

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Engineering Technician II -Map Counter

**JOB CLASSIFICATION** Engineering Technician II

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 239.367-034

**DOT TITLE** Utility Clerk

**DEPARTMENT** Transportation

**DIVISION** Roads Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 2 in map and records center; approximately 300 in the department

**CONTACT'S NAME & TITLE** Kelly Whiting, Engineer IV

**CONTACT'S PHONE** 206-296-6522

**ADDRESS OF WORKSITE**

201 South Jackson, 2<sup>nd</sup> Floor KSC-TR-0231  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 6/1/09

**WORK HOURS**

Monday through Friday, 8:00am-4:30 pm, 40 hours per week. 9 hours per day with every other Monday off.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
None.

**JOB DESCRIPTION**

The Engineering Technician II position supports the Engineering Services Section Map and Records Center.

**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**

- An associate's degree in surveying or engineering or closely related field, or equivalent combination of education and experience.
- Must possess working knowledge of MS Office Software.
- Knowledge in records management to include: organized document filing systems, records retention and destruction criteria, and understanding of file and retrieval systems.
- Skill in providing technical research, document interpretation and document transmittal services to internal and external customers.
- Ability to politely and professionally communicate technical information, both verbally and in writing, to both technical and non-technical people.
- Ability to receive direction from supervisors, managers and coworkers in a manner that seeks to maximize the efficiency of the workgroup.
- Ability to troubleshoot problems that may arise in the course of filling request for information.
- Ability to work independently and as a member of a team.
- Ability to prioritize an accumulating list of tasks based on the urgency of the request and the expected research time.
- Demonstrated ability to have predictable and reliable attendance.

## **ESSENTIAL FUNCTIONS**

- Provide assistance in printing engineering drawings and contract specifications as requested.
- Assist in filing, scanning and attributing engineering records and maps.
- Provide customer service support at the Map and Records Center in person, by phone, and by e-mail.
- Assist customers in researching public records by using paper and electronic indexes and databases and by understanding the information present in the documents indexed.
- Read, interpret and extract engineering data such as drainage, survey and road configuration information from engineering and real property documents.
- Read, interpret and locate legal descriptions and graphical representations of property, road alignments and easements.
- Read, research, interpret, track and locate requested survey/map data using a variety of resources such as assessor, topographic, aerial and engineering maps.
- Collect fees and balance daily cash records.
- Accurately add and edit records in engineering record databases using Microsoft Access and web-based interfaces.
- Provide technical engineering support for specific research projects, including fulfilling public information requests under Freedom of Information Act (FOIA).
- Research property information for County rights-of-way.
- Assist in the preservation and protection of original public records.
- Other duties as assigned.

## **OTHER TOOLS & EQUIPMENT USED**

Computer (Word, Excel, Access, MS Office, I-map, etc.), phone, fax, copier, files, maps, power files, map drawers, flat files, large format copy machines,

## 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 to Medium.

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.

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

### Standing

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

Frequently to continuously on flat carpet and tile surfaces for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while using the power files, providing customer service at the front counter and using various copy machines.

### Walking

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

Occasionally on flat carpet and tile surfaces for up to 200 feet for up to 10 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while meeting with project managers, traversing the work area and traversing between floors.

### Sitting

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

Frequently to continuously on an office chair for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while performing computer duties, using the telephone, reviewing files and performing box content lists for files.

### Balancing

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

Occasionally on a step stool or rolling step ladder for up to 1-2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while using a step stool or rolling stepladder/staircase (2-4 steps).

### Bending neck up

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

Occasionally for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while looking at files on upper shelves.

**Bending neck down**

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

Frequently to continuously for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while reviewing documents, writing, performing computer duties and looking at files on lower shelves.

**Bending/Stooping**

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

Occasionally for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while reaching for files on lower shelves. The employee can alternate with kneeling or squatting as needed.

**Kneeling**

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

Occasionally for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while reaching for files on lower shelves. The employee can alternate with bending/stooping or squatting as needed.

**Squatting**

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

Occasionally for up to 5 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while reaching for files on lower shelves. The employee can alternate with kneeling or bending/stooping as needed.

**Reaching above shoulder height**

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

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift while retrieving/replacing files on upper shelves.

**Reaching at waist to shoulder height**

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

Continuously for up to 2 hours at a time for up to 7-8 hours total in a work shift while using power files, using various copy machines, performing computer duties and manipulating maps/files.

**Reaching at knee to waist height**

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

Occasionally for 2-3 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while reaching for files on lower shelves

**Reaching at floor to knee height**

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

Occasionally for 2-3 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while reaching for files on lower shelves

**Lifting 1-10 pounds**

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

Occasionally for up to 2-3 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs with weights of 3-7 pounds while manipulating files, maps 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 2 hours total in a work shift. Most commonly occurs with weights of 3-7 pounds while transporting files, maps and reference materials within the office.

**Lifting 11-20 pounds**

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

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-16 pounds while manipulating small boxes of files and groups of maps.

**Carrying 11-20 pounds**

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

Occasionally for up to 2 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs with weights of 12-16 pounds while transporting small boxes of files and groups of maps. The employee can use a cart to reduce carrying.

**Lifting 21-50 pounds**

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

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while manipulating boxes of files (normally 25 pounds for archiving but some incoming boxes may weigh as much as 40 pounds).

**Carrying 21-50 pounds**

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

Rarely for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with 25 pounds while transporting boxes of files (normally 25 pounds for archiving but some incoming boxes may weigh as much as 40 pounds). The employee can utilize a cart to reduce carrying.

**Pushing and Pulling**

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

Occasionally for up to 5-15 minutes at a time with a force of 2-15 pounds for up to 15-30 minutes total in a work shift while manipulating files, boxes and a cart.

**Handling**

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

Frequently & Highly Repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while manipulating boxes of files.

**Operating Controls with Hands**

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

Frequently & Highly Repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while using a computer mouse, scanner and power file system.

**Fingering**

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

Frequently & Highly Repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while typing and writing as well as manipulating files and maps.

**Talking**

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

Frequently to Continuously & Highly Repetitive for up to 2 hours at a time for up to 4-6 hours total in a work shift while communicating with coworkers about work duties as well as providing customer service at the front desk and on the phone.

**Hearing**

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

Frequently to Continuously & Highly Repetitive for up to 2 hours at a time for up to 4-6 hours total in a work shift while communicating with coworkers about work duties as well as providing customer service at the front desk and on the phone.

**Seeing**

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

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while reading maps, materials and files as well as when performing computer duties.

**ENVIRONMENTAL FACTORS**

Work is performed in an office and records area. The employee interacts with the general public, providing customer service over the telephone and in person which may include exposure to various odors, personalities and upset/hostile persons. The employee must be able to positively interact with a diverse clientele.

**The noise level is**

Approximately 50 decibels. The noise is caused by general office sounds

HCP Initials if Restricted

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

- Odors: Occasional
- Dusts: Occasional
- Moving mechanical parts: Frequent

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

The employee can use a cart to reduce carrying.  
The employee can alternate between crouching, bending/stooping and kneeling as needed.  
The employee can alternate sitting and standing as needed when working at the front counter as a stool is available for use.

### 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

---

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