



**Employers' LINK-JOB DESCRIPTION**  
For Temporary Light Duty Work

Department of Labor and Industries  
Review of Job Analysis and Job Description  
**Physician Billing Codes:**  
1038M-Limit one per day  
1028M-Each additional review,  
up to five per workers per day

**PE-1M-NA**

Worker:	Claim #:	
Company:	Job Title: <b>MODIFIED; Neck/Arm Electrician: Construction or Maintenance: Power House</b>	
Phone No:	Hours per day:	Days per week:
Employer Name (please print):		Title:
Employer Signature:		Date:

**Foreman:** Please refer to the Level 1 Mechanic Craft Classification Work Function List for training or modifications.

**Essential Job Duties:**

1. Participate in pre-shift planning meeting, problem solving groups and safety meetings.
2. Identify and report unsafe conditions and complete work order for corrective action.
3. Document crew licenses and certifications are up to date and filed. If a license is expiring soon, contact crew member with a reminder memo.
4. Develop safety and skill training in the injured crew member's areas of greatest expertise. Take pictures of the machine or electrical unit and create a manual for those tasks for training future workers and contract labor. Schedule a demonstration.
5. Ensure that prior to starting a test, communications are made to other crafts, management, supervisors and Dispatch and Operations regarding the test.
6. Inspect equipment (within physical limitations) and document that, after maintenance or repairs have been performed, the work space has been returned to operational status.
7. Make wire and conduit labels and affix to wires and conduits if below shoulder height. Needs access to personnel lift for any above shoulder height work.
8. Act as confined space attendant as limitations allow. Record all necessary data for procedure.
9. Gather information from appropriate parties to determine priorities for scheduling work and convey this information to the foreman.
10. Assess staff, materials and equipment to determine there are sufficient resources available to complete upcoming work orders. Document what is needed and who is responsible for ordering the materials and gain approval from engineer or foreman as appropriate. Create requisitions for materials, as allowed, and forward to purchasing department. Track estimated time of arrival for materials and report to foreman to schedule job. May require assistance to access parts above shoulder height.
11. Assist in troubleshooting process through data collection and verification. Document test results and submit to appropriate personnel.
12. Verify repairs have been performed if visual inspection can be performed within limitations. If not, work with a partner. Document equipment installation, maintenance and repair. Develop maintenance and repair logs.
13. Verify blueprints, P, C and ID's (piping, cable and instrumentation diagrams) and schematics contain the latest revisions. Gather all redline drawings from crew members. Transfer redline corrections to as built drawings. Archive previous redline versions.
14. Inventory and document the amount of cable left on spools. Update the document as cable is used and notify foreman when re-order point is reached. Proceed as in number 11.
15. Make a chart of what color tools belong in each department with a map of the home base for where specific tools are stored. Duplicate, laminate and have charts posted around plant to find tools quickly.
16. Data entry: Maximo Records Management, Daily Work Order report & Percentage of Completion reports.

**Machinery, tools, equipment and personal protective equipment description:**

Computer, pen and paper, small hand tools, voltage meters, communication radio, cell phone, micrometer, dial indicators, personnel lift.



**Modification Equipment Required:**

\*Sit to stand electric desk to position keyboard at proper height to avoid static muscle loading in neck, shoulders and upper back. OR



\*Articulating keyboard arm attached to existing table to keep keyboard at proper height, using rearward tilt to keep shoulders, upper back and neck relaxed and the wrists straight - avoiding flexion or extension.





\*Ergonomic chair suitable for the injured worker for prolonged sitting. May need head rest for a neck injury.

**FREQUENCY DEFINITIONS**

<b>N: Never</b> (not at all) 0 minutes	<b>S: Seldom</b> (1%-10% of the time) up to 48 min.	<b>O: Occasional</b> (11%-33% of the time) 49 min. to 2 hrs., 25 min.	<b>F: Frequent</b> (34%-66% of the time) 2 hrs., 26 min. to 5 hrs., 35 min.	<b>C: Constant</b> (67%-100% of the time) more than 5 hrs., 36 min.
--	---	---	---	---

PHYSICAL DEMANDS	FREQUENCY					DESCRIPTION OF TASKS
	N	S	O	F	C	
Sitting:				X		While using computer, attending meetings, riding in utility cart, or as confined space attendant.
Standing:			X			While observing equipment, as confined space attendant if able (may bring chair), repairing or replacing small parts, installing labels.
Walking:			X			Around the plant.
Climbing Ladders / Stairs (circle one)		X				Uses elevator. May limit where worker can go, some stairs required. <b>May use scissor lift instead of ladder to access high areas.</b>
Twisting at the Waist		X				May occur while accessing parts and supplies.
Bending / Stooping:		X	X			While accessing parts or performing light repairs or installations below waist level. May choose to bend, kneel or squat.
Squatting / Kneeling:		X				
Crawling:	X					Not present at this level.
Reaching Out <b>Both</b>				X		Working with tools for repairs, keyboarding.
Working above shoulder <b>Dominant or Both</b>			X to	X		May need to reach parts that are above shoulder height or to affix labels. The computer workstations cause shoulder hunching. <b>This may be modified with a height adjustable electric table or articulating keyboard arm affixed to existing table. Modification eliminates raised shoulders while keyboarding. Personnel lift must be made available for above shoulder tasks other than keyboarding Doctor, please indicate need for this modifications below.</b>
Handling / Grasping <b>Dominant</b>			X			Tools, mouse, pen, cart for traveling around plant.
Fine Manipulation <b>Dominant</b>			X			Small parts, pen, writing.
Keyboarding			X-	X		For data entry, documenting task procedures and safety protocols.
Wrist flexion <b>Both</b>		X				May occur while using a tool. Some computer workstations may cause flexion (modifications fix this).
Repetitive Motion <b>Both</b>				X		Keyboarding.
Vibratory Tasks	X					None noted.
Foot Controls / Driving			X			When using motorized utility cart.
Talking / Hearing / Seeing			X			Conversing with coworkers or supervisor about task at hand.

Worker:

Claim No:

Link-Job Description: PE-1M-NA

Lifting / Pushing	Never	Seldom	Occasional	Frequent	Constant
<i>Example</i>	<u>50</u> lbs.	<u>20</u> lbs.	<u>10</u> lbs.	<u>0</u> lbs.	<u>0</u> lbs.
Lift: R or L or B	<u>11</u> lbs.	<u>   </u> lbs.	<u>10</u> lbs.	<u>1</u> lbs.	<u>   </u> lbs.
Carry DISTANCE <u>5</u> ft Both - Use cart	<u>11</u> lbs.	<u>   </u> lbs.	<u>10</u> lbs.	<u>1</u> lbs.	<u>   </u> lbs.
Push / Pull R or L or B	<u>11</u> lbs.	<u>   </u> lbs.	<u>5</u> lbs.	<u>1</u> lbs.	<u>   </u> lbs.

**Job Description Developed by:**

Signature: <i>Chandra Caine</i>	Date: 3/16/16
Name (Please print): Chandra Pat Caine, MS, CDMS	Title: Vocational Rehabilitation Counselor WA # 11099

**Job Description Approved by Foreman:**

Signature:	Date:
Name (Please print):	Title:

**FOR HEALTH PROVIDER'S USE ONLY**

<b>Provider Approval:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Hours per day:</b>	<b>Days per week:</b>	<b>Effective date:</b>
---	-----------------------	-----------------------	------------------------

If no, please provide objective medical documentation to support your decision.

**Modifications Required by Provider:**

- Electric sit-stand desk to allow worker to sit or stand at will and position keyboard to avoid static muscle loading in neck shoulders or thoracic area.
- Articulating keyboard arm attached to existing table to position keyboard to avoid static muscle loading in neck, shoulders or thoracic area and to facilitate rearward tilt keyboarding, which eliminates wrist flexion and extension.
- Ergonomic chair with headrest to avoid static muscle loading in neck.
- Access to plant personnel lift for above shoulder tasks other than keyboarding
- Other:

Provider Signature:	Provider Name (Please print):	Date:
---------------------	-------------------------------	-------