

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Project Control Engineer II    **JOB CLASSIFICATION** Project Control Engineer II

**DOT TITLE** Project Engineer    **DOT NUMBER** 019.167-014

**DEPARTMENT** Natural Resources & Parks    **DIVISION** Wastewater Treatment

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 8

**CONTACT'S NAME & TITLE** Joe Barnett, Capital Projects Managing Supervisor

**CONTACT'S PHONE** (206) 684-1505

**ADDRESS OF WORKSITE** 201 S. Jackson St., Seattle, WA 98104-3855

**VRC NAME** Michael F. Richards, M.Ed., CRC, CCM    **DATE COMPLETED** 04/02/04

**VRC NAME** Jeff Casem    **DATE REVISED** 09/11/09

**WORK HOURS** Position is generally 40 hours per week. The work schedule can be flexible, based on business needs and at employee request (4/10 hr. days; 5/8 hr. days; or approved variation).

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Generally does not occur. Position is salaried/exempt.

### JOB DESCRIPTION

This classification is considered the Junior Level Project Control Engineer in the Project Control Engineer series. It provides project control support on capital projects, including review and analysis of contractor construction schedules and project schedules. Assists in the preparation of cost estimates for capital projects or construction change orders. Prepares progress payment packages for construction and consultant contracts. Prepares contract amendments or change order approval documentation packages.

### 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**

This position requires a Bachelor's Degree in Engineering, Business Administration, Construction Management, Project Management, or closely related field or the equivalent combination of education and experience. Two years experience in project or construction management, cost and schedule control, or contract administration beyond the Bachelor's degree level is required. Experience must include work on a major public works project and familiarity with CPM and Cost/Schedule software such as Microsoft Project, Primavera, Suretrak, Scitor, etc. Position also requires the following: Working knowledge of cost and scheduling techniques and principles; project management techniques and principles; contract administration principles; the ability to formulate schedules, budgets and control procedures; experience with personal computer software (Microsoft Office) and a valid Washington State driver's license or the ability to travel in a timely manner to locations throughout King and Snohomish Counties that may not be served by public transportation.

## **ESSENTIAL FUNCTIONS**

- Participate in project development and pre-design phase team meetings. Apply appropriate software tools such as Work Breakdown Structure (WBS) software and CPM scheduling software to accurately reflect team scope and schedule decisions. Update the project WBS and CPM schedule as required for control needs.
- Prepare Project Phase Gate deliverables and information to support project managers securing upper management authorization to continue projects.
- Review and analyze contractor construction schedules and engineering schedules. Analyze monthly construction schedule updates. Prepare as-built construction schedules. Prepare and update the project master milestone schedules. Assist Project Managers in development of detailed CPM project schedules for smaller projects.
- Assist construction field personnel and the project representative in the negotiation of proposed change orders. Prepare change order documentation and initiate the approval process.
- Monitor and track contingency budget status. Provide status reports on project and construction costs and contingency utilization.
- Review construction submittals for agreement with contract specifications and completeness. Identify all submittals required for construction contracts. Maintain submittal and RFI logs on each assigned construction contract.
- Review and analyze progress payments to ensure compliance with established specifications. Work with construction managers and project representative in the resolution of problem areas.
- Prepare and control contract administration documents such as correspondence, contracts, amendments, and change orders, following the current established procedures. Administer pertinent recordkeeping systems to ensure that contracts have met established internal standards.

- Attend weekly or as required construction progress meetings. Provide status of changes, submittals, RFI's, schedules and payments.
- Prepare and maintain consultant work order packages and amendments for accuracy.
- Perform other related tasks as assigned.

**Note:** Specific duties within this position classification may vary depending upon the project assignment, and work location. Positions in the downtown or administration office location (201 S. Jackson St.) focus primarily on the "pre-construction" phases of a project. Duties at this location provide project control support to initial project planning and development, design aspects, and initial contract development. Other personnel within this same classification may be assigned to a "field project" site and have duties that would require greater physical activity through job site or project visits in order to monitor progress payment status and develop change orders and amendments based on physical review of work progress and construction conditions. Workers assigned to design phase projects generally work downtown and seldom leave the office and have duties consistent with classic "Sedentary" physical demands. Project Control Engineers assigned to construction phase projects are more likely to work in field locations and be more accurately described as requiring "Light" physical demands. Employees may be assigned to either location depending on work availability and project assignment. The physical demand characteristics incorporate separate descriptions where applicable based upon project assignment type.

### **NON-ESSENTIAL FUNCTIONS**

1. Perform other related tasks as assigned.
2. Drive county vehicle to and from job site visits.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

None in the office environment. While working at or visiting job sites, employees are required to wear hard hats, safety shoes, safety glasses, hearing protection and reflective vest.

### **OTHER TOOLS & EQUIPMENT USED**

Computer system including processor, screen, keyboard and mouse with Microsoft Office and specialized cost/scheduling software applications. Employees also use a variety of standard office equipment/supplies such as telephone, fax machine, photocopier, hole punchers, stapler, staple removers, tape dispenser clips, binders, markers, pens and pencils, 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**

Light, if assigned to a field project – exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently.

Sedentary, if assigned to the downtown or administration office – exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

**NOTE:** Individual modifications, such as an elevated desk/workstation, were not included in the demand descriptions below. Such a modification (as used by this employee) would significantly reduce sitting and increase standing. Other activities may be affected as well if performed from standing, rather than a sitting, position.

**Standing**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely on a carpeted surface for 3-10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs at the worker's discretion while talking with a colleague or reviewing materials while away from ones desk.

**Walking**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs occasionally and intermittently on a carpeted, tile or cement surface for perhaps 30/60 minutes at a time up to 60/120 minutes total in a work shift – with the greater time increments occurring if assigned to a field project. Most commonly occurs while on a job site tour, walking within the division offices or rarely to a meeting at another downtown location.

**Sitting**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs continuously on an ergonomically designed office chair for 30-60 minutes at a time for up to 7 or more hours in a work shift. Most commonly occurs while at ones desk using a computer or doing paperwork.

**Climbing stairs**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely (normally at the worker's discretion) for 3 minutes at a time while climbing/descending 1-5 flights of stairs for up to 6-10 minutes in a total work shift. This activity most commonly occurs during a fire drill (walk down/ride up) or optionally instead of taking an elevator.

Occurs occasionally for up to 10 minutes total in a work shift if assigned to a field project while visiting or working at a job site.

**Bending neck up**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs occasionally for 1-2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while sitting at the desk looking for materials stored in a higher level shelf.

**Bending neck down**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs frequently but intermittently for 10-15 minutes at a time for up to 1-2 hours total in a work shift. Most commonly occurs while working from a sitting position at ones desk or accessing materials or files from a lower drawer. The ability to change the neck position would be at ones discretion.

**Balancing**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely (only if assigned to a field project) for up to 30 seconds at a time, 1-2 minutes total during a shift. Occurs when visiting or working at a construction site.

**Bending/Stooping**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs occasionally within a carpeted office environment for 1-2 minutes at a time or for up to 10 minutes total in a work shift. Most commonly occurs while accessing items stored in lower shelves or on the floor in boxes.

**Kneeling**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely (if assigned to a field project) 1-2 minutes at a time for up to 10 minutes total in a work shift while working at a field or construction site.

**Squatting**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely (if assigned to a field project) on a variable (hard flat surface or loose ground) for 1-2 minutes at a time or up to 10 minutes total in a work shift. Most commonly occurs while inspecting, making observations or collecting information at a project or construction site.

**Crawling**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely (if assigned to a field project) on smooth to rough surfaces for 30 seconds at a time or up to 1 minute total in a work shift. Most commonly occurs while inspecting, making observations or collecting information at a field project or construction site.

**Operating Controls with Feet**

Health Care Provider initials if restricted\_\_\_\_\_

May occur rarely while driving a county vehicle for 1 hour at a time or 2 hours total in a work shift. Most commonly occurs while driving to or from a job site tour. All county vehicles are equipped with automatic transmission.

**Reaching above shoulder height**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely for less than 1 minute at a time for up to 5-10 minutes total in a work shift. Most commonly occurs while accessing small items (files, binders or reference materials) from a higher bookshelf or cabinet.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs frequently for up to 30 minutes at a time for 6 hours estimated total in a work shift. Most commonly occurs while sitting at the desk using the keyboard, writing or taking notes. This activity is normally short cycle, but occurs repetitiously throughout a given workday.

**Reaching at knee to waist height**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs occasionally for less than 1 minute at a time for up to 10-20 minutes total in a work shift. Most commonly occurs while sitting at a desk opening and closing drawers, placing items in and taking them out of drawers, etc.

**Reaching at floor to knee height**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs rarely for less than 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while accessing low file drawers and items from a sitting position.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely while lifting paper or files for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of less than 3 lbs. at waist to shoulder height while handling files, paperwork or reference material.

**Carrying 1-10- pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely (if assigned to the downtown or administrative office) while carrying paperwork or reference material for distances of less than 100 ft. for 3 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of less than 3 lbs. while transporting files and reference materials, carrying a notebook to a meeting, etc.  
Occasionally (if assigned to a field project) while carrying paperwork or reference material for distances of less than 1000 ft. for 30 minutes at a time for up to 60 minutes total in a work shift. Most commonly occurs with weights of less than 10 lbs. while transporting files and reference materials, carrying notebooks or supplies to a meeting, or when walking through a construction site.

**Handling**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs occasionally while handling paperwork or small office items for 3 minutes at a time for up to 20-30 minutes total in a work shift while handling small desk items, files, papers, reference materials, etc.

**Operating Controls with Hands**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs continuously for 1 hour at a time for up to 6-7 hours total in a work shift while operating a computer mouse. Steady use for 1 hour uninterrupted would be rare, while typical use is short cycle and intermittent.

**Fingering**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs continuously for 1 hour at a time for up to 6-7 hours total in a work shift while using a computer keyboard, writing and/or taking notes. Steady use for 1 hour uninterrupted would be rare, while typical use is short cycle and intermittent.

**Talking**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs frequently to continuously for 10-15 minutes at a time for up to 1-3 hours total in a work shift while exchanging information, discussing or reviewing work related issues, conversing on the telephone or otherwise talking with colleagues, supervisor, project manager or others.

**Hearing**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs frequently to continuously 10-15 minutes at a time for up to 1-3 hours total in a work shift while exchanging information, discussing or reviewing work related issues, conversing on the telephone or otherwise talking with colleagues, supervisor, project manager or others.

**Seeing**

Health Care Provider initials if restricted\_\_\_\_\_

Occurs continuously for 2.5 hours at a time for up to 8 hours total in an 8-hour work shift while engaging in most any of the required work activities. This position requires an extensive amount of

near acuity while working on the computer, reading and reviewing paperwork or while writing and taking notes. Far acuity may be used during meetings, while driving to a job site, etc.

### **Working with Heightened Awareness**

Health Care Provider initials if restricted

Occurs rarely for 5-10 minutes at a time for 30 minutes total in a work shift while perhaps touring or visiting a work site.

Note: This position does frequently require a high degree of concentration and attention to detail – but not heightened physical awareness as such.

### **ENVIRONMENTAL FACTORS**

If assigned downtown, work is performed indoors in a modern office setting.

If assigned to a field project, work is performed both indoors and outdoors. The amount of time spent outdoors would depend on the project characteristics, stage of completion and somewhat on individual preferences.

### **The noise level is**

Health Care Provider initials if restricted

Approximately 40-50 decibels. The noise is caused by heating/ventilation system, telephones, office conversations, people moving about, etc. When visiting or working outside at a job site, one could be exposed to considerably higher noise levels – up to 130 decibels. On such occasions, protective earplugs are always available.

### **Work environment may include the following exposure(s): Restricted**

**HCP Initials if**

**Note:** Project Control Engineers assigned to the downtown location would work almost exclusively in an office environment with minimal exposure to health and safety hazards. The hazards one might encounter on a field or construction site are described below. Work environment may include the following exposures – if assigned to a field project:

Outside weather

Wet

Humidity/dampness

Fumes

Odors

Dusts

Mists

Moving mechanical parts

Vibration

Toxic or caustic chemicals

Confined spaces


### **POTENTIAL MODIFICATIONS TO JOB**

- Flexible work hours.
- Work station modification – may include elevated desk, special or custom chair, footrest, platforms, modified storage, modified computer equipment, etc.

KING COUNTY JOB ANALYSIS COMPLETED ON: 4/29/04  
JOB TITLE:  
EMPLOYEE:

DOT #: 019.167-014  
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.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

---

Signature of contact

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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:

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☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

- ☐ The employee is not released to perform the described duties due to the following job functions:

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☐ 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:

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Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

Date: \_\_\_\_\_