

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Utility Inspector **JOB CLASSIFICATION** Engineer II

**DOT TITLE** Inspector, Government Property **DOT NUMBER** 168.267-050

**DEPARTMENT** Transportation **DIVISION** Roads Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 8

**CONTACT'S NAME & TITLE** Ryan Harris, Manager

**CONTACT'S PHONE** 206-296-8122

**ADDRESS OF WORKSITE**

RSD-TR-0100  
155 Monroe Avenue  
Renton, WA 98056-4199

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 6/1/04

**VRC NAME** Jeff Casem

**DATE REVISED** 6/15/09

**WORK HOURS** Normal hours are 7:30am-4:00pm Monday through Friday, but flex schedules are available. The employee is on call approximately once every 8 weeks.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional in accordance with business demand.

**JOB DESCRIPTION**

Inspects and initiates final acceptance of utility related construction projects on public right-of-way. Participates in permitting process.

**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**

Must have knowledge of engineering, planning and construction principles; road construction and restoration that follows trench excavation; MUTCD, FHWA and AASHTO guidelines; soil mechanics and materials testing; control design and application; asphalt and concrete design and lay-down procedures; geotechnical methodology. Must also possess the ability to graphically depict specific site related details; work independently and as a member of a team; travel throughout King County, including remote areas. Must possess skill in working effectively with diverse populations and customers and maintaining effective working relationships; responding to frequently changing work responsibilities; and decision making. Must have analytical skills; excellent verbal and written communication skills; excellent customer service skills; ability to deal professionally with all levels of staff and customers and to maintain effective relationships. Must possess a valid Washington State Driver's License.

### **ESSENTIAL FUNCTIONS**

1. Inspects and initiates final acceptance of utility related construction projects on public right-of-way.
2. Reviews and field checks plans to set any special requirements such as detours, open road cuts, road bores or asphalt road overlays
3. Attends pre-construction conferences with utility personnel, utility engineers, construction and other agencies.
4. Reviews permits in the office and in the field.
5. Provides customer service to persons seeking permits via phone or in person.
6. Completes diary entries for inspections completed.

### **NON-ESSENTIAL FUNCTIONS**

1. Digging to check for shallow buried cables.
2. Performing trench probing (most commonly occurs 2-3 times per week).
3. Lifting catch basin lids (lifting assistance is available).

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Hardhat, vest, ear protection, eye protection, boots and cones.

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

Paint roller, shovel, trench probe, telephone, catch basin hook, clipboard, County vehicle (with automatic transmission) cellular telephone, fax machine, copy machine, computer and measuring tape.

### **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 gravel, asphalt, concrete, uneven and sloped surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while conversing with contractors, supervisors, co-workers and inspectors at inspection sites.

**Walking**

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

Occasionally on gravel, asphalt, concrete, uneven and sloped surfaces for distances of up to 300 feet for up to 10 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while conducting inspections, traversing to and from inspecting sites and traversing within the office.

**Sitting**

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

Frequently on and automobile seat or office chair for up to 40 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while performing office duties and when driving to and from inspection sites. The employee can choose to conduct some inspection observations while seated in an automobile.

**Climbing stairs**

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

Rarely for up to 10 seconds at a time while climbing up to one flight for up to 20 seconds total in a work shift. Most commonly occurs while entering and exiting the office or various buildings for meetings. An elevator or ramp is available on most occasions in order to avoid climbing stairs.

**Balancing**

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 while traversing over uneven ground or on steel plates as well as when inspecting metal grates and catch basins.

**Bending neck up**

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

Rarely for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while inspecting power lines, drops and cable lines.

**Bending neck down**

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

Occasionally for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting catch basins, identifying items on the ground, locating appropriate area to dig, reading materials, reviewing plans and completing diary entries.

**Bending/Stooping**

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

Rarely for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while inspecting catch basins, placing/removing items out of vehicle trunk and placing/removing files in low drawers.

**Operating Controls with Feet**

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

Frequently for up to 40 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while driving to and from inspection sites in a County vehicle with an automatic transmission.

**Reaching above shoulder height**

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

Rarely for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly while placing/removing forms, timesheets, and permits in upper bins.

**Reaching at waist to shoulder height**

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

Frequently for up to 40 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while driving to and from inspection sites in a County vehicle with an automatic transmission as well as when completing diary entries and performing computer duties.

**Reaching at knee to waist height**

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

Rarely for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly while opening and closing lower files drawers as well as when placing/removing objects on lower shelves.

**Reaching at floor to knee height**

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

Rarely for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly while opening and closing lower files drawers as well as when placing/removing objects 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 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while manipulating plans, books, box of equipment, clipboard, files, safety equipment, paint roller and trench probe.

**Carrying 1-10- pounds**

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

Occasionally for distances of up to 100 feet for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting plans, books, box of equipment, clipboard, files, safety equipment, paint roller and trench probe.

**Pushing and Pulling**

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

Occasionally for up to 5 seconds at a time with a force of 2-7 pounds for up to 1 hour total in a work shift while opening and closing drawers and doors as well as when turning the steering wheel of a County vehicle (with power steering), using a trench probe and using a paint roller.

**Handling**

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

Frequently for up to 40 minutes at a time for up to 4.5 hours total in a work shift while driving a County vehicle as well as when using a paint roller, trench probe or shovel.

**Operating Controls with Hands**

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

Frequently for up to 40 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while driving to and from inspection sites in a County vehicle with an automatic transmission as well as when performing computer duties.

**Fingering**

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 while completing diary entries (writing) and performing computer duties (keyboarding) as well as manipulating plans, permits and files.

**Talking**

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

Occasionally for up to 5 minutes at time for up to 2 hours total in a work shift while conversing with contractors, supervisors, co-workers and inspectors.

**Hearing**

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

Occasionally for up to 1 hour at time for up to 5 hours total in a work shift while conversing with contractors, supervisors, co-workers and inspectors as well as when identifying potential hazards such as moving machinery at work sites.

**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 performing inspections and driving a County vehicle.

**Working with Heightened Awareness**

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 identifying potential hazards such as moving machinery at work sites.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting as well as in the field. When working in the field the employee is exposed to rough, uneven terrain that may be slippery or wet and/or sloped.

**The noise level is**

HCP Initials if Restricted

Approximately 60-90 decibels. The noise is caused by construction machinery.

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

HCP Initials if Restricted

- Outside weather: Occasionally-Frequently
- Fumes: Rare
- Dusts: Occasionally
- Gases: Rare
- Moving mechanical parts: Occasionally
- Vibration: Occasionally


KING COUNTY JOB ANALYSIS COMPLETED ON: 6/1/04  
JOB TITLE: Utility Inspector  
EMPLOYEE:

DOT #: 168.267-050  
CLAIM #

**POTENTIAL MODIFICATIONS TO JOB**

Different County vehicles are available; some of which may be more comfortable for people of different sizes.

A luggage cart could be utilized to reduce carrying of equipment.

Lifting 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 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