

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Fire Inspector-Annual Inspections

**JOB CLASSIFICATION** Deputy Fire Marshal II

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 373.267-018

**DOT TITLE** Fire Investigator Lieutenant

**DEPARTMENT** Development and Environmental Services

**DIVISION** Fire Marshall

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 1

**CONTACT'S NAME & TITLE** John Klopfenstein, Fire Marshall

**CONTACT'S PHONE** 206-296-7071

### ADDRESS OF WORKSITE

900 Oaksdale Ave. SW  
Seattle, WA 98178

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 11/28/06

**VRC NAME** Jeff Casem

**REVIEWED** 04/22/09

### WORK HOURS

40 hours per week, four days per week, during the core hours of 8:00 am to 4:00 pm.

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

Optional on an occasional basis, based upon business demand. On average the employee may work 0-2 hours per week overtime.

### JOB DESCRIPTION

Performing journey level fire protection and inspections. Responsibilities include inspections of fire protection systems, and hazardous materials, places of assembly and International Fire Code (IFC) requirements to ensure applicable fire and life safety codes are met.

### 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**

Must possess at least five years of appropriate experience with fire and building codes. Must possess knowledge of and demonstrated experience in the application and interpretation of fire codes and standards. Knowledge of building codes that relate to fire safety. Must possess advanced knowledge of and demonstrated experience in the application of codes involving life safety and hazardous materials. Must possess advanced knowledge of and demonstrated experience in the application of National Fire Protection Association (NFPA) codes. Must possess advanced knowledge of construction methods and materials and construction sequencing that relate to fire code requirements. Must possess skill in performing inspections and preparing reports; working effectively with others; and communicating effectively orally and in writing. An offer of employment will be contingent on the successful completion of a pre-employment physical examination. Must have a current Washington State driver's license and a good driving record. A complete driving abstract will be required. Employees must serve a six month probationary period, subject to extensions up to twelve months. Employees in this capacity must seek International Fire Code Certification within eighteen months of employment.

## **ESSENTIAL FUNCTIONS**

1. Perform inspections on new and existing construction, fire protection systems, hazardous materials, and places of assembly, applying ICF requirements to ensure they meet applicable fire and life safety codes.
2. Read, interpret and review plans and drawings for adherence to fire prevention codes and ordinances; assist architects, developers and contractors in achieving compliance with County, State and Nationally recognized fire and life safety standards.
3. Educate the general public on fire safety and how to recognize fire hazards; assist with evacuation planning and fire drills; and perform fire extinguisher training.
4. Respond to inquiries, complaints, policy questions, code questions, hazardous material issues and home fire safety assistance.
5. Maintain detailed records, and prepare reports of inspections and other work performed.
6. Research and locate needed information to deal with code applications and violations.
7. Prepare written responses to numerous code application requirements, complaints and information needs.
8. Interact with multiple fire districts to communicate about fire safety issues and coordinate inspections.
9. Make recommendations on modifications to policies and/or procedures.
10. Write technical reports for inspection sites, code applications and complaints.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Hard hat, hearing protection, half face respirator, clipboard, steel toed shoes, eye protection and gloves.

## **OTHER TOOLS & EQUIPMENT USED**

County vehicle, two way radio, copy machine, camera, cart, cellular telephone, pager, ladder, files, documents, reference materials, plans, computer and fax 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**

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 flat linoleum and carpet as well as at construction areas which may include uneven ground for up to 5-20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while inspecting job sites, participating in pre-construction meetings and speaking with customers.

### **Walking**

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

Continuously on flat linoleum and carpet as well as at construction areas which may include uneven ground for distances of up to 1-1.5 hours at a time for up to 7.50 hours total in a work shift. Most commonly occurs while walking to and from construction sites as well as around. On a rare occasion the employee may need to walk up to 3 hours at a time when inspecting large facilities such as strip malls, schools or aircraft hangers.

### **Sitting**

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

Continuously on an office chair or automobile seat for up to 2.5 hours at a time for up to 8.75 hours total in a work shift. Most commonly occurs while performing computer duties, speaking with customers and driving a County vehicle to locations as far as Stevens pass.

### **Climbing stairs**

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

Rarely for up to 5 minutes at a time while climbing up to 5 flights for up to 50 minutes total in a work shift. Most commonly occurs while inspecting construction sites and large facilities such as multifamily buildings and aircraft hangers.

### **Climbing**

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

Rarely on a ladder to heights of up to 5 feet for up to 1 minute at a time for up to 25 minutes total in a work shift. Most commonly occurs while using a ladder to look at a sprinkler head in an upper location.

### **Bending neck up**

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

Occasionally for up to 5 minutes at a time for up to 2.50 hours total in a work shift. Most commonly occurs while looking for items on upper shelves and inspecting overhead sprinkler systems.

**Bending neck down**

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

Occasionally & Highly Repetitive for up to 5 minutes at a time for up to 3.25 hours total in a work shift. Most commonly occurs while reviewing plans, reading documents and writing.

**Bending/Stooping**

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

Rarely on flat carpeted and linoleum surfaces for up to 10 minutes at a time for up to 40 minutes total in a work shift. Most commonly occurs while inspecting items in lower areas and traversing construction sites. The employee can alternate between bending/stooping or squatting as needed.

**Squatting**

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

Rarely on flat carpeted and linoleum surfaces for up to 10 minutes at a time for up to 40 minutes total in a work shift. Most commonly occurs while reaching for plans and obtaining files out of lower drawers. The employee can alternate between bending/stooping or squatting as needed.

**Operating Controls with Feet**

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

Occasionally for up to 1 hour at a time for up to 3.25 hours total in a work shift while driving a County vehicle to and from construction sites. On a rare occasion the employee may need to drive frequently for up to 2-2.5 hours at a time up to 6.25 hours in a shift to go to a site in Skykomish or Stevens Pass.

**Reaching at waist to shoulder height**

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

Continuously & Highly Repetitive for up to 2.5 hours at a time for up to 8.75 hours total in a work shift while driving a County vehicle, using a clipboard, performing computer work and reviewing plans. On a rare occasion the employee may need to drive frequently for up to 2-2.5 hours at a time up to 6.25 hours in a shift to go to a site in Skykomish or Stevens Pass.

**Reaching at knee to waist height**

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

Rarely for up to 30 seconds at a time for up to 15 minutes total in a work shift while obtaining items from car seat, lower shelves and file drawers.

**Reaching at floor to knee height**

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

Rarely on flat carpeted and linoleum surfaces for up to 15 seconds at a time for up to 7 minutes total in a work shift. Most commonly occurs while reaching for plans and obtaining files out of lower drawers.

**Lifting 1-10 pounds**

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

Rarely for up to 15 seconds at a time for up to 7 minutes total in a work shift. Most commonly occurs with weights of 2-8 pounds while manipulating clipboards, files and reference materials.

**Carrying 1-10 pounds**

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

Frequently for up to 30 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs with weights of 2-5 pounds while carrying clipboard and plans to, from and around inspection sites.

**Lifting 11-20 pounds**

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

Rarely for up to 15 seconds at a time for up to 7 minutes total in a work shift. Most commonly occurs with weights of 12-20 pounds while manipulating plans, files and reference materials.

**Carrying 11-20 pounds**

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

Frequently for up to 30 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs with weights of 12-20 pounds while carrying plans within the work area as well as to and from inspection sites.

**Lifting 21-50 pounds**

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

Rarely for up to 5-10 seconds at a time for up to 2 minute total in a work shift. Most commonly occurs with weights of up to 35 pounds while manipulating large plans. A cart is available to avoid carrying.

**Pushing and Pulling**

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

Rarely for distances of up to 170 feet for up to 3 minutes at a time with a force of up to 10 pounds for up to 25 minutes total in a work shift. Most commonly occurs while manipulating plans, as well as when opening/closing doors and drawers.

**Handling**

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

Frequently for up to 30 minutes at a time for up to 5 hours total in a work shift while driving a County vehicle to and from construction sites as well as when manipulating a clipboard while inspecting sites. On a very rare occasion the employee may need to drive up to 2-2.5 hours at a time up to 6.25 hours in a shift to go to a site in Skykomish or Stevens Pass.

**Operating Controls with Hands**

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

Frequently for up to 1 hour at a time for up to 4.25 hours total in a work shift while driving a County vehicle to and from inspection sites as well as when using a computer mouse. On a rare occasion the employee may need to drive up to 2-2.5 hours at a time up to 6.25 hours in a shift to go to a site in Skykomish or Stevens Pass.

**Fingering**

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

Occasionally & Highly Repetitive for up to 5 minutes at a time for up to 3.25 hours total in a work shift while typing, writing, using the computer mouse, manipulating documents and performing office duties.

**Talking**

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

Continuously for up to 30 minutes at a time for up to 7.5 hours total in a work shift while completing inspections, discussing work assignments with staff as well as when conversing with customers in person and via telephone.

**Hearing**

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

Continuously for up to 30 minutes at a time for up to 7.5 hours total in a work shift while completing inspections, listening to alarms, discussing work assignments with staff as well as conversing with customers in person and via telephone.

**Seeing**

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 8.75 hours total in a work shift while performing inspections and driving a County vehicle.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting as well as at various inspection sites which may include facilities under construction.

**The noise level is**

HCP Initials if Restricted

Approximately 40-120 decibels. The noise is caused by large trucks at a construction site, industrial equipment and fire alarms.

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

HCP Initials if Restricted

Outside weather: Occasionally

Fumes: Occasionally

Odors: Occasionally

Dusts: Occasionally

Moving mechanical parts: Occasionally

Working in high, exposed places: Rarely

Working with explosives: Rarely


**POTENTIAL MODIFICATIONS TO JOB**

Ergonomic workstation complete with an adjustable chair with lumbar support for increased comfort while sitting for an extended duration.

Alternate tasks to reduce static positions.

Alternate sitting and standing as needed when reviewing plans.

Sit stand work station to reduce static postures.

Use a cart to reduce carrying heavy plans.

## 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

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Date

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Printed name & title of employee

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Signature of employee

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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