



## Bock Consulting

### JOB ANALYSIS

Job Title	Capital Construction Project Manager 3	Worker	_____
DOT Number	182.167-026	Claim Number	_____
Employer	Port of Seattle	Employer Phone #	(206) 728-3000
Employer Contact	Britney Padrones	Date of Analysis	December 4, 2006

Current Position       Previous Job       New Job       40 Hours Per Week       4-5 Days Per Week. Every other Friday off.

#### Job Description, Essential Functions, Tasks and Skills:



The Port of Seattle is a municipal corporation created September 5, 1911 by the voters of King County. The Port of Seattle is divided into three operating divisions, plus other departments that support the divisions and the broad mission of the Port: 1) Aviation Division, 2) Economic Development Division, and 3) Seaport Division.

This job analysis is for a person working as a Capital Construction Project Manager within the Seaport Project Management Group. The purpose of this position is to effectively lead and manage design and construction projects to meet the business plans and initiatives of the Port of Seattle Seaport Division. Individuals in the Project Manager position may coordinate 5 or more projects simultaneously, with individual project values ranging from \$1-\$5 million.

This job exists in order to Lead and manage Capital Improvement Projects (CIPs) and programs integral to the business plans and initiatives of the various Lines of Business (LOBs). This job includes but is not limited to: managing and leading the Technical Design Team, negotiating scopes of work, negotiating business deals, leading major construction projects involving projects and teams including working with different political aspects of these projects.

#### Essential Functions:

- Provide project leadership, responsibility, and accountability in completing projects integral to business plans and initiatives of the internal Port of Seattle customers/sponsors.
- Serve as principal point-of-contact for project related issues. Responsible for all elements of assigned projects, including executing and gaining acceptance of projects from project sponsors and other affected Port departments. Lead project consultant teams to guide projects through various Port departments to ensure timely and acceptable completion.
- Manage projects or program scope definition, design, analysis, scheduling, and budget.



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Coordinate the selection, negotiation, and management of outside professional service consultants as necessary to assist the project team.

- Ensure timely and accurate project-related data entry related to cost, schedule, tenant reimbursements, asset valuations, and budget trends.
- Coordinate design requirements and development with other Port departments, tenants, and governmental agencies (DPD, COE, SFD, TSA, Homeland Security) that have approval authority or who issue permits required for Seaport and airport facilities.
- Manage multiple projects and multiple tasks simultaneously.
- Manage all project related contracts.
- Manage multiple projects and multiple tasks.
- Ensure timely and accurate project related data reports (Weekly, Monthly and Quarterly).
- Perform contracting officer duties for small works projects as appropriate.

Skills and Abilities:

- Knowledge of engineering and architecture concepts applied to design and construction. Must be proficient in reading and evaluating plans.
- Must have demonstrated leadership skills for independent work and management of diverse and multi-discipline teams and consultants.
- Must have basic familiarity with management concepts and ability to apply those concepts to manage a team of professionals and contractors working on design and construction projects.
- Must have proven understanding of cost estimating, and economical and professional designs. Must have the ability to utilize critical-thinking and judgment in defining, analyzing, and resolving problems and issues.
- Must have the ability to communicate effectively to Port leaders, staff, and customers in both verbal and written form.
- Must be proficient in the use of word processing and spreadsheet software applications.

Machinery, Tools, Equipment, Personal Protective Equipment:

The Project Manager uses a variety of items to accomplish the assigned tasks, including:

- Windows-based computers, various software applications (including Microsoft Office and Internet Explorer, and systems developed by PeopleSoft), and computer peripherals (including network printers and large drawing plotters).
- Multi-line telephone.
- General office supplies, including binders, file folders, pens and pencils, boxes, staplers, and document organizers.
- General office equipment, such as desks, chairs, file cabinets, photocopying machines (regular and large format/plan copiers/plotters), 3-hole punches, facsimile machines, and other equipment.
- Desks are generally 30 inches tall.



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- Shelves above the desk surface are generally 48 to 52 inches from the floor.
- Lateral file cabinets are generally up to 48 inches tall.

Supplies are generally stored in a central supply room. Reams of paper may be stored in boxes on the floor, or in cabinets near the copier or printer.

The Project Manager is required to visit project sites. When conducting a site visit, the worker may be required to wear a hard hat and safety vest. Safety glasses and ear protection are also available. Worker should wear appropriate shoes/boots when participating in site visits.

Education / Training:

Education: *Minimum educational qualifications include:* Bachelor's degree in engineering, architecture, business, construction management, planning, or other project management related fields, as well as 4 years of project management related experience demonstrating successful completion of projects. .

*Preferred qualifications include:* Professional registration such as Professional Engineer, Project Management Professional, or Registered Architect, and experience in bidding and change order processes. Also preferred are three years of Seaport-related project management experience, and a master's degree in an applicable field of study.

A valid Washington State Driver's License is also required in this position, as is the ability to pass a required FBI/FAA background check.

Experience: In this position, the Port would like minimum 8 years, preferably 15 plus years of experience.



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## **COGNITIVE**

### **COMPREHENSION**

Articulating and comprehending information in conversations happens *continuously* when participating in meeting, leading meetings and coordinating meetings.

Reading, comprehending, and using written materials occurs *continuously*.

Understanding and solving problems involving math and using the results occurs *continuously* while planning, preparing spreadsheets, preparing budgets, schedules and analyzing funding sources.

Using technology/instruments/tools & information systems occurs *continuously* while using computers, cell phone, calculator, etc.

Working with two and three-dimensional formats occurs frequently for drafting and displays.

### **REMEMBERING**

Remembering spoken instructions occurs *continuously*.

Remembering written instructions occurs *continuously*.

Remembering visual information *continuously*.

Recalling information incidental to task at hand occurs *continuously*.

Memorizing facts or sequences occurs *continuously*.

Remembering simple instructions *continuously*.

Remembering detailed instructions occurs *continuously*.

### **LEARNING & PROCESSING**

Effectively learning and mastering information from classroom training occurs once or twice yearly from the outside and on an ongoing basis as needed from in-house training.



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Effectively learning and mastering information from on-the-job training occurs *continuously*.

Learning from past directions, observations, and/or mistakes occurs *continuously*.

Using common sense in routine decision-making occurs *continuously*.

Recognizing and anticipating potential hazards and taking precautions occurs *continuously*.

Thinking critically and making sound decisions occurs *continuously*.

Integrating ideas and data for complex decisions occurs *continuously*.

Determining and following precise sequences occurs *continuously*.

Coordinating and compiling data and information occurs *continuously*.

Analyzing, synthesizing data and information occurs *continuously*.

**TASKING & PLANNING**

Performing repetitive or short-cycle work occurs *continuously*.

Working under specific instructions occurs *continuously*.

Completing complex tasks occurs *continuously*.

Directing, controlling, or planning for others as necessary for basic tasks occurs *continuously* while working with team members, understanding their different specialties. Interpersonal communication very important.

Directing, controlling, or planning for others as necessary for complex tasks, occurs *continuously*.

Multi-tasking occurs *continuously*.

Planning, prioritizing, and structuring daily activities occurs *continuously*. Keep to a structured schedule within a flexible paradigm.



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#### **MAINTAINING ATTENDANCE AND AN ASSIGNED WORK SCHEDULE**

Maintaining predictable and reliable attendance is necessary each work shift.

Being punctual is necessary each work shift.

Taking rest periods at set times or only at times determined by breaks in job responsibilities is necessary each work shift.

Adjusting to a flexible schedule of workdays and or shifts would be preferable for this worker. Meetings, company culture and mandatory coverage of worker's duties and other's responsibilities if they are called away appear to take precedence over a flexible schedule.

#### **USE APPROPRIATE BEHAVIOR FOR A PROFESSIONAL WORK ENVIRONMENT**

Receiving criticism and accepting limits appropriately occurs *continuously*.

Maintaining emotional control and organization under increased stress occurs *continuously*.

Maintaining socially appropriate affect, temperament, and behavior occurs *continuously*.

Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome occurs *continuously*.

Working independently and/or unsupervised occurs *continuously*.

Adapting to frequent interruptions, changes in priorities, or changes in work location occurs *continuously*.



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**PHYSICAL DEMANDS**

**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-C</b>	Working on a computer, talking on the phone, participating in meetings, processing paperwork, and periodically operating a vehicle.
Standing	<b>S</b>	While gathering items not reachable while seated (gathering documents or files), making photocopies, picking up print-outs, and talking with co-workers, internal customers, or vendors.
Walking	<b>S-O</b>	Primarily while walking in the immediate work area, or in adjacent office areas. Worker may walk to gather files and supplies, make copies, deliver items, or attend meetings. Worker may also be required to attend meetings in other locations/buildings, and conduct site visits to monitor projects' progress, answer questions, or conduct inspections. Walking at project sites may be over uneven terrain or over various types of surfaces (generally these visits are completed before sites are under construction or after construction is complete).
Lifting (up to 10 pounds)	<b>F</b>	Lifting documents or packets of documents (including small sets of plans/drawings, request for proposal documents, contract books, and project files), telephone receiver, binders and notebooks, office supplies, and single reams of copy paper (5 lbs).
Lifting (10 to 35 pounds)	<b>S</b>	Lifting larger sets of plans, multiple reams of copy paper, and lifting boxes of documents going to or coming from off-site storage. <b>NOTE:</b> Boxes for off-site storage should not weigh more than 35 lbs. per Port policy.
Carrying (up to 10 pounds)	<b>F</b>	Carrying documents or packets of documents, binders and notebooks, supplies, and single reams of paper to a copier or facsimile machine.
Carrying (10 to 35 pounds)	<b>S</b>	Carrying larger sets of plans, multiple reams of copy paper, and carrying boxes of documents going to or coming from off-site storage. Carrying would be generally short distances in the immediate work area. <b>NOTE:</b> Boxes for off-site storage should not weigh more than 35 lbs. per Port policy.
Pushing/Pulling	<b>S-O</b>	Opening file cabinet drawers (approx. 8-10 lbs. of force).
Climbing Stairs	<b>S</b>	Generally limited. Office is located on an upper floor of an office building; although elevators are available to reach the office space (office is on what is considered the 4 <sup>th</sup> floor; it is 4 floors from the employee parking lot, but only up one floor from the level of the main street entrance). Stairs may be encountered when conducting site visits, or participating in off-site meetings.



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Bending at Waist	<b>O</b>	While gathering items from desk or file cabinet drawers, reaching for items on desk, and gathering supplies/other items at or below waist level.			
Bending Neck	<b>F</b>	Talking on the phone, entering data into a computer, processing paperwork, talking to co-workers, making copies, sending faxes, and gathering supplies.			
Twisting at Waist	<b>S</b>	Reaching for items on desk or in drawers. Talking with other individuals. Worker can minimize by moving feet or chair.			
Crouching/Kneeling	<b>N/A</b>				
Stooping	<b>S</b>	Very limited. May have to stoop when conducting site visits.			
Reaching	<b>O</b>	Picking up items on the desk, and gathering folders, document packets/files, and supplies from drawers and shelves.			
Driving	<b>S</b>	May use personal or Port vehicle to drive to project sites, or to attend meetings or training.			
Repetitive Motion	<b>O</b>	Typing on a computer and using mouse. Processing paperwork.			
Keyboarding/Using Mouse	<b>F</b>	Entering data into and gathering data from the Port's systems, drafting correspondence, or preparing spreadsheets.			
Handling/Grasping	<b>F</b>	<b>60</b>	% Pinch Grasp	<b>40</b>	% Whole Hand Grasp
Fine Finger Manipulation	<b>F</b>	Typing, writing, processing paperwork, using office equipment, and dialing telephone.			
Talking	<b>F</b>	Communicating with supervisors, co-workers, internal customers, or vendors.			
Hearing	<b>F</b>	Communicating with supervisors, co-workers, internal customers, or vendors.			
Seeing	<b>C</b>	Important in completing assigned tasks.			
Writing	<b>O</b>	Taking notes, noting action items, and marking changes.			
Normal Job Site Hazards	<b>-</b>	90% – Work performed in office environment (either primary office space, or attending meetings). 10% – Traveling to meetings and project sites. Completing site visits and inspections. Working outside the office may expose workers to moving vehicles, pedestrians, construction equipment, unfinished buildings, dust, mud, and noise.			
Expected Environmental Conditions	<b>-</b>	Work is primarily performed in a temperature controlled office environment. Worker will also be required to visit project sites, which may take place in all types of weather.			

NOTE: If a worker feels that a task is too physically demanding, assistance is always available.

**Worker Temperaments  
As Defined in the Dictionary of Occupational Titles (“DOT”)**

- |   |
|---|
| <ul style="list-style-type: none"> <li>• D - Accepting responsibility for the direction, control, or planning of an activity.</li> <li>• V - Performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.</li> <li>• P - Dealing with people beyond giving and receiving instructions.</li> </ul> |
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**Worker Attributes  
As Defined in the Dictionary of Occupational Titles (“DOT”)**

Description	Rating (Highest=1)	Typical Attributes For People In This Position
General Learning Ability	2	Above Average
Verbal	3	Average
Numerical	2	Above Average
Spatial Perception	2	Above Average
Form Perception	3	Average
Clerical Perception	3	Average
Motor Coordination	4	Below Average
Finger Dexterity	4	Below Average
Manual Dexterity	4	Below Average
Eye/Hand/Foot Coordination	4	Below Average
Color Discrimination	5	Minimal or none

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: Rod Jackson, PM3

Completed by Vocational Provider: Craig Bock, M.A., CRC

Date August 10, 2009 Signature of Vocational Provider \_\_\_\_\_



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**FOR PHYSICIAN'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 Signature \_\_\_\_\_

Physician's Name Printed \_\_\_\_\_

**Please Return Completed Form to Health & Safety 206-787-3406**