



Bock Consulting

Job Analysis

Job Title	Field Crew Foreman (AVM)	Worker	
DOT Number	899.687-014 and 891.137-010	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-3000
Employer Contact	Shawn McCormick	Date of Analysis	10/6/11; 11/22/16

Job of Injury
 Transferable Skills Job
 New Job
 8-10 Hours Per Day
 4-5 Days Per Week

Job Description, Essential Functions, Tasks and Skills:



The Port of Seattle 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) Maritime Division, and 3) Economic Development Division.

The Aviation Division owns and operates Seattle-Tacoma International Airport. Sea-Tac Airport handles more than 40 million passengers a year, and offers state-of-the-art air cargo facilities. The Aviation Division employs a maintenance staff which is responsible for all tasks associated with the maintenance and on-going operations at Sea-Tac Airport.

This job analysis is for an individual working as a Field Crew Foreman for Aviation Maintenance. Field Crew Technicians are staffed on three shifts, with one Foreman supervising the crews on all three shifts in support of airfield operations.

Essential Functions:

The Foremen are responsible for the day-to-day supervision and organization of the Field Crew Technicians. The responsibilities assigned to Field Crew Technicians are extremely broad, including a variety of maintenance, repair, and minor construction tasks, as well as responding to operational emergencies at Seattle-Tacoma International Airport. Work may be assigned in almost any part of the airport grounds, and may include off-site locations as well. Specific tasks may be assigned to workers on a specific shift. It is possible that workers may be outside for an entire shift, may be primarily working inside a building, or operating a vehicle for an entire shift. In addition to supervisory responsibilities, a Field Crew Foreman is expected to be able to perform any and all tasks assigned to the Technicians on an as needed basis.





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The work performed by the Parking Facility Technician Foremen can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	20-50%
Supervising work and personnel and providing assistance in and around shop	5-10%
Supervising work and personnel and providing assistance in and around air field and ancillary areas	15-25%
Performing trade-specific work	25-60%
Total	100%

While working, the Field Crew Foremen and Technicians must comply with all Aviation Maintenance work rules, shop safety requirements, and personal protective equipment (“PPE”) requirements.

Tasks Assigned to Field Crew Technicians may include:

- Receive notifications of new work orders/requests (via telephone, email, or job tracking system). Develop plan for completing requested tasks. Plan for material, equipment, PPE, and staffing needs.
- Order supplies needed to complete work tasks. Work with General Foreman or Purchasing to ensure correct products and items are ordered and available when needed. Periodically work with vendors related to supplies and or materials needed.
- Prepare and or review site specific safety plan as needed. Prepare job plans and supporting documentation for assigned tasks as needed.
- Prepare personnel schedules and assign work tasks.
- Coordinate scheduling with other trades if needed. Coordinate with outside vendors/contractors/ entities as needed.
- Enter time by work order on a daily basis into job tracking system (Maximo). Review daily time entered by crew and approve, as applicable.
- Complete all required forms and documents.
- Send and respond to electronic mails.
- Visit work areas and oversee/inspect completed work. Ensure work is being performed in an appropriate and safe manner.
- Meet/connect with crew (as applicable) on a daily basis to manage workflow, address issues, and reassign personnel based on work demands.
- Potentially lead periodic meetings to provide training and





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discuss important safety issues.

- Attend periodic meetings with supervisors and other entities.
- Coordinate work priorities with supervisors.
- Assist Field Crew Technicians with general assigned tasks, including loading items into trucks or vehicles, driving truck or vehicle to job site, setting up traffic control cones, cutting back vegetation and brush from airport fence line, cutting grass, pressure washing surfaces, repairing fences, repairing signs, carrying and transporting building materials, cleaning tools and equipment, repairing cracks and potholes in runways, taxiways, and roadways, and operating a street/sidewalk sweeper on airport grounds and or surrounding streets, moving dirt, gravel, and rubble using wheel barrows or other types of wheeled carts, responding to oil/transmission/other fluid spills and or leaks on airport grounds and streets, cleaning shops, parking lots, bagwells, stairwells, drives, and roads, disposing of fluids and shop scrap materials, picking up garbage and foreign object debris (“FOD”) in and around airfield, and moving furniture.
- Will also help with operating snow removal/ sweeping equipment on airport grounds and surrounding streets, and operating trucks used to spray runways, taxiways, and roadways with anti-ice agent.
- Assist other crafts as requested.
- Potentially supervise apprentices.
- Perform other tasks as required.



Necessary skills and abilities may include:

- Ability to identify the best methods to correctly complete the assigned task. Possess the skills to complete the assigned tasks safely and with attention to detail.
- Ability to utilize critical thinking and judgment in defining, analyzing, and resolving problems.
- Ability to take initiative and be responsible for getting work done with limited supervision in an expedient and timely manner.
- Must be able to work independently and within a team environment, and demonstrate effective judgment and decision making.
- Excellent time management and prioritization skill, with the ability to multi-task.
- Ability to manage people and work performed by others.
- Ability to read and interpret professional documents, plans and technical drawings.





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- Ability to safely use power and hand tools, power equipment, and various types of motorized/powered vehicles to perform the assigned tasks.
- Ability to perform all of the physical demands of the tasks assigned.
- Ability to communicate effectively, both verbally and in writing.
- Excellent interpersonal skills (including on two-way radio).
- Ability to work in a professional manner, as Foremen may encounter Port tenants or the public while working.
- Ability to follow detailed directions closely.
- Must have the ability to perform assigned duties in various types of weather.
- Working knowledge of Windows-based computers and related accessories. Working knowledge of time tracking software, and electronic mail software.



Machinery, Tools, Equipment, Personal Protective Equipment

- Windows-based computer, computer accessories, and project management software (Maximo).
General office equipment, such as a desk, chair, fax machine, and telephones. General office supplies, such as pens/pencils, notepads, binders, and copy paper.
- Work trucks. Backhoe. Bulldozer. Forklifts.
- Manlifts and other personnel lifts. Ladders.
- Hand and power tools, including wrenches, shovels, picks, rakes, tampers, post hole diggers, measuring tapes, drill motors, string trimmers, back pack blowers, hedge trimmers, rivet buster (35 lbs.), jack hammers (60 lbs.), chippers, concrete routers, and other tools.
- Wheelbarrows and carts.
- Hand trucks and moving dollies.
- Chainsaws.
- Mowers and brush cutters. Mowers can be up to 20' wide, pulled by a tractor. Also walk-behind mowers (self-propelled). Slope mower.
- Pressure washers. Vacuum cleaners.
- Vacuum truck. Street/sidewalk sweepers.
- Crack sealing repair machine (uses hot tar to fill in and seal cracks in concrete/asphalt).





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- Asphalt paving equipment.
- Traffic cones and barrels.
- Manhole lift (with electromagnet)
- Chains. Buckets.
- 2-way radios. Cellular phones.
- Snow plows and snow sweepers.

Workers are required to wear a safety vest and ANSI approved steel-toed footwear when working. Ear protection, a hard hat, respirator, face shield, eye protection, chainsaw chaps, fall protection, and protective suit are required as necessary. Field Crew Technicians may also wear gloves, rain gear, waders, and kneepads. Job Hazard Analyses are available for review prior to starting jobs if there is a question regarding required PPE.

Education / Training

The Field Crew Technicians, including the Foremen, are members of the Laborers Union - Local 440. Note: New hires can be current members of the Union, or are required to join the Union within 7 days of hire. The Foremen would be a Journeyman level Laborer with significant experience in various types of laborers' work.

Training and or enough hands-on experience with computers to have a working knowledge of Windows-based computers and related accessories, time tracking software, keyboarding, data entry, electronic mail software.

Valid Washington State driver's License with a Class A or B Commercial Driver's License's (CDL) endorsement, or the ability to obtain the Class A or B CDL endorsement within six (6) months of employment is required.

Must be able to pass pre-employment drug test, and pass a Transportation Security Administration background check. Workers are fingerprinted for FBI background check.

Obtain a current Bloodborne Pathogens Certificate (Bloodborne Pathogens training is provided by the Port of Seattle). Foremen must also complete the Front Line Supervisor Training as a Port of Seattle requirement. While employed, workers are required to participate in various training: hazardous material handling training, fork lift operation training, confined space training, respirator fit testing, and other training.

Per the Dictionary of Occupational Titles (DOT):

899.687-014 Laborer, Airport Maint. Specific Vocational Preparation (SVP): 2 (Thirty days or less)

891.137-010 Maintenance Supervisor SVP: 7 (Two to four years)



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

Frequency Definitions:	
Continuously = Occurs 66-100% of the time.	Occasionally = Occurs 1-33% of the time
Frequently = Occurs 33-66% 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.	Occasionally
Understanding and solving problems involving math and using the results.	Frequently
Using technology/instruments/tools & information systems.	Frequently
Working with two and three dimensional formats.	Occasionally
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.	Frequently
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Continuously
Learning & Processing	
Effectively learning and mastering information from classroom training.	Occasionally
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.	Occasionally
Determining and following precise sequences.	Occasionally
Coordinating and compiling data and information.	Occasionally
Analyzing, synthesizing data and information.	Frequently
Tasking and Planning	
Performing repetitive or short-cycle work.	Frequently
Working under specific instructions.	Continuously
Completing complex tasks.	Occasionally
Directing, controlling, or planning for others as necessary for basic tasks.	Continuously
Directing, controlling, or planning for others as necessary for complex tasks.	Continuously
Multi-tasking.	Frequently
Planning, prioritizing, and structuring daily activities.	Continuously



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Use Appropriate Behavior for Professional Work Environment	
Receiving criticism and accepting limits appropriately.	Frequently
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.	Frequently
Responding effectively to emergency situations.	Occasionally

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.	Not Necessary
Adjusting to a flexible schedule of work days and or shifts.	Beneficial



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PHYSICAL DEMANDS

N/A: Not Applicable

S: Seldom (1-10% of the time)

O: Occasional (10-30% of the time)

STRENGTH: Sedentary Light

F: Frequent (30%-70% of the time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits (talking, hearing, etc.)

Medium Heavy Very Heavy

Frequency

Comments

Sitting	F-C	Interchange with standing and walking. While performing administrative duties, attending meetings, driving to and from work sites, operating vehicles and equipment, and participating in meetings. Note: There may be periods and circumstances when the worker is asked to drive an entire shift (i.e., during snowstorms to operate snowplows or sweepers).
Standing	S-O	Interchange with sitting and walking.
Walking	O-F	Interchange with sitting and standing.
Lifting (up to 25 pounds)	F	Paperwork, phone, 2-way radio, office supplies, notebooks/binders, power and hand tools, string trimmers (15 lbs.), back pack blowers (20-25 lbs.), shovels, traffic barriers and cones.
Lifting (25 to 50 pounds)	S	Sandbags used to weigh down tarps (35 lbs.), blocks of tar (40 lbs.), bags of sand and asphalt repair (50 lbs.). Chunks or buckets of concrete/asphalt. Rolls of chain link fencing (lifted by 2 workers).
Lifting (50 to 90 pounds)	Rare	Bags of concrete (60 lbs.), jackhammers (60 lbs.), and bales of hay. Chunks or buckets of concrete/asphalt. Propane tanks for forklifts (65 lbs.). Largest jackhammer (90 lbs.) NOTE: Machines/equipment are used as much as possible to lift and move heavy items.
Carrying (up to 25 pounds)	F	Paperwork, phone, 2-way radio, office supplies, notebooks/binders, power and hand tools, string trimmers (15 lbs.), back pack blowers (20-25 lbs.), shovels, traffic barriers and cones.
Carrying (25 to 50 pounds)	S	Sandbags used to weigh down tarps (35 lbs.), blocks of tar (40 lbs.), bags of sand and asphalt repair (50 lbs.). Chunks or buckets of concrete/asphalt. Rolls of chain link fencing (carried by 2 workers).
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Pushing/Pulling (up to 20 pounds)	O	While opening/closing doors and drawers, gathering/restocking supplies, shoveling, sweeping, pulling weeds and brush, using tools, pulling on handle to get into vehicle cab, guiding walk-behind mowers, guiding objects suspended by a lift or forklift, pulling items from storage racks/shelves, and performing demolition tasks.
Pushing/Pulling (20 to 55 pounds)	S	Depending on work assigned. While using tools and equipment, guiding walk-behind mowers, unrolling chain link fencing, and performing demolition tasks.
Climbing Stairs/Ladders	S	Depending on work assigned.
Working at Heights	S	Depending on work assigned. Working on ladder, manlift, roof of building, or in larger equipment/vehicles.



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Bending at Waist	F	While reaching for items on desk, gathering items below waist level, climbing into vehicles, mowing and removing brush, shoveling, sweeping, using tools and equipment, moving supplies and materials, moving furniture, performing demolition tasks, and driving.
Bending Neck	C	
Crouching/Kneeling	S	Depending on work assigned.
Stooping	S	Depending on work assigned.
Twisting at Waist	S	Depending on work assigned. While reaching for items on desk, climbing on/off/in/out of trucks and equipment, and performing general duties. Workers can mitigate twisting by moving feet while working.
Reaching (Floor to Shoulder)	F	While working at desk or in office. Also, while operating vehicles, performing inspections, digging, removing brush, performing demolition tasks, setting up fencing and walls, pulling items from storage racks/shelves, guiding objects suspended by a lift or forklift.
Reaching (Over the Shoulder)	O	Depending on work assigned.
Repetitive Motion	S	Although generally limited due to the variety of tasks performed by the worker, potentially while shoveling/digging.
Driving	O	Depending on work assigned. Generally, workers drive Occasionally. Note: There may be periods and circumstances when the worker is asked to drive an entire shift (i.e., during snowstorms).
Foot Controls	O	While driving, or while possibly maneuvering a manlift.
Handling/Grasping	C	40 % Pinch Grasp 60 % Whole Hand Grasp
Fine Finger Manipulation	O	While working in the office, using various switches and controls while driving vehicles, using hand tools, pulling triggers on power tools, tying ropes, using 2-way radios and cell phones, and writing.
Keyboarding	O-F	While entering time and work performed on a daily basis, creating and responding to electronic mail, and creating crew schedules.
Writing	S	While writing notes and measurements.
Talking	O-F	Communicating with co-workers, supervisors, and public.
Hearing	C	Communicating with co-workers, supervisors, and public. Listening for radio traffic and signs of hazards/danger (traffic and other sounds). Driving.
Seeing	C	Visual abilities would be considered important in this position.
Normal Job Site Hazards	C	Limited while working in an office environment. Outside the office, carrying heavy objects, working at heights (ladders and manlifts), falling objects, striking head on overhead objects, working near moving vehicles and machinery, slippery walking surfaces, working with or around sharp tools, hot equipment and materials (hot tar), fumes, dust, noise, and vibrations.
Expected Environmental Conditions	C	Administrative tasks as performed in a shop office environment, which may be impacted by outside temperatures. Will work outdoors in all types of weather conditions, as well as indoors in offices and buildings. Will be required to work in all areas in and around Seattle-Tacoma International Airport. Will be required to work during emergencies, at heights, in confined spaces and in areas with and around hazardous materials. In addition, workers may be exposed to noisy environments, heat (hot tar), dust, and fumes.



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Claimant:
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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? Yes No

Job Analysis Reviewed By: Terry Tucker, Eric Schaefer, Shawn McCormick

Completed by Vocational Provider Brice York, B.A., CDMS

Date November 22, 2016

Signature of Vocational Provider



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FOR PHYSICIAN’S/EVALUATOR’S USE ONLY

- The injured worker can perform the physical activities described in the job analysis and can return to work on _____
- 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.
- 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):
 - Temporary for _____ weeks _____ months
 - Permanent
- 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):
 - Temporary for _____ weeks _____ months
 - Permanent

COMMENTS:

Date _____ Physician’s/Evaluator’s Signature _____

Physician’s/Evaluator’s Name Printed _____

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:

Port of Seattle Employee Health & Safety Department at (206) 787-3406

