

Employer: Town of Steilacoom		Worker:	
Vocational Firm: Address:	Precisionary, Inc. P.O. Box 6 East Olympia, WA 98540-0006	Claim #:	
Phone:	(360) 515-5962	Job Title:	Water/Sewer Serviceperson I
Involved Body Parts:		DOT#:	862.281-022

JOB ANALYSIS

Job Title:	Water/Sewer Serviceperson I	DOT Title:	Sewer and Waterworks Maintenance Worker
SVP:	7	DOT #:	862.281-022
GOE:	05.05.03	Type of Industry:	Waterworks

Analyst: Gina Jaeger Dean, BA, CDMS	JA Source: Town of Steilacoom
Assigned VRC: Gina Jaeger Dean, BA, CDMS	Contact: Paul Loveless
Date: September 18, 2013	Approved:

On-Site
 Interview
 Representative

Essential Functions:

Basic Function: Assists in the installation, maintenance, and repair of the Town of Steilacoom's water and sewer utilities.

Reports to: Water/Sewer Crew Leader

Supervises: Seasonal Workers

Duties and Responsibilities (Essential functions are items 1, 2, 3):

- 1) Assists in maintaining, installing, and repairing all facets of the Town's water system, including, but not limited to, wells, pumps, chlorination systems, mains, valves, services, meters, pressure stations, storage tanks, fire hydrants, and structures.
- 2) Assists in maintaining, installing, and repairing all facets of the Town's sewer system, including, but not limited to, gravity mains, services, sewer holes, pumps, lift stations, force mains, generator, and related structures.
- 3) Demonstrate knowledge and proficiency in the safe operation of various heavy equipment to include backhoes, dump trucks, Vector truck, sewer jet truck, and all other town and/or rented equipment.
- 4) Responds to callouts/emergencies.
- 5) Performs functions of the position with/without accommodation.
- 6) Maintains compliance with the requirements for vehicle/equipment/tool use to ensure the ability to safely/efficiently complete the necessary tasks of the position.
- 7) Interacts in a professional manner with coworkers, town residents, and contractors.
- 8) Positively/actively supports the Town, residents, and coworkers.
- 9) Works within assigned projects performing similar and incidental duties as assigned.
- 10) Performs other duties as requested to include assisting the electric, streets, storm drain, parks, or Public Safety departments.

Duties as listed above are illustrations of the types of work that may be performed in the position. Omission of specific statement of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change

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by the employer as the needs of the employer and/or requirements of the job change.

Job Qualifications and Skills:

Minimum Qualifications:

- 1) High school diploma or GED.
- 2) Must be able to comply with all requirements as outlined in Washington Administrative Codes (WAC) that pertain to this position.
- 3) Possession of, or ability to obtain, a valid Washington State Driver's License Combination Class: B with tanker endorsement and be subject to random drug/alcohol testing.
- 4) Possess a good driving record.
- 5) Must be able to understand/execute written/oral instruction.
- 6) Possession of, or ability to obtain, Washington Industrial First Aid Certification, Cardio-Pulmonary Resuscitation Certification, and a Washington State Flagging Card.
- 7) Possession of, or ability to obtain, a Water Distribution Specialist I Certificate.
- 8) Pass a background check with no convictions for crimes against *at risk* populations.

Knowledge, Abilities, and Skills:

- 1) Knowledge of American Public Works Association (APWA) and American Water Works Association (AWWA) standards. Experienced with the methods, practices, tools, and materials required to perform installation/maintenance/repair of water/sewer systems.
- 2) Ability to communicate effectively with management, employees, and the public.
- 3) Ability to establish/maintain good working relationships with subordinates, peers, and supervisors.
- 4) Ability to understand/execute written/oral instructions.
- 5) Ability/willingness to respond to emergency calls during hours other than regular work hours and in any/all working conditions.
- 6) Thorough knowledge of safety procedures and rules governing related work.
- 7) Willingness to obtain additional training as required by the Department.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

6 inch valve (35 lbs.), 8 inch valve (50 lbs.), 90 degree elbow (75 lbs.), wells, pumps, chlorination systems, mains, storage, fire hoses, rakes, garbage cans, shop rags, sewer access hole cover hook, sniffer (confined space equipment), Vactor truck, backhoe, sewer pipe (20 feet = 100 lbs.), water main, fire hydrant, sewer access hole covers (24 inch = 90 to 120 lbs.), shop vacuum, valve wrench, vests, hard hats, cones, confined space lift (15 lbs.), crank, might-evac crank lift (35 lbs.), hand saw, two-way radios, and drills.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	8	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week

The position may require over-time, especially during inclement weather conditions. The percentages listed in the time and frequency columns represent an estimate of maximum amount of time a worker would spend

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performing these physical demands. Work assignments vary from day to day, and the crew leader may be called out to perform the work of a serviceperson due to absences, or job requirements.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	Time	N	S	O	F	C		
Sitting	Up to 40%			X			Operating computer to check and send e-mail, review parts inventory and check orders. Sitting is also performed when operating motor vehicle, dump truck, driving Vactor truck, and when operating backhoe, participating in staff and safety meetings, schedules work and ensures equipment is available, map reading, and plan review.	
Standing	Up to 50%				X		Mapping and review of plan sets, working within vaults, checking wells, lifts, and various areas within substation, operating meters and equipment, and flagging.	
Walking	Up to 50%				X		Performed when supervising crews, gathering and maneuvering equipment into place, moving valves, moving sewer access hole covers, installing and/or repairing valves and pipes, accessing water mains, operating machinery on Vactor truck, accessing various areas of the office, equipment yard, and performing jobsite inspections.	

Lifting floor – waist	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jackhammers (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.), sewer access hole covers (90 to 120 lbs.). The sewer access hole covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
	N/A	Up to 120 lbs.*	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	
Lifting waist–shoulder	N	S	O	F	C	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jackhammers (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer access hole covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and
	N/A	Up to 100 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	

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	N	S	O	F	C	
						rolled to an alternative location to expose the area below ground surface.
Lifting above shoulder	N/A	Up to 30 lbs.	5 to 60 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items lifted include vault lids (30-50 lbs), valves (35-75 lbs.), concrete boxes (up to 50 lbs.), jackhammers (60 lbs.), fiberglass ladders (10 to 30 lbs.), hand tools (5 to 15 lbs.), shovels, digging equipment (5 to 20 lbs. depending upon weight of materials such as dirt, cold patch, etc.), various sizes and shapes of pipe (20 ft. of sewer pipe may weight up to 100 lbs.). The sewer access hole covers are rarely lifted off the ground. Typically, they are lifted out of the hole in which they are set, and rolled to an alternative location to expose the area below ground surface.
Carry (Dist.)	N/A	Up to 60 lbs.	5 to 50 lbs.	Up to 15 lbs.	Up to 5 lbs.	Any of the items listed above may also be carried with the exception of the sewer access hole covers. This item is typically lifted out of the ground, and rolled to an alternative location exposing the ladder and crawl space.
Pushing/ Pulling Force	N/A	Up to 100 lbs.	Up to 60 lbs.	N/A	N/A	Performed when maneuvering pipes, valves, Vactor truck hoses, sewer access hole covers, and hand tools. It is also performed when operating a motor vehicle.

	N	S	O	F	C	
Climbing		X				Climbing ladders (both above and below ground).
Balancing		X				Performed while working in a sewer hole, and when climbing ladders, entering/exiting work site equipment, stooping, raising from a kneeling position, and when walking, especially over uneven ground.
Stooping / Bending				X		Performed when troubleshooting in order to identify and isolate pipes – wand may be utilized. May involve bending below ground level, and also may be performed when working in office to access areas below waist.
Twisting				X		Performed when driving to check for traffic conditions, operating the backhoe, checking water quality, working in a sewer hole, shoveling, and opening/closing vault lids, and sewer access hole covers.
Squatting / Kneeling				X		Performed when troubleshooting in order to isolate water pipes, checking pumps, and testing water quality. This activity is performed approximately three to four times per week. This function may also be performed when working in confined spaces.

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Crawling		X			Required when entering small spaces. This is performed on a very seldom basis as most access areas are supplied by ladders, and are not confined enough to require crawling. Climbing in and out of areas underground level would be a more appropriate term/physical action to describe this function.
Foot Controls			X		Performed when operating motor vehicle, Vactor truck, backhoe, and other motorized equipment.

The frequencies are documented in terms of maximum amount of time the functions would be performed. Workloads vary each day depending upon the activities, and the number of available crew members. There may be days where these functions are performed less frequently.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Working with plans, operating motor vehicles, climbing ladders, working with hand tools, locating devices, raking water tanks, and utilizing other hand-held equipment all require reaching forward.
	Below Waist			X		Performed when picking up tools and materials from ground level, locating underground pipes, working with pumps, pedestals, and vaults, digging, and reviewing plans (from a standing position).
	Above Shoulder			X		Climbing ladders, and when working within open sewers. Working above shoulder may also be required to operate parts of the Vactor truck to access truck components, and various pieces of equipment.
Handle/Grasp					X	Items manipulated include plans, scale, computer mouse, telephone, two-way radio, steering wheel, hand tools, metering equipment, vault lids, ladders, motorized equipment, shovels, pedestals, flashlights, keys, pipe marking equipment, and entering/exiting vehicles/equipment.
Fine Finger Manipulation			X			Performed when keyboarding, and utilizing computerized equipment. This function may also be required when working with small parts, utilizing keys, writing reports, and evaluations.
Hand Controls			X			Items maneuvered include Vactor truck, motor vehicles, two-way radio, and, operating backhoe.
Repetitive Motion		X				Shoveling, tightening bolts, and keyboarding are examples of repetitive motion tasks. Walking is also performed on a repetitive basis, and is often performed on uneven ground.
Vibratory Tasks		X				Operation of the jackhammer, Vactor truck, and backhoe.

	N	S	O	F	C	
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Talking					X	Communicating with contractors, the general public via telephone and in person, and communicating with co-workers.
Hearing					X	Communicating with contractors, the general public via telephone and in person, and communicating with co-workers.
Vision					X	Near and far acuity are required in order to operate motorized vehicles, heavy equipment, testing equipment, and to work within confined spaces, monitor computer screens, reading/writing reports and evaluations, reading schematic drawings/blueprints/plans.

ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C
Exposure to Weather				X			Noise Intensity			X		
Extreme Cold			X				Atmospheric Conditions		X			
Extreme Hot			X				Exposed Heights		X			
Wet and / or Humidity			X				Exposure to Electricity		X			
Proximity to Moving Mechanical Parts		X					Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives		X					Exposure to Radiation	X				

Other: Requires exposure to hazardous conditions: i.e. working in traffic, working at night, entry to confined spaces and deep excavations, excavations in the close proximity to high voltage electric, gas, and other utilities. There is frequent exposure to loud noises, extreme heat, and cold. Requires exposure to the elements 75 percent of the time. Requires exposure to hazardous materials: i.e. blood borne pathogens, paints, solvents, asphalt, chlorine (in gas, dry, and liquid forms), and contact with live sewer.

Analyst's Comments:

Possible Employer Modifications:

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Note: The information for this job analysis was gathered by either on-site observation, interview and/or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. 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.

Analyst:

Gina Jaeger Dean, BA, CDMS

9/18/2013

Presenting VRC:

Gina Jaeger Dean, BA, CDMS

9/18/2013

Vocational Consultant

Date

Vocational Consultant

Date