



Bock Consulting

Job Analysis

Job Title Paint Shop Crew Chief (MM) Worker
 DOT Number 840.381-010 and 749.131-014 Claim Number _____
 Employer Port of Seattle Employer Phone # (206) 787-3000
 Employer Contact Greg Hamilton Date of Analysis 8/9/10; 6/11; 5/3/18

Job of Injury Transferable New Job 8 Hours Per Day 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) Maritime Division, and 3) Economic Development Division.

The Maritime Division owns and operates approximately 1,200 acres of moorage, cargo-related, and cruise ship facilities. The Maritime Division employs a maintenance staff, which is responsible for general facility upkeep, pier and moorage system repairs, and utility maintenance.

This job analysis was developed for a Paint Shop Crew Chief working in Marine Maintenance.

The Paint Shop Crew Chief is responsible for supervising and directing the daily work activities of the Painters that provide services to all of the various business groups within the Maritime Division.

Work is generally performed on the day shift, although work is also performed periodically other shifts (to minimize impacts on tenants' businesses, work with tides or other issues).

The work performed by the Paint Shop Crew Chief can be categorized as follows:

Work Category	Estimated Time
Office/desk/administrative work (including meetings)	10-15%
Supervising work and personnel and providing assistance in and around shop	5-10%
Supervising work and personnel and providing assistance in the field	5-10%
Performing trade-specific work	65-75%
Total	100%



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Tasks Assigned to the Paint Shop Crew Chief

Marine Maintenance Painters are typically utilized when there are maintenance, remodeling, or tenant improvement (“TI”) projects. An estimated 80% of the work is done with a brush or roller (spraying paint is estimated to be 20% of the work).

The tasks assigned to the Paint Shop Crew Chief may include:

- Receive notifications of new work orders/requests (via telephone, email, or job tracking system). Develop plans for completing requested projects. Plan for material, equipment, PPE, and staffing needs.
- Order parts, supplies, and or materials needed for projects. Work with Purchasing to ensure correct products and items are ordered and available when needed. Periodically work with vendors related to parts, supplies, and or materials needed.
- Prepare and or review site specific safety plan for each project/work task. Prepare job plans and supporting documentation as needed.
- Prepare personnel schedules and assign work tasks.
- Coordinate scheduling with other trades to ensure materials, equipment, and workers from other trades are available as needed to complete assigned work orders/projects. Coordinate with outside vendors/contractors/entities. Coordinate scheduling with Port Facility Maintenance Managers and tenants.
- Assist crew in choosing tools, equipment and materials
- When required, drive truck to job site to transport tools, and materials, and to access job site.
- When on-site, unload truck and transport paint, equipment, and supplies to project site.
- Set up work site, including cones, and tarps/drop cloths.
- Mask/cover items where paint is not needed (using tape and paper).
- Complete drywall by taping panels and applying drywall mud. While using a respirator sand walls to smooth mud. Apply texture to walls. Perform other repairs prior to painting.
- Transfer paint into containers for carrying while painting. Load paint into sprayer, if needed.
- Apply paint or other finish or coating and complete specific job projects, either in the shop, on-site, or both while wearing a respirator.
- May paint parking stripes, letters, numbers, awnings, canopies.
- May spot paint vehicles and bridges.
- Enter time by work order on a daily basis into job tracking system (Maximo). Review daily time





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entered by crew and approve.

- Ensure description of work completed is available and or correct in work log.
- Send and respond to electronic mails.
- Provide training to one or more crew members to cover duties of Crew Chief when Crew Chief is not working/available.
- Visit project sites and oversee/inspect completed work. Ensure work is being performed in a safe manner.
- Meet/connect with crew daily to manage workflow, address issues, and reassign personnel based on work demands.
- Lead periodic meetings to provide training and discuss important safety issues.
- Attend periodic meetings with supervisors and other entities.
- Coordinate work priorities with supervisors.
- Assist crew members with technical input, answer questions from crew, and provide troubleshooting advice as needed.
- Respond to requests for bids. Review work scope, materials, equipment, and staffing needs, and prepare an estimate related to the requested work.
- Ensure crew has current certifications and or training as required by policy, law, or ordinance.
- Potentially supervise apprentices or mentor students.
- Reviewing drawings, plans, and schematics for potential projects.
- Complete all required forms and documents.

Worker's Skills and Traits

- Knowledge of materials, methods, and tools used in the painting industry; utilize standard accepted procedures to ensure successful job completion.
- Have the physical abilities to accomplish all of the tasks assigned to a Painter. On projects assigned generally a full range of motion is essential to completing the tasks assigned. This may include bending, crouching, reaching, crawling, and standing/walking for extended periods of time. In addition, it may be necessary for Painters to climb ladders on a consistent basis, and work in awkward positions to perform all aspects of the job.
- Must be able to wear a respirator for an entire work shift.
- Good eyesight, hand-eye coordination, and manual dexterity.
- Ability to work independently, but also within a team as required.
- Ability to follow directions closely and be detail oriented while working.
- Having the skills to identify the best way to accomplish a task, and complete the assigned task(s) in a timely and efficient manner.
- Able to work in a safe manner, including fall protection implementation.
- Working knowledge of Windows-based computers and related accessories. Working knowledge of time tracking software, keyboarding and data input skills, and knowledge of electronic mail software.



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Machinery, Tools, Equipment, Personal Protective Equipment

- 1-gallon cans and 5-gallon buckets of paint, stain, or other coatings.
- Assorted brushes and paint rollers. Brushes can range from 0.5 inches to 6 inches wide (with the typical brush being 3 inches wide). Handle extensions (1' to 16' in length).
- Scrapers. Bench grinder/buffer.
- Paint/stain agitators/shakers.
- Paint sprayers. Tarps/drop cloths. Coveralls.
- Truck (each worker is assigned a specific truck), or other Port of Seattle vehicles.
- Striping machine. Forklift. Scissor lifts, snorkel lifts, bucket truck and man lifts.
- Ladders (ranging from 4 feet to 40 feet).
- Handcarts. Scaffolding.
- Spray booth with filtering and ventilation systems.
- Brooms and other cleaning supplies and equipment.
- Computer, computer accessories, and project management software (Maximo).
- General office equipment, such as desk, chair, fax machine, telephones, and calculator.
- General office supplies, such as pens/pencils, notepads, binders, file folders, and copy paper.



Workers are required to wear a safety vest when working. Hard hats, respirators, face shields, fall protection and protective suits are required as necessary. Painters may also use gloves, rain gear, and kneepads.



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Education / Training

The Paint Shop employees, including the Crew Chief, are represented by the International Union of Painters and Allied Trades Local 300.

The Paint Shop Crew Chief would be a Journeyman level Painter with significant experience in the tasks and duties of the trade.

Marine Maintenance Painters must complete an annual recertification of respirator certification.

The Crew Chief must also complete the Front Line Supervisor Training as a Port of Seattle requirement. This training is offered once a year and must be completed during the first year as a Crew Chief.

A Boater's Education Card is required for all employees who perform work while in a boat or standing on a work float.

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.

Per the Dictionary of Occupational Titles (DOT):

840.381-010 Painter Specific Vocational Preparation (SVP): 7 (Two to four years)

749.131-014 Supervisor, Paint Department SVP: 7 (Two to four years)



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

Frequency Definitions:		
<p>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.</p>		
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.	Continuously
	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.	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.	Continuously
	Integrating ideas and data for complex decisions.	Occasionally
	Determining and following precise sequences.	Frequently
	Coordinating and compiling data and information.	Occasionally
	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.	Continuously
	Directing, controlling, or planning for others as necessary for complex tasks.	Rarely
	Multi-tasking.	Continuously
	Planning, prioritizing, and structuring daily activities.	Continuously



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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.	Occasionally
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.	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	Driving to and from work sites, participating in meetings, or while on break. Potentially while working in the shop.
Standing	F	Interchange with walking.
Walking	F	Interchange with standing. Most of the time will be walking on relatively even surfaces of tile, concrete, or asphalt, but workers may encounter uneven terrain at times.
Lifting (up to 12 pounds)	F	Phones, radios, office supplies. Lifting brushes and rollers, other supplies and equipment, 1-gallon cans of paint (weigh approx. 10-12 pounds each – latex paints are heavier than oil-based paints), traffic cones (up to 3 cones - each weighs approx. 3.5 pounds).
Lifting (12 to 35 pounds)	O	Partially empty 5 gallon buckets of paint/stain, ladders (from 4 feet to 40 feet ranging from 18 to 30pounds), tarps and drop cloths (up to an est. 20 pounds), rolls of plastic sheeting (12’x200ftx1.5 mils = 18 pounds/ 20’x100’x3 mils = 30 pounds), boxes of rolled masking paper (a box of 12 rolls = 20 pounds), and stack of traffic cones (4 to 10 cones).
Lifting (35 to 60 pounds)	S	5 gallon buckets of paint/stain (up to 60 pounds), wheeled cart/work table in or out of truck (est. 30 pounds unloaded), rolls of plastic sheeting (20’x100’x4 mils = est. 40 pounds), lifting bags of walnut shells or glass bead material (40 to 50 lb. bags).
Carrying (up to 12 pounds)	F	Phones, radios, office supplies. Carrying brushes and rollers, other supplies and equipment, 1-gallon cans of paint (weigh approx. 10-12 pounds each), and traffic cones (up to 3 cones - each weighs approx. 3.5 pounds).
Carrying (12 to 35 pounds)	O	Partially empty 5 gallon buckets of paint/stain, ladders (from 4 feet to 24 feet ranging from 18 to 30pounds), tarps and drop cloths (up to an est. 20 pounds), rolls of plastic sheeting (12’x200ftx1.5 mils = 18 pounds/ 20’x100’x3 mils = 30 pounds), boxes of rolled masking paper (a box of 12 rolls = 20 pounds), stack of traffic cones (4 to 10 cones).
Carrying (35 to 60 pounds)	S	5 gallon buckets of paint/stain (up to 60 pounds), rolls of plastic sheeting (20’x100’x4 mils = est. 40 pounds), bags of walnut shells or glass bead material (40 to 50 lb. bags).
Bending at Waist	F	Performing assigned tasks.
Bending Neck	C	Performing assigned tasks.
Pushing/Pulling (Up to 15 pounds)	F	Pulling items from shelves, pulling items from truck, preparing tarps/drop cloths, masking/taking work area, applying drywall mud, sanding drywall, painting with brush/roller, loading supplies, equipment and paint on wheeled cart, pulling or pushing a wheeled sprayer out of its storage area, and wheeling it to a work site, using a broom to clean up a project area, opening and closing file drawers, and opening/closing building and vehicle doors.



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Pushing/Pulling (15 to est. 50 pounds)	S	Maneuvering a cart/work table to a work site loaded with supplies, equipment and paint (may weigh up to 200 pounds loaded - workers may encounter an incline or decline when wheeling the cart to a project site), using a hand truck to move paint and other supplies, pulling paint and other supplies off of a storage shelf, using a broom to clean up a project area. May be necessary if assigned to use a Paint Striper machine to paint stripes on the ground.
Climbing Stairs/Ladders	O-F	Workers may encounter stairs in the shop facilities, and while working in the field. Ladders are used regularly, but usage depends on the tasks/projects assigned (ladder usage can be reduced by using extension handles while painting. Some ladders may be mounted to the wall.
Working at Heights/ Balancing	S-F	Depending on tasks assigned may work on a ladder (either freestanding or mounted to a wall), scissor lift, or other man lift.
Crouching/Kneeling	O-F	Depending on work assigned. May be necessary to mask areas before painting, or while performing detailed painting tasks.
Twisting at Waist	S-O	Depending on work assigned. May be necessary to reach all of the areas that need painting. Also while gathering supplies and loading a truck to take to a project site.
Reaching (Floor to Shoulder)	F	Gathering supplies from storage shelves, performing repairs, applying and sanding drywall mud, masking, and painting. Using the sand/bead blaster.
Reaching (Over the Shoulder)	S-F	May be necessary while gathering supplies from storage shelves, performing repairs, applying and sanding drywall mud, masking, or painting.
Repetitive Motion	S	Although generally limited due to the variety of tasks performed by the Painters, potentially while rolling paint onto a wall.
Keyboarding	S	Time entry, field notes, and sending and replying to emails.
Handling/Grasping	F	30 % Pinch Grasp 70 % Whole Hand Grasp
Fine Finger Manipulation	O-F	Applying masking tape, using brushes and rollers, pulling triggers on sprayers, and writing.
Operating Foot Controls	S-O	Operating vehicles, including trucks and forklifts.
Talking	O	Communicating with co-workers, supervisors, and public.
Hearing	C	Communicating with co-workers, supervisors, and public. Listening for hazards (including moving traffic).
Seeing	C	Within normal limits, with or without correction.
Writing	S	Writing meeting notes, completing time sheets, and documenting material usage and daily activities.
Normal Job Site Hazards	C	Workers may be exposed to fumes, moving machinery, traffic, moving vehicles, chemicals, solvents, and slippery surfaces.
Expected Environmental Conditions	C	Exposure to conditions depends on assigned projects. Painters work inside more than outside. Painters may work in the shop or inside a building, but they may also be exposed to external weather conditions if assigned to work outside, or while moving supplies and equipment to a project site.



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Claimant:
Claim #:
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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: Tom Berg and Greg Hamilton

Completed by Vocational Provider Brice York, B.A., CDMS

Date May 3, 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