



# Bock Consulting

## Job Analysis

Job Title	Lock Shop Foreman (AVM)	Worker	
DOT Number	709.281-010 and 860.131-018	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-5190
Employer Contact	Terry Tucker	Date of Analysis	10/6/11; 9/8/16

- Job of Injury   
 Transferable Skills Job   
 New Job   
 40 Hours Per Week   
 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 the Lock Shop Foreman working for the Aviation Maintenance Department at Sea-Tac Airport.

### Essential Functions:

The Aviation Maintenance Lock Shop manages and maintains over 5,000 locksets throughout the Sea-Tac Airport terminal and satellite buildings. In addition, the Lock Shop is responsible for changing locks, creating keys, assisting tenants with key and lock issues, and maintaining the lock and key database for the airport facilities. The Lock Shop is located in the main terminal of Sea-Tac Airport.



The Lock Shop work is performed by a small staff, typically one Foreman and one Crew Member, working on the day shift. The Foreman is responsible for the day-to-day supervision in the Lock Shop and managing



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Lock Shop Crew Members. Because of the small staff in the Lock Shop, in addition to the supervisory responsibilities, the Lock Shop Foreman is expected to be able to perform any and all of the tasks assigned to the Lock Shop staff.

The work performed by the Lock Shop Foreman can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	20-40%
Supervising work and personnel and providing assistance in and around shop	0-5%
Supervising work and personnel and providing assistance in the field	5-10%
Performing trade-specific work	50-70%
Total	100%

Tasks assigned to the Foreman may include:

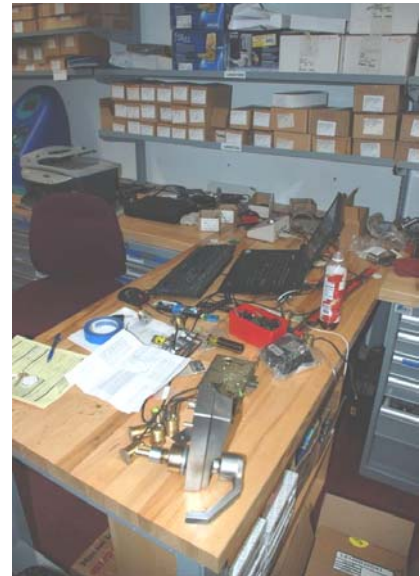
- Receiving notifications of new work orders/requests (via telephone, email, or job tracking system). Developing plans for completing requested projects. Planning for material, equipment, PPE, and staffing needs.
- Ordering parts, supplies, and or other items needed for projects. Working with supervisor or Purchasing to ensure correct products and items are ordered and available when needed. Periodically working with vendors related to parts, supplies, and or other items needed.
- Preparing personnel schedules and assigning work tasks.
- Entering time by work order on a daily basis into job tracking system (Maximo). Reviewing daily time entered by crew and providing approval, as applicable.
- Completing all required forms and documents.
- Entering description of work in a work log.
- Sending and responding to electronic mails.
- Assisting crew in choosing supplies and parts needed for assignments.
- Visiting project sites and overseeing/inspecting completed work. Ensuring work is being performed in a safe manner.
- Assisting Lock Shop staff with technical input, answering questions from crew, and providing troubleshooting advice as needed.





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- Meeting/connecting with crew daily (or as applicable) to manage workflow, address issues, and prioritize tasks based on work demands.
- Gathering supplies, parts, and or other items needed for tasks/projects.
- Repairing, rekeying, and installing of a variety of locksets. Retrofitting locksets as needed.
- Assisting tenants with lock maintenance and key issues.
- Operating a key cutting/duplicating machine to create new keys (i.e., office, file cabinet, vehicle keys, etc.).
- Troubleshooting lock and key issues. Referring to drawings and manuals to identify potential issues.
- Utilizing Stanley Security Solutions software/database (Keystone and CodeSource) to track and manage keys distributed to employees, track which keys open specific doors, and document lock core codes. Entering data into database used to track information regarding the doors maintained throughout the main airport terminal and satellite buildings. Accessing data to identify types of doors, locks, and keys to assist in troubleshooting issues.
- Working closely with other Aviation Maintenance employees to maintain the INTELLIKEY electronic access control system used to track and provide a data trail of secured area access by badged employees at Sea-Tac Airport. Working with tenants to develop key codes to monitor and track access to secured areas.
- Utilizing INTELLIKEY to monitor access to gate areas, ensuring gates are locked, and adding or removing access privileges by updating codes, keys, and or locksets.
- Walking to more than 100 INTELLIKEY locations throughout the Sea-Tac Airport and the satellite buildings to complete annual updates via laptop computer.
- Working with outside vendors as needed to design special lock encasements for chain/padlocks for the numerous gates around the Aircraft Operation Area.
- Completing periodic inspections to identify issues and the cause of the issues. Identifying potential maintenance issues. Developing solutions to address identified issues.
- Working closely with Port of Seattle Credentialing Center to assist in activating or deactivating badges and access privileges.
- Assisting other crafts as requested.



Necessary skills and abilities may include:

- Knowledge, skills, and experience necessary to install, maintain, and repair locks and lock systems in an efficient and safe manner.



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- Ability to read plans, drawings, blueprints, or sketches.
- Ability to identify the best methods to correctly completing assigned task. Possess the skills to complete the assigned tasks, denoting attention to detail and accuracy.
- Ability to utilize critical thinking and judgment in defining, analyzing, and resolving problems.
- Excellent time management and prioritization skills, with the ability to multi-task.
- Ability to manage people and work performed by others.
- Ability to communicate effectively (verbally and in writing).
- Excellent interpersonal skills (including on two-way radio).
- 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.
- Ability to work in a professional manner. The Foreman may be visible to Port tenants and the traveling public, and the workers need to represent the Port well while working.
- Ability to use various tools, equipment, and vehicles to perform assigned tasks in a safe manner.
- Ability to safely operate a motor vehicle.
- Must have the ability to perform assigned duties in various types of weather, and be able to complete work in various locations.
- Working knowledge of Windows-based computers and related accessories. Working knowledge of time tracking software, key management and area access tracking software, keyboarding and data input skills, and knowledge of electronic mail software.





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Machinery, Tools, Equipment, Personal Protective Equipment:

- Windows-based computers and computer accessories. Inventory management/project management software (Maximo), and Microsoft Office software.
- General office equipment, such as desks, worktable, chairs, and telephones.
- General office supplies, such as pens/pencils, notepads, and copy paper. Various log books.
- Various hand and power tools, including hammers, drills, pliers, punches, magnifying tools, screwdrivers, tape measures, utility knives, and drill press.
- Wheeled work carts. Toolbox, bag, or bucket.
- Bolts, screws, and other hardware.
- Drawers/containers used to store items.
- Hand held 2-way radio.
- Lubricants (such as WD-40).
- Various manual, semi-automatic, and automatic, key cutters/duplicators.
- Various types of lock sets, including alarm and digital/electronic locks, cabinet and locker locks, pushbutton locks, cylinder locks, door closers, deadbolts, gate locks, keypads, combination locks, INTELLIKEY locks, cipher locks, and padlocks.
- Various types of keys and identification badges.
- Key cabinets, key tags, and key towers.
- Windows-based computer, computer accessories, project management software (Maximo), ID Access software, Stanley Security Solutions Keystone, CodeSource software, and Microsoft Office software.
- General locksmith tools such as numbering kits, stamps, pin kits, lock picking equipment, professional auto opening kits, air wedge kits, padlock shims, and tension tools.



Workers are required to wear approved safety shoes/boots at all times. When working outside the shop, workers are required to wear safety vests. Eye and ear protection, and hard hats are worn as needed. The Foreman may also wear gloves, kneepads, and rain gear.



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Education / Training:

Lock Shop workers, including the Foreman, are members of the Local 30 of the Carpenters' union.

The Foreman would be a Journeyman level worker with significant and specialized training and experience in locksmith-related work.

Additional training includes, but is not limited to, Aircraft Operation Area training (which allows workers to drive on the airfield), Asbestos Awareness, forklift, power truck, and pallet jack certifications. A valid Washington State Driver's License is required in this position, as is the ability to pass a required FAA background check.

All Port of Seattle employees must have 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):**

**709.281-010 Locksmith**

Specific Vocational Preparation (SVP): 6 (From one to two years)

**860.131-018 Supervisor, Carpenters**

Specific Vocational Preparation (SVP): 8 (From four to ten years)



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**COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS**

Frequency Definitions:	
<b>Continuously</b> = Occurs 66-100% of the time.	<b>Occasionally</b> = Occurs 1-33% of the time
<b>Frequently</b> = Occurs 33-66% of the time.	<b>Rarely</b> = May occur less than 1% of the time.
<b>Never</b> = Does not ever occur.	
<b>Comprehension</b>	
Articulating and comprehending information in conversations.	Continuously
Reading, comprehending, and using written materials.	Frequently
Understanding and solving problems involving math and using the results.	Occasionally
Using technology/instruments/tools & information systems.	Continuously
Working with two and three dimensional formats.	Frequently
<b>Remembering</b>	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Frequently
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
<b>Learning &amp; Processing</b>	
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.	Frequently
Coordinating and compiling data and information.	Occasionally
Analyzing, synthesizing data and information.	Occasionally
<b>Tasking and Planning</b>	
Performing repetitive or short-cycle work.	Frequently
Working under specific instructions.	Continuously
Completing complex tasks.	Frequently
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



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<b>Use Appropriate Behavior for Professional Work Environment</b>	
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.	Continuously
Responding effectively to emergency situations.	Occasionally

Frequency Designations: <b>Required Beneficial Not Necessary</b>	
<b>Maintaining Attendance and An Assigned Work Schedule</b>	
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	<b>F</b>	Interchange with standing and walking. While working at a desk, on a computer, or at a workbench, driving scooter or truck to job sites, or attending meetings.
Standing	<b>F</b>	Interchange with walking. While working at a workbench, gathering or storing parts/components, tools, and manuals, and talking with co-workers in the shop. Working on locks/entry systems on doors and gates throughout the Sea-Tac Airport property. Standing would primarily be on relatively even surfaces of concrete, asphalt, tile or carpet, but workers may encounter uneven terrain or wet/slippery surfaces at times while working.
Walking	<b>F</b>	Interchange with standing. While walking between work areas in Lock Shop, walking to work areas located in the main terminal building, or walking to work areas in satellite buildings after driving to the buildings. Walking would primarily be on relatively even surfaces of concrete, asphalt, tile or carpet, but workers may encounter uneven terrain or wet/slippery surfaces at times while working.
Lifting (up to 10 pounds)	<b>F</b>	While lifting documents, forms, and drawings, phone, office supplies, various types of locksets, parts and components, supplies, locksmith tools, general hand and portable power tools, keys, manuals, binders, and 2-way radio.
Lifting (10 to 25 pounds)	<b>O</b>	While lifting larger power tools, tool bags, and large or multiple locksets.
Lifting (25 to 50 pounds)	<b>S</b>	Potentially while lifting toolbox, boxes of locksets or parts and supplies, and machines and equipment.
Carrying (up to 10 pounds)	<b>F</b>	While lifting documents, forms, and drawings, phone, office supplies, various types of locksets, parts and components, supplies, locksmith tools, general hand and portable power tools, keys, documents, forms, drawings, manuals, binders, and 2-way radio.
Carrying (10 to 25 pounds)	<b>O</b>	While carrying larger power tools, tool bags, and large or multiple locksets. Note: Workers may use a wheeled work cart containing various hand and power tools, locksets, parts, supplies, and consumables to transport items to a job site. Workers may also use a motorized scooter or truck to transport larger items.
Pushing/Pulling (up to est. 15 pounds)	<b>F</b>	While opening and closing doors, drawers, cabinets, using hand and power tools, inserting parts into locksets, inserting keys into locks, and pushing/pulling wheeled work cart with typical load (est. up to 15 lbs. of force).
Pushing/Pulling (15 to est. 50 pounds)	<b>S</b>	While pushing/pulling/maneuvering wheeled work cart with extra load (particularly when encountering an incline or decline), and using hand and power tools.



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Climbing Stairs/Ladders	O	When entering/exiting the Lock Shop located in the main Sea-Tac Airport terminal. Worker may encounter stairs when working in the terminal or in other buildings. Ladder and step stool use is generally limited for Lock Shop staff; however, there may be tasks when they are necessary.
Working at Heights/Balancing	S	Ladder and step stool use is generally limited for Lock Shop staff; however, there may be tasks when they are necessary.
Bending at Waist	F	While working at desk or at workbench, repairing, replacing, and installing locksets and or lockset components, driving vehicle or scooter, cleaning up work area, and gathering tools, parts, supplies, documents, and manuals located below waist level.
Bending Neck	C	Most assigned tasks involve neck movement.
Twisting at Waist	S	While working at desk, maneuvering in tight areas, removing, repairing, replacing, or installing locksets, and cleaning work areas.
Crouching/Kneeling	O	While removing, repairing, replacing and or installing locksets on doors or gates, gathering tools, parts, supplies, documents, and manuals below waist level, and cleaning up work areas. Note: Workers may wear kneepads while working.
Crawling	S	Potentially while removing, repairing, replacing and or installing locksets on doors or gates, and cleaning up work areas. Note: Workers may wear kneepads while working.
Stooping	S	Potentially while entering, working in, or exiting from tight work areas.
Reaching (up to Shoulder Height)	F	A majority of assigned tasks involve reaching movements: removing, repairing, replacing, securing, and or installing items, parts, or locksets, pushing wheeled work carts, driving, gathering tools, parts, supplies, documents, and manuals, making keys, and cleaning up work areas.
Reaching (Above Shoulder Height)	S	While gathering items stored above shoulder height, and working on tasks located above shoulder level.
Driving	S	Driving work trucks and scooters.
Foot Controls	S	Driving work trucks and scooters.
Repetitive Motion	S	Potentially while using hand tools (e.g., screwdrivers and hammers), and general locksmith tools when installing/ replacing/repairing a number of similar locks/entry system components.
Handling/Grasping	C	60 % Pinch Grasp 40 % Whole Hand Grasp
Fine Finger Manipulation	F	While removing, repairing, replacing and or installing locksets, using hand and portable power tools, making keys, writing, gathering tools, parts, supplies, and documents, pushing buttons on electronic access system components, using a computer mouse, and using telephones and 2-way radios.
Keyboarding	F	While entering and updating data in the lock- and key-related databases, creating worker schedules, entering time and work performed on a daily basis, creating and responding to electronic mail. Potentially while documenting inspections and writing reports.
Talking	F	Communicating with supervisors, co-workers, and traveling public.
Hearing	F	Communicating with supervisors, co-workers, and traveling public. Listening to lockset sounds/clicks, and for radio traffic and potential hazards.



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Seeing	<b>C</b>	Visual abilities would be considered important in this position.
Writing	<b>S</b>	While marking measurements or taking notes.
Normal Job Site Hazards	<b>F</b>	Working with sharp tools and power tools, pinch hazards, driving vehicle, other vehicles, moving/mechanical equipment, slippery walking conditions, and potentially dust, noise, and vibrations.
Expected Environmental Conditions	<b>C</b>	Work is performed in a temperature-controlled shop office, in temperature-controlled public and private areas throughout Sea-Tac Airport properties, outside exposed to the weather, or outside under cover. The Lock Shop Foreman may work in tight spaces (although they are not trained for working in confined spaces).

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 and Rick Wright

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

Date September 8, 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**