

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Equipment Services and Maintenance Specialist

**JOB CLASSIFICATION** Automotive Service Attendant

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 630.381-022

**DOT TITLE** Lubrication-Equipment Servicer

**DEPARTMENT** Transportation

**DIVISION** Fleet Administration

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

**CONTACT'S NAME & TITLE** Daryl Dennis, Motor Pool Supervisor

**CONTACT'S PHONE** 206-296-8159

### ADDRESS OF WORKSITE

707 South Orcas  
Seattle, WA 98108

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 12/24/08

### WORK HOURS

7-300 pm Monday through Friday, 40 hours per week.

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

Rarely based upon business demand.

### JOB DESCRIPTION

Performs preventive maintenance and tire repair on a variety of vehicles, stationary equipment or related components.

### 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**

Basic mathematical aptitude and knowledge in the use and care of tools and equipment. Must have basic knowledge of industrial and shop safety rule, procedures and equipment. Must have skill in the use of basic hand and air tools. Must have basic knowledge of computer operation as well as the ability to use maintenance, operations, and parts manuals to assist in preventative maintenance and repairs. Must possess a Washington State Driver's License.

## **ESSENTIAL FUNCTIONS**

1. Perform preventative maintenance and safety inspections of vehicles.
2. Clean a variety of vehicles.
3. Assist journey level trade personnel in performing mechanical, electrical and hydraulic overhaul and repair work on automobiles, trucks, trailers, generators and other automotive, construction, road repair, maintenance and other mechanical equipment.
4. Use diagnostic equipment to evaluate vehicle emission.
5. Document maintenance, repairs and problems on work orders.
6. Assist journey level personnel in troubleshooting and evaluation repair needs, planning strategies, and parts, tools, and equipment needs.
7. Open and close work orders using computer terminals.
8. Plan and coordinate repairs with other work areas.
9. Attend specialized training classes as required.
10. Maintain inventory, receive and stock various tires.
11. Dispose of scrap tires in accordance with policies and regulations.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Eye protection, ear protection, kneepads, safety vest, safety boots, back brace, rain gear, coveralls.

## **OTHER TOOLS & EQUIPMENT USED**

Tires, various hand tools, oil filters, air filters, various County vehicles (both manual and automatic transmissions), lube truck, tire truck, forklift, oil, various vehicle fluids, computer, jumper cables, telephone, air tools, impact tools, crane, inflation gage, tire balancing machine, tire separator, tire mounter, pen, paper, work orders and emission testing machine.

## **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—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.

**Standing**

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

Occasionally on all conceivable surfaces including roadside surfaces for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while mounting tires, balancing tires, retrieving tires, jump starting vehicles and performing lubrication duties.

**Walking**

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

Occasionally to frequently on all conceivable surfaces including for distances of up to 100 feet for up to 20 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while walking between vehicles and the shop, walking between various County buildings and assisting persons in the field.

**Sitting**

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

Frequently on a stool or automobile seat for up to 2 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while driving, performing computer duties, addressing work orders, performing maintenance documentation. Driving can consist of taking a shop truck to anywhere in the County (as far as Skykomish or Vashon Island) in order to assist a County employee with such activities as tire repair, jumpstart, install chains, provide gasoline etc.

**Climbing stairs**

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

Rare for up to 6 steps for up to 10 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs while climbing a mobile staircase to retrieve and place tires on a rack.

**Climbing**

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

Occasionally on various vehicles, ladders, etc. to heights of up to 5 feet for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while removing light bars on vehicles.

**Balancing**

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

Occasionally on uneven ground and heavy equipment at heights of up to 5 feet for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while servicing vehicles and equipment at work sites, which can include undeveloped land as well as thick vegetation.

**Bending neck up**

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

Occasionally to frequently for up to 2-3 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while repairing parts near/on the top of vehicles or working under a vehicle on a lift

**Bending neck down**

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

Frequently for up to 10 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while working on lower parts of vehicles such as tires.

**Bending/Stooping**

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

Frequently on all conceivable surfaces for up to 5 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while servicing vehicles and equipment in the field, mounting tires, emptying drain pans and installing tires. The employee might be able to reduce bending/stooping by alternating with crouching or kneeling.

**Kneeling**

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

Occasionally on all conceivable surfaces for up to 4 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires. The employee might be able to reduce kneeling by alternating with crouching or bending/stooping.

**Squatting**

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

Occasionally on all conceivable surfaces for up to 4 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires. The employee might be able to reduce crouching by alternating with bending/stooping or kneeling.

**Crawling**

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

Occasionally on all conceivable surfaces for distances up to 5 feet for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires as well as inspecting the underside of vehicles/equipment, replacing oil filters, manipulating jack and jack stands and removing and replacing oil pan plugs.

**Operating Controls with Feet**

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 while driving various County vehicles with manual and automatic transmissions.

**Reaching above shoulder height**

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 performing lubrication duties on vehicles that are on a lift.

**Reaching at waist to shoulder height**

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 driving various County vehicles, performing lubrication duties and working on tires and wheels.

**Reaching at knee to waist height**

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

Occasionally for up to 30 seconds at a time for up to 20 minutes total in a work shift while performing lubrication duties and inspecting tires.

**Reaching at floor to knee height**

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

Frequently on all conceivable surfaces for up to 4 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires.

**Lifting 1-10 pounds**

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

Occasionally for up to 1.5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating various hand tools, filters, fluids, air tools, nozzles, small tires, lube gun and oil gun.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to 100 feet for up to 1.5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting various hand tools, filters, fluids, air tools, nozzles, small tires, lube gun and oil gun.

**Lifting 11-20 pounds**

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

Occasionally for up to 1.5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 13-17 pounds while manipulating various air tools and small tires.

**Carrying 11-20 pounds**

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

Occasionally for distances of up to 60 feet for up to 1.5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 13-17 pounds while transporting various air tools, tool kits and small tires.

**Lifting 21-50 pounds**

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

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-45 pounds while manipulating tires, rims and light bars (44 pounds).

**Carrying 21-50 pounds**

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

Occasionally for distances of up to 10 feet for up to 20 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-44 pounds while manipulating various tires and light bars (44 pounds).

**Lifting 51-100 pounds**

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

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 50-80 pounds while manipulating tires (most common tire and rim combination is 60 pounds) and batteries.

**Pushing and Pulling**

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

Frequently for distances of up to 60 feet for up to 3 minutes at a time with a force of up to 30 pounds for up to 4 hours total in a work shift while rolling tires as well as turning wrenches and ratchets.

**Handling**

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

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while manipulating hand tools and automotive parts as well as driving.

**Operating Controls with Hands**

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

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while operating the computer mouse, power tools, air tools and equipment as well as driving various County vehicles with manual and automatic transmissions.

**Fingering**

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

Frequently for up to 2 minutes at a time for up to 3 hours total in a work shift while using a computer and writing as well as manipulating screws, bolts, drain plugs, filters, and small hand tools.

**Feeling**

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

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift while touching scuffs for tire patches as well as threading lug nuts, filters and screws.

**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 conversing with co-workers, customers and superiors.

**Hearing**

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

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while conversing with co-workers, customers and superiors as well as when identifying potential safety hazards such as equipment, tools, moving machinery when working out in the field.

**Seeing**

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

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while driving various County vehicles and identifying potential safety hazards such as moving machinery.

**Working with Heightened Awareness**

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

Continuously for up 2.5 hours at a time for up to 7.5 hours at time while working around moving machinery, traffic, power tools, vehicle exhaust, slick surfaces etc.

**ENVIRONMENTAL FACTORS**

Work is performed in various settings that range from an automotive shop to undeveloped land. The worker may have to respond to roadside assistance calls, which could expose them to moving vehicles, inclement weather and unpredictable situations. Tasks are performed 90-95% inside, frequently low noise and occasionally higher noises with an average of 77.9 dB

**The noise level is**

Approximately 77.9 decibels. The noise is caused by hand tools.

HCP Initials if Restricted

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**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: Frequently

HCP Initials if Restricted


Humidity/dampness: Occasionally  
Fumes: Occasionally  
Odors: Occasionally  
Dusts: Frequently  
Mists: Occasionally  
Gases: Rare  
Moving mechanical parts: Frequently  
Vibration: Frequently  
Toxic or caustic chemicals: Rare


### POTENTIAL MODIFICATIONS TO JOB

Use lift equipment to reduce the lifting of tires.  
Use a cart to reduce carrying.  
Tire balancer with tire lift.  
Tire lift for tire machine.  
Tire hand truck for mounting tires and rims on vehicles.



\$32.98

KING COUNTY JOB ANALYSIS COMPLETED ON: 12/23/08  
JOB TITLE: Equipment Services and Maintenance Specialist  
EMPLOYEE:

DOT #: 630.381-022  
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

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Printed name & title of contact

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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