

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Engineer VI

JOB CLASSIFICATION Engineer VI

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 019.167-014

DOT TITLE Projects Engineer

DEPARTMENT Natural Resources and Parks

DIVISION Wastewater

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 5

CONTACT'S NAME & TITLE Roger Browne, Engineering Supervisor

CONTACT'S PHONE (206) 684-1950

ADDRESS OF WORKSITE

201 South Jackson
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 1/16/06

VRC NAME Jeff Casem

DATE REVISED 10/9/09

WORK HOURS

8:00am to 5:00pm, Monday through Friday, 40 hours per week. This is a salaried position and the employee may be required to work some evenings and weekends as needed (most commonly for public meetings or meetings with contractors).

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

Not applicable

JOB DESCRIPTION

Performs complex project administration work with supervision limited to general administrative direction. Incumbent may supervise, direct and/or perform the administration of the design, procurement, construction and start-up of major projects or numerous minor capital, facilities and operating projects. Supervise, direct and administer the implementation of engineering and non-engineering projects. Oversee the development and implementation of capital and special projects as assigned. Direct and assign work to a project team of technical and administrative staff for assigned projects.

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 bachelor's degree in engineering or architecture is required. Additional education in engineering, business administration, transportation engineering, sanitary engineering or other technical field as specified is desirable. [note: based on the requirements of a specific position, the job announcement may specify particular engineering or architectural disciplines.]

Six years of increasingly responsible experience in engineering, architecture, construction management, planning or closely related technical experience and an additional two years of project management experience beyond experience required under registration (e.g., Degree + PE + 6 yrs + 2 yrs) or twelve years of engineering work (e.g., Degree + no PE + 18 yrs) which indicates that the incumbent is competent to practice engineering. Must have one year of lead and/or supervisory experience. Administrative or managerial experience in a closely related field with demonstrated experience in solving complex management issues within a multi-disciplinary technical work environment may substitute for the experience on a year-for-year basis. A working knowledge of project management techniques and principles is required. Work experience on public works projects or in a public agency is preferred. Public works contract administration experience is desired.

Depending upon the requirements of a specific job, a professional engineering license may be required. If so, registration as a professional engineer or architect in the state of Washington or the conversion of out-of-state license within 90 days from date of hire is mandatory.

The position requires a working knowledge of project management techniques and principles, water quality and environmental regulations and building codes and the application of these principles, regulations, and codes. Analytical and engineering (technical) abilities are required for engineering project assignments to make recommendations on the cost and effectiveness of projects. Oversee technical projects involving multi-disciplinary teams. Analytical skills will be used to evaluate and resolve management issues. The ability to work on a number of projects simultaneously is essential to accomplish projects within established timeframes and costs. The ability to work with a diverse group of individuals from within and outside the agency is essential in ensuring projects are completed.

ESSENTIAL FUNCTIONS

When assigned to direct the administration of engineering projects, the position will be responsible to:

1. Develop and implement project scope of work, schedule, budget and contract requirements and the execution plans for the design, procurement and construction phase of assigned projects. Identify, implement and carry out the project execution plan. Work with project team members in formulating scope of work and budget and staffing requirements for the project.
2. Participate in the evaluation, selection and direct the negotiation of contracts with architectural and engineering consultants for assigned projects.
3. Negotiate change orders and monitor the implementation of assigned projects. Monitor, review and oversee through assigned engineering and construction staff the progress of

consultants, vendors and contractors to ensure compliance with contract requirements and applicable codes and regulations.

4. Participate as a project team member in the planning function during the preliminary design, cost estimates and feasibility studies for projects. Review or direct the review of project plans and specifications for completeness, accuracy, content and constructability. Coordinate obtaining the necessary permits prior to construction bid.

When assigned to special projects, the position will be responsible to:

1. Develop and direct the development and implementation of a project scope of work, budget and staffing requirements.
2. Coordinate the development and implementation of department special projects. Establish project timeframes, objectives and evaluate objectives to established criteria. Ensure compliance with project objectives.
3. Participate in the selection, evaluation and direct the negotiation of consultant contracts for assigned projects. Monitor consultant performance and ensure contractor compliance with established contract requirements.
4. Participate in the development and implementation of the department's overall goals and objectives. Develop performance criteria and methodology for evaluating accomplishment of such goals and objectives.
5. Coordinate the development and implementation of a training program for the department. Work with the human resources division in the development of such a program.
6. Provide start-up assistance to operating departments to ensure staff is adequately trained to utilize new equipment and facilities following completion of projects.
7. Participate in the development and implementation of the agency's capital program management system including the project management matrix system. Evaluate program management practices and make recommendations to the director regarding these practices.
8. Develop construction management plans and coordinate their implementation and monitor progress.
9. Assess contractor performance by conducting sites visits with inspectors and reviewing contract performance.
10. Assist with problem solving during construction

General responsibilities to be assigned to either engineering projects or special projects:

1. Plan, organize and direct the work of assigned staff; monitor work distribution. Estimate labor needs and schedules to meet completion dates for assigned projects. Evaluate the progress of projects and results and develop or initiate changes to achieve overall project objectives.
2. Prepare project status reports and meet with appropriate management staff as required on the project. Review and evaluate project status and provide technical assistance as required.
3. Direct the maintenance of engineering and special project files and documents. Ensure that files are accurate and up-to-date.

4. Participate in public meetings and hearings on assigned projects.
5. Act as the director's representative at meetings as required. Advise the director of actions which should be initiated and/or the status of department projects. Participate in the development of the capital program management system for the department.
6. Perform other related tasks as assigned.

NON-ESSENTIAL FUNCTIONS

Driving to some meeting places that do not have public transportation access.

PERSONAL PROTECTIVE EQUIPMENT USED

Hardhat, eye protection, steel toed boots, safety vest, gloves, hearing protection and coveralls.

OTHER TOOLS & EQUIPMENT USED

Telephone, fax machine, copy machine, computer, plans/blueprints, documents, files, calculator, automobile, CAD software and budget software.

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

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted _____

Occasionally on all conceivable surfaces for 30-60 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while reviewing construction activities in the field or inspecting problems at construction sites.

Walking

Health Care Provider initials if restricted _____

Frequently on all conceivable surfaces for distances of up to ½ mile for up to 20 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing field work which includes inspecting construction sites.

Sitting

Health Care Provider initials if restricted _____

Continuously on an automobile seat, conference room chair or office chair for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while driving to various locations within the county, attending meetings, performing computer duties and reviewing plans. The employee may be able to alternate sitting and standing on most occasions.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for up to 3 minutes at a time while climbing up to 3 flights for up to 6 minutes total in a work shift. Most commonly occurs while traversing construction sites that may not have elevators installed yet. The employee may also need to climb stairs when entering and exiting job trailers.

Climbing

Health Care Provider initials if restricted _____

Rarely on ladders to heights of up to 15 feet for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while using a ladder to inspect various areas of construction sites such as excavated areas for underground facilities or entry in to a wastewater tank. The employee may also have to use a ladder in order to inspect large pieces of equipment.

Balancing

Health Care Provider initials if restricted _____

Frequently on uneven/slick surfaces and ladders at heights of up to 15 feet for 4 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing in construction sites where there are trip hazards, uneven ground, mud, holes and areas where railings may not yet be installed.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 20 minutes total in a work shift. Most commonly occurs while performing inspections of overhead structures, pipes and equipment at construction sites. The employee also bends the neck up when looking at cranes moving materials and machinery.

Bending neck down

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 20 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while inspecting plans, low areas of construction sites, documents and files.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally for up to 20 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs while traversing through an area with a low ceiling or obstructions such as scaffolding, hoses and pipes at construction sites. The employee may also need to bend to obtain items in low drawers, on low shelves or on the grounds such as plans, files and safety equipment.

Squatting

Health Care Provider initials if restricted _____

Occasionally for up to 20 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs while traversing through an area with a low ceiling or obstructions such as scaffolding hoses and pipes at construction sites. The employee may also need to bend to obtain items in low drawers, on low shelves or on the grounds such as plans, files and safety equipment.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift while driving to and from various locations throughout King County.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 1-2 minutes total in a work shift while opening a garage door or project office. The employee may also reach above the shoulder to obtain items on upper shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 2.5 hours at a time for up to 7 hours total in a work shift while performing computer duties, reviewing plans, writing and manipulating documents.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for up to 20 seconds at a time for up to 1-2 minutes total in a work shift while placing/removing items in the trunk of a car as well as when reaching for items on shelves or on cabinets.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 1-2 minutes total in a work shift while reaching for plans, supplies and boxes on the ground as well as items in low drawers and on low shelves. The employee also reaches at this height to obtain samples at construction sites such as soil or concrete.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 30-60 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating plans, documents, reference materials, samples and laptop computer. Items are commonly held when at construction sites when conversing with coworkers and contractors.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 30-60 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting plans, documents, reference materials, samples and laptop computer. Items are commonly carried when at construction sites when conversing with coworkers and contractors.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 11-15 pounds while manipulating multiple bags such as a laptop bag and a projector bag.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 300 yards for up to 15 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of while transporting presentation materials or multiple bags such as a laptop bag and a projector bag.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift while manipulating drawers and doors. The employee also pushes and pulls the steering wheel of an automobile for up to 4 hours in a shift when driving to and from various sites within King County.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while manipulating a laptop bag, plans, steering wheel and presentation materials. The employee may also need to grasp a railing when at construction sites.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while driving and using a computer mouse.

Fingering

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 5-7 hours total in a work shift while writing and typing as well as manipulating plans and documents.

Talking

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 while conversing with co-workers, vendors, contractors, supervisors and the general public.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 4 hours at a time for up to 7 hours total in a work shift while conversing with co-workers, vendors, contractors, supervisors and the general public as well as when identifying sounds at construction sites for safety purposes (such as back up sirens, moving machinery and operative equipment).

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 4 hours at a time for up to 7 hours total in a work shift while reviewing plans and inspecting construction sites.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Frequently for up to 4 hours at a time for 4 hours total in a work shift while working at construction sites where there are several hazards such as moving machinery, trip hazards etc.

ENVIRONMENTAL FACTORS

Work is performed in an office and construction site setting. The employee can be exposed to uneven ground, obstacles on the ground and fall potentials when on construction sites. The employee can also be exposed to moving machinery and operative equipment on the sites as well.

The noise level is

Approximately 50-110 decibels. The noise is caused by construction equipment.

HCP Initials if Restricted

Work environment may include the following exposure(s):

- Outside weather: Occasionally
- Non-weather related temperatures below 55 degrees: Rarely
- Non-weather related temperatures above 75 degrees: Rarely
- Wet: Occasionally
- Humidity/dampness: Occasionally
- Fumes: Rarely
- Odors: Occasionally
- Dusts: Occasionally
- Mists: Rarely
- Gases: Rarely
- Moving mechanical parts: Occasionally
- Vibration: Occasionally
- Working in high, exposed places: Rarely
- Toxic or caustic chemicals: Rarely

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

The employee can alternate sitting and standing during most office activities as needed.

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