



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
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JOB ANALYSIS

Job Title:	Health and Environmental Investigator II	DOT Title:	Inspector, Industrial Waste
SVP:	6	DOT #:	168.267-054
Location of Analysis:	Chinook Building 401 5 th Avenue Seattle, WA 98104	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Cheryl Conn
Presenting VRC:		Employer Contact:	Ryan Kellogg
Date Analysis Completed:	3/5/13	Supervisor Contact Information	Phone: 206-263-8273 E-mail: ryan.kellogg@kingcounty.gov

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.
- Report all workplace injuries and illnesses to Supervisor, and seek medical attention when appropriate.

There are four positions/programs within this classification: Local Hazardous Waste Management Program (LHWMP), Food and Facilities, Wastewater, and the Solid Waste/Rodents/Zoonotics Program. Per the collective bargaining agreement, employees can be assigned to any of the aforementioned programs. This analysis addresses the duties associated with the Local Hazardous Waste Management Program.

This program is mandated by the King County Local Hazardous Waste Management Plan and by federal, state, and local regulations governing solid and hazardous waste handling. The specific functions of this position are to protect public health and the environment from hazards created by the improper use, handling, and/or disposal of hazardous materials through pollution prevention and regulatory technical assistance and education. Failure to perform tasks essential to the position could result in the impairment of human health or environmental degradation caused by the presence of hazardous materials in the air, surface water, ground water, and/or soil.

Classification Essential Functions:

- Under supervisory direction, plan, develop and evaluate health and environmental programs, policies and activities and provide input during budget development.
- Implement and oversee multiple projects in a variety of health and environmental areas.
- Plan work load based upon program objectives.
- Train, mentor and assist employees assigned to Health and Environmental Investigator I with broad



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based or multi-faceted technical health and/or environmental program issues and to office support staff, including planning and monitoring workloads and reviewing completed work.

5. Develop and ensure implementation of internal operating procedures, policies and program guidelines.
6. Prepare regular reports to management on program objectives, accomplishments and budgets.
7. Solve problems involving office and field procedures, where diplomacy is required.
8. Monitor and report on indicators that measure activities, efficiencies, performance and accomplishments on reaching program objectives.
9. Perform Health and Environmental Investigator I duties in addition to the above when work load requires.
10. Maintains required professional certification (RS/REHS), and completes required employee training.
11. Drive a county vehicle to various locations throughout King County.
12. Assess safety hazards associated with the performance of job duties, and take appropriate precautionary measures including but not limited to: wearing appropriate personal protective equipment and/or when necessary, exiting the hazardous situation and notifying Supervisor of the hazard.
13. Unless a different schedule is approved by Supervisor and Division Director, work a standard schedule between the hours of 8 a.m. and 5 p.m. Monday through Friday, with occasional night and weekend work.
14. Other duties as assigned and consistent with job classification.

Local Hazardous Waste Management Program Essential Functions:

1. Provides education and technical assistance to businesses on pollution prevention and proper management of hazardous materials and wastes through on-site, telephone, and email consultations.
2. Assures businesses contacted through program services are managing hazardous materials in compliance with local, state, and federal law.
3. Coordinates with federal, state, and local agencies and community-based organizations on assignment-related issues.
4. Develops and assists in the review of educational materials.
5. Writes reports on environmental health related topics and assigned projects, including but not limited to proper hazardous waste management, waste reduction, and minimizing environmental and human exposures to toxics.
6. Stays current on LHWMP, Environmental Health, and relevant Public Health services, projects, and key contacts and provides referrals as appropriate.
7. Stays current on relevant chemicals policy, chemical hazards and exposure/toxics reduction issues including, but not limited to: rules and regulations, initiatives, legislation, research, best management and pollution prevention practices, and safer alternatives.
8. Participates in the development, implementation, and revision of work plans, operating procedures, policies and guidelines.
9. Attends and participates in assigned program and project-related meetings.
10. Identifies and proposes steps to improve program performance and service quality. This includes but is not limited to: new or revised policies and procedures, gaps in service delivery, and individual and team development needs.
11. Presents information on LHWMP services to King County residents and businesses in public forums including trade shows, classes, community fairs and meetings.
12. Under supervisory direction, participates in program planning, budget development, activity and performance monitoring, and prepares regular reports to management on program objectives, accomplishments, and budgets.
13. Maintains strong working knowledge of software and database products including MS Office,



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Envision Connect, and LHWMP Extranet.

14. Tracks and enters program-related data consistent with established procedures. This includes but may not be limited to data on time accounting and progress on assignment and work plans.
15. Notifies Team Lead, Supervisor, Section Manager, and Environmental Health Public Information Officer of all media contacts.
16. Assists in resolving issues and conflicts between team members and other agencies/work groups.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Knowledge of interpersonal relations principles and practices; federal, state and environmental regulations and contract laws; cross-jurisdictional group process; field/office occupational and environmental hazards and worker safety procedures. Skill in effectively writing and speaking to a variety of audiences; negotiating between different groups; broad, effective use of media, anticipating and identifying significant political and cultural trends of the public; evaluating, understanding and applying technical reports and program activities in meeting goals; identifying appropriate alternative funding resources; synthesizing a variety of non-routine information and assessing organizational and political impacts; balancing competing needs for available resources; resolving conflicts; establishing and nurturing working relationships with organizations representing public, business and government interests; project development, initiation and follow through; budget development and negotiation. Washington State Driver's license or the ability to travel throughout the County in a timely manner.

Machines, Tools, Special Equipment, Personal Protective Equipment Used at the professional discretion of the employee:

Hard hat, safety vest, maps, Thomas Guide, protective eyewear, ear protection, boots (including steel toe), rain suit, first aid kit, gloves, emergency kit (food, water and survival supplies) and dust mask.

County vehicle, measuring equipment, files, clipboard (with document storage), camera, cell phone, informational brochures, luggage cart, calculator, sampling equipment (x-ray, air test, pool test, etc.), field analytic equipment, computer tablet, cart, flashlight, absorbent pads, computer, Microsoft Office software including Access, fax machine, copy machine and telephone.

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 checked="" 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 type="checkbox"/> Heavy	8-10 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	4-5 Days Per Week*

This is classified as a LIGHT job by the US Department of Labor.

It is noted that this positions spends time both in the office which is Sedentary in nature, as well as in the field performing inspections which is Light in nature.

* The employee has the option to work four ten-hour days or five eight-hour days. The employee also has a flex schedule with the core hours of business are between 6:00am and 6:00pm. Hours can vary with mandatory evening and weekend work on occasion.



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PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting					X	X	Up to 1.5hrs/time, 5hrs total while completing paperwork and driving a County vehicle during field inspections. Can sit up to 9hrs total when performing office and computer duties for an entire shift.	
Standing				X			Up to 30min/time, 1.5hrs total on surfaces including flat concrete and carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, undeveloped land, landfill, and wet or frozen ground while conversing with property owners and co-workers as well as inspecting properties. Approximately once per year, conduct a presentation while standing for up to 1 hour at a time.	
Walking					X		Up to 1/2mile at a time, 3hrs total on surfaces including flat concrete and carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, undeveloped land, landfill, and wet or frozen ground for performing facility walkthroughs.	

Lifting floor – waist	N	S	O	F	C	2.5-16lbs.	Clipboard (3.5lbs), XRF tester (2.5lbs), XRF tester and case (16lbs), training materials (10lbs), file box (10lbs).
		X					
Lifting waist–shoulder	N	S	O	F	C	2.5-16lbs.	Clipboard (3.5lbs), XRF tester (2.5lbs), XRF tester and case (16lbs), training materials/file box (10lbs).
		X					
Lifting above shoulder	N	S	O	F	C	10lbs.	Office supplies on upper shelves, containers on shelves during facility walkthroughs.
		X					
Carry (Dist.)	N	S	O	F	C	3.5lbs.	Up to 1hr/time, 3hrs total in a shift; clipboard with document storage, safety equipment, pads, camera, etc. when performing facility walkthroughs
				X			
Pushing/ Pulling	N	S	O	F	C	10lbs. force	Cart or luggage cart with field equipment or training materials.
		X					

	N	S	O	F	C	
Climbing			X			On steep inclines to heights of 3 feet for 10sec/time, up to 1hr/total while traversing areas that may have debris or fallen trees; undeveloped land and brush. Also climbs stairs.
Balancing				X		Up to 30min/time, 4hrs total on surfaces including gravel, rocks, vegetation, dirt, mud, grass, landfill, undeveloped land, substandard structures, and wet or frozen ground while performing facility walkthroughs (walking and standing) while looking at various



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					aspects of the facility including loading docks.
Stooping / Bending		X			Up to 30sec/time, 5min total while inspecting low areas at walkthroughs (shelves, containers, labels etc.). Low file drawers and shelves in office. Can alternate with squatting/kneeling as needed.
Twisting*		X			Up to 30sec/time, 5min total while inspecting areas behind containers during walkthroughs.
Squatting / Kneeling		X			Up to 30sec/time, 5min total while inspecting low areas at walkthroughs (shelves, containers, labels etc.). Low file drawers and shelves in office. Can alternate with bending/stooping as needed.
Crawling	X				
Foot Controls				X	Up to 1.5hrs/time, 4hrs total while driving.

	N	S	O	F	C	
Reaching Forward (Level)					X	Up to 1.5hr/time, 6-8hr total (8 vs. 10hr shift) while driving, writing on clipboard, computer duties, inspecting containers and computer tablet.
Below Waist			X			Up to 1min/time, 1hr total while inspecting containers and low areas of facilities, filing, placing/removing items on low shelves and in low drawers.
Above Shoulder		X				Up to 5sec/time, 30sec/ total while inspecting containers and moving containers in order to read the labels.
Handle/Grasp				X		Up to 1.5hr/time, 6hrs/total while driving as well as manipulating a clipboard or tablet computer.
Fine Finger Manipulation					X	Up to 1hr/time, 6hrs total while manipulating documents and brochures, writing, typing, and using a computer mouse.
Hand Controls				X		Up to 1.5hr/time, 5hr total while driving as well as when using test equipment and a computer mouse.
Repetitive Motion				X		Body part: Hands Cycles/hr. 4-6hrs typing
Vibratory Tasks	X					

	N	S	O	F	C	
Talking					X	Conversing owners/managers/employees of businesses and conducting presentations. Converses with coworkers.
Hearing					X	Conversing owners/managers/employees of businesses and conducting presentations. Converses with coworkers.

Visual:

Continuously uses vision while conducting walkthroughs, identifying potential hazards. Utilizes vision when performing computer duties as well as reading container labels, documents and map books. Utilizes vision when and driving a County vehicle.



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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:											

Analyst's Comments:

Work is performed in a wide variety of areas that can range from undeveloped land, landfill, substandard working conditions and structures, to an office environment. The employee performs inspections of businesses that generate hazardous waste. He/she investigates issues/complaints dealing with health and environmental hazards that may include substances such as automotive fluids, corrosive chemicals, solvents, petroleum's and various chemicals. Substandard and/or improper working conditions may expose the worker to unsanitary or potentially harmful conditions that may include: trip hazards, animal bites, threat to bodily harm and exposure to potentially harmful dusts, fumes, chemical vapors, or mists.

Employee is trained for hazards identification and is to exit the facility if a hazardous situation or condition is identified.

Possible Employer Modifications:

A sit/stand workstation can allow an employee to alternate sitting and standing as needed when performing office duties. Some sit/stand workstations have already been implemented based upon employee preference.

Commonly the employee can schedule workload in order to alternate field and office time.

Tablet computers are used in some EH programs, and may be available soon in LHWMP to assist in data collection in the field and reduce repetitive typing in the office setting.

With pre-approval from Supervisor and Division Director, alternate work schedule anytime between the hours of 6 a.m. and 6 p.m., Monday – Friday, with intermittent flexing outside of approved schedule between the same hours.



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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:

Presenting VRC signature:

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |