

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Parks Specialist II (Utility)

JOB CLASSIFICATION Parks Specialist II

DOT TITLE Maintenance Worker, Municipal

DOT NUMBER 899.684-046

DEPARTMENT Natural Resources and Parks

DIVISION Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 8

CONTACT'S NAME & TITLE Hank Bradberry, Supervisor

CONTACT'S PHONE 206-296-2974

ADDRESS OF WORKSITE

6046 W. Lake Sammamish Parkway
Sammamish, WA 98052

VRC NAME Kyle Pletz

DATE COMPLETED 6/1/04

VRC NAME Jeff Casem

DATE REVISED 6/3/09

WORK HOURS

8 hours a day, five days a weeks, 7:00am to 3:30pm.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional during special events. Overtime prevalence may be seasonal.

JOB DESCRIPTION

Performs skilled work at assigned public areas and facilities in King County parks and presents them in a clean, safe and attractive manner to the public. The work also includes providing for ongoing maintenance and ensuring the physical integrity of County parks. This position is assigned to the utility crew where the majority of the duties include fulfilling work orders which include fabrication, repair and maintenance. The employee may need to fill in for the mow crew on an as-needed basis.

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

Valid Washington State Driver's License and successful completion of a pre-employment background check. Knowledge of the safe operation and maintenance of assigned equipment, use and care of tools and equipment, parks maintenance operations and procedures including trail maintenance and construction, landscaping and grounds keeping and facilities. The employee must be able to lift 50 pounds. The employee must be able to obtain a (commercial drivers license) CDL within 90 days of hire. The employee must have the ability to work in all PSII positions.

ESSENTIAL FUNCTIONS

1. Construct, renovate, and maintain parks, buildings, facilities, athletic complexes and infrastructure such as fences, trail structures, furniture, play areas and signs.
2. Provide customer service by enforcing county ordinances, responding to customer complaints and questions, responding to emergency situations and managing special event traffic.
3. Renovate, rehabilitate and maintain athletic fields and large bodies of turf.
4. Operate, maintain and inspect a wide variety of equipment and tools related to parks management.
5. Identify and assign daily tasks; train, evaluate and assess work performance of seasonal youth program, work training program employees and volunteers. Ensure tasks are clear and understood.
6. Plant native species plants, trees and grasses and stabilize riverbanks. Prune and transplant trees and shrubs.
7. Construct and install drainage ditches, culverts, catch basins and trail water bars.
8. Identify evaluate and possibly remove hazardous trees and poisonous or nuisance vegetation.
9. Protect, inspect, renovate, repair, and maintain park open space, trails and wetlands.
10. Design and construct landscaped areas in accordance with accepted horticultural standards.
11. Complete appropriate forms, attend meetings and training sessions.
12. Inspect, repair and remove hazards. Post notices for the public. Perform emergency repairs or removal of unsafe conditions to maintain safety of park users.
13. Inventory and order supplies, materials and equipment.
14. Perform minor painting, carpentry, plumbing and electrical repairs.
15. Operate a 5-yard truck and trailer (requires a CDL).
16. Perform welding for fabrication and repairs.

NON-ESSENTIAL FUNCTIONS

1. Participate in volunteer projects.
2. Participate in various committees.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, eye protection, rain gear, welding helmet and protective gear, hard hat, respirator, safety harness, coveralls and ear protection.

OTHER TOOLS & EQUIPMENT USED

Blower, forklift, various County vehicles, dump truck, arc welder, wire fed welder, oxyacetylene cutting torch, Gator/Toro motorized cart, rake, pitchfork, tractor, push mower, post hole digger,

garbage bags and cans, 5 yard truck and trailer, fencing, weed eater, various hand and power tools, lawn mower, and 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

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-2- pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted_____

Frequently on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 40 minutes at a time for up to 5.5 hours total in a work shift. Most commonly occurs while maintaining equipment, performing welding/fabrication, installing fences, installing fence posts and installing signs.

Walking

Health Care Provider initials if restricted_____

Frequently on grass, dirt, vegetation, cement, linoleum and uneven surfaces for distances of up to ½ mile for up to 30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while putting up tents/setting up for special events, setting up fencing, installing bollards, installing signs, backpack blowing, weed eating, and performing pavement cleaning.

Sitting

Health Care Provider initials if restricted_____

Continuously on an automobile seat, tractor seat or office chair for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while driving various County vehicles (including the 5-yard truck and trailer) and tractors (with side cutting attachment) as well as using a computer to complete a timesheet.

Climbing

Health Care Provider initials if restricted_____

Rare on a ladder to heights of 10 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while climbing on to a roof to check a drain, on or off a tractor or 5-yard truck and trailer as well as on a ladder to replace a light bulb.

Balancing

Health Care Provider initials if restricted_____

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while loading/unloading equipment and materials in the back of a truck as well as traversing steep inclines and uneven surfaces. The employee also utilizes balance when climbing on and off of tractors/trucks as well as walking on a trailer ramp.

Bending neck up

Health Care Provider initials if restricted_____

Occasionally for up to 20-30 minutes at a time for up to 3 hour total in a work shift. Most commonly occurs while installing signs, performing bucket duties and performing tree work.

Bending neck down

Health Care Provider initials if restricted_____

Frequently for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while using a chainsaw and a blower as well as when installing fence posts and cleaning out drainage ditches.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 15 minutes at a time for up to 2.5-3 hours total in a work shift. Most commonly occurs while shoveling/using digging bar, installing fence posts, using a chainsaw, checking slope mower, welding, and using a hand blower.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while cleaning out drainage ditches, welding, shoveling and setting up for special events. The employee can alternate kneeling and crouching as needed.

Squatting

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while cleaning out drainage ditches, welding, shoveling and setting up for special events. The employee can alternate kneeling and crouching as needed.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Continuously and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while operating various County vehicles such as a motorized cart, forklift, 5-yard truck and trailer and tractor.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time for up to 45 minutes to 1 hour total in a work shift while, setting up tents for special events, installing signs, performing fence work and performing tree work.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Continuously and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while driving various County vehicles, operating a tractor, welding, performing fence duties, replacing split rails, shoveling and performing tree duties.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift while shoveling,

loading wood and manipulating supplies/materials/tools such as shovels, posts, fencing, bags of cement, dirt and asphalt.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while cleaning out drainage ditches, welding, shoveling and setting up for special events.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally up to 5 seconds at a time for up to 30 minutes total in a shift. Most commonly occurs with objects weighing 4-9 pounds while manipulating various hand tools, hand blower (6 pounds), paint cans and signs.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 100 feet for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 4-9 pounds while transporting various hand tools, hand blower (6 pounds), paint cans and signs.

Lifting 11-20 pounds

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. Most commonly occurs with weights of 15-20 pounds while manipulating wood/performing tree duties, installing fencing and as well as when using a chainsaw (17 pounds) and backpack blower (20 pounds). The employee also lifts when shoveling and manipulating chain binders.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 100 feet for up to 10-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 20 pounds while installing fencing, using the backpack blower or chainsaw as well as when transporting equipment to and from the truck.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 40-50 pounds while manipulating a 5-gallon bucket of paint, fence posts, fencing, asphalt/patching materials, bucket of dirt, debris, equipment tires, 5 gallon container of gasoline and drainage grates.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 50 feet for up to 2 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 40-50 pounds while transporting a 5-gallon bucket of paint, fence posts, fencing, asphalt/patching materials, bucket of dirt, debris, equipment tires, 5 gallon container of gasoline and drainage grates.

Lifting 51-100 pounds

Health Care Provider initials if restricted_____

Rarely for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 55-75 pounds emptying heavy garbage bags or when loading/unloading equipment

(such as a push mower) from a truck bed. The employee also lifts 60 pounds when manipulating bags of cement.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally for distances of up to 100 feet at a time with a force of up to 10-30 pounds for up to 10-15 minutes at a time and up to 1 hour total in a work shift while using carts, blowers, pressure washers and hand trucks.

Handling

Health Care Provider initials if restricted_____

Continuously and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while manipulating various hand tools, installing fencing, shoveling, driving, operating a tractor and using a blower.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Continuously and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while operating various County vehicles such as a motorized cart, forklift and tractor.

Fingering

Health Care Provider initials if restricted_____

Occasionally for up to 20 minutes at a time for up to 3 hours total in a work shift while using a computer, writing, as well as using various hand tools such as pliers, welders and screwdrivers. The employee also keyboards while completing a timesheet.

Feeling

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 7 hour total in a work shift while detecting vibrations to identify malfunctioning equipment.

Talking

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 20 minutes total in a work shift while conversing with co-workers and supervisors about work assignments as well as providing assistance to park visitors.

Hearing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while identifying potential safety hazards such as moving equipment and operating machinery.

Seeing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while identifying potential safety hazards such as moving equipment, trip hazards and operating machinery as well as reading labels on equipment and cleaning products, safely operating County vehicles and equipment such as blowers and weed eaters to identify persons and animals within range of flying objects.

ENVIRONMENTAL FACTORS

Work is performed outdoors and in inclement weather at various public areas and King County facilities such as grounds, fair grounds and athletic fields. The noise level varies from moderately loud to loud.

The noise level is

Approximately 60-90 decibels. The noise is caused by mowers, blowers and other motorized machinery.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Continuously

Non-weather related temperatures below 55 degrees: Rare

Non-weather related temperatures above 75 degrees: Rare

Wet: Occasionally

Humidity/dampness: Rare

Fumes: Occasionally

Odors: Frequently

Dusts: Occasionally

Mists: Occasionally

Gases: Rare

Moving mechanical parts: Continuously

Vibration: Continuously

Working in high, exposed places: Rare

Toxic or caustic chemicals: Rare

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

Utilize a cart or hand truck to reduce carrying.

Alternate kneeling or crouching as needed.

Lift back truck to reduce lifting of equipment.

Lifting assistance is available on some occasions.

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