

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE:** Foreman-Plumbing      **JOB CLASSIFICATION:** Plumbing and Mechanical II

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER:** 862.131-018

**DOT TITLE:** Plumbing Supervisor

**DEPARTMENT:** Executive Services      **DIVISION:** Facilities Management

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

**CONTACT'S NAME & TITLE:** Van Pham, Manager

**CONTACT'S PHONE:** (206) 296-0651

**ADDRESS OF WORKSITE:** King County Courthouse, 500 4<sup>th</sup> Ave., Seattle, WA 98101

**VRC NAME:** Thomas S. Sproger

**DATE COMPLETED:** 5/5/10

**VRC NAME:** Jeff Casem

**DATE REVISED:** 10/8/10

**WORK HOURS:** 6:00 AM to 2:30 PM

**OVERTIME:** (Note: Overtime requirements may change at the employer's discretion)  
Optional-1 and 8 hours per year

**JOB DESCRIPTION:** The purpose of this job is to oversee and assist in planning, supervising and executing the work of journey level plumbing and mechanical work in the maintenance, repair and installation of piping, storm drains, fire sprinkler & HCAC systems and associated equipment in five King County buildings at 500 4<sup>th</sup> Ave, 516 3<sup>rd</sup> Ave., 400 Yesler, King County Admin and Chinook Bldg plus a parking garage.

## 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:

1. Washington State Driver's License.
2. Journey-Level pipefitter card.
3. Certification Federal Class I and 2.

4. Certified welder card.
5. Building trades journey-level steamfitter card.
6. Backflow testing license.
7. City of Seattle Fire Director's certificate.
8. Washington State plumber's license.
9. Additional licenses, certifications and other requirements determined to be necessary to meet the business of the employing unit may be required.

**ESSENTIAL FUNCTIONS:**

1. Supervise journey level plumbers & skilled or semi skilled mechanical & HVAC workers. Oversee work in process. Signs-off on completed projects. Provides problem-solving advice as needed
2. Receives & reviews repair, construction and preventive maintenance job orders. Reviews project specifications and drawings for material standards and constructability in relation to client objectives and existing codes & practices. Researches, prints & reviews applicable drawings and plans. Outlines job tasks with drawings, specs. as needed. Assess parts needs and lists parts and tools required for job. Checks parts, tools, material and equipment inventory for availability. Procures/orders necessary tools, parts and materials for projects. Obtains permits and permissions as needed. Coordinates with other crafts to ensure integrity of job site.
3. Determines crew assignments. Checks with crew members to determine workloads. Compares workload of various crew members. Assigns work to crew. Goes over work assignment (tasks & specifications) with crew member.
4. Oversees safety aspects of each project. Ensures staffing is sufficient to handle all tasks. May assign temp. assistance as needed for specific parts of heavier tasks. Arranges lock-out/tag-out of equipment. Arranges shut-off of gas, water, power, & coordinates with other crafts & agencies
5. Monitors work to ensure compliance with local codes and policies. Maintains contact with crew via phone/radio/visits to site. Ensures work complies w/customer request, codes & established trade practices. Performs final inspection before task is considered complete
6. Costs out job and completes necessary paperwork. Estimates costs including labor, materials, equipment rental charges. Obtains date & adds in permit fees and subcontractor costs
7. Serves as plumbing-mechanical consultant to own crew and to other Facilities workers/supervisors. Troubleshoots and analyzes complex problems to establish methods to repair systems. Develops strategies and/or mechanical solutions for new installations.
8. Assists skilled plumber by assisting in or performing journey level plumbing tasks as needed to complete job
9. Perform other duties as assigned.

**NON-ESSENTIAL FUNCTIONS:** None

**PERSONAL PROTECTIVE EQUIPMENT USED:**

Gloves	Boots
Hard hat	Eye protection
Hearing protection	Breathing protection

**OTHER TOOLS & EQUIPMENT USED:**

PC-Computer to access MAXIMO, e-mail, time keeping and other programs  
 Drawings, plans, schematics

Parts catalogues, on-line ordering systems  
 Hand tools, hand held power tools, drill press  
 Carts, come-along, jacks  
 Ladders (5', 6', 8', 19'), stools

**PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED:**

Continuously = occurs 66-100% of the time (>5 1/3 hours)  
 Frequently = occurs 33-66% of the time (>2 2/3rd hour-5 1/3<sup>rd</sup> hour)  
 Occasionally = occurs 1-33% of the time (>48 min.-2 2/3 hour)  
 Rarely = may occur less than 1% of the time (1 min. up to 48 minutes)  
 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

This is a highly varied job with concomitantly varied physical demands. This job analysis represents the most typical requirements but will also indicate maximum requirements where indicated.

**DEFINITIONS:**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

**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.**

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

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.

Very Heavy—exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Standing**

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

Frequently on concrete or tile surfaces for 5-30 minutes at a time for up to 4 hours total in an 8-hour work shift. Most commonly occurs while supporting a length of pipe or holding a part in place while other crew members bolt, clamp or in some other way secure it or while standing on a ladder working on in-ceiling pipe or overseeing balancing HVAC system. Also occurs while talking and meeting with staff and other duties associated with overseeing work from other plumbers.

**Walking**

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

Occasionally on concrete, tile or carpet-over-concrete surfaces for distances of 5 blocks at a time & for up to 3 hours total in a work shift. Most commonly occurs while walking to projects in one of the 4 other buildings in which his plumbing crew works. Assists crew members with other projects as needed.

**Sitting**

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

Occasionally on ergonomic task chair for 1-2 hours at a time for up to 3 hours total in a work shift. Most commonly occurs while receiving, reviewing and lining out tasks, ordering parts, sitting in meetings. On occasion may sit for all or most of entire 8 hour shift, though with opportunity to stand and relieve static positioning at 2 hour intervals or as needed.

**Climbing stairs**

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

Rarely for up to 1-2 minutes at a time while climbing 5-6 stairs for up to 3/4 hour total in a work shift. Most commonly occurs while checking plumbing room in Courthouse.

**Climbing (ladders, etc.)**

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

Rarely on ladders to heights of 6-10 feet for 10-20 minutes at a time for up to 3/4 hour total in a work shift. Occurs while accessing rooftop installations or checking in-ceiling pipe and assisting crew in inspection of overhead piping and other tasks in the buildings.

**Balancing**

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

Rarely on scaffolding at heights of 6-8 feet for 10-20 minutes at a time for up to 3/4 hour total in a work shift. Most commonly occurs while checking new construction or renovation work in progress

**Bending neck up**

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

Occasionally for 5-30 minutes at a time for up to 1 3/4 hour total in a work shift. Most commonly occurs while viewing/performing in-ceiling work from below.

**Bending neck down**

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

Rarely for 1-2 minutes at a time for up to 1/2 hour total in a work shift. Most commonly occurs while checking floor drain.

**Bending/Stooping**

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

Rarely on concrete surfaces for 1-5 minutes at a time for up to 3/4 hour total in a work shift. Most commonly occurs while viewing drains or near-floor level valves or pipe. May sit, alternate legs, squat or kneel.

**Kneeling**

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

Occasionally on concrete surfaces for 1-10 minutes at a time & for up to 3 hours total in a work shift. Most commonly occurs while viewing drains or near-floor level valves or pipe. May sit, alternate legs, squat or bend/stoop. Recommend use of knee pads.

**Squatting**

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

Occasionally on concrete surfaces for 1-10 minutes at a time & for up to 3 hours total in a work shift. Most commonly occurs while viewing drains or near-floor level valves or pipe. May sit, alternate legs, kneel or bend/stoop.

**Crawling**

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

Rarely on concrete surfaces for distances of 4-8 feet for 5-20 minutes at a time & for up to ½ hour total in a work shift. Most commonly occurs while viewing drains or near-floor level valves or pipe.

**Operating controls with feet**

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

Occasionally for up to 2 hours at a time and up to 3 hours in a shift. Most frequently occurs when operating sewer cleaning machines-

**Reaching above shoulder height**

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

Occasionally for 1-15 minutes at a time for up to 1.5 hours total in a work shift while holding pipe or vent in place or working in ceiling and inspecting completed plumbing and work in process.

**Reaching at waist to shoulder height**

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

Occasionally for 1-30 minutes at a time for up to 3 hours total in a work shift while stocking parts bins, operating valves or inspecting completed plumbing and work in process.

**Reaching at knee to waist height**

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

Occasionally for 1-10 minutes at a time for up to 3 hours total in a work shift while stocking parts bins, operating valves or inspecting completed plumbing and work in process.

**Reaching at floor to knee height**

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

Occasionally for 1-30 minutes at a time & for up to 3 hours total in a work shift while stocking parts bins, operating valves or inspecting completed plumbing & work in process.

**Lifting 1-10 pounds**

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

Frequently for 1-30 minutes at a time for up to 4 hours total in a work shift while lifting small tools, parts, & boxes of fasteners. Most commonly occurs with weights of 1-3# at waist to shoulder height while stocking fastener & parts bins. May fill in for absent workers by performing increased manual tasks.

**Carrying 1-10 pounds**

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

Frequently for distances of 1-5 blocks for 10-30 minutes at a time while carrying hand tools & small parts. May carry materials for 1-2 hours typically or for more than 4 hours maximally in a work shift. Most commonly occurs with weights of 1-5# while bringing tools or parts to work site. May use 4-wheel cart to move materials.

**Lifting 11-20 pounds**

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

Occasionally for 5-30 minutes at a time & for up to 2 hours total in a work shift while lifting tools, equipment and/or boxes. Most commonly occurs with weights of 11-15# at waist to shoulder height while storing boxed equipment or parts. In some instances this task may be assigned to lower grade employee as time/scheduling permits.

**Carrying 11-20 pounds**

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

Occasionally for distances of 1-5 blocks for 5-30 minutes at a time for up to 2 hours total in a work shift while carrying tools. Most commonly occurs while carrying weights of 11-15# while bringing tools or parts to work site. Task may be assigned to lower grade employee as time/scheduling permits.

**Lifting 21-50 pounds**

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

Occasionally for up to 1-5 minutes at a time for up to 1 1/2 hours total in a work shift while lifting parts. Most commonly occurs with weights of at 20-35# from floor to waist height while receiving and storing parts. Task may be assigned to lower grade employee as time/scheduling permits.

**Carrying 21-50 pounds**

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

Rarely for distances of 10-50 feet for 1-5 minutes at a time & for up to 1 hour total in a work shift while carrying parts. Most likely will occur while stocking parts and equipment. Workers are encouraged to use carts for heavier and bulkier items. Worker may request assistance or may assign task to lower grade employee/s as time/scheduling permits.

**Lifting 51-100 pounds\***

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

Rarely for 5-10 minutes at a time for up to ½ hour total in a work shift while lifting valves, fittings or pipes. Most commonly occurs with weights of 60-75#\* at waist to shoulder height while moving valves, fittings, or pipe to job site or helping to hold it in place while others fasten it to brackets. Worker may request assistance or may assign task to lower grade employee/s as time/scheduling permits.

**Carrying 51-100 pounds\***

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

Rarely for distances of 20-30 feet for 5-10 minutes at a time & for up to 30 minutes total in a work shift while carrying valves, fittings or pipes. Most commonly occurs with weights of 60-75# while moving valves, fittings, or pipe to job site. Workers normally use a 4-wheel cart. Worker may request assistance or may assign task to lower grade employee/s as time/scheduling permits.

**\*Department safety policy, in keeping with NIOSH and WISHA recommendations, is for workers to get help with manual material moving tasks exceeding 50 pounds by using material handling equipment or requesting additional manpower.**

**Pushing and Pulling**

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

Occasionally of a cart or wheeled toolbox for distances of 8 feet to 1 block at a time with a force of 10-12# for 5-15 minutes at a time & for up to 2 hours total in a work shift. Typically occurs while bringing part or tools to crew or while storing newly received parts and equipment. May call in "helper"/crew member for lengthy tasks.

**Handling**

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

Occasionally to frequently while handling parts, tools, materials for 30 minutes at a time for up to 4 hours total in a work shift. Typically occurs while sorting or shelving parts, sorting tools, etc.

**Operating controls with hands**

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

Occasionally of drill press for 1-5 minutes at a time for up to 3 hours total in a work shift. Typically occurs while drilling hole using drill press.

**Fingering**

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

Occasionally of small parts and fasteners for 1-30 minutes at a time & for up to 2 hours total in a work shift. Typically occurs while counting or sorting fasteners, washers, and small parts.



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Toxic or caustic chemicals  
Confined spaces


**POTENTIAL MODIFICATIONS TO JOB**

Worker may sit on plastic bucket rather than crouch or stoop in order to view ground and near-ground level work. It is lightweight, easy to carry and can be used simultaneously to bring small parts, tools and equipment to job site.

Four wheeled cart is recommended wherever possible to move materials rather than carrying them by hand. Specifically recommended is either a flat-topped cart or one with drop down lips. These facilitate sliding materials off the cart rather than having to lift them.

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**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.

Thomas S. Sproger, MS, CRC  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

Van Pham, Supervisor/Manager, Facilities Management  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of employee

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

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**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:

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Temporary until \_\_\_\_\_     
  Permanent as of \_\_\_\_\_

- The employee is not released to perform the described duties due to the following job functions:

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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:**

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\_\_\_\_\_  
 Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
 Signature of Health Care Provider

\_\_\_\_\_  
 Date