



# Job Analysis Form

## ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Security Guard **JOB CLASSIFICATION** Security Guard

**DOT TITLE** Security Guard **DOT NUMBER** 372.667-038

**DEPARTMENT** Natural Resources and Parks **DIVISION** Solid Waste

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 4

**CONTACT'S NAME & TITLE** Dean Voelker, Supervisor

**CONTACT'S PHONE** 206-296-0469

### ADDRESS OF WORKSITE

16645 228<sup>th</sup> Ave. SE  
Maple Valley, WA 98038-6209

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 10/24/06

**VRC NAME** Jeff Casem

**DATE REVISED** 6/23/09

### WORK HOURS

9:00pm-5:00am Monday through Friday, 40 hours per week. The employee may also have to work 5:00pm-6:00am Saturday and Sunday.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional and rare, in order to fill in for absent coworkers.

### JOB DESCRIPTION

Follows established routines to guard the Cedar Hills Landfill property, buildings and mechanical equipment against loss or damage from theft, fire, vandalism or other causes. Employees may perform initial emergency response functions due to the remote location of site and equipment. Cedar Hills is a 1,000 acre site accessible by vehicle and on foot consisting of an open refuse pit, several outbuildings and facilities, and mechanical equipment stations.

### 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**

At the time of appointment, the applicant must possess a valid Washington State driver's license or the ability to travel throughout King County in a timely manner using a variety of County vehicles. Applicants who possess the most competitive background will undergo a thorough background investigation and the selected candidate must pass a physical examination. Ability to address confrontational situations with verbal restraint. Upon hire the employee must successfully complete first aid and CPR training. Security Officers must be able to be on duty with radio while on breaks and meals.

## **ESSENTIAL FUNCTIONS**

1. Checks and performs routine maintenance on assigned vehicle (monitor oil, fuel and fix flat tires).
2. Operates a vehicle in a safe manner, observing slow speed limits on rough and unimproved roads.
3. Inspects mechanical equipment such as flare stations, pump stations, construction heavy equipment and leachate pipes, for proper functioning, informing the on-duty supervisor of any irregularities that are discovered.
4. Performs hourly inspection rounds of Cedar Hills landfill facilities, securing doors, windows, lights and gates.
5. Reports and or prevents any suspicious activity or situations threatening property or the safe operation of the landfill.
6. Provide initial emergency response to fires, break-ins, floods, and medical emergencies.
7. Prevents entry of unauthorized persons after posted closing times of CHL, document any attempted entries after closure.
8. Maintains a daily log of all activities and observations.
9. Answers telephone after hours, taking complaints and referring callers to appropriate authorities.
- 10.

## **OTHER TOOLS & EQUIPMENT USED**

Two-way radio, cell phone, flashlight, pen and pencil, and a County vehicle with an automatic transmission.

## **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 to frequently on flat cement, linoleum, concrete, dirt, gravel, grass and carpeted surfaces for up to 10 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while checking doors and windows as well as when monitoring facility and ensuring facility security.

**Walking**

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

Occasionally to frequently on flat cement, concrete, gravel, grass, linoleum and carpeted surfaces for distances of up to 1000 feet for up to 10 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while performing door/window checks, facility patrols and inspecting structures and mechanical equipment such as flare stations, pump stations.

**Sitting**

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

Continuously on an office chair or vehicle seat for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while calling appropriate persons in case of facility problems, such as calling in maintenance personnel for pump station or flair station alarms. The employee can sit or stand as needed on most occasions.

**Climbing stairs**

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

Occasionally for up to 10 seconds at a time while climbing up to 1 flights for up to 1 hour total in a work shift. Most commonly occurs while patrolling facility.

**Bending neck up**

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

Occasionally to Continuously for up to 30 seconds at a time for up to 30 minutes total in a work shift while looking at upper areas of structures such as flair station.

**Bending neck down**

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

Occasionally for up to 5-10 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while completing log entries at the security desk.

**Bending/Stooping**

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

Rare on flat cement, linoleum and carpeted surfaces for up to 5 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs while inspecting low areas, performing first aid and getting in/out of a vehicle.

**Operating Controls with Feet**

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

Frequently to Continuously for up to 30 minutes at a time for up to 4-6 hours total in a work shift while driving a County vehicle when performing rounds.

**Reaching above shoulder height**

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

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while reaching for objects on upper shelves and checking windows.

**Reaching at waist to shoulder height**

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

Frequently for up to 1 hour at a time for up to 5-6 hours total in a work shift while manipulating

keys, writing, checking doors and windows and driving a County vehicle with an automatic transmission.

**Reaching at knee to waist height**

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

Frequently for up to 1 hour at a time for up to 5-6 hours total in a work shift while checking windows, driving and County vehicle as well as opening, closing, locking and unlocking doors.

**Lifting 1-10 pounds**

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

Frequently for up to 1 hour at a time for up to 5 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while using a two-way radio, cell phone and flashlight.

**Carrying 1-10 pounds**

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

Frequently for distances of up to 1000 feet for up to 1 hour at a time for up to 5 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while using a two-way radio, cell phone and flashlight.

**Pushing and Pulling**

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

Occasionally for 1 minute at a time for distances of up to 50 feet at a time with a force of up to 15 pounds and up to 10 minutes total in a work shift. Most commonly occurs while opening and closing doors and windows as well as when turning the steering wheel of the County vehicle.

**Handling**

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

Frequently to Continuously for up to 30 minutes at a time for up to 5-6 hours total in a work shift while performing door and window checks, using a flashlight and driving a County vehicle.

**Operating Controls with Hands**

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

Occasionally for up to 30 minutes at a time for up to 5-6 hours total in a work shift while driving a County Vehicle.

**Fingering**

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 while writing and completing log sheets as well as when dialing the phone using a two-way radio.

**Talking**

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 while calling in maintenance personnel for equipment repairs as well as when organizing emergency response personnel.

**Hearing**

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

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while listening for potential hazards, alarms, radio communication and answering the telephone.

**Seeing**

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

Continuously for up to 2 hours at a time for up to 8-13 hours total (depending on shift) in a work shift while completing log books, identifying potential hazards, driving, observing County facilities.

**Working with Heightened Awareness**

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

Continuously for up to 2 hours at a time for up to 8-13 hours total (depending on shift) in a work shift while identifying potential hazards, performing perimeter checks, observing County facilities and safeguarding County property against damage or loss.

**ENVIRONMENTAL FACTORS**

Work is performed in an indoor and outdoor setting on a landfill facility. The employee is continuously exposed to odors from the trash as well as dust from the landfill. Not all exposures associated with this position can be individually identified as the employee works in a landfill.

**The noise level is**

Approximately 30-90 decibels. The noise is caused by things ranging from an empty office to alarms, sirens and heavy equipment.

HCP Initials if Restricted

\_\_\_\_\_

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

- Outside weather: Occasionally
- Wet: Occasionally
- Fumes: Rare
- Odors: Continuously
- Dusts: Frequently
- Mists: Rare
- Gases: Rare
- Moving mechanical parts: Rare
- Vibration: Rare-Occasionally

HCP Initials if Restricted

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**POTENTIAL MODIFICATIONS TO JOB**

The employee can sit or stand as needed during most duties.

KING COUNTY JOB ANALYSIS COMPLETED ON:  
JOB TITLE: Security Officer  
EMPLOYEE:

DOT #: 372.667-038  
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

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Printed name & title of employee

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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