

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Roads Use Investigator      **JOB CLASSIFICATION** Roads Use Investigator  
**DOT TITLE** Deputy Sheriff (Reserve)      **DOT NUMBER** 377.263-010  
**DEPARTMENT** Transportation      **DIVISION** Roads, Maintenance Section

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 1

**CONTACT'S NAME & TITLE** Alan Momohara, HR & Technical Support Manager

**CONTACT'S PHONE** (206) 205-7084

## ADDRESS OF WORKSITE

155 Monroe Ave. NE  
Renton, WA98056

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 3/27/07

**VRC NAME** Jeff Casem

**DATE REVIEWED** 05/09/09

## WORK HOURS

7:00am-3:30pm Monday through Friday.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Overtime may be required on an emergency basis, such as for traffic control for road problems.

***NOTE:*** *The following information is not intended to represent "any and all activities" of this job that could occur on a daily basis. The development of this analysis is based on information obtained from management and line workers and to the best of their knowledge is a true and correct representation of the work performed.*

## JOB DESCRIPTION

The employee serves as a commissioned officer (reserve) with powers of arrest, to enforce county and state codes and ordinances and protect the lives and property of the citizens of King County. Work is governed by Transportation and Sheriff department rules, regulations, operating procedures, and applicable federal and state law and county ordinances and requires the responsible exercise of appropriate judgment. Work is generally performed under the direction of a supervisor from the Roads Maintenance Section. Specializes in Roads Maintenance and violations of right of way use.

## 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**

Must be a reserve officer with the King County Sheriff's Office. Must be 21 at the time of application, possess a high school diploma or G.E.D. and be a current U.S. citizen. Must possess a Washington State drivers license by date of hire. Ability to interact effectively and empathetically with a wide diversity of people. Ability to analyze and solve problems, take initiative. Ability to deal constructively with stress. Ability to apply laws and policies to ambiguous situations. Ability to exercise independent discretion using good, sound judgment. Ability to be confident in approaching, taking control of, and resolving situations. Basic computer skills are required. Must pass a post-offer medical exam including KCSO's vision standards. Must be able to pass an extensive background investigation that includes a polygraph, psychological evaluation, and criminal history checks. Must successfully complete and maintain a law enforcement certification in the State of Washington. Must qualify with a KCSO-issued firearm at least twice a year. Must be certified in Emergency Vehicle Operations Courses (EVOC) every two years. Must have basic engineering skills which includes the accurate reading of basic maps and plans. Ability to weigh commercial vehicles using portable truck scales. Ability to understand and enforce commercial vehicle regulations pertaining to driver and vehicle requirements.

### **ESSENTIAL FUNCTIONS**

1. Investigates complaints of right of way violations.
2. Responds to Sheriff's request for assistance, most commonly for traffic control and priority calls.
3. Serves as a liaison between King County Roads Maintenance section, King County Sheriff's Office and members of the community.
4. Issues citations and arrests persons charged with felony and misdemeanor charges. Make arrests, carries out mandates of the court, or otherwise ensures the safety of self or others, which may require the use of force, including deadly force. Issues citations, serves Warrants of Arrest and arrests persons on misdemeanor and felony charges, including handcuffing, searching arrested persons, securing their property, and transporting prisoners to jail. Operates firearms, handcuffs and other restraint devices, chemical and impact weapons, radar, police belt, pepper spray and baton. Common citations include citing motorist for violating rules of the road and also commercial vehicles for load, weight and equipment violations. Removing and impounding abandoned and junk vehicles from public right of way.
5. Investigates accidents and assists motorists and pedestrians. Responds to accident scenes upon request of the Sheriff's Office, summoning other patrol units for assistance or aid cars for treating the injured, controlling the scene, interviewing principals and witnesses, making general drawings of accident scenes, and completing standard accident reports. Operates photographic equipment for investigating right of way use.
6. Investigates crimes, writes incident reports and testifies in courts of law. Responds to reports of possible crime and take action as the situation requires including securing the scene, interviewing victims and witnesses, gathering evidence, completing incident and arrest reports, investigating persons suspected of being engaged in crime, securing evidence pertaining to alleged crime, and arresting suspects. Listens and responds to two-way radio. Testifies in court including presenting facts and observations accurately and objectively. Completes

necessary reports and forms by handwriting and data entry concerning alleged crime, circumstances of arrest, and available evidence and witnesses. Operates computer access terminals and personal computer. Perform administrative work.

7. Drives a fully equipped police vehicle.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Firearm, nightstick, pepper spray, rain gear, impact weapons, handcuffs, road flares, traffic cones, police belt and bullet proof vest.

### **OTHER TOOLS & EQUIPMENT USED**

Police radio, photographic equipment, first aid equipment, computer, maps, plans, patrol car, portable scales for weighing trucks, walking/measuring wheel and radar.

### **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 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

### **Standing**

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

Frequently to continuous on any conceivable surface, with or without interruptions. An officer may stand continuously for minutes up to 1-2 hours at a time for up to 3-4 hours in a shift while directing traffic at traffic accident scenes or road problems such as flooding. Amount of standing varies depending on work assignment. On a rare occasion the officer may need to stand up to 4-7 hours in a shift depending on the assignment, such as traffic control for accidents or flooded roads.

### **Walking**

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

Occasionally to continuously on any conceivable surface, with or without interruptions. An officer may walk continuously for up to 10 minutes at a time for up to 30 minutes in a shift while performing investigations for problems of right of way. Commonly citizens will show the officer the alleged violation. Amount of walking varies depending on work assignment.

### **Sitting**

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

Occasionally to frequently in car or office, for up to 1 hour at a time for up to 5 hours in a shift while using a computer, driving and performing various office tasks.

**Climbing stairs**

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

Rarely for seconds at a time for up to 2 minutes total in a shift while making house contacts and investigating right of way complaints.

**Climbing**

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

Rarely for seconds for up to 5 minutes at a time for up to 5 minutes in a shift while climbing an embankment in order to investigate a right of way complaint.

**Balancing**

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

Rarely for up to 2 minutes at a time for up to 5 minutes total shift while on a fence or while balancing on uneven terrain, slippery surfaces and steep inclines.

**Bending neck up**

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

Rarely for seconds to 2 minutes at a time for up to 5 minutes total in a shift while talking to persons in commercial vehicles.

**Bending neck down**

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

Frequently to continuously & highly repetitive for seconds up to 30 minutes at a time for up to 4-6 hours per shift while completing paperwork, completing computer work, reading plans/maps, investigating right of way complaints, writing and reviewing documents.

**Bending/Stooping**

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

Rarely for up to 15 seconds at a time for up to 5 minutes per shift while measuring for right of way, using truck scales and picking objects off the ground.

**Kneeling**

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

Rarely for up to 10-15 seconds at a time for up to 2 minutes total in a shift while inspecting and weighing commercial vehicles.

**Squatting**

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

Rarely for to 10-15 seconds at a time for up to 2 minutes total in a shift while inspecting and weighing commercial vehicles.

**Operating Controls with Feet**

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

Frequently to Continuously and highly repetitive for up to 1 hour at a time for up to 4-6 hours at a time while using foot and leg movements to operate police vehicle.

**Reaching above shoulder height**

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

Rarely for up to 10 seconds at a time for up to 2 minutes total in a shift while reaching for items on upper shelves and in upper cabinets.

**Reaching at waist to shoulder height**

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

Frequently to Continuously & highly repetitive for up to 1 hour at a time for up to 4-6 hours at a time while driving a police vehicle and performing computer duties.

**Reaching at knee to waist height**

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

Rarely for up to 10-15 seconds at a time for up to 5 minutes total in a shift while inspecting and weighing commercial vehicles as well as using the measuring wheel.

**Reaching at floor to knee height**

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

Rarely for up to 10-15 seconds at a time for up to 5 minutes total in a shift while inspecting and weighing commercial vehicles.

**Lifting 1-10 pounds**

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

Occasionally for up to 30 seconds at a time for up to 20 minutes in a work shift while loading equipment in to patrol vehicle which may include: briefcase, computer, equipment bag, protective vest, evidence items and gun belt.

**Carrying 1-10 pounds**

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

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a shift while carrying a brief case to and from the patrol vehicle and office and right of way investigation. Officer also wears a protective vest weighing 6-10 pounds all day.

**Lifting 11-20 pounds**

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

Rarely for seconds up to 30 seconds at a time for up to 5 minutes hours in a work shift. Most commonly occurs with weights of 12-15 pounds while putting out traffic signs and cones, laptop computer, briefcase, and moving debris out of the roadway. Employee wears a gun belt with attachments weighing 12-15 pounds the entire shift.

**Carrying 11-20 pounds**

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

Occasionally for up to 2-3 minutes at a time for up to 30 minutes in a work shift. Most commonly occurs with weights of 12-15 pounds while putting out traffic signs and cones, laptop computer, briefcase, and moving debris out of the roadway. Employee wears a gun belt with attachments weighing 12-15 pounds the entire shift.

**Lifting 21-50 pounds**

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

Rarely for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 40 pounds while using portable scales or when manipulating stacks of cones. Employee chooses to carry two scales (40 pounds each), one in each hand.

**Carrying 21-50 pounds**

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

Rare for distances of up to 50 feet for up to 30 seconds up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs with weights of 40 pounds while using portable scales or when manipulating stacks of cones. Employee chooses to carry two scales (40 pounds each), one in each hand.

**Pushing and Pulling**

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

Frequently & Highly Repetitive with a force of 5-10 pounds for up to 1 hour at a time for up to 4 hours total in a work shift while turning the steering wheel of the patrol vehicle and using the measuring wheel.

**Handling**

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

Frequently to continuously & highly repetitive for up to 1 hour at a time for up to 4-5 hours in a shift while operating a police vehicle and using a police radio, handcuffs, baton, firearms, restraint devices, restraining suspects, searchlight, flashlight, telephone, chemical and impact weapons, and radar gun.

**Operating Controls with Hands**

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

Frequently to continuously & highly repetitive with a force of 5-10 pounds for up to 1 hour at a time for up to 4-5 hours total in a work shift while turning the steering wheel of the patrol vehicle, using the measuring wheel, operating siren controls and using a computer mouse.

**Fingering**

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

Frequently to continuously & highly repetitive for up to 5 minutes at a time for up to 6 hours in a shift while writing reports and forms, e-mails, processing evidence and typing while entering and retrieving information on a computer.

**Talking**

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

Frequently & highly repetitive for up to 1-2 hours at a time for up to 8 hours in a shift while conversing with the public, dispatchers, supervisors, and co-workers in person, on the radio, and by phone. Must be able to communicate effectively in English.

**Hearing**

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

Continuously for up to 4 hours at a time for up to 8 hours in a shift while interviewing subjects, identifying potentially hazardous situations, gathering information, listening for sirens, listening to differentiate sounds and communicate in person, over radio, and by telephone with or without a hearing aid. The officer must meet department minimum hearing requirements at time of hire and maintain ability to hear with background noises.

**Seeing**

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

Continuously for up to 8 hours at a time and up to 8 hours while patrolling and visually scanning designated areas with various light and visibility levels while maintaining public and officer safety, while operating vehicles, and while reading codes, policies, maps, and writing citations reports, etc. The officer must meet department minimum vision requirements at time of hire and maintain those requirements.

**Working with Heightened Awareness**

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

Continuously for up to 8 hours at a time and up to 8 hours while identifying potentially hazardous situations and ensuring personal safety.

**ENVIRONMENTAL FACTORS**

Work is performed in a variety of settings. The employee may encounter environmental exposures while on duty indoors, in vehicle or outside. The officer works in all atmospheric conditions such as rain, hail, or snow. Work in disaster conditions such as fire, flood, or water rescue. Work around dust, exhaust, smoke, drugs, contagious diseases, chemicals, hazardous materials, and biological hazards such as blood, urine, feces etc. Exposure to very loud noises

such as traffic, emergency sirens, gunfire, explosions, and shouting from subjects. Exposure to explosions, high voltage electrical lines and moving traffic.

**The noise level is**

Approximately 20-150 decibels. The noise is caused by things ranging from whispers to gunfire.

HCP Initials if Restricted

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**Work environment may include the following exposure(s):**

Outside weather: Frequently

Wet: Occasionally

Fumes: Occasionally

Odors: Occasionally

Dusts: Occasionally

Mists: Occasionally

Gases: Rarely

Moving mechanical parts: Frequently

Vibration: Rarely

Working with explosives: Rare

Other: Disaster conditions such as fire, flood, or water rescue.

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

None identified.

### 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.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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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