



Bock Consulting

Job Analysis

Job Title	Bus Maintenance Facility ("BMF") Laborer	Worker	
DOT Number	919.687-014 and 915.587-010	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-4047
Employer Contact	Eric Schaefer	Date of Analysis	July 20, 2016

- Job of Injury
 Transferable Skills Job
 New Job
 40 Hours Per Week
 4 or 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 operates Seattle-Tacoma International Airport. Sea-Tac Airport handles more than 40 million passengers a year. The Aviation Division operates a fleet of buses used to transport passengers to and from the Rental Car Facility at the airport, and to transport employees to and from off-site parking.



This job analysis was developed for the position of Bus Maintenance Facility ("BMF") Laborer working for Aviation Maintenance. The primary responsibilities of the BMF Laborers are to refuel and clean buses operated by Aviation Maintenance. BMF Laborers are scheduled for day and swing shifts.

Tasks Assigned to the BMF Laborers:

- Identify buses that need refueling and cleaning.
- Drive selected bus from parking spot to the refueling area. The refueling area is part of the lot where the buses are stored/parked.
- Connect the nozzle from the compressed natural





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gas (“CNG”) pump to the bus, key in user ID on the fuel pump controller, and refuel the bus.

- Drive the bus through the automated bus wash. The equipment in the bus washing facility starts automatically once the bus is pulled into the facility.
- Drive the bus to the cleaning area. The cleaning area is located next to the automated bus wash.
- Clean the interior of the bus. BMF Laborers sweep, vacuum, and mop the interior of the bus, wash windows and mirrors (potentially scrape windows and mirrors if covered with snow or ice), and gather items left by passengers on the bus (garbage is thrown away, and other items are turned into lost and found). Periodically, the BMF Laborers may need to clean up biohazards or other potentially hazardous substances.
- Approximately once a month, pressure wash the automated bus wash equipment, and the walls and floor building housing the automated bus wash equipment. Clean dirt from the equipment and walls, and move the dirt and debris that accumulates on the floor to the drains in the floor.
- If the automated bus wash equipment is not operational, the BMF Laborers are tasked with pressure washing the exterior of the bus. This is performed in the chassis wash area connected to the Bus Maintenance Facility.
- Enter time in computer system to track work hours.
- Review and respond to electronic mail.
- Participate in meetings with supervisors to discuss work tasks, safety issues, and updated policies and procedures.
- Perform other tasks as requested.



Worker’s Skills and Traits

- Ability to follow directions closely and be detail oriented while working.



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- Ability to complete the assigned tasks in a timely and efficient manner.
- Ability to work in a safe manner and safely operate a motor vehicle.
- Ability to work as part of a team, and independently perform assigned tasks without direct immediate supervision.
- Have good English communication skills, and good interpersonal skills.
- Have the physical abilities to accomplish all of the assigned tasks.
- Working knowledge of Windows-based computers, related accessories, time tracking software, keyboarding, data input skills, and electronic mail software.

Machinery, Tools, Equipment, Personal Protective Equipment

- Buses, with power steering, power brakes, power mirrors, power seats, power wheelchair ramp, back-up camera, HVAC systems, security cameras, and luggage shelves/rack systems.
- Compressed natural gas (“CNG”) pumps, hoses, and nozzles.
- Automated pump controls.
- Broom and dustpan. Mop and rolling buckets for mops.
- Stationary commercial vacuums and hoses.
- Window cleaning solution, and paper and cloth towels.
- 2.5 gallon sprayers with tire and wheel cleaner.
- Pressure washers with hoses and nozzles (portable or wall mounted units).
- Ice and snow scrapers.
- Computer, computer accessories, and project management software (Maximo).
- General office equipment and supplies, such as telephone, pens. and dry erase board.
- Biohazard clean-up kits (spill kits, gloves, and masks).
- Personal protective equipment: Safety vest/shirt. Gloves. Large fan.





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Education / Training

- High school diploma or GED.
- Must hold a valid Washington Driver's License. Beneficial to have a CDL-Level B with Air Brake and Passenger Endorsements.
- The BMF Laborers are members of the Laborers Union - Local 440.
- Training and or enough hands-on experience with computers to have a working knowledge of Windows-based computers, related accessories, time tracking software, keyboarding, data entry, and electronic mail software.

Per the Dictionary of Occupational Titles (DOT):

919.687-014 Cleaner II Specific Vocational Preparation (SVP): 1 (Short demonstration)

915.587-010 Gas and Oil Servicer SVP: 2 (Thirty days or less)



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

The psychological and cognitive demands of this position vary depending on assignments and duties.

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.	Frequently
Reading, comprehending, and using written materials.	Occasionally
Understanding and solving problems involving math and using the results.	Rarely
Using technology/instruments/tools & information systems.	Occasionally
Working with two and three dimensional formats.	Never
Remembering	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Occasionally
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Occasionally
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Occasionally
Learning & Processing	
Effectively learning and mastering information from classroom training.	Rarely
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.	Occasionally
Integrating ideas and data for complex decisions.	Rarely
Determining and following precise sequences.	Occasionally
Coordinating and compiling data and information.	Rarely
Analyzing, synthesizing data and information.	Rarely
Tasking and Planning	
Performing repetitive or short-cycle work.	Continuously
Working under specific instructions.	Continuously
Completing complex tasks.	Rarely
Directing, controlling, or planning for others as necessary for basic tasks.	Rarely
Directing, controlling, or planning for others as necessary for complex tasks.	Rarely
Multi-tasking.	Occasionally
Planning, prioritizing, and structuring daily activities.	Occasionally



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Use Appropriate Behavior for Professional Work Environment	
Receiving criticism and accepting limits appropriately.	Occasionally
Maintaining emotional control and organization under increased stress.	Occasionally
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.	Occasionally
Responding effectively to emergency situations.	Rarely

Frequency Designations: Required Beneficial Not Necessary	
Maintaining Attendance and An Assigned Work Schedule	
Maintaining predictable and reliable attendance each work shift.	Beneficial
Being punctual.	Beneficial
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	O	Interchange with walking and standing. Driving/operating buses, working on computer, and participating in meetings.
Standing	F	Interchange with sitting and walking. Connecting fuel nozzle to bus, keying in user ID to fuel pump controller, gathering equipment and supplies used to clean the buses, cleaning/scraping windows and mirrors, spraying tire and wheel cleaner, picking up items left of a bus, filling mop bucket with water, using pressure washer, and talking with co-workers. Standing may be on concrete, asphalt, tile, or wet or oily surfaces.
Walking	F	Interchange with sitting and standing. Moving to and from parked buses, entering and exiting buses, moving from fuel pump to bus with fuel nozzle, sweeping, mopping, and vacuuming bus interiors, moving between work areas, and moving mop buckets to and from filling area. Walking may be over concrete, asphalt, tile, or wet or oily surfaces.
Lifting (up to 10 pounds)	F	Lifting fuel nozzle and hose (5-6 lbs.), broom, dustpan, mop, vacuum hose (5 lbs.), cleaning supplies, ice/snow scraper, partially full sprayer of tire/wheel cleaner, and pressure washer gun and hose (7-8 lbs.). Items left by passengers.
Lifting (10 to 30 pounds)	S	Full sprayer of tire/wheel cleaner (approx. 25 lbs.), items left by passengers, and lifting mop bucket over lip of filling area (bucket plus 3 gallons of water). Note: There are 5 gallon bottles of drinking water in the area where the BMF Laborers work. Replacing these bottles is not an essential function of the BMF Laborer job.
Carrying (up to 10 pounds)	F	Up to 10 feet: fuel nozzle and hose (5-6 lbs.). Up to 50 feet: broom, dustpan, mop, vacuum hose (5 lbs.), and cleaning supplies. Up to 100 feet: ice/snow scraper, and partially full sprayer of tire/wheel cleaner, and pressure washer gun and hose (7-8 lbs.).
Carrying (10 to 25 pounds)	S	Up to 100 feet: full sprayer of tire/wheel cleaner (approx. 25 lbs.)
Pushing/Pulling (Up to 10 pounds)	F	Driving/operating buses, pushing refueling nozzle onto the connection on the bus (est. 10 lbs.), performing cleaning tasks, moving mop bucket to and from filling area, and opening building doors.
Pushing/Pulling (10 to 30 pounds)	S	Opening or closing door on a bus before the bus power is turned on, or after the power is turned off (12 lbs.). Pulling/pushing portable pressure washer.
Bending at Waist	F	Driving/operating buses, gathering equipment and supplies used to clean the buses, and performing cleaning tasks.



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Crouching/Kneeling	S-O	Working below knee level, working under seats, picking up items left on the bus.
Bending Neck	C	Performing assigned tasks.
Climbing Stairs	S	Entering a bus from the ground is a 14 inch step up from the ground. If the bus is lowered (also called “kneeling”), it is an 11 inch step up. When a bus is near a curb, the step between the curb and bus is 7 inches up (it is 4 inches up if the bus is kneeling), and the bus is generally 12 inches from the curb. There are 2 steps to reach the driver’s seat, and 2 steps in the back of the bus used to reach the rear platform. Stairs are used to reach the primary work areas from the locker rooms and main break room (it would be possible to avoid these stairs if the worker was willing to significantly increase the distance walked to the primary work areas).
Twisting at Waist	O	Performing cleaning tasks, and using pressure washer. Note: Twisting can be mitigated if the worker moves feet while working.
Reaching (Floor to Shoulder)	F	Driving/operating buses, connecting fuel nozzle to a bus, keying in user ID to fuel pump controller, gathering equipment and supplies used to clean the buses, cleaning/scraping windows and mirrors, spraying tire and wheel cleaner, picking up items left of a bus, filling mop bucket with water, using pressure washer, and using computer mouse.
Reaching (Over the Shoulder)	S-O	Operating controls on buses, cleaning/scraping windows and mirrors, and potentially while using pressure washer.
Repetitive Motion	F	Sweeping, mopping, and vacuuming bus interiors, using spray bottles, and washing/scraping windows and mirrors. Note: The sequencing and duration of work tasks can be changed, but the motions needed to complete assigned tasks are similar, and are cumulatively repetitive.
Handling/Grasping	C	20 % Pinch Grasp 80 % Whole Hand Grasp
Fine Finger Manipulation	O	Keying in user ID into fuel pump controller, using bus controls, knobs and switches, and using computer mouse.
Keyboarding	S	Entering time in time tracking system, and receiving/sending emails.
Driving	O	While driving buses.
Operating Foot Controls	O	While driving buses.
Talking	F	Communicating with co-workers and supervisors.
Hearing	C	Communicating with co-workers and supervisors. Listening for buses and other hazards.
Seeing	C	Visual abilities would be considered important in this position.
Writing	N/A-S	Writing notes.
Normal Job Site Hazards	C	Workers may be exposed to fumes, dust, loud noise, moving vehicles, hot metal parts, cleaners, chemicals, petroleum products, and slippery surfaces.



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Expected Environmental Conditions	C	Workers are exposed to outside weather conditions when walking to and from buses, and when working in the uncovered cleaning area. The refueling area, and the primary cleaning areas are covered, but would be impacted by the outside temperature. Cleaning is generally performed with the bus turned off, so outside temperatures would impact the interior bus temperature. When driving a bus between work areas or through the automated bus wash, the heat or air conditioning could be turned on in the bus.
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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: Eric Schaefer and Tiffany Olson

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

Date July 20, 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