

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Planning and Coordinating Supervisor

JOB CLASSIFICATION Wastewater Treatment Supervisor.

DOT TITLE Sewage Plant Supervisor

DOT NUMBER 955.130-010

DEPARTMENT Natural Resources and Parks

DIVISION Wastewater

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 2

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

1400 Utah Street West
Seattle, WA 98199

CONTACT'S NAME Jim Pitts / Mike Fischer

CONTACT'S PHONE 206-263-3825 / 206-684-2408

EMPLOYER JOB TITLE Manager

DATE COMPLETED 9/12/02

VRC NAME Jeff Casem

DATE REVISED 7/2/09

WORK HOURS

4 10-hour shifts from 6:30am to 4:30pm or 5 8-hour shifts from 6:00am to 2:30pm. Hours may be based on a rotating shift.

OVERTIME

Required approximately 3-4 hours per week.
Fair Labor Standards Act, Exempt (salary).

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #

JOB DESCRIPTION

Supervises personnel who monitor, operate and maintain a wastewater treatment facility, landfill gas unit and/or collection and conveyance system. Ensures compliance with appropriate local, Washington State and federal air, DOE permits, wastewater and safety regulations and requirements and are responsible for planning long and short term work load, budgeting, personnel training and performance management. Provides technical expertise in the operation and monitoring of all wastewater treatment, odor control, collection and conveyance system equipment and processes. Supervises Inventory and Stores personnel to ensure division's materials, parts, and supplies are ordered and available for operation of wastewater treatment and wastewater pumping facilities. Provides feedback and makes recommendation to "As-Built" work group to ensure as-built and plant documentation is maintained and that updates, contract modifications and changes to plant are documented and kept current. Supervises Division Coordinator and Plant Planner/Scheduler to ensure weekly and longer term projects are tracked and planned so activities of all work groups re coordinated through one point of contact. Leads yearly planning efforts as well as planning work for seasonal activities. Ensures CEU records are kept current, conducts required (SCBA, CPR, Forklift, etc.) training classes and ensures documentation is delivered to Division staff.

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 judgement.
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 demonstrate leadership qualities

JOB SPECIFIC REQUIREMENTS

Group III or higher Wastewater Treatment Plant Operator's certificate, knowledge of project management techniques and principles. Knowledge of the description, function and major components for plant-wide gas, chlorination, heating, heat lube system, propane systems, ventilating, and air-conditioning, odor control, electrical, water, air and hydraulic systems. Knowledge of the description, function and major components, causes for alarms and remote monitoring and control system for the equipment and systems in the preliminary, primary and secondary, solids handling, EMS and Auto handling, odor control and/or collection and conveyance systems. Must be available to work all shift schedules, including rotating shifts; may be required to be on standby and/or call-

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #

out status and subject to after hours call-in for unusual occurrences and emergencies.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Plans, schedules, coordinates, monitors and reviews the daily work of a crew and the long-range planning and scheduling of a crew. Ensures timely completion and quality of work by crew.
2. Participates in long-range facilities planning.
3. Reviews and evaluates employee job performance and provides constructive feedback; provides mentoring; recommends and/or initiates disciplinary action.
4. Requisitions supplies and equipment, maintains inventory, ensures requisition procedures are followed and makes budget decisions.
5. Reviews plans, designs procedures for assigned segment of major construction projects with contractors, design engineers, vendors and agency's construction management division.
6. Organizes, coordinates and provides technical expertise on long-range special projects; provides direction to senior staff on special projects.
7. Assists senior staff in scheduling and prioritizing work orders with other divisions, departments and agencies.
8. Plans, schedules and provides training to others and maintains training records on employees.
9. Reviews laboratory data and recommends and/or makes process control decisions.
10. Coordinates division, department and other agencies' responses to unusual occurrences and emergencies; takes corrective action as appropriate. May be responsible for media contact.
11. Ensures adherence to all policies, standards and procedures.
12. Operates, monitors and controls equipment and systems using complex computer systems.
13. Participates in labor negotiations and grievance hearings.
14. Prepares technical reports of plant operations for submittal to management and state and federal regulatory agencies.
15. Assumes operational responsibilities in the absence of the Section Manager for rotating shifts and for other operations.
16. Performs the duties of the other classifications within the Wastewater Treatment Operations series as needed.
17. Drives a County vehicle with an automatic transmission to and from various locations for meetings.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer, telephone, fax machine, copy machine, two way radio, motorized cart, self contained breathing apparatus (SCBA), County vehicle with an automatic transmission hearing protection, eye protection, hard hats, chlorine and various hand tools.

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #

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

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Light to Medium this is a working supervisor position

Standing

Occasionally on flat cement, linoleum and carpeted surfaces for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while conversing with co-workers and subordinates. The employee may alternate sitting and standing as needed.

Walking

Occasionally on cement, linoleum and carpeted surfaces for distances of up to $\frac{3}{4}$ mile for up to 15 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while walking between buildings. Utilizing a motorized cart can reduce walking.

Sitting

Frequently on an office chair or automobile seat for up to 2 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while performing computer duties, talking on the telephone and driving.

Climbing stairs

Frequently for 5 minutes at a time while climbing 70 stairs for up to 4 times total in a work shift. Most commonly occurs while entering and exiting pump stations.

Climbing

Rare on a ladder to heights of up to 20 feet for up to 30 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while entering or exiting tanks.

Balancing

Rare on wet surfaces for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while walking inside of a tank.

Bending/Stooping

Rare on flat carpeted or linoleum surfaces for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while placing or removing objects in lower drawers as well as inspecting low areas of machinery.

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #

Kneeling

Rare on cement, linoleum and carpeted surfaces for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while inspecting low areas of machinery. Worker may be able to alternate kneeling with crouching.

Crouching

Rare on cement, linoleum and carpeted surfaces for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while inspecting low areas of machinery. Worker may be able to alternate crouching with kneeling.

Crawling

Rare on cement, linoleum and carpeted surfaces for up to 1 minute at a time for up to 1 minute total in a work shift. Most commonly occurs while inspecting low areas or underside of machinery.

Operating Controls with Feet

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while driving a County vehicle with an automatic transmission.

Reaching above shoulder height

Rare for up to 10 seconds at a time for up to 2 minutes total in a work shift while removing or replacing objects in upper drawers and on upper shelves.

Reaching at waist to shoulder height

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while performing computer duties, manipulating documents and driving a County vehicle.

Reaching at knee to waist height

Rare for up to 10 seconds at a time for up to 2 minutes total in a work shift while removing or replacing objects in lower drawers and on lower shelves.

Reaching at floor to knee height

Rare for up to 10 seconds at a time for up to 2 minutes total in a work shift while removing or replacing objects in lower drawers and on lower shelves.

Lifting 1-10 pounds

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 2-4 pounds while manipulating hand tools, files, documents, books and binders.

Carrying 1-10- pounds

Occasionally for distances of up to $\frac{3}{4}$ mile for up to 15 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 2-4

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #

pounds while transporting hand tools, files, documents, books and binders to meetings or between buildings. Utilizing a motorized cart may reduce carrying.

Lifting 11-20 pounds

Occasionally for up to 15 seconds at a time for up to total in a work shift. Most commonly occurs with weights of 11-13 pounds while manipulating multiple files documents or tools as well as moving a PC projector or bag containing a laptop computer.

Carrying 11-20 pounds

Occasionally for distances of up to ¾ mile for up to 15 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 11-13 pounds while transporting PC projector or bag containing a laptop computer to meetings or between buildings. Utilizing a motorized cart may reduce carrying.

Pushing and Pulling

Rare for up to 10 seconds at a time with a force of up to 13 pounds for up to 5 minutes total in a work shift while opening and closing facility doors and file drawers.

Handling

Occasionally for up to 1 hour at a time for up to 2 hours and 10 minutes total in a work shift while manipulating various hand tools, books, binders and documents.

Operating Controls with Hands

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while driving a County vehicle with an automatic transmission.

Fingering

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift while typing, writing, manipulating documents and using the computer mouse.

Feeling

Rare for up to 5 seconds at a time for up to 10 seconds total in a work shift while identifying mechanical failure of equipment such as overheating or excessive vibration.

Talking

Continuously for up to 5 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers and subordinates as well as when talking on the telephone and in-plant radios.

Hearing

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while listening for potential hazards such as moving machinery.

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #

Near acuity—clarity of vision at 20 inches or less

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift while reading documents and performing computer duties.

Far acuity—clarity of vision at 20 feet or more

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while driving and identifying potential hazards such as moving machinery.

Depth perception—three dimensional vision

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while driving and identifying potential hazards such as moving machinery or obstacles.

Color vision—ability to identify and distinguish colors

Occasionally for 10 seconds at a time for up to 5 minutes total in a work shift while identifying color of alarm beacons and computer control indicators.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while driving and identifying potential hazards such as moving machinery.

Night vision--seeing after sundown with minimal or no supplemental light sources

Occasionally for up to 1 hour at a time for up to 1 hour total in a work shift while working outside before sunrise or after sundown.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Continuously

Frequently Rare

Performing repetitive or short-cycle work: Occasionally

Influencing people in their opinions, attitudes, and judgments: Continuously

Performing a variety of duties: Continuously

Working alone or apart in physical isolation from others: Occasionally

Working effectively under stress: Continuously

Attaining precise set limits, tolerances, and standards: Occasionally

Working under specific instructions: Occasionally

Working with others: Continuously

Making judgments and decisions: Continuously

ENVIRONMENTAL FACTORS

Work is performed in an industrial wastewater setting where the worker is exposed to or in close proximity to heavy operating machinery, high voltage, sewage, adverse weather conditions, uneven surfaces, cat walks/metal grating, noxious or toxic gasses and chemicals, as well as loud noises. The noise level is

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
CLAIM #

quiet to very loud. Hearing protection, eye protection, breathing protection and hard hats are required in some areas.

Workers are exposed to

Outside weather: Frequently

Extreme heat: Rare

Wet: Occasionally-Frequently

Humidity/dampness: Rare

Fumes: Occasionally- Frequently

Odors: Continuously

Dusts Rare-Occasionally

Mists: Rare

Gases: Rare-Occasionally

Poor ventilation: Rare

Moving mechanical parts: Frequently

Vibration: Occasionally- Frequently

Working in high, exposed places: Rare-Occasionally

Radiation: Rare

Working with explosives: Rare

Toxic or caustic chemicals: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Utilize motorized cart to reduce walking and carrying.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

JOB TITLE: Planning and Coordinating Supervisor
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 955.130-010
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.

☐ The employee is released to perform the described duties on a reduced schedule. 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