

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Safety and Health Administrator IV

JOB CLASSIFICATION Safety and Health Administrator IV

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 168.167-078

DOT TITLE Safety Inspector

DEPARTMENT Transportation

DIVISION Transit

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 7

CONTACT'S NAME & TITLE Michael Lemeshko, Transit Safety and Health Supervisor

CONTACT'S PHONE 206-684-2806

ADDRESS OF WORKSITE 11911 East Marginal Way South, Bldg A; Seattle, WA 98168

VRC NAME Kyle Pletz

DATE COMPLETED 7/5/06

VRC NAME Jeff Casem

DATE REVISED 8/20/09

WORK HOURS

The employee has the option to work a five eight-hour days or nine eight-hour days and one 8 hours day totaling 80 hours every two weeks.

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

Required, approximately 150 hours per year (Overtime requirements may change at the supervisor's discretion and are subject to the current Local 17 Professional/Technical Agreement). This position is classified as exempt and therefore overtime hours are not paid.

JOB DESCRIPTION

The responsibilities of this classification include ensuring and promoting a safe environment for employees and customers and reducing loss and risk to publicly owned resources in compliance with federal, state and local regulations. This is a fully proficient professional classification, and the incumbent functions as technical expert in a specialty area.

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 interpersonal relations principles and practices; federal, state and safety and health regulations and codes; cross-jurisdictional group process; field/office occupational and safety and health hazards and worker safety procedures. Produce, implement, administer and ensure or enforce compliance of King County government with laws, administrative orders, policies and procedures; Plan, develop, coordinate, monitor and revise agency and/or countywide health and safety programs and projects; Investigate accidents/incidents and complaints; Review, analyze and resolve facility and employee safety issues. Must have skill in effectively writing and speaking to a variety of audiences; negotiating between different groups; broad, effective use of media; creating, evaluating, understanding and applying technical reports and program activities; 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. On a rotating schedule be available for work (on-call) outside of normal working hours 24 hours a day. Must possess or have the ability to obtain a Washington State Driver's license (CDL class B with a passenger endorsement).

ESSENTIAL FUNCTIONS

1. Conduct in-depth critical review, analyze and resolve facility and employee safety issues and implement solutions in specialty area.
2. Provide consultant/information services for internal and external customers.
3. Negotiate contracts and interlocal agreements; coordinate and monitor the work of outside agencies, vendors and volunteers.
4. Develop and recommend project budget allocations, resources and staffing needs.
5. Evaluate systems design to comply with federal, state and local regulations
6. Plan, develop, coordinate, monitor and revise agency and/or countywide health and safety programs and projects.
7. Coordinate disaster and emergency responses and preparedness; critique responses and activities.
8. Coordinate and monitor the work of outside agencies, vendors and volunteers.
9. Make technical recommendations.
10. May supervise other Transit employees.
11. Review, ensure or enforce compliance of King County government with laws, administrative orders, policies and procedures.
12. Coordinate and monitor analytical data and compile statistical information to produce relevant reports and recommendations.
13. Investigate accidents/incidents and complaints; administer accident policies. Investigate Central Link Light Rail accidents and incidents.
14. Review, analyze and resolve facility and employee safety issues.
15. Perform hazard evaluations and make recommendations for control.
16. Train and educate employees and the community on safety and health issues, and promote services.
17. Represent the County in litigation matters.
18. Operate a county vehicle to various locations throughout King County.

PERSONAL PROTECTIVE EQUIPMENT USED

Hard Hat, ear protection, reflective vest, respiratory protection, protective eyewear, protective footwear, gloves as needed.

OTHER TOOLS & EQUIPMENT USED

County vehicle w/communications radio, measuring equipment, camera(s), industrial hygiene equipment, cell phone, computer and associated software, laptop, G-meter equipment, video projector, clip boards, voice recorders, pager, Thomas Guide, various county vehicles (including cars or coaches), fax and copy machines, telephone.

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

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted_____

Occasionally on multiple surfaces that may include uneven flat ground, concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass and wet or frozen ground. Duration of standing is up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while performing accident investigations, facility inspections, and presenting topics in training venues. Occasionally the employee performs trainings/presentations which may involve standing up to 2 hours at a time for up to 2 hours total in a shift.

Walking

Health Care Provider initials if restricted_____

Frequently on multiple surfaces that may include uneven or flat ground, concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass and wet or frozen ground. Walking can occur for distances of up to ½ mile for up to 1.5 hours at a time and up to 4 hours total in a work shift. Walking most commonly occurs while performing facility walkthroughs four times a year and accident investigations.

Sitting

Health Care Provider initials if restricted_____

Continuously on an office chair for up to 1.5 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while performing computer duties, completing paperwork, attending meetings and driving a County vehicle. Driving County vehicles is limited to traffic conditions when traversing from

one area of the county to another (15 minutes to 2 hours). The employee can alternate sitting and standing as needed when performing computer duties.

Climbing stairs

Health Care Provider initials if restricted_____

Rarely to occasionally for up to 3 minutes at a time while climbing up to 3 flights for up to 10 minutes total in a work shift. Most commonly occurs while performing facility walkthroughs. Elevators are available for use in most, if not all, Transit facilities.

Climbing

Health Care Provider initials if restricted_____

Rarely on ladders to heights of up to 15 feet or on steep inclines to heights of 3 feet for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs when performing facility and park & ride walkthroughs and accident investigations. Approximately five instances of climbing annually.

Balancing

Health Care Provider initials if restricted_____

Rarely to occasionally on multiple surfaces that may include gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs while performing accident investigations, facility and park & ride walkthroughs which includes walking and standing while looking at various aspects of an accident or facility. The aforementioned activities of balancing occur approximately 4-6 times per month.

Bending neck up

Health Care Provider initials if restricted_____

Rare on multiple surfaces that may include uneven or flat ground, cement, carpet, gravel, rocks, vegetation, dirt, mud, grass, and wet or frozen ground for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while making observations at a distance above head height, removing files from file cabinet, inserting paper in to copy machine, performing accident investigations, and inspecting low areas of facilities.

Bending neck down

Health Care Provider initials if restricted_____

Frequently on for up to 10-20 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while making observations below waist level, removing files from file cabinet, inserting paper in to copy machine, performing accident investigations, and inspecting low areas of facilities. The employee also bends the neck down while looking at materials on desk surface.

Bending/Stooping

Health Care Provider initials if restricted_____

Rare on multiple surfaces that may include uneven or flat ground, cement, carpet, gravel, rocks, vegetation, dirt, mud, grass, and wet or frozen ground for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, performing accident investigations, and inspecting low areas of facilities. The employee might be able to reduce bending/stooping by alternating with squatting or kneeling.

Kneeling

Health Care Provider initials if restricted_____

Rarely on multiple surfaces that may include uneven or flat ground, concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, and wet or frozen ground for up to 3-5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while performing accident

investigations, removing files from file cabinet, making safety posters, inserting paper in to copy machine, and inspecting low areas. The employee might be able to reduce kneeling by alternating with squatting or bending/stooping.

Squatting

Health Care Provider initials if restricted _____

Rarely on multiple surfaces that may include uneven or flat surfaces, concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, and wet or frozen ground for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while performing accident investigations, removing files from file cabinet, inserting paper in to copy machine, and inspecting low areas. The employee might be able to reduce squatting by alternating with bending/stooping or kneeling.

Crawling

Health Care Provider initials if restricted _____

Rarely on flat surfaces for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while traversing small duct-ways/air shafts within the bus tunnel during inspections or drills. This activity occurs approximately three times annually.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift while driving a County vehicle to meetings, accidents, and inspection sites within King County.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 30 seconds total in a work shift while obtaining training materials that may be stored above shoulder height or during an accident investigation.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while performing computer duties, inspections and investigations, attending meetings, writing on a clipboard and driving a County vehicle.

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 hour total in a work shift while moving training materials, performing CPR instruction, placing/removing objects on shelves, drawers and cabinets.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely to occasionally for up to 1 minute at a time for up to 1 hour total in a work shift while moving training materials, performing CPR instruction, placing/removing objects on shelves, drawers and cabinets, performing accident investigations and facility inspections.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 3-6 pounds while setting up video projectors and laptops, manipulating maps, Thomas Guide, documents, reports and various hand tools.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 50 yards for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 3-9 pounds while carrying safety and training equipment, clipboard, and/or a camera while performing training, accident investigations and facility walkthroughs.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Rarely to occasionally for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while loading and unloading training equipment (audio/visual aids, brochures, handouts etc.) from a County vehicle.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Rarely to occasionally for distances of up to 50 yards for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while transporting training equipment (audio/visual aids, brochures, handouts etc.) to and from a County vehicle. The employee can use a cart to reduce carrying.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Rarely for up to 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 25-30 pounds while setting up Rodeo equipment (timbers to simulate curbs). This is a two person lift with each person lifting 25-30 pounds.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Rarely to occasionally for distances of up to 10 yards for up to 1 minute at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 25-30 pounds while transporting Rodeo equipment with the assistance of coworker.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time with a force of up to 17 pounds for up to 10 minutes total in a work shift while transporting a projector on a cart for presentations as well as opening and closing doors (both interior, and exterior and tunnel fan doors).

Handling

Health Care Provider initials if restricted_____

Rarely to occasionally for up to 20 minutes at a time for up to 1.5 hours total in a work shift while manipulating safety and G-meter equipment. When operating a vehicle the employee may handle for up to 2 hours at a time for up to 4 hours total in a shift.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Occasionally to frequently for up to 2 hours at a time for up to 4 hours total in a work shift while driving a County vehicle to accident, inspection and meeting sites and operating equipment such as meters, scales, computer mouse, and Training AEDs.

Fingering

Health Care Provider initials if restricted_____

Frequently for up to 1 hour at a time for up to 5 hours total in a work shift while performing computer duties, using a calculator, writing and manipulating documents as well as using safety equipment and investigative tools.

Feeling

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 while performing investigations and inspections. Sensory touch can be used to ensure proper operation of equipment as well as to identify fluids at accident scenes.

Talking

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while conversing about duties and providing directions and instructions, as well as speaking with victims and witnesses and conducting presentations.

Hearing

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while conversing about duties and providing directions and instructions, as well as speaking with victims and witnesses and conducting presentations.

Seeing

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, conducting investigations, driving a County vehicle, conducting inspections, as well as reading reports and federal, state and local regulations. The employee also utilizes vision when identifying hazard marking labels, investigating traffic control signals and investigating accidents and near misses.

Working with Heightened Awareness

Health Care Provider initials if restricted_____

Rarely being particularly attentive to ones surroundings for the purpose of finding clues or sensing potential danger when performing investigations in an unstable environment ie., during protests/civil unrest, and being able to communicate during Homeland Security Training the concept. The employee may also need to inspect buildings after natural disasters (such as an earthquake).

ENVIRONMENTAL FACTORS

Work is performed in a wide variety of areas that can range from substandard working conditions and structures to an office environment. The employee performs industrial and vehicular accident investigations. He/she investigates issues/complaints dealing with health and environmental hazards that may include substances such as automotive fluids, corrosive chemicals, solvents, petroleums 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, or mists. The noise level varies from quiet to loud depending on the location and duration of inspection.

The noise level is

HCP Initials if Restricted

Approximately 40-90 decibels. The noise is caused by shop equipment and accident /inspection site ambient noise (such as traffic sirens or power tools)

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Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather -Occasionally

Non-weather related temperatures below 55 degrees - Rarely

Non-weather related temperatures above 75 degrees – Rarely

Wet - Occasionally

Humidity/dampness - Rarely

Fumes - Rarely

Odors – Occasionally

Dusts - Occasionally

Mists - Occasionally

Gases - Occasionally

Moving mechanical parts - Rarely

Vibration - Occasionally

Working in high, exposed places - Rarely

Toxic or caustic chemicals - Rarely

Confined spaces - Rarely

POTENTIAL MODIFICATIONS TO JOB

Ergonomic workstation including an adjustable chair and appropriate height work surface to increase comfort while performing computer and office work.

A luggage cart can be used to reduce carrying.

Some work assignments can be performed from a remote PC. This is reviewed by the supervisor based on work group assignments.

Temporarily reassign on-call duties to co-workers.

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