



Bock Consulting

Job Analysis

Job Title	Electrical Utility Crew Foreman (AVM)	Worker
DOT Number	389.687-018, and 381.137-010	Claim Number
Employer	Port of Seattle	Employer Phone
Employer Contact	Darin Benofsky	Date of Analysis
		(206) 787-3000
		9/8/11; 1/18/17; 12/11/18

- 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.

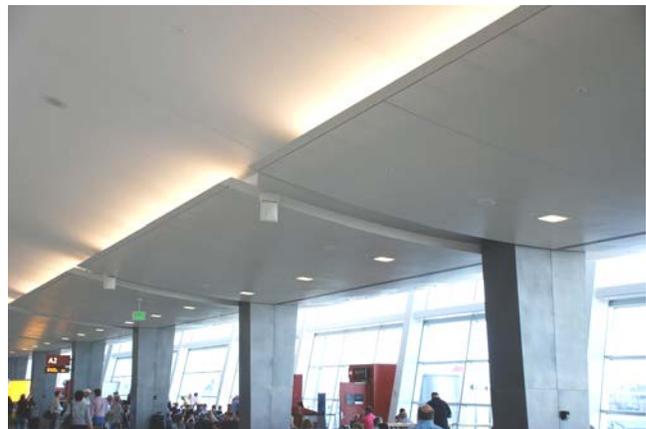
The Aviation Division owns and operates Seattle-Tacoma International Airport. Sea-Tac Airport handles more than 40 million passengers a year, and offers state-of-the-art air cargo facilities. The Aviation Division employs a maintenance staff which is responsible for all tasks associated with the maintenance and on-going operations at Sea-Tac Airport.



This job analysis is for an individual working as an Electrical Utility Crew Foreman for Aviation Maintenance.

Essential Functions:

The Electrical Utility Crew Foreman is responsible for the day-to-day supervision and organization of the Electrical Utility Workers that change/replace the light bulbs throughout entire airport complex (including the parking garage). The Foreman is also responsible for performing lamp/bulb replacements, and responding to trouble calls as necessary. Of note, the Electrical Utility Crew does not replace bulbs in streetlights, or on the airfield.





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The Foreman spends time in a central office, as well as addressing issues around the airport facility. While working out of the office, the Foreman may work inside or outside buildings.

The work performed by the Electrical Utility Crew Foreman 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/storage areas	0-10%
Supervising work and personnel and providing assistance in the field	10-20%
Performing trade-specific work	60-70%
Total	100%

Tasks assigned to Electrical Utility Crew Foreman may 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.
- Plan review for projects.
- Order parts and supplies 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.
- Manage inventory of bulbs and other supplies.
- Prepare personnel schedules and assign work tasks.
- Oversee meter reads, tracking and reporting. Foreman tracks and reports to Utility Manager. Also arranges maintenance and other servicing for monitoring meters.
- Manage lift scheduling and movement requests. Maintain individual lift calendars.
- Provide lift training and certification for Port of Seattle personnel related to the proper use of various lift equipment and vehicles.
- 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.





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- Visit project sites and oversee/inspect completed work. Ensure work is being performed in a safe manner.
- Meet/connect with crew (as applicable) daily 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 Utility Crew Workers with technical input, answer questions from crew, and provide troubleshooting advice as needed.
- Assist crew in choosing supplies and parts needed for assignments.
- Gather parts, supplies, and or materials needed for assignments/projects.
- Patrol assigned area(s) of the airport to identify light bulbs that are out. This may include general lighting fixtures or signs.
- Change the burned out light bulbs as needed. Bulbs may be in any part of the airport complex, including the main terminal where travelers check in and wait for their flights, in the secured areas, in general office space, and in the parking garage. Lights may be reached while a worker is standing on the ground, or the lamps may be 50 to 60 feet above the ground. Lights may be in the ceiling above empty space, or in and around machinery.
- Wash/clean fixtures as needed.
- Complete preventative maintenance work orders as requested related to relamping fixtures in the airport complex.
- Respond to trouble calls as needed.
- Complete inventory logs and paperwork as required to maintain up to date records of the items/bulbs used.
- Perform other tasks as requested.



Necessary skills and abilities may include:

- Identifying the best method to correctly complete an assigned task. The ability to utilize critical



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thinking and judgment in defining, analyzing, and resolving problems.

- The ability to take initiative and be responsible for getting work done with limited supervision in an expedient and timely fashion. 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.
- Skills to complete the assigned task(s) in a timely and efficient manner.
- Ability to communicate effectively, both verbally and in writing.
- Excellent interpersonal skills (including on radio).
- Ability to read and interpret plans/technical drawings.
- Must maintain professional appearance and manner while working, due to the fact that the worker in this position may come into contact with the traveling public.
- Ability to work independently, but also within a team as required.
- Able to work in a safe and efficient manner.
- Must be organized, detail oriented, and have the ability to work within specific instructions.
- Must have fundamental knowledge of Windows-based computers, related accessories, have keyboarding and data input skills, and have basic knowledge of Microsoft Office software.
- Must be able work with a diverse group of people.
- Ability to safely operate a motor vehicle.



Machinery, Tools, Equipment, Personal Protective Equipment:

- Windows-based computers and computer accessories. Inventory management/project management software (Maximo), and Microsoft Office software.
- General office equipment, such as desks, worktable, chairs, and telephones.
- General office supplies, such as pens/pencils, notepads, and copy paper.
- Various types of light bulbs.
- Hand tools, including pliers, screwdrivers, and utility knives.
- Ladders (5, 6, 10, and 12 foot). Lift equipment (scissor and boom lifts).
- Extension arm with bulb-holding attachment on end.
- Wheeled carts.
- Work trucks. Scooters (small 4-wheeled vehicles).





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- Traffic cones.
- 2-way radios.
- Shelving units for bulb storage.
- Ultrasonic fixture cleaner.

Personal protective equipment can include: safety vest, hardhat, safety glasses, dust mask, respirator, gloves, fall protection (harnesses and lanyards used when working at heights), and raingear.

Education / Training:

Electrical Utility Crew Foreman must have a high school diploma or GED.

Prefer experience in facilities maintenance or project management, with specific experience in managing other workers. Prefer experience in lighting maintenance or related position.

Must be able to pass a background check.

Must also have a valid Washington State Driver's license, or the ability to obtain one.

Training and or enough hands-on experience with computers to have a working knowledge of Windows-based computers, related accessories, keyboarding, data entry, and electronic mail software.

Foremen 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 Foreman.

The Electrical Utility Crew Foreman is represented by the International Brotherhood of Electrical Workers, Local 46-Seattle.

Per the Dictionary of Occupational Titles (DOT):

389.687-018 Light Fixture Servicer

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

381.137-010 Supervisor, Building Maintenance

Specific Vocational Preparation (SVP): 6 (From 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.	Continuously
Understanding and solving problems involving math and using the results.	Occasionally
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.	Frequently
Determining and following precise sequences.	Frequently
Coordinating and compiling data and information.	Frequently
Analyzing, synthesizing data and information.	Frequently
Tasking and Planning	
Performing repetitive or short-cycle work.	Frequently
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.	Frequently
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.	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



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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	F	While performing administrative duties, attending meetings, driving a truck or electric cart to move between and patrol work areas, and to transport the necessary supplies and equipment.
Standing	O	Interchange with walking. Frequency will depend on assigned tasks.
Walking	F	Interchange with standing. While gathering/restocking supplies, checking inventory, loading truck or electric cart, and carrying supplies to a work area. Generally, items can be driven close to where the worker will be completing tasks. Walking may be over concrete, asphalt, tile, uneven, or slippery surfaces.
Lifting (up to 10 pounds)	F	Lifting light bulbs (or multiple bulbs), supplies, paperwork, radio, and small fixtures and fixture parts.
Lifting (10 to 20 pounds)	O	Lifting cases of bulbs and supplies, fixtures, and ladders.
Lifting (20 to 40 pounds)	S	Lifting cases of bulbs and supplies, fixtures, and ladders. Note: For items over 40 lbs., assistance is available.
Carrying (up to 10 pounds)	F	Carrying light bulbs (or multiple bulbs), small fixtures and fixture parts, radio, supplies, loading truck or electric cart, and carrying items to a work area.
Carrying (10 to 20 pounds)	O	Carrying cases of bulbs and supplies, fixtures, and ladders, loading truck or electric cart, and carrying supplies to a work area. Generally, items can be driven close to where the worker will be completing tasks.
Carrying (20 to 40 pounds)	S	Carrying cases of bulbs and supplies, fixtures, and ladders, typically for short distances. For items over 40 lbs., assistance is available. Also, trucks, electric carts, and wheeled carts are used to move items between work areas, which helps reduce the amount of carrying.
Pushing/Pulling (Up to 10 pounds of force).	F	While gathering/restocking supplies, removing/replacing bulb in fixture; pulling ladder off cart; opening doors and drawers.
Pushing/Pulling (10 to 40 pounds of force).	S	Moving ultrasonic cleaning machine to a water source. Pulling out storage compartments in back of work truck, or potentially while pulling items from back of truck.
Climbing Ladders/Stairs	O	Ladders are used while replacing light bulbs. Stairs may be encountered while moving between work areas.
Working at Heights/Balancing	O	While working on a ladder or manlift.
Bending at Waist	O	While working at desk, gathering or stocking supplies, pushing wheeled carts, replacing bulbs, and entering truck, electric cart, or manlift.
Bending Neck	F	While working at desk, processing paperwork, conducting inspections, gathering/restocking supplies, replacing bulbs in fixtures, driving truck or cart, and climbing ladders.



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Twisting at Waist	O	While working at desk or gathering/restocking supplies. Some light bulbs are located above and around immovable objects or machinery, behind valences, or at angles that require a worker to twist and maintain an awkward position to complete the relamping.			
Crouching/Kneeling	S	While working at or below waist level.			
Crawling	N/A				
Stooping	S	Entering vehicles, or accessing hard to reach light fixtures.			
Reaching (up to knee level)	S	While gathering items from lower drawers, changing low level lamps, and gathering supplies stored on lower shelves.			
Reaching (knee to shoulder level)	F	While gathering and using items on desk, and changing lamps suspended from the ceiling or mounted on a wall while the worker is on a ladder or lift, or the ground. Changing bulbs in freestanding signs/kiosks, and gathering supplies stored between shoulder and knee height.			
Reaching (above shoulder level)	O	While gathering items from office shelves while seated, and changing lamps in ceiling fixtures while the worker is on a ladder or lift, or the ground. Gathering supplies stored over shoulder level.			
Driving	S-O	Depends on assignment(s). Electric carts are used patrol work areas looking for bulbs that need replacing. An electric cart or work truck can be used to move between work areas and transport the necessary supplies and equipment to work areas.			
Foot Controls	S-O	While driving an electric cart or work truck.			
Repetitive Motion	N/A				
Handling/Grasping	F	50	% Pinch Grasp	50	% Whole Hand Grasp
Fine Finger Manipulation	F	While writing, processing paperwork, using radio, dialing telephone, removing and replacing light bulbs, using hand tools, picking up small bulbs or accessories, using keys to start vehicles, and using key card reader to access secure areas.			
Talking	F	Communicating with co-workers, supervisors, vendors, and public.			
Hearing	C	Communicating with co-workers, supervisors, vendors, and public. Listening for hazards or radio traffic.			
Seeing	C	Visual abilities would be considered important in this position.			
Writing	S	Writing notes, and completing bulb usage logs for inventory purposes.			
Keyboarding	F	While entering time and work performed on a daily basis, preparing worker schedules, and creating and responding to electronic mail.			
Normal Job Site Hazards	F	Working at heights, moving machinery, moving vehicles (including airplanes), slippery walking surfaces, and fumes. May be exposed to asbestos, mercury, and sodium.			
Expected Environmental Conditions	C	Most tasks are performed in a shop-office environment. Other work may be performed inside or outside buildings. While working inside the airport terminal buildings, the worker will generally complete tasks in a temperature-controlled environment. Other parts of the terminal are not temperature controlled (for instance in the baggage handling areas), but these areas are protected from the outside weather conditions. Workers may also be exposed to outside weather conditions if the assigned tasks are located outside, although in most cases, the work is performed under cover.			



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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: Dan Hytry and Darin Benofsky

Completed by Vocational Provider Brice York, CDMS

Date December 11, 2018 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