

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Heavy Duty Mechanic      **JOB CLASSIFICATION** Heavy Duty Mechanic

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 620.281-050

**DOT TITLE** Mechanic, Industrial Truck (any industry)

**DEPARTMENT** Transportation

**DIVISION** Fleet

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE**

**CONTACT'S NAME & TITLE** Bob Toppen, Manager

**CONTACT'S PHONE** 206-296-8159

## ADDRESS OF WORKSITE

155 Monroe Avenue Northeast, Bldg G  
Renton, WA 98056

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 7/26/05

**VRC NAME** Jeff Casem

**DATE REVISED** 5/11/09

## WORK HOURS

6:00am to 2:30pm or 2:15 pm to 10:45pm Monday through Friday, 40 hours per week.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required on a rare occasion, in accordance with business demand. Normally there are only a few hours of overtime per month, but during inclement weather (snow and ice removal) overtime can increase.

## JOB DESCRIPTION

Performs maintenance service for a wide variety of machinery, automotive and heavy equipment. Lubes various vehicles and equipment and performs preventative maintenance. Performs overhaul and repair work on various County automobiles, heavy trucks, tractors, trailers, backhoes, loaders, and other automotive and construction related equipment

## ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

Demonstrate high level of knowledge to diagnose and repair both simple and complex mechanical devices/systems. Maintain current knowledge of mechanics and mechanical test equipment. Capable of troubleshooting mechanical and engine system problems and direct repairs. Must possess a valid CDL, Class A with airbrake endorsement.

### **ESSENTIAL FUNCTIONS**

1. Performs mechanical, electrical and hydraulic overhaul and repair work on automobiles, light and heavy trucks, tractors, mowers, trailers, backhoes, loaders, buses, electric busses and other automotive, construction, road repair, maintenance, wastewater related equipment and other mechanical-related equipment.
2. Performs scheduled preventative maintenance.
3. Troubleshoots and diagnoses major and minor mechanical, hydraulic and electrical problems in all types of equipment.
4. Fabricates, installs, adjusts, replaces or rebuilds systems, components and related parts.
5. Mounts various types of new and used systems or equipment on new/used vehicles or equipment.
6. Documents maintenance, repairs and problems on work orders. May prepare reports and maintain records.
7. Provides technical assistance, direction and advice to other workers, and give guidance on complex mechanical repair projects.
8. Installs and fabricates a variety of metal fixtures.
9. Installs, overhauls, rebuilds and performs preventative maintenance on large industrial engines and systems.
10. Troubleshoots and evaluates equipment repair needs; plans strategies, parts, tools, and equipment needs.
11. Opens and closes work orders using a computer terminal.
12. Trains apprentices to perform technical tasks.
13. Plans and coordinates repairs with other areas such as lube shop.
14. Performs oil servicing, sampling, greasing.
15. Repairs machine drums and rotors.
16. Installs, repairs, maintains and designs automotive plumbing systems.
17. Performs preventive and emergency maintenance on various County vehicles and equipment.
18. Performs safety inspections on various County Vehicles and equipment.
19. Drives various vehicles to transport large parts and pieces of machinery as well as to test drive.
20. Maintains maintenance records.
21. Changes oil, filters, brakes, and fluids on various County vehicles and equipment.
22. Steam and pressure washes various County vehicles and equipment.
23. Test-drives various County vehicles and equipment.

### **NON-ESSENTIAL FUNCTIONS**

Obtaining an ASE certification.

**PERSONAL PROTECTIVE EQUIPMENT USED**

Eye protection, ear protection, fall protection, foot protection, breathing protection, hand protection, face protection, head protection safety vest and welder helmet.

**OTHER TOOLS & EQUIPMENT USED**

Hand and power tools, such as wrenches, ratchets, screw drivers, saws, cutters, clamps, drills, impact wrench, compressed air tools, pliers, vice-grips, floor jack, torch, steam cleaner, pry bars, laptop computer, parts washer, cut-off saw, stools, creepers, various county trucks and vehicles, steel toed boots, forklift, dusk mask, column lift, utility cart, batteries, respirator and hammers as well as a computer.

**PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

**Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to continuously on landfill/garbage, cement, asphalt, uneven ground, equipment and gravel surfaces for 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while repairing and maintaining County vehicles and equipment. Standing varies according to duties performed.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on landfill/garbage, cement, asphalt, uneven ground, equipment and gravel surfaces for distances of up to 150 yards for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing between buildings and equipment.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on a stool or automobile seat for up to 45 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while driving county vehicles, operating County equipment and performing bench work.

**Climbing stairs**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 45 seconds at a time while climbing 24 steps for up to 4 minutes total in a work shift. Most commonly occurs while walking to and from the parts storage area.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rare on heavy equipment, tractors, ladder and trucks to heights of up to 6 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while entering and exiting large vehicles and machinery.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on uneven ground, heavy machinery/equipment, uneven ground and trucks at heights of up to 6 feet for up to 30 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while repairing broken down machinery.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to Continuously & Highly Repetitive for up to 15 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while working on vehicles/machinery that is on a lift as well as when working on large equipment/machinery.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to Continuously & Highly Repetitive for up to 15 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while performing bench work, performing engine work and when working on lower areas of vehicles such as brakes, wheels and suspension.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on cement, asphalt, equipment, uneven and gravel surfaces for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while leaning over the engine compartment of heavy machinery and vehicles when performing maintenance and repairs.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, asphalt, equipment, uneven and gravel surfaces for up to 5 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while replacing brakes and working on lower areas of vehicles and heavy machinery. The worker may be able to alternate kneeling with crouching or bending/stooping.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, asphalt, equipment, uneven and gravel surfaces for up to 5 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while replacing brakes and working on lower areas of vehicles and heavy machinery. The worker may be able to alternate crouching with kneeling bending/stooping.

**Crawling**

Health Care Provider initials if restricted \_\_\_\_\_

Rare on cement, asphalt, equipment, uneven and gravel surfaces for up to 10 seconds at a time for up to 4 minutes total in a work shift. Most commonly occurs while inspecting the underside of heavy machinery or vehicles. Crawling may be reduced by utilizing a creeper.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 45 minutes at a time for up to 3 hours total in a work shift while driving various vehicles and heavy equipment. Vehicles and equipment may have a manual transmission, which requires repeatedly pressing a clutch pedal with the left foot.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 4 minutes at a time for up to 4 hours total in a work shift while working on the underside of a vehicle or piece of machinery. Vehicles may be elevated with a lift/hoist.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously & highly repetitive for up to 2.5 hours at a time for up to 6.5 hours total in a work shift while driving and performing maintenance and repairs on heavy machinery and vehicles.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on cement, asphalt, equipment, uneven and gravel surfaces for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while leaning over the engine compartment of heavy machinery and vehicles when performing maintenance and repairs.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, asphalt, equipment, uneven and gravel surfaces for up to 5 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while replacing brakes and working on lower areas of vehicles and heavy machinery.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 minutes at a time for up to 4.5 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while utilizing hand tools and manipulating various machine parts.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for distances of up to 150 yards for up to 5 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while transporting various hand tools and machinery parts between the tool bench and the machinery.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 minutes at a time for up to 4.5 hours total in a work shift. Most commonly occurs with weights of 12-15 pounds while utilizing air tools and manipulating various machine parts.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for distances of up to 150 yards for up to 5 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs with weights of 12-15 pounds while transporting various hand tools and machinery parts between the tool bench and the machinery.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 seconds at a time for up to 1.25 hours total in a work shift. Most commonly occurs with weights of 35-50 pounds while manipulating various machine parts such as brake assemblies and drums.

**Carrying 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 15 feet for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 35-50 pounds while moving various machine parts such as brake assemblies and drums.

**Lifting 51-100 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 75 pounds while manipulating, removing or installing a clutch assembly or a flywheel.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for distances of up to 100 feet for up to 1 minute at a time with a force of up to 100 pounds for up to 3 hours total in a work shift while using a pry bar, utility cart, floor jack, wrenches, ratchets, torque and wrenches as well as when manipulating wires, hoses and machine parts.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 45 minutes at a time for up to 4.5 hours total in a work shift while using hand tools such as wrenches, ratchets, screw drivers, clamps, drills, pliers, vice-grips, and hammers as well as when driving.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 45 minutes at a time for up to 1.5 hours total in a work shift while driving various vehicles and heavy equipment, using a computer mouse and using various diagnostic equipment. Vehicles and equipment may have a manual transmission, which requires shifting gears. Some equipment, such as a backhoe, may have hand controls as well.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently & highly repetitive for up to 10 minutes at a time for up to 3 hours total in a work shift while writing, typing, working on small automotive parts, turning screws and bolts with fingers, adjusting clamps and hoses, and stripping and manipulating wires.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 5 minutes at a time for up to 2 hours total in a work shift while sensing heat from engine, or feeling for screws, nuts, and bolts on vehicles.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 15 minutes at a time for up to 2 hours total in a work shift while conversing about duties, and giving and receiving directions and instructions. The employee also talks when dealing with vendors and using the tech line for warrantee work.



KING COUNTY JOB ANALYSIS COMPLETED ON: 7/26/05

JOB TITLE: Heavy Duty Mechanic

EMPLOYEE:

VRC: Kyle Pletz

DOT #: 620.281-050

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### **POTENTIAL MODIFICATIONS TO JOB**

The worker can utilize a utility cart to reduce carrying, use a breathing apparatus to reduce dust inhalation, and use hearing protection to reduce loud noises.

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### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, VRC, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of employee

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_
- The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_
- The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  Temporary until \_\_\_\_\_  Permanent effective \_\_\_\_\_
- The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_  Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date