

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Utility Worker Assistant

**JOB CLASSIFICATION** Utility Worker Assistant

**DOT TITLE** Laborer, Airport Maintenance

**DOT NUMBER** 899.687-014

**DEPARTMENT** Transportation

**DIVISION** Airport

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

**CONTACT'S NAME & TITLE** Patricia Tonsgard, Airfield Maintenance Supervisor

**CONTACT'S PHONE** 206-296-7462

### ADDRESS OF WORKSITE

6518 Ellis Ave S.  
Seattle, WA 98108-2740

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 7/20/05

**VRC NAME** Jeff Casem

**DATE REVISED** 5/27/09

### WORK HOURS

8 hours per day five days per week 7:00am-3:30pm.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional on an emergency basis and during inclement weather. Overtime hours vary upon business demand and can be up to 10 hours per year.

### JOB DESCRIPTION

The responsibilities of this position include performing, under close supervision, a variety of basic labor duties. Performs physically demanding, limited skilled work in a wide variety of weather conditions. Duties encompass providing airfield maintenance. Work is primarily performed in a crew setting using a variety of tools and materials.

### 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**

High school diploma or equivalent. Must be identified as a person having a Developmental Disability under RCW 71A.10.020. Must have basic knowledge in the use and care of tools and equipment. Must also have basic knowledge of safety procedures.

## **ESSENTIAL FUNCTIONS**

1. Assists Airport Maintenance Workers at the King County Airport.
2. Cleans walls, mirrors, sinks, toilets, windows and mirrors using brooms, mops, vacuum and other cleaning equipment.
3. Stocks paper and cleaning supplies.
4. Moves and sets up furniture.
5. Washes interiors and exteriors of vehicles.
6. Uses hand tools, rakes, shovels, push mower and weed eater.
7. Maintains landscaping; mowing, weeding and spreading beauty bark.
8. Sets up equipment for events.
9. Picks up litter.

## **NON-ESSENTIAL FUNCTIONS**

1. Participating in safety committees.
2. Researching products tools, and methods on a computer.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Hard hat, eye protections, hearing protection, breathing protection (half face respirator with HEPA filter), safety vest, gloves, anti-vibration gloves, chaps for chain saw and fall protection.

## **OTHER TOOLS & EQUIPMENT USED**

Shovel, broom, hoses, pressure washer, pump, cart, drill, hand tools, grinder, reciprocating saw, handsaw, skill saw, pneumatic air wrench, jackhammer, hand roller, compactors, lutes (for raking asphalt), whacker, hoist, wrenches, hacksaw, edge trimmer (no safety stop), blower, power lawnmower (safety stop), push lawnmower, pry bars, hammer, power pole trimmer (no safety stop), wheel barrow, two-way radio, spray tank, FAA barriers, generator, tie wire, ax, tripod signs, bricks of tar, hay bails, rocks, logs, erosion control equipment, pitchfork and various litter items at work sites such as tires and batteries.

## **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 flat linoleum, flat cement, steep inclines, uneven ground, thick vegetation and wet/slippery surfaces, for up to 10 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while shoveling, gate guarding (can alternate with sitting), raking, sweeping, performing cleaning duties and sawing materials.

**Walking**

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

Frequently on flat linoleum, flat cement, steep inclines, uneven ground, thick vegetation and wet/slippery surfaces for distances of up to 1 mile for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while moving from building to building, following belt loader, using a lawn mower, weed eating a fence line and walking from one end of a job site to the other as well as participating in grinding and shoulder operations.

**Sitting**

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

Continuously on an automobile seat, truck tailgate, the ground, office chair or conference room chair for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while riding to and from work sites, riding along during inclement weather, gate guarding, weeding and participating in plowing as well as attending training and meetings.

**Climbing stairs**

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

Rare for up to 1.5 minutes at a time while climbing up to 3 flights at a time for up to 5 minutes total in a work shift. Most commonly occurs while entering and exiting various County facilities and setting up meetings which may include carrying tables up stairs.

**Climbing**

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

Occasionally on steep inclines, uneven ground, thick vegetation, wet/slippery surfaces and ladders to heights of 20 feet for up to 1 minute at a time for up to 1.5 hours total in a work shift. Most commonly occurs while using ladders.

**Balancing**

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

Frequently on wet/slippery surfaces, uneven ground, steep slopes and ladders for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing a hillside with thick vegetation, ditches, manholes and stockpiles.

**Bending neck up**

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. Most commonly occurs while observing a boom truck or crane, emptying a dump truck, climbing up to a rooftop and spotting a co-worker on a ladder.

**Bending neck down**

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

Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while using an edger, weed eating, using a lawnmower, digging, paving, performing tool maintenance and performing janitorial duties.

**Bending/Stooping**

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

Frequently on wet/slippery surfaces, uneven ground and steep slopes for up to 10 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while weeding, wrapping hoses, shoveling, posthole digging, setting up meetings, performing janitorial duties and ditching. During most duties the employee can alternate between bending/stooping, kneeling and squatting in accordance with personal preference.

**Kneeling**

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

Frequently on wet/slippery surfaces, uneven ground and steep slopes for up to 5 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while weeding, shoveling, mudding basins, securing bands on pipes, performing small equipment repair and planting. During most duties the employee can alternate between bending/stooping, kneeling and squatting in accordance with personal preference.

**Squatting**

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

Frequently on wet/slippery surfaces, uneven ground and steep slopes for up to 5 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while weeding, shoveling, mudding basins, securing bands on pipes, performing small equipment repair and planting. During most duties the employee can alternate between bending/stooping, kneeling and squatting in accordance with personal preference.

**Crawling**

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

Rare on flat cement surfaces and dirt for distances of up to 30 feet for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting crawl spaces.

**Operating Controls with Feet**

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

Rare for up to 5 seconds at a time for up to 1 minute total in a work shift while using a vacuum.

**Reaching above shoulder height**

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

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while trimming, pruning, working in manholes and working on pipes.

**Reaching at waist to shoulder height**

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

Continuously and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while using a weed eater, pressure washing, and operating hand and power tools.

**Reaching at knee to waist height**

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

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while using a wheelbarrow, shoveling, operating a weed eater, raking and pressure washing.

**Reaching at floor to knee height**

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

Frequently on wet/slippery surfaces, uneven ground and steep slopes for up to 5 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while weeding, shoveling, mudding basins, securing bands on pipes, performing small equipment repair, planting and performing foreign object debris (FOD) pick up.

**Lifting 1-10 pounds**

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

Frequently and highly repetitive for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 7-8 pounds while pressure washing, raking, shoveling and using hand tools.

**Carrying 1-10 pounds**

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

Frequently to continuously for distances ranging from 50 feet to 1 mile for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs with weights of 3-8 pounds while carrying keys and a 2-way radio at all times. The employee also transports tools and equipment up to 50 feet for up to 1 minute at a time for up to 4 hours total in a shift.

**Lifting 11-20 pounds**

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

Frequently and highly repetitive for up to 1 hour at a time for up to 4 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 power tools.

**Carrying 11-20 pounds**

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

Frequently for distances of up to 150 feet for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 15-17 pounds while transporting tools to and from the work truck and work site, weed eating, transporting chairs and tables for meetings and using spray tanks as well as emptying grass catchers and buckets of weeds.

**Lifting 21-50 pounds**

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. Most commonly occurs with weights of 30-50 pounds while loading and unloading ladders, bricks of tar, bags of salt, straw bails, bags of concrete, toolboxes, water jugs, sandbags, logs and rocks as well as when shoveling debris, and using a weed sprayer.

**Carrying 21-50 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. Most commonly occurs with weights of 22-35 pounds while carrying equipment to and from worksites, manipulating bricks of tar and using a weed sprayer.

**Lifting 51-100 pounds**

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

Rare for up to 30 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 60-80 pounds while lifting manholes, tables, bricks of tar, drainage grates, bags of concrete, bags of asphalt, bricks, logs, rocks, fuel canisters, sandbags, erosion control equipment, water logged hay bails, tires and batteries. Assistance is available on most occasions for heavy lifting. A lift on a truck can also be utilized.

**Carrying 51-100 pounds**

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

Rarely to Occasionally for distances of up to 50 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 60-80 pounds while carrying bags of concrete, bags of asphalt, bricks, logs, rocks, fuel canisters, sandbags, water logged hay bails, tires and batteries.

**Lifting 100+ pounds**

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

Rare for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs 1 time per year with weights of 120 pounds while lifting curb basin lids, manhole lids, and a generator. Assistance is available on most occasions for heavy lifting. A lift on a truck can also be utilized.

**Pushing and Pulling**

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

Frequently and highly repetitive for distances of up to 100 feet for up to 2 hours at a time with a force of 10-100 pounds for up to 6 hours total in a work shift while pushing and pulling brooms, shovels, rakes, push mower, wheelbarrow, generator, sled compactor, hand roller, pruning saw, hand tools and cart.

**Handling**

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

Continuously and highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while pressure washing, raking, digging, and using power and hand tools such as a compactor or saw.

**Operating Controls with Hands**

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

Continuously and highly repetitive for up to 2 hours at a time for up to 9 hours total in a work shift while pressure washing, weed eating, mowing, operating power tools and using hand tools.

**Fingering**

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

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while writing, keyboarding, performing small engine repair, weeding, conducting paperwork, assembling hand tools, using small hand tools and manipulating tie wire.

**Feeling**

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

Occasionally for up to 1 hour at a time for up to 1 hour total in a work shift while identifying equipment failure and mudding basins.

**Talking**

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

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while attending meeting, conversing with superiors and co-workers and using the 2-way radio.

**Hearing**

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

Continuously for up to 3 hours at a time for up to 6 hours total in a work shift while listening for moving machines, back-up sirens, moving aircraft, alarms, faulty machinery, and other safety hazards.

### Seeing

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

Continuously for up to 3 hours at a time for up to 6 hours total in a work shift while reading gauges, instructions, and checklists as well as when using hand tools and identifying potential hazards.

### Working with Heightened Awareness

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

Continuously for up to 3 hours at a time for up to 9 hours total in a work shift while identifying potential hazards such as moving machinery and aircraft.

## ENVIRONMENTAL FACTORS

Work is performed in an airport setting where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, moving aircraft, uneven surfaces, noxious or toxic gasses and chemicals, as well as loud noises. Hearing protection, eye protection, breathing protection and hard hats are required in some areas.

### The noise level is

Approximately 50-140 decibels. The noise is caused by power tools and airplanes.

HCP Initials if Restricted

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

Outside weather: Continuously  
Non-weather related temperatures below 55 degrees: Rare  
Non-weather related temperatures above 75 degrees: Occasionally  
Wet: Occasionally  
Humidity/dampness: Occasionally  
Fumes: Frequently  
Odors: Frequently  
Dusts: Frequently  
Mists: Occasionally  
Gases: Occasionally  
Moving mechanical parts: Continuously  
Vibration: Frequently  
Working in high, exposed places: Occasionally  
Toxic or caustic chemicals: Rare

HCP Initials if Restricted


## POTENTIAL MODIFICATIONS TO JOB

Assistance is available, on most occasions, for heavy lifting.  
Lifts can be used to reduce heavy lifting.  
A shoulder harness can be used when operating the weed eater.  
FOD sticks can be used to reduce bending/stooping.  
Anti-vibration gloves are available to use during the operation of power tools.

KING COUNTY JOB ANALYSIS COMPLETED ON: 7/20/05  
JOB TITLE: Utility Worker Assistant  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 899.687-014  
CLAIM #

### 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

---

Printed name & title of contact

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Signature of contact

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date



KING COUNTY JOB ANALYSIS COMPLETED ON: 7/20/05  
JOB TITLE: Utility Worker Assistant  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 899.687-014  
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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