

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Rail Supervisor

DEPARTMENT: Transit/Light Rail

WORK SCHEDULE: 40/week

JOB DESCRIPTION: This position is directly responsible for coordinating with other supervisors/chiefs and ensuring that safety and quality of services are delivered according to standards and ensuring rules are followed.

WORK ENVIRONMENT: Office/field.

ESSENTIAL FUNCTIONS: Coordinate service requirements. Inform Rail Operators of assignments and assign operators to cover absences due to illness, miss-outs, management requests and other events. Respond to inquiries from operators regarding schedules, overtime, run specifics and other related contract provisions. Answer telephone calls from operators, the Operations Control Center, other supervisors and employees. Monitor communications center console and take action as appropriate; monitor and operate computerized and technical equipment and resolve operational problems; monitor downtown transit tunnel and rail operations to ensure delivery of revenue service. Implement strategies and plans for movement of trains and maintain revenue service levels and provide extra service as required; assess overall rail service needs and make recommendations for improvement. Continuously communicate with operators using a variety of communications media such as two way radio, cellular phones; monitor and maintain recording equipment; monitor radio traffic and respond with personnel changes, vehicle changes or other changes as needed. Communicate and coordinate with vehicle maintenance staff on vehicle availability and maintain related documentation. Assist the Chief of Training with development and implementation of initial and on-going training and/or refreshers for all Rail Operators and staff; assist with evaluations of new equipment and changes in existing equipment and incorporate the changes into training curriculum; assist trainees' evaluations during training or probationary period and make recommendations to Chief or appropriate management. Update instructional procedures and program content as needed, and provide other customized trainings under the direction of supervisory staff. Act as examiner in testing and certification of Rail Operators. Perform annual and semi-annual in-service ride checks for veteran operators, new operators during probation period, and in-service checks for veteran operators experiencing problems with running time of passengers. Respond to emergencies on Rail vehicles, Rail platforms and Rail right-of-ways and coordinate required activities with emergency response personnel; investigate rail accidents, derailments, incidents and industrial injuries. Refer complaints to Rail Operations Chief and assist in fact finding process.

maintain a variety of electronic reports, perform data input and retrieval, review for accuracy all forms and documents received from Rail Operators and forward them to management or other units, as appropriate. Operate Rail Vehicles as determined by management. Perform other duties as assigned.

***Continued on next page.

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet Gasses
- Fumes Odors
- Dusts Mists
- Radiation Explosives
- Noise Level 80 DBL
- Other _____

Special Requirements:

- CDL Respirator use

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	0 – 7 hours	Reaching floor-knee	0 – 10 minutes
Walking <input checked="" type="checkbox"/> uneven terrain	30 min – 4 hours	Lifting/Carrying 1-10#	0 – 10 minutes
Sitting	30 min – 7 hours	Lifting/Carrying 11-20#	0 – 5 minutes
Climbing stairs	0 – 30 minutes	Lifting/Carrying 21-50#	0
Climbing _____	0	Lifting/Carrying 51-100#	0
Balancing	0 – 30 minutes	Lifting/Carrying 100+#	0
Bending/Stooping	0 – 1.5 hours	Handling	0 – 2 hours
Kneeling	0 – 10 minutes	Hand Controls	0 – 4 hours
Crouching	0 – 10 minutes	Fingering <input checked="" type="checkbox"/> keyboarding	0 – 2 hours
Crawling	0	Vision to assure safety of others	0 – 7 hours
Foot controls	0 – 4 hours	Hearing to assure safety of others	0 – 7 hours
Reaching above shoulders	0 – 30 minutes	Push/Pull 50-75lbs	0 – 5 minutes
Reaching waist-shoulder	0 – 5 minutes	See Colors	0 – 7 hours
Reaching knee-waist	0 – 5 minutes		

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date