

**Department of Human Resources**

Employee Health & Safety Division  
Disability Services Section  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
(206) 296-0514 FAX  
[www.kingcounty.gov](http://www.kingcounty.gov)

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Utility Inspector		
Department:	Transportation	Division:	Roads Services
DOT Title:	Inspector, Government Property	DOT #:	168.267-050
SVP:	6	Requestor:	Jeff Casem
Worksite Address:	RSD-TR-0100 155 Monroe Avenue Renton, WA 98056-4199	Office Contact Name/ Phone/ Email:	Ryan Harris 206-477-2533 <a href="mailto:Ryan.Harris@kingcounty.gov">Ryan.Harris@kingcounty.gov</a>
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 6/9/20
Update Analyst:			Update Date:

☐ On-Site    ☒ Interview    ☐ Representative

**JOB DUTIES:**

Provide plan review and inspection of utility related construction projects on King County public rights-of-way. The inspector must possess a wide knowledge base of the Utility Industry, requiring specific details, knowledge and understanding of all different types of utility practices including but not limited to Water; Sewer; Power; Communications; High Pressure Gas; IP Natural Gas; and Wireline communications. Each utility has specific elements applicable and unique to that utility; the inspector must have broad base knowledge to know how each discipline will affect the right-of-way relevant to traffic safety, future maintenance concerns, conflicts with other stakeholders, as well as setting the appropriate special conditions for the construction, etc.

**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:**

- Inspect and initiate final acceptance of utility related construction projects on King County public rights-of-way to ensure all work is completed in accordance with terms and conditions of issued Utility Right of Way Construction Permit, Franchise Agreements, industry standards for sound construction practices, as well as all other applicable county, state and federal specifications and regulations.
- Review and field check design plans to set special requirements; such as detours, open road cuts, road bores, asphalt road overlays, environmental safeguards and BMP's, as well as ensuring all projects are designed to meet county, state and federal specifications and regulations.
- Attend pre-construction conferences with utility personnel, utility engineers, contractors, private citizens and other agencies in which you will be required to articulate permit requirements, construction standards, installation practices and acceptable restoration activities.
- Represent King County in dealings with utility personnel, utility engineers, contractors and other stakeholders to provide detailed explanations to multi-faceted questions pertaining to construction practices, methodologies and other associated activities relevant to utility work in county rights-of way.



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- Daily utilization of permitting software to schedule inspections, review and mark-up plans, input inspection notes, attach supporting documentation, calculate and assign time charges billed to permit holders.
- Perform daily permit review and issuance activities with other King County agencies utilizing Accela operating system.
- Other duties as assigned.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

#### Minimum Qualifications:

- Bachelor's degree in civil engineering (BSCE) or closely related field and four years (4) of experience in engineering, planning and construction principles and practices or the equivalent combination of education and experience that demonstrates one's knowledge of engineering principles equivalent in the design and/or construction of infrastructure projects.
- Excellent customer service skills.
- Excellent verbal and written communication skill including decision making and analytical skills.
- Skill in responding to frequently changing work responsibilities.

#### Demonstrated knowledge of:

- Manual on Uniform Traffic Control Devices (MUTCD).
- Soils mechanics and material testing.
- Asphalt and concrete design and laydown procedures.

#### Ability to:

- Use a permitting software program as it pertains to permit intake, issuance, assigning of special permit conditions, inspection scheduling, project monitoring, project specific time accountability and charges, permit fees, permit searches, compiling reports and summaries, project status, violations processing attaching of project specific documentation and other essential elements of permit integration documentation of all King County Utility Right of Way Construction permits.
- Graphically depict specific site related details.
- Work independently and as a member of a team.
- Have predictable and reliable attendance.

#### Necessary Requirements:

- Valid Washington State Driver's License or ability to obtain one upon hire, this position will require you to travel throughout King County in a timely manner.
- Certified Erosion and Sediment Control Lead (CESCL) certification, or the ability to obtain one within three months of hire.

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

Paint roller, shovel, trench probe, aerial measuring stick, telephone, catch basin hook, clipboard, County vehicle (with automatic transmission) smart phone, copy machine, computer/laptop, flashlight, shovel, broom, candling mirror and measuring tape.

Hardhat, safety vest, eye protection, ear protection, breathing protection, safety toe shoe.



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### 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	8-10	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	4-5	Days Per Week
		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

#### Work Pattern (continued)

- Every 6<sup>th</sup> week, the employee is required to work one weekend. Overtime may occur in order to inspect work of contractors, etc.

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		1-10 50				Up to 1 min./time, 10 min. total in a work shift. Most commonly occurs with weights of 1-10 pounds while manipulating plans, books, box of equipment, clipboard, files, safety equipment, paint roller and trench probe.  Rarely manipulate a catch basin or manhole lid up to 3x in one shift.
<b>Lifting</b> waist–shoulder		1-10				Up to 1 min./time, 10 min. total in a work shift. Most commonly occurs with weights of 1-10 pounds while manipulating plans, aerial measuring stick, books, box of equipment, clipboard, files, safety equipment, paint roller and trench probe.
<b>Lifting</b> above shoulder		1-10				Up to 1 min./time, 10 min. total in a work shift. Most commonly occurs with weights of 1-10 pounds while manipulating plans, aerial measuring stick, books, box of equipment, clipboard, files, safety equipment, paint roller and trench probe.



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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
<b>Carry</b> (Distance/Surface)		1-10				Up to 100' for up to 1 min./time, 10 min. total with weights of 1-10 lbs. while transporting plans, books, boxes of equipment, clipboard, files, safety equipment, paint roller and trench probe.
<b>Pushing/Pulling</b> (Distance/Surface)		1-10 50*				Up to 5 sec./time, with a force of 1-10 lbs., up to 1 hr. total while opening and closing drawers and doors as well as when turning the steering wheel of a County vehicle (with power steering), using a trench probe, manipulating an aerial measuring stick and using a paint roller.  *Rarely manipulate manhole and catch basin lids 1-3x/shift).

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting				X		Up to 1.5 hrs./time, 5 hrs. total while performing office duties and when driving to and from inspection sites. The employee can choose to conduct some inspection observations while seated in an automobile.
Standing		X				Up to 5 min./time, 30 min. total while conversing with contractors, citizens, supervisors, co-workers and inspectors at inspection sites.
Walking			X			Up to 10 min./time, 1.5 hrs. total while conducting inspections, traversing to and from inspecting sites and traversing within the office.
Perform Work on Ladders	X					
Climbing		X				Up to 1-2 min./time, 5-10 min. total while climbing up to one flight of stairs or climbing up a steep slope with vegetation
Balancing				X		Up to 30 min./time, 5 hrs. total while traversing over uneven ground or steel plates as well as when walking near trenches and inspecting metal grates and catch basins (which may be open).
Stooping / Bending		X*				Up to 30 sec./time, 10 min. total commonly occurs while inspecting catch basins and trenches, placing/removing items out of vehicle trunk and placing/removing files in low drawers. *Can alternate with squat/kneel as needed.
Twisting at Neck			X			Up to 30 sec./time, 2 hrs. total while inspecting power lines, cellular equipment, poles, drops and cable lines.
Twisting at Waist			X			Up to 30 sec./time, 2 hrs. total while inspecting power lines, cellular equipment, poles, drops and cable lines.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Squatting / Kneeling		X*				Up to 10 sec./time, 5 min. total commonly occurs while inspecting catch basins and trenches, placing/removing items out of vehicle trunk and placing/removing files in low drawers. *Can alternate with bend/stoop as needed.
Crawling	X					
Reach waist to shoulder				X		Up to 1.5 hrs./time, 4 hrs. total in a work shift. while driving to and from inspection sites in a County vehicle with an automatic transmission as well as when utilizing aerial measuring stick and performing computer duties.
Reach above shoulder		X				Up to 10 sec./time, 2 min. total while placing/removing forms, timesheets, and permits in upper bins.
Reach below waist		X				Up to 10 sec./time, 2 min. while opening and closing lower file drawers as well as when placing/removing objects on lower shelves.
Keyboarding				X		Up to 30min./time, 4 hrs. total.
Wrist Flexion/Extension		X				Up to 1 min./time, 10 min. total while driving a County vehicle as well as when using a paint roller, aerial measuring stick, trench probe or shovel.
Handle/Grasp				X		Up to 1.5 hrs./time, 4.5 hrs. total in a work shift while driving a County vehicle as well as when using a paint roller, aerial measuring stick, trench probe or shovel.
Forceful Grasp		X				Up to 3 min./time, 20 min total while using a shovel, manipulating manhole and catch basin lids
Fine Finger Manipulation				X		Up to 10 min./ time, 4.5 hrs. total while writing and performing computer duties (keyboarding) as well as manipulating plans, permits and files. Utilizes a smart phone.
Hand Controls				X		Up to 1.5 hrs./time, 4.5 hrs. total in a work shift while driving a County vehicle, performing computer duties and utilizing a smart phone.
Foot Controls				X		Up to 1.5 hrs./time, 5 hrs. total while driving to and from inspection sites in a County vehicle with an automatic transmission.
Repetitive Motion			X			Body Part: Hands Cycles/hr: 200+
Vibratory Tasks – High	X					
Vibratory Tasks – Low				X		Up to 45 min./time, 4 hrs. total while working around compactors, vibratory rollers, heavy equipment etc.
Talking				X		Up to 5 min./time 3-4 hrs. total while conversing with contractors, supervisors, co-workers, citizens and inspectors.
Hearing					X	Up to 2.5 hrs./time, 8 hrs. total, while conversing with contractors, supervisors, citizens, co-workers and inspectors as well as when identifying potential hazards such as moving machinery at work sites.
Visual – Near Acuity				X		Computer screen, documents, plans etc.
Visual – Far Acuity				X		Performing inspections, identifying safety hazards, etc.



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	N	S	O	F	C	
Visual – Depth Perception				X		Performing inspections, driving, traffic control, sign spacing, identifying safety hazards, etc.
Visual – Color Discrimination				X		Signs, paint marks on roadways, etc.
Visual – Accommodation				X		Driving, performing inspections, taking notes or using smart phone in the field.
Visual – Field of Vision				X		Performing inspections, driving, traffic control, identifying moving equipment, identifying safety hazards, etc.
Exposure to Weather				X		Performing inspections.
Extreme Cold		X				Sub freezing weather.
Extreme Hot		X				Works around hot equipment.
Wet and / or Humidity		X				Irrigation, watering devices, hoses etc.
Proximity to Moving Mechanical Parts				X		Heavy machinery in the field.
Exposure to Explosives		X				Rock blasting projects.
Atmospheric Conditions				X		Inspects active road projects that have dust.
Exposed Heights			X			Manholes, catch basin, trench lines, etc.
Exposure to Electricity			X			Inspecting electrical projects (underground or overhead).
Exposure to Toxic / Caustic Chemicals		X				Purification of newly installed water lines (super-chlorinated water).
Exposure to Radiation						
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input checked="" type="checkbox"/> Very Loud					
Other:						

**Analyst's Comments:**



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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

\_\_\_\_\_  
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