

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Supervisor I (Vashon) **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

10021 SW Cemetery Rd
Vashon, WA 98070

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 Vashon 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.

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. 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.

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, 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.

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 _____

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 6 hours total in a work shift. Most commonly occurs while shoveling, flagging, using a chain saw 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 or conference room chair for up to 2 hours at a time for up to 8 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 a forklift 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 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 surfaces, scaffolding, frozen surfaces, 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 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, using a mower, operating heavy equipment, pruning/tree trimming and vehicle maintenance.

Bending neck down

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 10 minutes at a time for up to 5 hours 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.

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.

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 and forklift. Some driving occurs during inclement weather.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 2 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.

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 6 hours total in a work shift while using a wheelbarrow, shoveling, performing carpentry duties, shifting gears, 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 1/2 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.

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 7 hours total in a work shift while pressure washing, 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 (i.e., 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, 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

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.

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