

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Electronic Communication Technician II

**JOB CLASSIFICATION** Electronics Technician

**DOT TITLE** Electronics Technician

**DOT NUMBER** 003.161-014

**DEPARTMENT** Public Health

**DIVISION** EMS

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 1

**CONTACT'S NAME & TITLE** Hoke Overland, Medical Services Officer, Operations Division

**CONTACT'S PHONE** 206-205-6762

**ADDRESS OF WORKSITE**

7064 South 72<sup>nd</sup> Street  
Kent, WA 98032

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 10/9/09

**WORK HOURS**

Day shift: 7:00am-4:00pm Monday through Friday.

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

Required on an emergency basis. On average the employee works approximately one hour of overtime every two weeks.

**JOB DESCRIPTION**

Performs the primary repair, installation and removal of radio communications equipment and related auxiliary equipment from fixed locations and vehicular/portable radio equipment.

**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**

- Knowledge and ability to install and demobilize apparatus mobile radio and antenna systems.

- Ability to design low voltage electrical components and systems for radios, cell phones, etc.
- Ability to be on ladders to replace emergency lighting on the medic units.
- Ability to troubleshoot low voltage electrical problems.
- Ability to crawl into small spaces to perform maintenance or mechanical repairs.
- Ability to create and maintain accurate records and use the email system effectively.
- Good writing skills and basic spreadsheet skills.
- Ability to work as a team member using excellent interpersonal skills.
- Ability to drive our medic units in a non-emergent mode to transport the apparatus to a maintenance shop, etc.
- Ability to make general facility repairs including using levels, hammering, hanging, etc.
- This position reports to a manager but has no direct supervision while performing tasks. Person should be self-starter and able to flexibly prioritize and manage their time.
- Some knowledge in digital and relay logic systems.
- Knowledge in Mobile Data Systems and data transmission.
- Ability to acquire FCC first-, second-, or general-class license and/or NABER/PCIA, SBE, NARTE or equivalent certificate within 60 days of employment.
- The selected candidate must pass a thorough background investigation;
- Must have a valid WA state Drivers License in order to operate medic units.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

## ESSENTIAL FUNCTIONS

- Install, maintain, repair and modify **mobile electronic systems** of fleet vehicles including AC and DC power distribution, emergency lighting and sirens, and all other devices that are not OEM equipment.
- Install and demobilize **mobile radios, cell phones, and other electronic equipment** from medic units and administrative vehicles. Component mobile radio parts will be taken to the KC radio shops for repair.
- Coordinate, document, and monitor, routine and non-routine mechanical-maintenance, repairs and modifications of **vehicles and small equipment** ensuring that work has been properly performed before the vehicle is returned to service. Validate invoices from vendors and recommend payment. Maintain safety and repair records.
- Coordinate and monitor maintenance, modifications and repairs **of devices that require special equipment or certification** and ensure that repairs have been properly performed before the device is returned to service.
- Identify and acquire critical or commonly used replacement parts.
- Prepare specifications for fleet bids, review bids, inspect new vehicles to ensure that specifications were met.
- Assist with alpha pagers and VHF pagers and 800 MHZ radios requiring distribution and tracking and minor repair.
- Assist with minor facility repairs and perform minor preventive maintenance. Assist in decommissioning old fleet vehicles and preparing them for surplus. Pick up items as necessary from various locations and deliver them to other locations.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Eye protection, breathing protection, leather gloves, Nitrile gloves, welding gloves, hard hat, hearing protection, safety vest and steel-toe boots.

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

Computer, voltage meter, various scopes, various meters, soldering iron, sockets, wrenches, drills, hammers, grinder, welder, screw drivers and various hand tools. County truck and various test 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**

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.

#### **Standing**

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

Occasionally on carpet, vinyl, cement, rubber mat and asphalt surfaces for up to 30 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing bench duties, changing light bulbs and performing maintenance on vehicles such as ambulances.

#### **Walking**

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

Occasionally on carpet, vinyl, cement, rubber mat and asphalt surfaces for up to 200 feet at a time for up to 2.5 hours total in a work shift. Most commonly occurs while traversing within 10 facilities which include office areas, warehouse, fire apparatus bays and maintenance facilities.

#### **Sitting**

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

Frequently on an automobile seat or office chair (and rarely ground, stool or creeper) for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs while driving between 10 locations, performing bench work and performing computer work.

#### **Climbing stairs**

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

Occasionally for up to 30 seconds at a time while climbing up to 4-20 steps for up to 10-15 minutes total in a work shift. Most commonly occurs while entering/exiting ambulances as well as when traversing within fire stations.

**Climbing**

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

Rarely on ladders and vehicles to heights of up to 10-12 feet for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while performing repairs on the rooftop of vehicles (light bars and antennas) as well as when performing rooftop inspections annually.

**Balancing**

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

Occasionally on slippery or uneven surfaces for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while performing repairs on tops of vehicles such as light bars and antennas.

**Bending neck up**

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

Occasionally for up to 15 minutes at a time for up to 15-30 minutes total in a work shift. Most commonly occurs while removing and installing radios from vehicles, replacing light bulbs and inspecting equipment in upper areas.

**Bending neck down**

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

Occasionally for up to 15 minutes at a time for up to 15-30 minutes total in a work shift. Most commonly occurs when performing bench work, installing/performing maintenance on radios, performing inspections and decommissioning vehicles.

**Bending/Stooping**

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

Occasionally for up to 1-3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while installing/performing maintenance on radios and onboard computers.

**Kneeling**

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

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing electronic component repair in a low cabinet. Kneeling can be reduced on some occasions by alternating with bending/stooping or squatting. The employee may choose to sit down in order to perform some repair and diagnostic work on equipment in low areas.

**Squatting**

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

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing electronic component repair in a low cabinet. Squatting can be reduced on some occasions by alternating with kneeling or bending/stooping. The employee may choose to sit down in order to perform some repair and diagnostic work on equipment in low areas.

**Crawling**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while performing electronic component repair in a low cabinet as well as working underneath vehicles.

**Operating Controls with Feet**

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

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while driving multiple County vehicles between multiple County facilities as well as vendor locations. The employee may need to be operate a forklift in the future as the current work location is changing.

**Reaching above shoulder height**

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

Occasionally for up to 15 minutes at a time for up to 1-2 hours total in a work shift while performing installation, repair and removal of radios, light bulbs and various electronic components.

**Reaching at waist to shoulder height**

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

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while performing bench duties, utilizing a computer and driving a County vehicle. On a rare occasion the employee may need to be able to reach at waist to shoulder height up to 6 hours in a shift.

**Reaching at knee to waist height**

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

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing electronic component repair in a low cabinet.

**Reaching at floor to knee height**

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

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing electronic component repair in a low cabinet.

**Lifting 1-10 pounds**

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

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-7 pounds while manipulating various hand tools, electronic testers, radios, small tool bin and electronic components.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to 200 feet for up to 1-2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 1-7 pounds while transporting hand tools, electronic testers, radios and various electronic components.

**Lifting 11-20 pounds**

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

Occasionally for up to 2-5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 12-16 pounds while manipulating small batteries, electrical equipment (inverter chargers) and electronic components.

**Carrying 11-20 pounds**

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

Occasionally for distances of up to 200 feet for up to 1-2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-16 pounds while transporting small batteries, electrical equipment (inverter chargers) and electronic components.

**Lifting 21-50 pounds**

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

Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 28-48 pounds while manipulating tool box, various medical equipment (to move out of the way) and batteries.

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

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

Occasionally for distances of up to 200 feet for up to 1-2 minutes at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 28-48 pounds while transporting tool box, various medical equipment (to move out of the way) and batteries.

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

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

Rarely for up to 20 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 82 pounds while manipulating batteries (up to 4-6 times per year).

### **Pushing and Pulling**

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

Occasionally for distances of up to 200 feet for up to 1 minute at a time with a force of 10-100 pounds for up to 10-15 minutes total in a work shift while utilizing a cart (with 82 pound battery on it), manipulating stretchers (20 pounds of force), using hand tools (such as wrenches and ratchets (5-20 pounds), pulling wire (up to 100 pounds of force) and opening/closing doors. The employee also pushes and pulls with up to 5 pounds of force when driving a County vehicle for up to 4 hours in a shift.

### **Handling**

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

Frequently and highly repetitive for up to 5 minutes at a time for up to 3-4 hours total in a work shift while using hand tools, crimping wires, pulling wires as well as manipulating radios, components and electrical devices. The employee also handles when driving a County vehicle for up to 4 hours in a shift.

### **Operating Controls with Hands**

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

Frequently and highly repetitive for up to 1 hour at a time for up to 4 hours total in a work shift while soldering and welding as well as using a computer mouse, power drill, and using electronic testing equipment. The employee also operates controls with hands when driving a County vehicle for up to 4 hours in a shift.

### **Fingering**

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

Frequently and highly repetitive for up to 15 minutes at a time for up to 4 hours total in a work shift while typing, writing, performing paperwork, performing bench work, using electronic testing equipment, using small hand tools, soldering and performing electronic repairs as well as manipulating cables, wires, screws, bolts, etc.

### **Feeling**

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

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift while working on equipment blindly (such as hidden wires, bolts and screws). The employee may also feel the temperature of relays and other various equipment.

### **Talking**

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

Occasionally for up to 5-60 minutes at a time (most commonly 5 minutes at a time but meetings can require talking up to 60 minutes at a time) for up to 2.5 hours total in a work shift while conversing and troubleshooting with co-workers, vendors and supervisors.

### Hearing

Health Care Provider initials if restricted

Frequently for up to 2 hours at a time for up to 5 hours total in a work shift while conversing with co-worker, vendors and supervisors as well as when identifying potential hazards such as moving machinery, moving vehicles and various emergency alarms.

### Seeing

Health Care Provider initials if restricted

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while performing inspection, repair, removal and installation of various electronic components. The employee also utilizes vision when welding, soldering, reading wiring diagrams and reviewing reference manuals.

### Working with Heightened Awareness

Health Care Provider initials if restricted

Frequently for up to 2 hours at a time for up to 5 hours total in a work shift while identifying potential hazards such as moving machinery, moving vehicles (such as fire trucks and ambulances) and back up alarms.

### ENVIRONMENTAL FACTORS

Work is performed in various King County facilities including warehouses, fires stations, ambulances, roadside, etc. Work is performed indoors in a shop as well as in the field. Some work is performed outdoors or in shop areas that do not have regulated temperatures. Employees are potentially exposed to vehicle exhaust, cleaning chemicals and low voltage electrical systems.

#### The noise level is

HCP Initials if Restricted

Approximately 40-110 decibels. The noise is caused by coaches and air tools.

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

HCP Initials if Restricted

Outside weather: Occasionally

Non-weather related temperatures below 55 degrees: Rare

Non-weather related temperatures above 75 degrees: Rare

Wet: Rare

Humidity/dampness: Rare

Fumes: Occasionally

Odors: Occasionally

Dusts: Occasionally

Mists: Rare

Gases: Occasionally

Moving mechanical parts: Frequently

Vibration: Occasionally

Working in high, exposed places: Rare

### POTENTIAL MODIFICATIONS TO JOB

Utilize a cart to reduce carrying.

Vehicle hoist to lift vehicles in air to reduce crawling underneath.

Kneepads for crawling.

Lifting apparatus for vehicle batteries.

Larger work area to reduce awkward postures, trip hazards and walking on uneven ground.

## 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