



KITSAP COUNTY

614 Division St.
Port Orchard WA 98366

Employee Name _____

PHYSICAL REQUIREMENTS: PUBLIC WORKS SUMMER EMPLOYMENT PROGRAM

Positions in this classification typically require:

- Work is performed in a County office or facility or in the field, depending upon position assignment.
- All positions require ability to speak clearly with sufficient hearing to communicate effectively and respond appropriately both in-person and on the telephone.
- Exposure to hazards may be present for some positions when traveling to off-site locations or working in roadways or field locations.
- All positions typically require: reaching, handling/grasping documents or materials, sitting and/or standing for extended periods of time, walking short distances, vision sufficient to read source materials or computer screen data and repetitive motions for computer or hand tool use.
- All positions may require handling loads of 20 pounds occasionally and/or 10 pounds frequently to lift/carry/move objects, files, and other material.
- Some positions may require lifting/carrying/moving objects or materials up to 90 pounds.
- All physical exertion is performed under the supervision of a regular Public Works employee who provides on-site training or assistance to ensure appropriate safety precautions.

Position Statement

(Participants are assigned to specific temporary work assignments in various divisions of the Public Works Department.)

Road Maintenance/Flagging

The Maintenance/Flagging Worker performs a wide variety of manual labor duties in the maintenance and construction of the County roads and bridges. The work involves physical manual labor while performing road repair, preventative maintenance and traffic control (flagging) tasks. Employees will operate a County vehicle and miscellaneous hand tools and powered equipment and practice good safety habits. Job duties may include: driving and flagging; setting up and moving signs; moving fences and setting mailboxes; asphalt work (raking and shoveling); loading and unloading materials; filling pot holes for utilities, shoveling rock; cutting brush and weeds/feeding chipper; mixing cement; rip rap headwalls; and other duties as assigned.

Sign Shop Maintenance

The Sign Shop Maintenance Worker performs manual labor duties assisting full-time staff which may include: striping roads with yellow and white paint; placing pavement markings; replacing and installing new traffic signs, and repair of flashing lights; traffic control (flagging); setting out road barricade signs; driving pilot car; cleaning equipment, shop and yard; filling bead tanks; performing daily truck and vehicle pre-trip inspections; loading equipment and materials; marking pavement and painting; various sign maintenance tasks; assist making signs; data entry, word processing and scanning; and other duties as assigned.

Stormwater Utility Laborers

The Sewer Utility Laborer Worker performs manual labor and operates miscellaneous power tools while working with a team and assisting in the maintenance of the storm water detention and retention ponds. Job duties may include: driving and flagging, setting up and moving signs, use of powered and non-powered hand tools including a string trimmer, removing and clearing small trees and brush; mowing in uneven areas; cleaning and maintaining equipment; and other duties as assigned.

Sewer Utility Laborer

The Wastewater Laborer Worker assists in maintaining grounds at Wastewater facilities throughout the County and assists in inspecting, testing and performing preventive maintenance at pumping stations and treatment plants. Work is primarily performed outside and includes cleaning and painting buildings and equipment indoors or out. Job duties may include: mowing grass, applying and raking beauty bark, operating



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string trimmers, weeding landscaped areas, washing vehicles; preparing for painting; maintaining buildings; cleaning and maintaining equipment; and other duties as assigned.

Clerical Assistant

The Clerical Assistant Worker assists Administration in providing clerical support services to divisions of the Public Works Department. Job duties may include: Data entry, word processing and scanning; delivering mail; ordering supplies; copying, faxing and filing; answer phones (reception); archiving records; assisting with the resource library; and other duties as assigned. **(Locate "Office Support" Job Hazard Analysis/physical requirements for this summer help assignment)**

Survey Engineering Assistant

The Survey Engineering Assistant Student Worker works as a field crew member and may perform job duties which include: GPS surveying and flagging, carrying tools and equipment over uneven terrain; operating hand tools for bush cutting, digging, and setting survey points; serving as aide to a survey crew performing government corner restoration; construction surveying; right-of-way staking; some topographic survey; and various office work such as data entry, word processing and scanning. Position duties may require lifting/carrying, moving objects up to 90 pounds.

PHYSICAL AND MENTAL DEMANDS

Activity	Never 0%	Inter. 1-10%	Occas. 11-33%	Freq. 34-66%	Cont. 67+%	Further Description
1. Walking				X		Inspection, maintenance, and equipment repair
2. Balance			X			Ladders, stairs, look over railings, access equipment
3. Lifting	-	-	-	-	-	
0-10 lbs.				X		
11-20 lbs.				X		"
21-35 lbs.			X			"
36-50 lbs.		X				Containers, tools, hoses, and equipment
50 + lbs.	X					N/A
4. Carry	-	-	-	-	-	
0-10 lbs.				X		
11-20 lbs.				X		
21-35 lbs.			X			



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Activity	Never 0%	Inter. 1-10%	Occas. 11-33%	Freq. 34-66%	Cont. 67+%	Further Description
36-50 lbs.		X				
5. Pushing/ Pulling	-	-	-	-	-	
0-10 lbs.				X		Tools, equipment, and supplies
11-20 lbs.				X		"
21-35 lbs.			X			
36-50 lbs.		X				"
6. Climbing			X			Stairs, ladders, equipment access, outside terrain
7. Twisting			X			Pulling hoses, lifting and placing tools, and equipment
8. Reaching			X			
9. Grasping				X		Picking up and using parts, tools, and equipment
10. Stoopng/ Bending			X			Picking up and using parts, tools equipment, clean/scrub
11. Sitting		X				Record keeping and data input
12. See/Hear/ Speak	-	-	-	-	-	
Sees Detail					X	Inspect equipment, operate machinery, read instructions
Color Discrim.			X			recognize proper colors in treatment process, equipment
Visual Displays			X			Computer and video displays
Audible Signals			X			Listen for alarms, signals, radio, and telephone
Oral Direction			X			Supervisors and co- workers
Other						
13. Working Cond/Exp.	-	-	-	-	-	



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Activity	Never 0%	Inter. 1-10%	Occas. 11-33%	Freq. 34-66%	Cont. 67+%	Further Description
Uneven Ground				X		
Work Outside				X		"
Work Inside			X			
High Elevations		X				Climb stairs, ladders, and equipment
Moving Objects			X			
Slippery Surface			X			
Wetness				X		
Temp. Extremes			X			Outside work
Confined Spaces		X				Assist with vault entry. No entry into permit spaces.
Special Clothing					X	Protective gear, rubber boots, rain gear, coveralls, PPE
Vibration			X			Pnuematic tools, pressure washer, and weed-eater
Use of Solvents		X				
Use of Detergent			X			Cleaners, degreasers
Chemical Contact		X				
Chemical Vapors		X				"
Dust or Particles			X			Cleaning and landscaping
14. Other						
15. Standing					X	
16. Squatting/ kneeling			X			
17. Crawling		X				
18. Foot Controls		X				
19. Hand Controls			X			
20. Fine Finger		X				



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Activity	Never 0%	Inter. 1-10%	Occas. 11-33%	Freq. 34-66%	Cont. 67+%	Further Description
Manipulation						
21. Repetitive motion			X			
22. Proximity to mechanical parts			X			
23. Noise intensity			X			
24. Explosives	X					
25. Radiation	X					
26. Electricity		X				

PHYSICIAN TO COMPLETE

___ Worker can fully perform the job with no restrictions as of the date below.

___ Worker requires restrictions to perform the job. The restrictions are described on the Physician's Estimate of Physical Capacities.

Physician Signature

Date

ADDITIONAL COMMENTS:

