

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

---

**JOB TITLE** Utility Worker Assistant Lead

**JOB CLASSIFICATION** Utility Worker Assistant Lead

**DOT TITLE** Groundskeeper, Parks and Grounds, government service.

**DOT NUMBER** 406.684-018

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Solid Waste

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

**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** 6/23/05

**VRC NAME** Jeff Casem

**DATE REVISED** 5/14/09

**WORK HOURS**

8 hours per day, 5 days per week, Monday through Friday 7:00am-3:30pm or 6:30-3:00.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional on a rare occasion (approximately one shift per year on a weekend).

**JOB DESCRIPTION**

Monitors and assigns work for Utility Maintenance Assistants. Also performs, under close supervision, clean-up services not associated with journey-level work in any skilled trade. The duties of this classification include the performance of a variety of manual tasks, litter pick-up, facilities clean up, traffic flagging, and loading or unloading various equipment.

**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 knowledge of the hazards involved in the performance of assigned tasks; safety procedures; care, maintenance, and use of assigned equipment. The employee must also possess communication skills (oral and written).

### **ESSENTIAL FUNCTIONS**

1. Monitors and assigns work for Utility Worker Assistants.
2. Cleans and provides litter pick-up along County roads, property, and solid waste facilities.
3. Loads and unloads small equipment and debris.
4. Flags traffic for over-width loads or around site construction or accidents.
5. Delivers potable and non-potable water supply to rural landfills.
6. Picks-up parts for the shops.
7. Performs related work as required.

### **NON-ESSENTIAL FUNCTIONS**

Driving shuttle for employees to various locations.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Hard hat, eye protection, hearing protection, various types of gloves (leather, rubber, Kevlar, puncture resistant...), breathing protection (dust mask) and safety vest.

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

Shovel, broom, hoses, pressure washer, pickup truck, cart, two-way radio, speed dry, buckets, salt, trash cans, trash bags, hooks (similar to hay bail hooks), foreign object and debris stick (FOD or litter stick), tripod signs and various litter items at work sites.

### **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 \_\_\_\_\_

Occasionally on grass, dirt, flat cement, steep inclines, uneven ground and wet/slippery surfaces, for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while shoveling, flagging, removing debris from ditches, performing litter pick up duties and monitoring duties of Utility Worker Assistants.

**Walking**

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

Occasionally on grass, dirt, flat cement, steep inclines, uneven ground, thick vegetation and wet/slippery surfaces for distances of up to 300 feet for up to 10 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while traversing various King County facilities in order to perform litter pickup duties and monitor duties of Utility Worker Assistants. Occasionally the employee will pick up debris, using a litter stick, from the areas surrounding the exterior of transfer stations.

**Sitting**

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

Frequently on an automobile seat, truck tailgate, the ground, pipe, office chair or conference room chair for up to 2 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while driving to and from work sites as well as when using a two-way radio to monitor Utility Worker Assistants.

**Climbing stairs**

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

Rare for up to 30 seconds at a time while climbing up to 1 flight at a time for up to 2 minutes total in a work shift. Most commonly occurs while entering and exiting various County facilities and job trailers. Ramps can be utilized in most locations in order to avoid climbing stairs.

**Balancing**

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

Occasionally on wet/slippery surfaces, uneven ground and steep slopes for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs while traversing a slope or ditch as well as loose ground (sand, dirt gravel) when picking up litter and monitoring the duties of Utility Worker Assistants.

**Bending neck up**

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

Rare for up to 30 seconds at a time for up to 1 minute total in a shift while reaching for or looking for litter under trailers.

**Bending neck down**

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

Occasionally for up to 20 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while using a litter stick in order to pick up litter off the ground.

**Bending/Stooping**

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

Occasionally for up to 10 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while picking up litter off the ground and placing it in to a trash can. The employee also bends when reaching for trash bags on the ground. The employee may be able to reduce some bending/stooping by alternating with kneeling or squatting during some duties.

**Kneeling**

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

Rare on wet/slippery surfaces, uneven ground and slopes for up to 20 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while shoveling and reaching for items on the ground such as litter and bags of trash. The employee may be able to reduce some kneeling by alternating with bending/stooping or squatting during some duties.

**Squatting**

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

Rare on wet/slippery surfaces, uneven ground and slopes for up to 20 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while shoveling and reaching for items on the ground such as litter and bags of trash. The employee may be able to reduce some squatting by alternating with kneeling or bending/stooping during some duties.

**Operating Controls with Feet**

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

Frequently & highly repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while driving a pickup truck to various work sites.

**Reaching above shoulder height**

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

Rare for up to 15 seconds at a time for up to 1 minute total in a work shift while setting up, loading and unloading tripod signs as well as when removing litter from trees.

**Reaching at waist to shoulder height**

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

Frequently & highly repetitive for up to 2 hours at a time for up to 4.5 hours total in a work shift while driving a vehicle and pressure washing as well as loading/unloading bags of trash and equipment in the truck bed.

**Reaching at knee to waist height**

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

Occasionally for up to 10 minutes at a time for up to 45 minutes total in a work shift while using a litter stick to pick up litter off the ground.

**Reaching at floor to knee height**

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

Rare for up to 20 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while shoveling and reaching for items on the ground such as litter and bags of trash.

**Lifting 1-10 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 1-3 pounds while using a litter stick to pick up litter off the ground.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to 300 feet for up to 5 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 1-3 pounds while using a litter stick to pick up litter off the ground.

**Lifting 11-20 pounds**

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. Most commonly occurs with weights of 15-17 pounds while shoveling as well as loading and unloading equipment and bags of trash. Occasionally the employee may have to lift a piece of trash on the side of a roadway such as a tire. A Tommy-lift is on the back of the truck and can be utilized to reduce lifting.

**Carrying 11-20 pounds**

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

Rare for distances of up to 10 feet for up to 20 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting equipment and trash bags to and from the work truck.

**Lifting 21-50 pounds**

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

Rare for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 25-40.5 pounds while loading and unloading equipment, trash bags and five gallon jugs of water (40.5 pounds). Occasionally the employee may have to lift a piece of trash on the side of a roadway such as a tire. A Tommy-lift is on the back of the truck and can be utilized to reduce lifting.

**Carrying 21-50 pounds**

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

Rare for distances of up to 50 feet for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 30-41.5 pounds while carrying equipment and containers of water to and from worksites.

**Lifting 51-100 pounds**

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

Rare for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 60-96 pounds while lifting buckets/bags of rock salt as well as a hinged dumpster. Assistance is available for heavy lifting on most occasions.

**Carrying 51-100 pounds**

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

Occasionally for distances of up to 50 feet for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 60-96 pounds while carrying bags/buckets of rock salt to and fro the truck.

**Pushing and Pulling**

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

Rare for up to 1 minute at a time with a force of up to 10-90 pounds for up to 5 minutes total in a work shift while pushing and pulling shovels (approximately 5-20 pounds), waster jugs 15-25 pounds) and a hinged dumpster (60-90 pounds depending on how full it is).

**Handling**

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

Frequently & highly repetitive for up to 2 hours at a time for up to 4.5 hours total in a work shift while driving, pressure washing and using a shovel as well as manipulating bags of trash, dumpsters, buckets of salt, containers of water and trash cans.

**Operating Controls with Hands**

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

Continuously & highly repetitive for up to 2 hours at a time for up to 4.5 hours total in a work shift while pressure washing, driving and using a clamp style litter stick.

**Fingering**

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 writing (filling out time card, manipulating small pieces of litter, tying trash bags and using a two way.

**Feeling**

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

Rare for 10 seconds at a time for up to 5 minutes total in a work shift while making sure the water cooler element is working properly as well as identifying equipment failure.

**Talking**

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

Occasionally for up to 5 minutes at a time for up to 2.5 hours total in a work shift while attending meetings, conversing with superiors, subordinates and co-workers as well as when using the 2-way radio.

**Hearing**

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

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while driving as well as listening for moving machines, back-up sirens, alarms, faulty machinery, and other safety hazards. Work can be performed along active roadways were identifying oncoming vehicles by sound is important.

**Seeing**

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

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while reading gauges as well as when looking for litter, watching for safety hazards and flagging.

**Working with Heightened Awareness**

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

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while watching for safety hazards and flagging. Work is commonly performed along active roadways were identifying oncoming vehicles and moving machinery is important.

**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, as well as loud noises. 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.

**The noise level is**

HCP Initials if Restricted

Approximately 50-90 decibels. The noise is caused by moving machinery, trucks and power tools.

\_\_\_\_\_

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

HCP Initials if Restricted

- Outside weather: Continuously
- Wet: Frequently
- Humidity/dampness: Frequently
- Fumes: Occasionally
- Odors: Continuously
- Dusts: Continuously
- Mists: Occasionally
- Gases: Occasionally

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KING COUNTY JOB ANALYSIS COMPLETED ON: 6/23/05

JOB TITLE: Utility Worker Assistant Lead

EMPLOYEE:

VRC: Kyle Pletz

DOT #: 406.684-018

CLAIM #

Moving mechanical parts: Frequently-Continuously

Vibration: Continuously

Working in high, exposed places: Frequently

Working with explosives: Occasionally

Toxic or caustic chemicals: Rare


**POTENTIAL MODIFICATIONS TO JOB**

Respiratory equipment when working near unknown hazards at the landfill.

Use hoist on the back of the truck for heavy lifting.

Reusable bag with shoulder strap to reduce gripping and dragging bags.

Utilize assistance for lifting items over 75 pounds.

Use smaller buckets or utilize a utility cart/dolly when transporting buckets of salt or containers of water.

Side entry trash cans to reduce lifting.

KING COUNTY JOB ANALYSIS COMPLETED ON: 6/23/05  
JOB TITLE: Utility Worker Assistant Lead  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 406.684-018  
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.

---

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