

JOB TITLE: Sign and Marking Maintenance Coordinator  
EMPLOYEE: CLAIM #:

DOT #: 869.137-010



**King County**

## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Sign and Marking Maintenance Coordinator

**JOB CLASSIFICATION** Sign and Marking Maintenance Coordinator

**DOT TITLE** Sign and Marking Maintenance Coordinator

**DOT NUMBER** 869.137-010

**DEPARTMENT** Transportation

**DIVISION** Road Services, Traffic Division

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

**JOB STATUS**

Full Time, Career Service.

**ADDRESS OF WORKSITE**

155 Monroe Ave NE  
Renton, WA 98056-4199

**CONTACT'S NAME** Lindy Jenson and George Dudley

**CONTACT'S PHONE** 206-205-7121, 206-296-8155, Fax 206-296-0175

**EMPLOYER JOB TITLE** Sign and Marking Maintenance Coordinator

**DATE COMPLETED** 5/29/13

**VRC NAME** Jennifer Kabacy, CDMS (253) 952-0347

**WORK HOURS**

6:00am to 2:30 Monday through Friday.

**OVERTIME**

Optional and occasional. Fair Labor Standards Act, Non-Exempt (hourly).

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### **JOB DESCRIPTION**

The responsibilities of this classification include assisting in planning, organizing, and monitoring crew and equipment involved in the installation and maintenance of traffic control signs and traffic roadway striping.

This is the third-level in a three level Sign and Marking series and is distinguished from the other levels because incumbents plan, schedule, and supervise crews involved in installing and maintaining traffic control signs.

In this position, worker will spend approximately 85% of total job duties in an administrative capacity, and 15% on-site in a labor capacity or directly supervising work crew.

### **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**

The employee must possess knowledge and skill in using and maintaining paint as well as preparing equipment and supplies. Must have knowledge of methods, materials, and equipment used in the installation and maintenance of signs. Thermoplastics, buttons (raised pavement markers) and striping. Must possess knowledge of the Manual on Uniform Traffic Control Devices (MUTCD). Must possess skill in reading maps and drawings, and safely operating vehicles and equipment. Must be able to lift 50 pounds and possess a valid Washington State Driver's License. Must pass Washington State Department of Transportation physical for Commercial Driver's License, and International Municipal Signal Association (IMSA) Sign Install Level 1.

### **ESSENTIAL FUNCTIONS**

#### **Administrative Functions: (approximately 85% of work duties)**

1. Investigate, resolve, or refer citizen requests and complaints.
2. Plan and schedule, in conjunction with the supervisor, work to be performed, amount of labor required, and equipment needs.

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3. Lay out and oversee emergency road closures.
4. Evaluate new materials, equipment and procedures.

**On-site Supervisor/Labor Functions: (approximately 15% of work duties)**

1. Supervise the installation and maintenance of traffic control signs, thermal pavement markings and roadway striping.
2. Inspect work performed and submit reports to maintain records.
3. Operate county vehicles to get to/from various job sites in King County.
4. Assist crew as needed in the following duties:
  - Applies paint and/or thermoplastic for crosswalks, arrows, legends, channelization islands, stop bars, and lane lines.
  - Installs pavement markings such as traffic buttons, street signs and posts.
  - Operates and maintains paint machinery including compressors, paint pots, spray guns, greenlite striper, and centerline striping machines.
  - Maintains and logs daily activities and composes reports.
  - Keeps brush, trees and other objects clear of traffic signs.
  - Flags and routes traffic.
  - Erection, repair and removal of street signs and posts using jack hammer, air compressor, and common hand tools including post hole digger and digging bars to dig holes.

**TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

For administrative functions, uses computer, radio, in-vehicle computer, telephone, and office equipment.

For supervisory/labor functions, uses company vehicle, compressors, hammer, drill, shovel, digging bar, fence post digger, air tools, hand saw, impact wrench, jackhammer, thermoplastic melting preapplicator, bituminous (tar), reflective roadway strips and buttons, marker truck, pavement-marking removing grinder, weed eater, spray paint, walking wheel, tape measure, and engineer's chalk.

**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:**

Sedentary up to 85% of the time, when performing administrative functions, or driving to job sites.

Heavy (Occasional lifting 50-100# and frequent lifting 25-50#) up to 15% of the time, when supervising or performing labor duties on job sites.

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**Standing**

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

Occasionally and intermittently with walking when on job sites, on flat pavement and uneven surfaces for up to 2 hours per shift. Occasionally and intermittently with walking when in office setting, up to 1 hour per shift.

**Walking**

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

Occasionally and intermittently with standing when on job sites, on flat cement and uneven surfaces for distances of up to 200 feet for up to 2 hours per shift. Occasionally and intermittently with walking when in office setting, up to 1 hour per shift.

**Sitting**

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

Continuously when performing administrative functions in office setting, and while driving to job site (30 minutes is typical but may be up to 2 hours at a time driving), for a total of up to 6 hours per day.

**Climbing**

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

Rarely (1% of the time) climb on ladders, and occasionally climb into and out of vehicle, several times per shift.

**Balancing**

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

Rarely (1% of the time) when climbing on ladders, and occasionally when climbing into and out of vehicle, several times per shift.

**Bending/Stooping**

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

Occasionally on flat cement and uneven surfaces for a few minutes at a time for up to 30-60 minutes total in a work shift. Most commonly occurs while measuring and performing pavement-marking removal duties and installing signs.

**Kneeling**

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

Occasionally on flat cement and uneven surfaces for a few minutes at a time for up to 30-60 minutes total in a work shift. Most commonly occurs while measuring and performing pavement-marking removal duties and installing signs.

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**Crouching**

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

Occasionally on flat cement and uneven surfaces for a few minutes at a time for up to 30-60 minutes total in a work shift. Most commonly occurs while measuring and performing pavement-marking removal duties and installing signs.

**Operating Controls with Feet**

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

Continuously for up to 2 hours at a time for up to 4 hours total in a work shift while driving County vehicles to get to/from job sites.

**Reaching above shoulder height**

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

Frequently for up to 5 minutes at a time for up to 30-60 minutes total in a work shift while pruning bushes and trees that are blocking signs, washing signs (standard height is 7 feet) , and reaching for posts on truck post rack.

**Reaching at waist to shoulder height**

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

Continuously at desk level when performing administrative functions, and frequently for up to 2.5 hours at a time when performing on-site job duties, for a total of up to 6 hours total in a work shift.

**Reaching at knee to waist height**

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

Occasionally for a few minutes at a time for up to 1 hour total in a work shift while measuring with the walking wheel, using the thermoplastic applicator, and spray painting.

**Reaching at floor to knee height**

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

Occasionally for a few minutes at a time for up to 1 hour total in a work shift while removing or placing signs on a pallet as well as laying out materials for marking traffic lines.

**Lifting 1-10 pounds**

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

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 3-5 pounds while using spray cans and hand tools.

**Carrying 1-10- pounds**

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

Occasionally for up to 200 feet for up to 30 minutes at a time and up to 1 hour total in a work shift. Most commonly occurs with weights of 3-5 pounds while transporting spray cans and hand tools.

**Lifting 11-20 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 15 pounds while using bituminous and power tools as well as tool boxes and boxes of marking materials.

**Carrying 11-20 pounds**

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

Occasionally for up to 30 feet for up to 30 seconds at a time and up to 1 hour total in a work shift. Most commonly occurs with weights of 15 pounds while transporting bituminous and power tools as well as tool boxes and boxes of marking materials.

**Lifting 21-50 pounds**

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

Occasionally for up to 5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 30-50 pounds while moving boxes of buttons, bags of thermoplastic, assembled signs, digging bars (17-27#) message boards, generators, and toolboxes.

**Carrying 21-50 pounds**

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

Occasionally for up to 5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 30-50 pounds while moving boxes of buttons, bags of thermoplastic, digging bars (17-27#), message boards, generators, assembled signs, and toolboxes

**Lifting 50-75 pounds**

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

Rarely while handling a jack hammer (57 pounds) or sign assemblies, or when installing pre formed curbing but this does not occur on a daily basis (approximately 1-3 times per year).

**Carrying 50-75 pounds:**

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

Rarely while handling a jack hammer (57 pounds) or sign assemblies, or when installing pre formed curbing but this does not occur on a daily basis (approximately 1-3 times per year), for distances up to 5 feet.

**Lifting 50-100+ pounds**

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

Rarely lifts a poon jar weighing 90 pounds or preformed concrete curbing ranging in weight from 30 pounds to 300 pounds. A forklift is generally used to lift the heavier pre formed curbing and if a forklift can't be used, a two person lift is performed. This is not a dally tasks and occurs only 1-3x per year.

**Carrying 50-100 + pounds**

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

Rarely carries heavier items up to five feet such as a jack hammer or sign assemblies. May carry poon jar rarely weighing 90 lbs or pre formed curbing frequently ranging in weight from 30 lbs to 300 pounds. This is not a daily task and occurs only 1-3x per year. A forklift is generally used to lift the heavier pre formed curbing and if a forklift can't be used, a two people would lift/carry a maximum of 150 pounds.

**Pushing and Pulling**

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

Rarely for distances of up to 200 feet for up to 1 hour at a time with a force of 30 pounds and up to 6 hours total in a work shift. Most commonly occurs while pushing curbing machine, grinders, stripper, or thermoplastic applicator (on wheels). When pushing the thermoplastic applicator uphill, assistance is available.

**Handling**

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

Frequently for up to 2.5 hours at a time for up to 6 hours total in a work shift while driving as well as when using tools and machines, and office equipment. It should be noted that sign installation requires loosening ground material with digging bar, removing ground material with post hole digger or shovel, then installing and or removing the signs.

**Operating Controls with Hands**

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

Frequently for up to 2.5 hours at a time for up to 6 hours total in a work shift while driving company vehicles.

**Fingering**

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

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while using the truck computer terminal for data entry, and office computer and mouse when in office setting.

**Talking**

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

Continuously for up to 6 hours per shift, over the phone and in person, while responding to citizen inquiries as well as conversing with crew and superiors.

**Hearing**

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

Continuously for up to 6 hours per shift, over the phone and in person, while responding to citizen inquiries as well as conversing with crew and superiors, and on job site to listen for hazards.

**Near acuity—clarity of vision at 20 inches or less**

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

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while using a computer and performing paperwork duties and operating equipment.

**Far acuity—clarity of vision at 20 feet or more**

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

Continuously for up to 2.5 hours at a time for up to 4 hours total in a work shift while driving County vehicles.

**Depth perception—three dimensional vision**

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

Continuously for up to 2.5 hours at a time for up to 4 hours total in a work shift while driving County vehicles.

**Color vision—ability to identify and distinguish colors**

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

Continuously for 2.5 hours at a time for up to 6 hours total in a work shift while identifying paint color and performing graphics duties as well as painting and removing colored lane lines.



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**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**

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

Continuously for up to 2.5 hours at a time for up to 4 hours total in a work shift while driving County vehicles.

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

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

Continuously for up to 2.5 hours at a time for up to 4 hours total in a work shift while driving a County vehicle to perform retro reflectivity checks for road lines and buttons.

**TEMPERAMENTS**

Performing repetitive or short-cycle work: Frequently  
Influencing people in their opinions, attitudes, and judgments: Occasionally  
Performing a variety of duties: Frequently  
Expressing personal feelings: Occasionally  
Working alone or apart in physical isolation from others: Frequently  
Working effectively under stress: Continuously  
Attaining precise set limits, tolerances, and standards: Continuously  
Working under specific instructions: Continuously  
Working with others: Frequently  
Making judgments and decisions: Continuously

**ENVIRONMENTAL FACTORS**

Work is performed indoors in an office setting or driving in company vehicles approximately 85% of the time, and outdoors on job sites approximately 15% of the time. When working outdoors, worker will be exposed to loud noise, traffic hazards, dust, fumes, etc.

**Workers are exposed to**

Outside weather: Occasionally  
Extreme cold: Rare  
Extreme heat: Occasionally  
Fumes: Occasionally  
Odors: Occasionally  
Dusts: Occasionally  
Mists: Rare  
Gases: Rare  
Poor ventilation: Rare  
Moving mechanical parts: Occasionally

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Vibration: Occasionally  
Working in high exposed places: Rare  
Toxic or caustic chemicals: Occasionally

**POTENTIAL MODIFICATIONS TO JOB:** None

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Signature and Title of Evaluator

Date

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Lindy Jenson, Superintendent, Traffic Maintenance

Date

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George Dudley, Sign and Marking Supervisor II

Date

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Employee Signature

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