



Bock Consulting

Job Analysis

Job Title	General Foreman – Laborers (MM)	Worker	_____
DOT Number	869.687-026 and 869.367-010	Claim Number	_____
Employer	Port of Seattle	Employer Phone #	(206) 787-3000
Employer Contact	Jim Kimball	Date of Analysis	8/4/15; 12/23/16

- 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 Maritime Division owns and operates approximately 1,200 acres of moorage, cargo-related, and cruise ship facilities. The Maritime Division employs a maintenance staff, which is responsible for general facility upkeep, pier and moorage system repairs, and utility maintenance.

This job analysis is for an individual working as the General Foreman–Laborers for Marine Maintenance.

Essential Functions:

The individual working in the General Foreman-Laborers position is responsible for supervising and directing the work activities of the Marine Maintenance Laborers group that provides services to all of the various business groups within the Seaport and Real Estate Divisions. The purpose of the General Foreman position is to provide day-to-day oversight of the group to optimize the available financial, physical, and human resources.

Marine Maintenance Laborers complete a wide variety of tasks involving physical labor, which may include moving materials, operating hand and power tools of all types, and assisting other craft workers. Laborers primarily work during the day shift, although periodically projects may demand work during other shifts.





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Port of Seattle – DOT # 869.687-026 and 869.367-010***

The Laborers have a shop located at 25 S. Horton St. in Seattle. The General Foreman primarily works from an office in the shop, but will visit project locations, which may be in buildings, yard areas, on or around construction project sites, or on or under piers and docks.

The work performed by the General Foreman–Laborers can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	70-80%
Supervising work and personnel and providing assistance in and around shop	5-10%
Supervising work and personnel and providing assistance in the field	10-15%
Performing trade-specific work	0-10%
Total	100%

Tasks assigned to the General Foreman–Laborers may include:

- Receive notifications of new work orders/requests (via telephone, email, or job tracking system). Develop plans for completing requested projects, anticipating material, equipment, PPE, and staffing needs.
- Ensure that customer inquiries are responded to as quickly as possible. Make and return phone calls, and send and respond to electronic mails.
- Coordinate work between Marine Maintenance Management and the Laborers Crew Chief to ensure that all project work is well-planned and organized. Communicate with Manager(s) and Foreman regarding project/task priorities, project scheduling, and potential issues to ensure efficient work. Balance shop priorities with customer demands. Review shop operations and assignments with Foreman and implement changes as needed.
- Ensure that adequate staffing and resources are available to accomplish assigned tasks/projects.
- Seek overtime authorization as necessary to meet project needs.





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Port of Seattle – DOT # 869.687-026 and 869.367-010***

- Assist with ordering and gathering parts, supplies, equipment, and/or materials needed for projects. Work with the Foreman and Purchasing to ensure correct products and items are ordered and available when needed. Periodically work with vendors related to parts, supplies, and or materials needed. Accumulate necessary items for Laborers to use on projects to expedite transitions between projects.
- Visit project sites to oversee and inspect work. Ensure work is being performed in a safe manner and check for inconsistencies and deviations from operational and quality guidelines. Oversight and inspection tasks may be performed while in a boat or standing on a work float.
- Respond to requests for bids. Review work scope, materials, equipment, and staffing needs, and prepare an estimate related to the requested work.
- Complete all required forms and documents.
- Conduct project reviews to identify any issues that need to be addressed to ensure adherence to Port, County, and State laws and regulations.
- Ensure trouble calls, PMs, CMs and projects are completed in a timely and efficient manner. Review completion rates for PMs and CMs with Foreman.
- Take the initiative to eliminate tasks/activities that do not add value to shop operations.
- Maintain and encourage two-way dialogue and good working relationships with the Foreman and Laborers. Identify and facilitate resolution of team issues and conflicts.
- Work with other crafts and departments to develop team-oriented solutions on projects.
- Ensure the Foreman is coaching and fostering the development of team members to meet the needs of Marine Maintenance. Develop training plans in conjunction with Foreman and Manager(s).
- Monitor required team member training (safety, regulatory, etc.) and other courses and programs with Foreman. Ensure Laborers have the required certifications.
- Participate in the preparation and monitoring of annual budget. Provide sound and insightful recommendations to department and divisional management as requested.
- Ensure the Foreman has reviewed time cards for accuracy.
- Review leave requests as presented by Foreman, and forward to Manager(s).





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Port of Seattle – DOT # 869.687-026 and 869.367-010***

- Participate in safety meetings and work with Manager(s) to ensure that safety equipment, training and work time are adequately budgeted and available to provide a safe work environment for the Laborers.
- Attend periodic meetings with supervisors and other entities.
- Take on special projects and other tasks as needed.

Worker's Skills and Traits:

- Position requires a wide range of technical, leadership, business, customer relations, problem solving, and decision-making capabilities.
- Must have a thorough functional technical knowledge of construction methods and materials.
- Have the ability to identify the best method to correctly complete assigned tasks.
- Must be able to incorporate technical knowledge and expertise into decisions.
- Must have the ability to communicate effectively in English (written and verbal) with Manager(s), Foreman, Laborers, vendors, customers, and potentially the public.
- Should relate well to people at all levels, inside and outside the Port, and build appropriate relationships with individuals.
- Should encourage open dialog between all stakeholders.
- Have the ability to prioritize assigned tasks and projects, and manage multiple tasks/projects simultaneously.
- Have the ability to lead, motivate, and develop employees.
- Use diplomacy, professionalism, and tact at all times. Use common sense to diffuse high-tension situations comfortably and satisfactorily.
- Have the ability to follow directions and be detailed oriented while working.
- Ability to work independently without immediate direct supervision, but also within a team environment when necessary.
- Ability to work in external weather conditions, including working from a boat/float.
- Working knowledge of Windows-based computers and related accessories. Working knowledge of time tracking software, keyboarding and data input skills, and knowledge of electronic mail software.



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Port of Seattle – DOT # 869.687-026 and 869.367-010***

Machinery, Tools, Equipment, Personal Protective Equipment

- Computer, computer accessories, and project management software (Maximo).
- General office equipment, such as desk, chair, fax machine, telephones, and calculator.
- General office supplies, such as pens/pencils, notepads, binders, file folders, and copy paper.
- Multi-line telephone. Two-way radio. Cellular phone.
- Hand tools and power tools. Toolboxes or buckets. Flashlight.
- Work truck or other vehicle.
- Ladders. Man lifts.
- Forklift. Hand truck.
- Work skiffs/boats (14 and 16 foot boats) with outboard engines (larger boat has center console steering).
- 2-way radios. Traffic cones.
- Tide chart

When out of the shop, workers are required to wear a safety vest at all times. Eye and ear protection, respirators, and hard hats are required as necessary. The General Foreman may also wear gloves, approved safety boots, and rain gear. Fall arrest harnesses are worn when working at heights, or may be worn when working over or near an open vault.

When working on or within 6 feet of an edge of the water, personnel must wear personal floatation devices (“PFDs”).

Education / Training

Laborers, including the General Foreman, are represented by the Laborers’ Union Local 242.

Minimum qualifications include successful completion of a Washington State-approved apprenticeship program and possession of Journeyman status. Must possess a valid Washington State driver's license. Knowledge of basic computer Windows-based computers, including Microsoft Office programs (Word, Excel, Outlook) is required. The General Foreman is fingerprinted and must pass a background check.

Preferred qualifications include 10 years work experience as a Journeyman Laborer. Previous supervisory and project management experience is beneficial, as is the ability to utilize the CM/PM tracking system (Maximo).

Per the Dictionary of Occupational Titles (DOT):

869.687-026 Construction Worker. Specific Vocational Preparation (SVP): 2 (Thirty days or less)
869.367-010 Assistant Construction Superintendent, 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.		Frequently
Understanding and solving problems involving math and using the results.		Frequently
Using technology/instruments/tools & information systems.		Continuously
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.		Frequently
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.		Frequently
Multi-tasking.		Continuously
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.	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	C	While working at desk, driving to job sites, attending meetings, or potentially for short periods of time while working in the field.
Standing	S	Interchange with walking. Primarily in the office or shop area. May include standing on a ladder, in a man lift, a floating work platform, or in a boat.
Walking	O	Interchange with standing. Walking may be over concrete, asphalt, grating, or tile, or over uneven (such as rip-rap (large rocks) or dirt) or slippery surfaces (including mud and wet wooden docks).
Lifting (up to 10 pounds)	F	Paperwork, documents, and plans, phone, radio, reference books and supply catalogs, large binders, office supplies, flashlight, power and hand tools, boards, lengths of pipe, traffic cones, PPE.
Lifting (10 to 50 pounds)	S	Power tools, lengths of pipe, building materials, partial bags of sand or concrete, traffic barriers, furniture or office equipment, sheets of plywood or drywall (50-60 lbs.).
Carrying (up to 10 pounds)	F	Carrying for short distances paperwork, documents, and plans, reference books and supply catalogs, large binders, miscellaneous office supplies. Carrying for longer distances, even into the field, phone, radio, flashlight, power and hand tools, and PPE.
Carrying (10 to 50 pounds)	S	Carrying for short distances power tools, lengths of pipe, building materials, traffic barriers, furniture or office equipment, sheets of plywood or drywall (50-60 lbs.).
Pushing/Pulling (Up to 10 pounds)	F	Opening drawers or cabinets, opening doors, potentially while sorting freight/deliveries, placing items on or gathering items from shelves/racks, using tools, or moving furniture or office equipment.
Pushing/Pulling (10 to 25 pounds of force).	S	Shoveling, digging, using hand and power tools, pulling items from storage racks/shelves.
Reaching (up to shoulder height)	F	Reaching for items while seated at desk, reaching for items stored at or below shoulder height, writing on whiteboard, placing items on bulletin board, opening/closing doors, driving, climbing ladders, using tools, pushing wheeled carts, and pointing to objects. Most often between the waist and shoulder.
Reaching (over shoulder height)	S	Reaching for items while seated at desk, reaching for items stored above shoulder height, climbing ladders, and pointing to objects.
Bending Neck	C	Associated with all assigned tasks.
Bending at Waist	O	Reaching for items when seated at desk, working with plans, performing inspections, gathering reference books, supply catalogs, tools, equipment, and PPE at or below waist level, entering/exiting vehicles/boats, and driving.
Twisting at Waist	S	Reaching for items when seated at desk, performing inspections, and driving vehicle/boat.



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 Port of Seattle – DOT # 869.687-026 and 869.367-010***

Climbing Stairs/Ladders	S	Worker may encounter stairs in the shop facilities or when in the field. May climb and stand on ladder while conducting inspections (ladders can range from stepstools to extension ladders).			
Working at Heights/ Balancing	S	Climbing ladders, standing in man lift, or walking on staging constructed under docks. May also stand in a boat when necessary, which can take a significant amount of balancing.			
Stooping	S	Maneuvering into and out of work areas, performing inspections, and entering/exiting vehicles.			
Crouching/Kneeling	S	May interchange with bending at waist. Gathering items at or below waist level, and performing inspections.			
Crawling	N/A				
Repetitive Motion	N/A-S	Potentially if processing paperwork in the office or performing repetitive work in the field.			
Handling/Grasping	F	60	% Pinch Grasp	40	% Whole Hand Grasp
Fine Finger Manipulation	O	Working with paperwork and printouts, using reference books and supply catalogs, writing, using keys to start vehicle/boat and open doors, using two-way radio and telephones, using wrenches, screwdrivers, and pliers, and triggers on power tools,.			
Keyboarding	F	Entering work orders in computer system, checking on status of work orders, preparing reports, plans, and schedules, preparing and responding to emails, researching parts and materials, placing orders for items, responding to requests for bids, and checking on time entered in project management system.			
Writing	S	While documenting inspections, marking plans, completing forms, and taking notes.			
Driving	S	Driving truck, other vehicle, or boat.			
Foot Controls	S	Driving truck or other vehicle, and using safety switches on man lifts.			
Talking	C	Communicating with supervisors, co-workers, tenants, vendors, and potentially the public.			
Hearing	C	Communicating with supervisors, co-workers, tenants, vendors, and potentially the public. Listening for hazards and alarms.			
Seeing	C	Within normal corrected vision.			
Normal Job Site Hazards	S	Office and shop area: Generally limited. May encounter sharp tools or moving machinery. Field: Walking near trenches and open manholes/vaults, working at heights (ladders, man lifts), falling objects, striking head on overhead objects, working near moving vehicles, slippery walking surfaces, sharp tools, fumes, dust, noise, odors, and capsizing while working in a boat.			
Expected Environmental Conditions	C	Work primarily performed inside temperature-controlled shop office. Worker may be exposed to external weather conditions when visiting the field, and may be exposed to noisy environments, dust, and fumes.			



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Claimant:
Claim #:
8/4/15; 12/23/16
Page 10 of 11

***Job Analysis: General Foreman – Laborers (Marine Maintenance)
Port of Seattle – DOT # 869.687-026 and 869.367-010***

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: Skip Himes and Jim Kimball

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

Date December 23, 2016 Signature of Vocational Provider



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Port of Seattle – DOT # 869.687-026 and 869.367-010*

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