

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Transfer Room/Warehouse Worker

JOB CLASSIFICATION Transfer Room/Warehouse Worker

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 922.687-058

DOT TITLE Laborer, Stores (any industry)

DEPARTMENT Transit

DIVISION Sales and Customer Service

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 1

CONTACT'S NAME & TITLE Gary Larson, Chief, Service Information

CONTACT'S PHONE 206-263-3535

ADDRESS OF WORKSITE

Metro Information Distribution Warehouse
1523 6th Ave S
Seattle, WA 98134

VRC NAME Peter Hu

DATE COMPLETED 8/20/09

WORK HOURS 6 a.m. – 2 p.m. Monday through Friday, 40 hours per week

OVERTIME (Note: Overtime requirements may change at the employer's discretion.)
Optional overtime may occur on rare occasions usually in preparation for service change periods, which occur three times a year.

JOB DESCRIPTION

Responsible for the daily operation of Metro's Information Distribution Warehouse; receives, sorts, and distributes timetables, brochures, and fare media.

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 and communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes and to 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. Must have a valid Washington State driver license and be able to obtain forklift operator certification within 60 days of hire. A high school diploma or GED and two years of applied warehouse experience are required. Must have a working knowledge of inventory control, warehousing techniques/principles, and distribution techniques/principles. Computer skills, analytical skills and excellent attendance are required.

ESSENTIAL FUNCTIONS

1. Coordinates the receiving of timetables, brochures and fare media from delivery vehicles.
2. Loads and unloads timetables, brochures and fare media using a mobile cart, forklift, pallet jack, hand truck, and scissor lift.
3. For each regular service change three times a year and between service changes, receives new timetables and other transit brochures from delivery trucks and loads all received materials into the warehouse storage units
4. Assembles and packages daily orders of timetables and brochures from warehouse stock for customer orders prepared by Information Distributors .Critical peak production schedule is the six weeks before and after each service change three times a year.
5. Prepares timetables, brochures and fare media for delivery to transit operating bases and timetable stands.
6. Checks stock against invoices, bills of lading, purchase orders, and delivery receipts.
7. Operates a computer-based storage and retrieval system (Warehouse Librarian) to fill and box orders of timetables and brochures for distribution.
8. Follows security procedures for receiving, distributing, storing and disposing of fare media.
9. Places timetables, brochures and fare media at staging locations within the warehouse. Maintains a computerized staging location matrix for all warehouse items. Includes location assignments for new items, removal of outdated locations and verification of stock quantity using cycle counts.
10. Develops and implements color- and letter-coding patterns for fare media.
11. Maintains a safe and orderly working environment by removing and disposing of workplace hazards.
12. Responds to questions from distributors, clients and customers about timetables, brochures and fare media.
13. Operates a county vehicle to pick up and deliver fare media and other stock to transit operating bases and Metro facilities within the county.
14. Works under stress and with tight timeframes and deadlines.

NONESSENTIAL FUNCTIONS

1. Assists in the coordination, purchase, repair and replacement of warehouse equipment and supplies.
2. Advises distribution lead or chief of new or replacement parts for the warehouse.
3. Drops off and picks up county vehicles from NRV for routine vehicle maintenance.

PERSONAL PROTECTIVE EQUIPMENT USED

Eye protection, back support harness, and hand protection, and protective footwear.

OTHER TOOLS & EQUIPMENT USED

Forklift, pallet jack, computer, mobile cart, pallet jack, hand truck, scissor lift, county vehicles, telephone, and lift tables.

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 10-20 pounds of force constantly to move objects.

The frequency of the lifting, carrying and reaching tasks increases three times a year for about six weeks during each regular service change period. Prolonged heavy lifting occurs after each delivery of transfers and daily passes, when stock must be manually transferred to floor locations within the transfer room.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time, for up to 3 hours total in a work shift. Most commonly occurs with weights of 1 pound while filling orders for timetables/brochures and fare media.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Frequently for distances up to 5 feet for 5 minutes at a time, for up to 3 hours total in a work shift. Most commonly occurs with weights of 1-3 pounds while moving bundles of timetables and brochures from the automated distribution rack to the appropriate distribution boxes.

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 15-20 pounds while manipulating boxes of timetables, brochures, and fare media.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances up to 50 feet for up to 5 minutes at a time, for up to 1 hour total in a work shift. Most commonly occurs while moving boxes of timetables, brochures, and fare media.

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 40 pounds while lifting full boxes of timetables, transfers, all-day passes, and brochures from pallets.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances up to 50 feet for up to 5 minutes at a time, for up to 1 hour total in a work shift. Most commonly occurs with weights of 40 pounds while moving full boxes of timetables and brochures from the pallets to the automated distribution racks. A handcart or dolly can be used to reduce some of the carrying weight.

Lifting 51-100 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 while filling orders for timetables, brochures and fare media.

Carrying 51-100 pounds

Health Care Provider initials if restricted _____

Occasionally for distances up to 50 feet for up to 5 minutes at a time, for up to 1 hour total in a work shift. Most commonly occurs with weights of 70 pounds while moving boxes of fare media within the warehouse. A handcart or dolly can be used to reduce some of the carrying weight.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently for up to 3 hours at a time, for up to 5 hours total in a work shift. Most commonly occurs while filling orders for timetables/brochures, operating a forklift, writing, completing computer duties, and stocking or retrieving items from the automated distribution racks.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time, for up to 2 hour total in a work shift. Most commonly occurs while stocking or retrieving items on upper shelves.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time, for up to 60 minutes total in a work shift. Most commonly occurs while stocking or retrieving items on lower shelves, and moving boxes of timetables, brochures, and fare media within the warehouse.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time, for up to 60 minutes total in a work shift. Most commonly occurs while retrieving or stocking items on lower shelves, and moving boxes of timetables, brochures, and fare media within the warehouse.

Fingering

Health Care Provider initials if restricted _____

Continuously for up 30 minutes at a time, for up to 6 hours total in a work shift. Most commonly occurs while counting and distributing timetables, brochures and fare media, and completing computer duties.

Handling

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. Most commonly occurs while filling orders for timetables/brochures and fare media.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time, for up to 45 minutes total in a work shift. Most commonly occurs while using a dolly, pushcart, scissor lift and pallet jack to manipulate boxes of timetables, brochures and fare media within the warehouse. The employee needs to push boxes of timetables and brochures down a skate wheel conveyor after an order is filled. The employee also needs to restock boxes of timetables and brochures on the automated distribution racks.

The employee may occasionally need to exert up to 50 pounds of force when moving boxes of timetables, brochures and fare media within the warehouse while using a handcart or dolly.

Standing

Health Care Provider initials if restricted _____

Continuously in the warehouse for 2-3 hours at a time, for up to 8 hours total in a work shift. Most commonly occurs while working at the timetable distribution platform filling orders for timetables/brochures and while sorting/distributing fare media.

Sitting

Health Care Provider initials if restricted _____

Occasionally on an office chair or forklift seat for up to 30 minutes at a time, for up to 2 hours total in a work shift. Most commonly occurs while operating a forklift and using a computer to create distribution labels and spreadsheets for the sorting of fare media.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat cement surfaces for distances up to 75 feet, up to 5 minutes at a time, for up to 2 hours total in a work shift. Most commonly occurs while manipulating boxes of timetables, brochures and fare media within the warehouse, in filling specific orders.

Balancing

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time, for up to 30 minutes total in a work shift. Most commonly occurs while climbing into the forklift and onto the timetable distribution platform.

Climbing

Health Care Provider initials if restricted _____

Occasionally to heights up to 3 feet for up to 15 seconds at a time, for up to 10 minutes total in a work shift. Most commonly occurs while climbing into forklift and climbing onto the timetable distribution platform.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time, for up to 4 hours total in a work shift. Most commonly occurs while filling orders for timetables and brochures, using a utility knife to open cardboard boxes, completing computer duties, operating a forklift and, on rare occasions, driving a county vehicle. The employee may also need to operate a pallet jack to move boxes of timetables, brochures and fare media within the warehouse.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 20 minute at a time, for up to 2 hours total in a work shift. Most commonly occurs while operating forklift and, on rare occasions, operating a county vehicle to deliver timetables brochures and fare media.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 20 minutes at a time, for up to 1.5 hours total in a work shift. Most commonly occurs while operating a forklift and stocking or retrieving supplies on upper shelves.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 10 minutes at a time, for up to 1.5 hours total in a work shift. Most commonly occurs while filling orders for timetables/brochures, completing computer duties, writing and reviewing documents, and stocking or retrieving items on lower shelves.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time, for up to 1.5 hours total in a work shift. Most commonly occurs while filling orders for timetables/brochures, and stocking or retrieving items on lower shelves.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time, for up to 8 hours total in a work shift. Most commonly occurs while performing inventory duties, filling orders for timetables and brochures, sorting fare media, completing computer duties, operating a forklift, operating a county vehicle, and reading stock orders.

Hearing

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 conversing with distributors, vendors, co-workers, and supervisors.

Talking

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 while conversing with distributors, vendors, co-workers, and supervisors.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Frequently for up to 45 minutes at a time, for up to 4 hours total in a work shift. Most commonly occurs while working with moving machinery within the warehouse and when using a forklift to load and unload timetables, brochures, and fare media.

ENVIRONMENTAL FACTORS

Work is performed in a warehouse and/or outdoors in all weather conditions. The worker operates a forklift to manipulate pallets of timetables, brochures and fare media from the delivery trucks to staging locations within the warehouse. On rare occasions, the employee may need to operate a county vehicle on city streets and freeways.

The noise level is

Approximately 40-90 decibels.

HCP Initials if Restricted

The noise is caused by delivery trucks, forklifts, HVAC system, distributors, and the automated distribution system. The noise level fluctuates throughout the worker's shift and it is significantly

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louder during the early morning hours (5:30 - 8 a.m.) when the distributors arrive at the warehouse to load their vans with timetables and brochures.

Work environment may include the following exposure(s):

- Outside weather - Occasionally
- Dusts - Continuously
- Moving mechanical parts - Frequently
- Vibration - Occasionally
- Working in high, exposed places - Occasionally

HCP Initials if Restricted

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POTENTIAL MODIFICATIONS TO JOB

A handcart or dolly can be used to reduce the carrying weight when manipulating boxes of timetables, brochures, and fare media. Assistance is available for heavy lifting

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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.

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

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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:

_____ 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