



# Bock Consulting

## Job Analysis

Job Title	<u>Captain (Operations)</u>	Worker	_____
DOT Number	<u>373.134-010</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 787-3000</u>
Employer Contact	<u>Keith Taylor</u>	Date of Analysis	<u>3/28/11; 7/28/16; 1/11/19</u>

- Job of Injury   
 Transferable Skills Job   
 New Job   
 24 Hour Shifts   
 Approx. 9 to 10 Shifts Per Month

### 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 50 million passengers a year, and offers state-of-the-art air cargo facilities. Mandated by federal regulations, the Aviation Division must provide aircraft rescue and firefighting (“ARFF”) services during air carrier operations.



This job analysis is for a Captain (Operations) working for the Port of Seattle.

The Port of Seattle Fire Department was established in 1955, and is a full-service fire department that responds to aircraft incidents and accidents within a 5-mile radius of the airport, and structural fires on and off airport property. Department personnel deliver emergency medical services on airport property as well as off-field. The Department also has a highly trained, well-equipped Hazardous Materials Response Team.

Captains are scheduled for 24-hour shifts and work approximately 9 to 10 shifts per month.

### Tasks Assigned to Captains in Operations

Captains are responsible for supervising and managing Firefighters in accordance with Departmental



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policies, procedures, rules and regulations. Captains also engage in fire suppression activities. Captains are responsible for planning, performing, and supervising training, and for maintaining equipment and quarters.

Sample work tasks may include:

- Directing routes to fires.
- Serving as Incident Commander at a fire scene until relieved. Supervise fire personnel in the suppression of fire. Implement an effective fire suppression attack. Direct personnel to select correct hose and nozzles, depending on the type of fire, and direct the stream of water or chemicals onto fire. Direct personnel to position ladders correctly so access can be gained to upper levels of buildings or to assist individual from burning structures.
- Perform all essential functions performed by Firefighters.
- Make decisions as related to emergencies.
- Input incident-related data during calls using mobile device, and preparing incident reports as required.
- Supervise daily maintenance checks on vehicles and firefighting equipment.
- Ensure the operational readiness of assigned personnel, apparatus, equipment, and investigations.
- Maintain records of station information, apparatus and equipment.
- Investigate the cause, origin and circumstances of accidental and incendiary fires.
- Safely operate a motor vehicle for the purpose of conducting official duties.
- Work with the Battalion Chief on a various topics and tasks.
- As assigned, perform technical rescues as part of the Rope Rescue Team. Rope rescues involve the use of various types of rope and specialty devices to allow an individual and/or equipment to be protected while being lowered, raised, or hauled across an open expanse to execute a rescue. Specialized training is required to be a member of the Rope Rescue Team.
- As assigned, respond to a hazardous materials (or hazmat) incidents as part of the Hazardous Materials Team. Hazmat incidents, which may include exposure to solids, liquids, or gases, are low probability/high threat incidents. Every Fire Fighter receives basic hazmat training, but specialized training is required to be a member of the Hazardous Materials Team, which is tasked with containing





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exposures, and decontaminating items after an exposure.

- Other duties as assigned.

Skills, Traits, Knowledge and Abilities Required

- Technical knowledge of fire prevention, suppression, and rescue operations, including fire behavior, operation and maintenance of fire apparatus and equipment, firefighting and salvage techniques and procedures. Knowledge of medical care, fire codes and regulations, sprinkler systems, fire alarm and communication systems, safety procedures, and various aircraft structures.
- Must maintain the physical abilities to perform the required tasks.
- Able to control personal emotions and handle highly emotionally charged situations.
- Able to anticipate obstacles and determine course(s) of action in situations that are dangerous to self and others. Able to see consequences and implications of actions.
- Exercises leadership and sound judgment. Able to work with a minimum amount of supervision. Able to make logical conclusions and clear decisions quickly.
- Able to prioritize duties and tasks.
- Able to work as part of a team and work closely with others.
- Able to follow directions closely and be detail oriented while working.
- Able to read, understand and apply laws, rules, policies and procedures.
- Able to write and speak in English to complete reports of facts and findings, and accurately record activities or events. Ability to compose correspondence, narrative reports, and new procedures or policies. Able to communicate and interact with the public in order to provide information or direction, and respond to inquiries.
- Able to interact with individuals from a variety of socioeconomic circumstances.
- Able to present a positive image for the Department to the public and allied agencies.
- Able to work effectively in a politically sensitive environment, and effectively contribute to the mission of the Department.





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Machinery, Tools, Equipment, Personal Protective Equipment

- Structural bunker gear.
- Helmet, gloves, hood and boots.
- Fire hoses, nozzle.
- Fire extinguishers.
- Ax, shovels, pike pole, and haligan.
- Chain saw, circular saw and other hydraulic cutting equipment.
- Fire hydrant tools and attachments.
- Firefighting vehicles: Airport Rescue & Fire Fighting (“ARFF”) Trucks.
- Structural Fire Fighting Engine. Aid Car.
- Ladders.
- Smoke ejectors and fans.
- Self-contained breathing apparatus (“SCBA”), oxygen tanks, and supplied air breathing apparatus (“SABA”) bottles. N-95 negative pressure mask.
- Specialized Rope Rescue Team equipment includes harnesses, various types of ropes, webbing loops, carabiners, anchor devices, pulleys, connectors, links, and swivels, ascenders, rescue stretcher/basket, helmets, gloves, and other equipment.
- Specialized Hazmat Team equipment includes Encapsulated Hazmat Suit with SCBA, boots, gloves, decontamination equipment and supplies, spill containment supplies, various containers, chemical and gas detectors, and other equipment.
- Equipment bags/boxes.
- Two-way radios.
- Office equipment, including desk, chair, shelves, personal closet, and Murphy bed (in office).
- Briefcase.
- Windows-based computers and related accessories.



Captains are required to wear a uniform and are assigned a radio while on duty.





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Education / Training

Minimum Requirements:

- Complete a high school diploma or GED.
- Pass a written exam.
- Pass a CPAT exam (Candidate Physical Ability Test).
- Pass a respirator fitness exam.
- Pass a medical exam.
- Pass a drug-screening test.
- Complete Firefighter training.
- Must be at least 18 years old at the time of application.
- U.S. Citizen.
- Valid Washington State Driver's License.
- Meet background investigation standards.

Preferred Qualifications:

College courses in fire science, fire protection engineering, and or fire control



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**COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS**

The psychological and cognitive demands of this position vary depending on assignments and duties.

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.		
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.	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.	Continuously
	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.	Frequently
	Determining and following precise sequences.	Occasionally
	Coordinating and compiling data and information.	Frequently
	Analyzing, synthesizing data and information.	Continuously



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<b>Tasking and Planning</b>	
Performing repetitive or short-cycle work.	Occasionally
Working under specific instructions.	Continuously
Completing complex tasks.	Continuously
Directing, controlling, or planning for others as necessary for basic tasks.	Frequently
Directing, controlling, or planning for others as necessary for complex tasks.	Frequently
Multi-tasking.	Frequently
Planning, prioritizing, and structuring daily activities.	Continuously
<b>Use Appropriate Behavior for Professional Work Environment</b>	
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.	Frequently
Adapting to frequent interruptions, changes in priorities, or changes in work location.	Continuously
Responding effectively to emergency situations.	Occasionally

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



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**PHYSICAL DEMANDS**

NOTE: The physical demands of a Captain position vary greatly and are hard to predict due to the need to respond to unique situations and circumstances.

Captains work with teams of Firefighters which allows individuals to share the physical burdens of the tasks and duties, however there may be situations where a Captain's or a victim's life may be in danger, and assistance is not available. Fire fighting involves risk of death or injury from flames and smoke, cave-ins, collapsed structures, and or exposure to hazardous materials.

Captains (Operations) are scheduled for 24-hour shifts. Timeframes for specific activities include:

A) Administration Duties (estimated at 35% to 40% of a shift)  
Approximately 5.5 to 6.5 hours per 24-hour shift.

B) Training  
Approximately 3-5 hours per 24-hour shift.  
a. Weight room training – 1-1.5 hours.  
b. Drills/Inspections – 2-3 hours  
c. Other training – 0-0.5 hours

C) Incident Responses.  
Approximately 8.5 hours per shift.  
a. Aircraft Incidents – 0.5 hours.  
b. Non-Aircraft Incidents – 5.5 hours.  
c. Mutual Aide – 0.5 hours.  
d. Duty FF Incidents – 2.0 hours.

**NOTE: Actual fire fighting averages approximately 0.5 hours per 24-hour shift.**

D) Rest/Sleep/Breaks/Meals.  
Estimated to be 7 to 8 hours per 24-hour shift.  
Intermittently throughout the shift.





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**N/A:** Not Applicable  
**S:** Seldom (1-10% of the time)  
**O:** Occasional (10-30% of the time)  
**F:** Frequent (33%-70% of the time)  
**C:** Constant (Over 70% of the time)  
**WNL:** Within Normal Limits (talking, hearing, etc.)  
**STRENGTH:**  Sedentary  Light  Medium  Heavy  Very Heavy  
 Frequency Comments

	Frequency	Comments
Sitting	F	While working on administrative tasks, waiting for calls, responding to a call riding in a vehicle, participating in meetings or training, and eating meals.
Standing	O	Interchange with Walking. Putting on gear, pulling equipment from vehicle, working with hydrant, communicating and developing plans with supervisors and co-workers, conducting inspections, special events, cooking.
Walking	F	Interchange with Standing. May be on tile, concrete, grass, dirt, mud, and or uneven terrain/areas.
Sleeping/Resting	O	Intermittently during shift.
Running	S	Potentially while fighting fires, rescuing victims, or escaping dangerous situations.
Lifting (up to 20 pounds)	F	Paperwork, tools, ax, small equipment, equipment components, helmet, jacket, oxygen tank/SCBA gear, radio.
Lifting (20 to 75 pounds)	O	Equipment, equipment components. Fire extinguishers, hoses, ladders, power unit.
Lifting (over 75 pounds)	S	Larger hoses and equipment. May include lifting person(s) to safety, conscious or unconscious. Weights may range up to 200 pounds or more. Weight training/weightlifting.
Carrying (up to 20 pounds)	F	Small tools, pike pole, haligan.
Carrying (20 to 75 pounds)	S	Turnout gear (jacket/pants), helmet, boots, and gloves weigh approximately 35-40 lbs.
Carrying (over 75 pounds)	N/A	
Pushing/Pulling (Up to 60 pounds)	S	Depends on training and responses to incidents. Pulling hose lines, pulling/dragging pieces of equipment, connecting equipment components, opening doors, pulling open vents cut in structures, climbing ladders. May be required to pull person(s) to safety, conscious or unconscious (individuals may weigh up to 200 pounds or more) under emergency conditions.
Climbing Stairs/Ladders	S	May encounter stairs while training or responding to incident calls. May climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
Working at Heights	S	Depends on training and responses to incidents.
Bending at Waist	F	Picking up items below waist level, putting on turnout gear, putting on boots, entering vehicles, pulling equipment from vehicle, working with pumps and hydrants, cutting vent holes, entering damaged structures.
Bending Neck	F	



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Crouching/Kneeling	S	Depends on training or responses to incidents. Gathering items stored below waist level, gathering equipment from vehicle, working with hydrant, working with pump. May have to administer first aid or CPR to victim on ground/floor.			
Twisting at Waist	S-O	Depends on training or responses to incidents. Twisting can be minimized by the worker moving feet, but may also be required under emergency conditions.			
Reaching (Floor to Shoulder)	F	Gathering gear, equipment, and equipment components. Pulling hose lines and spraying water/foam. Swinging ax. Opening doors. Reaching would also be required under emergency conditions.			
Reaching (Over the Shoulder)	O	Gathering gear, equipment, and equipment components. Pulling oneself into vehicle. Climbing ladders. Swinging ax.			
Repetitive Motion	N/A	The variety of tasks and duties assigned to a Captain eliminates repetitive motion.			
Driving	S	Depending on duties and responsibilities assigned.			
Foot Controls	S	Driving vehicles.			
Handling/Grasping	F	50	% Pinch Grasp	50	% Whole Hand Grasp
Fine Finger Manipulation	F	Writing, using keys, pushing buttons/switches on radio, vehicle dashboards, and using computer and other equipment			
Keyboarding	F	Using computer for electronic mail, and completing reports and logs.			
Talking	F	Captain must have voice sufficient (unaided or aided) to perform tasks without posing a direct threat to self or others. Essential voice tasks include, use of voice commands to project control and direct action, and must be heard above other noises.			
Hearing	F	Captain must have hearing sufficient (unaided or aided) to perform essential tasks without posing a direct threat to self or others. Essential hearing tasks include understanding and distinguishing spoken words and instructions. Being able to determine from which direction speech or noise is coming from.			
Seeing	C	Captain must have vision sufficient (unaided or aided) to perform essential tasks without posing a direct threat to self or others. Day and nighttime driving, use of tools, observing activity, reading documents. Color discrimination, peripheral vision, depth perception.			
Writing	S	Writing notes.			
Normal Job Site Hazards	F	Working around fire and burning objects. Entering compromised structures. Riding in/driving moving vehicle. Exposure to smoke and other hazardous substances. Bloodborne and airborne pathogens. Working with sharp tools (axes). Working with high pressure water. Working at heights. Exposure to very hot or very cold temperatures. Insect bites/stings. Sounds and noise levels that are distracting and uncomfortable. Exposure to extremely bright or dim lighting conditions. Working near water on docks. Working near other people.			
Expected Environmental Conditions	C	May work outdoors and indoors. May be exposed to outside weather conditions, or temperature-controlled environments. Riding in enclosed vehicles.			



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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:      Keith Taylor

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

Date      January 11, 2019      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 \_\_\_\_\_ (date)

The injured worker can return to work on an alternate/light-duty basis for \_\_\_\_\_ hours per day. Please review the Fire Department Light-Duty Work Tasks (attached as a separate document) and provide your comments regarding the tasks the worker can perform while on light-duty. The worker can be expected to progress to regular duties in approximately \_\_\_\_\_ weeks  months.

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:

Please review and sign the following page.



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**FOR PHYSICIAN'S/EVALUATOR'S USE ONLY**

**Weight Training/Work Out Restrictions**

Fire Fighters have access to a gym at work, which includes free weights, weight machines, elliptical trainer, treadmill, stationary bike, and other exercise equipment.

Is the Worker released to use the gym?  Yes  No

If yes, please specify limitations the Worker should follow.

Weight Training Restrictions: \_\_\_\_\_  
\_\_\_\_\_

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**