



**Disability Services  
Safety and Claims Management**  
Department of Executive Services  
Human Resources Division  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
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Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Transfer Room/Warehouse Worker		
Department:	Transit	Division:	Sales and Customer Service
DOT Title:	Laborer, Stores	DOT #:	922.687-058
SVP:	2	Requestor:	Norm Aadland
Worksite Address:	Metro Information Distribution Warehouse 1523 6th Ave S Seattle, WA 98134	Office Contact Name/ Phone/ Email:	
Original Analyst:	Peter Hu, VRC	Analysis Date:	8/20/09
Update Analyst:	Kyle Pletz, VRC, CDMS	Update Date:	10/26/17

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

Responsible for the daily operation of Metro's Information Distribution Warehouse; receives, sorts, and distributes timetables, brochures, and fare media.

### ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

### Job Specific Requirements:

1. Coordinates the receiving of timetables, brochures and fare media from delivery vehicles.
2. Loads and unloads timetables, brochures and fare media using a mobile cart, forklift, pallet jack, hand truck, and scissor lift.
3. For each regular service change two times a year and between service changes, receives new timetables and other transit brochures from delivery trucks and loads all received materials into the warehouse storage units.
4. Assembles and packages daily orders of timetables and brochures from warehouse stock for customer orders prepared by Information Distributors. Critical peak production schedule is the six weeks before and after each service change three times a year.
5. Prepares timetables, brochures and fare media for delivery to transit operating bases and timetable stands.
6. Checks stock against invoices, bills of lading, purchase orders, and delivery receipts.
7. Operates a computer-based storage and retrieval system (Warehouse Librarian) to fill and box orders of timetables and brochures for distribution.
8. Follows security procedures for receiving, distributing, storing and disposing of fare media.
9. Places timetables, brochures and fare media at staging locations within the warehouse.
10. Maintains a computerized staging location matrix for all warehouse items. Includes location assignments for new items, removal of outdated locations and verification of stock quantity using cycle counts.
11. Develops and implements color- and letter-coding patterns for fare media.



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12. Maintains a safe and orderly working environment by removing and disposing of workplace hazards.
13. Responds to questions from distributors, clients and customers about timetables, brochures and fare media.
14. Operates a county vehicle to pick up and deliver fare media and other stock to transit operating bases and Metro facilities within the county.
15. Works under stress and with tight timeframes and deadlines.

### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

This position requires operating forklifts and county vehicles. Must have a valid Washington State driver license and be able to obtain forklift operator certification within 60 days of hire. A high school diploma or GED and two years of applied warehouse experience are required. Must have a working knowledge of inventory control, warehousing techniques/principles, and distribution techniques/principles. Computer skills, analytical skills and excellent attendance are required.

### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Forklift, pallet jack, computer, mobile cart, pallet jack, hand truck, scissor lifts, county vehicles, telephone, lift tables, transfers, telephone headset, revolving carousel of storage shelves, transfer boxes (wood and aluminum), 6' ladder, rolling bins, label printer, warehouse software (Warehouse Librarian), rollers, pallets, handheld scanner and boxes of transfers.

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
<b>Work Pattern (continued)</b>		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		70*	3-45	1-2		Up to 5 min./time, 3 hrs. total while filling orders for timetables, brochures, transfers and fare media (1-2 lbs.) Up to 10 sec./time, 1 hr. total manipulating boxes of timetables, transfers, brochures, and fare media (10-45 lbs.) *Up to 5 sec./time, 10 sec. total while manipulating large boxes. Lifting equipment is available to use on most occasions.
Job Demand	Frequency and Weight (lbs.)					Activity Description



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> waist–shoulder		70*	10-45	1-10		Up to 5 min./time, 3 hrs. total while filling orders for timetables, brochures, transfers and fare media (1-2 lbs.) Up to 10 sec./time, 1 hr. total manipulating boxes of timetables, transfers, brochures, and fare media (10-45 lbs.) *Up to 5 sec./time, 10 sec. total while manipulating large boxes. Lifting equipment is available to use on most occasions.
<b>Lifting</b> above shoulder	X					There is no lifting above shoulder height required, as there are hydraulic lifts that raise the employee to items on shelves. See pictures.
<b>Carry</b> (Distance/Surface)		10-45				Up to 5 sec./time, 30 min total while carrying transfer boxes (40-45 lbs.), boxes of brochures and boxes of timetables from shelves and pallets to carts.
<b>Pushing/Pulling</b> (Distance/Surface)		10-45				Up to 5 sec./time, 45 min total while manipulating transfer boxes (40-45 lbs.), boxes of brochures and boxes of timetables from shelves and pallets to carts.
Physical Demands		Frequency				Activity Description
		N	S	O	F	
Sitting				X		Up to 30 min./time, 2 hrs. total while operating a forklift and using a computer to create distribution labels and spreadsheets for the sorting of fare media.
Standing					X	Up to 30 min./time, 6 hrs. total while working at the timetable distribution platform filling orders for timetables/brochures and while sorting/distributing fare media.
Walking					X	Up to 5 min./time, 4 hrs. total while manipulating boxes of timetables, brochures and fare media within the warehouse; filling specific orders.
Perform Work on Ladders			X			Up to 1 min./time, 5 min total while using a 6' ladder to access small items on shelves.
Climbing			X			Up to 15 sec./time, 10 min total while climbing on forklift, using a ladder and climbing onto the timetable distribution platform. Forklift is used 1-2x week.
Balancing			X			Up to 15 sec./time, 10 min total while climbing into forklift, using a ladder and climbing onto the timetable distribution platform. Forklift is used 1-2x week.
Stooping / Bending			X			Up to 30 sec./time, 20 min total while filling orders for timetables/brochures, and stocking or retrieving items on lower shelves.
Twisting at Neck			X			Up to 15 sec./time, 10 min total while climbing into forklift and manipulating some boxes on pallets.
Twisting at Waist			X			Up to 15 sec./time, 10 min total while climbing into forklift and manipulating some boxes on pallets.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Squatting / Kneeling		X				Up to 30 sec./time, 20 min total while filling orders for timetables/brochures, and stocking or retrieving items on lower shelves.
Crawling	X					
Reach waist to shoulder						Up to 30 min./time, 5 hrs. total filling orders for timetables/brochures, operating a forklift, writing, completing computer duties, and stocking or retrieving items from the automated distribution racks.
Reach above shoulder		X				Up to 15 sec./time, 2 min. total while climbing in/out of forklift, on/off ladder and reaching for transfers in boxes.
Reach below waist			X			Up to 30 sec./time, 1 hr. total while retrieving or stocking items on lower shelves, and moving boxes of timetables, brochures, and fare media within the warehouse.
Keyboarding		X				Up to 5 min./time, 30 min. total while using warehouse software, handheld scanner and email.
Wrist Flexion/Extension		X				Up to 15 sec./time, 20 min total while climbing into forklift and manipulating boxes on pallets and shelves.
Handle/Grasp				X		Up to 5 min./time, 5 hrs. total while manipulating boxes; bundles of transfers, timetables, brochures and fare media.
Forceful Grasp		X				Up to 5 min./time, 2 hrs. total while manipulating boxes.
Fine Finger Manipulation				X		Up to 30 min./time, 5 hrs. total while counting and distributing timetables, brochures and fare media, and completing computer duties.
Hand Controls				X		Up to 10 min./time, 5 hrs. total while driving a forklift as well as operating a pallet jack, hydraulic lift controls, carousel controls, handheld scanner and computer mouse.
Foot Controls						Up to 20 min./time, 2 hrs. total while operating forklift and, on rare occasions, operating a county vehicle to deliver timetables brochures and fare media.
Repetitive Motion	X					Body Part: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> Cycles/hr: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span>
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking			X			Up to 5 min./time, 2 hrs. total while conversing with distributors, vendors, co-workers, and supervisors.
Hearing			X			Up to 5 min./time, 2 hrs. total while conversing with distributors, vendors, co-workers, and supervisors.
Visual – Near Acuity					X	Up to 30 min./time, 7 hrs. total while performing inventory duties, filling orders for timetables and brochures, sorting fare media, completing computer duties and reading stock orders.
Visual – Far Acuity		X				Up to 5 min./time, 30 min total while driving a forklift.
Visual – Depth Perception					X	Up to 2.5 hrs./time, 7 hrs. total while working on raising and lowering hydraulic lifts with minimal handrails; driving a forklift.
Visual – Color Discrimination				X		Up to 30 min./time, 3 hrs. total while filling orders for color coded transfers.



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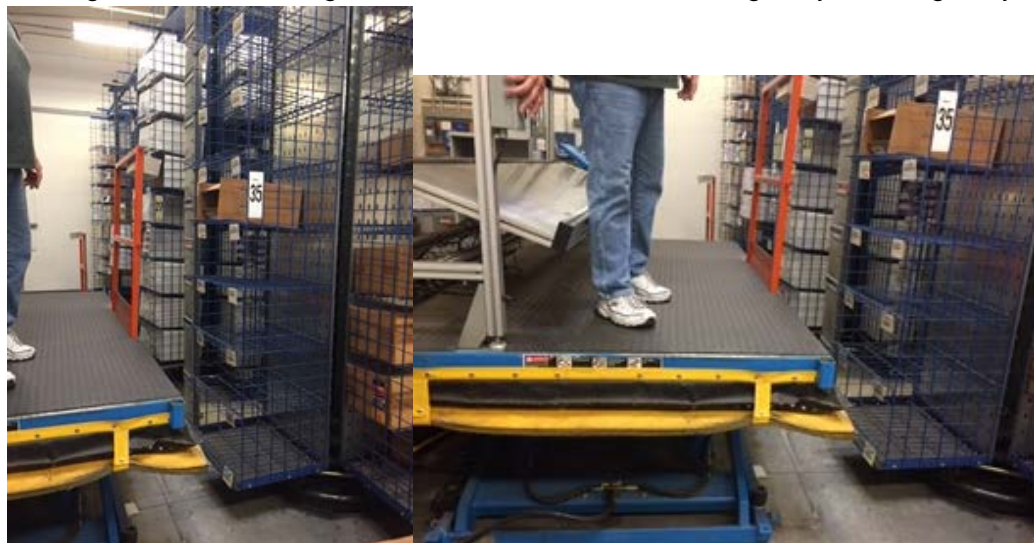
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Job Demand	Frequency and Weight (lbs.)					Activity Description
Visual – Accommodation					X	Up to 2.5 hrs./time, 7 hrs. total while working on raising and lowering hydraulic lifts with minimal handrails; driving a forklift.
Visual – Field of Vision					X	Up to 2.5 hrs./time, 7 hrs. total while working on raising and lowering hydraulic lifts with minimal handrails; driving a forklift.
Exposure to Weather	X					
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					
Proximity to Moving Mechanical Parts					X	Hydraulic lifts, rotating carousel of warehouse shelves and forklift.
Exposure to Explosives	X					
Atmospheric Conditions	X					
Exposed Heights					X	Up to 2.5 hrs./time, 7 hrs. total while working on raising and lowering hydraulic lifts with minimal handrails.
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					

### Analyst's Comments:

Hydraulic lifts raise employee to warehouse shelves, eliminating any over shoulder lifting. The shelves are on a rotating carousel that brings the bins/shelves to the worker, greatly reducing carrying.





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### Possible Employer Modifications:

### Update Comments (if applicable):

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

### Analyst:

### Update (if applicable):

Vocational Consultant

10/30/17  
Date

Vocational Consultant

Date

### Employer Verification:

### Employee Verification: (optional)

Name

Date

Name

Date



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### MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: \_\_\_\_\_
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: \_\_\_\_\_

Treatment plan: \_\_\_\_\_

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

### Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- ☐ Attending Physician    ☐ Consulting Physician    ☐ Pain Program Physician
- ☐ IME Physican    ☐ PCE Therapist    ☐ OT / PT Therapist    ☐ PEP Physician