

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Parts Specialist

**JOB CLASSIFICATION** Parts Specialist

**DOT TITLE** Inventory Clerk

**DOT NUMBER** 222.387-026

**DEPARTMENT** Transportation

**DIVISION** Transit

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 30-35

**CONTACT'S NAME & TITLE** Chuck Fuller, Chief Vehicle Maintenance

**CONTACT'S PHONE** 206-684-2789

### ADDRESS OF WORKSITE

640 South Massachusetts  
Seattle, WA 981134-1622

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 1/4/05

**VRC NAME** Jeff Casem

**DATE REVISED** 5/11/09

**WORK HOURS** 6:30am-3:00pm day shift, 2:30pm-11:00pm swing shift and 10:30pm-7:00am graveyard shift. During emergency conditions the employee may be required to work 12 hours on and 12 hours off, as needed.

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

Optional, approximately 8 hours per month. Overtime can vary in accordance with business demand and inclement weather.

### JOB DESCRIPTION

Under direct supervision, handles large and small parts/store room operations. This work includes ordering, receiving, inspecting, inventorying, storing and issuing a wide variety of transit coach parts, automotive parts, tools, materials and supplies. Performs quality control tasks to ensure accurate billing and inventory system accuracy. Maintains and adequate inventory of stock. Assists employees in identifying and locating needed parts.

### 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**

Two years of warehousing or parts room experience including ordering, receiving, stocking, storing and issuing parts, equipment, materials, and supplies in a safe and efficient manner in a computerized inventory system environment, or the completion of a vocational warehousing and/or parts counter training program. A high school education or GED is required. A valid Washington State driver's license is required as well. The job requires knowledge of receiving, storing and issuing equipment, materials and supplies, and demonstrated ability to effectively use a computerized inventory system. This position also requires the ability to regularly kneel, bend, squat, reach above and below waist, push and pull as well as lift and carry up to 50 pounds up to 100 feet. Occasional lifting and carrying, with assistance of items up to 100 pounds is also required. This position requires the ability to safely operate a forklift and other material handling/moving equipment. The job also requires customer service oriented interpersonal communication skills, ordinary conversational skills and courtesy to exchange or provide routine information. Requires use of a personal computer and also requires use of some personal computer software including Microsoft Word and Outlook; knowledge of Excel is useful.

## **ESSENTIAL FUNCTIONS**

1. Received, inspects, stores and issues a wide variety of transit coach parts, automotive parts and accessories, building maintenance supplies, tools, trolley overhead equipment and various other materials.
2. Requests stock transfer from other parts rooms to replenish orders, other special stock, or supplies from outside vendors in an emergency situation when stock cannot be obtained from within King County Transit.
3. Checks and counts parts and other requisitioned stock to ensure billing accuracy. Checks incoming stock against slips, bills of lading, purchase orders and delivery receipts. Itemizes parts and stocks on work orders and change items to appropriate accounts.
4. Assists mechanics and other shop employees in identifying and locating needed parts as required.
5. Maintains computerized and manual stock records and relevant files; prepares material receipts and other documentation as required.
6. Prepares appropriate storage space for incoming stock. Loads and unloads stock and stock shipments using a variety of warehouse equipment such as forklifts and overhead cranes.
7. Maintains appropriate stock levels through cyclic and annual inventory, salvages and stores used parts and performs minor repair work in tools and equipment as needed.
8. Performs special projects, as requested by supervisor, such as researching cost estimates, order-to-ship times, minimum order points and new products evaluation.
9. Inputs and extracts data using a computer as required.
10. Performs special projects, as requested by the supervisor, such as researching cost estimates, order-to-ship times, minimum order points and new product evaluation.

## **NONESSENTIAL FUNCTIONS**

Driving.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves, ear protections, eye protection and steel toe boots.

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

Forklifts (electric), pallet jack, hand truck, computer, ten key, fax, phone, photocopy machine, printer, pallets, automotive equipment/parts, cleaners and various safety supplies and equipment.

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

### **Standing**

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

Occasionally on cement, linoleum and carpet surfaces for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while working at the front counter researching parts information in parts books and inventorying.

### **Walking**

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

Frequently on cement, linoleum and carpet surfaces for distances of up to 200 feet for up to 2 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while walking in the yard, stocking supplies, filling work orders and traversing between other areas such as parts rooms, body shop and mechanic bays.

### **Sitting**

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

Frequently on an office chair or forklift seat for up to 2 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while completing computer duties such as when ordering, receiving or issuing stock, and when operating a forklift.

### **Climbing stairs**

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

Rare for up to 15 seconds at a time while climbing up to 5-12 steps at time for up to 3 minutes total in a work shift. Most commonly occurs while using a rolling stepladder to retrieve and stock items on upper shelves.

### **Climbing**

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

Rare on a forklift to heights of up to 3 feet for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while climbing on and off of a forklift.

**Balancing**

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

Rare for up to 5 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs while working around mechanic bays/pits as well as when using a rolling staircase.

**Bending neck up**

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

Occasionally for up to 1-2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while looking for and stocking supplies on upper shelves as well as when operating a forklift.

**Bending neck down**

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. Most commonly occurs while writing, reviewing documents, and using parts books as well as when stocking or retrieving items on lower shelves and in lower bins.

**Bending/Stooping**

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 completing orders as well as when stocking or retrieving items on lower shelves and in lower bins. The employee can alternate bending/stooping with kneeling or squatting in accordance with preference.

**Kneeling**

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 completing orders as well as when stocking or retrieving items on lower shelves and in lower bins. The employee can alternate kneeling with bending/stooping or squatting in accordance with preference.

**Squatting**

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 completing orders as well as when stocking or retrieving items on lower shelves and in lower bins. The employee can alternate squatting with bending/stooping or kneeling in accordance with preference.

**Operating Controls with Feet**

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

Occasionally for up to 5 minutes at a time for up to 20 minutes total in a work shift while operating a forklift. On a rare occasion the employee may need to drive a County pickup (non-essential function) up to 30 minutes at a time for up to 1 hour in a shift when picking up parts from other locations.

**Reaching above shoulder height**

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

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift while climbing a rolling staircase as well as when retrieving or stocking items on upper shelves.

**Reaching at waist to shoulder height**

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

Frequently and highly repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while operating a forklift, utilizing parts books, driving, handling automotive parts, giving/receiving parts at front counter, writing, completing computer duties and stocking supplies.

**Reaching at knee to waist height**

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 completing orders as well as when stocking or retrieving items on lower shelves and in lower bins.

**Reaching at floor to knee height**

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 completing orders as well as when stocking or retrieving items on lower shelves and in lower bins.

**Lifting 1-10 pounds**

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

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating supplies such as hand tools, various auto parts, books, hearing protection, rain coats, mirrors, wiper blades and cleaners.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to 600 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting supplies such as hand tools, various auto parts, books, hearing protection, rain coats, mirrors, wiper blades and cleaners.

**Lifting 11-20 pounds**

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

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 12-18 pounds while manipulating supplies such as brake shoes, various auto parts, cleaners and absorbent mats.

**Carrying 11-20 pounds**

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

Occasionally for distances of up to 40-50 feet for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 12-20 pounds while transporting supplies such as brake shoes (18-20 pounds), various auto parts, cleaners and absorbent mats.

**Lifting 21-50 pounds**

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

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 25-50 pounds while manipulating heavy automotive equipment/parts such as body panels (40 pounds), case of glass cleaner (26 pounds), large brake chamber (40 pounds) and pump (40 pounds). Assistance is available for items over 50 pounds.

**Pushing and Pulling**

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

Occasionally for distances of up to 20 feet with a force of 1-20 pounds for up to 5 minutes at a time for up to 1 hour total in a work shift while using a hand cart and a cart loaded with auto parts as well as placing and removing supplies off of shelves and pallets.

**Handling**

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

Occasionally for up to 2 minutes at a time for up to 2.5 hours total in a work shift while stocking supplies/parts and completing orders for customers.

**Operating Controls with Hands**

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

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift while driving a forklift and operating the computer mouse as well as when driving a County pickup to obtain parts from other locations.

**Fingering**

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

Frequently and highly repetitive for up to 2 hours at a time for up to 4 hours total in a work shift while writing, completing computer duties, manipulating small parts, utilizing parts books and manipulating documents.

**Talking**

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

Frequently for up to 5 minutes at a time for up to 4 hours total in a work shift while conversing with customers, vendors, supervisors and co-workers.

**Hearing**

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

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while conversing with customers, vendors, supervisors and co-workers as well as when identifying moving machinery when working outside in the yard.

**Seeing**

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

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while operating a forklift, reading stock orders, completing work orders and performing inventory duties.

**Working with Heightened Awareness**

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

Frequently for up to 45 minutes at a time for up to 3 hours total in a work shift while identifying potential hazards such as moving machinery and when walking in the yard or contacting mechanics in the shop.

**ENVIRONMENTAL FACTORS**

Work is performed both indoors and outdoors in a warehouse in close proximity to diesel bus fumes. Work is performed at King County Transit facility where there is a high volume of traffic including large trucks and machinery. The worker can also be exposed to dust when going in to the body shop. There is the potential for falling objects when operating a forklift.

**The noise level is**

HCP Initials if Restricted

Approximately 40-90 decibels. The noise is caused by trucks/forklift, and large trucks/buses.

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

HCP Initials if Restricted

Outside weather: Rare

Fumes: Rare

Odors: Frequently-Continuously

Dusts: Occasionally

Moving mechanical parts: Rare-Occasionally

Vibration: Rare

Working in high, exposed places: Occasionally


**POTENTIAL MODIFICATIONS TO JOB**

A cart can be used to reduce carrying.

When receiving heavy boxes they can be opened and broken down.

Various lifts are available to reduce heavy lifting.

Assistance is available for heavy lifting.

## 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

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Signature of contact

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Date

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Printed name & title of contact

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Signature of contact

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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