

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Engineer II

**JOB CLASSIFICATION** Engineer II

**DOT TITLE** Environmental Analyst

**DOT NUMBER** 199.167-022

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Water, Land and Resources

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

**CONTACT'S NAME & TITLE** Doug Navetski, Supervising Engineer

**CONTACT'S PHONE** 206-296-8311

**ADDRESS OF WORKSITE**

KSC-NR-0600

201 South Jackson, 6<sup>th</sup> floor  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 2/20/09

**WORK HOURS**

Employee works a flex schedule based upon the core hours of 8:00am to 5:00pm, 40 hours per week, Monday through Friday. Nine day flex schedule with one day off every two weeks.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional, on a rare occasion, in accordance with business demand.

**JOB DESCRIPTION**

Investigates and troubleshoots surface water quality problems; identifies and traces illicit stormwater discharges; inspects business sites for compliance with King County stormwater pollution prevention requirements; and implements enforcement action as needed to resolve water quality code violation. The position also provides engineering support to other programs within the Stormwater Services Section as needed. This position required excellent communication skills (verbal and written) due to daily interactions with business owners and the general public to gain compliance with King County Water Quality Code.

**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**

1. Bachelor of Science degree in civil engineering, environmental engineering or related fields; or any combination of 5 years of education and/or experience in the field of stormwater quality. Experience may be substituted for the degree on a year to year basis.
2. Working knowledge of water quality principles and standards.
3. Working knowledge of pollutant source control measures.
4. Knowledge of and experience in negotiations and code compliance actions.
5. Excellent customer service skills; ability to deal professionally with all levels of staff, customers, property and business owners to maintain effective relationships in code compliance.
6. Working Knowledge of environmental regulations, sampling procedures and protocols, and monitoring techniques. Skill in analyzing and interpreting technical data, including basic statistical analysis methods.
7. Ability to meet work/project deadlines, and handle multiple priorities.
8. Excellent verbal and written communication skills.
9. Proficiency with computers, database, spreadsheet, word processing program such as Microsoft Word, Excel, and Access.
10. Ability to work independently, but also as a member of the water quality compliance team.
11. Knowledge of the Federal Clean Water Act and NPDES.
12. Ability to read and interpret drainage plans and Technical Information Reports.
13. Ability to work in adverse conditions including out of doors, in rough terrain and adverse weather conditions and situation that include industrial environments that may include exposure to potentially hazardous conditions.
14. Valid Washington State driver's license or ability to travel throughout the County in a timely manner.

### **ESSENTIAL FUNCTIONS**

1. Investigate surface water and stormwater quality concerns and problems and recommend resolution/solutions.
2. Conduct water quality site visits at businesses and residential properties to gain compliance with King County's Water Quality Code by applying and interpreting Best Management Practices (BMP's) per the Stormwater Pollution Prevention Manual.
3. Determine performance of water quality facilities to assure they are built to plan and the KC Surface Water Design Manual standards.
4. Prepare correspondence outlining BMP implementation and appropriate resolution of code violations.
5. Interpret stormwater quality codes and regulations at the County, State and Federal Level.
6. Analyze water quality data and write technical report in support of water quality violations.
7. Coordinate with other County and State agencies to resolve compliance issues.
8. Prepare Enforcement documents. Prepare documentation/staff report for hearing examiner appeals of stormwater quality violations. Assist with negotiated compliance cases including determination of appropriate civil penalties and fines.

9. Research and/or develop technical specifications for new or unique water quality products and alternative BMP's.
10. Respond to inquiries from the general public, consultants, and to other agencies as it relates to County Code 9.12 and the Stormwater Pollution Prevention Manual.
11. Provide engineering support to other programs within the SWS as needed or assigned.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Safety Vest.

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

Computer, telephone, fax machine, copy machine, printer, clipboard, reports, reference materials, County vehicle, maps, plans, forms, water quality samples, drainage lids and manhole/drainage lids.

### **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**

Medium to Heavy, based upon if the employee is working in the office or in the field.

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

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 flat carpeted or cement surfaces as well as uneven terrain for up to 20-25 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while standing at the copy machine, writing notes at job sites and conversing with co-workers/business owners. On a rare occasion the employee may need to investigate a complaint which may require traversing undeveloped land.

### **Walking**

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

Occasionally on flat carpeted or cement surfaces as well as uneven terrain for distances of up to 300 feet for up to 30 minutes at a time for up to 1.5-2 hours total in a work shift. Most commonly occurs while performing facility and business inspections.

### **Sitting**

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

Continuously on an office chair or automobile seat for up to 1 hour at a time for up to 8 hours total in a work shift. Most commonly occurs while driving to and from inspection sites and performing computer

duties as well as reviewing documents. The employee can alternate between sitting and standing when performing office duties.

**Balancing**

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

Occasionally for up to 10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while walking along uneven terrain or slick surfaces such as shorelines along ponds and other water bodies, ditches etc. The employee may also choose to participate in flood watch which may require traversing additional slick or uneven surfaces.

**Bending neck down**

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

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift. Most commonly occurs while reviewing documents, performing computer duties, writing, obtaining field measurements and performing field inspections (most storm water features are in a low location).

**Bending neck up**

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

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a shift while looking at gutters, as well as objects on upper shelves in the office.

**Bending/Stooping**

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

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while examining storm water facilities, looking in catch basins, opening and closing drawers and manipulating testing equipment.

**Kneeling**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while field inspecting a catch basin, storm water road feature, or other surface water features, and reviewing records. Kneeling can be reduced by alternating with bending/stooping or squatting.

**Squatting**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while field inspecting a catch basin, storm water road feature, or other surface water features, and reviewing records. Squatting can be reduced by alternating with bending/stooping or kneeling.

**Operating Controls with Feet**

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 driving a County vehicle to various inspection sites.

**Reaching above shoulder height**

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

Rarely for up to 15 seconds at a time for up to 5 minutes total in a work shift while removing and replacing files in upper file drawers and manipulating reference books.

**Reaching at waist to shoulder height**

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

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while performing computer duties, manipulating documents/reference materials and driving a County vehicle.

**Reaching at knee to waist height**

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

Rarely for up to 15 seconds at a time for up to 5 minutes total in a shift while opening and closing drawers.

**Reaching at floor to knee height**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while field inspecting a catch basin, storm water road feature, or other surface water features, and reviewing records.

**Lifting 1-10 pounds**

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

Rarely to Occasionally up to 30 seconds at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds while manipulating reference materials, camera, clipboard with forms, samples, files and paper for the copy machine.

**Carrying 1-10 pounds**

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

Rarely to Occasionally for distances of up to 100 feet for up to 2 minutes at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting reference books, camera, files and paper throughout the office as well as transporting a hook while out in the field.

**Lifting 11-20 pounds**

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

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-20 pounds while manipulating sample containers.

**Carrying 11-20 pounds**

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

Rarely for distances of up to 100 feet for up to 2.5 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-20 pounds while transporting sample containers.

**Lifting 21-50 pounds**

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

Rare for up to 5 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs with weights of 40-50 pounds while lifting up a catch basin lid.

**Lifting 51-100 pounds**

Rare for up to 5 seconds at a time for up to 10 seconds in a work shift. Most commonly occurs while removing a solid, round catch basin lid, which can weigh up to 80 pounds.

**Pushing and Pulling**

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

Rarely for distances of up to 300 feet for up to 5 minutes at a time with a force of up to 5 pounds for up to 5 minutes total in a work shift while using a walking wheel as well as pulling reference materials. On an extremely rare occasion the employee may need to pull a solid, round catch basin lid using up to 60 pounds of force for up to 5 seconds at a time for up to 10 seconds total in a shift.

**Handling**

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

Occasionally for up to 1 hour at a time for up to 2.5 hours total in a work shift while driving as well as manipulating books, hook, ice chest for samples and camera.

**Operating Controls with Hands**

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

Occasionally to frequently for up to 1 hour at a time for up to 2-6 hours total in a work shift while driving a County vehicle to various sites as well as when using the computer mouse.

**Fingering**

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

Frequently to Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift while manipulating documents, writing, using the mouse and typing.

**Talking**

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, business owners, customers and clients.

**Hearing**

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

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while conversing with co-workers, business owners, customers and clients as well as identifying potential safety hazards while working in the field.

**Seeing**

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

Continuously for up to 2.5 hours at a time for 8 hours total in a work shift while performing inspections, reviewing documents, driving, taking notes and performing computer duties.

**Working with Heightened Awareness**

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

Frequently for up to 1 hour at a time for 3-4 hours total in a work shift while traversing through various sites where moving machinery and other dangers could be present. The employee is also exposed to the general public and moving vehicles when they perform field duties.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting as well as in the field. When working in the field the employee is exposed to rough, uneven terrain that may be slippery or wet and/or sloped. Some work can be performed near water or storm water features as well as around various businesses as and moving traffic. The employee can also be exposed to the general public, including potentially hostile persons and animals, when performing field duties.

**The noise level is**

Approximately 40-130 decibels. The noise is caused by office and traffic noise as well as construction equipment such as a jackhammer.

HCP Initials if Restricted

\_\_\_\_\_

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

Outside weather: Occasionally to Frequently  
Wet: Occasionally: Occasionally  
Odors: Occasionally

HCP Initials if Restricted

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

Dusts: Occasionally  
Moving mechanical parts: Occasionally  
Vibration: Occasionally  
Working in high, exposed places: Rare  
Gases: Occasionally  
Caustic or toxic chemicals: Occasionally


**POTENTIAL MODIFICATIONS TO JOB**

Ergonomic workstation including appropriate desk height, monitor height and keyboard height.  
Alternate tasks to reduce static posture and break up repetitive motions.  
The employee can alternate between bending/stooping, crouching and kneeling as needed.  
Field work may be altered to reduce amount of lifting lids on a temporary basis.

### 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.

Kyle Pletz, Vocational Consultant  
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