



Job Analysis

Job Title: Airport Duty Manager **Worker:** _____
DOT Number: 184.117-026 **Claim Number:** _____
Employer: Port of Seattle - SeaTac Airport **Employer Phone #:** 206-787-6864
Employer Contact: Mark Coates **Date of Analysis:** January 15, 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 Airport Duty Manager. Manager oversees the operation of the terminal and airfield facilities. Ensures the airport operates safely, efficiently, and in compliance with all local, state, and federal regulations. This highly visible representative of airport operations is the primary point-of-contact for information regarding safety, security, emergencies, compliance, construction, airlines, passengers, tenants, and airport neighbors.

Primary Tasks

- Represents the POS and all matters involving airport operations.
- Provides emergency management and incident command when required.
- Maintains the FAR 139 self-inspection program and monitors items of non-compliance through resolution.
- Ensures 24-hour oversight of airport operations for matters of safety, security, efficiency, customer service, and convenience.
- Supports emergency management and incident command, responding to all airport emergencies.
- Provides supervisory, training, and administrative support to the Airport Communications Center (ACC).
- Sits on special project of program committees, such as FOD, CUS, weather, budget, fleet management, environmental coordination, etc.
- Inspects terminal areas for safe movement and monitors security checkpoints for procedural compliance.
- Provides tenant access to special areas as required.
- Renders Lost & Found assistance after-hours, including intake/release of items and proper direction of inquiries.
- Keeps senior management apprised of situations and conditions impacting the normal operation of the airport.
- May be highest level of POS official available to airport users, contractors, airport employees and all others who may have concerns regarding the airport. All other times, frequent contact with tenants, peers, government agents and the public is essential.



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Skills and Abilities

- Thorough knowledge of 14 CFR (Code of Federal Regulation) Parts 77 and 139 (airfield), 49 CFR 1500 and TSR-1542 series (security), and satisfactory completion of SeaTac Airport’s Airfield Certification Course.
- Knowledge of airport operation, theory, systems, and design.
- Strong leadership and mediation skills, with a focus on effective communications and superior customer service.
- Effective oral/written communication skills, and the ability to present to groups of various interest and understanding.
- Mathematical ability sufficient for computation related to weather, space allocation, surface conditions, etc.
- FAA Air Traffic Control procedures including formal radio communication methods.
- Computer and software skills.
- Ability to interpret technical journals and read mechanical drawings.
- Ability to gather information quickly, prioritize and take appropriate action, many times in stressful and / or disorganized situations.

Machinery, Tools, Equipment, Personal Protective Equipment

Port vehicles, trucks and cars with automatic transmission and power steering, office supplies and equipment, multiple radio communication devices and frequencies, cell phone, access keys, electronic tablet, Port issued jacket, personal computers, laptop, shotgun, multiple sizes of monitors, net gun, animal restraint, hearing protection.

Education / Training

- Bachelor’s degree required, preferably in an aviation related field.
- Three years of experience in aviation operations at a medium hub/large hub airport.
- Exposure to FAR 139/CASR 1542 programs.
- Must obtain a Washington State Driver’s License shortly after appointment.
- Must pass all airport safety and security requirements.
- Must participate on the Operation Snow Team.
- Must remain on-call during airport emergencies.
- Preferred: Additional experience as a pilot/crew member, airfield snow removal, air carrier operations, airline management, airline dispatch, air traffic control, or similar profession.
- Combination of experience will be taken into consideration.
- Annual basic firearms safety and training to maintain hazardous wildlife management plan.
- 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.



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Per the Dictionary of Occupational Titles (DOT)

184.117-026, Airport Manager

Specific Vocational Preparation (SVP)

8 (over 4 years and up to and including 10 years)

COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

Frequency Definitions	
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



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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
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



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PHYSICAL DEMANDS

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			
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	O	In vehicle or office. 30% of time is spent in office, 70% is throughout airport including airfield.	
Standing	F	On concrete, asphalt or interior of building. 30% of time is spent in office, 70% is throughout airport including airfield	
Walking	F-C	Alternate with standing. Walks throughout airport, estimated 3 miles a day	
Lifting (up to 10 pounds)	F-C	Clipboard, office supplies, 2-way radios, cell phone, shotgun, pistol, electronic tablet, manuals, binders	
Lifting (11 to 25 pounds)	S	Baggage	
Lifting (26 to 50 pounds)	S	Baggage	
Lifting (50 to 75 pounds)	S	Baggage	
Lifting (75 to 100 pounds)	N	n/a	
Carrying (up to 10 pounds)	F-C	Clipboard, office supplies, 2-way radios, cell phone, shotgun, pistol, electronic tablet	
Carrying (11 to 25 pounds)	S	Handling baggage	
Carrying (26 to 50 pounds)	S	Baggage	
Carrying (50 to 75 pounds)	S	Baggage	
Carrying (75 to 100 pounds)	N	n/a	
Pushing/Pulling (up to 20 pounds of force)	F	Open vehicle doors, desktop resource guide, drawers, file cabinets, gather office supplies, heavy office or airport security doors, manuals and binders	
Climbing Ladders/Stairs	O	May encounter stairs while working. Escalators and elevators are generally used to move between the primary work areas	
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 vehicles, keyboarding, dialing phone, driving, situational awareness, monitoring multiple wall-mounted computer screens simultaneously in AOC (airport operations center)	
Reaching (up to shoulder level)	O	Point directions, hand items to drivers or customers, or gather items stored on shelves below shoulder level	
Reaching (over shoulder level)	O	Gather items stored on shelves at or above shoulder level	
Stooping	O		



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Kneeling/Squatting	S	
Crawling	S	
Repetitive Motion	N	n/a
Twisting at Waist	S	
Handling/Grasping	O	50% pinch grasp; 50% whole hand grasp
Fine Finger Manipulation	F	Writing, keys, processing paperwork, telephone, 2-way radio, manuals and binders, cell phone
Keyboarding	F	Checking emails, typing data into computer
Driving	S-O	Driving Port vehicles throughout property
Foot Controls	S-O	Driving Port vehicles
Talking	C	Communicate with coworkers and the public
Hearing	C	Communicate with coworkers, listening to multiple radio frequencies, using phone, and 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	Mark Coates
Date	January 17, 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