



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Carpenter I**JOB CLASSIFICATION** Carpenter I**DOT TITLE** Carpenter**DOT NUMBER** 861.381-022**DEPARTMENT** Natural Resources and Parks**DIVISION** Solid Waste**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 2**CONTACT'S NAME & TITLE** Steve Smith, Operations Supervisor**CONTACT'S PHONE** 206-296-0483**ADDRESS OF WORKSITE**

11645 228<sup>th</sup> Ave. SE  
Maple Valley, WA 98038

**VRC NAME** Kyle Pletz**DATE COMPLETED** 7/13/05**VRC NAME** Jeff Casem**DATE REVISED** 5/14/09**WORK HOURS**

6:00am to 4:30pm, ten hours per day 4 days per week, Wednesday Through Saturday with 2 15-minute breaks and a 30-minute lunch or 6:00am to 4:30pm, ten hours per day 4 days per week, Monday Through Thursday with 2 15-minute breaks and a 30-minute lunch

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Rare to occasional, approximately four weekends per year.

**JOB DESCRIPTION**

Performs new construction, repair and maintenance on King County buildings and yards at Waste Division sites throughout King County.

**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**

Four years of full time paid employment in with carpentry, concrete work, or completion of a recognized carpenter's apprenticeship program or an equivalent of training and experience. Must have journey level knowledge of skills in the carpentry trade. Must possess knowledge of basic mathematic formulas and contraction terminology; occupational hazards and safety precautions of the trade; qualities, grades, uses and adaptability of various woods, wood products and related materials used in all types of carpentry. Must have demonstrated skill in the use and care of the tools and equipment used in the trade. Must have skill in completing complex time and materials estimates. Must have the ability to follow verbal and written instructions. The work involves the use of standard carpenter power tools, lifting up to 70 pounds alone or with help, and continuous physical work for the entire work day. The incumbent may be required to read blue prints and specifications, and to transfer those instructions into a finished product. The incumbent may be involved with new construction or remodeling or repairs. Must have a valid Washington State Driver's license upon date of hire. Successful completion of a pre-employment physical examination is required as well. Ability to obtain a flagging certification. Must possess skill in planning, laying-out, training and directing the work of carpenters and other skilled and semi-skilled workers.

## **ESSENTIAL FUNCTIONS**

1. Constructs, repairs, alters or maintains equipment, buildings and other structures.
2. Lays out work according to drawings; lays timbers and decks for construction; frame to code; lays ceiling joists and roof; installs doors and windows; installs, builds and/or repairs cabinets and counters; and installs floor finishes and base.
3. Prepares cost estimates for labor and materials on proposed jobs.
4. Schedules and coordinates dates for arrival of personnel, supplies and equipment.
5. Orders equipment, materials and tools.
6. Excavates, sets grades and sets up steel forms; fabricates and sets up wooden forms; excavates and builds wooden forms; installs reinforcing steel as required; pours and finishes concrete; and performs a variety of concrete repairs and patching.
7. Prepares holes for posts with hand tools or power equipment; installs posts as specified; and hand railing and installs fencing fabric.
8. Understands and effectively follows oral and written instructions form architectural plans and drawings.
9. Properly jacks, braces removes and installs heavy timbers; safely works at heights up to 50+ feet; maintains working site around moving traffic such as flagging and traffic control.
10. Sets up worksite to ensure safe working conditions per OSHA and WISHA requirements. Safely uses ladders, staging, and personal safety equipment such as hard hats, safety vests, masks, gloves, goggles, protective clothing and safety harnesses. Safely works around hazardous materials, moving traffic, equipment, machinery etc. Safely uses hand held shop and power tools, such as chain saws, drills, table saws, band saw, routers etc.
11. Performs work on job sites in the field up to 95% of the time.
12. Installs and repair doors, windows and related hardware, including locking mechanisms, closures, and keying systems on detention and other security doors and windows.
13. Maintains and repairs all structural components of building including guardrails, fences, decks, floors, walls, ceilings, and roofs.
14. Maintains concrete and masonry structures including sidewalks and parking areas.

15. Repairs and maintains finishes.
16. Operates and maintains a variety of carpentry hand and power tools and equipment.
17. Performs administrative tasks and basic record keeping.

### **NON-ESSENTIAL FUNCTIONS**

Various Committees.

When out in the field the employee may identify, record and turn in locations/facilities that may need repair or maintenance work.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Fall protection, hard hat, leather and rubber gloves, knee pads, ear plugs and muffs, rain suit and hat, body harness, safety glasses, dust mask and rubber boots.

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

Hand tools including hammer, jackhammer, air/impact tools, routers, power saws, core boring machines, compactor, screwdriver, etc, power tools including table saw, miter saw, sanders, band saw, reciprocating saw, rotor hammer, airless paint systems, nail gun, pole gun, drills, drill press, key machine, stilts, Ivy lift, Hi lift, cement mixer, laser level, county van or pickup truck (automatic transmission), phone, cotton, fencing 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 10-20 pounds of force constantly to move objects.

### **Standing**

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

Occasionally on concrete, tile, cement, asphalt, linoleum, steep inclines, gravel, wood, uneven ground, vinyl, carpet, rubber mat or dirt surfaces for 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while reviewing plans and drawings, filling in for flagging duties, working on scaffolding, conversing with co-workers, attending site meetings, painting, using a drill press, using a jackhammer and sawing materials.

### **Walking**

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

Occasionally to frequently on flat cement, asphalt, steep inclines, rockeries, dirt, wood, gravel, uneven ground, carpet and linoleum surfaces for distances of up to 300 feet for up to 5 minutes at

a time, for up to 4.5 hours total in a work shift. Most commonly occurs while loading/unloading equipment as well as walking between buildings and the work truck.

**Sitting**

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

Occasionally to Frequently on padded office chair or automobile seat for up to 30 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while completing paperwork and driving a County vehicle to various work sites.

**Climbing stairs**

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

Rarely to occasionally for up to 1 minute at a time while climbing 1 flight for up to 8-10 times total in a work shift. Most commonly occurs while traversing work areas such as construction sites where elevators may not be operational.

**Climbing**

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

Occasionally on ladder or scaffolding to heights of up to 10 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while installing traversing step and uneven inclines, retaining walks, ladders, guardrails, scaffolding and ladders for roof access.

**Balancing**

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

Frequently on scaffolding, uneven ground and steep inclines for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing unfinished steps and uneven ground/inclines, retaining walks and scaffolding. Balancing is also needed when pressure washing building while on a ladder.

**Bending neck up**

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

Frequently to Continuously for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while performing overhead work, manipulating ceiling panels, framing, hanging drywall, performing trim work, installing windows and installing doors.

**Bending neck down**

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

Frequently to Continuously for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while framing, hanging drywall, performing trim work, installing windows, performing concrete work, working on sidewalks, installing/removing/repairing flooring and installing doors.

**Bending/Stooping**

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

Occasionally for up to 15-30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reaching for tools, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall, performing concrete finishing and leveling asphalt. The employee can reduce bending/stooping by alternating with kneeling or squatting on most occasions.

**Kneeling**

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

Occasionally for up to 15-30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reaching for tools, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall, performing concrete finishing and leveling asphalt. The

employee can reduce kneeling by alternating with bending/stooping or squatting on most occasions.

**Squatting**

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

Occasionally for up to 15-30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reaching for tools, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall, performing concrete finishing and leveling asphalt. The employee can reduce Squatting by alternating with bending/stooping or kneeling on most occasions.

**Crawling**

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

Occasionally to frequently on wood, dirt, gravel, carpet, tile, linoleum and uneven surfaces for distances of up to 20 feet for up to 1 minute at a time for up to 3-5 hours total in a work shift. Most commonly occurs while installing, repairing and removing flooring as well as when performing trim work.

**Operating Controls with Feet**

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

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while driving a County vehicle with an automatic transmission as well as a forklift.

**Reaching above shoulder height**

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

Occasionally to frequently for up to 1 minute at a time for up to 2-4 hours in a work shift while constructing shelves and pulling materials off of shelves in storage areas as well as performing overhead work, manipulating ceiling panels, framing, hanging drywall, performing trim work, installing windows and installing doors.

**Reaching at waist to shoulder height**

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

Frequently and highly repetitive for up to 2 hours at a time for up to 4 hours in a work shift while installing shelves and pulling materials off of shelves in storage areas as well as framing, hanging drywall, performing trim work, installing windows, installing safety rails, installing fences, installing door handles and installing doors.

**Reaching at knee to waist height**

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

Frequently for up to 2 hours at a time for up to 4 hours in a work shift while stocking shelves and pulling materials off of shelves in storage areas as well as framing, hanging drywall, performing trim work, installing windows, installing safety rails and installing fences.

**Reaching at floor to knee height**

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

Occasionally for up to 15 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reaching for tools, installing bridge decking, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall and performing concrete finishing.

**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 while utilizing hand and power tools, using a clipboard, manipulating materials, hanging drywall, utilizing a tool belt and installing bolts.

**Carrying 1-10 pounds**

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

Occasionally to Frequently for distances of up to 300 feet for up to 5 minutes at a time for up to 3 hour total in a work shift while transporting hand and power tools as well as materials.

**Lifting 11-20 pounds**

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

Rarely for up to 1 hour at a time for up to 3 hours total in a work shift while performing carpentry tasks, manipulating tool boxes, moving ladders and using tool kits as well as when utilizing power tools.

**Carrying 11-20 pounds**

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

Rare for distances of up to 300 feet for up to 5 minutes at a time for up to 2 hours total in a work shift while moving ladders, materials and tools to and from work sites.

**Lifting 21-50 pounds**

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

Rarely for up to 30 seconds at a time for up to 2 minutes total in a work shift while manipulating toolboxes, materials and power tools.

**Carrying 21-50 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 1 hour total in a work shift while manipulating toolboxes, materials and power tools such as a skill saw, reciprocating saw, roto-hammer, 1/2" drill and router.

**Lifting 51-100 pounds**

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

Rare to Occasionally sacks of cement or sheetrock for up to 15 seconds at a time for up to 10 minutes in a work shift while moving 60-90 pound bags of cement, ladders, tools and lumber.

**Carrying 51-100 pounds**

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

Rarely for distances of up to 50 feet for up to 30 seconds at a time for 30 minutes total in a work shift. Most commonly occurs with weights of 60-90 pounds while moving 60-90 pound bags on concrete, beams, posts, lumber, sheets of drywall and hardware. The employee may also perform a two person lift of an item that may in excess of 100 pounds such as a compactor and 12 foot sheets of drywall.

**Pushing and Pulling**

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

Occasionally with a force of 25-100 pounds for up to 1 minute at a time and up to 30 minutes total in a work shift while moving a tool cart on concrete, tile, vinyl, carpet, rubber mat or dirt surfaces as well as pulling materials and lumber, drilling, using and wheelbarrow, operating a compactor, stretching fences and utilizing a hand truck.

**Handling**

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

Continuously for up to 15 minutes at a time for up to 6.5 hours total in a work shift while framing, manipulating materials, forming, using finishing tools and operating a compactor as well as using hand and power tools such as a roto-hammer, jackhammer, paint sprayer, router, drill, epoxy gun and reciprocating saw. The employee also handles when driving.

**Operating Controls with Hands**

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

Frequently and highly repetitive for up to 2.5 hours at a time for up to 5 hours total in a work shift while driving a County vehicle with an automatic transmission using a computer and operating a forklift as well as when manipulating power tools such as a reciprocating saw, core drilling machine, drill and impact gun.

**Fingering**

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

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift while keyboarding, manipulating small pieces of hardware and writing as well as when manipulating small objects such as nails, screw, nuts, bolts and trim pieces. The employee also fingers when stretching chain link fences and when performing tool maintenance.

**Feeling**

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

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift while when performing finish work as well as when feeling the temperature of power tools.

**Talking**

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

Frequently for up to 5 minutes at a time for up to 4-5 hours total in a work shift while conversing with co-workers and distributors about job assignments and work orders.

**Hearing**

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

Frequently for up to 15 minutes at a time for up to 5 hours total in a work shift while conversing with co-workers and distributors about job assignments and work orders as well as identifying potential hazards such as two way radio, moving machinery, machinery horns, tool failure and reverse sirens.

**Seeing**

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

Continuously for up to 2.5 hours at a time for up to 8-9 hours in a shift while reading plans and documents, performing carpenter duties, attending training classes and meetings, driving, taking measurements, operating power tools and inspecting work product.

**Working with Heightened Awareness**

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

Continuously for up to 2.5 hours at a time for up to 7 hours total in a shift while working with and around moving machinery and power tools as well as when working around moving traffic and on bridge decks.

**ENVIRONMENTAL FACTORS**

Work is performed in a landfill facility as well as construction or rural settings where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, confined spaces, uneven surfaces, noxious or toxic gasses and chemicals. The employee has the potential to be exposed to dumped or abandoned materials. Hearing protection, eye protection, breathing protection and hard hats are required in some areas. Work is performed with and around moving machinery and power tools as well as when working around moving traffic.



**SIGNATURES**

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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 contact

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Signature of contact

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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