

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Parks Specialist II

JOB CLASSIFICATION Parks Specialist II

DOT TITLE Maintenance Worker, Municipal

DOT NUMBER 899.684-046

DEPARTMENT Natural Resources and Parks

DIVISION Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 37

CONTACT'S NAME & TITLE Karl Kostal, Parks Specialist III

CONTACT'S PHONE 206-255-1812

ADDRESS OF WORKSITE

6046 W. Lake Sammamish Parkway NE
Redmond, WA 98052

VRC NAME Jeff Casem

DATE COMPLETED 5/8/07

VRC NAME Jeff Casem

DATE REVIEWED 9/11/09

WORK HOURS

10 hours a day, four days a weeks, 6:00am to 4:30pm or 6:30am to 5:00pm

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional during special events. Overtime prevalence may be seasonal.

JOB DESCRIPTION

Performs skilled work at assigned public areas and facilities in King County parks and presents them in a clean, safe and attractive manner to the public. The work also includes providing for ongoing maintenance and ensuring the physical integrity of County parks. This position is assigned to the Marymoor Maintenance Crew. Duties include performing mowing, maintenance and minor repair tasks for various types of park facilities such as athletic fields, trails, natural areas, picnic areas, restrooms, gardens and administrative offices.

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.
Ability to read, write & communicate in English and understand basic math.
3. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
4. Ability to work independently or part of a team; ability to interact appropriately with others.
5. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Valid Washington State Driver's License and successful completion of a pre-employment background check. Knowledge of the safe operation and maintenance of assigned equipment, use and care of tools and equipment, parks maintenance operations and procedures including trail maintenance and construction, landscaping and grounds keeping and facilities. The employee must be able to lift 50 pounds. The employee must have the ability to work in all PSII positions.

ESSENTIAL FUNCTIONS

1. Construct, renovate, and maintain parks, buildings, facilities, athletic complexes and infrastructure such as fences, trail structures, furniture, play areas and signs.
2. Provide customer service by enforcing county ordinances, responding to customer complaints and questions, responding to emergency situations and managing special event traffic.
3. Renovate, rehabilitate and maintain athletic fields and large bodies of turf.
4. Operate, maintain and inspect a wide variety of equipment and tools related to parks management.
5. Identify and assign daily tasks; train, monitor and assess work performance of seasonal employees and volunteers. Ensure tasks are clear and understood.
6. Maintain landscaped areas. Prune and transplant trees, shrubs and flowers.
7. Identify evaluate and possibly remove hazardous trees and poisonous or nuisance vegetation.
8. Design and construct landscaped areas in accordance with accepted horticultural standards.
9. Perform daily maintenance of park facilities including cleaning restrooms, litter and garbage, prep athletic fields, mow using a variety of riding mowers and push mowers, groom artificial turf fields using proper equipment and techniques.
10. Protect, inspect, renovate, repair, and maintain park open space, trails and wetlands.
11. Complete appropriate forms, timesheets, and work requests, and attend meetings and training sessions.
12. Inspect, repair and remove hazards. Post notices for the public. Perform emergency repairs or removal of unsafe conditions to maintain safety of park users.
13. Inventory and order supplies, materials and equipment.
14. Perform minor painting, carpentry, plumbing and electrical repairs.
15. Ability to use a personal computer.

NON-ESSENTIAL FUNCTIONS

1. Participate in volunteer projects.
2. Participate in various committees.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, eye protection, rain gear, hard hat, respirator, safety harness, coveralls and ear protection.

OTHER TOOLS & EQUIPMENT USED

Blower, forklift, various County vehicles, dump truck, 72" and 16' riding mowers, Gator/Toro motorized cart and groomer, shovel, broom, vacuum, rake, pitchfork, tractor, push mower, post hole digger, garbage bags and cans, chemical sprayer, power washer, 5 yard truck and trailer, fencing, weed eater, various hand and power tools, and computer.

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 grass, dirt, vegetation, cement, asphalt, linoleum and uneven surfaces for up to 40 minutes at a time for up to 5.5 hours total in a work shift. Most commonly occurs while maintaining equipment, performing renovation, construction, and maintenance of grounds and facilities, and directing traffic during special events..

Walking

Health Care Provider initials if restricted _____

Occasionally on grass, dirt, vegetation, cement, asphalt, linoleum and uneven surfaces for distances of up to ½ mile for up to 30 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while prepping athletic fields, cleaning restrooms and litter and garbage control. installing signs, backpack blowing, weed eating, performing pavement cleaning and directing traffic during special events.

Sitting

Health Care Provider initials if restricted _____

Frequently on an automobile seat, mower, tractor seat or office chair for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while driving various County vehicles (including the 5-yard truck and trailer) and tractors (with side cutting attachment) as well as using a computer to complete a timesheet.

Climbing

Health Care Provider initials if restricted _____

Rare on a ladder to heights of 10 feet for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while climbing on to a roof to check a drain, on or off a tractor or 5-yard truck and trailer as well as on a ladder to replace a light bulb.

Balancing

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while loading/unloading equipment and materials in the back of a truck or trailer as well as traversing steep inclines and uneven surfaces. The employee also utilizes balance when climbing on and off of tractors/trucks/mowers as well as walking on a trailer ramp.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 20-30 minutes at a time for up to 3 hour total in a work shift. Most commonly occurs while replacing light bulbs, installing signs, performing bucket duties and performing tree work.

Bending neck down

Health Care Provider initials if restricted_____

Frequently for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while lining athletic fields, litter and garbage control, cleaning restrooms, equipment maintenance using a chainsaw, blower, weed whacker, vacuum as well as while mowing, raking, shoveling or sweeping

Bending/Stooping

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, vegetation, cement, asphalt, linoleum and uneven surfaces for up to 15 minutes at a time for up to 2.5-3 hours total in a work shift. Most commonly occurs while cleaning and prepping athletic fields, litter and garbage control, cleaning restrooms, equipment maintenance, weeding, raking, shoveling, using digging bar, installing fence posts, using a chainsaw, and using a hand blower.

Kneeling

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while cleaning and prepping athletic fields, weeding, equipment maintenance and setting up for special events. The employee can alternate kneeling and crouching as needed.

Squatting

Health Care Provider initials if restricted_____

Occasionally on grass, dirt, vegetation, cement, linoleum and uneven surfaces for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while performing equipment maintenance, athletic field prep, weeding shrub and flower beds. The employee can alternate kneeling and crouching as needed.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift while operating various County vehicles such as a truck, motorized cart, forklift, 5-yard truck and trailer, mower and tractor.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 30 seconds at a time for up to 45 minutes to 1 hour total in a work shift while setting up tents for special events, installing signs, performing fence work, replacing light bulbs, setting up for special events and performing tree work.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift while driving various County vehicles, operating a tractor/mower, cleaning gutters, performing fence repairs, shoveling, raking, litter and garbage control, setting up for special events and performing tree duties.

Reaching at knee to waist height

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 shoveling, sweeping, mopping, litter and garbage control, athletic field prep, setting up for special events and

manipulating supplies/materials/tools such as shovels, posts, fencing, bags of cement, dirt and asphalt.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally on grass, dirt, vegetation, cement, asphalt, gravel, linoleum and uneven surfaces for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while performing litter and garbage control, weeding, shoveling and setting up for special events.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally up to 5 seconds at a time for up to 30 minutes total in a shift. Most commonly occurs with objects weighing 4-9 pounds while manipulating various hand tools, hand blower (6 pounds), paint cans and signs, or performing litter and garbage control.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 feet for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 4-9 pounds while transporting various hand tools, hand blower (6 pounds), paint cans and signs, or performing litter and garbage control.

Lifting 11-20 pounds

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 with weights of 15-20 pounds while performing litter and garbage control, manipulating wood/performing tree duties, installing fencing and as well as when using a chainsaw (17 pounds) and backpack blower (20 pounds). The employee also lifts when shoveling and manipulating chain binders.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 feet for up to 10-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 20 pounds while performing litter and garbage control, installing fencing, moving and setting up chairs and tables for special events, using the backpack blower or chainsaw as well as when transporting equipment to and from the truck.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 40-50 pounds while performing litter and garbage control, moving and setting up canopies for special events, manipulating a 5-gallon bucket of paint, fence posts, fencing, asphalt/patching materials, bucket of dirt, debris, equipment tires, 5 gallon container of gasoline and drainage grates.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 50 feet for up to 2 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 40-50 pounds while performing litter and garbage control, athletic field prep, moving and setting up canopies for special events, transporting a 5-gallon bucket of paint, fence posts, fencing, asphalt/patching materials, bucket of dirt, debris, equipment tires, 5 gallon container of gasoline and drainage grates.

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 55-75 pounds performing litter and garbage control or when loading/unloading equipment (such as a push mower) from a truck bed. The employee also lifts 60 pounds when manipulating bags of cement, fertilizer and grass seed.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally for distances of up to 100 feet at a time with a force of up to 10-30 pounds for up to 10-15 minutes at a time and up to 1 hour total in a work shift while using wheelbarrow, blowers, pressure washers, chair racks, push mowers, ball field liners and hand trucks.

Handling

Health Care Provider initials if restricted_____

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift while manipulating a variety of hand tools and gas powered equipment, installing fencing, shoveling, raking, lining ball field, sweeping, mopping, litter and garbage control, driving, operating a tractor/riding mower and using a blower.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift while operating various County vehicles such as a motorized cart, forklift, ball field liner, mowers, tractor and other tools/equipment related to parks maintenance.

Fingering

Health Care Provider initials if restricted_____

Occasionally for up to 20 minutes at a time for up to 3 hours total in a work shift while using a computer, writing, as well as using various hand tools such as pliers, wrenches and screwdrivers. The employee also keyboards while completing a timesheet.

Feeling

Health Care Provider initials if restricted_____

Continuously for up to 2 hours at a time for up to 7 hour total in a work shift while detecting vibrations to identify malfunctioning equipment, in particular mowers and tractors.

Talking

Health Care Provider initials if restricted_____

Occasionally for up to 10 minutes at a time for up to 40 minutes total in a work shift while conversing with co-workers and supervisors about work assignments as well as providing assistance to park visitors.

Hearing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while identifying potential safety hazards such as moving equipment and operating machinery, taking directions and training, discussing assignments with co-workers and lead.

Seeing

Health Care Provider initials if restricted_____

Continuously for up to 4 hours at a time for up to 9.5 hours total in a work shift while identifying potential safety hazards such as moving equipment, trip hazards and operating machinery as well as reading labels on equipment and cleaning products, safely operating County vehicles and equipment such as blowers and weed eaters to fully accomplish task and identifying persons and animals within range of flying objects.

ENVIRONMENTAL FACTORS

Work is performed outdoors and in inclement weather at various public areas and King County facilities such as parks, fair grounds and athletic fields. The noise level varies from moderately loud to very loud.

The noise level is

Approximately 60-90 decibels. The noise is caused by mowers, blowers and other motorized machinery.

HCP Initials if Restricted

Work environment may include the following exposure(s):

Outside weather: Continuously

Non-weather related temperatures below 55 degrees: Rare

Non-weather related temperatures above 75 degrees: Rare

Wet: Frequently

Humidity/dampness: Rare

Fumes: Occasionally

Odors: Frequently

Dusts: Frequently

Mists: Occasionally

Gases: Rare

Moving mechanical parts: Continuously

Vibration: Continuously

Working in high, exposed places: Rare

Toxic or caustic chemicals: Occasionally

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

Utilize a cart or hand truck to reduce carrying.

Alternate kneeling a crouching as needed.

Tommy-Lift on truck to reduce lifting of equipment.

Lifting assistance is available on some occasions.

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.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

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