

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Industrial Waste Compliance Specialist II

JOB CLASSIFICATION Industrial Waste Compliance Specialist II

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 168.267-054

DOT TITLE Inspector, Industrial Waste

DEPARTMENT King County Natural Resources and Parks

DIVISION Wastewater Treatment

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 3

CONTACT'S NAME & TITLE Despina Strong, Industrial Waste Supervisor

CONTACT'S PHONE 206-263-3010

ADDRESS OF WORKSITE

130 Nickerson St., Suite 200
Seattle, WA 98109

VRC NAME Kyle Pletz

DATE COMPLETED 12/23/08

WORK HOURS

40 hours per week, 10 hours per day, 6:00am-4:30PM, Monday through Thursday.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Rare in accordance with business demand.

JOB DESCRIPTION

Planning and conducting sampling and monitoring of industrial waste discharges to the sewer system to ensure compliance with national and local pretreatment standards. Design and execute field activities for compliance monitoring and research projects; evaluate and modify sampling methods to conform with pretreatment regulations; and evaluate, operate and maintain sampling equipment. Generate compliance reports for permitted industrial dischargers; create and maintain sampling documentation and records; and identify, respond to and investigate complaints, spills and emergencies.

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

Knowledge of federal, local and state environmental regulations

Knowledge of environmental sciences, chemistry, mathematics and statistics

Knowledge of safety hazards associated with laboratories or environmental sampling

Knowledge of sampling techniques and preservation and transportation protocol for sample types, matrices and parameters

Skill in environmental sample collection or analysis

Skill in using computers and software programs such as databases, word processors and spreadsheets

Skill in operating and troubleshooting sampling or laboratory equipment

Skill in reading and interpreting maps, diagrams, plans and blueprints

Skill in data analysis

Oral and written communication skills

Skill in dealing effectively with groups or individuals in difficult circumstances

Skill in establishing and maintaining working relationships with co-workers and customers

Washington State Driver's License

Confined Space Entry certification (within six months of hire date)

Traffic Control certification (within six months of hire date)

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

ESSENTIAL FUNCTIONS

1. Perform essential duties of Industrial Waste Compliance Specialists I.
2. Plan, execute, document and report on industrial waste sampling and other field measurements in accordance with federal and state regulations.
3. Review industrial pretreatment regulations and evaluate sampling methods as necessary to ensure compliance.
4. Use plans and documents related to industrial waste discharges and conveyance facilities to locate and select sample sites.
5. Evaluate and monitor industrial discharges and analytical data. Recognize ongoing violations and report them to industry representatives and Industrial Waste Compliance Investigators.
6. Review and approve standardized industry pretreatment systems and sample sites.
7. Initiate enforcement actions; provide defensible data, documents and expert technical testimony for enforcement actions.
8. Procure sampling equipment and supplies, write justifications, seek bids and project budget needs.
9. Develop and implement Quality Assurance/Quality Control (QA/QC) measures for sampling programs.

10. Evaluate, operate, maintain, calibrate and modify complex sampling and analytical equipment.
11. Perform inspections of industries and conveyance facilities.
12. Identify, respond to, and investigate complaints, spills and emergencies.
13. Make public presentations.
14. Communicate with industrial representatives regarding sample methods, analyses, pretreatment regulations, and limits.
15. Perform other duties as assigned.

PERSONAL PROTECTIVE EQUIPMENT USED

Hard hat, steel toe boots, gloves ear protection, eye protection, safety vest and coveralls.

OTHER TOOLS & EQUIPMENT USED

County vehicle (full size van), laptop computer, files, clipboard, camera, cell phone, telephone, fax machine, copy machine, computer, carboy, surcharge samples, manhole and grate covers, air monitoring equipment, PH monitoring equipment, sampling equipment, washing equipment, samples, potentially hazardous materials etc.

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.

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

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 multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, inclines, concrete, substandard structures, and wet/slippery or frozen ground for up to 1 hour at a time for up to 1 hour total in a work shift. Most commonly occurs while performing traffic control, cleaning equipment, completing paperwork and conversing with company contacts.

Walking

Health Care Provider initials if restricted _____

Frequently on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, inclines, concrete, substandard structures, and wet/slippery or frozen ground for distances

of up to 10 minutes at a time for up to 3 hours total in a work shift. Walking most commonly occurs while performing compliance sampling collection.

Sitting

Health Care Provider initials if restricted_____

Frequently on office chair or automobile seat for up to 2 hours at a time for up to 3 hours total in a work shift. Most commonly occurs while attending meetings, performing computer duties or driving a County vehicle.

Climbing stairs

Health Care Provider initials if restricted_____

Rare to occasionally for up to 2 flights at a time for up to 5-10 minutes total in a work shift. Most commonly occurs while performing compliance sampling collection and traversing the office.

Climbing

Health Care Provider initials if restricted_____

Rare on ladders to heights of 10 feet for 15 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs while traversing baker tanks, pipes etc.

Balancing

Health Care Provider initials if restricted_____

Continuously on multiple surfaces that may include gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while performing facility walkthroughs which includes walking and standing while looking at various aspects of the facility.

Bending neck up

Health Care Provider initials if restricted_____

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while collecting samples and cleaning equipment.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally to frequently on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 2-3 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while collecting samples and cleaning equipment as well as when completing paperwork and computer duties.

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while collecting samples and cleaning equipment. The employee might be able to reduce bending/stooping by alternating with crouching or kneeling.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while collecting samples and cleaning

equipment. The employee might be able to reduce kneeling by alternating with crouching or bending/stooping.

Squatting

Health Care Provider initials if restricted_____

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while collecting samples and cleaning equipment. The employee might be able to reduce crouching by alternating with bending/stooping or kneeling.

Operating Controls with Feet

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 driving a County vehicle to inspection sites within King County.

Reaching above shoulder 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 while obtaining sample containers and equipment on upper shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Frequently to Continuously for up to 1 hour at a time for up to 6-7 hours total in a work shift while performing computer duties, completing forms, driving, writing on a clipboard and driving a County vehicle.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while collecting samples and cleaning equipment.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet, slick or frozen ground for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while collecting samples and cleaning equipment.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 3-6 pounds while manipulating maps, Thomas Guide, meters, sampling bottles, documents, reports and various monitoring equipment.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally to frequently for distances of up to 50 yards for up to 15 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 3-9 pounds while carrying safety equipment, clipboard, batteries, camera, meters and testing equipment while performing compliance sampling collection.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Rare to occasionally for up to 30 seconds at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while loading and unloading an equipment bag from a County vehicle as well as manipulating containers, tripods, etc.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 50 yards for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while transporting equipment to and from a County vehicle.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Rare to occasionally for up to 5-10 minutes at a time for up to 30 minutes total in a work shift while holding, shaking and splitting contents of carboys (26 pounds). The employee also lifts with weights of 21-40 pounds while loading and unloading equipment (40# 6700 barrel, 26# carboy, 27# flagging base, 32# GLS, 21# small sampler) from a County vehicle.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 21-40 pounds while transporting equipment (40# 6700 barrel, 26# carboy, 27# flagging base, 32# GLS, 21# small sampler) from a County vehicle.

Lifting 51-100 pounds

Health Care Provider initials if restricted_____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 60-90 pounds while manipulating manhole lids and drain grates.

Lifting 100+ pounds

Health Care Provider initials if restricted_____

Rarely for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 100-200 pounds while manipulating manhole lids and drain grates.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time with a force of up to 30 pounds for up to 10 minutes total in a work shift while manipulating sampling equipment.

Handling

Health Care Provider initials if restricted_____

Frequent to continuous for up to 1 hour at a time for up to 6-7 hours total in a work shift while manipulating containers, samples, meters, batteries, clipboard and bottles. The employee also handles while holding, shaking and splitting contents of carboys (26 pounds).

Operating Controls with Hands

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 driving a County vehicle to inspection sites within King County, computer mouse, gas meter and PH meter.

Fingering

Health Care Provider initials if restricted

Frequently for up to 1 hour at a time for up to 2.5-3 hours total in a work shift while performing computer duties and manipulating documents, writing and performing data entry.

Feeling

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 feeling the temperature of equipment and samples containers.

Talking

Health Care Provider initials if restricted

Occasionally for up to 5-10 minutes at a time for up to 1-2 hours total in a work shift while conversing with coworkers about work duties as well as conversing representatives of sampling locations and attending meetings.

Hearing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 10 hours total in a work shift while conversing about duties as well as speaking with owners of properties and conducting presentations. The employee also needs to hear continuously to identify safety hazards while working in the field.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 10 hours total in a work shift while performing compliance sampling collection. The employee also needs to see continuously to identify safety hazards while working in the field.

Working with Heightened Awareness

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 10 hours total in a work shift while performing compliance sampling collection. The employee also needs to work with heightened awareness continuously to identify safety hazards while working in the field.

ENVIRONMENTAL FACTORS

Work is performed in a wide variety of areas that can range from industrial areas to an office environment. The worker performs compliance sampling collection which includes various chemicals. The worker may be exposed unsanitary or potentially harmful conditions that may include: trip hazards, chemical agents, etc. The noise level varies from quiet to loud depending on the location of inspection.

The noise level is

HCP Initials if Restricted

Approximately 50-120 decibels. The noise is caused by industrial equipment.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather: Frequently

Non-weather related temperatures below 55 degrees: Rare

Non-weather related temperatures above 75 degrees: Rare

Wet: Occasionally

Humidity/dampness: Occasionally

Fumes: Frequently

Odors: Frequently
Dusts: Frequently
Mists: Frequently
Gases: Frequently
Moving mechanical parts: Frequently
Vibration: Frequently
Working in high, exposed places: Occasional
Working with explosives: Rare
Toxic or caustic chemicals: Frequently to Continuously

POTENTIAL MODIFICATIONS TO JOB

Ergonomic workstation including an adjustable chair and appropriate height work surface to increase comfort while performing computer and office work.
A hand cart could be used to reduce carrying.

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

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