



King County

**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
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JOB ANALYSIS

Job Title:	Transit Base Operations Chief		
Department:	Transportation	Division:	Transit
DOT Title:	Supervisor	DOT #:	188.137-010
SVP:	7	Requestor:	Diana Wurn
Worksite Address:	This position works at several different locations in King County	Office Contact Name/ Phone/ Email:	Jason Oppie 206-477-0209 jason.oppie@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS	Analysis Date:	11/6/20
Update Analyst:		Update Date:	

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.
- Maintain confidentiality when handling sensitive information or documentation.

Examples of Duties

Oversee daily operations at several King County Metro Transit bases to include supervision of the work of Transit Operators and First-Line Supervisors including evaluating and addressing employee performance issues and implementing strategies to improve employee performance and customer service; investigate customer complaints of transit riders, issue discipline to Transit Operators, conduct grievance hearings and manage resources of the base for cost-effective service delivery; supervise and direct the work of Base Dispatchers and Planners responsible for ensuring timely filling of all service requirements; forecast workforce staffing levels; direct employees to safety-sensitive related drug and alcohol testing; interact with Operators in person and over the telephone; support transit service during adverse weather events and other emergencies; work with internal transit agency groups to ensure high-quality service delivery; manage base absenteeism and processes that support on and off-the-job injuries, worker's compensation and ADA/FMLA/KCFML/WFLA requirements.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Knowledge of transit operations and the applicable regulatory and statutory requirements
- Knowledge of the policies and procedures of the Transit Division, the Operations section and applicable County polices
- Knowledge of the principles of performance management
- Knowledge of effective supervisory principles and practices, County policies and procedures, and applicable local, state and federal law
- Knowledge of the principles of labor relations including grievance and contract administration



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- processes as well as relevant labor agreements
- Knowledge of standard human resource practices
- Knowledge of automated scheduling and management information systems
- Supervisory skills
- Communication skills
- Customer service skills
- Skill in planning and delegating work assignments
- Skill in staff development and training
- Skill in conflict resolution, problem solving and negotiation
- Skill in fundamental data analysis of operational problems
- Skill in handling multiple competing priorities
- Skill in managing and working with a variety of individuals from diverse backgrounds
- Skill in establishing effective working relationships and communicating successfully with senior management, labor representatives, business and community groups, governmental agencies, customers and staff
- Skill in use of personal computers, word processing, spreadsheet, presentation and similar software applications as well as automated scheduling and human resource information systems

NECESSARY SPECIAL QUALIFICATIONS:

Washington State Driver License or the ability to travel throughout the county in a timely fashion
 Willingness and availability to work varying shifts on weekdays, nights, weekends and holidays as required for shift assignment and consistent with negotiated agreements
 Work may require remaining available for work 24 hours per day during rotational assignments as on-call Operations Chief
 Work may require reporting for extended duty during adverse weather events and other emergencies
 This is a classification specification and not an individualized job description. Additional minimum qualifications may be established for individual positions based on business needs and specified in position announcements as appropriate.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computer with multiple monitors, intercom, telephone, smart phone, laptop, cart, copy machine, stool, office chair, various documents, and various reference materials. Mask, face shield or desk shield as needed.

Utilizes Windows Office products as well as transit specific software such as, but not limited to, Hastus, PeopleSoft, etc.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input 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	Hours Per Day*
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week*



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This is an exempt position that may require working more than 40 hours per week. Work hours may vary and include weekend, evening and holiday work. This position requires emergency response and on-call work. Work hours are determined by business demand. Transit operates 24 hours each day, 7 days each week.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting						X*	On an office chair, vehicle seat, or coach driver's seat for up to 90 min/time, 4-8 hrs. total while driving or performing computer duties. *On a rare occasion for special events, inclement weather, etc. the employee may need to sit for the duration of a 12 hr. shift.	
Standing			X				On a variety of surfaces including rubber coated coach floor, flat cement surfaces, uneven ground, graded pavement surfaces and unpaved roadways for up to 30min/time, 6-8 hrs. total while working shifts in transit centers, during special events and performing incident response. *On rare occasions, may need to stand for up to 2 hrs./time while flagging at the scene of a Transit coach accident, blockage, breakdown, etc.	
Walking					X		On a variety of surfaces including rubber coated coach floor, flat cement surfaces, uneven ground, graded pavement surfaces and unpaved roadways for variable distances of 300-1000' for up to 30 min/time, 4-6 hrs. while inspecting a 60-foot coach for mechanical and electrical failures, investigating accident scenes, and walking from a county vehicle to a Transit coach.	

Lifting floor – waist	N	S	O	F	C	lbs.	Up to 1 min./time for up to 15 min. total while manipulating reams of paper, reference materials, office supplies, PPE bag, laptop, files, documents, laptop bag, etc. Approx. 2 weeks/year the Chief may need to manipulate an "on-call" wheeled bag (30 lbs.) with route book, contracts, procedures etc. in/out of a vehicle. On an emergency basis may assist in transferring of office supplies and equipment (such as computer for home offices).
		1-10 30*					



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10 30*				Up to 1 min./time for up to 15 min. total while manipulating reams of paper, office supplies, reference materials, PPE bag, laptop, files, documents, laptop bag, etc. Approx. 2 weeks/year the Chief may need to manipulate an “on-call” wheeled bag (30 lbs.) with route book, contracts, procedures etc. in/out of a vehicle. On an emergency basis may assist in transferring of office supplies and equipment (such as computer for home offices).
Lifting waist–shoulder		1-10 30*				Up to 1 min./time for up to 15 min. total while manipulating reams of paper, office supplies, reference materials, PPE bag, laptop, files, documents, laptop bag, etc. Approx. 2 weeks/year the Chief may need to manipulate an “on-call” wheeled bag (30 lbs.) with route book, contracts, procedures etc. in/out of a vehicle. On an emergency basis may assist in transferring of office supplies and equipment (such as computer for home offices).
Lifting above shoulder		1-5				Up to 5 sec./time for up to 5 min. total while posting signs and obtaining items on upper shelves.
Carry (Distance/Surface)		1-10 1000'				Up to 1000', 5 min./ time up to 10 min./total in while transporting reams of paper, reference materials, PPE bag, office supplies, laptop, files, documents, laptop bag, etc.
Pushing/Pulling (Distance/Surface)		1-10 1000' *25-30				Up to 1000', 5 min./time with a force of 1-10 pounds for up to 25 min. total while manipulating door, drawers, on-call rolling bag, *On a rare occasion the Chief may need to set up tables and chairs for meetings/events which requires pushing/pulling up to 25-30 lbs. of force. On an emergency basis may assist in transferring of office supplies and equipment from one work location to another.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X	On an office chair for up to 2 hrs./time for up to 8 hrs. total while conversing with operators and various County employees, operating a computer and reading route schedules. *Sit/stand workstations are available so the employee can sit or stand as needed as on most occasions.
Standing		X				On flat tile, cement and carpeted surfaces for up to 10 min/time for up to 30-45 min. total while conversing with operators and various County employees; working at offsite locations. *Sit/stand workstations are available so the employee can sit or stand as needed as on most occasions.
Walking				X		On flat cement, tile and carpeted surfaces for distances up to 1000' for up to 5-10 min./time for up to 2-3 hrs. total while traversing bases, parking lots and offsite locations as well as performing Operator check-ins.
Perform Work on Ladders						
Climbing						Up to 5-10 sec/time for up to 20 sec total while climbing a flight of stairs or entering/exiting a coach.
Balancing						
Stooping / Bending		X*				On flat tile, cement and carpet surfaces for up to 1 min/time for up to 5 min. total while using lower drawers, adding paper to copy machine, and removing jams from the copy machine. *Can alt. with kneeling/crouching.
Twisting at Neck			X			Up to 1 hr./time, 2 hrs. total while driving to meetings at King County buildings or responding to emergent situations such as a hospital visit of an Operator or a drug testing issue.
Twisting at Waist		X				Up to 1 min/time, 15 min. total while reaching for documents, phone items on desk, etc. Can move feet to avoid twisting on most occasions.
Squatting / Kneeling		X*				On flat tile, cement and carpet surfaces for up to 1 min/time for up to 5 min. total while using lower drawers, adding paper to copy machine, and removing jams from the copy machine. *Can alt. with bend/stoop.
Crawling	X					
Reach waist to shoulder				X		Up to 15 min./time for up to 3 hrs. total while manipulating clipboards, binders, computer mouse and printer paper as well as posting signs.
Reach above shoulder		X				Up to 5 sec./time for up to 5 min. total while posting signs and obtaining items on upper shelves.
Reach below waist		X				On flat tile, cement and carpet surfaces for up to 1 min/time for up to 5 min. total while using lower drawers, adding paper to copy machine, utilizing computer peripherals, and removing jams from the copy machine.
Keyboarding						Up to 15 min./time, 4-6 hrs. total. This does not include computer mouse usage.



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	N	S	O	F	C	
Wrist Flexion/Extension			X			Up to 1 hr./time, 2 hrs. total while driving a county vehicle, adding paper to copy machine, and removing jams from the copy machine.
Handle/Grasp				X		Up to 1 hr./ time, 3 hrs. total while manipulating reference materials, PPE bag, on-call bag, laptop, laptop bag; driving, adding paper to copy machine, and removing jams from the copy machine.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 1 hr./time, 6-8 hrs. total while typing, writing (taking notes), manipulating documents, using telephone, clicking/scrolling computer mouse, etc.
Hand Controls				X		Up to 1 hr./time, 4-5 hrs. total while driving, operating a touchscreen, using computer mouse, etc.
Foot Controls			X			Up to 1 hr./ time, 2 hrs. total while driving.
Repetitive Motion			X			Body part: hands Cycles/hr 250+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X	X	Up to 1 hr./time for up to 5-6 hrs. total while speaking with coworkers, Transit Operators, passengers and the public in order to answer questions.
Hearing					X	Up to 2 hrs./time for up to 8 hrs. total in a work shift while utilizing telephone and conversing with Operators, coworkers and the general public.
Visual – Near Acuity					X	Computer with multiple monitors, documents, etc.
Visual – Far Acuity			X			Driving, traversing within base/yard.
Visual – Depth Perception			X			Driving, traversing within base/yard.
Visual – Color Discrimination		X				Color vision can be helpful but not necessarily required.
Visual – Accommodation			X			Driving, traversing within base/yard.
Visual – Field of Vision			X			Driving, traversing within base/yard.
Exposure to Weather			X			Traversing within base/yard, performing Operator Check-ins.
Extreme Cold		X				Freezing temperatures
Extreme Hot		X				Hot equipment such has engines and exhaust pipes.
Wet and / or Humidity		X				Coach washing equipment, pressure washers at bases, etc.
Proximity to Moving Mechanical Parts			X			Work is performed at an active transit base with moving vehicles.
Exposure to Explosives		X				Fueling areas.
Atmospheric Conditions		X				Driving, traversing within base/yard with dust and minor exhaust fumes.
Exposed Heights	X					
Exposure to Electricity		X				Electric coaches and overhead wires.
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					



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	N	S	O	F	C	
Noise Intensity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise intensity ranges from quiet to Moderate as work is performed in an office environment but can also be performed around busses. Base can also be loud for approx. 10 min. intermittently while quarterly fire drills are conducted.
Other:						

COGNITIVE and BEHAVIORAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input 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* Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5* Days Per Week

COGNITIVE DEMANDS	FREQUENCY					ACTIVITY DESCRIPTION
	N	S	O	F	C	
Articulating and comprehending information in conversations					X	Contact in-person and via telephone with Operators, Emergency Personnel, Facilities, colleagues, general public, Supervisors, etc. This may occur in a noisy environment with other auditory distractions such as multiple active conversations and background noises.
Reading, comprehending, and using written materials					X	Utilizing a computer with various software, reviewing labor contracts, policies and procedures, operator forms, personnel/human resource documents, emails, etc. This may occur with pressure of urgent/stressful situations.
Understanding and solving problems involving math and using the results				X		Calculating, checking/proofing, adjusting and answering questions about Operator pay. Applying complex directives in labor contracts such as leave time, FMLA, etc.
Using technology, instruments/tools & information systems					X	Using a computer (can include multiple monitors) to obtain or enter information. Commonly utilizes a combination specialized transit software and telephone simultaneously. Review coach video to investigate customer complaints and commendations in order to provide appropriate feedback and possible disciplinary steps/actions. May utilize paging software.
Remembering spoken instructions				X		Must be able to recall Superintendent and procedural instructions. Participates in critical conversations with Operators, Supervisors, Management and Labor Relations Personnel; must be able to recall contents of conversations.



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	N	S	O	F	C	
Remembering written instructions					X	Utilizing a computer with various software, recalling labor contracts, policies and procedures, operator forms, personnel/human resource documents, emails, etc. This may occur with pressure of urgent/stressful situations.
Remembering visual information					X	Utilizing on-screen HASTUS (software) to check and correct Operator pay. Recognizing Operators, colleagues, etc. Review coach video to investigate customer complaints and commendations in order to provide appropriate feedback and possible disciplinary steps/actions.
Recalling information incidental to task at hand Memorizing facts or sequences					X	Utilizing a computer with various software, recalling labor contracts, policies and procedures, operator forms and personnel/human resource documents. Utilizing HASTUS (software) and other technological resources such as video to investigate Operator conduct.
Remembering simple instructions					X	Recalling basic procedures.
Remembering detailed instructions				X		Utilizing a computer with various software, recalling labor contracts, policies and procedures, operator forms and personnel/human resource documents. Responding to urgent situations or large-scale weather or service issues (e.g. Snowstorm). Accurate recall of instructions, procedures, protocols is critical in these situations.
Effectively learning and mastering information from classroom training		X				"Onboarding" instruction upon initial hire. There can be multiple weeks of initial instruction.
Effectively learning and mastering information from on-the-job training					X	Continuously interacts with Superintendents, Supervisors, Operators, TCC, other Management Personnel and Labor Relations, Dispatchers etc. and must be able to adapt to new situations daily.
Learning from past directions, observations, and/or mistakes					X	Adapting old experiences and instructions to apply to new events. The Base Chief must be able to identify similarities and differences compared to prior events and properly apply prior knowledge effectively.
Using common sense in routine decision making					X	Responding to urgent situations and contacting appropriate assistive personnel. There are policies to follow, however there are situations that may not be directly covered by policy and common sense is paramount in resolving these situations appropriately.



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	N	S	O	F	C	
Recognizing and anticipating potential hazards and taking precautions			X		X*	Occasionally, <u>*except the few times per year where major weather difficulties could require continuous anticipation until the hazardous conditions are cleared.</u> Responding to urgent situations or large-scale weather or service issues (e.g. Snowstorm). The most difficult or intense situations may only occur occasionally, but appropriate response during those times is critical.
Thinking critically and making sound decisions					X	Analyzing problem situations and deciding on a plan to alleviate. This occurs during the entire work shift. Sound decision making is one of the most critical aspects of this job.
Integrating ideas and data for complex decisions				X		Dealing with complex urgent situations. Base Chiefs receive information/data from several sources and integrate it to make clear, reasonable and well-considered decisions.
Determining and following precise sequences				X		Following labor contracts, policies and procedures, operator forms and personnel/human resource materials. Utilizing HASTUS (software) which requires sequential procedures and processes.
Coordinating and compiling data and information					X	Utilizing HASTUS and PeopleSoft to check and correct Operator pay. Compiles data regarding FMLA, leave balances, labor contract information, policies and procedures, Operator hours, etc.
Performing repetitive or short-cycle work		X				This position has frequent interruptions which does not normally allow for repetitive work.
Working under specific instructions					X	Following policies and procedures, labor contracts, etc.
Completing complex tasks					X	Responding to urgent situations. This is commonly performed when handling multiple things at the same time (telephone, computer, multiple parties etc.) with in-person interruptions. Following labor contracts, policies and procedures, operator forms and personnel/human resource materials. Must be able to effectively respond to critical incidents and sudden staffing adjustments. Addresses disciplinary issues.
Directing, controlling, or planning for others as necessary for basic tasks		X				Processing HR related documents; interacting with supportive staff such as temporary employees and supported employees.
Multi-tasking					X	Effectively handling multiple issues at the same time. Employees must recall sequence of action for each situation, recall where they were in each sequence and what the next appropriate step is for each situation. Commonly utilizes a combination of dispatch software, telephone and computer simultaneously. In-person interruptions are frequent.



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	N	S	O	F	C	
Planning, prioritizing, and structuring daily activities				X		Duties vary and are regularly interrupted. Must be able to prioritize work activities and adapt to changes in urgency and importance. Must be able to effectively manage multiple deadlines. Performs supportive research to ensure that activities are completed on time.
Maintaining predictable and reliable attendance					X	Is necessary for each work shift, 365 day per year. The purpose of this job is to have personnel ready to react and assist in any incident or emergency with potential to disrupt bus or train routes or schedules. The public depends on Metro to provide transportation.
Being punctual					X	Is necessary for each work shift, 365 day per year. The purpose of this job is to have personnel ready to react and assist in any incident or emergency with potential to disrupt bus or train routes or schedules. The public depends on Metro to provide transportation. Multiple times per year the employee serves in an on-call capacity which requires effective real-time response for a 24/7 operation. This may include physical response to all areas that King County Metro Transit covers.
Taking rest periods at set times or only at times determined by breaks in job responsibilities					X	Is necessary for each work shift, 365 day per year. The purpose of this job is to have personnel ready to react and assist in any incident or emergency with potential to disrupt bus or train routes or schedules. The public depends on Metro to provide transportation. Multiple times per year the employee serves in an on-call capacity which requires effective real-time response for a 24/7 operation. This may include physical response to all areas that King County Transit covers.
Adjusting to a flexible schedule of work days and or shifts				X		Necessary for each work shift, 365 day per year to ensure 24/7 coverage. This may include working long and unusual hours during inclement weather or backfilling for other positions and assignments. Multiple times per year the employee serves in an on-call capacity which requires effective real-time response for a 24/7 operation. This may include physical response to all areas that King County Transit covers.
Receiving criticism and accepting limits appropriately			X			Interacts with the general public when investigating customer complaints and commendations. Receives positive and negative criticism from direct reports, supervisors and colleagues and addresses it in a tactful manner.



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COGNITIVE DEMANDS	FREQUENCY					ACTIVITY DESCRIPTION
	N	S	O	F	C	
Maintaining emotional control and organization under increased stress					X	Interacting with many individuals under adverse conditions for all parties involved. Addresses behavioral and disciplinary situations. Base Chiefs must remain calm, professional and poised even when others are not. This position is responsible for the oversight of emergent situations such as high-profile service incidents, major weather events, employee health crisis, etc.
Maintaining socially appropriate affect, temperament, and behavior					X	Interacting with many individuals under adverse conditions for all parties involved. Addresses behavioral and disciplinary situations. Base Chiefs must remain calm, professional and poised even when others are not. This position is responsible for the oversight of emergent situations such as high-profile service incidents, major weather events, employee health crisis, etc.
Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome					X	Must be able to adapt to urgent situations and maintain transportation service for the general public in the most efficient way possible. This position requires constant professionalism and the ability to work independently and with teams.
Working independently and/or unsupervised					X	This position requires constant professionalism and the ability to work independently and with teams.
Adapting to frequent interruptions, changes in priorities, or changes in work location				X		Effectively handling multiple issues at the same time. Employees must recall sequence of action for each situation, recall where they were in each sequence and what the next appropriate step is for each situation. Commonly utilizes a combination of transit-specific software, telephone and computer simultaneously. In-person interruptions are frequent. Multiple times per year the employee serves in an on-call capacity which requires effective real-time response for a 24/7 operation. This may include physical response to all areas that King County Metro Transit covers.
Responding effectively to emergency situations			X			This position is responsible for the oversight of emergent situations such as high-profile service incidents, major weather events, employee health crisis, etc. May respond to the most serious calls such as an Operator with a medical emergency, Operator injury, Operator incident, motor vehicle accident, etc.

Analyst's Comments:

Multiple times per year the employee serves in an on-call capacity which requires effective real-time response for a 24/7 operation. This may include physical response to all areas that King County Metro Transit covers.



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Possible Employer Modifications:

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:

Kyle Pletz, BA, BA, VRC, CDMS

Jan 26, 2021

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification: Jason Oppie

Employee Verification: (optional)



Jan 25, 2021

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

- Attending Physician Consulting Physician Pain Program Physician
- IME Physican PCE Therapist OT / PT Therapist
- PEP Physician

KCJA Transit Operations Base Chief with cognitive addendum 12-24-20

Final Audit Report

2021-01-26

Created:	2021-01-22
By:	Kyle Pletz (kpletz@nim.vocmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAACViultIK4mrbwW6t-cXZsJ0Yj2AyzHSP

"KCJA Transit Operations Base Chief with cognitive addendum 12-24-20" History

-  Document created by Kyle Pletz (kpletz@nim.vocmail.com)
2021-01-22 - 10:00:56 PM GMT- IP address: 98.237.192.29
-  Document emailed to Jason Oppie (jason.oppie@kingcounty.gov) for signature
2021-01-22 - 10:01:45 PM GMT
-  Email viewed by Jason Oppie (jason.oppie@kingcounty.gov)
2021-01-23 - 1:47:04 AM GMT- IP address: 23.103.201.254
-  Document e-signed by Jason Oppie (jason.oppie@kingcounty.gov)
Signature Date: 2021-01-26 - 0:47:38 AM GMT - Time Source: server- IP address: 198.49.222.20
-  Document emailed to Kyle Pletz (kpletz@nim.vocmail.com) for signature
2021-01-26 - 0:47:40 AM GMT
-  Email viewed by Kyle Pletz (kpletz@nim.vocmail.com)
2021-01-26 - 6:42:29 PM GMT- IP address: 98.237.192.29
-  Document e-signed by Kyle Pletz (kpletz@nim.vocmail.com)
Signature Date: 2021-01-26 - 6:42:36 PM GMT - Time Source: server- IP address: 98.237.192.29
-  Agreement completed.
2021-01-26 - 6:42:36 PM GMT