

JOB TITLE: Crew Chief
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 821.361-026
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Crew Chief

JOB CLASSIFICATION Crew Chief

DOT TITLE Highway-Maintenance Supervisor

DOT NUMBER 899.134-010

DEPARTMENT Transportation

DIVISION Roads Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 29

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

155 Monroe Avenue North
Renton, WA 98056-3819

CONTACT'S NAME Tony Leadbetter and Steve Wilson

CONTACT'S PHONE 206-293-8197, 206-296-8144

DATE COMPLETED 9/10/03

VRC NAME Jeff Casem

DATE REVISED 6/2/09

WORK HOURS

8 hours per day five days per week, 7:00am-3:30pm during winter months. 10 hours per day Monday through Thursday 6:00am-4:30 during summer months.

OVERTIME

Required on an emergency basis and during inclement weather. Overtime hours vary upon business demand, season and weather.

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JOB DESCRIPTION

Oversees the day-to-day activities of a large crew or work group of maintenance employees. Incumbents also may be required to perform maintenance work when necessary.

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 judgement.
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, and/or coaching/counseling..

JOB SPECIFIC REQUIREMENTS

Minimum of three years work experience as a road maintenance worker (i.e. utility worker, truck driver, equipment operator, carpenter). Must have knowledge of environmental regulations, OSHA/WISHA requirements. Must have knowledge of workload planning principles, safety procedures and job/project estimation as well as building, crafts and mechanical trades. Must have skill in reading blueprints and schematic drawings. Must have the ability to use Microsoft Word and Excel and usage of the Internet for the purpose of preparing job estimates, daily dispatch, material reports, etc. as they pertain to the job. Must have the ability to lead a crew and promote team building and conflict resolution as well as the ability to provide onsite monitoring, direction and correction of work performance. Must possess a valid Washington State driver's license.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Plan and organize crew work activities. Ensure that required material and equipment are available to perform work.
2. Provide onsite monitoring, direction, and correction of work performance.
3. Ensure that work crews comply with construction, OSAH/WISHA, and environmental standards, codes, regulation and specifications.
4. Receive, investigate and resolve routine citizen complaints related to drainage problems, roadway surfaces, shoulders, signs, and rights-of-way, and ensue that appropriate remedial action is taken.
5. Prepare or assist with job estimates of materials, work crew, and equipment for assigned projects.
6. Provide oral and written instructions, guidance, and assistance to work crews and monitor crew work activities.

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7. Inspect roads and rights-of-way to detect traffic hazards and report defects to appropriate authorities.
8. Monitor and document employee performance and conduct, and take corrective action as necessary. Initiate the disciplinary process. Refer problems to supervisors when appropriate.
9. Prepare and maintain routine time and material reports.
10. Respond to emergency situations such as floods, snow/ice/wind storms, etc.

NON-ESSENTIAL FUNCTIONS

1. Participating in various committees.
2. Participating in the evaluation process for new employees.
3. Participating in the testing process for new employees.
4. Participating in community meetings with the general public.
5. Attending meetings on behalf of Supervisors.
6. Researching products tools, and methods on a computer.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Shovel, broom, hoses, pressure washer, pickup truck, forklift, pump, cart, drill, hand tools, grinder, saws-all, handsaw, skill saw, chainsaw, pneumatic air wrench, jackhammer, hand roller, compactors, whacker, hoist, back hoe, wrenches, hacksaw, computer, edge trimmer, blower, power lawnmower, riding lawnmower, hard hat, eye protections, hearing protection, breathing protection (half face respirator with HEPA filter), weed eater, lutes (for raking asphalt), safety vest, pry bars, hammer, gloves, chaps for chain saw, power pole trimmer, wheel barrow, two-way radio, pump, generator, tie wire, ax, tripod signs, hay bails, rocks, logs, asphalt, cement products, fertilizer, grass seed, various vegetation chemicals, hazmat suit, hazardous materials, fall protections gear, water safety gear, boat, pressure hoses, hydraulic equipment, cellular telephone, pager, 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

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Very Heavy

Standing

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

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hours total in a work shift. Most commonly occurs while shoveling, flagging, using a chain saw and sawing materials.

Walking

Frequently on flat linoleum, flat cement, steep inclines, uneven ground, thick vegetation and wet/slippy surfaces for distances of up to ½ mile for 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 and walking from one end of a job site to the other, participating in grinding and shoulder operations, using a chain saw, investigating complaints, supervising crew, setting up job sites and sawing materials as well as inspecting worksites and potential work sites.

Sitting

Continuously on an automobile seat, truck tailgate, the ground, pipe, office chair or conference room chair for up to 2 hours at a time for up to 8 hours total in a work shift. Most commonly occurs while driving to and from work sites, driving during inclement weather, participating in plowing and sanding, performing computer duties and operating a forklift as well as attending training and meetings.

Climbing stairs

Rare for up to 30 seconds at a time while climbing up to 1 flight at a time for up to 2 minutes total in a work shift. Most commonly occurs while entering and exiting various County facilities and going to and from the Fall City Crew Chief office as well as accessing files, bridges, sanding truck and safety equipment in a storage facility.

Climbing

Occasionally on steep inclines, uneven ground, thick vegetation, wet/slippy surfaces and ladders to heights of 40 feet for up to 1 minute at a time for up to 1.5 hours total in a work shift. Most commonly occurs while traversing riverbanks and planting willow trees along riverbanks.

Balancing

Continuously on wet/slippy surfaces, scaffolding, frozen surfaces, bridges, uneven ground, steep slopes and ladders for up to 3 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while traversing a hillside with thick vegetation, a catwalk on a sanding truck, ditches, manholes and stockpiles as well as when using a chainsaw.

Bending/Stooping

Occasionally on wet/slippy surfaces, uneven ground and steep slopes for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while weeding, changing grader blades, wrapping hoses, shoveling, using

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a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.

Kneeling

Occasionally on wet/slippy surfaces, uneven ground and steep slopes for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while weeding, changing grader blades, wrapping hoses, shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.

Crouching

Occasionally on wet/slippy surfaces, uneven ground and steep slopes for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while weeding, changing grader blades, wrapping hoses, shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.

Crawling

Rare on flat cement surfaces and dirt for distances of up to 40 feet for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting the interior of pipes.

Operating Controls with Feet

Continuously for up to 2 hours at a time for up to 9 hours total in a work shift while driving a truck, pickup, mower and forklift. Some driving occurs during inclement weather.

Reaching above shoulder height

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while trimming, pruning, operating a chainsaw, loading equipment in and out of trucks, working in manholes and working on pipes.

Reaching at waist to shoulder height

Continuously for up to 2 hours at a time for up to 9 hours total in a work shift while driving a vehicle, using a weed eater, pressure washing, and operating hand and power tools.

Reaching at knee to waist height

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while using a wheelbarrow, shoveling, performing carpentry duties, operating a weed eater, securing bands on pipes and logs, raking and pressure washing.

Reaching at floor to knee height

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while weeding, changing grader blades, wrapping hoses,

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shoveling, using a chainsaw, posthole digging, laying pipe and ditching as well as installing chains on cars, trucks and heavy equipment.

Lifting 1-10 pounds

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 7-8 pounds while loading trucks, raking, shoveling and using hand tools.

Carrying 1-10- pounds

Frequently for distances of up to ½ mile for up to 4 hours at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting tools and materials as well as carrying a 2-way radio, pager and cellular telephone.

Lifting 11-20 pounds

Frequently 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, manipulating asphalt, using a weed eater and using a chainsaw as well as loading and unloading hoses, buckets, and power tools.

Carrying 11-20 pounds

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 as well as manipulating asphalt, using a weed eater and operating a chainsaw.

Lifting 21-50 pounds

Occasionally for 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, bags of salt, straw bails, smaller manhole lids and drainage grates, bags of concrete, toolboxes, water jugs, sandbags, logs and rocks.

Carrying 21-50 pounds

Occasionally for distances of up to ½ mile for up to 5 minutes at a time for up to 1 hours total in a work shift. Most commonly occurs with weights of 30-50 pounds while carrying equipment to and from worksites as well as replacing manhole lids and drainage grates.

Lifting 51-100 pounds

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, drainage grates, bags of concrete, bags of asphalt, bricks, logs, rocks, fuel canisters, sandbags, erosion control equipment, water logged hay bails, tires and batteries.

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Carrying 51-100 pounds

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, erosion control equipment, water logged hay bails, tires and batteries. The employee also performs two-man pipe carrying.

Lifting 100+ pounds

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 a pump, curb basin lids, manhole lids, dumped appliances and a generator. There is assistance available for this lifting.

Pushing and Pulling

Occasionally for distances of up to 100 feet for up to 21 minutes at a time with a force of up to 10-100 pounds for up to 8 hours total in a work shift while pushing and pulling brooms, shovels, rakes, push mower, wheelbarrow, pump, generator, sled compactor, hand roller, pruning saw, chainsaw, hand tools and cart as well as pulling manhole lids and drainage grates with rope.

Handling

Continuously for up to 3 hours at a time for up to 9 hours total in a work shift while pressure washing, raking, driving, digging, and using power and hand tools such as a compactor or chainsaw.

Operating Controls with Hands

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

Fingering

Frequently 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, conducting paperwork, assembling hand tools, using small hand tools and manipulating tie wire, telephone, pager and two-way radio.

Feeling

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while feeling pipes, pumps and equipment for overheating as well as identifying equipment failure, mudding basins, operating a chainsaw and performing manhole repair.

Talking

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while attending meetings, assigning job duties, addressing public complaints,

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ordering parts, and using the 2-way radio as well as conversing with superiors, vendors, the general public, police officers, firemen, dispatchers and co-workers.

Hearing

Continuously for up to 3 hours at a time for up to 9 hours total in a work shift while driving as well as listening for moving machines, back-up sirens, alarms, faulty machinery, and other safety hazards.

Tasting/Smelling

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while smelling for chemicals, burning motors, fuels, fumes and leaks in the work area, especially when working in a confined space such as a manhole.

Near acuity—clarity of vision at 20 inches or less

Continuously for up to 3 hours at a time for up to 8 hours total in a work shift while reading gauges, instructions, computer monitor, cellular phone, pager, documents and checklists as well as when using hand tools and radios.

Far acuity—clarity of vision at 20 feet or more

Continuously for up to 3 hours at a time for up to 9 hours total in a work shift while driving, inspecting job sites and watching for safety hazards as well as when flagging.

Depth perception—three dimensional vision

Continuously for up to 3 hours at a time for up to 9 hours total in a work shift while driving, inspecting job sites and watching for safety hazards as well as when flagging.

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 3 hours at a time for up to 9 hours total in a work shift while driving, inspecting job sites and watching for safety hazards as well as when flagging.

Night vision--seeing after sundown with minimal or no supplemental light sources

Rare for up to 2 hours at a time for up to 6 hours total in a work shift while driving or working at night or before sunrise. Most commonly occurs during emergency call outs when there is inclement weather such as snow and ice.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Frequently

Performing repetitive or short-cycle work: Continuously

Performing a variety of duties: Continuously

Working alone or apart in physical isolation from others: Frequently

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Attaining precise set limits, tolerances, and standards: Frequently
Working under specific instructions: Frequently
Working with others: Continuously
Making judgements and decisions: Continuously

ENVIRONMENTAL FACTORS

Work is performed in a construction or rural setting where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, moving traffic, the general public (including potentially hostile persons), hazardous materials, animals, cold bodies of water, confined spaces, uneven surfaces, cat walks/metal grating, noxious or toxic gasses and chemicals, as well as loud noises. The employee has the potential to be exposed to dumped or abandoned materials such as methamphetamine labs and batteries. The noise level is quiet to very loud. Hearing protection, eye protection, breathing protection and hard hats are required in some areas.

Workers are exposed to

Outside weather: Frequently
Extreme heat: Occasionally
Extreme cold: Occasionally
Wet: Frequently
Humidity/dampness: Occasionally
Fumes: Frequently
Odors: Frequently
Dusts: Occasionally
Mists: Occasionally
Gases: Rare
Poor ventilation: Rare
Moving mechanical parts: Frequently
Vibration: Occasionally
Working in high, exposed places: Occasionally
Toxic or caustic chemicals: Occasionally
Working with Explosives: Rare

POTENTIAL MODIFICATIONS

Lift back truck to reduce lifting.
Truck with a hoist to lift and manipulate manhole lids and drainage grates.

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_____ 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