

JOB TITLE: Health and Environmental Investigator III  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #:168.267-054  
CLAIM #



## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Health and Environmental Investigator III

**JOB CLASSIFICATION** Health and Environmental Investigator III

**DOT TITLE** Inspector, Industrial Waste

**DOT NUMBER** 168.267-054

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Water and Land Resources

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 5

**JOB STATUS**

Full time career service, exempt.

**ADDRESS OF WORKSITE**

130 Nickerson St.  
Seattle, WA 98109

**CONTACT'S NAME** David Galvin

**CONTACT'S PHONE** 206-263-3085

**EMPLOYER JOB TITLE** Program Supervisor

**DATE COMPLETED** 1/15/03;

**REVISED** 5/12/09

**WORK HOURS**

80 hours per two week pay period, based upon four days a week with flex time.

**OVERTIME**

Never

Fair Labor Standards Act Exempt (salaried).

**JOB DESCRIPTION**

Establishes the mission, vision and values of multiple work teams for an environmental health program, ensuring accomplishment. This involves

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performing as a technical specialist with extensive knowledge in multiple a broad range of health and/or environmental regulatory compliance, investigation and technical oversight.

Incumbents make long-term policy decisions that affect the direction and goals of a major program or activity subject to few constraints other than law or policy. The work produced impacts major parts of health or environmental program administration.

### **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 judgement.
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**

Knowledge of interpersonal relations principles and practices; federal, state and environmental regulations and contract laws; cross-jurisdictional group process; field/office occupational and environmental hazards and worker safety procedures.

Skill in effectively writing and speaking to a variety of audiences; negotiating between different groups; broad, effective use of media, anticipating and identifying significant political and cultural trends of the public; evaluating, understanding and applying technical reports and program activities in meeting goals; identifying appropriate alternative funding resources; synthesizing a variety of non-routine information and assessing organizational and political impacts; balancing competing needs for available resources; resolving conflicts; establishing and nurturing working relationships with organizations representing public, business and government interests; project development, initiation and follow through; budget development and negotiation. Washington State Driver's license or the ability to travel throughout the County in a timely manner. Must have two years of experience in a lead or project manager capacity.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Edit written information regarding technical, regulatory, legal and political issues.
2. Determine to what extent environmental health compliance investigations should be pursued.

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3. Present environmental health program rules, regulations and policies for Metropolitan King County Council approval.
4. Manage contracts with local jurisdictions or contractors.
5. Oversee and negotiate program budget expenditures.
6. Develop, organize and oversee multiple cross-divisional or other health or environmental teams.
7. Plan and coordinate multiple work plan objectives.
8. Determine and resolve issues and conflicts among teams and team members.
9. Ensure health and safety of employees by establishing and revising policies and procedures for activities at hazardous sites.
10. Perform Health and Environmental Investigator II duties in addition to the above when workload requires.

### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

County vehicle (currently a van but changing to a car in the future), measuring equipment, files, clipboard, boots, camera, digital camera, cell phone, information packets, luggage cart, pH meter, lead testing kit, infrared thermometer, calculator, projector, sampling kit, paint stick, chalk, flashlight, hard hat, safety vest, maps, GPS device (global positioning system), Thomas Guide, protective eyewear, rain suit, wrenches and hand tools, first aid kit, gloves, emergency kit (food, water and survival supplies), absorbent pads, computer, telephone, fax machine, copy machine, telephone, and dust mask.

### **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

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

### **This job is classified as**

Medium

### **Standing**

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 45 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while conversing with property owners and co-workers as well as inspecting properties.

### **Walking**

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for distances of up to ½ mile for up to 1 hour at a time and up to 3 hours total in a

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work shift. Walking most commonly occurs while performing facility walkthroughs.

### **Sitting**

Continuously on office chair or car seat for up to 3 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer duties or driving a County vehicle. The employee can alternate sitting and standing as needed when performing computer duties.

### **Climbing stairs**

Rare to occasionally for up to 3 minutes at a time while climbing up to 3 flights for up to 5 minutes total in a work shift. Most commonly occurs while performing facility walkthroughs.

### **Climbing**

Rare on debris or fallen trees to heights of 3 feet for 15 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs while traversing through areas that might have debris or fallen trees.

### **Balancing**

Rare to occasionally on multiple surfaces that may include gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs while performing facility walkthroughs which includes walking and standing while looking at various aspects of the facility

### **Bending/Stooping**

Rare on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting low areas of facilities, reading labels on containers and inspecting areas behind containers. The employee might be able to reduce bending/stooping by alternating with crouching or kneeling.

### **Kneeling**

Rare on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting low areas of facilities, reading labels on containers and inspecting areas behind containers. The employee might be able to reduce kneeling by alternating with crouching or bending/stooping.

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### **Crouching**

Rare on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting low areas of facilities, reading labels on containers and inspecting areas behind containers. The employee might be able to reduce crouching by alternating with bending/stooping or kneeling.

### **Operating Controls with Feet**

Rare to occasionally for up to 45 minutes at a time for up to 2 hours total in a work shift while driving a County vehicle to inspection sites within King County.

### **Reaching above shoulder height**

Rare to occasionally for up to 5 seconds at a time for up to 30 seconds total in a work shift while inspecting containers and moving containers in order to read the labels.

### **Reaching at waist to shoulder height**

Frequently to Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while performing computer duties, inspecting containers, writing on a clipboard and driving a County vehicle.

### **Reaching at knee to waist height**

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift while inspecting containers, placing/removing objects on shelves, drawers and cabinets.

### **Reaching at floor to knee height**

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting low areas of facilities, reading labels on containers and inspecting areas behind containers.

### **Lifting 1-10 pounds**

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 3-6 pounds while manipulating maps, Thomas Guide, sampling bottles, documents, reports and various hand tools.

### **Carrying 1-10- pounds**

Rare to occasionally for distances of up to 50 yards for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs with weights of 3-9 pounds while carrying safety equipment, clipboard, absorbent pads and/or a camera while performing facility walkthroughs.

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**Lifting 11-20 pounds**

Rare to occasionally for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while loading and unloading an equipment bag from a County vehicle as well as manipulating containers, paint cans and various pieces of debris.

**Carrying 11-20 pounds**

Rare to occasionally for distances of up to 50 yards for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while transporting equipment to and from a County vehicle.

**Pushing and Pulling**

Occasionally for up to 30 seconds at a time with a force of up to 17 pounds for up to 10 minutes total in a work shift while transporting a projector for presentations (in rolling luggage bag) as well as opening and closing doors (both interior, exterior and auto bay).

**Handling**

Rare to occasionally for up to 20 minutes at a time for up to 1.5 hours total in a work shift while manipulating containers and bottles to read the labels, using GPS equipment, using binoculars, operating an infrared thermometer and sampling equipment.

**Operating Controls with Hands**

Occasionally to frequently for up to 45 minutes at a time for up to 3 hours total in a work shift while driving a County vehicle to inspection sites within King County and operating equipment such as binoculars calculator, GPS device and infrared thermometer.

**Fingering**

Frequently for up to 1 hour at a time for up to 5 hours total in a work shift while performing computer duties and manipulating documents as well as using a calculator, GPS device and infrared thermometer.

**Feeling**

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while feeling the temperature of containers and viscosity of fluids.

**Talking**

Continuously for up to 1.5 hours at a time for up to 7 hours total in a work shift while conversing about duties and providing directions and instructions, as well as speaking with owners of properties and conducting presentations.

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**Hearing**

Continuously for up to 1.5 hours at a time for up to 7 hours total in a work shift while conversing about duties and providing directions and instructions, as well as speaking with owners of properties and conducting presentations.

**Tasting/Smelling**

Frequently for up to 45 minutes at a time for up to 3 hours total in a work shift while identifying potential exposures or ventilation problems.

**Near acuity—clarity of vision at 20 inches or less**

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while performing computer duties as well as reading container labels, documents and map books.

**Far acuity—clarity of vision at 20 feet or more**

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while conducting walkthroughs and driving a County vehicle.

**Depth perception—three dimensional vision**

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while conducting walkthroughs and driving a County vehicle.

**Color vision—ability to identify and distinguish colors**

Occasionally for up to 5 seconds at a time for up to 5 minutes total in a work shift while identifying hazard marking labels on containers, identifying contents of containers, investigating stains on the ground from spills and identifying distressed vegetation from contamination.

**Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point**

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while conducting walkthroughs and driving a County vehicle.

**Night vision--seeing after sundown with minimal or no supplemental light sources**

Rare for up to 30 minutes at a time for up to 30 minutes total in a work shift while inspecting dark areas.

**TEMPERAMENTS**

Directing, controlling, or planning activities of others: Frequently

Performing repetitive or short-cycle work: Occasionally

Influencing people in their opinions, attitudes, and judgments: Frequently

Performing a variety of duties: Frequently

Expressing personal feelings: Occasionally

Working alone or apart in physical isolation from others: Occasionally

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Working effectively under stress: Frequently  
Attaining precise set limits, tolerances, and standards: Occasionally  
Working under specific instructions: Rare  
Working with others: Continuously  
Making judgments and decisions: Frequently

### **ENVIRONMENTAL FACTORS**

Work is performed in a wide variety of areas that can range from substandard living conditions and structures to an office environment. The claimant investigates complaints about health and environmental hazards that may include substances such as automotive fluids, corrosive chemicals, solvents, petroleum's and various chemicals. Substandard living conditions may expose the worker to unsanitary or potentially harmful conditions that may include: trip hazards, uneven and rocky stream channels, disease, illegal drug labs, collapsing structures, cesspools, animal bites, flea and insect infestation, threat to bodily harm, and asbestos. The noise level varies from quiet to loud depending on the location of inspection.

### **Workers are exposed to**

Outside weather: Frequently  
Extreme cold: Rare  
Extreme heat: Rare  
Wet: Occasionally  
Humidity/dampness: Occasionally  
Fumes: Occasionally  
Odors: Occasionally  
Dusts: Occasionally  
Mists: Rare  
Gases: Rare  
Poor ventilation: Occasionally  
Moving mechanical parts: Occasionally  
Vibration: Rare  
Working in high, exposed places: Rare  
Radiation: Rare  
Working with explosives: Rare  
Toxic or caustic chemicals: Frequently

### **POTENTIAL MODIFICATIONS TO JOB**

Ergonomic workstation including an adjustable chair and appropriate height work surface to increase comfort while performing computer and office work.  
A luggage cart to reduce carrying.



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Signature & title of evaluator

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Date

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Signature & title of contact

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Date

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Signature & title of employee

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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.

☐ The employee is released to perform the described duties on a reduced schedule. 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