

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Utility Worker Assistant

JOB CLASSIFICATION Utility Worker Assistant

DOT TITLE Groundskeeper, Parks and Grounds, government service.

DOT NUMBER 406.684-018

DEPARTMENT Natural Resources and Parks

DIVISION Solid Waste

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE

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 6/23/05

VRC NAME Jeff Casem

DATE REVIEWED 5/14/09

WORK HOURS

8 hours per day, 5 days per week, Monday through Friday 7:00am-3:30pm or 6:30-3:00.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional on a rare occasion (approximately one shift per year on a weekend).

JOB DESCRIPTION

This position provides litter collection services at the Landfills and Transfer Stations in King County, working under the guidance of the Litter Crew Lead. The duties of this classification include the performance of a variety of manual tasks, litter pick-up, facilities clean up, traffic flagging, and loading or unloading various equipment. The Utility Worker Assistant performs duties requiring little special training or experience. This position is part of the supported employment program.

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

Persons eligible to apply for this position must meet the Washington State Eligibility criteria of Developmental Disabilities as defined in RCW 71A.10.020(4). Applicants must have basic knowledge of the hazards involved in the performance of litter collection duties and basic knowledge of safety procedures. Applicants must also have knowledge of the care, maintenance and use of assigned litter collection equipment as well as good oral and written communications skills. The employee must be able to work on uneven slopes, surfaces, grades and terrain in inclement weather and other adverse conditions such as noise, dust and traffic. An offer of employment will be contingent on the success of a pre-employment physical examination.

ESSENTIAL FUNCTIONS

1. Cleans and provides litter pick-up along County roads, property, and solid waste facilities.
2. Loads and unloads small equipment and debris.
3. Flags traffic for over-width loads or around site construction or accidents.
4. Delivers potable and non-potable water supply to rural landfills.
5. Picks up parts for the shops.
6. Perform other litter crew duties as required

NON-ESSENTIAL FUNCTIONS

Driving shuttle for employees to various locations.

PERSONAL PROTECTIVE EQUIPMENT USED

Hard hat, eye protection, hearing protection, various types of gloves (leather, rubber, Kevlar, puncture resistant...), breathing protection (dust mask), heavy work boots, coveralls and safety vest.

OTHER TOOLS & EQUIPMENT USED

Shovel, broom, hoses, pressure washer, pickup truck, cart, two-way radio, speedy dry, buckets, salt, trash cans, trash bags, hooks (similar to hay bail hooks), foreign object and debris stick (FOD or litter stick), tripod signs and various litter items at work sites.

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 10-2- pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, flat cement, steep inclines, uneven ground and wet/slippy surfaces, for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs while shoveling, flagging, removing debris from ditches and performing litter pick up duties.

Walking

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, flat cement, steep inclines, uneven ground, thick vegetation and wet/slippy surfaces for distances of up to 300 feet for up to 20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while traversing various King County facilities in order to perform litter pickup duties. Commonly the employee will pick up debris, using a litter stick, from the areas surrounding the exterior of transfer stations.

Sitting

Health Care Provider initials if restricted_____

Frequently 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 4 hours total in a work shift. Most commonly occurs while driving to and from work sites.

Climbing stairs

Health Care Provider initials if restricted_____

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 job trailers. Ramps can be utilized in most locations in order to avoid climbing stairs.

Balancing

Health Care Provider initials if restricted_____

Occasionally on wet/slippy surfaces, uneven ground and steep slopes for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs while traversing a slope or ditch as well as loose ground (sand, dirt gravel) when picking up litter.

Bending neck up

Health Care Provider initials if restricted_____

Rare for up to 30 seconds at a time for up to 5 minutes total in a shift while reaching for or looking for litter under trailers.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally for up to 20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while using a litter stick in order to pick up litter off the ground.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally for up to 20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while picking up litter off the ground and placing it in to a trash can. The employee also bends when reaching for trash bags on the ground. The employee may be able to reduce some bending/stooping by alternating with kneeling or squatting during some duties.

Kneeling

Health Care Provider initials if restricted_____

Rare on wet/slippy surfaces, uneven ground and slopes for up to 20 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while shoveling and reaching for items on

the ground such as litter and bags of trash. The employee may be able to reduce some kneeling by alternating with bending/stooping or squatting during some duties.

Squatting

Health Care Provider initials if restricted _____

Rare on wet/slippery surfaces, uneven ground and slopes for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while shoveling and reaching for items on the ground such as litter and bags of trash. The employee may be able to reduce some squatting by alternating with kneeling or bending/stooping during some duties.

Operating Controls with Feet

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 driving a pickup truck to various work sites.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for up to 15 seconds at a time for up to 1 minute total in a work shift while setting up, loading and unloading tripod signs as well as when removing litter from trees.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently & highly repetitive for up to 2 hours at a time for up to 4.5 hours total in a work shift while driving a vehicle and pressure washing as well as loading/unloading bags of trash and equipment in the truck bed.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 20 minutes at a time for up to 2 hours total in a work shift while using a litter stick to pick up litter off the ground.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rare for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while shoveling and reaching for items on the ground such as litter and bags of trash.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Frequently for up to 10 seconds at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 1-3 pounds while using a litter stick to pick up litter off the ground.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 300 feet for up to 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 1-3 pounds while using a litter stick to pick up litter off the ground.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 15-17 pounds while shoveling as well as loading and unloading equipment and bags of trash. Occasionally the employee may have to lift a piece of trash on the side of a roadway such as a tire. A Tommy-lift is on the back of the truck and can be utilized to reduce lifting.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 10 feet for up to 20 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting equipment and trash bags to and from the work truck.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 25-40.5 pounds while loading and unloading equipment, trash bags and five gallon jugs of water (40.5 pounds). The employee may lift as many as 10-20 jugs of water in and out of the truck in one load. Occasionally the employee may have to lift a piece of trash on the side of a roadway such as a tire. A Tommy-lift is on the back of the truck and can be utilized to reduce lifting.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 50 feet for up to 1-2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-41.5 pounds while carrying equipment and containers of water to and from worksites.

Lifting 51-100 pounds

Health Care Provider initials if restricted_____

Rare for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 60-96 pounds while lifting buckets/bags of rock salt as well as a hinged dumpster. Assistance is available for heavy lifting on most occasions.

Carrying 51-100 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 50 feet for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 60-96 pounds while carrying bags/buckets of rock salt to and from the truck.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time with a force of up to 10-90 pounds for up to 10 minutes total in a work shift while pushing and pulling shovels (approximately 5-20 pounds), water jugs 15-25 pounds) and a hinged dumpster (60-90 pounds depending on how full it is).

Handling

Health Care Provider initials if restricted_____

Continuously & highly repetitive for up to 2 hours at a time for up to 6 hours total in a work shift while driving, pressure washing and using a shovel as well as manipulating bags of trash, dumpsters, buckets of salt, containers of water and trash cans.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Continuously & highly repetitive for up to 2 hours at a time for up to 5 hours total in a work shift while pressure washing, driving and using a clamp style litter stick.

Fingering

Health Care Provider initials if restricted

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while writing (filling out time card, manipulating small pieces of litter, tying trash bags and using a two way radio (approximately 18 times per day).

Feeling

Health Care Provider initials if restricted

Rare for 10 seconds at a time for up to 5 minutes total in a work shift while making sure the water cooler element is working properly as well as identifying equipment failure.

Talking

Health Care Provider initials if restricted

Occasionally for up to 2-5 minutes at a time for up to 30 minutes-1 hour total in a work shift while attending meetings, conversing with superiors and co-workers and using the 2-way radio.

Hearing

Health Care Provider initials if restricted

Continuously for up to 3 hours at a time for up to 7 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. Work can be performed along active roadways were identifying oncoming vehicles by sound is important.

Seeing

Health Care Provider initials if restricted

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while reading gauges as well as when looking for litter, watching for safety hazards and flagging.

Working with Heightened Awareness

Health Care Provider initials if restricted

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while watching for safety hazards and flagging. Work is commonly performed along active roadways were identifying oncoming vehicles and moving machinery is important.

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, as well as loud noises. 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.

The noise level is

HCP Initials if Restricted

Approximately 50-90 decibels. The noise is caused by moving machinery, trucks and power tools.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather: Continuously

Wet: Frequently

Humidity/dampness: Frequently

Fumes: Occasionally

Odors: Continuously

Dusts: Continuously

Mists: Occasionally

Gases: Occasionally

Moving mechanical parts: Frequently-Continuously

Vibration: Continuously

Working in high, exposed places: Frequently

Working with explosives: Occasionally

Toxic or caustic chemicals: Rare

POTENTIAL MODIFICATIONS TO JOB

Respiratory equipment when working near unknown hazards at the landfill.

Use hoist on the back of the truck for heavy lifting.

Reusable bag with shoulder strap to reduce gripping and dragging bags.

Utilize assistance for lifting items over 75 pounds.

Use smaller buckets or utilize a utility cart/dolly when transporting buckets of salt or containers of water.

Side entry trash cans to reduce lifting.

KING COUNTY JOB ANALYSIS COMPLETED ON: 6/23/05
JOB TITLE: Utility Worker Assistant
EMPLOYEE:
VRC; Kyle Pletz

DOT #: 406.684-018
CLAIM #

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 employee

Signature of employee

Date

KING COUNTY JOB ANALYSIS COMPLETED ON: 6/23/05
JOB TITLE: Utility Worker Assistant
EMPLOYEE:
VRC; Kyle Pletz

DOT #: 406.684-018
CLAIM #

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 _____