

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Engineer I

JOB CLASSIFICATION Engineer I

DOT TITLE Environmental Analyst

DOT NUMBER 199.167-022

DEPARTMENT Natural Resources and Parks

DIVISION Water, Land and Resources

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 4

CONTACT'S NAME & TITLE Don Althausen, Supervising Engineer

CONTACT'S PHONE 206-296-8371

ADDRESS OF WORKSITE

201 South Jackson
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 3/4/04

VRC NAME Jeff Casem

DATE REVISED 9/11/09

WORK HOURS

Employees work a flex schedule based upon the core hours of 6:30am to 3:30pm, 40 hours per week, Monday through Friday.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional, on a rare occasion, in accordance with business demand.

JOB DESCRIPTION

Performs a broad scope of work supporting the department's engineering functions. Performs or supports field survey, CAD services, miscellaneous engineering support to capitol project teams, map work and records maintenance. This position maintains, updates, and tracks engineering records in compliance with RCW 40.14, and WAC 334-663 and in accordance with King County Disposition numbers GS-50-01-01 through GS-50-06F. Work responsibilities are performed on an independent basis with minimal guidance and direction from higher-level positions to include current understanding and implementation of standards and procedures in compliance RCW's WAC's and King County Code. Approximately 80% of the work is performed in the office and 20% of the work may be performed in the field. Some positions may be required to work 100% in the office based on the employers discretion.

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.
7. Ability to maintain, track and retrieve records in compliance with applicable RCW's, WAC's, and in compliance with King County Code.

JOB SPECIFIC REQUIREMENTS

The employee must have civil design skills and knowledge. The employee must possess planning skills, facilitation skills, decision-making skills and analytical skills. Must have skill in working with diverse individuals and customers and maintaining effective relationships, responding to frequently changing work responsibilities, and handling politically sensitive issues. The employee must possess a valid Washington State Driver's License or the ability to provide transportation to remote work locations with limited or no public transportation. Some positions may require a Washington State professional engineer's license or land surveyor's license.

ESSENTIAL FUNCTIONS

1. Assist Design Engineer in the review and/or preparation of engineering documents and plans.
2. Researches state law and guidelines related to engineering records.
3. Maintain, track and retrieve records in compliance with applicable RCW's, WAC's, and in compliance with King County Code.
4. Performs basic engineering calculations.
5. Participates in drafting and computer aided design.
6. Manages records systems.
7. Provides customer service to the private and public sectors and maintains billing and invoicing systems.

NON-ESSENTIAL FUNCTIONS

1. Manages engineering plan records, copy contracts, and office equipment maintenance.
2. Performs engineering library management.
3. Provides capitol projects database management.

PERSONAL PROTECTIVE EQUIPMENT USED

Vest, helmet and protective boots, work gloves (when at construction sites).

OTHER TOOLS & EQUIPMENT USED

Computer, telephone, fax machine, copy machine, printer, surveyor's level, transit, blue prints, maps, walking wheel (rolotape), hook for drainage lids, manhole/drainage lids, sledgehammer, clipboard and level. Machetti, mechanical brush clearing equipment, engineering and mapping softwares, Windows office Suite, CAD 2002 Software.

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

Medium to Heavy, based upon if the employee is working in the office or in the field.

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

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 flat carpeted or cement surfaces as well as uneven terrain for up to 5-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while standing at the copy machine, reviewing plots and conversing with co-workers. The employee can alternate between sitting and standing as needed during most duties.

Walking

Health Care Provider initials if restricted_____

Frequently on flat carpeted or cement surfaces as well as uneven terrain for distances of up to 300 feet for up to 30 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while using the walking wheel, inspecting sites, performing field work and walking within the office. The amount of walking varies upon the amount of field work, which can be affected seasonally.

Sitting

Health Care Provider initials if restricted_____

Continuously on an office chair or automobile seat for up to 1 hour at a time for up to 8 hours total in a work shift. Most commonly occurs while driving to and from sites and performing computer duties as well as reviewing plots and maps. The employee can alternate between sitting and standing as needed during most duties.

Climbing stairs

Health Care Provider initials if restricted_____

Rarely for up to 15 seconds at a time while climbing up to one flight for up to 30 seconds total in a work shift. Most commonly occurs while walking up a flight of stairs to talk to a home owner or citizen.

Balancing

Health Care Provider initials if restricted_____

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while walking along uneven terrain.

Bending neck down

Health Care Provider initials if restricted_____

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs while reviewing plots and maps, obtaining field measurements and performing field inspections.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while adding paper to the copy machine, removing jams from the copy machine, opening and closing drawers, managing records, reviewing plots and manipulating maps as well as loading and unloading equipment from a vehicle trunk.

Kneeling

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 while field inspecting a manhole, road feature, or other surface water features, and reviewing records. Kneeling can be reduced by alternating with bending/stooping or squatting.

Squatting

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 while field inspecting a manhole, road feature, or other surface water features, and reviewing records. Squatting can be reduced by alternating with bending/stooping or kneeling.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Occasionally for up to 45 minutes at a time for up to 1.5 hours total in a work shift while driving a County vehicle to various sites.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 15 seconds at a time for up to 2 hours total in a work shift while pulling plans or maps, performing records management, removing and replacing files in upper file drawers and manipulating reference books. The worker can alternate duties and break up the workload to reduce reaching above shoulder height.

Reaching at waist to shoulder height

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 performing computer duties, performing records management, performing calculations and driving a County vehicle as well as manipulating documents, maps, plans and reference books.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while opening and closing drawers as well as using the walking wheel. The employee can reduce reaching at knee to waist height when opening and closing file draws by sitting in a chair.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while inspecting manhole, road features or plots as well as opening and closing drawers, performing field inspections and performing records management.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds while manipulating reference books, hammer, level, walking wheel, maps, plots, files and paper for the copy machine.

Carrying 1-10- pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 300 feet for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting reference books, maps, plots, files and paper throughout the office as well as transporting a level, hook or hammer while out in the field.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-20 pounds while manipulating a transit or box of files.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Rarely for distances of up to 100 feet for up to 2.5 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-20 pounds while transporting a transit or box of files.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Rare for up to 5 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs with weights of 40-50 pounds while lifting up a catch basin lid or a full box of files.

Lifting 51-100 pounds

Rare for up to 5 seconds at a time for up to 10 seconds in a work shift. Most commonly occurs while removing a solid, round catch basin lid, which can weigh up to 80 pounds.

Pushing and Pulling

Health Care Provider initials if restricted_____

Rarely for distances of up to 300 feet for up to 5 minutes at a time with a force of up to 5 pounds for up to 5 minutes total in a work shift while using a walking wheel as well as pulling maps, books and plots. On an extremely rare occasion the employee may need to pull a solid, round catch basin lid using up to 60 pounds of force for up to 5 seconds at a time for up to 10 seconds total in a shift.

Handling

Health Care Provider initials if restricted_____

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift while manipulating books, walking wheel, telephone receiver, survey equipment, files, manuals and binders.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Occasionally for up to 1 hour at a time for up to 4 hours total in a work shift while driving a County vehicle to various sites as well as when using the computer mouse. Mouse use is intense in this position due to prevalence of CADD drawings.

Fingering

Health Care Provider initials if restricted_____

Frequently for up to 30 minutes at a time for up to 4-6 hours total in a work shift while manipulating documents, performing CADD duties, writing, using the mouse and typing.

Talking

Health Care Provider initials if restricted_____

Occasionally for up to 15 minutes at a time for up to 1.5 hours total in a work shift while conversing with co-workers and the general public, CADD Technicians and Project Managers as well as when talking on the telephone.

Hearing

Health Care Provider initials if restricted

Occasionally for up to 15 minutes at a time for up to 1.5 hours total in a work shift while conversing with co-workers and the general public, CADD Technicians and Project Managers as well as when talking on the telephone.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for 8 hours total in a work shift while reviewing maps, documents, plots and CADD drawings as well as inspecting sites and road features.

Working with Heightened Awareness

Health Care Provider initials if restricted

Rarely for up to 1 hour at a time for 1 hour total in a work shift while traversing through construction sites where moving machinery and other dangers could be present. The employee is also exposed to the general public and moving vehicles when they perform field duties.

ENVIRONMENTAL FACTORS

Work is performed in an office setting as well as in the field. When working in the field the employee is exposed to rough, uneven terrain that may be slippery or wet and/or sloped. Some work can be performed on narrow road shoulders with moving traffic. The employee can also be exposed to the general public, including potentially hostile persons and animals, when performing field duties. Some field work occurs on active construction sites.

The noise level is

Approximately 40-130 decibels. The noise is caused by office and traffic noise as well as construction equipment such as a jackhammer with ear protection provided.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Occasionally

Wet: Occasionally

Odors: Occasionally

Dusts: Occasionally

Moving mechanical parts: Rare

Vibration: Rare

Working in high, exposed places: Rare

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO THE JOB

Ergonomic workstation including appropriate desk height, monitor height and keyboard height.
Ergonomic keyboard.

Trackball (or touch pad depending on preference) and regular mouse (dual setup) to allow for alternating bodily motions and reduction of repetitive motions.

Alternate tasks to reduce static posture and break up repetitive motions.

Workpace software to ensure proper breaks and micro-pauses.

Lifting can be reduced by not filling file boxes all the way.

The employee can alternate between bending/stooping, crouching and kneeling as needed.

The employee can sit in a chair to reduce the amount of stooping when performing records management.

KING COUNTY JOB ANALYSIS COMPLETED ON: 4/16/04

JOB TITLE: Engineer I

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The employee can sit and stand as needed during most duties.

The employee can break up the workload to reduce repetitive and prolonged tasks.

Field work can be reduced or by taking on more CAD or engineering analyses duties.

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.

Kyle Pletz, Vocational Consultant
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

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