



Bock Consulting

Job Analysis

| | | | |
|------------------|------------------------|------------------|---------------------------------|
| Job Title | <u>Landscaper (MM)</u> | Worker | _____ |
| DOT Number | <u>408.687-014</u> | Claim Number | _____ |
| Employer | <u>Port of Seattle</u> | Employer Phone # | <u>(206) 787-3000</u> |
| Employer Contact | <u>Scott Veysey</u> | Date of Analysis | <u>3/2/06; 6/21/11; 9/13/17</u> |

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 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 a Landscaper for Marine Maintenance. Employees in this position are responsible for maintaining the landscaping of the various Seaport Division properties (which total approximately 80 acres, and include everything from large open fields to bike paths to planting containers), and periodically completing installation projects.

Essential Functions:

On a daily basis, the Landscapers meet and obtain equipment at the Marine Maintenance Shop (located at 25 S. Horton St. in Seattle), however, most of the work performed in the field. In general, Landscapers are assigned to work on specific properties owned by the Port.

The Port of Seattle has elected to practice 100% organic gardening; therefore, no chemical pesticides or herbicides are used on Port properties. There is also a philosophy of recycling/reusing as much of the organic material as possible, including chipping branches and limbs and using them as mulch, and composing grass clippings and leaves.



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***Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
DOT #408.687-014***

Tasks assigned to Landscapers 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.
- Loading equipment and tools into a truck or onto a trailer and drive to the assigned work site. Each landscaper is assigned a specific truck and is responsible for the equipment and tools used in the field.
- Pulling/cutting weeds. May be by hand or with a line trimmer or hoe.
- Mowing grass.
- Using backpack blowers to move grass and other debris into piles.
- Raking weeds, trimmings, and clippings. Debris may be placed in 32-gallon garbage cans or on a tarp, and loaded onto a trailer for disposal.
- Planting seeds, flowers, shrubs and trees, including digging holes in ground, and potentially moving trees with large root balls.
- Collecting and distributing mulch. Mulch is loaded into a truck and driven to the work site. The mulch can then be shoveled into a 32-gallon garbage can or wheelbarrow and dumped, or shoveled and distributed directly out of the truck.
- Trimming hedges.
- Pruning trees. May prune by climbing a tree or using a ladder to reach the necessary areas. For large jobs, outside vendors may be used to complete the necessary tasks.
- Fertilizer distribution.
- Picking up trash. Watering plants. Digging trenches.
- Clear accumulations of snow and ice. Spread product used to melt snow/ice on Port properties as necessary to ensure safety.
- Complete installation projects based on prepared designs/plans. Provide input during installations.
- 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.



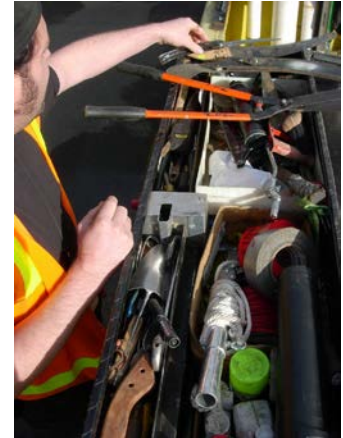


***Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
DOT #408.687-014***

- 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.

Necessary skills and abilities include:

- Identifying the best method, equipment, or tool to complete the assigned tasks.
- Knowledge of proper pruning and landscape maintenance techniques.
- Knowledge of organic gardening philosophies and techniques.
- Operating equipment and/or tools in a safe manner while performing assigned tasks.
- Having the physical abilities to perform all of the tasks assigned to a Landscaper.
- Being able to work independently without immediate direct supervision.
- Being able to work in any kind of weather.
- Working knowledge of Windows-based computers, related accessories, time tracking software, keyboarding, data input skills, and electronic mail software.



Machinery, Tools, Equipment, Personal Protective Equipment:

- Hand tools, including saws, shears, hoes, rakes, loppers, pole pruner, pole saw, weed pullers, machetes, and various types of shovels and brooms.
- Power tools, including line trimmers (14 pounds/6' long), backpack blowers (23 pounds), gas hedge shear (12 pounds), and chainsaws (24 pounds).
- Mowers: walk-behind (21" cutting width), deck mower (48" cutting width), and riding mower (60" cutting width).
- Wheelbarrows. Hand/root ball trucks.
- Brush and limb chipper.
- Man-lift, forklift, and backhoe.
- Tool boxes or tool buckets.
- Water hoses, ropes, tarps, ladders.
- Work truck with storage boxes and trailer.
- 2-way radios with rechargeable batteries.
- Root ball carrier (2-man).
- Computer, computer accessories, and project management software (Maximo).



Workers are required to wear safety vests at all times. Eye and ear protection are also required when operating equipment. Hard hats are worn as needed when working near construction, or when work is



***Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
DOT #408.687-014***

being performed overhead (such as when pruning trees).

Landscapers may also wear gloves, kneepads, chainsaw chaps, approved safety boots, fall arrest harnesses (when climbing trees for pruning), and rain gear. Landscapers may also wear personal floatation devices (“PFDs”) when working near the edge of the water.

Education / Training:

High school graduate (or equivalent), plus three years of prior landscape maintenance experience.

In addition, when considering candidates for a Landscaper position, the following training, experience, and/or designations are beneficial:

- Course work in horticulture landscape practice or related disciplines.
- Training in current organic and Integrated Pest Management (“IPM”) practices.
- Licensed Arborist (certified through the International Society of Arboriculture (“ISA”).
- Washington State Pesticide Applicator’s license.
- Washington Certified Nurserymen’s License (“WCN”) and/or Washington Certified Landscaper (“WCL”) and/or Certified Washington Association of Landscape Professionals (“WALP”) designations.
- Master Gardner designation.
- 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.

Landscapers are represented by the Laborers’ International Union (Local 242). In addition, if the worker does not have specified designations at the time of employment, the individual must obtain the designations (worker must obtain a Washington State Pesticide Applicator’s license within 12 months of employment, and an ISA, WCN, WCL, or WALP certification within 18 months of employment).

Per the Dictionary of Occupational Titles (DOT): 408.687-014 Laborer, Landscape

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



**Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
 DOT #408.687-014**

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. | Occasionally |
| 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. | Frequently |
| Working under specific instructions. | Frequently |
| Completing complex tasks. | Occasionally |
| Directing, controlling, or planning for others as necessary for basic tasks. | Occasionally |
| Directing, controlling, or planning for others as necessary for complex tasks. | Rarely |
| Multi-tasking. | Frequently |
| Planning, prioritizing, and structuring daily activities. | Continuously |



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Claimant:
Claim #:
3/2/06; 6/21/11; 9/13/17
Page 6 of 9

***Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
DOT #408.687-014***

| 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 |



**Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
 DOT #408.687-014**

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 | O | While driving to work sites, driving a riding mower, forklift or backhoe. |
| Standing | F | Interchange with walking. Frequency will depend on assigned tasks. |
| Walking | F | Interchange with walking. Frequency will depend on assigned tasks. May be over uneven, slippery surfaces/terrain – dirt, mud, branches, and leaves. |
| Lifting (up to 30 pounds) | F | Lifting hand and power tools. Lifting shovels full of dirt, weeds, mulch, or chips. Line trimmer (14 pounds). Backpack blower (23 pounds); chainsaw (24 pounds). |
| Lifting (30 to 60 pounds) | O | 32-gallon garbage can containing mulch, leaves or other debris. Ramps used to gain access into the work trailers weigh 35 to 50 pounds each. Opening/ closing debris shoot on chipper (approx. 40 pounds to lift). Carrying bags of fertilizer and product used to melt snow/ice. |
| Lifting (60 to 80 pounds) | S | Lifting plants and trees. Plants with sizable rootballs can be carried by two workers using a rootball carrier. NOTE: Plants with very large rootballs can be lifted using a backhoe. |
| Carrying (up to 30 pounds) | F | Carrying hand and power tools. Line trimmer (14 pounds). Backpack blower (23 pounds); chainsaw (24 pounds). |
| Carrying (30 to 60 pounds) | O | 32-gallon garbage can containing mulch, leaves or other debris. Carrying bags of fertilizer and product used to melt snow/ice. |
| Carrying (60 to 80 pounds) | S | NOTE: A hand truck, backhoe, or forklift can generally be used to lift/move heavy items. |
| Pushing/Pulling (May be up to an estimated 60 pounds of force). | F | Pull starting mowers and other gas-powered equipment. Maneuvering a walk-behind or deck mower (up to 40 pounds of force to push down and pivot mover). Pulling 32-gallon garbage can containing mulch, weeds, leaves or other debris. Pulling tarp containing brush, leaves, weeds, or other debris. Pushing/pulling plants with large rootballs into holes dug for planting. More than one worker may be used to move heavy items. |
| Climbing Stairs/Ladders | S | Stairs when encountered. Ladders to prune trees. |
| Working at Heights/ Balancing | S | Landscapers climb ladders and trees to complete pruning tasks. Very rarely, a Landscaper may be asked to ride in a boat. |
| Bending at Waist | C | Weeding, raking, shoveling, maneuvering/driving mower, using line trimmer or backpack blower, entering/exiting work truck, picking up trailer ramps, and inserting limbs and branches in chipper. |
| Bending Neck | C | All of the assigned tasks involve neck movement: shoveling, raking, using a blower or line trimmer, pruning, driving, mowing, and weeding. |
| Twisting at Waist | F | Many of the assigned tasks use a twisting motion: shoveling, raking, and using blower or line trimmer, and mowing. |
| Crouching/Kneeling | F | While weeding and performing other tasks below waist level. NOTE: Workers may wear kneepads while working. |



**Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
DOT #408.687-014**

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| Crawling | S | While weeding and performing other tasks below waist level. NOTE: Workers may wear kneepads while working. |
| Stooping | S | |
| Reaching | C | In general, many of the frequently assigned tasks involve reaching movements: raking, shoveling, weeding, mowing, pruning (i.e., using pole pruner and pole saw to reach branches and limbs in trees), and gathering the supplies and equipment. Reaching heights are from the ground to over the shoulder. |
| Driving | O | Driving work truck (with trailer), riding mower, backhoe, and forklift. |
| Foot Controls | O | Driving work truck, riding mower, backhoe, and forklift. |
| Repetitive Motion | O-F | Frequency depends of assigned task. While raking, shoveling, and weeding by hand. |
| Handling/Grasping | C | 30 % Pinch Grasp 70 % Whole Hand Grasp |
| Fine Finger Manipulation | S | Using tools and manipulating controls/buttons/triggers on equipment. |
| Keyboarding | S | While entering time and work performed on a daily basis, creating and responding to electronic mail. |
| Talking | F | Communicating with supervisors, co-workers, and the public. |
| Hearing | F | Communicating with supervisors, co-workers, and the public. |
| Seeing | C | Within normal limits, with or without correction. |
| Writing | S | |
| Normal Job Site Hazards | C | Working with tools and equipment (particularly power equipment). Lifting/carrying/pushing/pulling large and/or heavy objects. Working at heights, falling objects (tree limbs and branches), moving/mechanical equipment (i.e., inserting brush and limbs into the chipper), slippery ground and walkways, saws and other sharp tools, fumes, dust, noise, odors, and vibrations. |
| Expected Environmental Conditions | C | Almost all of the work is performed outside. Therefore, workers are exposed to the weather. In addition, Landscapers may be exposed to noise, dust, and fumes while working. |

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: Scott Veysey

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

Date September 13, 2017 Signature of Vocational Provider



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Claimant:
Claim #:
3/2/06; 6/21/11; 9/13/17
Page 9 of 9

**Job Analysis: Landscaper (Marine Maintenance) – Port of Seattle
DOT #408.687-014**

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

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