



# Bock Consulting

## Job Analysis

Job Title	<u>Chief or Assistant Chief</u>	Worker	_____
DOT Number	<u>373.117-010</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 787-5327</u>
Employer Contact	<u>Keith Taylor</u>	Date of Analysis	<u>10/12/2016; 1/11/2019</u>

- 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 Aviation Division owns and operates Seattle-Tacoma International Airport. Sea-Tac Airport handles more than 50 million passengers a year, and offers state-of-the-art air cargo facilities. Mandated by federal regulations, the Aviation Division must provide aircraft rescue and firefighting (“ARFF”) services during air carrier operations.

This job analysis is for the positions of Chief and Assistant Chief working for the Port of Seattle.

The Port of Seattle Fire Department was established in 1955. The Port of Seattle Fire Department is a full-service fire department that responds to aircraft incidents and accidents within a 5-mile radius of the airport, and structural fires on and off airport property. Department personnel deliver emergency medical services on airport property as well as off-field. The Department also has a highly trained, well-equipped Hazardous Materials Response Team. Firefighters assure emergency preparedness through routine inspections and drills/training.



The Chief and Assistant Chiefs generally work a traditional work week (Monday through Friday), but are also required to “stand duty,” which is a



***Job Analysis: Chief and Assistant Chief – Port of Seattle  
DOT # 373.117-010***

24/7 rotating responsibility between the Chief and Assistant Chiefs to be on-call and respond to incidents outside of regular business hours to take a position in the Emergency Command Center as the Fire representative, or respond directly to a scene to assist the Incident Commander in a Unified Command structure. If there is a substantial incident response is needed in a specific circumstance, it is not uncommon for the Chief and the Assistant Chiefs to respond, even if they were not assigned to stand duty.

Tasks Assigned to Chief and Assistant Chiefs

The Chief and Assistant Chiefs are responsible for supervising and coordinating assigned operational or administrative activities within the Fire Department. The Chief and Assistant Chiefs supervise a broad range of personnel, including:

- Battalion Chiefs
- Captains
- Firefighters
- Inspectors and Plans Review Staff
- Administrative Staff



The Chief and Assistant Chiefs assist in planning, organizing, and coordinating personnel, projects, and activities to ensure the efficient and effective Fire Department responses for the Port of Seattle and surrounding communities.

General Responsibilities:

- Assist in the development and implementation of policies and procedures. Interpret, apply, and enforce Port and Department policies, procedures, and guidelines. Attend staff meetings.
- Assign work activities, projects and programs. Monitor workflow. Review and evaluate work product, methods, and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Assess and monitor workload, and recommend appropriate service and staffing levels. Identify opportunities for improvement and review with the Fire Chief. Direct the implementation of improvements.
- Communicate and coordinate regularly with others to maximize the effectiveness and efficiency of departmental operations and activities. Meet with assigned staff to identify and resolve problems.
- Evaluate work of subordinates and write performance appraisals.
- Act as the Duty Chief every third week for 7 days; must remain available 24/7.
- Assist the Fire Chief as requested. Prepare and present reports and other communications as needed.



***Job Analysis: Chief and Assistant Chief – Port of Seattle  
DOT # 373.117-010***

Participate in providing technical presentations to internal and external customers.

- Collaborate with other Port of Seattle groups and outside agencies.
- Participate and assist in strategic planning for the Fire Department. Participate in the development and implementation of Department goals, objectives, policies, and priorities. Administer established policies and procedures.
- Attend and participate in professional group meetings to stay abreast of new trends and innovations in the field of fire response and emergency services.
- Perform supervisory functions when other officers are unavailable due to vacation, illness, etc.
- Serve as Department representative in Emergency Coordination Center, or the Department Public Information Officer, as assigned.
- Completes special assignments for the Fire Chief as assigned.
- Assume the duties and responsibilities of the Fire Chief in the event of absence and/or vacancy.

Under the supervision of the Chief, responsibilities assigned to the Assistant Chief of Operations:

- Ensure compliance with and enforcement of all Fire Department rules, regulations, policies, and procedures.
- Assist in the development, training, and evaluation of operations personnel.
- Relieve Battalion Chief or other officer(s) as appropriate and may assume command upon arrival at an emergency incident, and oversee incident operations. Determine and direct proper deployment of emergency response personnel, resources, and special response units at the scene of an emergency until relieved by the Fire Chief.
- Serve in an on-call capacity to respond to fire alarms or other emergencies.
- Make periodic familiarization inspections of the Airport and the surrounding area, to include structures outside the perimeter fencing, to ensure continued knowledge of the structural conditions and associated fire protection considerations.
- Conduct reviews of drawings and data sheets for pre-fire planning of key structures for use in planning of tactics and strategy at emergency incidents, and training classes.
- Conduct a variety of organizational studies, investigations, and operational studies. Recommend modifications to Fire Department programs, policies, and procedures as appropriate.
- Assure the investigation of all fires as outlined in the Department Standard Operating Guidelines.
- Prepare and review forms, reports, schedules, and other documents.





***Job Analysis: Chief and Assistant Chief – Port of Seattle  
DOT # 373.117-010***

Under the supervision of the Chief, responsibilities assigned to the Assistant Chief of Administration:

- Supervise team of Department inspectors and technicians (Building Inspector, Fueling Inspector, Fire Alarm Technician, Construction Plan Reviewer(s), and Construction Inspector).
- Oversee all facility and fleet maintenance. Prepare work orders. Coordinate and track maintenance.
- Oversee the planning and purchase of both response and staff emergency vehicles.
- Serve as the Fire Department representative on the planning and building of future Fire Department facilities.
- Participate in the development and administration of the Fire Department annual budget. Forecast funds needed for staffing, equipment, materials, and supplies. Direct the monitoring and approval of expenditures.
- Conduct internal investigations of Department personnel and complaints of members of the public or Port employees. Maintains appropriate liaison with Human Resources and other pertinent departments, and reports results to Fire Chief.
- Maintain detailed records and prepares periodic reports on Departmental activities.
- Oversee preparation of fire department monthly reports related to areas of responsibility.
- Supervises the maintenance of Department records.
- Liaison and coordinate with peers from mutual aid agencies and Departments.
- Maintain productive interaction with groups/departments as necessary for the effective completion of administrative responsibilities.
- Make decision in hiring and promotion of personnel. Participate and make recommendations to the Fire Chief in personnel matters of discipline and termination.

Skills, Traits, Knowledge and Abilities Required

- Technical knowledge of fire prevention, suppression, and rescue operations, including fire behavior, operation and maintenance of fire apparatus and equipment, firefighting and salvage techniques, and applicable procedures and safety practices. Knowledge of medical care, fire codes and regulations, sprinkler systems, fire alarm and communication systems, safety procedures, and various aircraft structures. Operation and capabilities of the various types of apparatus and equipment used by the Department. Able to quickly make determinations as to the best course of action for fighting fires or responding to other related emergency situations.
- Knowledge of fire codes and regulations, sprinkler systems, fire alarm and communication systems, safety procedures, and various aircraft structures.
- Knowledge of incident command. Ability to manage and command an emergency scene. Ability to make determinations regarding the best course of action for fighting fires or responding to related emergency situations.
- Ability to work under extremely stressful situations, day and night, arising from fire and other emergencies. Ability to control personal emotions and handle highly emotionally charged situations, remain calm and carry out all duties with the recognition of the threat to life and property.



***Job Analysis: Chief and Assistant Chief – Port of Seattle  
DOT # 373.117-010***

- Knowledge of supervisory and management methods and techniques. Able to constructively supervise, lead and direct personnel.
- Ability to communicate effectively both orally and in writing, with Department, Port, and personnel, as well as the public. Ability to communicate with large and small groups.
- Ability to work in a team environment and work closely with others. Ability to maintain an effective work environment with subordinates, through verbal and written communications, teaching of job-related classes, personnel counseling, and disciplinary action as necessary.
- Ability to prioritize duties and tasks, and multitask. Strong organizational and problem solving skills.
- Ability to interact with individuals from a wide variety of socioeconomic and cultural circumstances.
- Ability to present a positive image for the Department to the public and allied agencies.
- Ability to act as a direct link between the Fire Chief and all other members of the Department.
- Ability to learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Knowledge of Windows-based computers and applicable software applications.
- Ability to perform various administrative functions. Ability to prepare and present accurate and reliable reports containing evidence-based findings and recommendations.
- Cross-functional knowledge in the areas of Finance and Human Resources as it relates to assisting with the management of the Fire Department.

Machinery, Tools, Equipment, Personal Protective Equipment

- Structural bunker gear.
- Helmet, gloves, hood and boots.
- Two-way radios and other mobile devices.
- Mobile Command and Control Center vehicles.
- Standard office equipment and supplies.
- Windows-based computers and applicable software.

Education / Training

Minimum Requirements:

- Associate Degree in Fire Science or related field.
- Practical experience in firefighting, fire prevention, and providing training.
- Experience in indicant command/fire-related leadership positions.
- U.S. Citizen.
- Valid Washington State Driver's License.
- Meet background investigation standards.

Preferred Qualifications: Bachelor Degree in Fire Science or related field.



**Job Analysis: Chief and Assistant Chief – Port of Seattle  
DOT # 373.117-010**

**COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS**

The psychological and cognitive demands of this position vary depending on assignments and duties.

Frequency Definitions:	
<b>Continuously</b> = Occurs 66-100% of the time.	<b>Occasionally</b> = Occurs 1-33% of the time
<b>Frequently</b> = Occurs 33-66% of the time.	<b>Rarely</b> = May occur less than 1% of the time.
<b>Never</b> = 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.	Occasionally
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.	Continuously
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.	Frequently
Determining and following precise sequences.	Occasionally
Coordinating and compiling data and information.	Continuously
Analyzing, synthesizing data and information.	Continuously



**Job Analysis: Chief and Assistant Chief – Port of Seattle  
 DOT # 373.117-010**

<b>Tasking and Planning</b>	
Performing repetitive or short-cycle work.	Occasionally
Working under specific instructions.	Continuously
Completing complex tasks.	Continuously
Directing, controlling, or planning for others as necessary for basic tasks. Strategic planning in both non-emergent and emergent situations.	Continuously
Directing, controlling, or planning for others as necessary for complex tasks.	Frequently
Multi-tasking.	Continuously
Planning, prioritizing, and structuring daily activities.	Continuously
<b>Use Appropriate Behavior for Professional Work Environment</b>	
Receiving criticism and accepting limits appropriately.	Continuously
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.	Frequently
Adapting to frequent interruptions, changes in priorities, or changes in work location.	Continuously
Responding effectively to emergency situations with strategic approach.	Occasionally

Frequency Designations: <b>Required Beneficial Not Necessary</b>	
<b>Maintaining Attendance and An Assigned Work Schedule</b>	
Maintaining predictable and reliable attendance each work shift.	Required
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.	Required



**Job Analysis: Chief and Assistant Chief – Port of Seattle  
 DOT # 373.117-010**

**PHYSICAL DEMANDS**

NOTE: The Chief and Assistant Chiefs oversee Firefighters and other personnel from a command and control perspective. The Chief and Assistant Chiefs are not certified to wear self-contained breathing apparatus (“SCBA”), supplied air breathing apparatus (“SABA”) bottles, or N-95 negative pressure masks. Therefore, they cannot directly participate in aircraft rescue and firefighting (“ARFF”) and other fire suppression and rescue tasks.

- N/A:** Not Applicable  
**S:** Seldom (1-10% of the time)  
**O:** Occasional (10-30% of the time)  
**F:** Frequent (30%-70% of the time)  
**C:** Constant (Over 70% of the time)  
**WNL:** Within Normal Limits (talking, hearing, etc.)  
**STRENGTH:**  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments
Sitting	<b>F</b>	While working on planning tasks, document and policy reviews, other administrative tasks, participating in meetings or training, driving/riding in vehicle, and eating meal.
Standing	<b>O</b>	Interchange with Walking. Communicating and planning with other personnel, conducting inspections, speaking in front of a group, teaching training class, putting on gear, potentially pulling equipment from vehicle.
Walking	<b>O</b>	Interchange with Standing. Primarily on carpet, tile, concrete, or asphalt; but may include grass, dirt, mud, and or uneven terrain/areas.
Running	<b>Rare</b>	Potentially while at response sites.
Lifting (up to 10 pounds)	<b>F</b>	Paperwork, reports, full 3-inch binders, reference materials, 2-way radio, radio handset, mobile devices, helmet, jacket, gloves, flashlight, safety vest, and laptop computer.
Lifting (10 to 20 pounds)	<b>S</b>	Two full 3-inch binders, boxes of files, up to 4 reams of paper, and briefcase.
Lifting (20 to 50 pounds)	<b>Rare</b>	Equipment, and equipment components.
Carrying (up to 10 pounds)	<b>F</b>	Paperwork, reports, full 3-inch binders, reference materials, 2-way radio, radio handset, mobile devices, helmet, jacket, gloves, flashlight, safety vest, and laptop computer.
Carrying (10 to 20 pounds)	<b>S</b>	Two full 3-inch binders, boxes of files, up to 4 reams of paper, and briefcase.
Carrying (20 to 50 pounds)	<b>Rare</b>	Equipment, and equipment components.
Pushing/Pulling (up to 10 pounds)	<b>S</b>	Opening/closing building and vehicle doors, opening drawers, and driving vehicles.
Pushing/Pulling (10 to 50 pounds)	<b>Rare</b>	Pulling oneself into vehicle. May be required to handle equipment in case of emergency.
Climbing Stairs/Ladders	<b>N/A</b> <b>- S</b>	May encounter stairs when at an incident response, entering or exiting the Mobile Command Vehicle, or participating in training. May use ladder to conduct inspections.
Working at Heights	<b>N/A</b> <b>- S</b>	If on ladder to conduct inspections. Walking near open airplane door, open end of loading bridge, on dock, or on building roof.





***Job Analysis: Chief and Assistant Chief – Port of Seattle  
 DOT # 373.117-010***

Bending at Waist	O	Reaching for items on desk, picking up items below waist level, putting on gear, putting on boots, and entering vehicles.			
Bending Neck	C	All assigned tasks require neck movement.			
Crouching/Kneeling	S	Limited.			
Twisting at Waist	S	Limited. Twisting can be mitigated by worker moving feet when positioning body.			
Reaching (Floor to Shoulder)	F	Working at desk, using computer mouse, reviewing documentation, gathering and putting on gear, opening/closing building and vehicle doors. Gesturing during training or presentations. Potentially if climbing a ladder.			
Reaching (Over the Shoulder)	S	Gathering gear, equipment, and equipment components. Pulling oneself into vehicle. Gesturing during training or presentations. Potentially if climbing a ladder.			
Repetitive Motion	N/A	The variety of tasks and duties assigned to the Chief and Assistant Chiefs eliminates repetitive motion.			
Driving	O	Responding to incidents, and traveling to meetings or talks.			
Foot Controls	O	Driving vehicles.			
Handling/Grasping	O	60	% Pinch Grasp	40	% Whole Hand Grasp
Fine Finger Manipulation	F	Writing, using keys, operating buttons/switches on radio, mobile devices, vehicle dashboards, and using computer and other equipment.			
Keyboarding	F	Using computer for electronic mail, report writing, correspondence, scheduling, creating work orders, and completing logs.			
Talking	F	Communicating with co-workers, internal and external customers, vendors, and the public, on the phone or in person to individuals or groups. During an incident response, the Chief and Assistant Chiefs must have voice sufficient (unaided or aided) to perform tasks without posing a direct threat to self or others. Essential voice tasks include use of voice commands to project control and direct action, and must be heard above other noises.			
Hearing	F	The Chief and Assistant Chiefs must have hearing sufficient (unaided or aided) to perform essential tasks without posing a direct threat to self or others. Essential hearing tasks include understanding and distinguishing spoken words and instructions. Being able to determine from which direction speech or noise is coming from.			
Seeing	C	The Chief and Assistant Chiefs must have vision sufficient (unaided or aided) to perform essential tasks without posing a direct threat to self or others. Day and nighttime driving, observing activity, reading documents. Color discrimination, peripheral vision, depth perception.			
Writing	S	Writing notes.			
Normal Job Site Hazards	S	Driving/riding-in moving vehicles. Working around fire. Exposure to smoke and other hazardous substances. Bloodborne and airborne pathogens. Exposure to hot or cold temperatures. Sounds and noise levels that are distracting and uncomfortable. Working near water on docks. Working near other people. Potentially working at heights.			



Bock Consulting

Claimant:  
Claim #:  
10/12/2016; 1/11/2019  
Page 10 of 11

***Job Analysis: Chief and Assistant Chief – Port of Seattle  
DOT # 373.117-010***

Expected Environmental Conditions	<b>C</b>	<b>Work is primarily conducted in a temperature-controlled office environment. Would be exposed to outside weather conditions when traveling to and from vehicles, and during incident responses. May be exposed to smoke during incident responses.</b>
-----------------------------------	----------	--

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:      Keith Taylor, Assistant Chief

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

Date January 11, 2019      Signature of Vocational Provider



Bock Consulting

Claimant:  
Claim #:  
10/12/2016; 1/11/2019  
Page 11 of 11

***Job Analysis: Chief and Assistant Chief – Port of Seattle  
DOT # 373.117-010***

**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 \_\_\_\_\_ (date)

The injured worker can return to work on an alternate/light-duty basis for \_\_\_\_\_ hours per day. Please review the Fire Department Light-Duty Work Tasks (attached as a separate document) and provide your comments regarding the tasks the worker can perform while on light-duty. The worker can be expected to progress to regular duties in approximately \_\_\_\_\_  weeks  months.

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**