

Job Title: Carpenter I
Employee:
VRC: Kyle Pletz

DOT #: 861.381-022
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KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE: Carpenter I **JOB CLASSIFICATION:** Carpenter I
DOT TITLE: Carpenter **DOT NUMBER:** 861.381-022
DEPARTMENT: Executive Services **DIVISION:** Facilities Management
OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE: 4

JOB STATUS: FT, Career Service.

ADDRESS OF WORKSITE:
King County Correctional Facility
500 5th Avenue
Seattle, WA 98104

Seattle and Regional Justice Center
620 West James Street
Kent, WA 98032

CONTACT'S NAME: Kathi Murata

CONTACT'S PHONE: 206.296-0643

CONTACT'S JOB TITLE: Assistant Facilities Maintenance Manager

DATE COMPLETED: 10/2/02

VRC NAME Jeff Casem

DATE REVISED 10/23/09

WORK HOURS:
6:00am to 2:30pm or 8:00am to 4:30pm; 8 hours per day, 5 days per week.

OVERTIME: Rare, 12 hours per month.

JOB DESCRIPTION:
Performing journey-level carpentry activities including the construction, repair and maintenance of equipment, buildings and other structures including a secure detention facility.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS:

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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 pass a thorough DAJD background investigation for work in the correctional facilities. Must join the union within 30 days of hire.

ESSENTIAL FUNCTIONS Listed in order of importance:

1. Install and repair doors, windows and related hardware, including locking mechanisms, closures, and keying systems on detention and other 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 finishes.
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 and maintain secure computer key coding system and inventory of all locking mechanisms for the facilities.

NON-ESSENTIAL FUNCTIONS:

1. Safety committee.
2. Computer database entry and maintenance.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED:

Hand tools including hammer, screwdriver, etc, power tools including table saw, miter saw, sanders, band saw, sawzall, rotor hammer, nail gun, pole gun, drills, drill press, key machine, stilts, Ivy lift, Hi lift, cement mixer, laser level, county van or pickup truck (both manual and automatic transmission), phone, haz-mat suit, hard hat, cotton, leather and rubber gloves, knee pads, ear plugs and muffs, rain suit and hat, body harness, safety glasses, respirator, dust mask, rubber boots and computer.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED:

Continuously = occurs 66-100% of the time

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Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rare = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

This job is classified as: Heavy to Very Heavy

Standing

Occasionally on concrete, tile, vinyl, carpet, rubber mat or dirt surfaces for 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while cutting keys and ceiling tiles, repairing blinds and assembling furniture.

Walking

Occasionally on flat cement and linoleum surfaces for distances of up to ¼ mile for up to 10 minutes at a time, for up to 4 hours total in a work shift. On average, Carpenters walk approximately 2 hours per day in the RJC and 1.5 hours per day in the KCCF. See attached document for pedometer recordings.

Sitting

Occasionally on padded office chair or automobile seat for up to 1 hr. at a time for up to 6 hours total in a work shift. Most commonly occurs while using computer, completing paperwork and driving a County vehicle as well as working on locks and keys.

Climbing stairs

Occasionally for up to 35 seconds at a time while climbing 30 stairs for up to 3 minutes total in a work shift. Most commonly occurs while using stairs to get to the second floor of the inmate quarters. Once a year the employee inspects the stairwells in a 12-story building.

Climbing

Rarely on ladder or scaffolding to heights of 10 feet for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while installing ceiling tiles and signs as well as working on overhead door assemblies and locks.

Balancing

Occasionally on wet floors, ladders and scaffolding at heights of up to 10 feet for up to 10 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.

Bending/Stooping

Occasionally for up to 30 seconds at a time for up to 2 hours total in a work shift. Most commonly occurs while reaching for tools, installing floor tiles, installing ceiling tiles and working on items on the floor such as baseboard trim.

Kneeling

Occasionally on concrete, tile, vinyl, carpet, rubber mat or dirt surfaces for up to 20 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while installing or re-grouting floor tiles as well as installing rubber base trim.

Crawling

Rarely for up to 10 feet for up to 10 seconds at a time for up to 30 seconds total in a shift while installing or re-grouting floor tiles as well as installing rubber base trim.

Crouching

Occasionally on concrete, tile, vinyl, carpet, rubber mat or dirt surfaces for up to 20 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while installing or re-grouting floor tiles as well as installing rubber base trim.

Operating Controls with Feet

Occasionally for up to 10 minutes at a time for up to 30 minutes total in a work shift while driving a County vehicle with an automatic transmission.

Reaching above shoulder height

Occasionally for up to 30 minutes at a time for up to 2 hours in a work shift while installing ceiling tiles and signs as well as working on overhead door assemblies and locks.

Reaching at waist to shoulder height

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while using hand tools, cutting keys, cutting materials, working on locks and performing bench work.

Reaching at knee to waist height

Occasionally for up to 30 minutes at a time for up to 1.5 hours in a work shift while assembling furniture, working on locks and door handles as well as installing keyboard trays or wainscoting.

Reaching at floor to knee height

Occasionally on concrete, tile, vinyl, carpet, rubber mat or dirt surfaces for up to 20 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while installing or re-grouting floor tiles as well as installing rubber base trim.

Lifting 1-10 pounds

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift while utilizing hand and power tools, manipulating materials and installing/removing locks.

Carrying 1-10- pounds

Occasionally for distances of up to ¼ mile for up to 10 minutes at a time for up to 2 hours total in a work shift while transporting hand and power tools as well as materials.

Lifting 11-20 pounds

Rarely for up to 20 seconds at a time for up to 5 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

Occasionally for distances of up to 30 feet for up to 30 seconds at a time for up to 30 minutes total in a work shift while moving ladders and tools to and from work sites.

Lifting 21-50 pounds

Rarely for up to 20 seconds at a time for up to 2 minutes total in a work shift while installing 35 to 40 pound partitions and bundles of metal studs and ceiling tiles.

Carrying 21-50 pounds

Occasionally for distances of up to 100 feet for up to 30 seconds at a time for up to 5 minutes total in a work shift while installing 35-40# partitions and moving building materials.

Lifting 51-100 pounds

Rarely of sacks of cement and sheetrock for up to 10 seconds at a time for up to 5 minutes in a work shift while installing cement, polycarbonate or sheetrock.

Carrying 51-100 pounds

Rarely for distances of up to 30 feet for up to 30 seconds at a time for 1 minute total in a work shift. Most commonly occurs with weights of 60 to 75 pounds while mixing concrete and installing sheetrock and ceiling tiles. The employee may perform a two person lift of a 125 pounds sheet of polycarbonate or sheetrock.

Lifting 100+ pounds

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

Carrying 100+ pounds

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.

Pushing and Pulling

Occasionally with a force of 25 pounds for distances of up to ¼ mile for up to 10 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.

Handling

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift while using hand and power tools.

Operating Controls with Hands

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift while using power tools and making keys.

Fingering

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

Talking

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

Continuously for up to 2.5 hours at a time for up to 7 hours total in a shift while conversing with co-workers, superiors and customers as well as identifying equipment failure and potential hazards such as violent inmates.

Tasting/Smelling

Rarely to detect mold or fumes for up to 1 minute at a time for up to 1 minute total in a work shift when unusual odors are detected.

Near acuity—clarity of vision at 20 inches or less

Occasionally for up to 30 minutes at a time for up to 2 hours in a shift while using a key machine, riveting, screw assembly and marking walls.

Far acuity—clarity of vision at 20 feet or more

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift while driving a County vehicle and identifying the location of inmates.

Depth perception—three dimensional vision

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while working from ladders and scaffolding as well as identifying potential dangers and ensuring safe distance from inmates.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while looking for potential dangers and ensuring security of facility.

TEMPERAMENTS:

Directing, controlling or planning activities of others - occasionally
Performing repetitive or short-cycle work - occasionally
Influencing people in their opinions, attitudes and judgments – rarely to occasionally
Performing a variety of duties - continuously
Expressing personal feelings - rarely
Working alone or apart in physical isolation from others - frequently
Working effectively under stress - rarely
Attaining precise set limits, tolerances and standards - continuously
Working under specific instructions – frequently to continuously
Working with others - occasionally
Making judgments and decisions – frequently to continuously

ENVIRONMENTAL FACTORS:

Work is performed in a correctional facility setting with exposure to felon and misdemeanor inmates. The worker is exposed to potentially violent and or hostile inmates. The worker is also exposed to multiple power and cutting tools. The noise level is quiet to very loud.

Workers may be exposed to:
Outside weather - occasionally
Extreme cold - rarely

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Extreme heat - rarely
Wet - occasionally
Humidity/dampness- occasionally
Fumes - occasionally
Odors - rarely
Dust - Frequently
Mist - rarely
Gases - rarely
Poor ventilation - occasionally
Moving mechanical parts - frequently
Vibration - frequently
Working in high, exposed places - occasionally
Working with explosives - rarely
Working with toxic or caustic chemicals - occasionally

POTENTIAL MODIFICATIONS TO JOB

A cart can be used to reduce carrying.
A motorized cart may be used to reduce walking.
The worker can use a chair when working on some locks and door assemblies to reduce standing.
A County vehicle can be used to reduce walking when traveling between the jail and the courthouse.

Signature & title of evaluator Date

Signature & title of contact Date

Signature & title of employee 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.

☐ The employee is released to perform the described duties on a reduced schedule. 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