



Bock Consulting

Comprehensive Vocational Assessment Report (CVAR)

Job Title	<u>Construction Coordinator</u>	Worker	_____
DOT Number	<u>869.367-010</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 728-3616</u>
Employer Contact	<u>Thomas O'Connell,</u>	Date of Analysis	<u>June 8, 2006</u>
	<u>Resident Engineer</u>		

Job of Injury Previous Job New Job 37.5 Hours Per Week 5 Days Per Week

Job Description, Essential Functions, Tasks and Skills:



The Port of Seattle is a municipal corporation that was created September 5, 1911 by the voters of King County. The Port of Seattle is divided into three operating divisions, plus other departments that support the divisions and the broad mission of the Port:

1) Aviation Division, 2) Economic Development Division, and 3) Seaport Division.

This job analysis is for a Construction Coordinator working for the Port of Seattle Engineering Department. The Engineering Department provides services across the various divisions within the Port of Seattle, therefore the worker may work at any Port of Seattle location.

The general purpose of the Construction Coordinator position is to provide support and assistance to Resident Engineers and Assistant Resident Engineers in the oversight of construction projects and contract compliance on Major Works construction funded by the Port of Seattle.

Essential Functions

General assigned tasks:

- Perform site inspections at assigned sites/projects.
- Assist contractors with project troubleshooting.
- Compile, manage and maintain all construction-related documents, including contractor submittal documentation.
- Coordinate with internal and external stakeholders.
- Complete administrative tasks as assigned.

It was estimated that a Construction Coordinator spends approximately 60% of the time in the field, and the other 40% of the time in an office setting.



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Example Tasks/Duties:

- Conduct project site visits, and understand and interpret project plans, project schedules and specifications to identify potential issues, and verify progress of outstanding work scope. Assist with drafting and issuing Construction Bulletins, Change Orders, Engineering Estimates, and other documentation.
- Assist with identifying potential cost and/or time issues, and coordinate resolution with Resident Engineer.
- Distribute and review of submittals and Request for Information (“RFI”) documentation.
- Assist in the processing of pay applications, and assist contract compliance office with data transfers.



- Skills and Abilities:
- Ability to organize and maintain accurate and up-to-date project documentation and records.
- Ability to be detail oriented, organized, and complete multiple tasks simultaneously.
- Ability to communicate effectively and efficiently with a wide range of personnel internally and externally to the organization.
- Ability to work as part of a team, and also remain productive without constant direct supervision.
- Ability to use critical thinking, judgment and experience to define, analyze and resolve

problems and issues on projects.

- Ability to use the Port of Seattle’s financial tracking, and standard project management and reporting tools.
- Effective working knowledge of Port of Seattle contract administration process, including contractor selection and optional contracting instruments.
- Advanced proficiency with computer applications, including Microsoft Office.
- Ability to effectively delegate tasks and responsibilities as necessary.





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Machinery, Tools, Equipment, Personal Protective Equipment:

- Desk and chair. Computer (with accessories, including mouse).
- File cabinets and other storage units. Storage shelves.
- General office supplies, including pens, pencils, clipboard, paper, file folders, binders, tape, paperclips, boxes, staplers, document organizers, and other items.
- Telephone.
- Photocopiers and facsimile machines.
- Nextel telephones. Digital camera.
- Port of Seattle vehicles.
- Ladders and scaffolding.
- Tape measure.

When in the field visiting project sites, wearing a safety vest and a hardhat is required.

Other personal protective equipment (“PPE”) includes: rain gear, boots, fall protection harness (required when working at heights), and personal flotation devices (required when within 6 feet of a water). The employer provides all PPE.





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Education / Training:

Minimum educational requirement: Bachelor's degree in Engineering or Construction Management, or Associate's Degree and 6 years of industry experience.

Preferred: Bachelor's degree in Engineering or Construction Management, and 6 years of experience.

Practical knowledge of, or experience in the construction industry is beneficial Construction Coordinators.

Per the Dictionary of Occupational Titles (DOT):

Specific Vocational Preparation (SVP): 7 (Two to four years)

Reasoning Skills: Apply common sense understanding, to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

Mathematical Skills: Compute discount, interest, profit, and loss; commission, markups, and selling price; ratio and proportion, and percentages. Calculate surfaces, volumes, weights, and measures.

Algebra: Calculate variables and formulas, monomials and polynomials; ratio and proportion variables; and square roots and radicals.

Geometry: Calculate plane and solid figures, circumference, area, and volume. Understand kinds of angles, and properties of pairs and angles.

Language Skills:

Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

Writing: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speaking: Speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice.



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PHYSICAL DEMANDS

N/A: Not Applicable

S: Seldom (1-10% of the time)

O: Occasional (10-30% of the time)

STRENGTH: Sedentary Light

F: Frequent (30%-70% of the time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits (talking, hearing, etc.)

Medium Heavy Very Heavy

	Frequency	Comments
Sitting	F	While driving a truck; working at a computer; processing paperwork; talking on the phone.
Walking	F	Approximately 60% of the worker's time is spent in the field, which can require a significant amount of walking. Project site visits may require the worker to walk over uneven terrain, up and down slopes, or through dirt and mud. The worker must also walk between the office building, vehicle, and project sites. In the office, walking would include walking to the copier, storage shelves, or to gather supplies.
Standing	F	While in the field, worker may stand while taking pictures, taking measurements, talking with other personnel. In the office, the worker may stand to make copies or send a fax, gather supplies, or discuss issues with other staff members.
Lifting (up to 10 pounds)	F	Lifting project documentation and binders (up to 7 lbs.), clipboard, tape measure, answering desk and mobile phone, smaller sets of plans, and safety equipment (safety vest and hardhat).
Lifting (10 to 35 pounds)	O	Lifting larger sets of plans and boxes of documents.
Lifting (35 to 50 pounds)	S	Rare. Possibly lifting boxes of documents or binders.
Carrying (up to 10 pounds)	F	Carrying project documentation and binders (up to 7 lbs.), clipboard, tape measure, mobile phone, smaller sets of plans, and safety equipment (safety vest and hardhat).
Carrying (10 to 35 pounds)	O	Carrying larger sets of plans and boxes of documents.
Carrying (35 to 50 pounds)	S	Rare. Possibly carrying boxes of documents or binders.
Pushing/Pulling	S	Opening/closing vehicle doors. Opening/closing file drawers.
Climbing Stairs	O	Office is located on the second floor. The stairs or the elevator may be used to access the office space. Stairs may also be encountered in the field.
Climbing Ladders	S	The worker may have to climb a ladder or scaffolding when inspecting project sites.
Working at Heights/Balancing	S	The worker may have to climb a ladder or scaffolding when inspecting project sites. NOTE: Fall protection is provided and required when working at heights, or when within 6' of an edge of a retaining wall or roof edge. A personal flotation device required when within 6' of water.



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Bending at Waist	F	In field: Getting into and out of vehicle, and while inspecting project sites. In office: Pulling items from file drawers, gathering binders, documentation, and other materials, and gathering supplies stored at or below waist level.
Bending Neck	C	Driving a truck, touring construction/project sites, completing inspections, working at desk, using computer, and answering the phone.
Twisting at Waist	O	In field: Getting into and out of vehicle, and while inspecting project sites. In office: Pulling files from drawers while seated at desk, processing paperwork, and reviewing drawings.
Crouching/Kneeling	S	While inspecting items on project sites at or below waist level. Pulling files, documents, and supplies stored below waist level.
Stooping	S	Getting in and out of truck. Walking in and around construction sites.
Reaching (Floor to Shoulder)	F	In field: Driving vehicle, and using measuring tape. In office: Picking up documents and other items on the desk, filing documents, making copies, and gathering supplies at or below shoulder level.
Reaching (Over the Shoulder)	S	In field: Pointing to items on project site, using measuring tape, and possibly climbing ladders. In office: Gathering items stored at or above shoulder level.
Driving	S	Port vehicles are driven to construction/project sites. Worker may drive a vehicle to one site multiple times, or to various sites during a shift.
Foot Controls	S	While driving truck.
Repetitive Motion	S	Limited by the variety of tasks assigned. Possibly while typing on a computer keyboard.
Handling/Grasping	F	50 % Pinch Grasp 50 % Whole Hand Grasp
Fine Finger Manipulation	F	Writing, typing on computer keyboard, processing paperwork, taking pictures, using measuring tape, and dialing phone (desk and mobile).
Typing	O	Generating field reports or other documentation, inputting data into the project management software, and drafting change orders or other documents.
Talking	F	With supervisors, co-workers, and other stakeholders.
Hearing	F	With supervisors, co-workers, and other stakeholders.
Seeing	C	Good vision and depth perception are important attributes in this position.
Writing	O	While writing notes or drawing sketches.
Normal Job Site Hazards	-	On project sites, negotiating around moving construction equipment, walking on uneven terrain, and working near retaining walls or the water.
Expected Environmental Conditions	-	Field work (est. 60% of time) would expose the worker to a wide variety of weather conditions. The other 40% of time is spent in an office environment.



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**Worker Aptitudes
As Defined by the U.S. Department of Labor for each job listed in the
Dictionary of Occupational Titles (“DOT”)**

Description	Rating (Highest=1)	Degree of Aptitude Ability
General Learning Ability	3	Average
Verbal	3	Average.
Numerical	3	Average.
Spatial Perception	4	Below Average.
Form Perception	4	Below Average.
Clerical Perception	3	Average.
Motor Coordination	4	Below Average.
Finger Dexterity	4	Below Average.
Manual Dexterity	4	Below Average.
Eye/Hand/Foot Coordination	5	Minimal or none.
Color Discrimination	4	Below Average.

**Worker Temperaments
As Defined by the U.S. Department of Labor for each job listed in the Dictionary
of Occupational Titles (“DOT”)**

- D - Accepting responsibility for the direction, control, or planning of an activity.
- V - Performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- P - Dealing with people beyond giving and receiving instructions.

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: Thomas O'Connell; Chris Sherwood

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

Reviewed by Supervisor: Craig Bock, M.A., CRC

Date June 8, 2006 Signature of Vocational Provider _____



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FOR PHYSICIAN'S USE ONLY

- The injured worker can perform the physical activities described in the job analysis and can return to work on _____
- The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months.
- The injured worker can perform the described job, but only with the modifications/restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent
- 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:

Date _____ Physician's Signature _____

Physician's Name Printed _____

Please Return Completed Form to Port of Seattle, Health & Safety via Fax 206-787-3406.