



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
(206) 296-0514 FAX

JOB ANALYSIS

Job Title:	Health and Environmental Investigator II-Hazardous Waste		
Department:	Natural Resources and Parks	Division:	Water and Land Resources
DOT Title:	Inspector, Industrial Waste	DOT #:	168.267-054
SVP:	6	Requestor:	Jamie Christensen, MA, CRC
Worksite Address:	130 Nickerson St., Ste 100 Seattle, WA 980109-1658	Office Contact Name/ Phone/ Email:	Emmanuel Rivera 206-263-6730 emmanuel.rivera@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 12/20/18
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

The **HEI II** is part of the ten-person Business Services Program (BSP) team. BSP delivers help and incentives directly to businesses, schools, and other commercial properties in King County, at no charge. The team does not have enforcement authority. BSP helps customers reduce risks and prevent pollution from hazardous materials and waste. BSP applies an equity and social justice lens to all operations, ensuring services effectively reach diverse, multilingual communities. BSP responds to customer requests, complaints or referrals from partners like EnviroStars (see EnviroStars.org). BSP may emphasize certain industries or regions based on risk. Team members may lead field projects for a chemical, industry or other issue. BSP may also support others in the Program, like providing financial incentives for a special project or gathering data to plan a new project.

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.
- Report all workplace injuries and illnesses to Supervisor, and seek medical attention when appropriate.

1. Review hazardous material and hazardous waste (HM/HW) management at the customer's site. Look deeper than the most common HM/HW problems and research solutions or identify safer alternatives using trusted resources. Offer incentives, waste collection services or other targeted services.
2. Suggest improvements for BSP services or operations based on your analysis of current practices and applicable requirements. Look for ways to improve the cultural competence of BSP services to King County's diverse community, applying best practices for equity and social justice.
3. Help develop, coordinate, and participate in community events, workshops, presentations, etc.
4. Record site visit observations, recommendations, changes made by the customer and health/ environmental benefits achieved.
5. Collaborate with businesses, trade associations, agencies, and the public to develop best management practices, and identify cost-effective options.



King County

King County Job Analysis

Job Title : Health and Environmental
Investigator II

Employee :

DOT # : 168.267-054

Claim # :

6. Serve on committees or act as liaison to other teams (internal or external to the Program). Act as an information conduit and represent/advance Team interests.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Knowledge of interpersonal relations principles and practices; federal, state and environmental regulations and contract laws; cross-jurisdictional group process; field/office occupational and environmental hazards and worker safety procedures. Skill in effectively writing and speaking to a variety of audiences; negotiating between different groups; broad, effective use of media, anticipating and identifying significant political and cultural trends of the public; evaluating, understanding and applying technical reports and program activities in meeting goals; identifying appropriate alternative funding resources; synthesizing a variety of non-routine information and assessing organizational and political impacts; balancing competing needs for available resources; resolving conflicts; establishing and nurturing working relationships with organizations representing public, business and government interests; project development, initiation and follow through; budget development and negotiation. Washington State Driver's license or the ability to travel throughout the County in a timely manner.

Machines, Tools, Special Equipment, Personal Protective Equipment Used at the professional discretion of the employee:

Hard hat, safety vest, GPS, protective eyewear, ear protection, boots (including steel toe), rain suit, first aid kit, gloves, field bag, emergency kit (food, water and survival supplies) and dust mask.

County vehicle, measuring equipment, files, plastic containment tubs, clipboard (with document storage), camera, cell phone, informational brochures, luggage cart, calculator, sampling equipment (x-ray, air test, pool test, etc.), field analytic equipment, computer tablet, cart, flashlight, spill kit (6.5 gallon bucket, absorbent pads, etc.) computer, Microsoft Office software including Access, fax machine, copy machine, table chairs, canopy, popup banners, rolling computer stand, and telephone.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8-10 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	4-5 Days Per Week*

This is classified as a LIGHT job by the US Department of Labor.

It is noted that this positions spends time both in the office which is Sedentary in nature, as well as in the field performing inspections which is Light in nature.

* The employee has the option to work four ten-hour days, five eight-hour days or nine hour shifts for two weeks. The employee also has a flex schedule with the core hours of business are between 6:00am and 6:00pm. Hours can vary with mandatory evening and weekend work on occasion.



King County

King County Job Analysis

Job Title : Health and Environmental
Investigator II

Employee :

DOT # : 168.267-054

Claim # :

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-20 30-40*				Up to 5 sec./time, 5x shift with XRF tester (2.5 lbs.), plastic tubs (10 lbs.), XRF tester and case (16 lbs.), training/presentation materials (10-20 lbs.), spill kit bucket (5 lbs.) file box (10 lbs.), Clipboard (3.5 lbs.). *15-20 x per year, manipulate chairs, table (30-35 lbs.) and canopy (40 lbs.) for presentations.
Lifting waist–shoulder		1-20 30-40*		3.5		Up to 30 min./time, 3 hrs. total with a Clipboard (3.5 lbs.). Up to 5 sec./time, 5x shift with XRF tester (2.5 lbs.), plastic tubs (10 lbs.), XRF tester and case (16 lbs.), training/presentation materials (10-20 lbs.), spill kit bucket (5 lbs.) file box (10 lbs.). *15-20 x per year, manipulate chairs, table (30-35 lbs.) and canopy (40 lbs.) for presentations.
Lifting above shoulder		1-10				Up to 5 sec./time, 2x shift with office supplies on upper shelves, hanging banners, containers on shelves during facility walkthroughs.
Carry (Distance/Surface)		1-20** 30-40*		3.5		Up to 1hr./time, 3 hrs. total in a shift with a clipboard with document storage. Up to 1 min./time, 30 min total with XRF tester (2.5 lbs.), plastic tubs (10 lbs.), XRF tester and case (16 lbs.), training/presentation materials (10-20 lbs.), spill kit bucket (5 lbs.) file box (10 lbs.), storage tubs, safety equipment, pads, camera, etc. when performing facility walkthroughs. **A cart is available. *15-20 x per year, manipulate chairs, table (30-35 lbs.) for presentations.
Pushing/Pulling (Distance/Surface)		1-10 *20-25				Up to 5 min./time, 30 min. total with luggage cart with field equipment or training materials, drawers and doors. *15-20x year move booth panels, popup banners, canopy, rolling computer stand.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 6 hrs. total while completing paperwork and driving a County vehicle during field inspections. Can sit up to 10 hrs. total when performing office and computer duties for an entire shift. *Could alternate sit/stand as needed if there is a sit/stand workstation present.



King County

King County Job Analysis

Job Title : Health and Environmental
Investigator II

Employee :

DOT # : 168.267-054

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Standing			X			Up to 30 min./time, 2 hrs. total on surfaces including flat concrete and carpet, gravel, rocks, vegetation, steep inclines, dirt, mud, grass, substandard structures, undeveloped land, landfill, and wet or frozen ground while conversing with property owners and co-workers as well as inspecting properties. Approximately 15-20 per year, conduct a presentation while standing for up to 2 hrs. at a time.
Walking				X		Up to ½ mile at a time, 3 hrs. total on surfaces including flat concrete and carpet, gravel, steep inclines, rocks, vegetation, dirt, mud, grass, substandard structures, undeveloped land, landfill, and wet or frozen ground for performing facility walkthroughs.
Perform Work on Ladders		X				Rarely Shipman's ladder or a ladder up to 6".
Climbing			X			On steep inclines to heights of 3' for 10 sec./time, 1 hr./total while traversing areas that may have debris or fallen trees; undeveloped land and brush. Also climbs stairs, which includes steep ship ladders, substandard construction, nontraditional stairs, etc.
Balancing				X		Up to 1 hr./time, 4 hrs. total on surfaces including gravel, rocks, vegetation, steep inclines, dirt, mud, grass, landfill, undeveloped land, substandard structures, and wet or frozen ground while performing facility walkthroughs (walking and standing) while looking at various aspects of the facility including loading docks.
Stooping / Bending		X*				Up to 30 sec./time, 5 min. total while inspecting low areas at walkthroughs (shelves, containers, labels etc.); reduced ceiling height. Low file drawers and shelves in office. *Can alternate with squatting/kneeling as needed.
Twisting at Neck		X				Up to 10-30 sec./time, 5 min. total while inspecting areas behind containers during walkthroughs.
Twisting at Waist		X				Up to 10-30 sec./time, 5 min. total while inspecting areas behind containers during walkthroughs.
Squatting / Kneeling		X				Up to 30 sec./time, 5 min. total while inspecting low areas at walkthroughs (shelves, containers, labels etc.); reduced ceiling height. Low file drawers and shelves in office. *Can alternate with bending/stooping as needed.
Crawling	X					
Reach waist to shoulder					X	Up to 2 hrs./time, 6-8 hrs. total (8 vs. 10hr shift) while driving, writing on clipboard, computer duties, inspecting containers and computer tablet.
Reach above shoulder		X				Up to 5 sec./time, 30 sec. total while inspecting containers and moving containers in order to read the labels.
Reach below waist			X			Up to 1 min./time, 1 hr. total while inspecting containers and low areas of facilities, filing, loading/unloading equipment, placing/removing items on low shelves and in low drawers.



King County

King County Job Analysis

Job Title : Health and Environmental
Investigator II

Employee :

DOT # : 168.267-054

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Keyboarding				X		Up to 1 hr./time, 6 hrs. total while performing computer duties.
Wrist Flexion/Extension					X	Up to 3 hrs./time, 6 hrs. total while manipulating documents and, driving.
Handle/Grasp					X	Up to 2 hr./time, 6 hrs./total while driving as well as manipulating a clipboard or tablet computer.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 1 hr./time, 6 hrs. total while manipulating documents, paperclips and brochures, writing, typing, and using a computer mouse.
Hand Controls					X	Up to 2 hrs./time, 6 hrs. total while driving as well as when using test equipment and a computer mouse.
Foot Controls					X	Up to 2 hrs./time, 6 hrs. total while driving.
Repetitive Motion				X		Body Part: hands Cycles/hr: 300
Vibratory Tasks – High	X					
Vibratory Tasks – Low				X		Very low vibration while driving 3 hrs./time, 6 hrs. total.
Talking					X	Conversing owners/managers/employees of businesses and conducting presentations. Converses with coworkers.
Hearing					X	Conversing owners/managers/employees of businesses and conducting presentations. Converses with coworkers. Utilizes hearing to identify safety hazards.
Visual – Near Acuity					X	Computer duties, performing inspections and filling out paperwork.
Visual – Far Acuity					X	Driving, performing inspections.
Visual – Depth Perception					X	Driving and performing inspections.
Visual – Color Discrimination				X		Not required but very helpful in identifying color coded hazard labels and signage. Identifying colors of hazardous materials.
Visual – Accommodation					X	Up to 3 hrs./time, 8 hrs. total while performing inspections and driving.
Visual – Field of Vision					X	Up to 3 hrs./time, 8 hrs. total while performing inspections and driving.
Exposure to Weather				X		
Extreme Cold		X				
Extreme Hot		X				
Wet and / or Humidity		X				
Proximity to Moving Mechanical Parts			X			
Exposure to Explosives			X			
Atmospheric Conditions			X			
Exposed Heights			X			
Exposure to Electricity			X			
Exposure to Toxic / Caustic Chemicals				X		
Exposure to Radiation			X			



King County Job Analysis

Job Title : Health and Environmental
Investigator II

Employee :

DOT # : 168.267-054

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Other: Biohazards		X				Can include bodily fluids and various biohazards (hospitals, clinics, vets, zoos, etc.).
Other: Unpredictable persons					X	Interacts with unpredictable, aggravated, aggressive, intoxicated, violent etc. persons. Interacts with persons with mental health and substance abuse issues.
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Noise can vary from quiet to loud; quiet office to industrial setting.

Visual:

Continuously uses vision while conducting walkthroughs, identifying potential hazards. Utilizes vision when performing computer duties as well as reading container labels, documents and GPS. Utilizes vision when and driving a County vehicle.

Analyst's Comments:

Work is performed in a wide variety of areas that can range from undeveloped land, landfill, industrial, substandard working conditions and structures, to an office environment. The employee performs inspections of businesses that generate hazardous waste. He/she investigates issues/complaints dealing with health and environmental hazards that may include substances such as automotive fluids, corrosive chemicals, solvents, petroleum's and various chemicals. Substandard and/or improper working conditions may expose the worker to unsanitary or potentially harmful conditions that may include: trip hazards, animal bites, threat to bodily harm and exposure to potentially harmful dusts, fumes, chemical vapors, liquids, gases or mists.

Employee is trained for hazards identification and is to exit the facility if a hazardous situation or condition is identified.

Possible Employer Modifications:

A sit/stand workstation can allow an employee to alternate sitting and standing as needed when performing office duties. Some sit/stand workstations have already been implemented based upon employee preference.

Voice activated software can help reduce fine finger manipulation.



King County

King County Job Analysis

Job Title : Health and Environmental
Investigator II

Employee :

DOT # : 168.267-054

Claim # :

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Vocational Consultant

1/24/19
Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

Name

1/24/19
Date

Employee Verification: (optional)

Name

Date



King County

King County Job Analysis

Job Title : Health and Environmental
Investigator II

Employee :

DOT # : 168.267-054

Claim # :

MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |