



Bock Consulting

Job Analysis

Job Title	Architectural Paint Crew Forman (AVM)	Worker	
DOT Number	840.381-010, 841.381-010, and 840.131-010	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-5
Employer Contact	Terry Tucker	Date of Analysis	10/6/11; 7/6/16

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

Job Description, Essential Functions, Tasks and Skills:



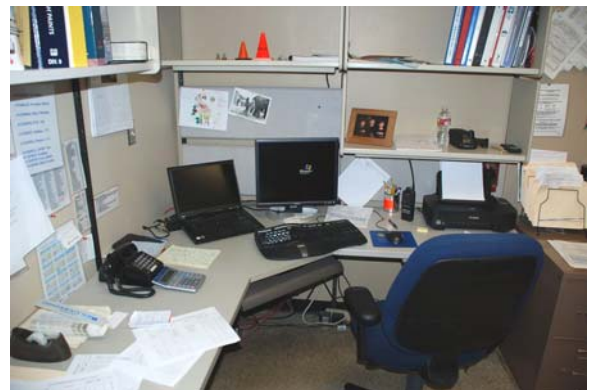
The Port of Seattle is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port: 1) Aviation Division, 2) Maritime Division, and 3) Economic 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 an Architectural Paint Crew Foreman. Although Painters in Aviation Maintenance are cross-trained, Painters are generally separated into two groups: 1) Architectural Painters, and 2) Striping Painters. The Foreman represented by this job analysis supervises the Architectural Painters.

Essential Functions:

The Foreman is responsible for the day-to-day supervision and organization of the Architectural Painters working for Aviation Maintenance. These Painters perform various painting and other tasks on maintenance, remodel, and tenant improvement (“TI”) projects completed throughout Sea-Tac Airport facilities. Work is generally performed on the day shift, although periodically, work is performed on the graveyard shift to minimize the impact on travelers and tenants’ businesses (During 2011, Painters worked approximately 2 months of graveyard shifts).





***Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010***

The work performed by the Architectural Paint Crew Foremen 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 Architectural Paint Crew Foreman

- Receive notifications of new work orders/requests (via telephone, email, or job tracking system). Develop plans for completing requested projects. Plan for material, equipment, PPE, and staffing needs.
- Order parts, supplies, and or materials needed for projects. Work with supervisor 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 personnel schedules and assign work tasks.
- 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.
- Enter description of work in a work log.
- Send and respond to electronic mails.
- Assist crew in choosing supplies and parts needed for assignments.
- Visit project sites and oversee/inspect completed work. Ensure work is being performed in a safe manner.
- Assist Painters with technical input, answer questions from crew, and provide troubleshooting advice as needed.
- Meet/connect with crew daily (or as applicable) to manage workflow, address issues, and reassign personnel based on work demands.
- Gather supplies and or materials needed for assignments/projects.
- When required, drive van or truck to job site to transport supplies, equipment, tools, and materials to

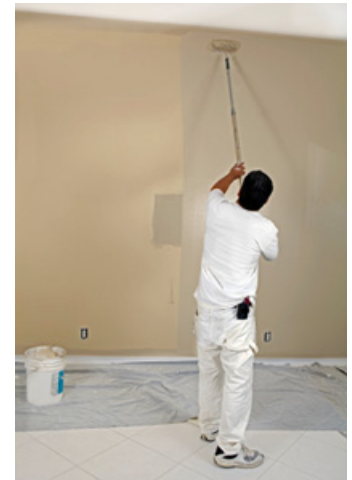




***Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010***

the project site. When at the project site, unloading van and transporting paint, equipment, and supplies to project site. Set up work site, including safety cones, Zip Walls, and tarps/drop cloths, portable generators and lights.

- Masking/covering items where paint is not needed (using tape and paper). Removing masking and coverings upon completion of job.
- Completing drywall installation by taping panels and applying drywall mud. Sanding walls to smooth mud. Performing other repairs as needed prior to painting.
- Transferring paint into containers for carrying while painting. Loading paint into sprayer, if needed.
- Applying paint or other coatings to complete assigned job in the Paint Shop, on-site, or both.
- Apply decals to Aviation vehicles.
- Install wallpaper, fabric wall coverings, or privacy film to windows as assigned.
- Potentially lead periodic meetings to provide training and discuss important safety issues.
- Attend periodic meetings with supervisors and other entities.
- Coordinate work priorities with supervisors
- Potentially supervise apprentices.
- Assist with snow removal and other emergencies as requested.
- Assist other crafts as requested.
- Perform other tasks as required.



Necessary skills and abilities may include:

- Ability to read architectural drawings, plans, blueprints, or sketches.
- Ability to identify the best methods to correctly complete the 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



***Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010***

expedient and timely manner.

- Must be able to work independently and within a team environment, and demonstrate effective judgment and decision making.
- Ability to use power and hand tools including scrapers, paint brushes, paint rollers, bench grinder/buffer, paint or stain agitators/shakers, and paint sprayers in a safe manner.
- Ability to use screws, glue, or other products to secure materials.
- Work in a professional manner. Often the Foreman is visible to Port tenants and the traveling public, and the workers need to represent the Port well while working.
- Must have the ability to perform assigned duties in various types of weather, and be able to complete work in heights and in confined spaces.
- Ability to safely operate a motor vehicle.
- 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.

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.
- 1-gallon cans and 5-gallon buckets of paint, stain, or other coatings.
- Assorted brushes and paint rollers. Brushes can range from 0.5 inches to 6 inches wide (with the typical brush being 3 inches wide). Handle extensions (1' to 16' in length).
- Scrapers. Sand paper. Bench grinder/buffer.
- Paint/stain agitators/shakers.
- Tarps/drop cloths. Coveralls. Tape. Buckets. Paint screens.
- Decals and large stencils.
- Van (each worker is assigned a specific van), or other Port of Seattle vehicles.
- Paint sprayers. Zip Walls.
- Portable generators and lights.
- Scissor lifts, snorkel lifts, bucket truck and man lifts.
- Ladders (ranging from 4 feet to 40 feet). Scaffolding.
- Handcarts. Forklift.
- Spray booth with filtering and ventilation systems.





***Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010***

- Full face and half mask respirators. Respirator cartridges.
- Brooms and other cleaning supplies and equipment.
- Various hand held tools such as screwdrivers, hammers, and taping knives.
- Industrial stapler and staples.
- Caulk guns and caulking compound.
- 2-way radios.
- Striping machines.

Workers are required to wear a safety vest when working on the ramp, taxiways, runways, or near traffic. A hard hat, respirator, face shield, fall protection, and protective suit are required as necessary. Workers may also use gloves, rain gear, and kneepads.



Education / Training

Aviation Maintenance Painters, including the Foreman, are members of the International Union of Painters and Allied Trades District Council 5, local 1964 or local 300. The Foreman would be a Journeyman level Painter with significant experience in various phases of Painting and maintenance work.

Workers must also have a current Washington State Driver's License, have the ability to pass a required FAA background check, and have or obtain a Forklift Certification.

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.

Per the Dictionary of Occupational Titles (DOT):

840.381-010 Painter Specific Vocational Preparation (SVP): 7 (Two to four years)

841.381-010 Paperhanger SVP: 7 (Two to four years)

840.131-010 Paint Foreman SVP: 8 (Four to ten years)



**Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010**

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.	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
Remembering	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Frequently
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Occasionally
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.	Occasionally
Tasking and Planning	
Performing repetitive or short-cycle work.	Occasionally
Working under specific instructions.	Frequently
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.	Frequently
Multi-tasking.	Continuously
Planning, prioritizing, and structuring daily activities.	Continuously



***Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010***

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.	Continuously
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.	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



**Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010**

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	While performing administrative duties, while driving to and from work sites, participating in meetings, using a computer to respond to electronic mails, and entering time into job tracking system (Maximo). Potentially while working in the Shop using a rolling seat.
Standing	O	Interchange with walking. Most standing would be on relatively even surfaces of carpet, tile, concrete, or asphalt, but worker may encounter uneven terrain at times.
Walking	F	Interchange with standing. While obtaining/storing supplies, loading van, walking to work sites, setting up/removing work area barriers and portable equipment, mixing paint or other finish or coatings, and when taping, scraping, sanding or painting areas. Most walking would be on relatively even surfaces of carpet, tile, concrete, or asphalt, but worker may encounter uneven terrain at times.
Lifting (up to 10 pounds)	F	While lifting documents and plans, phones, radios, office supplies, brushes, rollers, tools, other supplies and equipment. Lifting tubes of caulking, tubs of adhesive, decals, rolls of wallpaper, fabric, or privacy film, drywall mud trays and knives, and a jug of Paint Etch. Lifting traffic cones (up to 3 cones).
Lifting (10 to 35 pounds)	O	Lifting 1-gallon cans of paint (approx. 10-12 lbs. each), small tool box (approx. 15 lbs.), partially empty 5 gallon buckets of paint/stain; ladders (from 4 feet to 24 feet ranging from 15 to 30 lbs.); lifting wheeled cart/work table (est. 30 lbs. unloaded) and portable light fixtures in and out of van; Zip Wall kits (approx 20 lbs.); tarps and drop cloths (up to an est. 20 lbs.); rolls of plastic sheeting (12’x200ftx1.5mils=18lbs./ 20’x100’x3mils=30lbs.). Lifting boxes of rolled masking paper (box of 12 rolls=20lbs.), and rolls of vinyl and bolts of fabric. Stack of traffic cones (4 to 10 cones).
Lifting (35 to 60 pounds)	S	Lifting 5 gallon buckets of paint/stain (up to 60 lbs.), larger wheeled sprayers into van, rolls of plastic sheeting (20’x100’x4mils =est. 40 lbs.), and portable generators.
Carrying (up to 35 pounds)	O	Carrying documents, plans, radios, office supplies, brushes, rollers, tools, other supplies and equipment, 1-gallon cans of paint (approx. 10-12 lbs. each), tubes of caulking, tubs of adhesive, decals, rolls of wallpaper, fabric, or privacy film, drywall mud trays and knives, and a jug of Paint Etch. Carrying traffic cones, small tool box (approx. 15 lbs.), partially empty 5 gallon buckets of paint/stain; ladders (from 4 feet to 24 feet ranging from 15 to 30 lbs.); carrying portable light fixtures; Zip Wall kits (approx. 20 lbs.); tarps and drop cloths (up to an est. 20 lbs.); rolls of plastic sheeting, boxes of rolled masking paper (box of 12 rolls=20lbs.), and rolls of vinyl and bolts of fabric. Wheeled carts are available to transport items to and from work areas.



***Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010***

Carrying (35 to 60 pounds)	S	Carrying 5 gallon buckets of paint/stain (up to 60 lbs.), rolls of plastic sheeting (20'x100'x4 mils=est. 40 lbs.), and portable generators. Wheeled carts are used to reduce the carrying demands when transporting paint, supplies, tools, and equipment to project sites. May have to carry bags of sand or glass bead material (40 to 50 lbs.).
Bending at Waist	O	While performing assigned tasks.
Bending Neck	C	While performing assigned tasks.
Pushing/Pulling (Up to est. 15 pounds)	O	While using paint roller to apply paint/other coatings, applying and sanding drywall mud, and maneuvering a cart/work table to a work site loaded with supplies, equipment and paint (may weigh up to 200 lbs. loaded). Using hand truck to move paint and other supplies. Pulling or pushing a wheeled sprayer out of its storage area, and wheeling it to a work site. Pulling paint and other supplies off storage shelves. Using broom to clean up a project area. Transporting wheeled equipment, such as lights and generators to work areas. Applying decals to vehicles.
Pushing/Pulling (15 to est. 50 pounds)	S	While maneuvering a cart/work table to a work site loaded with supplies, equipment and paint (may weigh up to 200 lbs. loaded). Worker may encounter an incline or decline when wheeling the cart. Pulling paint and other supplies out of van or off storage shelves.
Climbing Stairs/Ladders	S-O	Depending on work assigned. Stairs are used to access the Paint Shop locker room and one of the Shop storerooms. Stairs would also be encountered throughout the airport. Ladders are used regularly, but usage depends on the tasks/projects assigned (ladder usage can be reduced by using extension handles while painting.
Working at Heights/Balancing	S-O	When working on a ladder, scissor lift, or other man lift.
Crouching/Kneeling	S-O	Depending on work assigned. May be necessary to prep areas before painting, while performing detailed painting tasks, when installing wall coverings, when cleaning or restoring work areas upon completion of job, or when obtaining or storing supplies and equipment.
Twisting at Waist	S	While working at desk, gathering/storing supplies, loading van with equipment and supplies, prepping areas before painting, reaching all the areas that need painting, and setting up portable equipment and barriers.
Reaching (Floor to Shoulder)	F	While gathering/storing supplies from storage shelves, applying and sanding drywall mud, performing other repairs, masking, using sand/bead blaster, sanding drywall, and painting. Applying adhesive and installing wall coverings. Cleaning or restoring work areas upon completion of job. Setting up portable equipment and barriers. Loading a van with equipment and supplies. While operating a vehicle.
Reaching (Over the Shoulder)	O	May be necessary while gathering/storing supplies from storage shelves, applying and sanding drywall mud, performing repairs, prepping areas before painting, masking, sanding drywall, and painting. Applying adhesive and installing wall coverings. Setting up portable barriers.
Repetitive Motion	O	Although generally limited due to the variety of tasks performed, as well as the ability of the worker to change the sequence of tasks while working, there is a potential for repetitive motion when rolling paint/coating onto a surface, or when sanding drywall mud.



**Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010**

Keyboarding	F	Creating worker schedules, entering time and work performed on a daily basis, and creating and responding to electronic mail. Potentially while documenting inspections and writing reports.
Handling/Grasping	F	50 % Pinch Grasp 50 % Whole Hand Grasp
Fine Finger Manipulation	F	Processing paperwork, writing, applying/removing masking tape, using sandpaper, using brushes, rollers, and taping knives, pulling triggers on sprayers, applying decals to vehicles, operating two-way radios, or office equipment such as telephones, printers, copiers, etc.
Driving	S-O	While operating motorized vehicles, including vans, trucks, and forklifts.
Operating Foot Controls	S-O	While operating motorized vehicles, including vans, trucks, and forklifts.
Talking	F	Communicating with co-workers, supervisors, and public.
Hearing	F	Communicating with co-workers, supervisors, and public. Listening to various paint mixing and spraying machines, and for hazards (including moving traffic).
Seeing	C	Visual abilities would be considered important in this position.
Writing	S	Writing meeting notes, completing forms and other documents.
Normal Job Site Hazards	F	Generally limited when working in the shop office. Worker may be exposed to fumes and dust, moving machinery, traffic, and moving vehicles (including airplanes). Working on ladders. Exposure to chemicals, solvents, and slippery surfaces.
Expected Environmental Conditions	C	Exposure to differing environmental conditions depending on assigned projects. A Foreman can work inside a temperature controlled building, inside a shop environment that may be impacted by outside temperatures, or outside in all weather conditions. A Foreman may also be exposed to external weather conditions while moving supplies and equipment to a project site.

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: Will Beck; Terry Tucker

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

Date July 6, 2016 Signature of Vocational Provider _____



**Job Analysis: Architectural Paint Crew Foreman (Av. Maintenance) – Port of Seattle
DOT # 840.381-010, 841.381-010, and 840.131-010**

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