

EMPLOYEE:

CLAIM #



King County

Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Gardener, Senior **JOB CLASSIFICATION** Gardener, Senior

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 406.684-014

DOT TITLE Groundskeeper, Industrial-Commercial

DEPARTMENT Natural Resources and Parks **DIVISION** Wastewater

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 2

CONTACT'S NAME & TITLE: Michael Wohlfort, Day Operations Supervisor

CONTACT'S PHONE : 206-684-2410

ADDRESS OF WORKSITE ;

South Treatment Plant
1200 Monster Rd SW,
Renton 98057
206-684-2400

VRC NAME Thomas S. Sproger, MS, CRC, CEAS II **VRC Phone:** 206-824-1129

DATE COMPLETED 5/12/10

WORK HOURS

4 10-hour shifts from 6:00am to 4:30pm or 5 8-hour shifts from 6:00am to 2:30pm.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required on an emergency basis.

JOB DESCRIPTION

This position exists to maintain landscape at 2 King County wastewater plants (Renton and Blackwater), as well as 27 pumping stations, and other properties associated with the County wastewater activities. Incumbents also are called upon to assist in the event of a wastewater emergency. The work is highly variable with roughly 20-25% administrative tasks and the remaining 75-80% hands-on landscape work. The work is also seasonal in terms of the nature of tasks performed but with current staffing, remains equally active all year.

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.

7. Ability to direct/coordinate and support the activities of assigned personnel in the safe operation of tools and equipment. To include, but not limited to term limited helpers, county work crews, and crews from outside agencies (Earth Corps + Washington Conservation Corps)

JOB SPECIFIC REQUIREMENTS

- Basic knowledge of gardening principles and techniques.
- Knowledge of the installation and maintenance of irrigation systems.
- Knowledge of basic hand and power tools, use and safety requirements.
- Knowledge of landscape design.
- Knowledge of herbicides, pesticides and the State and County regulations
- Knowledge of permit process for communities throughout King County
- Skill in training communications (oral and written) and blueprint reading.
- Washington State Driver's License.
- Washington State Public Pesticide Operator's license. (w/Aquatics Sub category)
- Minimum two to three years experience as a Gardener I.

ESSENTIAL ADMINISTRATIVE FUNCTIONS

- A. Oversee and coordinate the landscape portion of construction contractors at Wastewater sites
- Coordinate and support activities of external contractors in collaboration with construction management teams and in-house staff to minimize damage to existing infrastructure and disruptions to service.
 - Oversee the installation of landscaping plant materials and turf grass installation and repairs;
 - in selection of plants, shrubs installed by contractors and oversee planting process .
- B. Obtain permits and file planting, herbicide and pesticide plans as needed
- Know when and where permits and plans are required
 - Obtain and complete necessary paperwork
 - Coordinate with municipalities to ensure speedy processing of requests
- C. Maintain inventories of material, equipment, parts and tools
- Periodically routinely check parts and tools bins
 - Research vendors, equipment for cost, durability, warranty period etc
 - Select equipment and parts for purchase
 - Purchase or arrange to purchase equipment (mowers, etc) tools, parts (eg. sprinkler system) and irrigation parts) , tools, and parts to maintain equipment
- D. Coordinate with other County Agencies and divisions of same Department
- Attend meetings of senior staff
 - Participate in intra-agency activities

ESSENTIAL GROUNDS MAINTENANCE AND LANDSCAPE FUNCTIONS

MOW GRASS

Operate riding mower and walk-behind mower to maintain large and small lawn areas
conduct seasonal maintenance program to mow and fertilize turf grass areas
Collect and dispose of clippings and other debris
Operate weed eater to trim uneven and hilly areas
May edge lawn using power edger
May truck equipment to site, unload it and then perform functions #1-4 above.

PLANT SHRUBS, TREES, AND LAWNS:

Prepares ground for planting
Digs holes and breaks up clods using backhoe, pick and shovel
May install irrigation system to water plantings
Selects compost, potting soil, fertilizer to mix with dirt
Plants shrub, tree, plant
Levels off soil, waters plant

TRIM AND PRUNE SHRUBS AND TREES:

Assesses tree health pruning needs, & aesthetics
Uses hedge trimmer, lopping shear and other tools to trim bushes, shrubs, trees
Breaks down branches with chipper,
Disposes of debris

PLANS, PURCHASES MATERIALS AND INSTALLS IRRIGATION SYSTEMS

Assesses irrigation needs
Researches available systems
Draws/plans system
Purchases parts and materials
Digs trenches, cuts pipe, installs sprinkler heads
Installs controls as needed
May winterize system
Maintains inventory of replacement parts

SETS UP AND IMPLEMENTS FERTILIZING AND WEED CONTROL SCHEDULE

Uses knowledge of plants to plan appropriate fertilizer use and to establish a schedule
Selects fertilizer appropriate to plants
Sets schedule for applying fertilizer
Maintains stock of fertilizers
Obtains necessary permits for herbicide use
Plans herbicide application for selected locales as needed
Applies herbicides using approved materials and application methods
Manages insect, disease and rodent-control programs

TOOL & EQUIPMENT MAINTENANCE:

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Monitors the use of tools, equipment and machinery to assess maintenance needs.
Coordinates routine and preventive maintenance; perform minor maintenance as required.
Orders supplies, parts & materials, as needed and maintains orderly inventory of parts
Performs routine maintenance on equipment as well as spot repairs.

OTHER MAINTENANCE TASKS

- Uses snow shovel to clear walks at wastewater plants
- Performs snow and ice removal on roads at wastewater plants
- Participates in spill control and subsequent clean up activities
- Cleans up fallen trees; uses chain saw to prepare tree for removal
- Operate loader/backhoe to move materials and excavate

MANAGE OPERATION OF STORMWATER WETPOND SYSTEM AND WETLAND AREAS

(Waterworks Garden @ Renton, Wetland @ West Point, North Mitigation Area @ Brightwater)

- Monitor condition of pond systems and clean overflow weirs as needed.
- Control aquatic weeds in and around pond edges seasonally
- Maintain trail systems to provide safe public access at all times
- Do seasonal inspections of sediment build-up in wetponds and arrange for sediment removal if needed.
- Monitor ponds for structural integrity (leakage) caused by burrowing animals (muskrats) and arrange for trapping if needed.

PERSONAL PROTECTIVE EQUIPMENT USED

Hard hat, eye protection, ear protection, fall protection, foot protection (steel toe or rubber boots), gloves, rain gear and breathing protection.

OTHER TOOLS & EQUIPMENT USED

Shovel, broom, hoses, pressure washer, backpack blower, basic hand tools, gardening tools, weed eater, edge trimmer, hedge trimmer, riding lawn mower, push mower, snow plow, snow blower, dump truck, forklift, pumps, steam cleaner, carts, garden tractor, all-terrain vehicle (ATV), cranes/hoists, hi-lift, man lift, drill, grinder, sawsall, handsaw, skill saw, extended pruner, chainsaw, pneumatic tools, vehicle radios, pagers, cell phone, PC computer

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

Very Heavy—exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted _____

Frequently on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 5-30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while digging holes, installing fence posts and installing signs. On a rare occasion the employee may need to dig a drainage ditch and work in the ditch or perform confined space attendance duties for up to 8 hours in a shift.

Walking

Health Care Provider initials if restricted _____

Continuously on flat linoleum, flat cement, steep inclines, uneven ground, thick vegetation and wet/slippy surfaces for distances of up to ¼ mile for up to 2.5 hours at a time for up to 9 hours total in a work shift. Most commonly occurs while mowing, backpack blowing, weed eating, and performing pesticide applications, performing snow removal, raking leaves and sweeping.

Sitting

Health Care Provider initials if restricted _____

Frequently on an automobile seat, seated mower, office chair or conference room chair for up to 2.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while driving various County vehicles (including ATV, tractor etc.) and operating a riding lawnmower.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time while climbing up to 4 flights at a time for up to 30 minutes total in a work shift. Most commonly occurs while entering and exiting the facility building.

Climbing

Health Care Provider initials if restricted _____

Occasionally on ladders to heights of 10 feet for up to 3 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while pruning and checking drains on roof. On a rare occasion the gardener may need to pull weeds on top of a water tower which may require climbing up to 30-50 feet.

Balancing

Health Care Provider initials if restricted _____

Frequently on wet/slippy surfaces, uneven ground, steep slopes and ladders for up to 2.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while traversing hillsides with thick vegetation, performing ice/snow removal.

Bending neck up

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 2-3 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while pruning upper branches and climbing ladders.

Bending neck down

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 2 hours at a time for up to 9 hours total in a work shift. Most commonly occurs while pressure washing, manipulating hoses, weeding, sweeping, mowing etc.

Bending/Stooping

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 4-6 hours total in a work shift. Most commonly occurs while weeding, digging holes, working on sprinkler systems shoveling snow and performing drainage duties. In some cases (1/3rd to ½ of times), the employee can alternate kneeling, squatting and bending/stooping.

Kneeling

Health Care Provider initials if restricted _____

Frequently On wet/slippy surfaces, uneven ground and steep slopes for up to 2 hours at a time for up to 4-6 hours total in a work shift. Most commonly occurs while weeding, working on sprinkler systems and performing drainage duties. At times the employee can alternate kneeling, squatting and bending/stooping in accordance with preference.

Squatting

Health Care Provider initials if restricted _____

Frequently on wet/slippy surfaces, uneven ground and steep slopes for up to 2 hours at a time for up to 4-6 hours total in a work shift. Most commonly occurs while weeding, working on sprinkler systems and performing drainage duties. The employee can alternate kneeling, squatting and bending/stooping in accordance with preference on some occasions.

Crawling

Health Care Provider initials if restricted _____

Occasionally on vegetation surfaces for distances of up to 20 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while weeding under bushes, working on sprinkler heads.

Twisting:

Health Care Provider initials if restricted _____

Occasionally, while operating gas powered hedge trimmers, weed eaters, brush cutters and string trimmers.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently on an automobile seat, office chair or conference room chair for up to 2.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while driving various County vehicles (including ATV, tractor etc.) and operating a riding lawnmower.

Reaching above shoulder height

Health Care Provider initials if restricted _____ Frequently

& Highly Repetitive for up to 2-3 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while pruning upper branches and climbing ladders.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently & highly repetitive for up to 2.5 hours at a time for up to 6 hours total in a work shift while driving a vehicle, manipulating hoses, using a weed eater, pressure washing, operating a lawnmower and operating hand and power tools.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Frequently & highly repetitive for up to 2.5 hours at a time for up to 6 hours total in a work shift while using a wheelbarrow, shoveling, sweeping and pressure washing.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Frequently on wet/slippy surfaces, uneven ground and steep slopes for up to 2 hours at a time for up to 4-6 hours total in a work shift. Most commonly occurs while weeding, working on sprinkler systems and performing drainage duties.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Continuously & highly repetitive for up to 1.5 hours at a time for up to 8 hours total in a work shift.

Most commonly occurs with weights of 7-8 pounds while pressure washing, shoveling, manipulating hoses and using hand tools.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Continuously for distances of up to ¼ mile for up to 2.5 hours at a time for up to 9 hours total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting tools, using various hoses, carrying a 2-way radio, and carrying a checklist.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Frequently for up to 2-3 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs with weights of 15-17 pounds while shoveling as well as loading and unloading hoses, buckets, and various gardening tools.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Frequently for distances of up to 150 feet for up to 45 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs with weights of 15-17 pounds while transporting hoses, using a backpack blower and using a weed eater.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for 3-5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 30-45 pounds while loading and unloading ladders, sand bags and hoses. The employee also lifts when using the pesticide sprayer (40-50 pounds).

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Frequently for distances of up to ¼ mile for up to 20-30 minutes at a time for up to 4-5 hours total in a work shift. Most commonly occurs with weights of 30-50 pounds while using a sprayer or a backpack blower (24 pounds). When using the sprayer the employee does not have to put a full 5 gallons in it in order to reduce the amount of weight carried.

Lifting 51-100 pounds

Health Care Provider initials if restricted _____

Not Present The employer does not require lifting in excess of 50 pounds. Cranes, hoists and lifting assistance is available

Carrying 51-100 pounds

Health Care Provider initials if restricted _____

Not Present: The employer does not require carrying in excess of 50 pounds. Cranes, hoists and lifting assistance is available and concrete blocks. A cart, hand cart, ATV, wheelbarrow etc. may be used when possible to reduce carrying.

Lifting/Carrying 100+ pounds

Health Care Provider initials if restricted _____

Not Present: The employer does not require lifting in excess of 50 pounds. Cranes, hoists and lifting assistance is available.”

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently for distances of up to 300 feet for up to 45 minutes at a time with a force of up to 30-100 pounds for up to 7 hours total in a work shift while pushing and pulling brooms, shovels, pressure washer, wheel barrow, hoses and lawnmower (30 pounds).

Handling

Health Care Provider initials if restricted _____

Continuously & highly repetitive for up to 2.5 hours at a time for up to 9 hours total in a work shift while pressure washing, driving, digging, and using power and hand tools as well as using various mowers. Operating controls for backhoe/loader.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously & highly repetitive for up to 2.5 hours at a time for up to 9 hours total in a work shift while pressure washing, driving, weed eating, using a backpack blower, driving a riding lawnmower

Fingering

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 weeding, writing, performing equipment maintenance and working on sprinkler heads

Feeling

Health Care Provider initials if restricted _____

Frequently for 45 minutes at a time for up to 6 hours total in a work shift while ensuring proper equipment operation, threading irrigation pieces.

Talking

Health Care Provider initials if restricted _____

Occasionally to frequently for up to 5-15 minutes at a time for up to 2-5 hours total in a work shift while attending meeting, training new employees, conversing with superiors and co-workers, ordering parts, checking in/out of stations and using the 2-way radio.

Hearing

Health Care Provider initials if restricted _____

Frequently for up to 2.5 hours at a time for up to 6 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.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 9 hours total in a work shift while reading gauges, instructions, and checklists. The employee also uses vision when driving and watching for safety hazards as well as identifying the color of alarm beacons and valve covers. The employee may need to utilize night vision when working before dawn or after sunset.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Frequently for up to 2.5 hours at a time for up to 6.5 hours total in a work shift while identifying safety hazards such as moving machinery, spills, chemical exposures, hazardous materials and fall potentials. The employee also uses heightened awareness when identifying various alarm beacons.

ENVIRONMENTAL FACTORS

Work is performed in an industrial wastewater setting where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, uneven surfaces, cat walks/metal grating, noxious or toxic gasses and chemicals, as well as loud noises. The noise level is quiet to very loud. Hearing protection, eye protection, breathing protection and hard hats are required in some areas.

The noise level is

HCP Initials if Restricted _____

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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 contact

Signature of contact

Date

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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