

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Supervisor III

**JOB CLASSIFICATION** Supervisor III

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 188.137-010

**DOT TITLE** Supervisor, Government Services

**DEPARTMENT** Executive Services

**DIVISION** Facilities Management

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

**CONTACT'S NAME & TITLE** Kathi Murata, Assistant Manager

**CONTACT'S PHONE** 206-296-0643

### ADDRESS OF WORKSITE

500 4<sup>th</sup> Ave  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 9/12/08

**VRC NAME** Jeff Casem

**DATE REVIEWED** 10/23/09

### WORK HOURS

The workweek is normally 40 hours, Monday through Friday.

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

This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. Emergencies and meetings may require performance of duties outside of normal business hours. When fulfilling the role of Duty Manager, on-call assignment during weekends and evenings is required.

### JOB DESCRIPTION

Plan, coordinate, implement, monitor and approve the administrative direction and management of multiple trade workers, administrative, or professional staff for a facility, a group of facilities or multiple locations.

### 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**

- Bachelors degree with major course work in construction, engineering, property management or facilities management and two years of progressively responsible experience in building operations or six years of building operations management experience, or a combination of education and experience
- Four years of increasingly responsible supervisory experience in a private or public organization working with a variety of building operations such as custodial, mechanical, utilities, HVAC, boilers, HazMat, etc.
- Demonstrated knowledge of accepted supervisory principles and practices
- Demonstrated knowledge of the training methods and techniques used in building operations
- Demonstrated ability to make quick and accurate decisions in emergency situations
- Demonstrated ability to operate computers and software programs including Microsoft Word and Excel
- Proficient with Microsoft Access and Management Information Systems
- Demonstrated ability to solve complex customer service issues with tact and diplomacy and ability to work with a broad and diverse customer base
- Skill in analyzing, interpreting, developing, predicting, monitoring and balancing the budget of a work unit, a facility or a group of facilities
- Skill in construction/maintenance cost estimating
- Skill in the planning, scheduling, utilization and coordination of a variety of skilled, semi-skilled and unskilled workers, supervisors and support staff to satisfy the goals and objectives of the work unit, a facility or a group of facilities
- Skill in communicating effectively both orally and in writing with employees, peers, supervisors, customers, County officials and union representatives
- Skill in supervising effectively through subordinate supervisors, establishing goals and assigning responsibilities, setting work performance standards, establishing work priorities, making program changes, and resolving safety, training and personnel issues
- Skill in dealing with stressful situations
- Experience in service level negotiations and project contracting required.
- Candidates must possess a valid Washington State Driver's License prior to appointment or the ability to travel throughout King County in a timely manner.
- Final appointment is contingent upon successfully passing thorough Facilities Management Division and Department of Adult and Juvenile Detention (DAJD) background investigations, and an employment physical examination.

## **ESSENTIAL FUNCTIONS**

- Develop, plan, organize, implement and direct the annual programs and objectives for multiple work units of trade employees, administrative or professional staff.
- Develop, implement, and maintain short, mid and long range operating plans for multiple work units or a facility or a group of facilities
- Develop, implement, administer and monitor annual budgets and staffing plans in conjunction with Division management for multiple work units, or a facility or a group of facilities
- Oversee capital project planning, coordination, cost estimating, scheduling and monitoring for work performed by in-house crews

- Administer union contracts
- Conduct employee performance evaluations of all work unit supervisors, support staff, and employees
- Conduct work unit employee discipline, grievance response and conflict resolution
- Implement and provide direction for multiple work unit safety and training programs
- Provide guidance and direction in making work quality, customer service and employee satisfaction improvements
- Develop physical and human resource requirements, establish objectives and priorities, assign responsibilities and authority to subordinate supervisors, be held accountable for the work performance of work unit, a facility or a group of facilities, approve material and equipment purchases, and hire employees
- Develop routine and preventative maintenance programs and procedures as well as oversee completion of capital and operating projects
- Direct and control the mobilization of trades' employees in emergency situations
- Monitor energy consumption for assigned facilities with the intent to improve efficiencies in building operations
- Write technical reports, budget requests and correspondence for executive, department or division level signature
- Develop and implement section-wide safety and training programs.

#### **PERSONAL PROTECTIVE EQUIPMENT USED**

Hard hat, eye protection, ear protection and safety vest.

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

Phone fax machine, computer (MS Word, Excel, Outlook, Access, various databases, maintenance management programs, work order tracking, project management software, etc.), Blackberry cellular telephone, copy machine, adding machine, etc.

#### **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 carpet, tile, linoleum, concrete, VCT, grass, dirt, asphalt, uneven ground (construction projects) surfaces for up to 10-15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while conversing with crews, observing projects and conducting presentations.

**Walking**

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

Frequently on carpet, tile, linoleum, concrete, VCT, grass, dirt, asphalt, uneven ground (construction projects) surfaces for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while inspecting projects/work, checking on crews, interacting with tenants, traversing various facilities.

**Sitting**

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

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while attending meetings, conducting meetings, performing computer duties, driving, attending trainings and reviewing document/work orders.

**Climbing stairs**

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

Occasionally for up to 13 floors (descending) at a time for up to 30 minutes total in a work shift. Most commonly occurs while inspecting projects (stairwell cleanliness) and facilities.

**Climbing**

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

Rarely on a ladder to heights of up to 8 feet for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting upper areas and equipment such as HVAC.

**Balancing**

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

Occasionally for up to 15 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while traversing roofs with low parafalls, loading dock, snow, ice, uneven ground and wet/slick surfaces.

**Bending neck up**

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

Frequently to Continuously for up to 30 minutes at a time for up to 4-6 hours total in a work shift. Most commonly occurs while inspecting upper areas and equipment such as HVAC. The employee also bends the neck up while attending meetings/presentations and looking up at an elevated screen.

**Bending neck down**

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

Frequently to Continuously & Highly Repetitive for up to 30 minutes at a time for up to 4-6 hours total in a work shift. Most commonly occurs while performing computer duties and reviewing document/work orders.

**Bending/Stooping**

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

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while filing as well as when traversing areas with low ceilings.

**Kneeling**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while filing and inspecting lower areas of facilities or equipment. The employee can alternate with squatting and bending/stooping as needed to reduce/eliminate kneeling.

**Squatting**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while filing and inspecting lower areas of facilities or equipment. The employee can alternate with kneeling and bending/stooping as needed to reduce/eliminate squatting.

**Operating Controls with Feet**

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

Frequently for up to 1.5 hours at a time for up to 5 hours total in a work shift while driving a County vehicle with an automatic transmission.

**Reaching above shoulder height**

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

Occasionally for up to 1 minute at a time for up to 45 minutes total in a work shift while reaching for items on upper shelves and in upper cabinets as well as when writing on a whiteboard, conducting presentations etc.

**Reaching at waist to shoulder height**

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

Frequently to Continuously for up to 1.5 hours at a time for up to 4-6 hours total in a work shift while writing, typing, computer duties, manipulating documents/work orders and driving.

**Reaching at knee to waist height**

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

Occasionally for up to 15 minutes at a time for up to 1-2 hours total in a work shift while filing.

**Reaching at floor to knee height**

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

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift while filing.

**Lifting 1-10 pounds**

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

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 2-6 pounds while manipulating files, documents and reference materials.

**Carrying 1-10 pounds**

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

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while transporting files, documents and reference materials to various facilities.

**Lifting 11-20 pounds**

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

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while manipulating blueprints, binders and reference materials.

**Carrying 11-20 pounds**

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

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while transporting blueprints, binders and reference materials. A cart is available to reduce carrying.

**Lifting 21-50 pounds**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 30 pounds while manipulating plans/blueprints.

**Carrying 21-50 pounds**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 30 pounds while transporting plans/blueprints.

**Pushing and Pulling**

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

Occasionally for up to 15 seconds at a time for up to 15 minutes total in a work shift while opening and closing drawers and doors (up to 10-20 pounds).

**Handling**

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

Frequently to Continuously for up to 1.5 hours at a time for up to 4-6 hours total in a work shift while driving and opening doors as well as manipulating blueprints, large files and reference materials.

**Operating Controls with Hands**

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

Frequently to Continuously & Highly Repetitive for up to 1.5 hours at a time for up to 4-6 hours total in a work shift while driving and operating a computer mouse.

**Fingering**

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

Continuously & Highly Repetitive for up to 15 minutes at a time for up to 6-8 hours total in a work shift while typing, writing, manipulating documents, using a Blackberry, dialing the telephone and using a ten key.

**Feeling**

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

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift while feeling surfaces for cleanliness as well as when addressing temperature issues in buildings.

**Talking**

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

Continuously & Highly Repetitive for up to 30 minutes at a time for up to 6-7 hours total in a work shift while speaking with tenants, coworkers and crews as well as when conducting trainings and presentations.

**Hearing**

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

Continuously & Highly Repetitive for up to 2.5 hours at a time for up to 6-7 hours total in a work shift while speaking with tenants, coworkers and crews as well as when conducting trainings and presentations.

**Seeing**

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

Continuously & Highly Repetitive for up to 2.5 hours at a time for up to 7 hours total in a work shift while conducting trainings and presentations, inspecting projects, performing computer duties and utilizing reference materials.

Health Care Provider initials if restricted

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The employee can alternate between crouching and kneeling.

## 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.

\_\_\_\_\_  
Kyle Pletz, BA, VRC, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
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