



Bock Consulting

Job Analysis

Job Title	Parking Facility Technician Foreman	Worker	
DOT Number	381.687-014 and 381.137-010	Claim Number	
Employer	Port of Seattle	Employer Phone	(206) 787-3000
Employer Contact	Jenison Cottriel	Date of Analysis	10/6/2011; 1/15/2020

- Job of Injury
 Transferable Skills Job
 New Job
 40 Hours Per Week
 4 or 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 40 million passengers a year, and offers state-of-the-art air cargo facilities. The Aviation Division employs a maintenance staff which is responsible for all tasks associated with the maintenance and on-going operations at Sea-Tac Airport.



To address the parking needs of travelers using Sea-Tac Airport, there is a large parking structure connected to the airport that can accommodate up to 13,000 vehicles.

This job analysis is for an individual working as a Parking Facility Technician Foreman for Aviation Maintenance. Field Crew Technicians are staffed on three shifts, with one Foreman supervising the crews on all three shifts. Specific tasks may be assigned to workers on a specific shift.



Essential Functions:

The Foremen are responsible for the day-to-day supervision and organization of the Parking Facility



***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
Port of Seattle – DOT # 381.687-014 and 381.137-010***

Technicians who maintain the cleanliness of the Sea-Tac Airport parking structure, as well as some ancillary areas. The Technicians empty trash receptacles located throughout the parking facility, blow, sweep and pick up loose litter, and general cleaning of high traffic areas. Also, a Parking Facility Foreman is expected to be able to perform any and all tasks assigned to the Technicians on an as needed basis.

The work performed by the Parking Facility Technician Foremen can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	20-50%
Supervising work and personnel and providing assistance in and around shop	0-5%
Supervising work and personnel and providing assistance in and around parking structure and ancillary areas	10-20%
Performing trade-specific work	25-70%
Total	100%

Tasks assigned to Parking Facility Technician Foremen may include:

- Receive notifications of new work orders/requests (via telephone, email, or job tracking system). Develop plan for completing requested tasks. Plan for material, equipment, PPE, and staffing needs.
- Order supplies needed to complete work tasks. Work with General Foreman or 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 as needed. Prepare job plans and supporting documentation for assigned tasks as needed.
- Prepare personnel schedules and assign work tasks.
- Coordinate scheduling with other trades if needed. Coordinate with outside vendors/contractors/entities as needed.
- Enter time by work order on a daily basis into job tracking system (Maximo). Review daily time entered by crew and approve, as applicable.
- Complete all required forms and documents.
- Send and respond to electronic mails.
- Visit work areas and oversee/inspect completed work. Ensure work is being performed in an appropriate and safe manner.
- Meet/connect with crew (as applicable) on a daily basis to manage workflow, address issues, and reassign personnel based on work demands.
- Potentially 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 Parking Facility Technicians with general assigned tasks, including emptying trash and recycling



***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
Port of Seattle – DOT # 381.687-014 and 381.137-010***

receptacles and wiping lids (crews try to empty the receptacles frequently to limit lifting demands), replacing trash and recycling receptacle liners, driving trash and recycling to compactors, blowing (using a backpack blower), sweeping, and picking up loose litter, cleaning/wiping down stairwells, walls, fixtures, signs, benches, and parking ticket machines, cleaning pedestrian walkways, passenger loading areas, and drive lanes, operating industrial pressure washer (transported by trailer), and operating equipment to clean driving lanes, sidewalks, and passenger loading and unloading areas.

- May also help Technicians periodically with removing ice and snow, applying de-icing product to melt ice and snow, or responding to trouble calls to clean-up minor spills, such as coffee; or calls may be for more significant issues, such as bodily fluids (blood, vomit, or human waste). May also assist with spills on airfield if requested.
- Ensure crew has current certifications and or training as required by law, ordinance, or policy.
- Perform other tasks as requested.



Necessary skills and abilities may include:

- Ability to identify the best method to correctly complete an assigned task in a timely and efficient manner.
- Ability to utilize critical thinking and judgment in defining, analyzing, and resolving problems.
- Ability to take initiative and be responsible for getting work done with limited supervision in a safe and efficient manner. Must demonstrate effective judgment and decision making.
- Excellent time management and prioritization skill, with the ability to multi-task.
- Ability to manage people and work performed by others.
- Ability to read and interpret professional documents, plans and technical drawings.
- Ability to use various equipment and tools in a safe manner.
- Must maintain professional appearance and manner while working, due to the fact that workers in this position frequently come into contact with the traveling public.
- Ability to communicate effectively, both verbally and in writing and have excellent interpersonal skills (including on radio).
- Must be able to work within specific instructions and to be detailed oriented while working.
- Must have fundamental knowledge of Windows-based computers, related accessories, time tracking software, keyboarding, data-input skills, and electronic mail software.





***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
Port of Seattle – DOT # 381.687-014 and 381.137-010***

- Ability to safely operate a motor vehicle.
- Must have the ability to perform assigned duties in various types of weather.

Machinery, Tools, Equipment, Personal Protective Equipment:

- Windows-based computer, computer accessories, and project management software (Maximo). General office equipment, such as a desk, chair, fax machine, and telephones. General office supplies, such as pens/pencils, notepads, binders, and copy paper.
- Vehicles, including pickup trucks, vans, street sweepers, sidewalk scrubbers, and sander truck.
- Wheeled bins.
- Brooms, shovels, rakes, long-handled metal scrapers.
- Backpack blowers.
- Large pressure washer on trailer.
- Mops. Buckets.
- Pedestrian and traffic cones.
- 2-way radios.
- Spray bottles. Cleaning solutions. Rags. Paper towels.
- Plastic garbage bags.
- Water hoses.
- Hazardous spill kit.
- General office supplies, such as pens/pencils and notepads.



Workers are required to wear a safety vest and steel-toed footwear while working. Workers may also wear ear protection, eye protection, gloves, dust mask, rain gear, and protective suits as needed.



***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
Port of Seattle – DOT # 381.687-014 and 381.137-010***

Education / Training:

The Parking Facility Technicians, including the Foremen, are represented by the Laborers Union - Local 242. The Foremen would be a Journeyman level Laborer with significant experience in various types of laborers' work.

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.

Valid Washington State driver's License. Have or obtain a current Bloodborne Pathogens Certificate (Bloodborne Pathogens training is provided by the Port of Seattle). Foremen must also complete the Front Line Supervisor Training as a Port of Seattle requirement. Must be able to pass pre-employment drug test, and pass a Transportation Security Administration background check. Workers are fingerprinted for FBI background check.

Per the Dictionary of Occupational Titles (DOT):

381.687-014 Cleaner, Commercial - Specific Vocational Preparation (SVP): 2 (Thirty days or less)

381.137.010 Cleaner, Commercial - SVP: 6 (From one to two years)



**Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
 Port of Seattle – DOT # 381.687-014 and 381.137-010**

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.	Frequently
Using technology/instruments/tools & information systems.	Frequently
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.	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.	Occasionally
Coordinating and compiling data and information.	Occasionally
Analyzing, synthesizing data and information.	Frequently
Tasking and Planning	
Performing repetitive or short-cycle work.	Continuously
Working under specific instructions.	Continuously
Completing complex tasks.	Occasionally
Directing, controlling, or planning for others as necessary for basic tasks.	Continuously
Directing, controlling, or planning for others as necessary for complex tasks.	Continuously
Multi-tasking.	Frequently
Planning, prioritizing, and structuring daily activities.	Continuously



***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
Port of Seattle – DOT # 381.687-014 and 381.137-010***

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.	Occasionally

Frequency Designations: Required Beneficial Not Necessary	
Maintaining Attendance and An Assigned Work Schedule	
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.	Not Necessary
Adjusting to a flexible schedule of work days and or shifts.	Beneficial



**Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
 Port of Seattle – DOT # 381.687-014 and 381.137-010**

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	F-C	Interchange with standing and walking. Performing administrative duties, attending meetings, driving pickup truck/vehicle to and from work areas, and operating sweepers and scrubbers. Note: Demands would be on the higher end of the frequency range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers).
Standing	S-O	Interchange with sitting and walking. Talking with other workers, inspecting work areas, gathering trash from receptacles, loading trash into truck or wheeled bin, wiping down/cleaning benches, parking ticket machines, and other surfaces, relining trash and recycling receptacles, and power washing surfaces. Note: Demands would be on the lower end of the frequency range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers, and operating power washers).
Walking	O-F	Interchange with sitting and standing. Walking in office area, gathering equipment and supplies, walking to and from trucks, sweepers, and scrubbers, walking to and from trash and recycling receptacles and other areas to clean, transporting trash to truck or wheeled bin, using blower, and power washing. Walking may be over concrete, asphalt, tile, uneven, or wet/slippery surfaces.
Lifting (up to 20 pounds)	F	Lifting phones, 2-way radios, office supplies, notebooks/binders, picking up various items of trash and debris from the ground, lifting bags of trash and recycling items, loading/unloading truck or wheeled bin, lifting trash can lids, boxes of trash bags (approx. 19 lbs.), brooms and shovels, aluminum framed recycling bag holders (approx. 5 lbs.), and various cleaning supplies. Note: Frequency would be on the lower end of the range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers and operating power washers).
Lifting (20 to 50 pounds)	S	Lifting heavier bags of trash, individual trash items (on rare occasions), and backpack blowers (approx. 25 lbs. with fuel). Note: Demands would be on the lower end of the frequency range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers and operating power washers). In general, assistance lifting heavier items can be obtained from co-workers, or if necessary, items in a receptacle could be removed individually to reduce the weight to be lifted.



***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
 Port of Seattle – DOT # 381.687-014 and 381.137-010***

Lifting (50 to 100 pounds)	Rare	Periodically, trash receptacles may contain extraordinarily heavy items, or large items may be placed next to a trash receptacles, such as television sets. Note: In general, assistance lifting heavier items can be obtained from co-workers, or if necessary, items in a receptacle could be removed individually to reduce the weight to be lifted.
Carrying (up to 20 pounds)	F	Carrying phones, 2-way radios, office supplies, notebooks/binders, individual items, bags of trash and recycling, brooms and shovels, supplies to a work area, 2-way radio, power washer nozzle, and supplies for restocking. Note: While out of the office, vehicles can generally be driven close to receptacles, compactors, or work areas to reduce carrying demands. Demands would be on the lower end of the frequency range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers and operating power washers).
Carrying (20 to 50 pounds)	S	Lifting heavier bags of trash and recycling, individual trash items (rare occasions), backpack blowers (approx. 25 lbs. with fuel). Note: Demands would be on the lower end of the frequency range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers and operating power washers). Use of wheeled bins helps reduce the amount of carrying, and in general, assistance lifting heavier items can be obtained from co-workers. If necessary, items in a receptacle could be removed individually and carried.
Pushing/Pulling (Up to 10 pounds of force)	F	Opening/closing doors and drawers, gathering/restocking supplies, opening receptacle lids, steering wheeled bin, pulling bags of trash and recycling from receptacles or wheeled bin, using brooms, shovels, or long-handled metal scrapers, and driving vehicles/equipment.
Pushing/Pulling (10 to 50 pounds of force)	S	Steering loaded wheeled bin, pulling bags of trash and recycling from receptacles or wheeled bin, and potentially while pulling items from back of truck, or maneuvering trailer to connect to truck. Note: The wheeled bin should not be loaded to a point where it takes more than 50 lbs. of force to steer.
Climbing Stairs	S	Use of stairs would depend on assigned tasks. Stairs would be used when cleaning stairwells, or if a worker elects to move between floors of the parking structure using the stairs. Note: Demands would be on the lower end of the frequency range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers and operating power washers).
Working at Heights/Balancing	S-N/A	Climbing into/out of trucks.
Bending at Waist	F	Reaching for items on desk, gathering items below waist level, climbing on/off/in/out of trucks and equipment, picking up trash and debris, lifting bags of trash and recycling items, pushing wheeled cart, loading/unloading truck, sweeping and shoveling, wiping down benches and parking ticket machines, using pressure washer, and gathering or stocking supplies,
Bending Neck	F	Working in the office, or performing tasks in the parking facility and or ancillary areas,



**Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
 Port of Seattle – DOT # 381.687-014 and 381.137-010**

Twisting at Waist	S	Reaching for items on desk, climbing on/off/in/out of trucks and equipment, and potentially while performing general cleaning duties, wiping down various surfaces, sweeping, and operating power washer.			
Crouching/Kneeling	S				
Crawling	N/A				
Stooping	S	Getting into/out of truck, and potentially while performing general cleaning duties.			
Reaching (up to shoulder level)	F	Working at desk or in office. Also while picking up various items of trash and debris from the ground, pulling bags of trash and recycling items from receptacles, loading/unloading truck or wheeled bin, lifting trash can lids, sweeping and shoveling, wiping down/cleaning surfaces at or below shoulder level, operating pressure washer, steering truck, sweeper, or scrubber, and gathering/restocking supplies.			
Reaching (over shoulder level)	S	Gathering items on shelves while seated, or on higher shelves when standing. Pulling bags from receptacles, wiping down/cleaning surfaces at or above shoulder level, and potentially gathering or stocking supplies stored over shoulder level.			
Driving	O-F	Driving truck to and from work areas, and operating sweepers and scrubbers. Note: Demands would be on the higher end of the frequency range for a Foreman on the graveyard shift due to the tasks assigned overnight (driving scrubbers and sweepers).			
Foot Controls	O-F	While driving.			
Repetitive Motion	N/A				
Handling/Grasping	F	30	% Pinch Grasp	70	% Whole Hand Grasp
Fine Finger Manipulation	F	Working in the office, using various switches and controls while driving truck, sweeper, or scrubber, using 2-way radio, using keys to start vehicles or power washer, and using key card reader to access secure areas.			
Keyboarding	O-F	Entering time and work performed on a daily basis, creating and responding to electronic mail, and creating crew schedules.			
Talking	F	Communicating with co-workers, supervisors, and public.			
Hearing	C	Communicating with co-workers, supervisors, and public. Listening for hazards or radio traffic.			
Seeing	C	Visual abilities would be considered important in this position.			
Writing	S	Taking notes while on the phone or in a meeting.			
Normal Job Site Hazards	C	Limited while working in an office environment. Outside the office, working with and near moving vehicles and power equipment, working on slippery walking surfaces, and exposure to fumes. Workers may also be exposed to pathogens when cleaning and removing blood, vomit, and human waste.			
Expected Environmental Conditions	C	Administrative tasks as performed in a shop office environment, which may be impacted by outside temperatures. Work in the field is primarily performed undercover; however, temperatures while outside the office are directly correlated to outside weather conditions. Foremen may be exposed to external weather conditions when working on the top level of the parking garage, when placing trash and recycling into a compactor, or walking to or from work areas.			



Bock Consulting

Claimant:
Claim #:
10/6/2011; 1/15/2020
Page 11 of 12

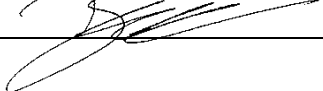
***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
Port of Seattle – DOT # 381.687-014 and 381.137-010***

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: Jenison Cottriel and Shawn McCormick

Completed by Vocational Provider Brice York, CDMS

Date January 15, 2020 Signature of Vocational Provider 



***Job Analysis: Parking Facility Technician Foreman (Aviation Maintenance)
Port of Seattle – DOT # 381.687-014 and 381.137-010***

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 _____
- 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