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Job Analysis

Job Title	Landscaping Crew Chief (MM)	Worker	
DOT Number	408.687-014 and 406.134-014	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-3000
Employer Contact	Scott Veysey	Date of Analysis	6/23/11; 9/13/17

- 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 Landscaping Crew Chief for Marine Maintenance.

Essential Functions:

The Landscaping Crew Chief is responsible for the supervision and management of the Marine Maintenance Landscapers who are tasked with 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).



On a daily basis, the Landscapers meet with the Crew Chief 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.

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The work performed by the Landscaping Crew Chief can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	10-25%
Supervising work and personnel and providing assistance in and around shop	10-20%
Supervising work and personnel and providing assistance in the field	20-30%
Performing trade-specific work	40-60%
Total	100%

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.

Tasks assigned to Landscaping Crew Chief include:

- 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 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 and or review site specific safety plan for each project/work task. Prepare job plans and supporting documentation as needed.
- Prepare personnel schedules and assign work tasks.
- Coordinate scheduling with other trades to ensure materials, equipment, and workers from other trades are available as needed to complete assigned work orders/projects. Coordinate with outside vendors/contractors/entities. Coordinate scheduling with Port Facility Maintenance Managers and tenants.
- Enter time by work order on a daily basis into job tracking system (Maximo). Review daily time entered by crew and approve.
- Ensure description of work completed is available and or correct in work log.
- Send and respond to electronic mails.





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- Provide training to one or more crew members to cover duties of Crew Chief when Crew Chief is not working/available.
- Visit project sites and oversee/inspect completed work. Ensure work is being performed in a safe manner.
- Meet/connect with crew daily to manage workflow, address issues, and reassign personnel based on work demands.
- Lead periodic meetings to provide training and discuss important safety issues.
- Attend periodic meetings with supervisors and other entities.
- Coordinate work priorities with supervisors.
- Assist crew members with technical input, answer questions from crew, and provide troubleshooting advice as needed.
- Respond to requests for bids. Review work scope, materials, equipment, and staffing needs, and prepare an estimate related to the requested work.
- Ensure crew has current certifications and or training as required by policy, law, or ordinance.
- Potentially supervise apprentices or mentor students.
- Reviewing drawings, plans, and schematics for potential projects.
- Assist crew in choosing tools, equipment and materials.
- Oversee implementation of programs required by law or ordinance.
- Complete installation projects based on prepared designs/plans. Provide input during installations
- Loading equipment and tools into a truck or onto a trailer and drive to 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





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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.
- Spraying fine oils and 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.
- Some tasks and work may be performed while in a boat or standing on a work float



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 knowledge of electronic mail software.



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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.
- 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 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).



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 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 flotation devices ("PFDs") when working near the edge of the water.



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Education / Training:

Landscaping personnel, including the Crew Chief, represented by the Laborers' International Union (Local 242). The Landscaping Crew Chief would be a Journeyman level Landscaper with significant experience in the tasks and duties of the trade.

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 a ISA, WCN, WCL, or WALP certification within 18 months of employment).

Crew Chiefs must also complete the Front Line Supervisor Training as a Port of Seattle Requirement. This training is offered once a year and must be completed during the first year as a Crew Chief.

A Boater's Education Card is required for all employees who perform work while in a boat or standing on a work float.

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.

In addition, when considering candidates for a Landscaping Crew Chief 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.
- High school graduate (or equivalent), plus three years of prior landscape maintenance experience.

Per the Dictionary of Occupational Titles (DOT):

408.687-014 Laborer, Landscape – Specific Vocational Preparation (SVP): 2 (Thirty days or less)

406.134-014 Supervisor, Landscape – Specific Vocational Preparation (SVP): 6 (one to two 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.	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.	Continuously
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.	Frequently
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.	Occasionally
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.	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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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. While using a computer, telephone, and other office equipment to complete administrative tasks and paperwork.
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 10 pounds)	F	Lifting radio, phone, office supplies, paperwork, small tools.
Lifting (10 to 30 pounds)	O	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 80 pounds)	S	Lifting 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 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 10 pounds)	F	Carrying radio, phone, office supplies, hand and power tools.
Carrying (10 to 30 pounds)	O	Carrying line trimmer (14 pounds). Backpack blower (23 pounds); chainsaw (24 pounds).
Carrying (30 to 80 pounds)	S	Carrying 32-gallon garbage can containing mulch, leaves or other debris. Carrying bags of fertilizer and product used to melt snow/ice. 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).	O	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	F	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.



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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.
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. May also reach while working at desk.
Driving	O	Driving work truck, riding mower, backhoe, and forklift.
Foot Controls	O	Driving work truck, riding mower, backhoe, and forklift.
Repetitive Motion	O	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	F	Using hand and power tools, and manipulating controls/buttons/triggers on equipment. Operating 2-way radio. Dialing phone. Keys. Processing paperwork.
Keyboarding	O	While entering time and work performed on a daily basis, creating and responding to electronic mail. Placing orders for materials.
Talking	F	Communicating with supervisors, co-workers, and the public.
Hearing	C	Communicating with supervisors, co-workers, and the public. Listening for alarms and hazards.
Seeing	C	Within normal limits, with or without correction.
Writing	S	
Normal Job Site Hazards	F	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	Work may be performed in a shop office or shop environment. A majority of the work is performed outside. Therefore, worker may be exposed to the weather. In addition, Landscapers may be exposed to noise, dust, and fumes while working.



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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:	Scott Veysey
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Completed by Vocational Provider Brice York, B.A., CDMS

Date September 13, 2017 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

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