



**Disability Services**  
**Safety and Claims Management**  
Department of Executive Services  
Human Resources Management Division  
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## JOB ANALYSIS

Job Title:	Truck Driver III Lead	DOT Title:	Truck Supervisor
SVP:	8	DOT #:	909.137-018
Location of Analysis:	Cedar Hills Regional Landfill	Worker: Claim #:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Musch, Autumn
Presenting VRC:		Employer Contact:	Aweeka, Lisa
Date Analysis Completed:	3/3/17	Supervisor Contact Information	Phone: 206-263-1065 E-mail: lisa.aweeka@kingcounty.gov

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

#### Essential Functions according to the employer:

All King County jobs require ability/essential function to:

Demonstrate predictable, reliable, and timely attendance.

Follow written and verbal directions to complete assigned tasks on schedule.

Read, write, and communicate in English & understand basic math.

Learn from directions, observations, and mistakes and apply procedures using good judgment.

Work independently or as part of a team and interact appropriately with others.

- Scheduling on a pre-scheduler all daily and weekly scheduling of work.
- Scheduling and monitoring of station rotation to ensure accuracy.
- Scheduling all sick calls, vacations, additional help etc. in accordance to staffing plans and daily staffing needs.
- Scheduling all training in work unit.
- Scheduling all meetings in work unit.
- Coordinate equipment maintenance and repairs with shop.
- Other scheduling for work unit as needed.
- Maintain current roster lists.
- Maintain current overtime wheel/seniority lists.
- Maintain call out/scheduling lists or logs.
- Maintaining current training status logs.
- Maintain time off requests.
- Maintain yearly and daily vacation calendar.
- Maintain and post daily truck availability list.
- Maintain other lists and rosters as needed.
- Administer and coordinate shift bids and related documents.
- Administer communications related to transportation.
- Perform work as a driver and hosteling trailers.
- Other scheduling duties as assigned.
- Monitor time entries and review for accuracy. Any corrections or problems will be handled by a



King County Job Analysis Completed on:

3/3/17 Employee:

DOT #: 909.137-018

Job Title: Truck Driver III Lead

Claim #:

supervisor.

- Monitor and track the general production and performance of the work unit and provide feedback of such to supervisors.
- Monitor and adjust daily staffing needs.
- Work closely and collaboratively with the work unit supervisor(s) and other members of management as necessary.
- Assist in training drivers if necessary.
- Provide technical assistance and advice to employees in the work unit.
- Coordinate and participate in all safety meetings.
- Create, maintain, and update a Transportation Scheduling SOP Manual.

#### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Five (5) years of experience in the Solid Waste Division Transportation Unit.
- Experience applying supervisory and leadership principles and practices, including work planning and performance strategies. Experience can be as a supervisor, crew chief, lead, foreman, or other comparable leadership experience.
- Experience requiring knowledge of occupational hazards, DOT regulations and safety precautions.
- Experience in working with payroll and staffing/scheduling work groups.
- Experience in business communications (oral and written).
- A strong positive leader.
- The willingness and attitude for change and the drive to make a difference.
- Basic computer skills (MS Office, Excel, Outlook and Word) or willing to be trained.

#### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computer, paperwork, booklets, radio, various large trucks, County pickup, printer, scale.

### PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	10 Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	7 Days Per Week

This is classified as a SENDENTARY job by the US Department of Labor.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting					X			Up to 30 min./time, 4 hrs. total while performing computer duties and driving. Can alt. as needed as there is a sit/stand workstation.
Standing			X					Up to 5 min./time, 30 min. while talking to drivers at scale house and conversing with coworkers. Can alt. as needed as there is a sit/stand workstation.
Walking			X					Up to 50 yds./time, 30 min./time, while traversing within offices and performing walk-around inspections on trucks before driving.



King County Job Analysis Completed on:

3/3/17 Employee:

Job Title: Truck Driver III Lead

DOT #: 909.137-018 C

Claim #:

<b>Lifting</b> floor – waist	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 10 sec./time, 5 min. total while manipulating load ticket books or a ream of paper.
		5-10					
<b>Lifting</b> waist–shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 10 sec./time, 5 min. total while manipulating load ticket books or a ream of paper.
		5-10					
<b>Lifting</b> above shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 10 sec./time, 5 min. total while manipulating load ticket books or a ream of paper.
		5-10					
<b>Carry</b> (Dist.)	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 1 min./time, 2 min. total while transporting load ticket books or a ream of paper.
		5-10					
<b>Pushing/ Pulling</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	Minimal	Up to 20 sec./time, 1 min. total while, on a rare occasion, the employee may have to open or close the hood of a truck with requires 40 pounds of push/pull force. When operating the landing gear of a trailer the employee turns the hand crank approximately 30-35 turns with 30-40 lbs. of force.
		40				lbs force	

	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	
Climbing		X				Up to 5 sec./time, 0-10x per shift while entering/exiting a truck with three stairs in combination with grab rails.
Balancing		X				Up to 2 min./time, 30 min./total while standing next to moving trucks at the scale house.
Stooping / Bending		X				Up to 15 sec./time, 2 min./total while accessing items on floor and in lower drawers.
Twisting*	X					
Squatting / Kneeling		X				Up to 15 sec./time, 2 min./total while accessing items on floor and in lower drawers.
Crawling	X					
Foot Controls		X				Up to 1hr./time, 2 hrs. total while driving a pickup to an offsite facility. Also uses foot pedals when operating large trucks.
<b>Reaching</b> (Level)  Forward  Below Waist Above Shoulder			X			Up to 1hr./time, 2 hrs. total while driving a pickup to an offsite facility.
		X				Up to 15 sec./time, 2 min./total while accessing items on floor and in lower drawers.
		X				Up to 15 sec./time, 2 min./total while accessing items on upper shelves.
Handle/Grasp			X			Up to 1hr./time, 2 hrs. total while driving a pickup to an offsite facility (steering wheel), as well as manipulating reams of paper and booklets.



King County Job Analysis Completed on:

3/3/17 Employee:

Job Title: Truck Driver III Lead

DOT #: 909.137-018

Claim #:

	N	S	O	F	C	
Fine Finger Manipulation				X		Up to 30 min./time, 4 hrs. total while performing computer duties, writing and manipulating paperwork.
Hand Controls				X		Up to 1 hr./time, 3 hrs. total while using a computer mouse and driving.
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks			X			Up to 1hr./time, 2 hrs. total while driving.
Talking					X	All day while conversing with coworkers and dispatching Truck Drivers in person and via telephone.
Hearing					X	All day while conversing with coworkers and dispatching Truck Drivers in person and via telephone.

Visual:

Uses dual computer monitors.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather		X				Noise Intensity			X		
Extreme Cold	X					Atmospheric Conditions			X		
Extreme Hot	X					Exposed Heights		X			
Wet and / or Humidity		X				Exposure to Electricity	X				
Proximity to Moving Mechanical Parts					X	Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives	X					Exposure to Radiation	X				
Other:											

#### Analyst's Comments:

While at the location, this VRC provided ergonomic training to the worker, showing her how to adjust her monitor and work surface height. Body mechanics, wrist posture and mouse usage were addressed as well.

#### Possible Employer Modifications:

An ergonomic mouse with an outward tilt will reduce wrist extension and carpal tunnel point pressure. An ergonomic keyboard with a negative tilt angle could be of benefit as well.



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**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

**Analyst:**

**Presenting VRC signature:**

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

**Employer Verification:**

**Employee Verification:** (optional)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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**MEDICAL PROVIDER:**

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date \_\_\_\_\_

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

**Anticipated release date:** \_\_\_\_\_

**Treatment plan:** \_\_\_\_\_

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

**Comments:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican        | <input type="checkbox"/> PCE Therapist        | <input type="checkbox"/> OT / PT Therapist      |
| <input type="checkbox"/> PEP Physician       |   |   |