



# Bock Consulting

## Job Analysis

Job Title	Electrical Utility Worker (AVM)	Worker	
DOT Number	389.687-018	Claim Number	
Employer	Port of Seattle	Employer Phone	(206) 787-3000
Employer Contact	Darin Benofsky	Date of Analysis	4/17/07; 9/8/11; 1/18/17; 12/11/18

Job of Injury   
 Transferable Skills Job   
 New Job   
 40 Hours Per Week   
 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) Maritime Division, and 3) Economic Development Division.



The Aviation Division owns and operates Seattle-Tacoma International Airport. Sea-Tac Airport handles more than 40 million passengers a year, and offers state-of-the-art air cargo facilities. 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.

This job analysis is for an individual working as an Electrical Utility Worker for Aviation Maintenance.

### Essential Functions:

Electrical Utility Workers change/replace the light bulbs throughout entire airport complex (including the parking garage, and nearby outer buildings). They do not replace bulbs in streetlights, or on the airfield.

The Electrical Utility Workers have bulbs stored in various storage rooms throughout the facility, but most of their work is performed away from these locations.

### Tasks assigned to Electrical Utility Workers may include:

- Meet/connect with supervisor on a daily basis.





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- Request and gather parts, supplies, and or materials needed for assignments/projects.
- Patrol assigned area(s) of the airport to identify light bulbs that are out. This may include general lighting fixtures or signs.
- Change the burned out light bulbs as needed. Bulbs may be in any part of the airport complex, including the main terminal where travelers check in and wait for their flights, in the secured areas, in general office space, and in the parking garage. Lights may be reached while a worker is standing on the ground, or the lamps may be up to 80 feet above the ground. Lights may be in the ceiling above empty space, or in and around machinery.
- Wash/clean fixtures as needed.
- Complete preventative maintenance work orders as requested related to relamping fixtures in the airport complex.
- Respond to trouble calls as needed.
- Identify when a non-working light is not a bulb issue.
- Enter time by work order on a daily basis into job tracking system (Maximo).
- Complete inventory logs and paperwork as required to maintain up to date records of the items/bulbs used.
- Restock inventories of bulbs delivered to storage areas.
- Send and respond to electronic mails.
- Attend periodic meetings during which training is provided and important safety issues are discussed.
- Assist other crafts as requested.
- Complete all required forms and documents.
- If the group Foreman is off-work or on vacation, an Electrical Utility Worker may be asked to assist in supervising/managing the group on an interim basis.
- Read electrical meters.
- Perform other tasks as requested.



Necessary skills and abilities may include:

- Identifying the best method to correctly complete an assigned task. The ability to utilize critical thinking and judgment in defining, analyzing, and resolving problems.
- Skills to complete the assigned task(s) in a timely and efficient manner.
- Must maintain professional appearance and manner while working, due to the fact that workers in this



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position frequently come into contact with the traveling public.

- The ability to take initiative and be responsible for getting work done with limited supervision in an expedient and timely fashion. Must demonstrate effective judgment and decision making.
- Ability to work in a safe and efficient manner, and use lift equipment.
- Ability to communicate effectively, both verbally and in writing.
- Excellent interpersonal skills (including on radio).
- Must be organized, detail oriented, and have the ability to work within specific instructions.
- Must have fundamental knowledge of Windows-based computers, related accessories, have keyboarding and data input skills, and have basic knowledge of Microsoft Office software.
- Must be able work with a diverse group of people.
- 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:**

- Various types of light bulbs.
- Hand tools, including pliers, screwdrivers, and utility knives.
- Ladders (5, 6, 10, and 12 foot).
- Lift equipment (scissor and boom lifts).
- Extension arm with bulb-holding attachment on end.
- Wheeled carts. Work trucks. Scooters (small 4-wheeled vehicles).
- Traffic cones. 2-way radios.
- Shelving units for bulb storage.
- Ultrasonic fixture cleaner.
- Windows-based computers and computer accessories. Inventory management/project management software (Maximo), and Microsoft Office software.
- General office equipment, such as desks, worktable, chairs, and telephones. General office supplies, such as pens/pencils, notepads, and copy paper.



Personal protective equipment can include: safety vest, hardhat, safety glasses, dust mask, respirator, gloves, fall protection (harnesses and lanyards used when working at heights), and raingear.



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**Education / Training:**

Electrical Utility Workers must have a high school diploma or GED. Must also have a valid Washington State Driver's license, and be able to pass a background check.

Training and/or enough hands-on experience with computers to have a working knowledge of Windows-based computers, related accessories, keyboarding, data entry, and electronic mail software.

Electrical Utility Workers are represented by the International Brotherhood of Electrical Workers, Local 46-Seattle.

**Per the Dictionary of Occupational Titles (DOT): Light Fixture Servicer**

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



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**COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS**

Frequency Definitions:	
<b>Continuously</b> = Occurs 66-100% of the time.	<b>Occasionally</b> = Occurs 1-33% of the time
<b>Frequently</b> = Occurs 33-66% of the time.	<b>Rarely</b> = May occur less than 1% of the time.
<b>Never</b> = Does not ever occur.	
<b>Comprehension</b>	
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.	Occasionally
<b>Remembering</b>	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Occasionally
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Occasionally
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Continuously
<b>Learning &amp; Processing</b>	
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.	Occasionally
Coordinating and compiling data and information.	Occasionally
Analyzing, synthesizing data and information.	Occasionally
<b>Tasking and Planning</b>	
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.	Occasionally
Planning, prioritizing, and structuring daily activities.	Occasionally



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<b>Use Appropriate Behavior for Professional Work Environment</b>	
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.	Occasionally
Responding effectively to emergency situations.	Rarely

Frequency Designations: <b>Required Beneficial Not Necessary</b>	
<b>Maintaining Attendance and An Assigned Work Schedule</b>	
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



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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	<b>S-O</b>	Depends on assignment(s). While driving a truck or electric cart to move between and patrol work areas, and to transport the necessary supplies and equipment.
Standing	<b>F</b>	Interchange with walking. While gathering supplies, loading truck or electric cart, and replamping fixtures from the ground, standing on a ladder, or standing in a manlift. Also while restocking inventory/supplies.
Walking	<b>F</b>	Interchange with standing. While gathering/restocking supplies, loading truck or electric cart, and carrying supplies to a work area. Generally, supplies can be driven close to where the worker will be completing tasks. Walking may be over concrete, asphalt, tile, uneven, or slippery surfaces.
Lifting (up to 10 pounds)	<b>F</b>	Lifting light bulbs (or multiple bulbs), supplies, paperwork, radio, and small fixtures and fixture parts.
Lifting (10 to 20 pounds)	<b>O</b>	Lifting cases of bulbs and supplies, fixtures, and ladders.
Lifting (20 to 40 pounds)	<b>S</b>	Lifting cases of bulbs and supplies, fixtures, and ladders. Note: For items over 40 lbs., assistance is available.
Carrying (up to 10 pounds)	<b>F</b>	Carrying light bulbs (or multiple bulbs), small fixtures and fixture parts, radio, supplies, loading truck or electric cart, and carrying items to a work area.
Carrying (10 to 20 pounds)	<b>O</b>	Carrying cases of bulbs and supplies, fixtures, and ladders, loading truck or electric cart, and carrying supplies to a work area. Generally, items can be driven close to where the worker will be completing tasks.
Carrying (20 to 40 pounds)	<b>S</b>	Carrying cases of bulbs and supplies, fixtures, and ladders, typically for short distances. For items over 40 lbs., assistance is available. Also, trucks, electric carts, and wheeled carts are used to move items between work areas, which helps reduce the amount of carrying.
Pushing/Pulling (Up to 10 pounds of force).	<b>F</b>	Gathering/restocking supplies, removing/replacing bulb in fixture; pulling ladder off cart; opening doors and drawers.
Pushing/Pulling (10 to 40 pounds of force).	<b>S</b>	Moving ultrasonic cleaning machine to a water source. Pulling out storage compartments in back of work truck, or potentially while pulling items from back of truck.
Climbing Ladders/Stairs	<b>F</b>	Ladders are used extensively while replacing light bulbs. Stairs may be encountered while moving between work areas.
Working at Heights/Balancing	<b>F</b>	Working on a ladder or manlift.
Bending at Waist	<b>F</b>	Gathering or stocking supplies, pushing wheeled carts, replacing bulbs, and entering truck, electric cart, or manlift.
Bending Neck	<b>C</b>	Almost all of the tasks assigned to the Electrical Utility Workers require neck movement.



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Twisting at Waist	<b>F</b>	Some light bulbs are located above and around immovable objects or machinery, behind valences, or at angles that require a worker to twist and maintain an awkward position to complete the relamping. Also while gathering/restocking supplies.			
Crouching/Kneeling	<b>S</b>	Working at or below waist level.			
Crawling	<b>N/A</b>				
Stooping	<b>O</b>	Entering vehicles, or accessing hard to reach light fixtures.			
Reaching (up to knee level)	<b>S</b>	Changing low level lamps, and gathering supplies stored on lower shelves.			
Reaching (knee to shoulder level)	<b>F</b>	Changing lamps suspended from the ceiling or mounted on a wall while the worker is on a on a ladder or lift, or the ground. Changing bulbs in freestanding signs/kiosks, and gathering supplies stored between shoulder and knee height.			
Reaching (above shoulder level)	<b>F</b>	Changing lamps in ceiling fixtures while the worker is on a on a ladder or lift, or the ground. Gathering supplies stored over shoulder level.			
Driving	<b>S-O</b>	Depends on assignment(s). Electric carts are used patrol work areas looking for bulbs that need replacing. An electric cart or work truck can be used to move between work areas and transport the necessary supplies and equipment to work areas.			
Foot Controls	<b>S-O</b>	Driving an electric cart or work truck.			
Repetitive Motion	<b>N/A</b>				
Handling/Grasping	<b>F</b>	<b>50</b>	% Pinch Grasp	<b>50</b>	% Whole Hand Grasp
Fine Finger Manipulation	<b>F</b>	Removing and replacing light bulbs, using hand tools, picking up small bulbs or accessories, using 2-way radio, using keys to start vehicles, and using key card reader to access secure areas.			
Talking	<b>F</b>	Communicating with co-workers, supervisors, and public.			
Hearing	<b>C</b>	Communicating with co-workers, supervisors, and public. Listening for hazards or radio traffic.			
Seeing	<b>C</b>	Visual abilities would be considered important in this position.			
Writing	<b>S</b>	Writing notes, and completing bulb usage logs for inventory purposes.			
Keyboarding	<b>S</b>	Entering time and work performed on a daily basis, and creating and responding to electronic mail.			
Normal Job Site Hazards	<b>C</b>	Working at heights, moving machinery, moving vehicles (including airplanes), slippery walking surfaces, and fumes. May be exposed to asbestos, mercury, and sodium.			
Expected Environmental Conditions	<b>C</b>	Conditions will depend on assigned tasks. Most of the work is performed inside buildings. While working inside the airport terminal buildings, workers generally complete their tasks in a temperature-controlled environment. Other parts of the terminal are not temperature controlled (for instance in the baggage handling areas), but these areas are protected from the outside weather conditions. Workers may also be exposed to outside weather conditions if the assigned tasks are located outside, although in most cases, the work is performed under cover.			





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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:	Dan Hytry and Darin Benofsky
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Completed by Vocational Provider      Brice York, CDMS

Date      December 11, 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**