

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Supervisor I (Skykomish)

**JOB CLASSIFICATION** Supervisor I

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 899.134-010

**DOT TITLE** Highway-Maintenance Supervisor

**DEPARTMENT** Transportation

**DIVISION** Roads Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 2

**CONTACT'S NAME & TITLE** Tony Ledbetter, Maintenance Superintendent

**CONTACT'S PHONE** 206-296-8137

### ADDRESS OF WORKSITE

155 Monroe Avenue North  
Renton, WA 98056-3819

74212 Old Cascade Highway (PO Box 216)  
Skykomish, WA 98288

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 9/10/03

**VRC NAME** Jeff Casem

**DATE REVISED** 6/2/09

### WORK HOURS

Work is most commonly performed during core business hours; 8 hours per day five days per week, 7:00am-3:30pm during winter months. 10 hours per day Monday through Thursday 6:00am-4:30pm during summer months. Some variable hours are required, which may include weekends, holidays and after hours.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Required on an emergency basis and during inclement weather. Overtime hours vary upon business demand, season and weather. Overtime is not paid as this is an exempt position.

### JOB DESCRIPTION

Responsible for supervising operations in the Skykomish area. 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. This is a working supervisor position which requires the ability to perform the job functions of supervised personnel in their absence.

## **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**

Minimum of three years work experience as a road maintenance worker (i.e. utility worker, truck driver, equipment operator, carpenter). 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 as well as a current and valid commercial driver's license. Must have the ability to lift up to 80 pounds unassisted.

## **ESSENTIAL FUNCTIONS**

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.
10. Operate heavy duty vehicles and equipment when truck driver and equipment operator are not available. Provide proper traffic control by flagging or placing signs, cones and barricades

as appropriate to ensure crew and public safety; perform road maintenance tasks such as asphalt overlay prep and repair, shoulder maintenance etc.

11. Perform minor mechanical repairs and welding to machinery, equipment and vehicles; fabricate, install, adjust, replace or rebuild systems, components and related parts.

## **NON-ESSENTIAL FUNCTIONS**

Participating in various committees.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

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.

## **OTHER TOOLS & EQUIPMENT USED**

Shovel, broom, 10 yard dump truck, grader, backhoe, trackhoe, bulldozer, hoses, pressure washer, pickup truck, forklift, pump, cart, drill, hand tools, grinder, saws-all, handsaw, skill saw, chainsaw, pneumatic air wrench, impact tools, 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.

## **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**

Very Heavy—exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

## **Standing**

Health Care Provider initials if restricted_____
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Frequently to Continuously on flat linoleum, flat cement, asphalt, gravel, rocks/boulders, river/streambeds, steep inclines, uneven ground, thick vegetation, snow/ice and wet/slippery surfaces, for up to 10 minutes at a time for up to 8-10 hours total in a work shift. Most commonly occurs while shoveling, flagging, using a chain saw, performing equipment repair and sawing materials.

**Walking**

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

Frequently on flat linoleum, flat cement, asphalt, gravel, rocks/boulders, river/streambeds, steep inclines, uneven ground, thick vegetation, snow/ice and wet/slippery surfaces for distances of up to ½ mile for up to 30 minutes at a time for up to 6 hours 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.

**Sitting**

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

Continuously on an automobile seat, truck tailgate, the ground, pipe, office chair heavy equipment seat/large truck seat or conference room chair for up to 2 hours at a time for up to 8-10 hours total in a work shift. Most commonly occurs while driving to and from work sites, driving during inclement weather, participating in plowing and sanding, performing computer duties and operating forklift/heavy equipment as well as attending training and meetings.

**Climbing stairs**

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

Rare for up to 30 seconds at a time while climbing up to 1 flight at a time for up to 2 minutes total in a work shift. Most commonly occurs while entering and exiting various County facilities and going to and from the loft as well as accessing files, bridges, sanding truck, heavy equipment/large trucks and safety equipment in a storage facility.

**Climbing**

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

Occasionally on steep inclines, uneven ground, thick vegetation, wet/slippery surfaces and ladders to heights of 40 feet for up to 1 minute at a time for up to 1.5 hours total in a work shift. Most commonly occurs while traversing riverbanks and planting willow trees along riverbanks.

**Balancing**

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

Continuously on wet/slippery/frozen surfaces, scaffolding, bridges, uneven ground, steep slopes and ladders for up to 3 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while traversing a hillside with thick vegetation, a catwalk on a sanding truck, ditches, manholes and stockpiles as well as when using a chainsaw.

**Bending neck up**

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

Frequently & Highly Repetitive for up to 1-3 minutes at a time for up to 4-5 hours total in a work shift. Most commonly occurs while performing road patrols, equipment inspections and vehicle maintenance as well as using a mower, operating heavy equipment and pruning/tree trimming.

**Bending neck down**

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

Frequently & Highly Repetitive for up to 15 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while reading, writing, using a mower, operating heavy equipment, performing road patrols and operating a computer as well as inspecting drainage systems and ground level objects.

**Bending/Stooping**

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

Occasionally on wet/slippery/frozen surfaces, uneven ground and steep slopes for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs 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.

**Kneeling**

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

Occasionally on wet/slippery/frozen surfaces, uneven ground and steep slopes for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs 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.

**Squatting**

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

Occasionally on wet/slippery/frozen surfaces, uneven ground and steep slopes for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs 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**

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

Rare on flat cement surfaces and dirt for distances of up to 40 feet for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting the interior of pipes and performing vehicle maintenance.

**Operating Controls with Feet**

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

Continuously for up to 2 hours at a time for up to 8-10 hours total in a work shift while driving a truck, pickup, mower, large trucks, heavy equipment and forklift. Some driving occurs during inclement weather.

**Reaching above shoulder height**

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

Frequently for up to 5 minutes at a time for up to 4 hours total in a work shift 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.).

**Reaching at waist to shoulder height**

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

Continuously for up to 2 hours at a time for up to 9 hours total in a work shift while driving a vehicle, using a weed eater, pressure washing, and operating hand and power tools.

**Reaching at knee to waist height**

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

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while using a wheelbarrow, shoveling, performing carpentry duties, shifting gears, filling in for a Utility Worker, operating a weed eater, securing bands on pipes and logs, raking and pressure washing.

**Reaching at floor to knee height**

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

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs 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.

**Lifting 1-10 pounds**

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

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 7-8 pounds while loading trucks, raking, shoveling and using hand tools.

**Carrying 1-10 pounds**

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

Frequently for distances of up to ½ mile for up to 4 hours at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting tools and materials as well as carrying a 2-way radio, pager and cellular telephone.

**Lifting 11-20 pounds**

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

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 15-17 pounds while shoveling, manipulating asphalt, using a weed eater and using a chainsaw as well as loading and unloading hoses, buckets, and power tools.

**Carrying 11-20 pounds**

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

Frequently for distances of up to 150 feet for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 15-17 pounds while transporting tools to and from the work truck and work site as well as manipulating asphalt, using a weed eater and operating a chainsaw.

**Lifting 21-50 pounds**

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

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-50 pounds while loading and unloading ladders, bags of salt, straw bails, smaller manhole lids and drainage grates, bags of concrete, toolboxes, water jugs, sandbags, logs and rocks.

**Carrying 21-50 pounds**

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

Occasionally for distances of up to ½ mile for up to 5 minutes at a time for up to 1 hours total in a work shift. Most commonly occurs with weights of 30-50 pounds while carrying equipment to and from worksites as well as replacing manhole lids and drainage grates.

**Lifting 51-100 pounds**

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

Rare for up to 30 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 60-80 pounds while lifting manholes, drainage grates, bags of concrete, bags of asphalt, bricks, logs, rocks, fuel canisters, sandbags, erosion control equipment, water logged hay bails, tires and batteries.

**Carrying 51-100 pounds**

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

Occasionally for distances of up to 50 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 60-80 pounds while carrying bags of concrete, bags of asphalt, bricks, logs, rocks, fuel canisters, sandbags, erosion control equipment, water logged hay bails, tires and batteries. The employee also performs two-man pipe carrying.

**Lifting 100+ pounds**

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

Rare for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs (approximately 1-4 times per year with weights of 120 pounds) while lifting a pump, curb basin lids, manhole lids, dumped appliances and a generator. There is assistance available for this lifting.

**Pushing and Pulling**

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

Occasionally for distances of up to 100 feet for up to 21 minutes at a time with a force of up to 10-100 pounds for up to 8 hours total in a work shift while pushing and pulling brooms, shovels, rakes, push mower, wheelbarrow, pump, generator, sled compactor, hand roller, pruning saw, chainsaw, hand tools and cart as well as pulling manhole lids and drainage grates with rope. The employee may also push and pull up to 8-10 hours per day when operating heavy equipment and driving large trucks.

**Handling**

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

Continuously for up to 3 hours at a time for up to 9 hours total in a work shift while pressure washing, raking, driving, digging, and using power and hand tools such as a compactor or chainsaw.

**Operating Controls with Hands**

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

Continuously for up to 2 hours at a time for up to 9 hours total in a work shift while pressure washing, operating heavy equipment, driving, weed eating, mowing, operating power tools and using hand tools.

**Fingering**

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

Frequently for up to 30 minutes at a time for up to 5 hours total in a work shift 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.

**Feeling**

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

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while feeling pipes, pumps and equipment for overheating as well as identifying equipment failure, mudding basins, operating a chainsaw and performing manhole repair.

**Talking**

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

Frequently for up to 5 minutes at a time for up to 4 hours total in a work shift 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

Health Care Provider initials if restricted

Continuously for up to 3 hours at a time for up to 8-10 hours total in a work shift while driving as well as listening for moving machines, back-up sirens, alarms, faulty machinery, and other safety hazards.

### Seeing

Health Care Provider initials if restricted

Continuously for up to 3 hours at a time for up to 8-10 hours total in a work shift while reading gauges, instructions, computer monitor, cellular phone, pager, documents and checklists as well as when using hand tools and radios. The employee also utilizes vision while driving, inspecting job sites and watching for safety hazards as well as when flagging.

### Working with Heightened Awareness

Health Care Provider initials if restricted

Continuously for up to 3 hours at a time for up to 8-10 hours total in a work shift 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.)

### ENVIRONMENTAL FACTORS

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.

#### The noise level is

Approximately 120 decibels. The noise is caused by jackhammer/heavy equipment.

HCP Initials if Restricted

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

Outside weather: Frequently  
Non-weather related temperatures below 55 degrees: Occasionally  
Non-weather related temperatures above 75 degrees: Occasionally  
Wet: Frequently  
Humidity/dampness: Occasionally  
Fumes: Frequently  
Odors: Frequently  
Dusts: Occasionally  
Mists: Occasionally  
Gases: Rare  
Moving mechanical parts: Frequently  
Vibration: Frequently  
Working in high, exposed places: Occasionally

HCP Initials if Restricted




KING COUNTY JOB ANALYSIS COMPLETED ON: 12/13/05

JOB TITLE: Supervisor I

EMPLOYEE:

VRC: Kyle Pletz

DOT #: 899.134-010

CLAIM #

Working with explosives: Rare

Toxic or caustic chemicals: Occasionally

Confined spaces: Occasionally


### **POTENTIAL MODIFICATIONS TO JOB**

Lift-back truck to reduce lifting.

Truck with a hoist to lift and manipulate manhole lids and drainage grates.

KING COUNTY JOB ANALYSIS COMPLETED ON: 12/13/05

JOB TITLE: Supervisor I

EMPLOYEE:

VRC: Kyle Pletz

DOT #: 899.134-010

CLAIM #

## 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

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Date

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Printed name & title of employee

---

Signature of employee

---

Date

KING COUNTY JOB ANALYSIS COMPLETED ON: 12/13/05  
JOB TITLE: Supervisor I  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 899.134-010  
CLAIM #

**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