

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Inventory Purchasing Specialist II

**JOB CLASSIFICATION** Inventory Purchasing Specialist II

**DOT TITLE** Inventory Clerk

**DOT NUMBER** 222.387-026

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Wastewater

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 2

**CONTACT'S NAME & TITLE** Regina Lee, Inventory Purchasing Specialist III

Don Wickens, Assistant Operations Manager

**CONTACT'S PHONE** 206-263-5442

**ADDRESS OF WORKSITE**

1200 Monster Road  
Renton, WA 98057

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 2/4/09

**WORK HOURS**

6:00am-2:30pm Monday through Friday, 8 hours per day; or Monday through Thursday 6:00am-4:30pm; or 6:00am-4:30pm, 10 hours per day, 40 hours per week; or Tuesday through Friday, 10 hours per day, 40 hours per week.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Optional and rare, on an emergency basis.

**JOB DESCRIPTION**

Purchasing goods and services and ensuring documentation and inventory control. Maintaining specialized inventory. Duties also include stocking shelves, unloading trucks, cleaning the warehouse and picking up and delivering items. The employee also performs the duties of the Inventory Purchasing Specialist I at least once per week.

**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**

- Knowledge of basic accounting and bookkeeping principles.
- Knowledge of basic warehousing equipment and supplies.
- Knowledge of general office procedures and policies.
- Knowledge of purchasing procedures and practices.
- Knowledge of inventory control and management systems.
- Knowledge of heavy duty and industrial parts, fleet maintenance repair process.
- Knowledge of automated information reporting systems.
- Oral and written communications skills.
- Interpersonal skills.
- Basic mathematics skills.
- Decision making and conflict-resolution skills.
- Problem solving and analytical skills.
- Skill in the use of personal computers, word processors and database management software.
- Skill in handling a number of projects or task simultaneously.
- Skill in operating forklift and other material handling equipment.
- Skills in interpreting and evaluating manuals and catalogs.
- Must have a valid Washington State driver's license.
- Must obtain a forklift operator certification within 6 months of hire.
- Must successfully complete Inventory Purchasing Specialist I period.

## **ESSENTIAL FUNCTIONS**

1. Purchase goods, commodities and services. Obtain price quotes, research vendor sources and select vendors for purchase of standard parts, materials, supplies, tools and services. Conduct price comparisons to identify savings.
2. Coordinate with central purchasing office. Prepare requests for purchasing authorization/limited procurement requisitions for minority/women business enterprises. Prepare change order requests. Assist with the preparation and review of bid specifications.
3. Receive, analyze and order critical and non-standard requests. Process standard non-inventory items. Update current computerized and manual pricing information.
4. Expedite operational orders/overdue/back orders.
5. Solve problems with accounts payable invoicing errors. Resolve discrepancies. Review billings for accuracy.
6. Manage inventory warehousing disbursements and document stock levels, process inventory purchases, perform cycle counts, perform physical inventory audits, ship and receive from warehouse and perform material handling. Acknowledge receipt of goods and services. Maintain adequate supplies to meet user needs.
7. Maintain computerized internal purchasing/inventory records and information system. Input and research inventory and direct purchases, disbursements, inventory adjustments and the history of parts use. Update computer master files.

8. Monitor the use, storage and handling of hazardous materials.
9. Issue and maintain special tools and equipment.
10. Gather and recommend strategies for surplus, sale and salvage of obsolete inventory items; gather items.
11. Help train new personnel.
12. Help track warranties and documentation.
13. Pick up and deliver items as required. Load and unload as required.
14. Perform duties of the Inventory Specialist I (IPS I) as needed.
15. Successfully complete Inventory Purchasing Specialist I proficiency duration.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves, steel toed boots, hard hat, eye protection, ear protection, protective clothing such as chemical suit, coveralls and hard soled shoes.

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

Forklift, pallet jack, hand truck, computer (Oracle, IBIS, MS Word, Outlook, Internet Explorer, Excel), ten key, fax, phone, photocopy machine, printer, pallets, cellular phone, two way radio, county van, hydraulic foot pump cart, hand cart, barcode reader, parts manuals and reference materials. The employee manipulates a wide parts which may include, but not limited to pumps and motors as well as various electrical, mechanical, janitorial and instrumentation supplies and equipment.

### **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.

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

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 11-20 pounds of force constantly to move objects.

### **Standing**

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

Occasionally to frequently on inclines, cement, linoleum, uneven ground and carpet surfaces for up to 10 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while completing computer duties at a standing station, conversing with coworkers and performing cycle counts.

**Walking**

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

Frequently on inclines cement, linoleum, uneven ground and carpet surfaces for distances of up to 300 feet for up to 5 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while verifying stock, delivering paperwork to the warehouse area, performing cycle counts, stocking supplies, reordering supplies, creating labels, completing disbursements, filling work orders, giving out parts and traversing within the facility.

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\*\*The work location is going to be moved to the Administration building which may require walking up to a quarter mile, one way, up to 15-20 times per day. A van is available on most occasions to reduce walking.

**Sitting**

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

Frequently to continuously on an office chair or forklift seat for up to 30 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while completing computer duties as when ordering, performing phone duties, receiving or issuing stock, driving a county van and when operating a forklift.

**Climbing stairs**

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

Occasionally for up to 30 seconds at a time while climbing up to 24 steps at time for up to 30 minutes total in a work shift. Most commonly occurs while retrieving and stocking items using a rolling staircase as well as when working in a two floor facility.

**Climbing**

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

Rarely to Occasionally on a ladder or step ladder to heights of up to 6 feet for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs while using a ladder or step ladder to stock and retrieve items from upper shelves. The employee also climbs when getting on and off the forklift.

**Balancing**

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

Occasionally for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while working around loading docks, using ladders and traversing uneven or slick ground.

**Bending neck up**

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

Frequently for up to 1 minute at a time for up to 3-4 hours total in a work shift. Most commonly occurs while looking for and stocking supplies on upper shelves as well as when operating a forklift and opening boxes.

**Bending neck down**

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

Frequently & highly repetitive for up to 5 minutes at a time for up to 4-5 hours total in a work shift. Most commonly occurs while completing computer duties, writing and reviewing documents as well as when stocking or retrieving items on lower shelves.

**Bending/Stooping**

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

Frequently for up to 1 minute at a time for up to 3-4 hours total in a work shift. Most commonly occurs while looking at parts on shelves, looking in cabinets and filing. The employee also bends while filling in for the IPS I completing orders as well as when stocking or retrieving items on lower shelves. The

employee can alternate bending/stooping with kneeling or squatting in accordance with preference. The employee may be able to reduce bending/stooping by utilizing a rolling stool.

**Kneeling**

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

Occasionally for up to 1 minute at a time for up to 1-2 hours total in a work shift. Most commonly occurs while looking at parts on shelves, looking in cabinets and filing. The employee also kneels while filling in for the IPS I completing orders as well as when stocking or retrieving items on lower shelves. The employee can alternate bending/stooping with kneeling or squatting in accordance with preference. The employee may be able to reduce kneeling by utilizing a rolling stool.

**Squatting**

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

Occasionally for up to 1 minute at a time for up to 1-2 hours total in a work shift. Most commonly occurs while looking at parts on shelves, looking in cabinets and filing. The employee also squats while filling in for the IPS I completing orders as well as when stocking or retrieving items on lower shelves. The employee can alternate bending/stooping with kneeling or squatting in accordance with preference. The employee may be able to reduce squatting by utilizing a rolling stool.

**Operating Controls with Feet**

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

Frequently for up to 1.5 hours at a time for up to 4-5 hours total in a work shift while operating a forklift as well as when driving a county van to pick up parts at off-site locations.

**Reaching above shoulder height**

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

Occasionally for up to 30 seconds at a time for up to 1-2 hours total in a work shift while climbing a ladder as well as when retrieving or stocking items on upper shelves.

**Reaching at waist to shoulder height**

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

Frequently for up to 1-2 hours at a time for up to 6 hours total in a work shift while operating a forklift, writing, completing computer duties and stocking supplies.

**Reaching at knee to waist height**

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

Occasionally for up to 1 minute at a time for up to 1-2 hours total in a work shift. Most commonly occurs while looking at parts on shelves, looking in cabinets and filing. When filling in for the IPS I the employee reaches at knee to waist height while completing orders as well as when stocking or retrieving items on lower shelves.

**Reaching at floor to knee height**

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

Occasionally for up to 1 minute at a time for up to 1-2 hours total in a work shift. Most commonly occurs while looking at parts on shelves, looking in cabinets and filing. When filling in for the IPS I the employee reaches at floor to knee height while completing orders as well as when stocking or retrieving items on lower shelves.

**Lifting 1-10 pounds**

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

Occasionally for up to 1 minute at a time for up to 1-2 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating smaller supplies such as gaskets, bearings and various parts.

**Carrying 1-10 pounds**

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

Frequently for distances of up to 120 feet for up to 1 minute at a time for up to 3-4 hour total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting supplies such as bearings, seals, belts, gauges, modules and various other parts. When filling in for the IPS I the employee carries while completing orders as well as when stocking or retrieving items on lower shelves.

**Lifting 11-20 pounds**

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

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 12-18 pounds while manipulating supplies such as janitorial materials and cases of smaller parts.

**Carrying 11-20 pounds**

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

Occasionally for distances of up to 20 feet for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 12-18 pounds while transporting supplies such as cases of c-fold paper towels, cases of tissue, cleaning supplies, pipes and various electrical parts.

**Lifting 21-50 pounds**

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

Occasionally for up to 10 seconds at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 25-50 pounds while manipulating bags of cement (50 pounds), case of garbage bags (35 pounds), 5-gallon buckets of oil (40 pounds) bags of rock salt (25 pounds), copy paper (50), buckets of soap (40 pounds), absorbent media, rotors, motors and various equipment parts. The employee can use a hydraulic foot-pump cart to reduce lifting.

**Carrying 21-50 pounds**

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

Occasionally for distances of up to 20 feet for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 25-50 pounds while manipulating bags of cement (50 pounds), case of garbage bags (35 pounds), 5-gallon buckets of oil (40 pounds) bags of rock salt (25 pounds), copy paper (50), buckets of soap (40 pounds), absorbent media, rotors, motors and various equipment parts. The employee can use a hand cart to reduce carrying.

**Lifting 51-100 pounds**

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

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 60-70 pounds while manipulating pumps and motors. The employee can use a hydraulic foot-pump cart to reduce lifting. **The employee is only required to lift up to 50 pounds. The employee should utilize assistance or lifting equipment for anything over 50 pounds.**

**Carrying 51-100 pounds**

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

Occasionally for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 60-70 pounds while transporting, larger parts, pumps and motors. The employee can use a hydraulic foot-pump cart to reduce carrying. **The employee is only required to lift up to 50 pounds. The employee should utilize assistance or lifting equipment for anything over 50 pounds.**

**Pushing and Pulling**

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

Occasionally for distances of up to 120 feet with a force of 1-20 pounds for up to 5 minutes at a time for up to 1 hour total in a work shift while using a hand cart as well as placing and removing supplies off of shelves and pallets.

**Handling**

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

Occasionally for up to 1.5 hours at a time for up to 2.5 hours total in a work shift while stocking supplies and completing orders for customers. The employee also handles when sweeping, manipulating boxes, larger parts and driving.

**Operating Controls with Hands**

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

Frequently for up to 1-2.5 hours at a time for up to 4 hours total in a work shift while driving a forklift and county van as well as when operating the computer mouse.

**Fingering**

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

Frequently to Continuously for up to 2 hours at a time for up to 6-7 hours total in a work shift while writing, completing computer duties and manipulating documents. The employee also fingers while performing cycle counts which requires manipulating items such as batteries, bolts, screws, nuts and gaskets. The employee also manipulates a large amount of paperwork, faxes, quotes, etc.

**Talking**

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

Frequently to Continuously for up to 5 minutes at a time for up to 6-7 hours total in a work shift while conversing with customers, vendors, supervisors and co-workers.

**Hearing**

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 conversing with customers, vendors, supervisors and coworkers as well as when identifying moving machinery, warning lights, alarms and radio calls.

**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 operating a forklift, reading stock orders, completing work orders and performing inventory duties.

**Working with Heightened Awareness**

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 identifying potential hazards such as moving machinery and large trucks as well as when operating a forklift around people and working in a hazardous waste environment.

**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, hazardous waste, 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 and hard hats are required in some areas.

**The noise level is**

Approximately 40-90 decibels. The noise is caused by trucks/forklift,

HCP Initials if Restricted

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

- Outside weather: Occasionally
- Fumes: Occasionally
- Odors: Continuously
- Dusts: Frequently-Continuously
- Moving mechanical parts: Occasionally
- Vibration: Occasionally
- Working in high, exposed places: Occasionally
- Toxic or caustic chemicals: Rare-Occasionally

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

- A cart can be used to reduce carrying.
- Overhead lift/crane track system to reduce lifting.
- Hydraulic foot pump cart to reduce lifting and carrying.
- Ergonomic evaluation to address proper body mechanics and possibility of voice activated software (if compatible with current work software).
- Workpace software to ensure proper ergonomic micro-pauses.

**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

---

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