

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE:** Light Rail Maintenance Service Center Worker;

**JOB CLASSIFICATION:**

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER:** 222.387-058

**DOT TITLE:** Stock Clerk      **SVP:** 4      **Phys:** H

**DEPARTMENT:** Department of Transportation      **DIVISION:** Transit

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 3

**CONTACT'S NAME & TITLE:** Ben Leeden;

**CONTACT'S PHONE:** 206-903-7776 desk #, 206-330-3939 Mobile

**ADDRESS OF WORKSITE:** 3407 Airport Way, Seattle, WA 98104

**VRC NAME:** Thomas S. Sproger, MS, CRC, CEAS II

**DATE COMPLETED:** 7/16/10

**WORK HOURS:** 40

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional

**JOB DESCRIPTION:** These positions are located at the light rail maintenance service center. These positions exist to provide materiel support to those who maintain light rail equipment and track. These employees maintain inventory, issue and receive parts, purchase requested materials, supplies and equipment, maintain stock levels and perform warranty administration function.

### 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.

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## **ESSENTIAL FUNCTIONS**

### **A RECEIVING & STOCKING:**

1. Receives deliveries of ordered items stacked by UPS and other cartage firms outside door
2. Stacks items on cart and brings items inside for checking
3. Assures accuracy of order by checking packing slips against purchase order
4. Moves items to storage area
5. Stocks shelves with items received according to classification system
6. Enters data into computer data base

### **B. INVENTORY CONTROL & PURCHASING:**

1. Performs periodic inventory of parts, tools, and equipment
2. Orders parts or tools or equipment as needed to maintain stock level
3. Receives request for purchase
4. Locates vendor, obtains part #, submits purchase order
5. Tracks order and enters date received in data base
6. May expedite order by contact and negotiating early or speedy shipment with vendor

### **C. WARRANTY ADMINISTRATION**

1. Receives defective part from maintenance
2. Reviews warranty data on line
3. Completes necessary documentation for return
4. Delivers defective part to warranty station on site
5. Receives appropriate acceptable part
6. Returns with part and delivers to maintenance staff
7. Documents transaction in data base

### **D. ISSUES PARTS, TOOLS AND EQUIPMENT TO MAINTENANCE WORKERS**

1. Receives request for tools, parts and equipment, in person, by phone or via on line request
2. Locates appropriate part/s, tool/s or piece/s of equipment
3. Physically moves parts, tools or equipment to main warehouse
3. Issues tools, part, or equipment to maintenance employee
4. Documents transaction in data base

### **E. OTHER FUNCTIONS:**

1. May gather data for maintenance history or a particular part
2. May compile and analyze maintenance history to determine optimal service schedule
3. Extensive data entry & data management for multiple systems (King Couty, Light Rail, etc).

## **NON-ESSENTIAL FUNCTIONS**

None

### PERSONAL PROTECTIVE EQUIPMENT USED

Boots, hearing protection, hard hat when needed

### OTHER TOOLS & EQUIPMENT USED

Forklift, pallet jack, rolling ladder

### 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 (in the Dictionary of Occupational Titles) as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

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.**

Very Heavy—exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### Standing

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

Continuously Frequently **Occasionally** Rarely

Workers stand on concrete floors for 3-30 minutes at a time for up 2 hours total in a work shift.

Standing most commonly occurs while performing inventory cycle control once a week.

### Walking

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

Continuously **Frequently to Occasionally** Rarely & Highly Repetitive

Workers walk on concrete surfaces for distances of 100 yards for 5-45 minutes at a time for up to 4.5 hours total in a work shift. Walking most commonly occurs while picking parts.

### **Sitting**

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

Continuously Frequently **Occasionally** Rarely

Workers sit on ergonomic chairs for up to 1 hour at a time and for up to 4 hours total in a work shift. Workers most commonly sit while performing research, purchasing and data entry functions.

### **Climbing stairs**

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

Continuously Frequently Occasionally **Rarely** & Highly Repetitive

for 3-5 minutes at a time while climbing 1-2 flights of stairs for up to ½ hour total in a work shift. Most commonly occurs when elevators are out of commission.

### **Climbing (Ladders)**

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

Continuously Frequently **Occasionally** & Highly Repetitive

Workers climb on 3-4 step rolling ladders with handrails to heights of 3-4 feet for 3-5 minutes at a time and for up to 1.5 hours total in a work shift. Most commonly occurs while shelving parts or pulling orders.

### **Balancing **Not Present****

### **Bending neck up**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive

Neck extension occurs for 1-2 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while pulling orders from high shelving.

### **Bending neck down**

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

Continuously **Frequently** Occasionally Rarely & Highly Repetitive

Neck flexion occurs for 1-2 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while entering data on computer.

### **Bending/Stooping**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive

on concrete surfaces for 15-30 at a time for up to 2 hours total in a work shift. Most commonly occurs while de-palletizing loads, checking received orders on low cart against purchase orders. May kneel, squat or sit instead.

### **Kneeling**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive

on concrete surfaces for 15-30 at a time for up to 2 hours total in a work shift. Most commonly occurs while checking received orders on low cart against purchase orders. May bend, squat or sit instead.

### **Squatting**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive

on concrete surfaces for 15-30 at a time for up to 2 hours total in a work shift. Most commonly occurs while checking received orders on low cart against purchase orders. May kneel, bend, or sit instead.

### **Crawling**

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

Continuously Frequently Occasionally **Rarely** & Highly Repetitive

on concrete surfaces for distances of 1-5 feet for 2-3 minutes at a time and for up to 10 minutes total in a work shift. Most commonly occurs while attempting to locate dropped part.

**Operating Controls with Feet**

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

Continuously Frequently **Rarely** & Highly Repetitive  
of forklift for 5-10 minutes at a time for up to ½ hour total in a work shift while operating forklift.

**Reaching above shoulder height**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
For 1-2 minutes at a time and for up to 30 minutes total in a work shift while stocking shelves or pulling order. May lift box with 4 1-gallon cans to overhead shelf.

**Reaching at waist to shoulder height**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
at a time for up to 1.5 hours total in a work shift while stocking shelves or purling stock.

**Reaching at knee to waist height**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
at a time for up to 1.5 hours total in a work shift while stocking shelves or purling stock.

**Reaching at floor to knee height**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
at a time for up to 1.5 hours total in a work shift while stocking shelves or purling stock.

**Lifting 1-10 pounds**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
of small parts and tools for 5-30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs at waist height while issuing stock.

**Carrying 1-10- pounds**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
of small parts and tools for 5-30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs at waist height while issuing stock.

**Lifting 11-20 pounds**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
of small parts and tools for 5-30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs at waist height while issuing stock eg 15# core or 20# boxes.

**Carrying 11-20 pounds**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
of small parts and tools for 5-30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs at waist height for 100 yards while issuing stock. Uses 4-wheel cart to deliver materials.

### **Lifting 21-50 pounds**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
of parts for 5-30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs at waist height while issuing stock. May lift Battery chargers weighing 35#: or switch mechanisms weighing 45#.

### **Carrying 21-50 pounds**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
of parts for 5-30 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs at waist height while issuing stock. Uses 4-wheel cart to deliver materials

### **Lifting 51-100 pounds**

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

Continuously Frequently Occasionally **Rarely** & Highly Repetitive  
of parts for 1-5 minutes at a time for up to 30 min. total in a work shift. Most commonly occurs with weights of 50-60# at knee to waist height while stocking shelves, pulling stock or performing warranty admin. Policy requires workers seek help if available to move heavy parts.

### **Carrying 51-100 pounds**

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

Continuously Frequently Occasionally **Rarely** & Highly Repetitive  
of parts for 1-5 minutes at a time for up to 30 min. total in a work shift. Most commonly occurs with weights of 50-60# at knee to waist height while stocking shelves, pulling stock or performing warranty admin. Policy requires workers seek help if available to move heavy parts Uses cart, pallet jack or forklift to move heavy weights

### **Lifting 100+ pounds**

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

Continuously Frequently Occasionally **Rarely** & Highly Repetitive  
of parts for 1-5 minutes at a time for up to 30 min. total in a work shift. Most commonly occurs with weights of 50-60# at knee to waist height while stocking shelves, pulling stock or performing warranty admin. Policy requires workers seek help if available to move heavy parts

### **Carrying 100+ pounds**

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

Continuously Frequently Occasionally **Rarely** & Highly Repetitive  
of parts for 1-5 minutes at a time for up to 30 min. total in a work shift. Most commonly occurs with weights of 50-60# at knee to waist height while stocking shelves, pulling stock or performing warranty admin. Policy requires workers seek help if available to move heavy parts Uses cart, pallet jack or forklift to move heavy weights

### **Pushing and Pulling**

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
of 4 wheel cart, or pallet jack for distances of 50-100 feet at a time with a force 20-30# for 5 minutes at a time for up to 1 hour total in a work shift while moving parts or tools for issuance or warranty exchange. Policy requires workers seek help if available to move heavy parts.

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### Handling

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

**Continuously** Frequently Occasionally Rarely & Highly Repetitive  
while stocking shelves, pulling orders or performing data entry for 1 hour at a time for up to 7 hours total in an 8-hour work shift while performing varied stock duties.

### Operating Controls with Hands

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

Continuously **Frequently** Occasionally Rarely & Highly Repetitive  
of pallet jack, forklift, for 5-30 minutes at a time for up to 2 hours total in a work shift while operating forklift, pallet jack, computer.

### Fingering

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

Continuously **Frequently** Occasionally Rarely & Highly Repetitive  
of computer keys for 30 minutes at a time for up to 6 hours total in a work shift while performing purchasing, ordering or data entry.

### Feeling

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

Continuously Frequently Occasionally **Rarely** & Highly Repetitive  
of small parts for 1-5 min. at a time for up to ½ hour total in a work shift while feeling for parts inside an partly opened box.

### Talking

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

Continuously Frequently **Occasionally** Rarely & Highly Repetitive  
at a time with for 5-30 minutes at a time for up to 2 hours total in a work shift while talking to “customers” vendors and coordinating with co-workers.

### Hearing

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

Continuously **Frequently** Occasionally Rarely & Highly Repetitive  
For up to 1 hour at a time and up to 2 hours total in a work shift while talking on phone, talking to customers at window and listening for equipment at RR crossings and on shop floor.

### Seeing

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

**Continuously** Frequently Occasionally Rarely  
Viewing purchase orders, bills of lading, computer monitor, part numbers for 1-2 hours at a time and 8 hours total in a work shift .

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

**for 5 minutes at a time for 1 hour total in a work shift while crossing shop floor and balancing on rolling ladders.**

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## 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

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date

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### 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 \_\_\_\_\_