

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Sheet Metal Worker

JOB CLASSIFICATION Sheet Metal Worker

DOT TITLE Sheet-Metal Worker

DOT NUMBER 804.281-010

DEPARTMENT Transportation

DIVISION Transit

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 35

CONTACT'S NAME & TITLE Chuck Fuller and Elaine Field, Chief of Vehicle Maintenance

CONTACT'S PHONE 206-684-2743, 206-684-2789

ADDRESS OF WORKSITE

640 South Massachusetts
Seattle, WA 981134-1622

VRC NAME Kyle Pletz

DATE COMPLETED 4/20/04

VRC NAME Peter Hu

DATE REVISED 03/07/08

WORK HOURS

Day shift 6:30am to 3:00pm or swing shift 2:30pm to 11:00pm; 40 hours per week.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Required on an emergency basis. Optional approximately 40 hours per year. The amount of overtime can vary between bases.

JOB DESCRIPTION

Performs sheet metal body repair on vehicles which includes repair and replacement of body sections and parts on damaged coaches. Repairs both simple and complex heavy duty auto body damage. Inspects, diagnoses and repairs carts, trucks, cars and other heavy motorized mechanical equipment. Performs layout, template making and fabrication using various materials including metal, fiberglass and plastic.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

A high school education, GED or the equivalent combination of education and experience is required. Successful completion of a two-year community college program and two years related experience or completion of a four-year apprenticeship program is required. A valid Washington State driver's license, class B Commercial Driver's License (CDL) with proper endorsements (passenger endorsement and airbrake endorsement) and medical certification card are required. Must have the ability to read and follow blueprints, sketches and instructions. Must have a high level of knowledge to diagnose and repair both simple and complex heavy duty auto body damage. Must have the ability to maintain current knowledge of auto body repair test equipment. Must be capable of troubleshooting major structural accident damage.

ESSENTIAL FUNCTIONS

1. Performs sheet metal body repair on vehicles which includes repair and replacement of body sections and parts on damaged coaches.
2. Repairs both simple and complex heavy duty auto body damage.
3. Inspects, diagnoses and repairs carts, trucks, cars and other heavy motorized mechanical equipment.
4. Performs layout, template making and fabrication using various materials including metal, fiberglass and plastic.
5. Performs retrofits for warrantee, operation, and fleet improvement.
6. Performs welding, riveting, and brazing of metals in the repair and fabrication of body and equipment sections working from blueprints, sketches and oral instructions.
7. Repairs and replaces various vehicle parts of non-metal materials including glass, cloth, wood, plastic, rubber and fiberglass.
8. Makes minor electrical repairs to electrical wiring when removing or replacing marker lights, headlights, taillights and interior lights.
9. Repairs body sections and parts of damaged transit coaches involving sheet metal and other related structural work. Performs priming of same to prevent contamination/corrosion.
10. Set up and operate metal, glass and wood working equipment such as shears, brakes, rollers, grinders, saws, jacks, punches, folders, drills, sanders, gas and electric welders and frame straightening equipment.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, eye protection, ear protection, welder's mask, welder's mask with air supply, fall protection, coveralls, steel toed boots and face shield.

OTHER TOOLS & EQUIPMENT USED

Sheet metal, various welders, various torches, rolling stool, thinner, body filler, sealer, various glues, fiberglass fibers, fiberglass resin, hammer, computer, various hand tools, compressed air tools, various power tools, various sanders (ranging 4 to 6 pounds), dies, various carts, presses, box break machine, windshield, doors, bumpers, ladders, rolling staircase, hoist, various coach parts, power post, power pack and band saw.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rarely = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-2- pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted

Frequently on flat cement and anti-fatigue mat surfaces for up to 1 hour at a time for up to 3 hours total in a work shift. Most commonly occurs while performing bench work, performing layout duties and sanding body filler.

Walking

Health Care Provider initials if restricted

Frequently on flat cement and anti-fatigue mat surfaces for distances of up to 300 feet for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing throughout the work area and walking between the body filler area and a coach as well as obtaining tools and materials for repairs.

Sitting

Health Care Provider initials if restricted

Occasionally on a rolling stool for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while utilizing a stool while applying body filler and performing sanding duties. On a rare occasion the employee may drive a coach to an off site location which could require sitting for up to one hour at a time.

Climbing stairs

Health Care Provider initials if restricted

Occasionally for up to 15 seconds at a time while climbing up to 12 steps for up to 10 minutes total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

Climbing

Health Care Provider initials if restricted

Occasionally for up to 15 seconds at a time while climbing up to 12 steps for up to 10 minutes total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

Balancing

Health Care Provider initials if restricted

Occasionally for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

Bending neck down

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include body filler application and sanding.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches as well as inspecting completed work.

Kneeling

Health Care Provider initials if restricted _____

Frequently on flat, cement surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, coach flooring replacement, body filler application and sanding. The employee can alternate between kneeling, squatting and sitting as preferred when performing the aforementioned duties.

Squatting

Health Care Provider initials if restricted _____

Frequently on flat, cement surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, coach flooring replacement, body filler application and sanding. The employee can alternate between kneeling, squatting and sitting as preferred when performing the aforementioned duties.

Crawling

Health Care Provider initials if restricted _____

Occasionally on flat cement, rubber or metal surfaces for distances of up to 5 feet for up to 5 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while crawling under a coach to assess body and structural damage as well as repairing and replacing flooring and seat frames.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while driving coaches in and out of the service bay. On a rare occasion the employee may drive a coach to an off site location which could require sitting for up to one hour at a time.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while performing repairs on upper areas of coaches as well as installing windshields and windows on coaches.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing body repair and fabrication duties which may include operating hand tools, air tools, power tools and pneumatic presses.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Frequently on flat cement surfaces for up to 10 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, body filler application and sanding.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Frequently on flat cement surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing body repair duties on lower areas of coaches (most common area for damage) which may include panel removal, coach flooring replacement, body filler application and sanding.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 10 minutes at a time for up to 4-6 hours total in a work shift. Most commonly occurs with weights of 3-6 pounds while using hand tools, pieces of sheet metal, sanders, air tools, power tools and body filler.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Frequently to Continuously for distances of up to 80 feet up to 2 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 3-6 pounds while transporting pieces of sheet metal, hand tools, sanders, air tools, power tools and body filler.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 11-20 pounds while manipulating pieces of sheet metal and power tools.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 80 feet for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 11-20 pounds while transporting pieces of sheet metal and power tools. A cart is available to assist in the transport of heavy items.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-45 pounds while manipulating pieces of sheet metal (30-45 pounds), windshields (45 pounds) and a power pack (30 pounds).

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 80 feet for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-45 pounds while transporting pieces of sheet metal (30-45 pounds), windshields (45 pounds) and a power pack (30 pounds). A cart is available to assist in the transport of heavy items.

Lifting 51-100 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 65-90 pounds while manipulating a coach door (70 pounds) or large die (90 pounds). The employee may also lift with 65 pounds of force while performing a two-person lift of a coach bumper.

Carrying 51-100 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 10 feet for up to 10 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 65-90 pounds while transporting a coach door (70 pounds) or large die (90 pounds). The employee may also carry 65 pounds while performing a two-person carry of a coach bumper. A cart is available to reduce or eliminate heavy lifting.

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time with a force of 15 pounds for up to 4 hours total in a work shift while sanding body filler and sheet metal. The employee also pushes with varying force when moving equipment such as a toolbox (30-50# of force), various welders (35-50 pounds of force), vacuum (5 pounds of force) and power post (62 pounds of force). The employee pulls with up to 100 pounds of force while operating the box break machine.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing body repair and fabrication duties which may include operating hand tools, air tools, power tools and pneumatic presses.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while performing body repair and fabrication duties which may include operating hand tools, welders, torches, cutters, air tools power tools and pneumatic presses. On a rare occasion the employee may drive a coach to an off site location which could require sitting for up to one hour at a time.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift while mixing and applying body filler, manipulating window seals and welding.

Feeling

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift while inspecting completed work and sanded surfaces for imperfections.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while conversing with co-workers and supervisors.

Hearing

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while conversing with co-workers and supervisors. The employee also utilizes hearing to identify equipment malfunction.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of contact

Signature of contact

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

_____ Temporary until _____ Permanent as of _____

The employee is released to perform the described job with the following modifications:

Temporary until _____ Permanent as of _____

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ Permanent effective _____

The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date