



Job Analysis

Job Title: Airfield Operations Specialist **Worker:** _____
DOT Number: 912.364-010 **Claim Number:** _____
Employer: Port of Seattle - SeaTac Airport **Employer Phone #:** 206-787-5041
Employer Contact: Patrick Clancy **Date of Analysis:** January 21, 2014

Job of Injury Previous Job New Job 8 Hours Per Day 5 Days Per Week

Job Description, Essential Functions, Tasks and Skills

The Port of Seattle (POS) is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port:

- 1) Aviation Division
- 2) Capital Development Division
- 3) Corporate Division
- 4) Real Estate Division
- 5) Seaport Division



This job analysis is for Airfield Operations Specialist. Specialist performs duties on and around the Air Operations (AOA) and Air Movement (AMA) areas, monitoring events and conditions, enforcing FAR Parts 139, 1540 and 1542 standards, and providing services and interventions related to keeping the AOA safe and secure for users.

Primary Tasks

- Inspects runways, taxiways, aprons and ramps within the AOA for compliance with FAR Part 139 criteria of standard markings, lighting, surface conditions, wildlife mitigation, and defects to these criteria.
- Uses approved wildlife mitigation methods and devices to maintain standards of Part 139 to include firearms and pyrotechnic devices, including response to Avian Radar.
- Operates Continuous Friction Measuring Equipment (CFME) during inclement weather to determine the coefficient of friction on Movement Area surfaces.
- Conducts airfield tours or site orientations on request of Airport Operations management.
- Provides support and assistance in the event of an emergency in support of requests of Airport Operations management and the Airport Emergency Plan. Such support may include, but not be limited to:
 - Inspection of Movement Area for compliance with FAR Part 139 standards.
 - Participate in aircraft emergency response during emergency standby, including inspection responsibility in post response environment.
 - Authorized to close portions of the Movement Area for non compliance with FAR Part 139 and other POS safety protocol.
 - Assist in removal of small disabled aircraft from the AOA.
 - Other services related to the execution of the Airport Emergency Plan as assigned by Airport Operations management.
- Inspects airfield perimeter to detect breaches in security perimeter, building perimeter, and airfield access gates. Reports deficiencies to management for mitigation. May be directed to staff/monitor an open perimeter gate or breach until mitigated/resolved.
- Conducts vehicle stops on the AOA in pursuit of enforcement of POS Rules and Regulations, adherence with Part 139 Ground Vehicle Program, and adherence with POS Airport Security Plan. Issues violation notices to Rules & Regulations for instances of non compliance.



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- Monitors and maintains constant radio contact with Airport Operations management, FAA Air Traffic Control Tower, Seattle Ramp Tower, and the Airport Communications Center.
- Act as an agent for POS Airport Operations in customer contacts regarding a variety of issues, potential conflicts, on procedures, and use of airfield facilities.
- Maintain logs and reports to detail shift activities, assignments, aircraft inventory, and FAR Part 139 inspections.
- May provide orientations and non-classroom training on airfield procedures and regulations to new employee, customer or other tenant personnel. Training typically includes ground vehicle program, airfield familiarization, radio communication techniques, and other procedures applicable to the AOA.

Skills and Abilities

- Thorough knowledge of Federal Aviation Regulation Part 139, POS Airport Certification Manual, POS Rules and Regulations as they apply to conducting activities on a large commercial airfield.
- Thorough knowledge of the airfield environment at Seattle Tacoma International Airport, including in depth familiarity with airfield facilities, navigational aids, air traffic control procedures, airfield perimeter and airfield surfaces.
- Thorough knowledge of the POS Part 139 Self Inspection Program, and the ability to act as a Qualified Person in performance of the duties of the Airport Certification Manual. This includes, but is not limited to, qualifications to access the Airport Movement Area via radio contact with ATCT; attendance and successful completion of initial and recurrent training requirements to act as a Qualified Person in the airport Part 139 Program; and safe and proficient use of firearms and pyrotechnics in support of the Wildlife Hazard Management Program.
- Willingness to use firearms and harassment tactics for wildlife control on the AOA.
- Knowledge of the Airport Security Plan and how to assist in enforcement and execution of this plan.
- Ability to apply good customer relation skills, and a command of the English language when in contact with customers, tenants and staff in enforcement situations.
- Ability to pass all required security and background checks, including maintaining a safe driving record both on and off the airport environment.
- Proven ability to communicate with people who may be under stress, drawing sufficient information to accurately assess the situation and contact the appropriate resources. The ability to respond appropriately under stress of real or potential accidents or incidents.
- Demonstrated ability to be flexible and adaptable.
- Demonstrated ability to work independently and as part of a team.
- Ability to learn and apply continuously changing airport procedures.
- Ability to learn and understand safety data collection.
- Ability to learn to operate equipment related to assigned duties, including radios and telephones.

Machinery, Tools, Equipment, Personal Protective Equipment

Port vehicles with automatic transmission and power steering, office supplies and equipment, multiple radio communication devices, cell phone, access keys, electronic tablet, Port issued jacket, personal computers, laptop, shotgun, net gun, animal restraint, hearing protection, friction tester for snow, tow dolly.

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Truck interior with computer mount and radio controls in center console



AOS-equipped F150 for patrol



In truck visually checking runway



Shotgun and pistol used for wildlife mitigation

Education / Training

- Bachelor degree in an aviation field.
- Education requirement can be substituted with a high school diploma and two years of experience in aviation operations at a US airport.
- Must be able to pass all required security and background checks.
- Must possess a valid and unrestricted Washington driver license.
- Approximate 6 month training period to pass examinations to demonstrate competency, and to become a FAR Part 139 Qualified Person, encompassing: Airport Familiarization, including Marking, Signs, and Lighting; Airport Emergency Plan; Notaming; Procedures for Pedestrians & Vehicles in Movement and Safety Areas; Discrepancy Reporting Procedures; Airport Communications (Runway/Taxiway radio procedures); Airport Certification Manual; Wildlife Hazard Management Plan; and Airport Condition Reporting.

Per the Dictionary of Occupational Titles (DOT)

912.364-010, Airport Attendant

Specific Vocational Preparation (SVP)

5 (over 6 months up to and including 1 year)

COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

Frequency Definitions



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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	
Comprehension	
Articulating and comprehending information in conversations.	Continuously
Reading, comprehending, and using written materials.	Continuously
Understanding and solving problems involving math and using the results.	Frequently
Using technology/instruments/tools & information systems.	Continuously
Working with two and three dimensional formats.	Continuously
Remembering	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Continuously
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Continuously
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Continuously
Learning	
Effectively learning and mastering information from classroom training.	Continuously
Effectively learning and mastering information from on-the-job training.	Continuously
Learning from past directions, observations, and/or mistakes.	Continuously
Using common sense in routine decision making.	Continuously
Recognizing and anticipating potential hazards and taking precautions.	Continuously
Thinking critically and making sound decisions.	Continuously
Integrating ideas and data for complex decisions.	Continuously
Determining and following precise sequences.	Continuously
Coordinating and compiling data and information.	Continuously
Analyzing, synthesizing data and information.	Continuously
Tasking and Planning	
Performing repetitive or short-cycle work.	Occasionally
Working under specific instructions (following SOP's)	Continuously
Completing complex tasks.	Continuously
Directing, controlling, or planning for others as necessary for basic tasks.	Continuously
Directing, controlling, or planning for others as necessary for complex tasks.	Frequently
Multi-tasking.	Continuously
Planning, prioritizing, and structuring daily activities.	Continuously
Use Appropriate Behavior for Professional Work Environment	
Receiving criticism and accepting limits appropriately.	Continuously
Maintaining emotional control and organization under increased stress.	Continuously
Maintaining socially appropriate affect, temperament, and behavior.	Continuously
Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome.	Continuously



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Working independently and/or unsupervised.	Continuously
Adapting to frequent interruptions, changes in priorities, or changes in work location.	Continuously
Responding effectively to emergency situations.	Continuously

Frequency Designations	
Required	
Beneficial	
Not Necessary	
Maintaining Attendance and An Assigned Work Schedule	
Maintaining predictable and reliable attendance each work shift.	Required
Being punctual.	Required
Taking rest periods at set times or only at times determined by breaks in job responsibilities.	Beneficial
Adjusting to a flexible schedule of work days and or shift.	Required

PHYSICAL DEMANDS

<p>Constant: Constant (Over 70% of the time) Frequent: Frequent (30%-70% of the time) Occasional: Occasional (10-30% of the time) Seldom: Seldom (1-10% of the time) WNL: Within Normal Limits (talking, hearing, etc.) N/A: Not Applicable</p>						
STRENGTH:	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy	
Action	Frequency		Comments			
Sitting	F-C		20% of time is spent in office, 80% is spent driving.			
Standing	S		On concrete, asphalt building interior.			
Walking	S		Alternate with standing. Walks throughout airport.			
Lifting (up to 10 pounds)	S		Clipboard, office supplies, 2-way radio, cell phone, shotgun, pistol, electronic tablet, manuals, binders, airfield hazards			
Lifting (11 to 25 pounds)	S		Baggage, airfield hazards			
Lifting (26 to 50 pounds)	S		Baggage			
Lifting (50 to 75 pounds)	S		Baggage, tow dolly, tow bar (>S)			
Lifting (75 to 100 pounds)	N		n/a			
Carrying (up to 10 pounds)	S		Clipboard, office supplies, 2-way radio, cell phone, shotgun, pistol, electronic tablet, airfield hazards			
Carrying (11 to 25 pounds)	S		Handling baggage, airfield hazards			
Carrying (26 to 50 pounds)	S		Baggage			
Carrying (50 to 75 pounds)	S		Baggage			
Carrying (75 to 100 pounds)	N		n/a			
Pushing/Pulling (negligible to 20 force pounds)	S-O		Vehicle doors, drawers, file cabinets, office or airport security doors, manuals and binders			
Climbing Stairs	S		May encounter stairs while working. Escalators and			



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(no ladders)		elevators are generally used when in buildings.
Working at Heights/Balancing	N	n/a
Bending at Waist	O	Gather items stored at or below waist level, pick hazardous items off airfield
Bending Neck	F	Visually scanning environment, keyboarding, dialing phone, driving, situational awareness
Reaching (up to shoulder level)	O	Gather items stored on shelves below shoulder level, retrieve airfield hazards
Reaching (over shoulder level)	S	Gather items stored on shelves at or above shoulder level
Stooping	O	Pick item off ground
Kneeling/Squatting	S	Pick item off ground
Crawling	N	n/a
Repetitive Motion	N	n/a
Twisting at Waist	S	Pick item off ground
Handling/Grasping	F-C	25% pinch grasp; 75% whole hand grasp
Fine Finger Manipulation	O-F	Writing, keys, processing paperwork, telephone, 2-way radio, manuals and binders, cell phone
Keyboarding	O-F	Checking emails, typing data into computer
Driving	F-C	Driving Port vehicles throughout property
Foot Controls	F-C	Driving Port vehicles
Talking	C	Communicate with coworkers and the public
Hearing	C	Communicate with coworkers, listening to multiple radio frequencies, using phone, listening for potential hazards
Seeing	C	Monitor work area, people and moving vehicles
Writing	F	Taking notes
Normal Job Site Hazards	F	Workers may be exposed to moving traffic, fumes, slippery surfaces, airborne pathogens, may have to deal with people in confrontational situations
Expected Environmental Conditions	O-F	50% outside, 50% inside (

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective quantifiable data. For this reason, a "best estimate" may have been used when reporting physical demand frequencies.

Analysis was done on the job site?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Job Analysis Reviewed By	Patrick Clancy
Date	January 21, 2014
Completed by Vocational Provider	Nicki Gorski VRC CDMS
Signature of Vocational Provider	<i>Nicki Gorski</i>



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FOR PHYSICIAN'S/EVALUATOR'S USE ONLY	
<input type="checkbox"/>	The injured worker can perform the physical activities described in the job analysis and can return to work on _____.
<input type="checkbox"/>	The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months.
<input type="checkbox"/>	The injured worker can perform the described job, but only with the modifications/ restrictions in the attached report and/or listed below. These modifications/restrictions are (check one): <input type="checkbox"/> Temporary for _____ weeks _____ months <input type="checkbox"/> Permanent
<input type="checkbox"/>	The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one): <input type="checkbox"/> Temporary for _____ weeks _____ months <input type="checkbox"/> Permanent

COMMENTS

Physician's/Evaluator's Name (*printed*) _____

Physician's/Evaluator's Signature _____

Date _____

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:
Port of Seattle Health and Safety Department at (206) 787-3406