

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Operations Supervisor

**JOB CLASSIFICATION** Operations Supervisor

**DOT TITLE** Supervisor, Govt. Serv.

**DOT NUMBER** 188.137-010

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Solid Waste

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 7

**CONTACT'S NAME & TITLE** Brad Bell, Operations Manager

**CONTACT'S PHONE** 206-296-8448

## ADDRESS OF WORKSITE

16645 228<sup>th</sup> Avenue SE  
Maple Valley, WA 98038-6209  
Other County Transfer Stations as required

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 6/6/05

**VRC NAME** Jeff Casem

**DATE REVISED** 5/15/09

## WORK HOURS

8:00am-5:00pm, 5 days per week, Monday through Friday. The employee performs rotating weekend duties and receives comp time in return.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Does not occur.

## JOB DESCRIPTION

This position is one of three positions responsible for the supervision of King County's eight municipal solid waste and recycling stations and two municipal solid waste and recycling drop boxes. The position supervises transfer station employees and oversees transfer station facilities to ensure that station/drop box operations meet or exceed vital public health, safety and environmental codes and regulations.

## 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**

Must possess four years of experience in municipal solid waste operations that included at least two years lead or supervisory responsibility. Must have Knowledge of basic supervisory techniques and skills. Must have skill in making decisions through consensus building and mediation where there are conflicting opinions, in considering priorities, political issues, historical and situational factors. Must have skill in dealing tactfully and courteously with coworkers and customers. Must have skill in identifying problems and making appropriate decisions to solve them. Must have the ability to create a highly effective work team that is focused on the work objective. Must possess knowledge of management of transfer station operations, wastewater and surface water collection and disposal; of environmental codes, regulations and guidelines, and proper record keeping techniques. Must possess basic computer skills, including a working knowledge of Word and Excel. Must have strong oral and written communication skills; ability to listen, provide feedback and negotiate outcomes as needed. Skill in reading and interpreting technical information, contract specifications, and construction drawings. Must have a Valid Washington State Driver's License.

## **ESSENTIAL FUNCTIONS**

1. Monitors, and revises as required, preventative maintenance programs.
2. Monitors operational programs and recommends improved methods.
3. Works with and communicates with employees in each unit, management, supervisors, and other work units, divisions, private contractors and public agencies.
4. Receives, investigates and responds to citizen inquiries and complaints.
5. Represents the section/division at meetings with division/department staff, other agencies and the public.
6. Supervises transfer station unit employees, including:
  - listening and responding to employees' suggestions, concerns, etc., and help employees solve work-related problems
  - providing employees with feedback about their job performance
  - using the progressive discipline process as needed
  - interpreting and enforcing policies and procedures
  - providing tools and training to improve the quality of work
7. Administers the provisions of collective bargaining agreements, including investigating and resolving grievances and complaints.
8. Assists with analyzing staffing needs and hiring.
9. Assists with development and monitoring of the unit budget.
10. Assists with identifying and evaluating equipment and facility needs.
11. Assists with planning and monitoring the work of the unit, including:
  - working with staff to identify the most efficient and effective methods of accomplishing work
  - developing, recommending and implementing modifications or revisions to existing operating procedures
12. Serves as weekend supervisor on a rotational basis.

13. Develops daily work schedule, reviews daily timesheets, schedules vacation leaves, assists injured employees with paperwork, holds staff meetings, explains policies, procedures, rules and regulations, etc.
14. Plans, schedules and supervise the work activities of a group of subordinates; provides assistance, guidance and direction with difficult or unusual problems; prioritizes and estimate time and costs; and assigns specific projects and monitor work to ensure completion.
15. Assists in screening and selecting employees, including developing field tests and interviewing candidates; makes recommendations to hiring authority on hiring, disciplining and terminating subordinates.
16. Identifies the training needs of assigned work unit(s); researches available training sources and develops, schedules and implements the annual work unit training program; ensures that new employees are properly equipped and trained.
17. Prepares performance appraisals to evaluate subordinates, identifies areas that need improvement; issues oral and written reprimands and letters of counseling, and recommends further disciplinary actions when necessary; maintain personnel records.
18. Develops, recommends and implements modifications or revisions in existing operating procedures.
19. Plans work unit budget and approve purchases; monitors expenditures and/or control budget for work unit.
20. Ensures that proper safety precautions are followed on all jobs; implement and supervise work group safety activities; ensures that appropriate corrective actions are taken to resolve safety issues.
21. Evaluates equipment needs and assist in the development of equipment specifications; orders materials and supplies; and work with the King County Department of Finance to maintain appropriate vendor lists.
22. Analyzes operating procedures and identify most efficient methods of accomplishing assigned projects.
23. Plans and schedules routine and preventive maintenance tasks.

#### **PERSONAL PROTECTIVE EQUIPMENT USED**

Safety vest, breathing protection, eye protection, ear protection and hard hat.

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

County vehicle, computer, telephone, cellular telephone, two-way radio, fax machine, copy machine, laptop and documents.

#### **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**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

**Standing**

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

Occasionally on carpeted, linoleum, wood, cement, slick, vegetation and uneven surfaces for up to 30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while conversing with employees and coworkers, using the copy machine and performing observations of the workplace.

**Walking**

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

Occasionally on carpeted, linoleum, wood, cement, slick, vegetation and uneven surfaces for distances of up to ¼ mile for up to 5-10 minutes at a time for up to one hour total in a work shift. Most commonly occurs while traversing to and from offices and work sites as well as when performing supervisor duties at the transfer stations. The employee also walks when inspecting the height of vegetation and addressing utility issues.

**Sitting**

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

Continuously on an office chair or automobile seat for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while driving a County vehicle, talking on the telephone and performing computer duties.

**Climbing stairs**

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

Occasionally for up to 1 minute at a time while climbing up to 10-40 steps for up to 15 minutes total in a work shift. Most commonly occurs while entering and exiting job trailers as well as when utilizing steps at transfer stations. Ramps are available at some locations.

**Balancing**

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

Occasionally at heights of 10 feet for up to 5 minutes at a time for up to 25 minutes total in a work shift. Most commonly occurs while traversing slick surfaces, slopes and uneven ground as well as working around a pit at the transfer stations.

**Bending neck up**

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

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing observations at transfer stations and conversing with persons on higher surfaces.

**Bending neck down**

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. Most commonly occurs while performing computer duties, performing observations at transfer stations, conversing with persons on lower surfaces, reading, writing and manipulating documents.

**Bending/Stooping**

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. Most commonly

occurs while performing observations at transfer stations, picking up items on lower surfaces and obtaining equipment from the trunk of a car. Bending/stooping can be reduced on some occasions by alternating with kneeling or crouching as needed.

**Kneeling**

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

Rarely for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while placing/removing objects on lower shelves as well as performing observations at transfer stations which may include looking under items such as platforms, vehicles, trailers, equipment and counter. The employee can reduce kneeling by alternating with squatting or bending/stooping as needed.

**Squatting**

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

Rarely for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while placing/removing objects on lower shelves as well as performing observations at transfer stations which may include looking under items such as platforms, vehicles, trailers, equipment and counter. The employee can reduce squatting by alternating with kneeling or bending/stooping as needed.

**Operating Controls with Feet**

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

Frequently and highly repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while driving a County vehicle with an automatic transmission.

**Reaching above shoulder height**

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

Rarely for up to 10-15 seconds at a time for up to 2 minutes total in a work shift while reaching for items on upper shelves and in upper cabinets.

**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 a County vehicle with an automatic transmission, performing computer duties, manipulating documents and writing.

**Reaching at knee to waist height**

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. Most commonly occurs while performing observations at transfer stations, picking up items on lower surfaces and obtaining equipment from the trunk of a car.

**Reaching at floor to knee height**

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

Rarely for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while placing/removing objects on lower shelves as well as performing observations at transfer stations which may include looking under items such as platforms, vehicles, trailers, equipment and counter.

**Lifting 1-10 pounds**

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

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a shift while manipulating documents, books, notebooks, two-way radio and laptop computer.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to ¼ mile for up to 5-10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 5-10 pounds while transporting documents, books, notebooks, two-way radio and laptop computer between the County vehicle, offices and transfer stations.

**Pushing and Pulling**

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

Occasionally for up to 5 seconds at a time with a force of 5-10 pounds for up to 1 hour total in a work shift while opening and closing doors, drawers and car doors as well as when manipulating objects such as books, binders and keyboard tray.

**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 driving a County vehicle and manipulating objects such as a laptop, books, notebooks, two-way radio and documents.

**Operating Controls with Hands**

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

Frequently and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while driving a County vehicle with an automatic transmission as well as when manipulating a computer mouse.

**Fingering**

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

Frequently and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while typing, writing, manipulating documents, dialing the telephone, using a two-way radio and manipulating books.

**Talking**

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

Occasionally to frequently for up to 10 minutes at a time for up to 3-4 hours total in a work shift while conversing with employees, coworkers, management, customers and other agencies as well as when using the telephone and two-way radio.

**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 machinery and potentially harmful materials at the transfer stations.

**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 driving a County vehicle as well as when identifying potential safety hazards such as moving machinery and potentially harmful materials at the transfer stations.

**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 work shift while identifying potential safety hazards such as moving machinery and potentially harmful materials at the transfer stations.



KING COUNTY JOB ANALYSIS COMPLETED ON: 6/6/05  
JOB TITLE: Operations Manager  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #:  
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

---

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