

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Sheet Metal Worker

**JOB CLASSIFICATION** Sheet Metal Worker

**DOT TITLE** Sheet-Metal Worker

**DOT NUMBER** 804.281-010

**DEPARTMENT** Transportation

**DIVISION** Transit

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

**CONTACT'S NAME & TITLE** Chuck Fuller and Elaine Field, Chief of Vehicle Maintenance

**CONTACT'S PHONE** 206-684-2743, 206-684-2789

## ADDRESS OF WORKSITE

640 South Massachusetts  
Seattle, WA 981134-1622

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 4/20/04

**VRC NAME** Peter Hu

**DATE REVISED** 5/11/2009

## WORK HOURS

Day shift 6:30am to 3:00pm or swing shift 2:30pm to 11:00pm; 40 hours per week.

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

Required on an emergency basis. Optional approximately 40 hours per year. The amount of overtime can vary between bases.

## JOB DESCRIPTION

Performs sheet metal body repair on vehicles which includes repair and replacement of body sections and parts on damaged coaches. Repairs both simple and complex heavy duty auto body damage. Inspects, diagnoses and repairs carts, trucks, cars and other heavy motorized mechanical equipment. Performs layout, template making and fabrication using various materials including metal, fiberglass and plastic.

## 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**

A high school education, GED or the equivalent combination of education and experience is required. Successful completion of a two-year community college program and two years related experience or completion of a four-year apprenticeship program is required. A valid Washington State driver's license, class B Commercial Driver's License (CDL) with proper endorsements (passenger endorsement and airbrake endorsement) and medical certification card are required. Must have the ability to read and follow blueprints, sketches and instructions. Must have a high level of knowledge to diagnose and repair both simple and complex heavy duty auto body damage. Must have the ability to maintain current knowledge of auto body repair test equipment. Must be capable of troubleshooting major structural accident damage.

## **ESSENTIAL FUNCTIONS**

1. Performs sheet metal body repair on vehicles which includes repair and replacement of body sections and parts on damaged coaches.
2. Repairs both simple and complex heavy duty auto body damage.
3. Inspects, diagnoses and repairs carts, trucks, cars and other heavy motorized mechanical equipment.
4. Performs layout, template making and fabrication using various materials including metal, fiberglass and plastic.
5. Performs retrofits for warrantee, operation, and fleet improvement.
6. Performs welding, riveting, and brazing of metals in the repair and fabrication of body and equipment sections working from blueprints, sketches and oral instructions.
7. Repairs and replaces various vehicle parts of non-metal materials including glass, cloth, wood, plastic, rubber and fiberglass.
8. Makes minor electrical repairs to electrical wiring when removing or replacing marker lights, headlights, taillights and interior lights.
9. Repairs body sections and parts of damaged transit coaches involving sheet metal and other related structural work. Performs priming of same to prevent contamination/corrosion.
10. Set up and operate metal, glass and wood working equipment such as shears, brakes, rollers, grinders, saws, jacks, punches, folders, drills, sanders, gas and electric welders and frame straightening equipment.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves, eye protection, ear protection, welder's mask, welder's mask with air supply, fall protection, coveralls, steel toed boots and face shield.

## **OTHER TOOLS & EQUIPMENT USED**

Sheet metal, various welders, various torches, rolling stool, thinner, body filler, sealer, various glues, fiberglass fibers, fiberglass resin, hammer, computer, various hand tools, compressed air tools, various power tools, various sanders (ranging 4 to 6 pounds), dies, various carts, presses, box break machine, windshield, doors, bumpers, ladders, rolling staircase, hoist, various coach parts, power post, power pack and band saw.

## **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**

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-2- pounds of force constantly to move objects.

**Standing**

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

Frequently on flat cement and anti-fatigue mat surfaces for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs while performing bench work, performing layout duties and sanding body filler.

**Walking**

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

Frequently on flat cement and anti-fatigue mat surfaces for distances of up to 300 feet for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing throughout the work area and walking between the body filler area and a coach as well as obtaining tools and materials for repairs.

**Sitting**

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

Occasionally on a rolling stool for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while utilizing a stool while applying body filler and performing sanding duties. On a rare occasion the employee may drive a coach to an off site location which could require sitting for up to one hour at a time.

**Climbing stairs**

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

Occasionally for up to 15 seconds at a time while climbing up to 12 steps for up to 10 minutes total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

**Climbing**

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

Occasionally for up to 15 seconds at a time while climbing up to 12 steps for up to 10 minutes total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

**Balancing**

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

Occasionally for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

**Bending neck up**

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

Occasionally for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

**Bending neck down**

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

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include body filler application and sanding.

**Bending/Stooping**

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

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches as well as inspecting completed work.

**Kneeling**

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

Frequently on flat, cement surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, coach flooring replacement, body filler application and sanding. The employee can alternate between kneeling, squatting and sitting as preferred when performing the aforementioned duties.

**Squatting**

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

Frequently on flat, cement surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, coach flooring replacement, body filler application and sanding. The employee can alternate between kneeling, squatting and sitting as preferred when performing the aforementioned duties.

**Crawling**

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

Occasionally on flat cement, rubber or metal surfaces for distances of up to 5 feet for up to 5 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while crawling under a coach to assess body and structural damage as well as repairing and replacing flooring and seat frames.

**Operating Controls with Feet**

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 while driving coaches in and out of the service bay. On a rare occasion the employee may drive a coach to an off site location which could require sitting for up to one hour at a time.

**Reaching above shoulder height**

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

Occasionally for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

**Reaching at waist to shoulder height**

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

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing body repair and fabrication duties which may include operating hand tools, air tools, power tools and pneumatic presses.

**Reaching at knee to waist height**

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

Frequently on flat cement surfaces for up to 10 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, body filler application and sanding.

**Reaching at floor to knee height**

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

Frequently on flat cement surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, coach flooring replacement, body filler application and sanding.

**Lifting 1-10 pounds**

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

Frequently to Continuously for up to 10 minutes at a time for up to 4-6 hours total in a work shift. Most commonly occurs with weights of 3-6 pounds while using hand tools, pieces of sheet metal, sanders, air tools, power tools and body filler.

**Carrying 1-10 pounds**

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

Frequently to Continuously for distances of up to 80 feet up to 2 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 3-6 pounds while transporting pieces of sheet metal, hand tools, sanders, air tools, power tools and body filler.

**Lifting 11-20 pounds**

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 with weights of 11-20 pounds while manipulating pieces of sheet metal and power tools.

**Carrying 11-20 pounds**

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

Occasionally for distances of up to 80 feet for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 11-20 pounds while transporting pieces of sheet metal and power tools. A cart is available to assist in the transport of heavy items.

**Lifting 21-50 pounds**

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

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-45 pounds while manipulating pieces of sheet metal (30-45 pounds), windshields (45 pounds) and a power pack (30 pounds).

**Carrying 21-50 pounds**

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

Occasionally for distances of up to 80 feet for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-45 pounds while transporting pieces of sheet metal (30-45 pounds), windshields (45 pounds) and a power pack (30 pounds). A cart is available to assist in the transport of heavy items.

**Lifting 51-100 pounds**

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

Rarely for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 65-90 pounds while manipulating a coach door (70 pounds) or large die (90 pounds). The employee may also lift with 65 pounds of force while performing a two-person lift of a coach bumper.

**Carrying 51-100 pounds**

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

Rarely for distances of up to 10 feet for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 65-90 pounds while transporting a coach door (70 pounds) or large die (90 pounds). The employee may also carry 65 pounds while performing a two-person carry of a coach bumper. A cart is available to reduce or eliminate heavy lifting.

**Pushing and Pulling**

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

Frequently for up to 5 minutes at a time with a force of 15 pounds for up to 4 hours total in a work shift while sanding body filler and sheet metal. The employee also pushes with varying force when moving equipment such as a toolbox (30-50# of force), various welders (35-50 pounds of force), vacuum (5 pounds of force) and power post (62 pounds of force). The employee pulls with up to 100 pounds of force while operating the box break machine.

**Handling**

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

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing body repair and fabrication duties which may include operating hand tools, air tools, power tools and pneumatic presses.

**Operating Controls with Hands**

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

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing body repair and fabrication duties which may include operating hand tools, welders, torches, cutters, air tools power tools and pneumatic presses. On a rare occasion the employee may drive a coach to an off site location which could require sitting for up to one hour at a time.

**Fingering**

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

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift while mixing and applying body filler, manipulating window seals and welding.

**Feeling**

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

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift while inspecting completed work and sanded surfaces for imperfections.

**Talking**

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 while conversing with co-workers and supervisors.

**Hearing**

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

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while conversing with co-workers and supervisors. The employee also utilizes hearing to identify equipment malfunction.

**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 performing body repair and fabrication duties.

**ENVIRONMENTAL FACTORS**

Work is performed in an automobile and motor coach bay setting where there is exposure to moving machinery, fumes and solvents. The employee performs large amounts of sanding so there is an exposure to dust, even while utilizing vacuum equipment.

**The noise level is**

Approximately 50-110 decibels. The noise is caused by coaches, vacuums and power tools.

HCP Initials if Restricted

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

Outside weather: Rare-Occasionally

Non-weather related temperatures above 75 degrees: Rare-Occasionally

Wet: Rare

Fumes: Occasionally

Odors: Occasionally

Dusts: Occasionally-Frequently

Gases: Rare

Moving mechanical parts: Continuously

Vibration: Occasionally-Frequently

Working in high, exposed places: Rare

Toxic or caustic chemicals: Rare

Other: Highly flammable materials

HCP Initials if Restricted

**POTENTIAL MODIFICATIONS TO JOB**

Anti-vibration gloves.

Vacuum attachment on sanders.

Air filtration system.

Welders mask with air supply.

Kneepads for added comfort during extended durations of kneeling.

Rolling stool to promote alternating between bending/stopping, crouching and kneeling.

### 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

---

Signature of contact

---

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