

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Stores Clerk                      **JOB CLASSIFICATION** Inventory Purchasing Specialist II

**DOT TITLE** Inventory Clerk                      **DOT NUMBER** 222.387-026

**DEPARTMENT** Transportation                      **DIVISION** Fleet Administration

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 6

**CONTACT'S NAME & TITLE** Marian Honeysuckle, Stores Operations Manager

**CONTACT'S PHONE** 206-296-8160

**ADDRESS OF WORKSITE**

RSD-TR-0155  
155 Monroe Ave. NE, Bldg. G  
Renton, WA 98056

**VRC NAME** Kyle Pletz                      **DATE COMPLETED** 10/19/04

**VRC NAME** Jeff Casem, Kyle Pletz                      **DATE REVIEWED** 5/9/08, 9/9/09

**WORK HOURS** Vary during general core hours of 6:00AM-7:30PM. During emergency conditions the employee shall be required to work 12 hours on and 12 hours off, as needed.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required occasionally based upon storeroom coverage and business demand.

**JOB DESCRIPTION**

Stores Clerk's primary duties include using a computerized inventory information system for ordering, receiving, issuing and inventorying vehicle and heavy equipment parts, building and road construction materials, hardware, tools and safety supplies and traffic control devices in support of Fleet Administration, Roads Maintenance, Traffic Operations, and other agencies. Duties may entail rotation of assignment to facilitate cross-training, store coverage during absences or long term emergency situations.

**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**

This position requires operating forklifts and County Vehicles. A high school diploma or GED and at least two years applied experience working in an automotive operation using a computerized inventory operating system or the equivalent combination of education and experience. Computer skills, analytical skills and excellent attendance are required. Must be able to rotate and be cross-trained in all areas and locations to ensure effective coverage during absences or long term emergency situations. All employees must assist other staff when requested. All transactions are interfaced with the King County main frame accounting system so strong analytical skills are required. Must have a valid Washington State driver's license. Must obtain a forklift operator certification within 6 months of hire.

### **ESSENTIAL FUNCTIONS**

1. Manages inventory warehousing disbursements; documents and sets stock levels; processes inventory purchases; performs cycle counts and physical inventory audits; performs warehouse shipping and receiving; and is responsible for material handling.
2. Maintains adequate stock to meet user needs.
3. Obtains price quotes, researches vendor sources and selects vendors for standard and specialized parts, materials, supplies, tools and services.
4. Works with vendors to resolve problems such as billing inconsistencies, quantity or product errors and contact interpretation.
5. Assists with and reviews bid specifications.
6. Monitors blanket purchase order expenditures.
7. Researches alternative sources.
8. Conducts price comparisons to support cost savings for King County.
9. Identifies and recommends strategies for surplus, sale and salvage of obsolete inventory items.
10. Assist with training newly hired inventory/purchasing specialist in same classification in Fleet Stores procedures.
11. Monitors the use, storage and handling of hazardous materials.
12. Plans production and allocates resources for in-house manufacturing process.
13. Tracks warranties and supporting documents.
14. Independently performs all functions for the assigned Stores Operation.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves, back support, and hard soled shoes.

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

Forklifts (electric and fuel powered), pallet jack, hand truck, computer, ten key, fax, phone, photocopy machine, printer, cellular phone, pallets, pipes, catch basins, Roads crew equipment, lumber, 55 gallon drums, paint, pipe bands, pipes, concrete masonry, sign posts, hay bails, automotive equipment and various safety supplies and 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 11-20 pounds of force constantly to move objects.

**Standing**

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

Occasionally on gravel, cement, linoleum, uneven ground and carpet surfaces for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs while working at the auto parts counter and completing computer duties at a standing station.

**Walking**

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

Frequently on gravel, cement, linoleum, uneven ground and carpet surfaces for distances of up to 300 feet for up to 5 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while working in the yard, stocking supplies, filling work orders and traversing between other store rooms.

**Sitting**

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

Frequently on an office chair or forklift seat for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs while completing computer duties as when ordering, receiving or issuing stock, and when operating a forklift.

**Climbing stairs**

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

Occasionally for up to 2 minutes at a time while climbing up to 24 steps at time for up to 1 hour 40 minutes total in a work shift. Most commonly occurs while retrieving and stocking items in the General Stores area.

**Climbing**

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

Occasionally on a ladder or step ladder to heights of up to 3 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while using a ladder or step ladder to stock and retrieve items from upper shelves.

**Balancing**

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

Occasionally for up to 45 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while working around loading docks, using ladders, traversing uneven ground (including broken bails of hay).

**Bending neck up**

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

Occasionally for up to 5-10 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while looking for and stocking supplies on upper shelves as well as when operating a forklift.

**Bending neck down**

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

Occasionally for up to 5-10 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while completing computer duties, writing and reviewing documents as well as when stocking or retrieving items on lower shelves.

**Bending/Stooping**

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

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while completing orders as well as when stocking or retrieving items on lower shelves. The employee can alternate bending/stooping with kneeling or squatting in accordance with preference.

**Kneeling**

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

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while completing orders as well as when stocking or retrieving items on lower shelves. The employee can alternate kneeling with bending/stooping or squatting in accordance with preference.

**Squatting**

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

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while completing orders as well as when stocking or retrieving items on lower shelves. The employee can alternate squatting with bending/stooping or kneeling in accordance with preference.

**Operating Controls with Feet**

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

Occasionally for up to 20 minutes at a time for up to 1 hour total in a work shift while operating a forklift. On a rare occasion the employee may need to drive a County van up to 4 hours in a shift when filling in at the auto parts section and picking up parts. The employee may also need to drive to training off site on a rare occasion.

**Reaching above shoulder height**

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 while climbing a ladder as well as when retrieving or stocking items on upper shelves.

**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 operating a forklift, writing, completing computer duties and stocking supplies.

**Reaching at knee to waist height**

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

Occasionally for up to 15 minutes a time for up to 30 minutes total in a work shift while sweeping the work area as well as when retrieving or stocking items on lower shelves.

**Reaching at floor to knee height**

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

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while completing orders as well as when stocking or retrieving items on lower shelves.

**Lifting 1-10 pounds**

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

Occasionally for up to 1 minute at a time for up to 30-60 minutes total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating supplies such as hand tools, boots, gloves, auto

parts, spray-paint, cleaners and binder straps. The employee lifts repeatedly for up to 1 hour when stocking shelves.

**Carrying 1-10 pounds**

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

Occasionally for distances of up to 40 feet for up to 1 minute at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting supplies such as hand tools, boots, gloves, auto parts, spray-paint, cleaners and binder straps.

**Lifting 11-20 pounds**

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

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-18 pounds while manipulating supplies such as brake pads, binder straps, cases of spray-paint and absorbent mats. The employee lifts repeatedly for up to 1 hour when stocking shelves.

**Carrying 11-20 pounds**

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

Occasionally for distances of up to 40 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-18 pounds while transporting supplies such as brake pads, binder straps, cases of c-fold paper towels, cases of spray-paint and absorbent mats.

**Lifting 21-50 pounds**

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

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 25-50 pounds while manipulating grass seed (50 pounds), floor dry (25 pounds), bags of cement (50 pounds), cases of garbage bags (35 pounds), auto batteries (27-47 pounds), heavy automotive equipment (44 pounds) and traffic sign posts (25-50 pounds).

**Carrying 21-50 pounds**

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

Occasionally for distances of up to 40 feet for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 25-50 pounds while manipulating grass seed (50 pounds), floor dry (25 pounds), bags of cement (50 pounds) and case of garbage bags (35 pounds), auto batteries (27-47 pounds), and heavy automotive equipment (44 pounds), traffic sign posts (25-50 pounds). The employee can utilize a cart to reduce carrying.

**Lifting 51-100 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 60-70 pounds while manipulating sweeper brooms and bags of mortar as well as when loading approximately 50 bails of hay (70 pounds) in to the shed, and heavy automotive equipment (50-130 pounds). The employee most commonly lifts the aforementioned items on to the the forks of the forklift.

**Carrying 51-100 pounds**

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

Occasionally for up to 20-30 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 60-70 pounds while transporting bags of mortar as well as when loading approximately 50 bails of hay (70 pounds) in to the shed. A cart can be use to reduce some carrying of supplies, and heavy automotive equipment (50-130 pounds).

**Pushing and Pulling**

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

Occasionally for distances of up to 20 feet with a force of 1-20 pounds for up to 5 minutes at a time for up to 1.5 hours total in a work shift while using a hand cart and manipulating sign blanks as well as placing and removing supplies off of shelves and pallets.

**Handling**

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

Occasionally for up to 20 minutes at a time for up to 2.5 hours total in a work shift while stocking supplies and completing orders for customers.

**Operating Controls with Hands**

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

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while driving a forklift and operating the computer mouse.

**Fingering**

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

Occasionally for up to 1 hour at a time for up to 4 hours total in a work shift while writing, completing computer duties and manipulating documents/small parts.

**Talking**

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

Continuously for up to 5 minutes at a time for up to 6 hours total in a work shift while conversing with customers, vendors, supervisors and co-workers.

**Hearing**

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

Continuously for up to 1 hour at a time for up to 7 hours total in a work shift while conversing with customers, vendors, supervisors and coworkers as well as when identifying moving machinery when working outside in the yard.

**Seeing**

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 operating a forklift, reading stock orders, completing work orders and performing inventory duties.

**Working with Heightened Awareness**

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

Frequently for up to 1 hour at a time for up to 7 hours total in a work shift while identifying potential hazards such as moving machinery, forklifts, delivery vehicles and large trucks when working in the yard or contacting technicians in the shop garage, and while responding to assist customers in other store rooms. The employee also utilizes heightened awareness when operating a County vehicle and forklift. The employee must exercise extreme caution to avoid damaging personal property or causing physical harm when operating the forklift (falling objects, partially obstructed view and operating in tight areas).

**ENVIRONMENTAL FACTORS**

Work is performed in warehouses and outdoors in all weather conditions. The worker operates a large forklift on uneven gravel and is subject to gravel. The employee may also work in the sign shop where there is a potential exposure to various fumes, or work in Automotive/General Stores where there is a potential exposure to gas and diesel fumes. Work is performed at King County roads facility where there is a high volume of traffic including large trucks and machinery.

**The noise level is**

Approximately 40-90 decibels. The noise is caused by trucks/forklift, and heavy duty construction equipment, such as asphalt rollers/compactors etc.

HCP Initials if Restricted

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

- Outside weather: Occasionally
- Fumes: Occasionally
- Odors: Rare- Occasionally
- Dusts: Frequently
- Moving mechanical parts: frequently
- Vibration: Occasionally
- Working in high, exposed places: Occasionally
- Toxic or caustic chemicals: Rare- Occasionally

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

A cart can be used to reduce carrying.  
 When adjusting the forks on the forklift, the forks can be placed in the dirt and the entire forklift can be driven to move them.  
 Assistance is available for heavy lifting.

**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

---

Printed name & title of contact

---

Signature of contact

---

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