



Bock Consulting

Job Analysis

Job Title	Auto Shop General Foreman (MM)	Worker	
DOT Number	620.261-010	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-3350
Employer Contact	Earl Todd	Date of Analysis	8/12/10; 6/11; 12/22/16; 5/3/18

- 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 was developed for the position of Auto Shop General Foreman working for Marine Maintenance.

Essential Functions

Any of the vehicles, equipment, and or power tools used to maintain the Seaport's and Real Estate Division's assets are maintained and repaired by the Automotive Machinists. Therefore, tasks may include routine maintenance and repair tasks on a wide variety of mechanical equipment, including lawn mowers, work trucks, automobiles, outboard boat engines, passenger gangways, compressors, and backhoes.



The General Foreman is responsible for supervising and directing the daily work activities of the Automotive Machinists in the Auto Shop, and ensuring the correct parts, equipment, and supplies are available to complete assigned projects. Traditionally, the General Foreman is a Machinist/Mechanic by training, and therefore has a fundamental understanding of the tasks being assigned to Auto Shop personnel.

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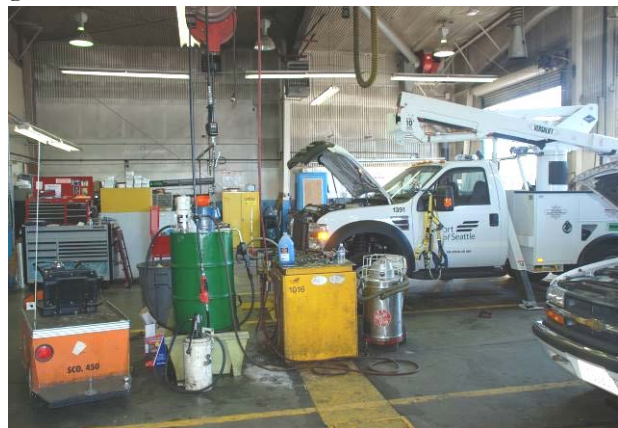
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The work performed by the Auto Shop General Foreman can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	50%
Supervising work and personnel and providing assistance in and around shop	30-40%
Supervising work and personnel and providing assistance in the field	5-15%
Performing trade-specific work	0-5%
Total	100%

Tasks Assigned to the General Foreman

- 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 parts, supplies, and or materials needed. Keep a small inventory of filters, wiper blades, belts and tires are kept on hand at the shop, but most parts are kept on a just-in-time basis, meaning that parts must be ordered and received on most projects.
- Prepare and or review site specific safety plan for projects/work tasks. Prepare job plans and supporting documentation as needed.
- Prepare personnel schedules and assign work tasks.
- Meet/connect with crew daily to manage workflow, address issues, and reassign personnel based on work demands.
- Assist crew in choosing tools, equipment and materials. Supervise and work with Machinists to complete troubleshooting steps to identify and address vehicle and equipment issues. Examine items to be repaired and pinpointing issues to address. Assist crew members with technical input, answer questions from crew, and provide troubleshooting advice as needed.





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- 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.
 - Monitor the status of various projects. Prioritize projects.
 - Coordinate work priorities with supervisors.
 - Answer telephone calls from Marine Maintenance personnel regarding repair/maintenance issues related to vehicles and other types of equipment. Discuss the nature of equipment malfunctions or other issues. Providing feedback to equipment users regarding the nature and extent of malfunction/damage repaired.
 - Assign personnel to address critical issues, such as flat tires and failed hydraulic hoses to repair (likely in the field).
 - When required, driving vehicle/work truck to field job site to supervise and work with Machinists to complete troubleshooting steps to identify and address vehicle and equipment issues.
 - Refer to technical manuals, charts, and or written documentation related to the specific equipment being repaired. May be printed materials or accessed on a computer (ShopKey software).
 - On a limited basis, the General Foreman may assist with repairs or independently perform a repair as needed. Projects may include repairing automobiles, trucks, forklifts, road-licensed vehicles, non road-licensed vehicles, boat engines, and other types of equipment (lawnmowers, concrete cutters, chainsaws, lift pumps, etc.). Vehicles may be powered by compressed natural gas, gasoline, propane, diesel, or electricity. Projects may include using hand or pneumatic tools, removing parts in need of repair or replacement, disassembling parts/units to inspect for wear, rebuilding parts/units as applicable, replacing parts/units as applicable.
 - Oversee Auto Shop expenditures and managing expenditures to budgeted amounts.
 - 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.
- Provide training to one or more crew members to cover duties of Crew Chief when Crew Chief is not working/available.
- Visit work areas to oversee/inspect completed work. Ensure work is being performed in a safe manner.





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- Lead periodic meetings to provide training and discuss important safety issues.
- Attend periodic meetings with supervisors and other entities.
- 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 or law.
- Complete all required forms and documents.

Worker's Skills and Traits

- Knowledge of the common and accepted processes, methods, and tools used to perform preventative maintenance tasks and perform mechanical repairs.
- Have the skills to identify the best way to accomplish a task, and complete the assigned task(s) in a timely and efficient manner.
- Ability to work as part of a team, manage personnel and projects, and independently perform tasks as needed.
- Good communication and interpersonal skills and abilities.
- Ability to follow directions and be detail oriented while working.
- Good eyesight, hand-eye coordination, and manual dexterity.
- Have the physical abilities to accomplish assigned tasks.
- Ability to work in a safe manner.
- 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 and ShopKey).
- 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.
- Small tools, such as flash light, knife, inspection mirror, spark plug gauge, micrometer, and tape measure.
- Hand tools, including socket sets, wrenches, torque wrench, hex/Allen wrenches, screw drivers, torx bits, pliers, cutters, Channel Locks, vise grip pliers, files, hammers, punches, chisels, and pry bars. Brake service tools, including brake spring pliers, and hold down tool.
- Pneumatic tools, including ratchets, and impact wrenches.
- Electrical tools, including multi meter, 12-volt circuit tester, remote starter switch, and insulation piercing test probes.
- Testing equipment, such as cylinder leakage tester, compression gauge, and radiator pressure tester.





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- Vehicle lifts.
- Wheel balancing machine.
- Rolling/wheeled carts.
- Creeper.
- Toolboxes.
- Overhead hoists.
- Two-way radios.
- Work trucks, automobiles, and forklift.
- Maintenance manuals and reference guides (printed and electronic).
- Shop workbenches. Shelving units. Cabinets.
- Personal protective equipment: Safety vests. Safety glasses/protective eyewear. Hearing protection. Face shield. Gloves.



Education / Training

The Auto Shop personnel, including the General Foreman, are represented by the International Union of Auto Machinists Local #289. The General Foreman would be a Journeyman level Machinist, with significant experience in vehicle and equipment repair and maintenance.

A CDL-A Driver's License would be preferred and beneficial in the General Foreman position.

The Auto Shop General Foreman must complete the Front Line Supervisor training as a Port of Seattle requirement. This training is offered once a year and must be completed during your first year as General Foreman.

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.

Per the Dictionary of Occupational Titles (DOT):

620.261-010 Vehicle Equipment Mechanic: Specific Vocational Preparation: 7 (Two to four years)

620.131-014 Mechanic Chief: 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.	Continuously
Understanding and solving problems involving math and using the results.	Frequently
Using technology/instruments/tools & information systems.	Continuously
Working with two and three dimensional formats.	Frequently
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.	Frequently
Analyzing, synthesizing data and information.	Frequently
Tasking and Planning	
Performing repetitive or short-cycle work.	Continuously
Working under specific instructions.	Continuously
Completing complex tasks.	Frequently
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.	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.	Continuously
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



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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	Working at desk, participating in meetings, driving to field work sites. Potentially while sitting in vehicle or on ground while working, or sitting on stool at workbench.
Standing	O	Interchange with walking. Talking with Machinists and other personnel, analyzing vehicle and equipment issues, and looking up parts and repair data in hardcopy reference manuals. Using copier and fax machine. Potentially standing at workbench. Standing would typically be on even concrete or asphalt surfaces, with the potential of encountering wet or oily surfaces.
Walking	F	Interchange with standing. Traveling between the two Auto Shops (the Auto Shop is actually divided between two separate buildings that are approximately 100 yards apart - the General Foreman moves between the two shops regularly), walking within the shops, walking to meetings, and potentially walking to equipment in field. Walking would typically be on even concrete or asphalt surfaces, with the potential of encountering wet or oily surfaces.
Lifting (up to 10 pounds)	F	Lifting paperwork, binders, documents, forms, parts and repair reference books, catalogs, office supplies, two-way radio, and telephone receiver, auto parts, supplies, smaller tools and equipment.
Lifting (10 to 65 pounds)	S	Lifting medium sized parts (alternators weigh 10 to 25 lbs), larger parts, batteries (up to 60 lbs), cases of supplies, system components, wheels, and tires (separately), and wheels with mounted tires. Note: There is an overhead hoist, forklift, and other equipment located in the shop that can be used to lift heavier items.
Carrying (up to 10 pounds)	F	Carrying paperwork, binders, documents, forms, parts and repair reference books, catalogs, office supplies, and two-way radio. While carrying parts, supplies, smaller tools and equipment.
Carrying (10 to 65 pounds)	S	Carrying medium sized parts (alternators weigh 10 to 25 lbs), larger parts, batteries (up to 60 lbs), cases of supplies, system components, wheels and tires (separately), and wheels with mounted tires. Note: There is equipment, including an overhead hoist and forklift located in the shop that can be used to lift heavier items. Note: There are wheeled carts, a forklift, and other equipment available to use to transport heavier items in and around shop area, and potentially in the field.
Bending at Waist	O	Working at desk, gathering parts and supplies, and potentially performing repair/maintenance tasks on vehicles/equipment.
Bending Neck	C	Performing assigned tasks.
Pushing/Pulling (Up to 20 pounds)	O	Opening file drawers, opening/closing doors, using tools, pulling parts from or placing parts in tight locations, seating parts, gathering supplies and parts from shelves, and rolling tires and or tires and wheels.



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Pushing/Pulling (20 to 60 pounds)	S	Rare. There may be circumstances where extra force may be needed to loosen a bolt to remove a part/component.
Climbing Stairs/Ladders	O-F	The primary office space used by the General Foreman is up a long flight of stairs (estimated 25 to 30 stairs). Stairs may also be encountered in various locations throughout the shop facilities. The General Foreman may climb ladders or stairs attached to a vehicle to reach the cab, or may use freestanding ladders periodically to access work areas. If in the field, the General Foreman may encounter stairs.
Crouching/Kneeling	S	Rare.
Twisting at Waist	S	Reaching for items on desk, in file cabinets, or on shelves, gathering items from drawers, and talking with personnel. Potentially while working on vehicles or equipment. Worker can minimize twisting by rotating chair or moving feet while working.
Reaching (Floor to Shoulder)	O	Working at desk, dialing phone, and gathering binders, folders, files, catalogs, and supplies. Inserting documents into copier or fax machine. While troubleshooting vehicle and equipment issues, using tools, removing parts and components of vehicles and equipment, replacing parts, repairing components, operating controls, knobs, and switches on machines.
Reaching (Over the Shoulder)	S	Rare. Gathering items stored at or above shoulder level. Vehicles may be lifted on a hoist overhead to access parts/components for repair, or the General Foreman may lie on a creeper or on the floor under a vehicle to repair or replace parts overhead.
Repetitive Motion	N/A	The variety and sequencing of tasks accomplished by the General Foreman eliminates repetitive motion.
Handling/Grasping	F	50 % Pinch Grasp 50 % Whole Hand Grasp
Fine Finger Manipulation	C	Using tools, equipment controls, knobs, and switches, repairing and or replacing parts, hand tightening nuts and other fasteners, leafing through printed manuals, typing or using mouse on a computer, dialing phone, or using 2-way radio.
Keyboarding	F	Reading and sending emails, creating work orders in project management system (Maximo), entering time and costs in Maximo, creating employee schedules, researching parts on-line, accessing parts guide, ordering parts on-line, preparing estimates, writing correspondence, and entering project notes.
Driving	S	Driving/moving vehicles.
Operating Foot Controls	S	Driving/moving vehicles.
Talking	F	Communicating with Machinists, supervisors, other Marine Maintenance personnel, and internal customers.
Hearing	C	Communicating with Machinists, supervisors, other Marine Maintenance personnel, and internal customers. Listening for radio traffic and hazards.
Seeing	C	Visual abilities would be considered important in this position.
Writing	F	Writing meeting, telephone, and project notes, parts numbers, and estimates.



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Claimant:
Claim #:
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Normal Job Site Hazards	F	Office - 50%. Hazards are generally limited in the office environment. Shop - 45%. May be exposed to fumes, dust, loud noise, moving machinery, moving vehicles, hot metal parts (burn hazard), chemicals, solvents, petroleum products, and slippery surfaces. Field - 5%. In the field, may be exposed to traffic and same as shop exposures.
Expected Environmental Conditions	C	The General Foreman works primarily in an office located in a shop environment and in the shop areas themselves. Temperatures may be impacted by outside temperatures. When walking between shops, and if potentially working in the field, the worker would be exposed to outside weather conditions.

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 Earl Todd

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

Date May 3, 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