouse shipping and receiving; and is responsible for material handling.
2. Maintains adequate stock to meet user needs.
3. Obtains price quotes, researches vendor sources and selects vendors for standard and specialized parts, materials, supplies, tools and services.
4. Works with vendors to resolve problems such as billing inconsistencies, quantity or product errors and contact interpretation.
5. Assists with and reviews bid specifications.
6. Monitors blanket purchase order expenditures.
7. Researches alternative sources.
8. Conducts price comparisons to support cost savings for King County.
9. Identifies and recommends strategies for surplus, sale and salvage of obsolete inventory items.
10. Assist with training newly hired inventory/purchasing specialist in same classification in Fleet Stores procedures.
11. Monitors the use, storage and handling of hazardous materials.
12. Plans production and allocates resources for in-house manufacturing process.
13. Tracks warranties and supporting documents.



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14. Independently performs all functions for the assigned Stores Operation.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

This position requires operating forklifts and County Vehicles. A high school diploma or GED and at least two years applied experience working in an automotive operation using a computerized inventory operating system or the equivalent combination of education and experience. Computer skills, analytical skills and excellent attendance are required. Must be able to rotate and be cross-trained in all areas and locations to ensure effective coverage during absences or long term emergency situations. All employees must assist other staff when requested. All transactions are interfaced with the King County main frame accounting system so strong analytical skills are required. Must have a valid Washington State driver's license. Must obtain a forklift operator certification within 6 months of hire.

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

Forklifts (electric and fuel powered), pallet jack, hand truck, computer, ten key, fax, phone, photocopy machine, printer, cellular phone, pallets, pipes, catch basins, Roads crew equipment, lumber, 55 gallon drums, paint, pipe bands, pipes, concrete masonry, sign posts, signs, hay bales, tires, automotive equipment and various safety supplies and equipment.

PHYSICAL REQUIREMENTS

| Frequency Scale | Strength | Work Pattern |
|---|---|--|
| N = Never | <input type="checkbox"/> Sedentary | <input 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 type="checkbox"/> Medium | <input type="checkbox"/> Seasonal |
| F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min) | <input checked="" 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 |
| | | FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Work Pattern (continued)

This job is classified as MEDIUM by the US Department of Labor, but adjusted to HEAVY for this particular position. *OT is required during adverse weather conditions.

| Job Demand | Frequency and Weight (lbs.) | | | | | Activity Description |
|---------------------------------|-----------------------------|-------|------|---|---|--|
| | N | S | O | F | C | |
| Lifting floor – waist | | 21-60 | 1-20 | | | 5-10 sec/time, 4 hrs. total with 1-20# while manipulating products, auto parts, filters, cases of smaller products (gloves, hand warmers, hard hats, safety vests, paper towels, etc.), hand tools, binder straps, spray paint, cleaners etc. 5-10 sec./time 45 min./total while manipulating up to 60# for auto batteries, grass seed (50#), tires (17-20#), floor dry (25#), tire chains (50#), bags of cement (50#) and case of garbage bags (35#), brake rotors and shoes (15-26#), fire extinguishers (20#), post anchor base (50#), propane tanks (40#), Broom gutter (50#). The employee can utilize a cart to reduce carrying. Traffic sign posts (25-100#), cutting edges (40-100#) and large tires (tractor, heavy equipment, semi-truck, etc.) can weigh several hundred pounds. Items over 50# require a two-person lift or lifting equipment. |



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| Job Demand | Frequency and Weight (lbs.) | | | | | Activity Description |
|--|-----------------------------|-------|------|------|---|---|
| | N | S | O | F | C | |
| Lifting waist-shoulder | | 21-60 | 1-20 | | | <p>5-10 sec/time, 4 hrs. total with 1-20# while manipulating products, auto parts, filters, cases of smaller products (gloves, hand warmers, hard hats, safety vests, paper towels, etc.), hand tools, binder straps, spray paint, cleaners etc.</p> <p>5-10 sec./time 45 min./total while manipulating up to 60# for auto batteries, grass seed (50#), tires (17-20#), floor dry (25#), tire chains (50#), bags of cement (50#) and case of garbage bags (35#), brake rotors and shoes (15-26#), fire extinguishers (20#), post anchor base (50#), propane tanks (40#), Broom gutter (50#). The employee can utilize a cart to reduce carrying.</p> <p>Traffic sign posts (25-100#), cutting edges (40-100#) and large tires (tractor, heavy equipment, semi-truck, etc.) can weigh several hundred pounds. Items over 50# require a two-person lift or lifting equipment.</p> |
| Lifting above shoulder | | 21-60 | 1-20 | | | <p>Up to 5-10 sec./time, 2.5 hrs. total while manipulating smaller stock items, such as automotive parts, small signs, etc.</p> <p>Up to 5-10 sec./time, 60x/shift while manipulating tires (17-20#), batteries (40#), automotive parts, signs, polyethylene sheet (35#), overstock items (such as cases of hard hats), litter bags (35#), etc.</p> |
| Carry (Distance/Surface) | | 21-60 | | 1-20 | | <p>Up to 5 min./time, 2-3 hrs. total while transporting items between buildings, unloading/loading tires, obtaining items from upstairs stores area, etc.</p> <p>Up 30'/time with 50-60 lbs. while bringing batteries, rotors, slope mower blades and large brake shoes from shelves to front counter.</p> |
| Pushing/Pulling (Distance/Surface) | | 21-60 | | 1-20 | | <p>5-10 sec/time, 4 hrs. total with 1-20# of force while manipulating products, auto parts, etc.</p> <p>Up to 30 sec/time, 5 min total with items in yard, such as cement blocks, bags of cement, plow blades, rubber plow blades, 6" risers, large tires, etc.</p> |



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| Physical Demands | Frequency | | | | | Activity Description |
|-------------------------|-----------|---|---|----|---|--|
| | N | S | O | F | C | |
| Sitting | | | | X | | Up to 1 hr./time, to 3 hrs. total, on an office chair or forklift seat while completing computer duties, receiving/issuing stock, and operating a forklift. |
| Standing | | | | | X | Up to 2 hrs./time, 6 hrs. total on gravel, cement, linoleum, uneven ground and carpet surfaces while working at the auto parts counter and completing computer duties at a standing station. |
| Walking | | | | X | | Up to 300'/time, 3.5 hrs. total on gravel, cement, linoleum, uneven ground and carpet surfaces while working in the yard, stocking supplies, filling work orders and traversing between other store rooms. |
| Perform Work on Ladders | | | | | | on a ladder or step ladder to heights of up to 3 feet for up to 1 min./time, 1 hr. total while using a ladder or step ladder to stock and retrieve items from upper shelves. This can include tires. |
| Climbing | | | X | | | Up to 24 steps at time for up to 1.5 hrs. total while retrieving and stocking items in the General Stores area which is in a mezzanine. |
| Balancing | | | X | X* | | up to 45 min./time, 1 hr. total while working around loading docks, using ladders, traversing uneven ground (including broken bales of hay). *On a rare occasion, the employee may need to traverse ice snow approximately 4-6 hrs./day. |
| Stooping / Bending | | | X | | | Up to 10 min./time, 2 hrs. total while completing orders as well as when stocking or retrieving items on lower shelves. *The employee can alternate bending/stooping with kneeling or squatting in accordance with preference. |
| Twisting at Neck | | | X | | | Up to 5-10 min./time, 2.5 hrs./ total while looking for and stocking supplies on upper shelves as well as when operating a forklift. |
| Twisting at Waist | | | X | | | Up to 5-10 min./time, 2.5 hrs./ total while looking for and stocking supplies on upper shelves as well as when operating a forklift. |
| Squatting / Kneeling | | | | | | Up to 10 min./time, 2 hrs. total while completing orders as well as when stocking or retrieving items on lower shelves. *Can Alt. with ben/stoop in accordance with preference. |
| Crawling | X | | | | | |
| Reach waist to shoulder | | | | X | | Up to 1 hr./time, 4 hrs. total while operating a forklift, writing, completing computer duties and stocking supplies. |
| Reach above shoulder | | | X | | | Up to 5 min./time, 2 hrs. total while climbing a ladder as well as when retrieving or stocking items on upper shelves. |
| Reach below waist | | | X | | | Up to 10 min./time, 2 hrs. total while completing orders as well as when stocking or retrieving items on lower shelves. |
| Keyboarding | | | | X | | Up to 10 min./time, 3 hrs. total while completing orders, tracking items and performing inventory control. |
| Wrist Flexion/Extension | | | | X | | Up to 1 hr./time, 4 hrs. total while operating a forklift and stocking supplies. |
| Handle/Grasp | | | X | | | Up to 20 min./time, 2.5 hrs. total while stocking supplies, driving a forklift and completing orders for customers. |
| Forceful Grasp | | | | | | Up to 30 sec./time |



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|---------------------------------------|--|---|---|---|--|
| Fine Finger Manipulation | | | X | | Up to 30 sec./time, 2 hrs. total with large items such as cement blocks, bags of cement, plow blades, rotors, brake pads, fire extinguishers, rubber plow blades, 6" risers, large tires, etc. |
| Hand Controls | | | | X | Up to 1 hr./time, 3 hrs. total while driving a forklift and operating the computer mouse. |
| Foot Controls | | | X | | Up to 1 hr./time, 2.5 hrs. total while driving a forklift. |
| Repetitive Motion | | | X | | Body Part: hands Cycles/hr: 300 |
| Vibratory Tasks – High | X | | | | |
| Vibratory Tasks – Low | | | X | | Forklift up to 2.5 hrs./day. |
| Talking | | | | X | Up to 5 min./time, 6 hrs. total while conversing with customers, vendors, supervisors and co-workers. |
| Hearing | | | | X | Up to 2 hrs./time, 7 hrs. total while conversing with customers, vendors, supervisors and coworkers as well as when identifying moving machinery when working outside in the yard. |
| Visual – Near Acuity | | | | X | Computer, labels, part numbers, etc. |
| Visual – Far Acuity | | | X | | When working in the yard. |
| Visual – Depth Perception | | | | X | Forklift, stocking supplies. |
| Visual – Color Discrimination | X | | | | Identifying/confirming inventory. |
| Visual – Accommodation | | | | X | Constantly looking at small text and then shelves etc. |
| Visual – Field of Vision | | | | X | When working in the yard. |
| Exposure to Weather | | | X | | When working in the yard. |
| Extreme Cold | | X | | | Seasonal. Provides parts for snow removal duties, some of which are stored outside. |
| Extreme Hot | | X | | | When working in the yard. |
| Wet and / or Humidity | | X | | | When working in the yard. |
| Proximity to Moving Mechanical Parts | | | | X | Works at a DOT facility with constant moving vehicles and heavy equipment. |
| Exposure to Explosives | | X | | | Flares, propane, police cars. |
| Atmospheric Conditions | | | | X | Dust from constant moving vehicles. Located next to a transfer station, gravel/dirt parking lot and a storage lot of dirt, sand, gravel, rock, etc. |
| Exposed Heights | | X | | | Second story doors for forklift deliveries. Stocking/retrieving inventory from upper shelves. |
| Exposure to Electricity | | X | | | Large automotive batteries. |
| Exposure to Toxic / Caustic Chemicals | | X | | | Cleaners, vehicle fluids. |
| Exposure to Radiation | X | | | | |
| Noise Intensity | <input type="checkbox"/> Very Quiet <input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud | | | | |
| Other: | | | | | |



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Analyst's Comments:

Possible Employer Modifications:

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*):

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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Analyst:

Vocational Consultant

3/22/19

Date

Update (if applicable):

Vocational Consultant

Date

Employer Verification:

Marian Honeysuckle

Name

3-22-19

Date

Employee Verification: (optional)

Name

Date



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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 Physician ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician