



Bock Consulting

Job Analysis

Job Title	Construction Support Specialist	Worker	
DOT Number(s)	372.667-034	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-3000
Employer Contact	Clint Hughes	Date of Analysis	11/14/06; 5/17/16; 4/9/18

Job of Injury
 Transferable Skills Job
 New Job
 0-40 hours Per Week
 0-5 Days Per Week

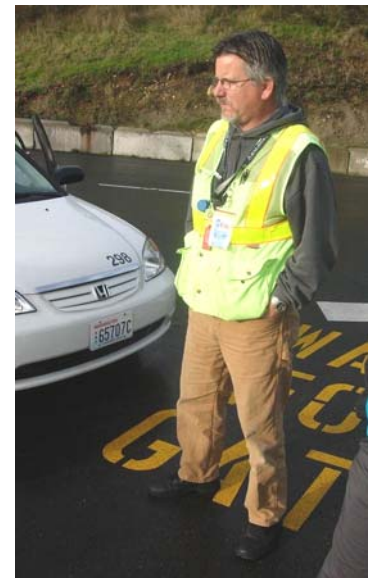
Job Description, Essential Functions, Tasks and Skills:



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) Seaport Division, 3) Real Estate Division, and 4) Capital Development Division.

This job analysis is for the Construction Support Specialist (“CSS”) position within the Aviation Division.

The primary duties performed by CSSs are related to monitoring, controlling, and granting or denying access of construction/vendor personnel into the restricted/secure areas of Sea-Tac Airport. CSSs are trained in security regulations applicable to airport operations, the types of threats that may be encountered at an airport, and enforcing security policies and procedures. They are instructed to observe events, and should the need arise, to contact the Port of Seattle Police to address a specific situation.



Essential Functions of Construction Support Specialists:

- Staff access gates to monitor and control construction vehicles and personnel entering and exiting the restricted/secure areas of the Air Operations Area (“AOA”). CSSs thoroughly inspect vehicles, check badges, visually inspect the contents of briefcases, backpacks, or other personal bags in vehicles.
- Admit authorized contractor personnel to the AOA. Deny entry to personnel without valid identification. CSSs are responsible for challenging any person(s) not displaying proper badges.
- Complete required paperwork as necessary related to airfield access.



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- Escort authorized contractors, vendors, and construction personnel and vehicles within the AOA.
- Monitor temporarily open or typically unstaffed access point to act as a gatekeeper to monitor and control access to secure areas.
- Monitor construction/vendor activities, and notifies the Airport Duty Manager of any violation of airport rules and regulations, or other activities that may be considered unsafe.
- Maintain and monitor radio communication with the ramp control tower, airfield operations, and other stations as directed.
- Report or pick up a foreign objects or debris (“FOD”) and countered in the AOA.
- In the event of a security breach, obtain the description of the individual(s) and/or vehicle(s) in question, and make contact with the appropriate personnel/agency to address the situation.
- In emergency situations, workers may be assigned other duties.
- When assigned Lead responsibilities, coordinate staffing with Port personnel and contractors.
- Attend daily meetings to discuss shift responsibilities and updates.



Necessary skills and abilities may include:

- Thorough knowledge of security clearance levels, security policies and procedures, restricted area entry procedures, layout of the airport (including AOA access points), and applicable FAA directives and alert bulletins.
- Strong customer relations and interpersonal skills. Ability to maintain a professional manner at all times while working. May encounter confrontational situations where the worker may need to diffuse tense situations with Port employees, outside vendors, or the public.
- Good written and verbal communication skills, and good reading comprehension skills.





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- The ability to work independently at remote locations without immediate supervision.
- The ability to be detail oriented while completing assigned tasks. The ability to take direction and follow directions, policies and procedures closely.
- Ability to use proper radio procedures.
- Basic Windows computer skills, with the ability to navigate in a Windows-based computing environment. Knowledge of Microsoft Word, Excel, Outlook, and Sharepoint. Ability to learn and adopt new technologies implemented over time.
- Ability to pass all security and background checks.
- Knowledge of traffic flow management (if dealing with long lines of vehicles at gates, or directing traffic). Ability to obtain/maintain a Flagger certification.
- Being able to work in any kind of weather.

Machinery, Tools, Equipment, Personal Protective Equipment:

- Port of Seattle vehicles – sedans, trucks, and sport utility vehicles.
- Two-way radios.
- Windows-based computers (with applicable accessories, including keyboards, mice, and printers). Computers are loaded with Microsoft Office applications (Word, Excel, and Outlook), and Microsoft Sharepoint.
- iOS-based and other mobile electronic devices.
- General office supplies, including pens, pencils, paper, file folders, and other items.
- Barricades and traffic cones.



Workers wear uniforms (provided by the employer) and safety vests when working around vehicles and traffic. Footwear must meet ANSI minimum standards. Ear protection is required as necessary. Workers may also wear rain gear as needed (provided by employer).



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Education / Training:

Workers must join the International Longshore & Warehouse Union (Local No. 9) within 30 days of employment.

Workers need to be able to learn and apply security procedures, and learn to operate equipment related to assigned duties, including radios and other mobile devices. This knowledge would normally be acquired through completion of high school or equivalent (GED). Prior experience in airport operations strongly preferred (obtained in a civilian or military capacity, preferably at a medium to large airport). Experience working rotating shifts preferred.

Workers must be able to pass a required background check, have a valid Washington State driver's license.

Workers must successfully complete the following required training courses before being allowed to work:

- Airport Security Awareness Training (training related to security measures and regulations applicable to airport operations, the role of security professionals in the general aviation security framework, the types of threats that may be encountered at an airport, and enforcing security policies and procedures).
- Vehicle and Baggage Inspection Training (training regarding procedures related to inspections, and practical instruction on the implementation of inspection techniques).
- Air Operations Area (“AOA”) training (training covering safety procedures related to working on and around the airfield).

A Flagger certification is required.

Per the Dictionary of Occupational Titles (DOT): 372.667-034 Guard, Security

Specific Vocational Preparation (SVP): 3 (From 30 days to three months)



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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.	Frequently
Understanding and solving problems involving math and using the results.	Occasionally
Using technology/instruments/tools & information systems.	Continuously
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.	Continuously
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.	Occasionally
Coordinating and compiling data and information.	Occasionally
Analyzing, synthesizing data and information.	Continuously
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.	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.	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.	Required
Adjusting to a flexible schedule of work days and or shifts.	Beneficial



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PHYSICAL DEMANDS

Note: CSSs must be able to perform all tasks and physical demands of the position as assignments rotate and vary from shift to shift.

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	S-O	Completing paperwork, and logging activities. While monitoring a high-traffic location, a CSS may not have the time to sit in between vehicle inspections and may be on feet for an extended period of time. While escorting vehicles within the AOA. Attending meetings.
Standing	F	Checking badges of personnel seeking access to the airfield or other restricted areas, conducting vehicle inspections, and performing visual inspections of briefcases, backpacks, or other personal bags in vehicles.
Walking	F	Interchange with standing. Walking may be over concrete, asphalt, grass, or dirt. May include walking over wet, slippery, or uneven surfaces.
Lifting (up to 10 lbs.)	O	Lifting badges, cellular/smart devices, 2-way radio, vehicle inspection mirror (mirror mounted to long handle used to see under vehicles), "Vehicle Under Escort" signs, keys, locks, notepad, paperwork, and single traffic cone (approx. 7 lbs.).
Lifting (10 to 25 lbs.)	S	Lifting briefcases, backpacks, or other personal bags in vehicles to perform visual inspection. Stack of 3 traffic cones (approx. 21 lbs.). Potentially lifting a piece of debris, an item left at a gate, or an item that fell from a vehicle.
Lifting (25 to 50 lbs.)	Rare	Rarely a CSS may be required to lift a heavy item (large piece of debris, an item left at a gate, or an item that fell from a vehicle). Also, a CSS may be required to lift a briefcase case containing paperwork and badges used to issue badges and flags to contractors or other personnel during a "snow event" or other events.
Carrying (up to 10 lbs.)	O	Carrying cellular/smart devices, 2-way radio, vehicle inspection mirror (mirror mounted to long handle used to see under vehicles), "Vehicle Under Escort" signs, keys, locks, notepad, paperwork, and single traffic cone (approx. 7 lbs.).
Carrying (10 to 25 lbs.)	S	Carrying stack of 3 traffic cones (approx. 21 lbs.). Potentially carrying a piece of debris, an item left in the terminal, or an item that fell from a vehicle.
Carrying (25 to 50 lbs.)	Rare	Rarely a CSS may be required to carry a heavy item (large piece of debris, an item left at a gate, or an item that fell from a vehicle) a few feet to move it out of the way, or to a vehicle. Also, a CSS may be required to carry a briefcase containing paperwork and badges used to issue badges and flags to contractors or other personnel during a "snow event" or other events.



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Pushing/Pulling (Up to 10 lbs.)	O	Opening doors on buildings or vehicles, opening/closing doors, lids, or compartments on vehicles for inspection. Moving items on/in vehicles while conducting inspections.			
Pushing/Pulling (10 to 25 lbs.)	S	Opening/closing doors, lids, or compartments on vehicles for inspection. Closing tailgate on a truck. Moving items on/in vehicles while conducting inspections. Opening/closing manual gates (gates that do not have motors/mechanical controls have to be pushed/pulled to open/close).			
Climbing Stairs/Ladders	S-O	Using steps, running board, or ladders attached to trucks to reach truck cabs or areas on a truck to perform inspections. Steps may be encountered throughout the airport facilities.			
Work at Heights/ Balancing	S-O	Using steps, running board, or ladders attached to trucks to reach truck cabs or areas on a truck containing freight to perform inspections.			
Bending at Waist	F	Entering/exiting vehicles, conducting inspections of vehicles, conducting inspections of briefcases, backpacks, or other personal bags in vehicles, driving a vehicle, and obtaining items stored at or below waist level.			
Bending Neck	C	All of the tasks assigned to CSSs involve neck movements.			
Twisting at Waist	O	Conducting inspections, and driving a vehicle (backing up).			
Crouching/ Kneeling	O	Conducting inspections below waist level, or gathering items stored below waist level.			
Stooping	S-O	Conducting inspections, and entering/exiting vehicles.			
Reaching (floor to shoulder)	F	Inspecting badges of personnel seeking access to the airfield or other restricted areas. Conducting vehicle inspections. Opening/closing doors, lids, or compartments on vehicles for inspection. Inspecting briefcases, backpacks, or other personal bags in vehicles. Grasping handholds while using steps, running board, or ladders attached to trucks to reach truck cabs or areas on a truck to perform inspections. Driving a vehicle. Using key to open locks. Opening/closing manual gates. Opening doors on buildings or vehicles.			
Reaching (over shoulder)	S	Inspecting badges of personnel seeking access to the airfield or other restricted areas. Conducting vehicle inspections. Opening/closing lids or compartments on vehicles for inspection. Grasping handholds while using steps, running board, or ladders attached to trucks to reach truck cabs or areas on a truck to perform inspections.			
Driving	N/A-S	While escorting vehicles within the AOA.			
Foot Controls	N/A-S	While escorting vehicles within the AOA.			
Repetitive Motion	N/A	The variety of assigned tasks mitigates repetitive motion.			
Handling/ Grasping	F	50	% Pinch Grasp	50	% Whole Hand Grasp



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Fine Finger Manipulation	F	Inspecting badges of personnel seeking access to the airfield or other restricted areas. Inspecting contents of briefcases, backpacks, or other personal bags in vehicles. Using 2-way radio. Using cellular/smart devices. Typing in access codes into keypads. Using computer to check email or enter data. Taking notes, completing logs, or filling out forms. Using keys and locking/unlocking padlocks. Using buttons and switches in vehicles.
Writing	S	Taking notes, completing logs, or filling out forms.
Talking	C	Communicating with co-workers, vendors, and the public.
Hearing	C	Communicating with co-workers, vendors, and the public. Listening for alarms and applicable radio traffic.
Seeing	C	Visual abilities would be considered very important in this position, as the workers depend on visual cues to identify issues.
Normal Job Site Hazards	C	Working near moving vehicles. Exposure to exhaust, fumes, and dust. May have to work in potentially confrontational situations when denying access to secure areas to employees, vendors, and the public. Driving vehicles near other vehicles (including airplanes), walking on wet, uneven, and slippery surfaces.
Expected Environmental Conditions	C	Work is generally performed outside exposed to external weather conditions. During peak traffic periods, a CSS may be exposed to external weather conditions for an extended period of time. Rain gear is available if needed. Worker may be exposed to noise, dust, or fumes.

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:

Nick Terrana and Clint Hughes

Completed by Vocational Provider

Brice York, B.A., CDMS

Date April 9, 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**