



Bock Consulting

Job Analysis

Job Title	<u>Laborer (MM)</u>	Worker	_____
DOT Number	<u>869.687-026</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 787-3000</u>
Employer Contact	<u>Jim Kimball</u>	Date of Analysis	<u>4/21/10; 6/11; 12/23/16</u>

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

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 was developed for the Laborers working for Marine Maintenance. Laborers generally perform 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.

Tasks Assigned to Laborers

Laborers can perform various tasks on projects assigned to Marine Maintenance. Projects may be completed as preventative maintenance projects, planned projects, or on an emergency basis in response to a specific event.

Projects may include: repairing/patching walkways, parking lots, sidewalks, and curbs, cleaning roofs and gutters on buildings and other structures, cleaning out storm drains, boring holes in concrete, removing areas of concrete or asphalt, patching storm water collection boxes, patching concrete dock floats, scraping mussels and other mollusks from cables, cleaning out pipes, helping layout irrigation systems, pressure washing walkways and docks, cleaning/preparing sites for work, performing demolition



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and project site clean-up work, and shoveling/removing snow and ice.

Specific tasks assigned to the Laborers may include:

- Meet/connect with Crew Chief on a daily basis.
- Request parts, supplies, and or materials needed for projects.
- Prepare and or review job hazard analysis for each project. Review job plan. Ensure work is performed in a safe manner.
- Lifting, carrying, and moving building materials, tools, and supplies, including bags of cement, bags of concrete, bags of sand, lumber, bales of hay, and fence parts, and other items.
- Digging holes for fencing (using shovel or power auger).
- Digging trenches in which pipe or electrical conduit will be placed.
- Setting up shoring to support the sides of trenches and excavations.
- Setting up traffic control cones and signs.
- Sweeping or shoveling rubble/debris.
- Moving dirt, gravel, or concrete using wheelbarrows or other types of wheeled carts.
- Erecting temporary fencing around project sites.
- Erecting permanent fencing. Repairing fences
- Digging, spreading, and leveling dirt and gravel, using pick and/or shovel.
- Mixing, pouring, and spreading concrete, asphalt, gravel, and other materials, using hands or hand tools.
- Placing sandbags on tarps used to control storm water runoff.
- Cleaning tools, equipment, and materials.
- Demolition of concrete forms.
- Filling expansion joints with asphalt.
- Placing culvert sections in trench.
- Removing old pipe and transporting new pipe into place for connection by Plumbers.
- Guiding/operating suction tube on Vactor truck to clean out manholes, vaults, and storm water boxes.
- Assist with the operation of the jetter used to clean out pipes.
- Assist with the operation of a Layton box used to spread larger quantities of asphalt.
- Use an asphalt lute to compact edges of freshly spread asphalt.
- Setting up pumps to move water out of holes and vaults, or

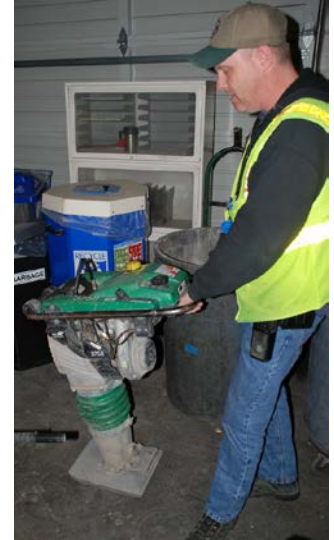




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off of roofs.

- Guiding objects, such as jersey barriers, trench boxes, or pipes into place when suspended by a lift or crane.
- Moving furniture as requested.
- Enter time by work order on a daily basis into job tracking system (Maximo).
- Enter description of work completed in work log.
- Send and respond to electronic mails.
- Attend periodic meetings during which training is provided and important safety issues are discussed.
- Assist other crafts as requested.
- Potentially supervise apprentices or mentor students.
- Complete all required forms and documents.



Worker's Skills and Traits

- Knowledge of materials, methods, and tools used on construction-type projects.
- Have the physical abilities to accomplish all of the tasks assigned to a Laborer. Many of the lifting and carrying requirements would be categorized as heavy, and the workers must be able to stand and walk for extended periods of time. In addition, Laborers must be able to bend, stoop, and work in awkward positions to perform all aspects of this job.
- Good eyesight, hand-eye coordination, and manual dexterity.
- Ability to work independently, but also within a team as required.
- Ability to follow directions closely and be detail oriented while working.
- Must be flexible and be able to change assignments as dictated by work demands.
- Having the skills to problem solve, identify the best way to accomplish a task, and complete the assigned task(s) in a timely and efficient manner.
- 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.
- Able to work in a safe manner in any kind of weather. Rarely, work may be performed from a boat.

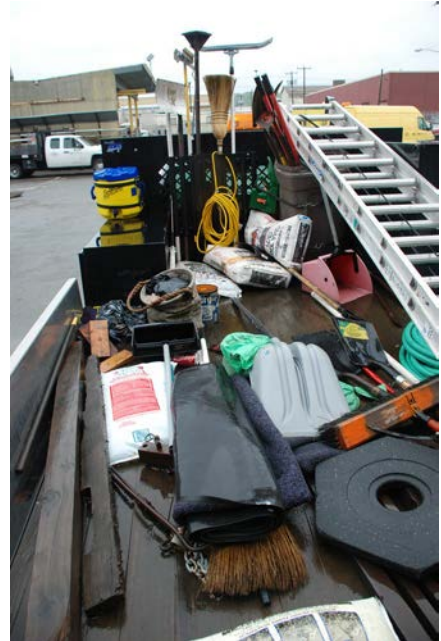




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Machinery, Tools, Equipment, Personal Protective Equipment

- Hand, pneumatic, and power tools, including shovels, picks, rakes, tampers, brooms, levels, measuring tapes, grinders, chipping guns, jack hammers, rock drills, chainsaws, reciprocating saws, concrete saws, post hole diggers, powered augers, concrete floats, and asphalt rakes and lutes.
- Power tamper.
- Wheelbarrows and carts.
- Manlifts or other personnel lifts.
- Ladders.
- Forklifts.
- Various kinds of pressure washers.
- Pumps.
- Vacuum cleaners.
- Vactor truck.
- Buckets.
- 2-way radios.
- Confined space detector (“sniffer”).
- Computer, computer accessories, and project management software (Maximo). General office equipment, such as fax machine and telephones. General office supplies, such as pens/pencils, notepads, binders, and copy paper.



Workers are required to wear a safety vest, approved safety boots, and eye and ear protection. Hard hats, respirators, and protective suits are required as necessary. Fall protection equipment is required if a worker is within six feet of an elevated edge. Laborers may also wear gloves, rain gear, and kneepads.





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Education / Training

Laborers are represented by the Laborers Local 242. In general, the Laborers working for Marine Maintenance are Journeymen level Laborers. Journeymen have successfully completed the apprenticeship program offered through the Laborers' union.

The purpose of the apprenticeship program is to develop a qualified, versatile and safe Laborer work force, and the training during the apprenticeship includes both classroom training and on the job experience. The apprenticeship program consists of 4,000 hours of on the job experience, and a minimum of 320 hours off the job related training. It can take an individual from 2 to 4 years to complete the apprenticeship program. A core curriculum is provided to Apprentices, consisting of basic construction skills, the correct use of tools and equipment, and knowledge of safety and health procedures. The remainder of the curriculum consists of specialized skills training in three of the largest segments of the construction industry: building construction, heavy/highway construction, and environmental remediation (cleaning up debris, landscaping, and restoring the environment to its original state). At the completion of the training, Laborers have fundamental knowledge of materials, methods, and the tools involved in construction work, knowledge of the machines, tools, and equipment used on the job, and knowledge of the practical application of engineering science and design techniques involved in the construction industry.

Laborers are also forklift certified.

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): 869.687-026 Construction Worker

Specific Vocational Preparation (SVP): 2 (Thirty days or less)



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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.		Occasionally
Understanding and solving problems involving math and using the results.		Occasionally
Using technology/instruments/tools & information systems.		Occasionally
Working with two and three dimensional formats.		Continuously
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.		Frequently
Remembering simple instructions.		Continuously
Remembering detailed instructions.		Continuously
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.		Occasionally
Determining and following precise sequences.		Frequently
Coordinating and compiling data and information.		Occasionally
Analyzing, synthesizing data and information.		Occasionally
Tasking and Planning		
Performing repetitive or short-cycle work.		Continuously
Working under specific instructions.		Occasionally
Completing complex tasks.		Occasionally
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.		Continuously
Planning, prioritizing, and structuring daily activities.		Occasionally



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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.	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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Climbing Ladders/Stairs	S	Depending on work assigned. Ladders may be used to enter or exit trenches, or reach work areas on buildings or roofs. Stairs may be encountered in the field or in the shop building.
Working at Heights/Balancing	S-O	Depending on work assigned. Laborers would rather use a manlift than stand and work on a ladder. Working around open trenches or underground vaults. Working on roofs. Working on docks.
Bending at Waist	F	While shoveling, using asphalt lutes, saws, drills, and jackhammers, performing demolition tasks, placing pipes, picking up building and fencing materials, and gathering bags of sand and cement.
Bending Neck	C	
Crouching/Kneeling	O-F	Depending on work assigned.
Crawling	S	Depending on work assigned. In general crawling is not a
Twisting at Waist	O-F	Depending on work assigned. While loading work truck, shoveling, spreading dirt or gravel, placing conduit or pipe in trench, guiding objects suspended by a lift or crane.
Reaching (Floor to Shoulder)	F	While gathering tools and equipment in shop or from truck, setting up fencing, performing demolition tasks, digging, sweeping, and pulling items from storage racks/shelves.
Reaching (Over the Shoulder)	S-O	Depending on work assigned. Gathering tools and equipment in shop or from truck, pulling items from storage racks/shelves, throwing items into dumpster, placing pipe into a trench, or patching storm water collection boxes. May also need to reach overhead while working in a trench.
Repetitive Motion	S	Although generally limited due to the variety of tasks performed by Laborers, potentially while shoveling/digging.
Keyboarding	S	Very limited. Workers use computer keyboard to enter time spent on projects/work orders each day (3-5 minutes).
Handling/Grasping	C	30 % Pinch Grasp 70 % Whole Hand Grasp
Fine Finger Manipulation	O	Using hand tools, pulling triggers on power tools, tying ropes, weaving fence lengths together, using 2-way radios, and writing.
Talking	O-F	Communicating with co-workers, supervisors, and public.
Hearing	F	Communicating with co-workers, supervisors, and public. Listening for signs of danger (traffic, yelling, radio).
Seeing	C	Visual abilities would be considered important in this position.
Writing	S	Writing notes and measurements.
Normal Job Site Hazards	F	Working in trenches, carrying heavy objects, working at heights (ladders and manlifts), falling objects, striking head on overhead objects, working near moving vehicles/equipment, slippery walking surfaces, sharp tools, fumes, dust, noise, and vibrations. Entering confined spaces (air quality must be tested before entering). Heat exhaustion can be an issue if working with asphalt on a warm day. There may be a rare circumstance that there may be a risk of capsizing if working from a boat.
Expected Environmental Conditions	C	Work is performed in any environment, typically exposed to the Pacific Northwest weather, although work may also be performed in a shop environment or inside buildings. In addition, workers may be exposed to noisy environments, dust, and fumes.



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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: Tom Berg and Jim Kimball

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

Date December 23, 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