



Bock Consulting

Job Analysis

Job Title	Truck Driver Crew Chief (MM)	Worker	
DOT Number	905.663-014 and 909.137-010	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-3000
Employer Contact	Todd Sullivan	Date of Analysis	5/3/11; 9/14/17

- 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 is for an individual working as a Truck Driver Crew Chief for Marine Maintenance.

Work is generally performed on the day shift, Monday through Friday, with limited overtime by seniority.

Essential Functions:

The Truck Driver Crew Chief is responsible for supervising and directing the daily work activities of the Truck Drivers, and driving various vehicles in support of the other trades working for Marine Maintenance. Truck Drivers may also be asked to perform more general hauling duties for other groups within the Port of Seattle.

Vehicles operated range in size from pickup trucks to large tractor-trailers. The primary vehicle driven by the Crew Chief is a pickup truck.



The work performed by the Truck Driver Crew Chief



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can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	20-30%
Supervising work and personnel and providing assistance in and around shop	0-10%
Supervising work and personnel and providing assistance in the field	0-10%
Performing trade-specific work	50-80%
Total	100%

Tasks Assigned to the Truck Driver Crew Chief

- Receive notifications of new work orders/requests (via telephone, email, or job tracking system). Create documentation of the work request, and develop plan for completing requested tasks. Plan for equipment and staffing needs.
- Coordinate scheduling with other trades to ensure materials and equipment are available as needed to complete assigned work orders/projects. Coordinate with outside vendors/contractors/ tenants/other entities as needed.
- Meet/connect with crew daily to manage workflow, address issues, and reassign personnel based on work demands.
- Prepare and or review job hazard analysis, as needed.
- Assist Drivers in choosing equipment to use to complete requested tasks.
- Visually inspect the vehicle to be operated prior to driving it to identify any immediate safety and or maintenance issues.
- Load equipment onto a truck or trailer in preparation for transport.
- Driving pickup truck with automatic transmission for local pickups and delivery of material.
- Drive one-ton automatic transmission flatbed truck with sideboards for pickup and delivery of various materials. Truck has sideboards (20 lbs each), and driver may be required to lift them to remove and reinstall in order to accommodate various loads.
- Drive dump truck hauling tilt bed trailer truck to move equipment such as forklifts, man lifts and larger loads such as backhoes, building material (lumber, pipes, etc.).





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- Drive dump truck to load and haul all types of material as need for various maintenance and construction projects, such as asphalt, dirt, debris, or similar types of material. Driver needs the ability to operate pneumatic controls to operate truck bed.
- Drive tractor-trailer with a manual transmission to pick up and deliver various types of equipment and materials.
- Operate equipment, such as forklifts and manlifts to load and unload materials and equipment.
- Assist in the loading/unloading of various types of materials, such as lumber, rebar, pipes, automotive supplies, or any other items needed for maintenance or construction projects.
- Enter time by work order on a daily basis into job tracking system (Maximo) documented by Drivers. Provide description of work. Review time and work descriptions entered by crew and approve.
- Send and respond to electronic mails.
- Provide training to other personnel to cover duties of Crew Chief when Crew Chief is not working/available.
- 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 other Drivers with technical input, answer questions from crew, and provide troubleshooting advice as needed. Communication is generally by radio or cellular phone.
- Ensure personnel has current certifications and or training as required by policy, law, or ordinance.
- Potentially supervise apprentices or mentor students.
- Complete all required forms and documents.



Worker's Skills and Traits

- Must have the knowledge and ability to apply commercial driving regulations on area roads.
- Must have the knowledge and ability to inspect vehicles and equipment to identify potential issues.



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- Must be able to operate vehicles with automatic and manual transmissions.
- Must be able to communicate effectively with others in person and on the telephone.
- Must be able to interact and work with others professionally.
- Must be able to maintain telephone or radio contact with supervisor or other tradesmen to receive delivery instructions.
- Must be able to maintain truck logs according to state and or federal regulations.
- Must be organized and able to prepare documentation for loads picked-up and delivered.
- Must be able to safely load and unload truck, including, positioning blocks, straps, chains, or ropes to secure cargo during transportation.
- Must have the ability to pass a DOT physical examination periodically (typically once every 2 years, but may be more frequent based on an individual's medical history).
- 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.



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.
- Various types of trucks: pickup truck, flatbed truck, dump truck, tractor-trailer. Tilt-deck trailers.
- Driving various types of equipment, including excavators, backhoes, forklifts, and manlifts to load them on a trailer.
- Forklift to load, unload, and move items. Pallet jack.
- Chains, straps, and ropes. Ratchet handle (7 lbs.)
- Two-way radios. Cellular telephone.
- Traffic cones. Tarps.
- Pen, document organizers, and other office supplies
- Rolls of shrink wrap.





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Education / Training

Truck Drivers, including the Crew Chief, are represented by Teamsters Local #174.

The Crew Chief would be a Journeyman level Truck Driver with significant experience in the trucking/transportation trade.

Drivers must hold a current and valid Commercial Driver's License – Level A.

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.

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):

905.663-014 Truck Driver, Heavy Specific Vocational Preparation (SVP): 4 (Three to four months)

909.137-010 Driver Supervisor 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.	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.	Rarely
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.	Occasionally



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Tasking and Planning	
Performing repetitive or short-cycle work.	Occasionally
Working under specific instructions.	Continuously
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.	Occasionally
Planning, prioritizing, and structuring daily activities.	Frequently
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.	Beneficial
Being punctual.	Required
Taking rest periods at set times or only at times determined by breaks in job responsibilities.	Required
Adjusting to a flexible schedule of work days and or shifts.	Beneficial



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Note: To pass a Department of Transportation (“DOT”) physical, a Truck Driver should have good hearing, at least 20/40 vision with glasses or corrective lenses, and a 70-degree field of vision in each eye. Truck Drivers may not be colorblind. Drivers must also be able to hear a forced whisper in one ear at not less than 5 feet (with a hearing aid if needed). Drivers must also have normal use of their arms and legs, and have normal blood pressure.

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

	Frequency	Comments
Sitting	F-C	Working at desk, driving vehicles and other equipment, or participating in meetings. Some seats in the trucks are air cushioned.
Standing	O	Interchange with walking. Standing may be on concrete, tile, carpet, asphalt, dirt, gravel, even and uneven surfaces, and or wet or oily surfaces.
Walking	O	Interchange with standing. Walking may be over concrete, tile, carpet, asphalt, dirt, gravel, even or uneven surfaces, and or wet or oily surfaces.
Lifting (up to 10 pounds)	F	Paperwork, cellular or phone handset, 2-way radio, office supplies, straps (5 lbs), ratchet handle (7 lbs), individual traffic cones, and rolls of shrink wrap.
Lifting (10 to 30 pounds)	O	Assisting with loading/unloading items, lifting 3 or more traffic cones, lifting chains to tie down equipment.
Lifting (30 to 70 pounds)	S	Potentially while assisting with loading/unloading items. Generally help is available to assist, and very heavy items are lifted using a forklift or another lifting device.
Carrying (up to 10 pounds)	F	Paperwork, cellular phone, 2-way radios, office supplies, straps (5 lbs), ratchet handle (7 lbs), individual traffic cones, and rolls of shrink wrap.
Carrying (10 to 30 pounds)	O	Assisting with loading/unloading items, carrying 3 or more traffic cones, carrying/dragging chains to tie down equipment.
Carrying (40 to 70 pounds)	S	Potentially while assisting with loading/unloading items. Generally help is available to assist, and very heavy items are lifted using a forklift or another lifting device.
Bending Neck	C	Performing assigned tasks.
Pushing/Pulling (Up to 15 pounds)	O	Opening/closing drawers and doors, closing tailgates, shifting gears (manual transmissions on larger trucks), moving items on trucks or pallets, pulling straps across load, dragging chains to secure equipment, closing door on back of trailer, using levers to operate tilt deck.
Pushing/Pulling (15 to 40 pounds)	S	Moving items on trucks or pallets, adjusting forks on forklift, pulling straps across load, dragging chains to secure equipment, tightening chain tensioners to secure equipment, pulling oneself into cab of larger trucks with an external handle.
Pushing/Pulling (75 to 100 pounds)	S	Opening hood of the vehicle for inspection. Using ratchet handle to tighten straps across loads.



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Climbing Stairs/Ladders	S	Depends on assignment and vehicle being operated. Larger vehicles have stairs to get into the cabs (stairs at 18”, 30”, and 45”). May use stairs/short ladders attached to trucks to enter back of truck. May encounter stairs in shop building, or in the field.
Working at Heights/ Balancing	S	Climbing stairs or short ladders on trucks. May work in the back of a truck or on a flat bed 48” to 60” from the ground.
Bending at Waist	F	Retrieving items on desk when sitting at desk, performing pre-trip inspections, entering the truck, steering, checking mirrors, wrapping items with shrink wrap, and climbing into or onto truck to ensure the load is secure or placed correctly. Gathering items at or below waist level.
Crouching/Kneeling	S	Performing pre-trip inspections, wrapping items with shrink wrap, securing loads.
Stooping	S	Entering/exiting vehicles/equipment.
Twisting	O	Driving and entering/exiting vehicles/equipment.
Reaching (Floor to Shoulder)	F	Gathering forms and other items on and around desk, opening vehicle doors, driving, shifting gears, adjusting and operating controls in truck, gathering straps and chains to secure loads, using controls on tilt-deck trucks.
Reaching (Over the Shoulder)	O	Opening vehicle doors or grasping handle on outside of truck cab on larger trucks, adjusting and operating controls while seated in vehicles, gathering straps and chains to secure loads, closing overhead door on trailer, connecting hoses between tractor and trailer (may be 48” to 60” above the ground).
Repetitive Motion	N/A	The variety of work and circumstances in which tasks are performed eliminates repetitive motion.
Handling/Grasping	F	50 % Pinch Grasp 50 % Whole Hand Grasp
Fine Finger Manipulation	F	Writing, processing paperwork, opening doors, operating the controls of vehicles, using cellular phone or 2-way radio, securing loads, and wrapping items with shrink wrap.
Keyboarding	O	Receiving/responding to email. Entering time in tracking system.
Driving	F	Operating vehicles.
Operating Foot Controls	F	Operating pedals while driving.
Talking	F	Communicating with co-workers, supervisors, vendors, and public.
Hearing	C	Communicating with co-workers, supervisors, vendors, and public. Listening for radio traffic and hazards.
Seeing	C	Within normal limits, with or without correction. Depth perception and field of vision are important.
Writing	O	Writing notes and completing forms.
Normal Job Site Hazards	F	Equipment failures, other moving vehicles, traffic, adverse weather conditions (rain, snow), driving in the dark, shifting cargo, heavy objects, fumes, dust, loud noises, hot metal parts (burn hazard).
Expected Environmental Conditions	C	The Crew Chief will perform some tasks/duties from a shop office. While driving, the worker is working seated inside a vehicle (some of the vehicles are temperature controlled). While working, Drivers can expect to encounter every type of weather condition, and Drivers are exposed to outside weather conditions when exiting the vehicles they are operating.



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Claimant:
Claim #:
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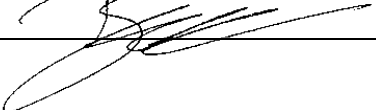
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The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. On occasion, practicality and feasibility prevent the direct observation and/or gathering 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 Todd Sullivan

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

Date September 14, 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