

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Carpenter II

JOB CLASSIFICATION Carpenter II

DOT TITLE Carpenter

DOT NUMBER 861.381-022

DEPARTMENT Natural Resources and Parks

DIVISION Solid Waste

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 1

CONTACT'S NAME & TITLE Steve Smith, Operations Supervisor

CONTACT'S PHONE 206-296-0483

ADDRESS OF WORKSITE

11645 228th Ave. SE
Maple Valley, WA 98038

VRC NAME Kyle Pletz

DATE COMPLETED 7/13/05

VRC NAME Jeff Casem

DATE REVIEWED 5/14/09

WORK HOURS

6:00am to 4:30pm, ten hours per day 4 days per week, Wednesday Through Saturday with 2 15-minutes breaks and a 30-minute lunch or 6:00am to 4:30pm, ten hours per day 4 days per week, Monday Through Thursday with 2 15-minutes breaks and a 30-minute lunch

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

Rare to occasional, approximately four weekends per year.

JOB DESCRIPTION

Plans and supervises the work of carpenters and helpers in the construction, repair and maintenance of equipment, buildings and other structures. Also performs new construction, repair and maintenance on King County buildings and yards at Waste Division sites throughout King County.

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

Four years of full time paid employment in with carpentry, concrete work, or completion of a recognized carpenter's apprenticeship program or an equivalent of training and experience. Must have journey level knowledge of skills in the carpentry trade. Must possess knowledge of basic mathematic formulas and contraction terminology; occupational hazards and safety precautions of the trade; qualities, grades, uses and adaptability of various woods, wood products and related materials used in all types of carpentry. Must have demonstrated skill in the use and care of the tools and equipment used in the trade. Must have skill in completing complex time and materials estimates. Must have the ability to follow verbal and written instructions. The work involves the use of standard carpenter power tools, lifting up to 70 pounds alone or with help, and continuous physical work for the entire work day. The incumbent may be required to read blue prints and specifications, and to transfer those instructions into a finished product. The incumbent may be involved with new construction or remodeling or repairs. Must have a valid Washington State Driver's license upon date of hire. Successful completion of a pre-employment physical examination is required as well. Ability to obtain a flagging certification. Must possess skill in planning, laying-out, training and directing the work of carpenters and other skilled and semi-skilled workers.

ESSENTIAL FUNCTIONS

1. Supervises carpenters and other skilled and semi-skilled workers in constructing, repairing, altering or maintaining equipment, buildings and other structures.
2. Participates in the selection of new employees, monitor work quality and quantity when necessary.
3. Constructs, repairs, alters or maintains equipment, buildings and other structures.
4. Lays out work according to drawings; lays timbers and decks for construction; frame to code; lays ceiling joists and roof; installs doors and windows; installs, builds and/or repairs cabinets and counters; and installs floor finishes and base.
5. Prepares cost estimates for labor and materials on proposed jobs.
6. Schedules and coordinates dates for arrival of personnel, supplies and equipment.
7. Orders equipment, materials and tools.
8. Excavates, sets grades and sets up steel forms; fabricates and sets up wooden forms; excavates and builds wooden forms; installs reinforcing steel as required; pours and finishes concrete; and performs a variety of concrete repairs and patching.
9. Prepares holes for posts with hand tools or power equipment; installs posts as specified; and hand railing and installs fencing fabric.
10. Understands and effectively follows oral and written instructions from architectural plans and drawings.
11. Properly jacks, braces removes and installs heavy timbers; safely works at heights up to 50+ feet; maintains working site around moving traffic such as flagging and traffic control.
12. Sets up worksite to ensure safe working conditions per OSHA and WISHA requirements. Safely uses ladders, staging, and personal safety equipment such as hard hats, safety vests, masks, gloves, goggles, protective clothing and safety harnesses. Safely works around hazardous materials, moving traffic, equipment, machinery etc. Safely uses hand held shop and power tools, such as chain saws, drills, table saws, band saw, routers etc.
13. Performs work on job sites in the field up to 95% of the time.

14. Installs and repair doors, windows and related hardware, including locking mechanisms, closures, and keying systems on detention and other security doors and windows.
15. Maintains and repairs all structural components of building including guardrails, fences, decks, floors, walls, ceilings, and roofs.
16. Maintains concrete and masonry structures including sidewalks and parking areas.
17. Repairs and maintains finishes.
18. Operates and maintains a variety of carpentry hand and power tools and equipment.
19. Performs administrative tasks and basic record keeping.
20. Maintains payroll records.

NON-ESSENTIAL FUNCTIONS

Various Committees.

When out in the field the employee may identify, record and turn in locations/facilities that may need repair or maintenance work.

PERSONAL PROTECTIVE EQUIPMENT USED

Fall protection, hard hat, leather and rubber gloves, knee pads, ear plugs and muffs, rain suit and hat, body harness, safety glasses, dust mask and rubber boots.

OTHER TOOLS & EQUIPMENT USED

Hand tools including hammer, jackhammer, air/impact tools, routers, power saws, core boring machines, compactor, screwdriver, etc, power tools including table saw, miter saw, sanders, band saw, reciprocating saw, rotor hammer, airless paint systems, nail gun, pole gun, drills, drill press, key machine, stilts, Ivy lift, Hi lift, cement mixer, computer, laser level, county van or pickup truck (automatic transmission), phone, cotton, fencing and computer.

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 concrete, tile, cement, asphalt, linoleum, steep inclines, gravel, wood, uneven ground, vinyl, carpet, rubber mat or dirt surfaces for 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while reviewing plans and drawings, filling in for flagging duties, working on scaffolding, conversing with co-workers, assigning work, supervising

employees, attending site meetings, painting, using a drill press, using a jackhammer and sawing materials.

Walking

Health Care Provider initials if restricted _____

Occasionally to frequently on flat cement, asphalt, steep inclines, rockeries, dirt, wood, gravel, uneven ground, carpet and linoleum surfaces for distances of up to 300 feet for up to 5 minutes at a time, for up to 4.5 hours total in a work shift. Most commonly occurs while loading/unloading equipment as well as walking between buildings and the work truck.

Sitting

Health Care Provider initials if restricted _____

Occasionally to Frequently on padded office chair or automobile seat for up to 30 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while completing paperwork, performing computer duties and driving a County vehicle to various work sites.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely to occasionally for up to 1 minute at a time while climbing 1 flight for up to 8-10 times total in a work shift. Most commonly occurs while traversing work areas such as construction sites where elevators may not be operational.

Climbing

Health Care Provider initials if restricted _____

Occasionally on ladder or scaffolding to heights of up to 10 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while installing traversing step and uneven inclines, retaining walks, ladders, guardrails, scaffolding and ladders for roof access.

Balancing

Health Care Provider initials if restricted _____

Frequently on scaffolding, uneven ground and steep inclines for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing unfinished steps and uneven ground/inclines, retaining walks and scaffolding. Balancing is also needed when pressure washing building while on a ladder.

Bending neck up

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while performing overhead work, manipulating ceiling panels, framing, hanging drywall, performing trim work, installing windows and installing doors.

Bending neck down

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while framing, hanging drywall, performing trim work, installing windows, performing concrete work, working on sidewalks, installing/removing/repairing flooring and installing doors.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally for up to 15-30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reaching for tools, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall, performing concrete finishing and leveling asphalt. The

employee can reduce bending/stooping by alternating with kneeling or squatting on most occasions.

Kneeling

Health Care Provider initials if restricted _____

Occasionally for up to 15-30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reaching for tools, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall, performing concrete finishing and leveling asphalt. The employee can reduce kneeling by alternating with bending/stooping or squatting on most occasions.

Squatting

Health Care Provider initials if restricted _____

Occasionally for up to 15-30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reaching for tools, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall, performing concrete finishing and leveling asphalt. The employee can reduce Squatting by alternating with bending/stooping or kneeling on most occasions.

Crawling

Health Care Provider initials if restricted _____

Occasionally to frequently on wood, dirt, gravel, carpet, tile, linoleum and uneven surfaces for distances of up to 20 feet for up to 1 minute at a time for up to 3-5 hours total in a work shift. Most commonly occurs while installing, repairing and removing flooring as well as when performing trim work.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while driving a County vehicle with an automatic transmission as well as a forklift.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally to frequently for up to 1 minute at a time for up to 2-4 hours in a work shift while constructing shelves and pulling materials off of shelves in storage areas as well as performing overhead work, manipulating ceiling panels, framing, hanging drywall, performing trim work, installing windows and installing doors.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently and highly repetitive for up to 2 hours at a time for up to 4 hours in a work shift while installing shelves and pulling materials off of shelves in storage areas as well as framing, hanging drywall, performing trim work, installing windows, installing safety rails, installing fences, installing door handles and installing doors.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 4 hours in a work shift while stocking shelves and pulling materials off of shelves in storage areas as well as framing, hanging drywall, performing trim work, installing windows, installing safety rails and installing fences.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time for up to 3 hours total in a work shift. Most commonly

occurs while reaching for tools, installing bridge decking, installing bolts, cutting beams, inspecting framing, aligning safety rails, hanging drywall and performing concrete finishing.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while utilizing hand and power tools, using a clipboard, manipulating materials, hanging drywall, utilizing a tool belt and installing bolts.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally to Frequently for distances of up to 300 feet for up to 5 minutes at a time for up to 3 hour total in a work shift while transporting hand and power tools as well as materials.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for up to 1 hour at a time for up to 3 hours total in a work shift while performing carpentry tasks, manipulating tool boxes, moving ladders and using tool kits as well as when utilizing power tools.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rare for distances of up to 300 feet for up to 5 minutes at a time for up to 2 hours total in a work shift while moving ladders, materials and tools to and from work sites.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 2 minutes total in a work shift while manipulating toolboxes, materials and power tools.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 feet for up to 5 minutes at a time for up to 1 hour total in a work shift while manipulating toolboxes, materials and power tools such as a skill saw, reciprocating saw, roto-hammer, ½" drill and router.

Lifting 51-100 pounds

Health Care Provider initials if restricted _____

Rare to Occasionally sacks of cement or sheetrock for up to 15 seconds at a time for up to 10 minutes in a work shift while moving 60-90 pound bags of cement, ladders, tools and lumber.

Carrying 51-100 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 50 feet for up to 30 seconds at a time for 30 minutes total in a work shift. Most commonly occurs with weights of 60-90 pounds while moving 60-90 pound bags on concrete, beams, posts, lumber, sheets of drywall and hardware. The employee may also perform a two person lift of an item that may in excess of 100 pounds such as a compactor and 12 foot sheets of drywall.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally with a force of 25-100 pounds for up to 1 minute at a time and up to 30 minutes total in a work shift while moving a tool cart on concrete, tile, vinyl, carpet, rubber mat or dirt surfaces

as well as pulling materials and lumber, drilling, using and wheelbarrow, operating a compactor, stretching fences and utilizing a hand truck.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 15 minutes at a time for up to 6.5 hours total in a work shift while framing, manipulating materials, forming, using finishing tools and operating a compactor as well as using hand and power tools such as a roto-hammer, jackhammer, paint sprayer, router, drill, epoxy gun and reciprocating saw. The employee also handles when driving.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently and highly repetitive for up to 2.5 hours at a time for up to 5 hours total in a work shift while driving a County vehicle with an automatic transmission using a computer and operating a forklift as well as when manipulating power tools such as a reciprocating saw, core drilling machine, drill and impact gun.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift while keyboarding, manipulating small pieces of hardware and writing as well as when manipulating small objects such as nails, screw, nuts, bolts and trim pieces as well as when performing computer duties and paperwork duties. The employee also fingers when stretching chain link fences and when performing tool maintenance.

Feeling

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift while when performing finish work as well as when feeling the temperature of power tools.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time for up to 4-5 hours total in a work shift while conversing with co-workers, supervisors and distributors about job assignments and work orders.

Hearing

Health Care Provider initials if restricted _____

Frequently for up to 15 minutes at a time for up to 5 hours total in a work shift while conversing with co-workers, supervisors and distributors about job assignments and work orders as well as identifying potential hazards such as two way radio, moving machinery, machinery horns, tool failure and reverse sirens.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8-9 hours in a shift while reading plans and documents, performing carpenter duties, attending training classes and meetings, driving, taking measurements, operating power tools and inspecting work product.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a shift while working with and around moving machinery and power tools as well as when working around moving traffic and on bridge decks.

ENVIRONMENTAL FACTORS

Work is performed in a landfill facility as well as construction or rural settings where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, confined spaces, uneven surfaces, noxious or toxic gasses and chemicals. The employee has the potential to be exposed to dumped or abandoned materials. Hearing protection, eye protection, breathing protection and hard hats are required in some areas. Work is performed with and around moving machinery and power tools as well as when working around moving traffic.

The noise level is

Approximately 80-130 decibels. The noise is caused by tools, trucks, equipment and jackhammer.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Continuously
 Non-weather related temperatures below 55 degrees: Rarely
 Non-weather related temperatures above 75 degrees: Occasionally
 Wet: Rarely
 Humidity/dampness: Rarely
 Fumes: Occasionally
 Odors: Continuously
 Dusts: Frequently
 Mists: Occasionally
 Gases: Occasionally
 Moving mechanical parts: Continuously
 Vibration: Continuously
 Working in high, exposed places: Occasionally
 Toxic or caustic chemicals: Occasionally
 Confined spaces: Rarely

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

A cart or wheelbarrow can be used to reduce carrying.
 A County vehicle can be used to reduce walking.
 Anti-vibration gloves for when using power tools and vibrating equipment.

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.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of contact

Signature of contact

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