

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Maintenance Carpenter

JOB CLASSIFICATION Carpenter I

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 860.281-010

DOT TITLE Carpenter, Maintenance

DEPARTMENT Transportation

DIVISION Transit

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 9

CONTACT'S NAME & TITLE Paul Sorensen, Chief of Facilities

CONTACT'S PHONE 206-684-2254

ADDRESS OF WORKSITE

South Facilities Shop
11911 East Marginal Way South, Bldg C
Tukwila, WA 98168

VRC NAME Kyle Pletz

DATE COMPLETED 11/25/02

VRC NAME Jeff Casem

DATE REVISED 6/4/09

WORK HOURS

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

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

Optional on an occasional basis. Overtime is more prevalent during the summer season. It is offered by seniority or assigned by reverse seniority if no one volunteers.

JOB DESCRIPTION

Performs journey-level carpentry work maintaining and repairing metro facilities, including bus shelters. Performs remodeling and repair of cabinets, counters, shelves, desks, tables and miscellaneous furniture. Designs and constructs, often from oral instructions, special furnishings for offices. Alters, repairs and constructs a variety of building structures such as walls, partitions, doorways, window casings, stairways, roofs. Builds a variety of forms to be used for shelter installation, etc., glazes and installs ceiling tiles. Operates and maintains carpentry shop equipment and tools. Drives an automatic transmission truck and operates high lift and forklift equipment. Keeps records of time and materials.

When performing bus shelter duties the worker installs, removes, and refurbishes public bus shelters. Assembles, disassembles, and constructs bus shelter parts in workshop, and installs/removes shelters and shelter parts in the field. Works as part of a multi-person crew. On average, spends 75% of the week out of the shop, and 25% of the week in the shop.

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

Completion of a verifiable apprenticeship program or equivalent and at least two years of full time paid experience as a journey-level carpenter. Knowledge of basic mathematical formulas, construction terminology, occupational hazards and safety precautions of the trade. Knowledge of qualities, grades, uses and adaptability of various wood and wood products and related materials used in all types of carpentry. Ability to clearly communicate orally and in writing. Demonstrated skill in the use, operation and care of tools, machinery and equipment used in the carpentry and locksmith trades. Washington State Journey Carpentry Certificate, valid WDL or the ability to travel throughout King County in a timely manner. Must join the union within 30 days of hire. Must be able to obtain a forklift and high lift certification upon hire.

ESSENTIAL FUNCTIONS

1. Install and repair doors, windows and related hardware, including locking mechanisms, closures, and keying systems on security doors and windows.
2. Maintain and repair all structural components of building including guardrails, fences, decks, floors, walls, ceilings, and roofs.
3. Maintain concrete and masonry structures including sidewalks and parking areas.
4. Repair and maintain various finishes on such things as flooring, furniture and walls.
5. Operate and maintain a variety of carpentry hand and power tools and equipment.
6. Perform administrative tasks and basic record keeping.
7. When working as a locksmith, build and maintain doors, windows and all related hardware including locking mechanisms closures and re-glazing.

NON-ESSENTIAL FUNCTIONS

Various committees.

PERSONAL PROTECTIVE EQUIPMENT USED

anti-vibration gloves, hardhat, steel toed boots, hearing protection, hazardous materials suit, leather and rubber gloves, rain suit and hat knee pads, body harness, safety glasses, respirator, dust mask and rubber boots.

OTHER TOOLS & EQUIPMENT USED

Hand tools including hammer, screwdriver, etc, power tools including table saw, miter saw, sanders, band saw, reciprocating saw, monorail crane, rotor-hammer, mortis machine, nail gun, radial arm saw, planer, generator, air pump, pneumatic tools, ladders, drills, drill press, key machine, stilts, Ivy lift, Hi lift, cement mixer, laser level, van or pickup truck (automatic

transmission), forklift, phone, mobile mechanical lift, pager, cotton, wood, metal, aluminum, steel, glass, composite construction materials used to build shelters, and 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

Heavy to Very Heavy

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

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_____

Occasionally on concrete, tile, vinyl, carpet, rubber mat, dirt and uneven surfaces for up to 1 hour at a time for up to 4 hour total in a work shift. Most commonly occurs while cutting various material, building panels and assembling furniture. Loading/unloading equipment, fabricating parts, removing/installing screws and operating stationary construction equipment in shop.

Walking

Health Care Provider initials if restricted_____

Occasionally on flat cement and linoleum surfaces for distances of up to 100 yards for up to 5 minutes at a time, for up to 2.5 hours total in a work shift while moving around the shop and out in the field to perform assembly, disassembly, and fabrication duties. Moving shelters around shop on wheels.

Sitting

Health Care Provider initials if restricted_____

Frequently on padded office chair or automobile seat for up to 1 hour at a time for up to 5 hours total in a work shift. Most commonly occurs while completing paperwork, drilling mullions, driving a County vehicle, working on locks and keys and operating a forklift.

Climbing stairs

Health Care Provider initials if restricted_____

Rare to occasionally for up to 1 minute at a time while climbing 3 flights for up to 5-15 minutes total in a work shift while working in various buildings that may be up to 3 stories.

Climbing

Health Care Provider initials if restricted_____

Rarely on ladder or scaffolding to heights of 24 feet for up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while installing ceiling tiles and signs as well as

working on overhead door assemblies and locks as well as getting in and out of the service van and using step stools and ladders.

Balancing

Health Care Provider initials if restricted_____

Occasionally on wet floors, ladders and scaffolding at heights of up to 24 feet for up to 30 minutes at a time and up to 2 hours total in a work shift. Most commonly occurs while installing ceiling tiles, walking on freshly mopped floors and walking through the loading dock area. The Carpenter also balances when climbing stairs and ladders, or loading awkward and/or heavy materials such as glass into the service van.

Bending neck up

Health Care Provider initials if restricted_____

Occasionally to Frequently for up to 30 seconds at a time for up to 2-3 hours per shift while installing ceiling tiles and signs, working on overhead door assemblies, locks and glass as well as drilling and screwing mullions into the top of shelters.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally to Frequently for up to 30 seconds at a time for up to 2-3 hours per shift while reaching for tools, installing and removing shelter parts, fabricating parts, retrieving parts from storage areas, drilling holes in shelters, installing and removing flooring, installing and removing base trim, undoing/re-doing bolts to hold shelters, receptacles, and benches to ground as well as attaching wheels to shelter frames.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally for up to 15 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while reaching for tools, installing and removing ceiling tiles, installing and removing shelter parts, fabricating parts, retrieving parts from storage areas, drilling holes in shelters, installing and removing flooring, installing and removing base trim, getting in and out of service van as well as undoing/re-doing bolts to hold shelters, receptacles, and benches to ground; attaching wheels to shelter frames. Bending/stooping may be reduced by alternating with kneeling or crouching.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on concrete, tile, vinyl, carpet, rubber mat, uneven ground or dirt surfaces for up to 15 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while reaching for tools, installing and removing ceiling tiles, installing and removing shelter parts, fabricating parts, retrieving parts from storage areas, drilling holes in shelters, installing and removing flooring, installing and removing base trim as well as undoing/re-doing bolts to hold shelter, receptacles, and benches to ground; attaching wheels to shelter frames. Kneeling may be reduced by alternating with bending/stooping or crouching.

Squatting

Health Care Provider initials if restricted_____

Occasionally on concrete, tile, vinyl, carpet, rubber mat, uneven ground or dirt surfaces for up to 15 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while reaching for tools, installing and removing ceiling tiles, installing and removing shelter parts, fabricating parts, retrieving parts from storage areas, drilling holes in shelters, installing and removing flooring, installing and removing base trim as well as undoing/re-doing bolts to hold

shelter, receptacles, and benches to ground; attaching wheels to shelter frames. Crouching may be reduced by alternating with bending/stooping or kneeling.

Crawling

Health Care Provider initials if restricted_____

Occasionally for up to 10 feet for up to 1-5 minutes at a time for up to 2 hours total in a shift while reaching for tools, installing and removing shelter parts, fabricating parts, retrieving parts from storage areas, drilling holes in shelters, installing and removing flooring (carpet or tile), installing and removing base trim, getting in and out of service van as well as undoing/re-doing bolts to hold shelter, receptacles, and benches to ground; attaching wheels to shelter frames.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Occasionally for up to 1 hour at a time for up to 5 hours total in a work shift while driving a County vehicle with an automatic transmission, forklift, high-lift or mortis machine.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally to frequently for up to 5 minutes at a time for up to 4 hours in a work shift while installing ceiling tiles and signs as well as working on overhead door assemblies, locks and glass. Drilling and screwing mullions into the top of shelters.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Frequently for up to 2 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while using hand tools, cutting various materials, working on locks and performing bench work as well as loading parts of service van, removing glass and regular panels, installing/removing mullions at shoulder height.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally to frequently for up to 30 minutes at a time for up to 1.5-3 hours in a work shift while assembling furniture, working on locks and door handles as well as installing keyboard trays or wainscoting, loading service van, removing/installing parts of shelters and operating power tools.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally for up to 15 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while reaching for tools, installing and building benches, installing and removing shelter parts, fabricating parts, retrieving parts from storage areas, drilling holes in shelters, installing and removing flooring, installing and removing base trim as well as undoing/re-doing bolts to hold shelter, receptacles, and benches to ground; attaching wheels to shelter frames.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Frequently for up to 30 minutes at a time for up to 4.5 hours total in a work shift while utilizing hand and power tools, drilling mullions, manipulating materials and wearing a tool belt.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 100 yards for up to 5 minutes at a time for up to 2 hours total in a work shift while transporting hand and power tools, shelter parts and materials.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time for up to 45 minutes total in a work shift while performing carpentry tasks and using a roto-hammer as well as manipulating locks, tool boxes, ladders, and tool kits.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 yards for up to 5 minutes at a time for up to 1 hour total in a work shift while moving ladders and tools to and from work sites.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 20 seconds at a time for up to 30 minutes total in a work shift while installing 35-40 pound partitions and bundles of metal studs, ceiling tiles, pneumatic tools, larger power tools, small glass panels, small wood shelter panels, tool box, shelter parts, benches. When performing shelter duties the employee lifts 35 pound glass shelter panels up to 100 times per shift.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 feet for up to 30 seconds at a time for up to 1 hour total in a work shift while installing and removing 35-40 pound partitions and moving building materials as well loading/unloading, installing and removing 35 pound glass shelter panels.

Lifting 51-100 pounds

Health Care Provider initials if restricted _____

Rarely of sacks of cement and sheetrock for up to 10 seconds at a time for up to 10 minutes in a work shift while installing cement, polycarbonate, sheetrock and large glass panels as well as manipulating garbage receptacles that weigh up to 75 pounds and a jack hammer that weighs 90 pounds. Assistance for lifting is available most of the time.

Carrying 51-100 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 30 feet for up to 30 seconds at a time for 15-30 minutes total in a work shift. Most commonly occurs with weights of 60 to 90 pounds while mixing concrete, using a jackhammer and installing sheetrock and ceiling tiles. The employee may perform a two-person lift of a 125 pound sheet of polycarbonate or sheetrock. Assistance for carrying is available most of the time as well is a cart.

Lifting 100+ pounds

Health Care Provider initials if restricted _____

Rarely to occasionally for up to 10 seconds at a time for up to 15-30 minutes total in a work shift while installing and or manipulating a 125 pound sheet of polycarbonate or sheetrock. Assistance for lifting is available.

Carrying 100+ pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 10 feet for up to 10 seconds at a time for up to 20 seconds total in a work shift while transporting or manipulating a 125 pound sheet of polycarbonate or sheetrock. Assistance for lifting is available most of the time as well is a cart.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally with a force of 25 pounds for distances of up to 100 yards for up to 5 minutes at a time and up to 1 hour total in a work shift while moving a tool cart on concrete, tile, vinyl, carpet, rubber mat or dirt surfaces as well as assembling, disassembling, fabricating shelter parts, loading/unloading service van, drilling screw holes in mullions, using the roto-hammer and pressing on glass panels while securing them in to place. The employee pushes with 150 pounds of force for a distance of up to 100 yards 10-20 times per week when moving a bus shelter on wheels.

Handling

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to 5-6 hours total in a work shift while using hand and power tools as well as manipulating materials and shelter parts.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to 6 hours total in a work shift while using power tools, operating a forklift and using a monorail crane.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 3 hours total in a work shift while manipulating small pieces of hardware, working on locks, manipulating keys and installing/removing bolts and screws.

Feeling

Health Care Provider initials if restricted _____

Rare for up to 10 seconds at a time for up to 10-15 minutes total in a shift while installing/removing screws that are difficult to see.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift while conversing with co-workers, superiors and customers about job assignments and work orders.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 10 hours total in a shift while conversing with co-workers, superiors and customers as well as identifying equipment failure and potential hazards such as moving vehicles and pedestrians.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 10 hours total in a work shift while driving a County vehicle and forklift, directing boom-truck driver on where to place shelters and identifying equipment failure and potential hazards such as moving vehicles and pedestrians.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift while identifying potentially dangerous situations in the field, such as persons of the general public who are potentially hostile. The employee also uses heightened awareness when operating some potentially dangerous tools such as saws.

ENVIRONMENTAL FACTORS

Work is performed in a carpenter shop, various King County facilities and in the general public. The worker is exposed to multiple power and cutting tools and the general public, which may include potentially hostile persons. The noise level is quiet to very loud.

The noise level is

Approximately 100 decibels. The noise is caused by woodshop tools.

Work environment may include the following exposure(s):

Outside weather: Frequently

Non-weather related temperatures below 55 degrees: Occasionally

Non-weather related temperatures above 75 degrees: Occasionally

Wet: Occasionally

Humidity/dampness: Occasionally

Fumes: Occasionally

Odors: Rarely

Dusts: Frequently

Mists: Rarely

Gases: Rarely

Moving mechanical parts: Frequently

Vibration: Frequently

Working in high, exposed places: Occasionally

Working with explosives: Rarely

Toxic or caustic chemicals: Rarely

HCP Initials if Restricted

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HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

A cart can be used to reduce carrying.

The worker can use a chair when working on some locks and door assemblies to reduce standing.

Mobile, mechanical lifting equipment is available.

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