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Comprehensive Vocational Assessment Report (CVAR)

Job Title	<u>Manager, Noise Remedy</u>	Worker	_____
DOT Number	<u>189.117-030</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 728-3000</u>
	<u>Diane Summerhays,</u>		
	<u>Director Aviation</u>		
Employer Contact	<u>Community Development</u>	Date of Analysis	<u>August 28, 2006</u>

Job of Injury Previous 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 that was created September 5, 1911 by the voters of King County. The Port of Seattle is divided into three operating divisions, 1) Aviation Division, 2) Economic Development Division, and 3) Seaport Division.

This job analysis is for the **Manager, Noise Remedy** position in the Aviation Division. The primary duties performed a worker in this position are related to implementing and managing the sound mitigation program developed to reduce aircraft noise impacts in residences surrounding Sea-Tac Airport.

Essential Functions of the Manger, Noise Remedy:

- Manage Noise Remedy Program operations. Establish and manage contacts with homeowners, participants, local city building department personnel, and the general public regarding noise impacted residential and public building structures.
- Manage Public Building Projects, including classroom facilities, and privately owned condominium insulation projects. Coordinate, manage, and interface with owners, architect design teams, and general contractors to achieve maximum noise reduction results. Maintain clear and open lines of communication with multiple project teams.
- Maintain knowledge of effective sound mitigation





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techniques. Participate in national conferences, and gather information regarding approaches to airport noise issues.

- Manage and act as lead for Noise Remedy staff. Lead staff meetings to disseminate relevant information. Establish procedural guidelines to maximize program efficiency and production. Coach staff and provide adequate support to accomplish program goals. Conduct annual and interim performance evaluations. Recommend training or other professional courses to enhance staff performance. Encourage and allow creativity in the workplace; consider and investigate alternatives to achieve a higher degree of staff efficiency.

Necessary skills and abilities may include:

- Must possess excellent oral/written communication skills, and advanced negotiation techniques. Position requires a high degree of tact, diplomacy, and sensitivity in dealing with diverse communities and individual residential family dynamics, often within the context of a hostile environment.
- Requires knowledge of Noise Remedy Program techniques and noise reduction criteria.
- Must have knowledge of airport facilities and operational procedures.
- Must have knowledge in residential construction and contractor techniques.
- Must have the ability to track and maintain established budget parameters.
- Must have the ability to develop, implement, and revise consultant and contractor professional agreements in accordance with Port policies.
- Must have working knowledge of property encumbrances, easements, and property management license agreements.
- Must be able to multitask and manage teams consisting of a variety of professional backgrounds.
- Good knowledge of Microsoft Office applications and possess Internet search skills.





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Machinery, Tools, Equipment, Personal Protective Equipment:

The Manager uses a variety of equipment to accomplish their assigned tasks:

- Windows-based computers (with applicable accessories, including keyboards, mice, and printers). Computers are loaded with Microsoft Office (Word, Excel, and Outlook).
- General office equipment, including desk and chair, file cabinets and other storage units, storage shelves, photocopying machine, and facsimile machine.
- General office supplies, including pens, pencils, clipboard, paper, file folders, binders, tape, paperclips, boxes, staplers, document organizers, and other items.
- Port of Seattle vehicles used for site visits.
- Maps.





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Education / Training:

Minimum qualifications: Bachelor's degree in business administration, engineering, planning or related field. A minimum of 5 years noise mitigation experience. Knowledge of audible/inaudible noise impacts.

Preferred qualifications: Bachelor's degree in applicable field, and 5 years experience in management/leadership role. Five years training in human psychology techniques. Demonstrated ability to review, approve and implement into program procedures, trained technical mitigation applications. A minimum of 8 years in aviation residential sound insulation. General knowledge of project management, leadership and planning.

Per the Dictionary of Occupational Titles (DOT): 189.117-030 Project Manager

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

Reasoning Skills: Apply principles of logic to define problems, collect data, establish facts, and draw valid conclusions.

Mathematical Skills:

Algebra: Work with formulas and operators (add, subtract, multiply and divide).

Language Skills:

Reading: Read literature, scientific and technical documents, abstracts, financial reports, and legal documents.

Writing: Write articles, editorials, reports, journals, speeches, manuals, and critiques.

Speaking: Conversant in theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.



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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	Working on computer; talking on the phone; attending meetings.
Standing	S-O	In the office, while gathering items not reachable while seated, making photocopies, picking up print-outs from printer, and talking with co-workers. In the field, talking with stakeholders, and conducting inspections.
Walking	O	May be within an office environment, visiting other Port offices, or conducting field visits.
Lifting (up to 10 pounds)	F	Files, documents, paperwork, supplies. Telephone handset.
Lifting (10 to 35 pounds)	S	Lifting multiple reams of copy paper, and boxes containing files and other documents. Briefcase. Note: Boxes may weigh up to 35 lbs. per Port policy, but other staff may assist with boxes as necessary.
Carrying (up to 10 pounds)	F	
Carrying (10 to 35 pounds)	S	Boxes containing files and other documents. Briefcase. Note: Boxes may weigh up to 35 lbs. per Port policy, but other staff may assist with boxes as necessary.
Reaching (Below Shoulder Level)	O	While working at desk, filing documents, gathering supplies below shoulder level, or accessing materials in boxes in the file room.
Reaching (Above Shoulder Level)	S	Accessing materials in boxes in the file room stored on higher shelves (top shelf is 73" from the floor), and gathering supplies stored above shoulder level..
Pushing/Pulling	O	Up to 10 pounds (drawers).
Bending Neck	F	
Bending at Waist	O	While in office to gather documents in work area, or obtain supplies stored below waist level. While in the field, driving to various locations, and may need to bend at waist while conducting inspections.
Twisting at Waist	O	While in office working at desk. While in the field, may be necessary while conducting inspections.
Crouching/Kneeling	S	While in office, gathering items stored below waist level. While in field, potentially while conducting inspections.
Stooping	O	Potentially while in field conducting inspections.
Climbing Stairs/Ladders	S	May use stairs to enter structures. May use ladder while conducting inspections.
Working at Heights/Balancing	S	May use stairs to enter structures. May use ladder while conducting inspections.



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Driving	F	While driving vehicle to meetings, or to locations to conduct site visits.
Handling/Grasping	C	80 % Pinch Grasp 20 % Whole Hand Grasp
Fine Finger Manipulation	F	Including typing, processing paperwork, using office machines, and dialing telephone.
Keyboarding/Mouse	F	Keyboarding/entering data into computer, preparing reports, sending/receiving electronic mail, and using mouse.
Repetitive Motion	F	See Keyboarding/Mouse.
Writing	F	Writing notes or correspondence.
Talking	C	Communicating with other Port personnel, contractors, homeowners, and public.
Hearing	C	
Seeing	C	
Normal Job Site Hazards	-	Office environment: Limited. Field: Traveling to meetings, Port properties, and stakeholder offices may expose worker to moving vehicles/pedestrians, fumes, dust, mud, and noise. Worker may use ladders/stairs during inspections.
Expected Environmental Conditions	-	While working in an office environment (this would also include attending meetings in an office setting), work is conducted in a temperature-controlled environment. While in the field, the worker may be exposed to outside weather conditions, fumes, dust and noise.

Worker Aptitudes

As Defined by the U.S. Department of Labor for each job listed in the Dictionary of Occupational Titles (“DOT”)

Description	Rating (Highest=1)	Degree of Aptitude Ability
General Learning Ability	2	Above Average
Verbal	2	Above Average
Numerical	2	Above Average
Spatial Perception	4	Below Average
Form Perception	3	Average
Clerical Perception	3	Average
Motor Coordination	4	Below Average
Finger Dexterity	4	Below Average
Manual Dexterity	4	Below Average
Eye/Hand/Foot Coordination	5	Minimal or none
Color Discrimination	5	Minimal or none



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Worker Temperaments
As Defined by the U.S. Department of Labor for each job listed in the Dictionary of Occupational Titles (“DOT”)

- D - Accepting responsibility for the direction, control, or planning of an activity.
- P - Dealing with people beyond giving and receiving instructions.
- J - Making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

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:

Diane Summerhays,
Director Aviation Community Development

Completed by Vocational Provider

Brice York, B.A., VRC

Reviewed by Supervisor:

Craig Bock, M.A., CRC

Date August 28, 2006

Signature of Vocational Provider



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FOR PHYSICIAN'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 Signature _____

Physician's Name Printed _____

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