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Job Analysis

Job Title	Inventory Specialist – Distribution Center (AVM)	Worker	
DOT Number	922.687-058	Claim Number	
Employer	Port of Seattle	Employer Phone	(206) 787-4532
Employer Contact	Mike Anderson	Date of Analysis	9/8/11; 8/5/16

☐ Job of Injury ☐ Transferable ☐ New Job ☒ 40 Hours Per Week ☒ 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) Seaport Division, 3) Real Estate Division, and 4) Capital Development Division. The Aviation Division operates Seattle-Tacoma International Airport (“Sea-Tac”). Sea-Tac is in the top 10 of the busiest passenger airport in the United States, serving more than 40 million passengers a year.

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. A 50,000 sqft. central Distribution Center has been established to consolidate and manage the inventories of the items needed by the various trades in Aviation Maintenance.

This job analysis is for an individual working as an Inventory Specialist in the Aviation Maintenance Distribution Center.

Essential Functions:

Inventory Specialists perform a combination of tasks related receiving, storing, picking, distributing, inventorying, and tracking the materials, tools, equipment, and other items used by the various trades working for Aviation Maintenance. Inventory Specialists also assist Purchasing by overseeing “Blanket Orders” used to replenish inventories of commonly used items, and placing and tracking “P-Card” orders (essentially credit card purchases) for goods and services within established parameters.





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Inventory Specialists are typically staffed in the Aviation Maintenance Distribution Center from 7:00 a.m. to 5:00 p.m. on weekdays. It is possible that workers may have to work overtime and or be called in for unscheduled work to address critical situations/events.

Tasks assigned to Inventory Specialists may include:

- Meet/connect with supervisor on a daily basis.
- Maintain the inventory database within the inventory management/project management software (Maximo) for Aviation Maintenance crafts.
- Receive deliveries/shipments to the Distribution Center. Reconcile items received with invoice/manifest. Identify discrepancies.
- Enter items received in the inventory management system (Maximo).
- Transport/move items from receiving area to designated storage area by hand, hand truck, wheeled cart, pallet jack, or forklift. Places items on racks/shelves or in bins according to a predetermined arrangement.
- Receive and review orders or requisitions to determine items to be gathered/picked.
- Gather/pick items from inventory and or place orders for requested items. Transport items to staging area by hand, hand truck, wheeled cart, pallet jack, or forklift. Mark items with identifying information.
- Enter items to be distributed and direct purchases in the inventory management system (Maximo).
- Deliver parts, equipment, supplies, materials, and items to the respective Aviation Maintenance craft shops/offices.
- Monitor inventory levels and perform physical inventory and cycle counts in the Distribution Center, as well as in the supply areas maintained in the Aviation Maintenance craft shops/offices. Counts are completed on daily, quarterly, and annual bases.
- Reconcile physical counts with counts in the inventory management system. Research discrepancies and enter inventory adjustments in Maximo.
- Locate sources of supplies and items as needed. Coordinate deliveries from vendors.





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- Assist in storage and handling of hazardous materials.
- Issue and maintain special shop tools.
- Periodically, be on-call and respond to emergency situations as necessary.
- Process vendor invoices for payment. Prepare payment requests as required.
- Reconcile P-Card/credit card transactions at the end of each month.
- Accurately maintain and update supporting hardcopy documentation files.
- Perform other tasks as requested.

Necessary skills and abilities may include:

- Must have knowledge of basic warehousing equipment and supplies, and general office functions.
- Must have knowledge of computerized maintenance inventory management systems.
- Must be skilled in the use of Windows-based computers, related accessories, have keyboarding and data input skills, and have fundamental knowledge of Microsoft Office software.
- Must be organized, detail oriented, and have the ability to work within specific instructions.
- Ability to keep records up to date and accessible.
- Must possess excellent customer service skills.
- Ability to multitask, be flexible, and work in a fast-paced, high-volume environment.
- Must be able work with a diverse group of people.
- Must have a valid Washington State driver's license.
- Must be forklift certified or able to be certified (in-house function).
- Must be able to learn the terminology and common materials related for specifically assigned trade(s), e.g. Electrical Shop, Boilers, HVAC, Auto Shop, etc.





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- Excellent oral and written communication skills, and excellent interpersonal skills.
- General knowledge of purchasing procedures and practices.
- Must have the skills to complete the assigned task(s) in a timely and efficient manner.
- Ability to utilize critical thinking and judgment in analyzing and resolving problems.
- Able to take initiative and be responsible for getting work done with limited supervision in an expedient and timely fashion.
- Ability to safely operate a motor vehicle.

Machinery, Tools, Equipment, Personal Protective Equipment:

Inventory Specialists use a variety of tools and equipment to accomplish their tasks:

- Windows-based computers and computer accessories. Inventory management/project management software (Maximo), and Microsoft Office software.
- General office equipment, such as desks, chairs, worktables, fax machines, and telephones.
- General office supplies, such as pens/pencils, notepads, binders, and copy paper.
- Hand trucks. Wheeled carts. Pallet jacks. Forklift.
- Work vans. Work trucks. Scooters (small 4-wheeled vehicles).
- Short, portable freestanding stair units.
- Deck levelers.
- 2-way radios.
- Large shelving units.
- Plastic totes/bins.
- Wireless scanners to assist with counts.



Inventory Specialists are required to wear a safety vest when working outside of the Distribution Center. Inventory Specialists may also wear gloves. A fall arrest harness is worn when operating an order picker forklift (operator is raised into the air to the height of the shelf where items are being accessed).



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Education / Training:

Inventory Specialists must have a high school diploma or GED, two years experience in inventory management or in a warehouse environment, and have minimum two years working with computerized inventory management system.

Must possess a valid Washington Driver's License, and have the ability to pass a security background check. Must be able to operate a pallet jack and hand truck. Must be forklift certified or able to be certified. Prefer two years of forklift experience.

Must have 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.

Preferred qualifications include a two-year degree or certification in a trade field, experience in materials costing and inventory flow, and experience in a warehouse or trade environment.

Per the Dictionary of Occupational Titles (DOT): 922.687-058 Warehouse Worker

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

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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.		Frequently
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.		Rarely
Remembering		
Remembering spoken instructions.		Continuously
Remembering written instructions.		Occasionally
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.		Frequently
Integrating ideas and data for complex decisions.		Occasionally
Determining and following precise sequences.		Frequently
Coordinating and compiling data and information.		Continuously
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.		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.	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.	Beneficial
	Being punctual.	Beneficial
	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.	Not Necessary

***Job Analysis: Inventory Specialist – Distribution Center (Aviation Maintenance)
Port of Seattle – DOT # 922.68-058*****PHYSICAL DEMANDS****N/A:** Not Applicable**S:** Seldom (1-10% of the time)**O:** Occasional (10-33% of the time)**F:** Frequent (33%-66% of the time)**C:** Constant (Over 66% of the time)**WNL:** Within Normal Limits (talking, hearing, etc.)STRENGTH: ☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy

Frequency

Comments

Sitting	F	While working at desk on computer or processing paperwork; driving a vehicle (in Distribution Center or to deliver items); riding trike in warehouse; attending meetings; potentially while performing counts.
Standing	O-F	Interchange with walking. While entering data into computer related to receiving or distributing items; picking items; operating stand-up forklift; performing counts; talking with co-workers.
Walking	F	Interchange with standing. Walking may be over concrete, asphalt, tile, or carpet. May walk up to 0.5 mile to deliver items to customers in airport terminal/AOB. May encounter wet/slippery surfaces when walking outside.
Lifting (up to 20 lbs.)	F	
Lifting (20 to 40 lbs.)	O	Note: Heavier items can be lifted by two workers, or equipment can be used (pallet jacks or forklifts) to reduce the amount of necessary lifting.
Carrying (up to 20 lbs.)	F	
Carrying (20 to 40 lbs.)	O	Note: Heavier items can be moved by two workers, or equipment can be used (wheeled carts, pallet jacks, scooters, or forklifts) to reduce the amount of necessary carrying.
Pushing/Pulling (Up to 20 lbs. of force).	F	While pushing wheeled carts; pushing/pulling items on/off shelves; loading items in vehicle; opening doors; opening file drawers.
Pushing/Pulling (20 to 50 lbs. of force).	S	Potentially while pulling/pushing loaded wheeled cart(s), or non-motorized pallet jack. Note: A forklift can be used to reduce heavy pushing/pulling.
Climbing Stairs/Ladders	S	Workers may use short, portable freestanding stair units to reach items on warehouse shelves. Workers may also encounter stairs in shops or other buildings when making deliveries. No ladders. Note: Elevators are generally available in buildings.
Working at Heights/ Balancing	S	While using an order picker forklift (this type of forklift raises the operator into the air to the height of the shelf where items are being accessed. Fall protection is worn while operating the forklift).
Bending at Waist	F	Working on a computer while standing; checking deliveries; seeking items to pick; placing items on shelves; gathering items from shelves; entering and driving vehicle; gathering items while sitting at desk; performing counts.
Bending Neck	C	All of the assigned tasks involve neck movement: working on a computer, processing paperwork, checking deliveries, seeking items to pick, placing items on shelves, gathering items from shelves, driving vehicle or forklift, pushing wheeled cart, and making and receiving calls.
Twisting at Waist	O	While moving items to/from pallets, wheeled carts, or vehicles; entering/exiting vehicles; gathering items on desk; performing counts.
Crouching/Kneeling	S	Working below waist level; gathering items stored at or below waist level.



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Crawling	N/A	
Stooping	S	While entering/exiting vehicles.
Reaching (up to shoulder level)	F	Majority of reaching is between waist and chest levels, but reaching is performed at all levels between the floor and shoulder.
Reaching (above shoulder level)	O	While accessing items stored over shoulder level; potentially while working at desk. Note: Workers can use portable stair units or forklifts to limit over-the-shoulder reaching in the warehouse.
Driving	S-O	Frequency depends on assigned tasks. Driving vehicles, scooter, forklift, or trike.
Foot Controls	S-O	Frequency depends on assigned tasks. Driving vehicles, scooter, forklift, or trike.
Repetitive Motion	S	The variety of tasks conducted by the Inventory Specialists generally limits the amount of repetitive motion, although there may be circumstances of repetitive motion when processing paperwork or entering data into a computer.
Handling/Grasping	F	50 % Pinch Grasp 50 % Whole Hand Grasp
Fine Finger Manipulation	O	While processing paperwork, writing, using keys to start vehicles, pressing buttons to control overhead doors, handling small items/packages, and operating two-way radio.
Talking	F	Communicating with supervisors, co-workers, customers, delivery personnel, and vendors.
Hearing	C	Communicating with supervisors, co-workers, customers, delivery personnel, and vendors. Listening for signs of danger or alarms.
Seeing	C	Visual abilities would be considered important in this position.
Writing	S	While checking items received or picked; labeling items for delivery; taking notes in meetings or on the phone; making notes on reports; documenting counts.
Keyboarding	F	Entering data into computer; researching inventory counts and discrepancies; creating and responding to electronic mail. Potentially while creating spreadsheets, or writing reports or correspondence.
Normal Job Site Hazards	F	Potential of falling objects, working on or near moving vehicles, driving vehicles, working at heights (on order picker forklift); slippery walking surfaces, dust, and noise
Expected Environmental Conditions	C	Work is performed in a non-temperature-controlled warehouse environment, or a temperature-controlled office environment attached to the warehouse. Worker may be exposed to outside weather when accepting deliveries to the Distribution Center, loading a vehicle with deliveries, or while making deliveries to the assigned shops/offices.



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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:	Mike Anderson, Assistant Manager AVM Dist Center Delmas Whittaker, Logistics Manager AVM Dist Center
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Completed by Vocational Provider Brice York, CDMS

Date August 5, 2016 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

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