



Bock Consulting

Job Analysis

Job Title	Clean Team – Marine Maintenance	Worker	_____
DOT Number	381.687-014	Claim Number	_____
Employer	Port of Seattle	Employer Phone #	(206) 787-3137
Employer Contact	Dan Fitzgerald, Senior Manager	Date of Analysis	January 17, 2013

Job of Injury Previous Job New Job 10 Hours Per Day 4 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) Capital Development Division, 3) Real Estate Division, and 4) Seaport Division.

This job analysis is for a member of the Clean Team in Marine Maintenance.

The primary responsibilities of the Clean Team are to provide a clean and healthy environment for Port of Seattle employees, customers and visitors. The Clean Team cleans and sanitizes Port properties including offices, restrooms, and public restrooms and showers.

Schedules and Assigned Properties

Clean Team members work 10-hour shifts, 4 days a week from 2:00 p.m. to 12:30 a.m. The Clean Team works at Port properties 7 days a week (on weekdays, there are four Clean Team members scheduled, and on weekends, there are two members scheduled).

Clean Team members work at various properties owned by the Port of Seattle. These properties include: Fisherman’s Terminal, Shilshole Bay Marina, Marine Maintenance Main Shop, Marine Maintenance North Shop, locations at Terminal 91, and other locations. Properties are typically cleaned two to three times a week on a rotating basis.





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Tasks Assigned to the Clean Team:

The areas to clean differ between the properties. Depending on the location, the Clean Team may clean common areas and restrooms inside office buildings, clean restrooms and showers used by the public, clean break rooms and office spaces used by Port employees. Assigned tasks may include:

- Loading cleaning caddy with supplies obtained from the supply storage room. Gathering supplies and other items needed to clean assigned properties, or replenish items at the properties. Load items into work van.
- Driving Port vehicle to assigned property.
- Cleaning mirrors and windows.
- Wiping down/cleaning walls and floors, showers, counters, sinks, and faucets in restrooms.
- Scrubbing and plunging toilets as needed.
- Scrubbing bathroom and shower floors by hand or with a floor scrubber/buffer.
- Replenishing soap, toilet paper, and toilet seat covers.
- Cleaning/sanitizing doorknobs and hand railings.
- Sweeping and wet mopping floors.
- Cleaning desks and break room tables.
- Vacuuming offices, common areas, and hallways.
- Emptying office garbage cans and recycling containers into large garbage bag carried between offices. Replacing trash can liners in each garbage can.
- Wiping down walls as needed.
- Dusting in offices once per month.
- Stripping and waxing tile floors (typically twice a year).
- Shampooing carpets as needed.
- Providing outstanding customer service to Port employees, tenants, and the public.
- Washing mop heads and rags (using available washer/dryer).
- Operating and maintaining work-related tools, equipment and machinery, within the scope of established guidelines.
- Providing coverage for other Team members as needed (e.g. sickness, vacations, emergencies, etc.) to ensure assigned tasks are complete.



Clean Team members may be asked to complete special projects, such as cleaning a Port of Seattle police boat, cleaning a space after an old tenant moves out, or cleaning up after construction before a new tenant moves into the space.



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Mop, mop bucket, wringer, and sink.



Large rolls of toilet paper.



Shop shower.



Office hallway.



Restroom with tile floor.



Wet/dry vacuum.



Van with floor scrubber and other items.



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Machinery, Tools, Equipment, Personal Protective Equipment:

Note: In general, items typically used by the Clean Team are stored at the various locations/properties so they do not have to be transported on a daily basis.

- Broom and dustpan.
- Mop handle and head, mop bucket, and mop wringer.
- Floor/carpet vacuum. Wet/dry vacuum. “Wet Floor” signs.
- Cleaning caddy, cleaning agents/solvents, and spray bottles.
- Rags. Cleaning/toilet brushes.
- Sink. Hose. Bucket.
- Garbage bags.
- Dusting wand.
- Door stops.
- Cases of paper towels, toilet paper, and toilet seat covers.
- Floor scrubber/buffer, and carpet shampooer (both only used periodically). Scrubber pads (varies depending on surface to be cleaned).
- Washer/dryer.
- Extension cord.
- Hand truck.
- Latex/Nitrile gloves.
- Safety vest. Traffic cones.



Education / Training:

Members of the Clean Team are members of Laborers Local 242. If a new employee is not already a member of Local 242, the employee must join the Union upon hire.

A valid Washington State Driver’s license is required to the position.

When hired for the Clean Team, a new hire would initially be assigned to shadow an experienced Clean Team member to gain an understanding of the tasks and responsibilities assigned to the Clean Team. Specific training is also provided to the new Clean Team member. As the new employee gains experience, the individual would then be asked to work independently.

Per the Dictionary of Occupational Titles (DOT): 381.687-014 Cleaner

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



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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.	Occasionally
Understanding and solving problems involving math and using the results.	Occasionally
Using technology/instruments/tools & information systems.	Occasionally
Working with two and three dimensional formats.	Rarely
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.	Occasionally
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Frequently
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.	Frequently
Integrating ideas and data for complex decisions.	Rarely
Determining and following precise sequences.	Occasionally
Coordinating and compiling data and information.	Rarely
Analyzing, synthesizing data and information.	Rarely
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.	Occasionally
Directing, controlling, or planning for others as necessary for complex tasks.	Rarely
Multi-tasking.	Continuously
Planning, prioritizing, and structuring daily activities.	Frequently



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Use Appropriate Behavior for Professional Work Environment	
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.	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.	Required
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	O	While driving van from location to location; while on break.
Standing	F	Interchange with walking. While wiping off counters, desks, and tables, wiping down walls and shower surround, gathering and replacing trash liners, using vacuum, broom, mop, carpet shampooer, or floor scrubber, dusting, replenishing paper towels, toilet paper, soap, and toilet seat covers in restrooms and supply closets/cabinets, and placing items in washer/dryer.
Walking	F	Interchange with standing. While walking from and to van, walking between areas to clean, gathering supplies in storage areas/ supply closets, carrying supplies to supply closets/ cabinets, using vacuum, broom, mop, carpet shampooer, or floor scrubber, and placing traffic cones around van. Walking may be over concrete, carpet, asphalt, tile, or slippery surfaces.
Lifting (up to 5 pounds)	F	While lifting rags, individual spray bottles of cleaning solution, dry mop, mop heads, hose attached to sink, brooms, dustpans, individual rolls of toilet paper, bundles of paper towels, soap containers, smaller bags of garbage and recycling containers, safety vest, gloves, "Wet Floor" signs, and individual traffic cones (approx. 5 pounds).
Lifting (5 to 15 pounds)	O	While lifting cleaning tote of full spray bottles, brushes, and door stops (approx. 14 pounds), using 1 gallon container to fill mop bucket when hose is not available (approx. 9 pounds), lifting wet mop (approx. 9 pounds), lifting mop wringer from mop bucket (10 pounds), emptying mop bucket into toilet with ½ gallon of water (14 pounds), lifting jugs of cleaning solutions (10 pounds), larger bags of garbage and recycling containers, and 2-3 traffic cones.
Lifting (15 to 25 pounds)	S	While lifting cases of toilet paper (up to 20 pounds) and cases of paper towels (up to 25 pounds), and emptying mop bucket into toilet with 1 ½ gallons of water (23 pounds).
Lifting (25 to 45 pounds)	Limited	Two to three times a year, tile floors are stripped and waxed. A floor scrubber/buffer is lifted into a van for transport by two workers (machine weighs 90 pounds or 45 pounds per person). Carpet shampooers and walk-behind wet/dry vacuums are also transported by van and weigh approximately the same, and are lifted by two workers.



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Carrying (up to 5 pounds)	F	While carrying rags, individual spray bottles of cleaning solution, dry mop, mop heads, brooms, dustpans, individual rolls of toilet paper, bundles of paper towels, soap containers, smaller bags of garbage and recycling containers, safety vest, gloves, “Wet Floor” signs, and individual traffic cones (approx. 5 pounds).
Carrying (5 to 15 pounds)	O	While carrying cleaning tote of full spray bottles, brushes, and door stops (approx. 14 pounds), wet mop (approx. 9 pounds), jugs of cleaning solutions (10 pounds), larger bags of garbage and recycling containers, and 2-3 traffic cones.
Carrying (15 to 25 pounds)	S	While carrying cases of toilet paper (up to 20 pounds) and cases of paper towels (up to 25 pounds) to supply closet. Note: Larger equipment and heavier items are generally on wheels, or a hand truck is available to transport items.
Pushing/Pulling (up to 10 pounds of force)	F	While opening/closing doors to van, buildings, supply room, restrooms, and shower stalls. Pushing and pulling vacuum, mop, and broom. Wiping down/cleaning walls and floors, showers, counters, sinks, faucets, desks, and break room tables. Pushing mop bucket with water. Scrubbing and plunging toilets.
Pushing/Pulling (10 to 20 pounds of force)	S	While operating floor scrubber/buffer, wet/dry vacuum, and carpet shampooer, and maneuvering equipment in van.
Climbing Ladders/Stairs	S	While entering/exiting main supply room, and may be encountered at different properties. May have to clean/vacuum stairs. Periodically, step stools or short ladders may be used to dust or reach items on tall shelves if needed.
Working at Heights/Balancing	S	Periodically, step stools or short ladders may be used to dust or reach items on tall shelves if needed.
Bending at Waist	F	While gathering supplies, placing mop heads and rags into or taking them out of the washer/dryer, emptying garbage and recycling containers, picking up debris, cleaning toilets, wiping down shower surrounds, cleaning bathroom and shower floors, wiping down desks and break room tables, dusting at lower levels, operating floor scrubber, wet/dry vacuum, and carpet shampooer, and entering/exiting van.
Bending Neck	C	All of the tasks performed require bending the neck.
Reaching (up to shoulder level)	F	While gathering supplies in storage room or supply closet, restocking cleaning caddy with supplies, placing supplies and other items into van, opening doors, vacuuming, sweeping, mopping, removing garbage and replacing trash can liners, wiping down mirrors, shower stalls, and bathroom dividers, floors, scrubbing and plunging toilets, operating floor scrubber/buffer, cleaning desks and break room tables, placing mop heads and rags into or retrieving items from washer/dryer, and dusting.
Reaching (over shoulder level)	O	Will depend on the height of the worker. While gathering supplies in storage room or supply closet, wiping down mirrors, shower stalls, and bathroom dividers, and dusting.



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Stooping	S	While accessing areas to clean, entering/exiting van, or maneuvering inside van.
Kneeling/Squatting	S-O	May interchange with crawling. While kneeling/squatting to clean bathroom or shower floor, clean toilet, wipe down shower surround, reach lower levels to dust, or reach other items located at or below waist level.
Crawling	S	Potentially while cleaning bathroom or shower floor, and cleaning toilet.
Repetitive Motion	O	While sweeping, mopping, vacuuming, and wiping down surfaces.
Twisting at Waist	S-O	While gathering items from supply area, placing items into or retrieving them from washer/dryer, sweeping, mopping, vacuuming, wiping down shower surround, gathering garbage and changing trash can liners, wiping down mirrors and walls, and operating floor scrubber/buffer. Note: Twisting can be mitigated by moving feet while working.
Handling/Grasping	C	30 % Pinch Grasp 70 % Whole Hand Grasp
Fine Finger Manipulation	O	While driving van, using spray bottles, handling trash can liners, turning on/off vacuum and other equipment, picking up smaller items from store room or cleaning supply caddy.
Driving	O	While driving van between work locations.
Foot Controls	O	While driving van between work locations.
Talking	O	While communicating with co-workers, supervisors, tenants, and the public.
Hearing	F	While communicating with co-workers, supervisors, tenants, and the public. Listening for hazards or alarms.
Seeing	C	Ability to see would be considered important in this position.
Writing	S	Limited.
Normal Job Site Hazards	C	Walking on potentially slippery surfaces, exposure to blood and other biohazards, exposure to chemicals, cleaners, noise, humidity, and dust. Operating floor scrubber. Potential exposure to broken glass.
Expected Environmental Conditions	C	Tasks can be performed inside temperature-controlled areas, areas that are warm, cool, or humid, areas impacted by external weather conditions, or areas exposed to external 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?
Job Analysis Reviewed By:
Completed by Vocational Provider
Date January 17, 2013

Yes No

Dan Fitzgerald, Senior Manager

Brice York, B.A., CDMS

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