



# Job Analysis Form

## ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Parks Specialist II (Turf Crew)

**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** 2

**CONTACT'S NAME & TITLE** David Sizemore, Supervisor

**CONTACT'S PHONE** 206-205-7549

**ADDRESS OF WORKSITE**

3005 NE 4<sup>th</sup> Street  
Renton, WA 98056

**VRC NAME** Carol N. Gordon

**DATE COMPLETED** 12/22/08

**VRC NAME** Jeff Casem

**DATE REVISED** 9/11/09

**WORK HOURS**

8 hours a day, five days a weeks, 6:30am to 3:00 pm.  
or 10 hours a day, four days a week, 6:30 am to 5:00 pm.

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

**JOB DESCRIPTION** Please note this job analysis is specific to the Turf Crew only.  
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.

**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 or 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. A Public Operator pesticide application license is required. The employee must have the ability to work in all PSII positions.

## **ESSENTIAL FUNCTIONS**

1. Renovate, rehabilitate, and maintain athletic fields and large bodies of turf. Apply fertilizer and lime to irrigated fields. Perform aeration, over seeding, and top dressing of irrigated fields.
2. Operate, maintain and inspect a wide variety of equipment and tools related to parks management.
3. Apply erosion control materials to construction work sites, either apply mulch, straw, or hydro seed.
4. Inventory and order supplies, materials, and equipment. Perform record keeping.
5. Operate a 5-yard truck and trailer (requires a CDL).
6. Maintain trail corridors by control of nuisance or noxious weeds by application of herbicides. Perform recordkeeping per state and federal requirements.
7. Provide customer service by enforcing county ordinances, responding to customer complaints and questions, responding to emergency situations and managing special event traffic.
8. Plant native species plants, trees and grasses and stabilize riverbanks. Prune and transplant trees and shrubs.
9. Identify evaluate and possibly remove hazardous trees and noxious or nuisance vegetation.
10. Protect, inspect, renovate, repair, and maintain park properties, athletic fields, irrigated landscaped areas, trails, and wetlands.
11. Design and construct landscaped areas in accordance with accepted horticultural standards.
12. Complete appropriate forms, attend meetings and training sessions.
13. Inspect, repair and remove hazards. Post notices for the public. Perform emergency repairs or removal of unsafe conditions to maintain safety of park users.
14. Assist in the construct, install, and maintenance of drainage ditches, culverts, catch basins and trail water bars.

## **NON-ESSENTIAL FUNCTIONS**

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

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves, eye protection, rain gear, hard hat, respirator, safety harness, coveralls, work boots, and ear protection.

## **OTHER TOOLS & EQUIPMENT USED**

5 yard truck and trailer, forklift, various County vehicles, dump truck, Gator/Toro motorized cart, Hydro seeder, Top Dresser, spreader, roto-tiller, pesticide application truck w/ powered sprayer

300 gallon tank, rake, pitchfork, tractor, push mower, post hole digger, garbage bags and cans, , fencing, weed eater, various hand and power tools, lawn mower, aerator, blower, 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, 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), 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), .

**Lifting 11-20 pounds**

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

Occasionally for up to 5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 15-20 pounds while, and backpack blower (20 pounds), herbicide containers, or partially filled bags of fertilizer or lime 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 1.5 hour total in a work shift. Most commonly occurs with weights of 20 pounds while using the backpack blower, herbicide containers, or partially filled bags of fertilizer or lime ,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 2 hours total in a work shift. Most commonly occurs with weights of 40-50 pounds while handling 50# bags of fertilizer and lime.

**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 container of gasoline and drainage grates.

**Pushing and Pulling**

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

Rarely for distances of up to 1 mile at a time with a force of up to 10-30 pounds for up to 10-15 minutes at a time and up to 4 hours total in a work shift while using spreaders.

**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, 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

\_\_\_\_\_

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

Outside weather: Frequently  
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 a 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.

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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

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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