



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 Superintendent-Vehicle Maintenance		
Department:	Transportation	Division:	Transit
DOT Title:	Supervisor	DOT #:	188.137-010
SVP:	7	Requestor:	Lena Williams
Worksite Address:	12100 East Marginal Way South Seattle, WA98168	Office Contact Name/ Phone/ Email:	Edward Mays 206-477-7816 edward.mays@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 8/24/22
Update Analyst:			Update Date:

☒ On-Site ☒ Interview ☐ Representative

JOB DUTIES:

Managing, supervising and directing all vehicle maintenance operations and functions at an assigned transit base facility or the Component Supply Center (CSC).

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 *Mechanical Rebuild, Electrical Rebuild, Electronic Rebuild, Sheetmetal & Body Shop, Metal Fabrication & Welding, Machine Shop, Paint & Sign Shop, Upholstery Shop, Technical Information Processing Specialists*, and other employees engaged in the maintenance, repair and overhaul of parts and materials for maintenance, and repairs of coach, trolley, and non-revenue vehicles.
- Hire, lead, help develop, and motivate employees, helping them to recognize the important role they each play in achieving the overall agency goals and empowering them to perform accordingly.
- Ensure that employee and the public's safety continue to be Metro's highest priority, maintaining strict adherence to safety rules and procedures and continually seeking to enhance safety practices, awareness, and training.
- Direct and oversee strategic improvement work that directly connects to the long-term vision of the division and Metro (Metro Connects/Long Game).
- Ensure that diversity, equity and inclusion are considered for every decision that is being made in the facility.
- Develop and implement standard operating procedures (SOPs), policies, projects, performance metrics, schedules, budget, contract requirements, and execution plans for all phases of internal parts rebuild; resolve scheduling and production issues; develop contingency plans for delays.
- Oversee new coach preparation of new fleets to replace and retire aging fleets and other Capital



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Projects as needed.

- Participate in varied internal and federally mandated audits, technical, financial and cost analyses; ensure all audit and federally mandated requirements are met, to assure continued funding of operations at the CSC.
- Partner with unions and other stakeholders to deliver excellent service and build a community-oriented, diverse, and inclusive environment; mitigate high-profile service delivery issues.
- With a strong level of comfort managing a highly unionized workforce, create harmonious working relationships with multiple collective bargaining units and ensure consistent application of labor policies, labor contract provisions, and hiring guidelines; resolve grievances and other labor and performance issues as appropriate.
- Demonstrate leadership in the development and management of the work unit budget; leader standard work; ensure compliance with applicable laws, regulations, and policies.
- Develop and direct the use of performance metrics; recommend corrective actions as needed; manage data collection and reporting.
- Continuously improve our services, lead the development of new initiatives, efficiencies, and operational methods to meet strategic goals; determine and select technology and equipment, write reports and budget requests; supervise program and procedure development and implementation.
- Work with other Superintendents to resolve division-wide issues; act as division experts on projects; represent the division on work groups, project teams, and division-wide hiring processes; participate as a member of the division management teams.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Increasingly responsible experience in maintenance, repair and overhaul, including parts production type operations, adherence to schedule, improving process flow, synchronizing work groups, and basic project sponsorship and management.
- Two years of increasingly responsible supervisory or comparable leadership experience in transit operations, public administration, human resources, or other relevant fields, that provide the knowledge, skills, and abilities to perform the key roles and responsibilities of the position.
- Knowledge of operational, financial and cost analyses, financial and cost accounting, and generally accepted accounting and auditing principles and standards.
- Demonstrated knowledge of automated maintenance management systems with ability to become skilled at extracting data from an automated data system.
- Knowledge of applicable local, state, and federal regulations that govern funding, procurement, contracting, and operation of inventory regulations (preferably in mass transit)
- Skilled people leader who:
 - Has demonstrated experience building effective teams in diverse work environments while inspiring trust, creating strong morale, instilling vision and purpose, and fostering open dialogue.
 - Is interested in and inspired to develop and lead direct reports, furthering people's career goals, providing challenging and stretching tasks and assignments, and effectively developing all levels of staff.
 - Knows how to build relationships and treat all employees and customers equitably, with respect and dignity, as well as solve problems for the good of all.
 - Has experience working with labor and ability to develop and nurture strong, productive relationships with union leadership, respecting established processes and fostering an environment of mutual respect.
 - Has high integrity and a commitment to continuous improvement.
 - Is excellent communicator, in both oral and written communications.



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- Ability to apply the principles, practices, and techniques of labor relations that include interest-based or collaborative labor negotiations, as well as grievance and arbitration processes.
- Knowledge of and ability to apply human resources management concepts, supervisory principles, employee performance evaluation, coaching and counseling practices, and federal, state, and local laws related to employment, civil rights, and affirmative action.
- Ability to apply workforce planning, budget administration, and project management principles.
- Skill in conflict and problem resolution and negotiation.
- Skill in time management, timely decision making, planning and delegating work assignments, and managing multiple work and projects efficiently.
- Skill in use of standard MS Office Suite applications.
- Valid Driver's License (Washington license by date of hire) or the ability to travel throughout the county in a timely fashion.

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

Computer with multiple monitors, telephone, smart phone, laptop, copy machine, office chair, various documents, and various reference materials. Eye protection, hard hat, safety vest, breathing protection.

Utilizes MS Windows, MS Office products as well as transit specific software such as, but not limited to, M5, PeopleSoft, SharePoint 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*

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.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10				Up to 1 min./time for up to 15 min. total while manipulating reams of paper, reference materials, office supplies, laptop, files, documents, laptop bag, etc.



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting waist–shoulder		1-10				Up to 1 min./time for up to 15 min. total while manipulating reams of paper, reference materials, office supplies, laptop, files, documents, laptop bag, etc.
Lifting above shoulder		1-5				Up to 5 sec./time for up to 5 sec. total while reaching for a binder on an upper shelf
Carry (Distance/Surface)		1-10 1000'				Up to 1000', 5 min./ time up to 10 min./total in while transporting a laptop bag, notebook, etc.
Pushing/Pulling (Distance/Surface)		1-10 1000'				Up to 1000', 5 min./time with a force of 1-10 pounds for up to 5 sec./time, 5 min. total while manipulating doors and drawers.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	On an office chair up to 2 hrs./time, 7 hrs. total while completing computer duties and attending meetings. Occasionally drives a County vehicle to alternate transit bases (up to 1 hr./time, 2 hrs. total). *On a rare occasion for special events, inclement weather, etc. the employee may need to sit for the duration of a 12-hr. shift. *Sit/stand workstation allows employee to sit and stand as needed.
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 30 15 min/time, 30 min. total while working shifts in transit centers, during special events and performing incident response. *Sit/stand workstation allows employee to sit and stand as needed.
Walking		X				On a variety of surfaces including rubber coated coach floor, flat cement surfaces, minimally uneven ground, etc. for variable distances of 300-1000' for up to 5 min/time, 15 min total while traversing the shop, various transit bases and parking lots.
Perform Work on Ladders	X					
Climbing		X				Up to 10 sec/time for up to sec total while climbing a flights of stairs or entering/exiting a coach.
Balancing		X				Up to 5 min./time, 10 total while traversing near inspection pits.



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Physical Demands	Frequency				Activity Description
Stooping / Bending		X*			On flat tile, cement and carpet surfaces for up to 1 sec/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 traversing a transit base with moving vehicles.
Twisting at Waist	X				
Squatting / Kneeling		X*			On flat tile, cement and carpet surfaces for up to 1 sec/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 5 min./time for up to 30 min hrs. total while manipulating reference materials, binders, computer mouse, printer documents, etc.
Reach above shoulder		X			Up to 5 sec./time for up to 15 sec. total while posting signs and obtaining items on upper shelves.
Reach below waist		X			On flat tile, cement and carpet surfaces for up to 10 sec /time for up to 2 min. total while using lower drawers, adding paper to copy machine, utilizing computer peripherals, and removing jams from the copy machine.
Keyboarding				X	Up to 15 min./time, 4 hrs. total. This does not include computer mouse usage.
Wrist Flexion/Extension			X		Up to 1 hr./time, 2 hrs. total while driving a county vehicle. This is not on a daily basis.
Handle/Grasp				X	Up to 1 hr./ time, 3 hrs. total while manipulating reference materials, laptop, laptop bag, telephone receiver.
Forceful Grasp	X				
Fine Finger Manipulation				X	Up to 1 hr./time, 6-7 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	Up to 20-30./time for up to 3 hrs. total while speaking with coworkers, vendors, etc.
Hearing				X	Up to 1 hr./time for up to 4 hrs. total in a work shift while utilizing telephone, driving, conversing with coworkers/vendors, traversing the yard, traversing shop area.
Visual – Near Acuity				X	Computer with multiple monitors, documents, etc.
Visual – Far Acuity			X		Driving, traversing within base/yard/shop. Driving.



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	N	S	O	F	C	
Visual – Depth Perception		X				Driving, traversing within base/yard/shop. Driving.
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.
Extreme Cold		X				Freezing temperatures
Extreme Hot		X				Hot equipment such as 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					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					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, virtually and via telephone with colleagues, general public, Supervisors, etc. This may occur in a noisy environment with other auditory distractions such as multiple active conversations and background noises.



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	N	S	O	F	C	
Reading, comprehending, and using written materials					X	Utilizing a computer with various software, reviewing contracts, policies and procedures, personnel/human resource documents, emails, etc. This may occur with pressure of urgent/stressful/time-sensitive situations.
Understanding and solving problems involving math and using the results			X			Calculating, checking/proofing, adjusting and answering questions about employee hours and pay. Applying complex directives in labor contracts such as leave time, FMLA, etc. Budgetary review.
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.
Remembering spoken instructions/information					X	Continuously participates in critical conversations with staff, Base Chiefs, Supervisors, Management and Labor Relations Personnel; must be able to accurately recall contents of conversations.
Remembering written instructions					X	Utilizing a computer with various software, recalling contracts, policies and procedures, forms, personnel/human resource documents, emails, etc. This may occur with pressure of urgent/stressful/time sensitive situations.
Remembering visual information				X		Utilizing various software such as M5, SharePoint, PeopleSoft, etc. Recognizing staff, colleagues, etc.
Recalling information incidental to task at hand Memorizing facts or sequences					X	Utilizing a computer with various software, recalling contracts, policies and procedures, forms and various documents. Utilizing various software such as M5, SharePoint, PeopleSoft, etc. and other technological resources.
Remembering simple instructions					X	Recalling basic procedures and labor contracts.
Remembering detailed instructions				X		Utilizing a computer with various software, recalling labor contracts, policies and procedures, forms and various 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				Seldom attends trainings.
Effectively learning and mastering information from on-the-job training			X			Interacts with Base Chiefs, Supervisors, staff, other Management Personnel and Labor Relations, 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 Superintendent must be able to identify similarities and differences compared to prior events and properly apply prior knowledge effectively. Effectively reviewing labor contracts.



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	N	S	O	F	C	
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.
Recognizing and anticipating potential hazards and taking precautions				X		A few times per year where major weather difficulties could require continuous anticipation until the hazardous conditions are cleared. Responding to urgent situations or large-scale weather or service issues (e.g. Snowstorm, high voltage procedures, etc.). 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 for resolution. Reviewing labor contracts. 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. Superintendents receive information/data from several sources and integrate it to make clear, reasonable and well-considered decisions.
Determining and following precise sequences				X		Utilizing a computer with various software, recalling labor contracts, policies and procedures, forms and various documents. Responding to urgent situations or large-scale weather or service issues (e.g. Snowstorm, high voltage procedures). Accurate recall of instructions, procedures, protocols is critical in these situations.
Coordinating and compiling data and information					X	Utilizing M5, SharePoint and PeopleSoft. Compiles data regarding FMLA, leave balances, labor contract information, policies and procedures, employee 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, employee 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 procedural documents; interacting with various staff, support staff and Chiefs.



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	N	S	O	F	C	
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 software, telephone and computer simultaneously. In-person interruptions are frequent.
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 and respond to urgent situations such as adverse weather, high voltage issues, etc.
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 routes or schedules. The public depends on Transit 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 routes or schedules. The public depends on Transit 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.
Taking rest periods at set times or only at times determined by breaks in job responsibilities					X	Breaks are taken as work load allows. Must be able to adapt to urgent situations.
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.
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, employees and colleagues and addresses it in a tactful manner.



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	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. Superintendents must remain calm, professional and poised even when others are not. This position is responsible for the oversight of emergent situations such as high voltage procedures, 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. Superintendents must remain calm, professional and poised even when others are not. This position is responsible for the oversight of emergent situations such as high voltage procedures, 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.
Responding effectively to emergency situations		X				This is not a first responder position. This position is responsible for the oversight of emergent situations such as high voltage procedures, major weather events, employee health crisis, etc. May respond to the most serious calls such as an employee with an in-house medical emergency/on-the-job injury/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.



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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: Kyle Pletz, BA, BA, VRC, CDMS

Presenting VRC signature:


Kyle Pletz, VRC, CDMS (Sep 9, 2022 11:44 PDT)

Vocational Consultant

Sep 9, 2022


Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)


Edward L Mays (Sep 9, 2022 10:57 PDT)
Edward L Mays

Name

Sep 9, 2022

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 Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |










Transit Superintendent – Vehicle Maintenance with cognitive 9-2-22

Final Audit Report

2022-09-09

Created:	2022-09-09
By:	Kyle Pletz, VRC, CDMS (kpletz@nim.vocmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAd9E8-Rwg5uzMslZACOHuHOYgs3L55GON

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-  Document created by Kyle Pletz, VRC, CDMS (kpletz@nim.vocmail.com)
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-  Signer edward.mays@kingcounty.gov entered name at signing as Edward L Mays
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-  Document e-signed by Edward L Mays (edward.mays@kingcounty.gov)
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2022-09-09 - 5:57:44 PM GMT
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-  Agreement completed.
2022-09-09 - 6:44:58 PM GMT