



**King County**

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

Job Title:	Link Rail Supervisor	DOT Title:	Supervisor
SVP:	7	DOT #:	188.137-010
Location of Analysis:	Light Rail, 3407 Airport Way S., Seattle WA 98104	Name of Employee:	
Analyst:	Diana Wurn, MS, CRC	JA Source:	
Presenting VRC:	Diana Wurn, MS, CRC	Employer Contact:	Terry Rhoads, Rail Operations Chief
Date Analysis Completed:	7/17/13	Supervisor Contact Information	Phone: 206-903-7671 E-mail: terry.rhoads@kingcounty.gov

☒ On-Site      ☐ Interview      ☐ Representative

### JOB DUTIES:

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 with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### Essential Functions:

1. Monitor service and rail operators for safety, compliance with regulations, schedules and customer service.
2. Respond to a variety of problems associated with electrified rail service including, but not limited to: rail line, power outages, investigation of single tracks, bus bridges, and turn backs.
3. Manage and respond to rail service interruptions caused by construction, accidents, special events, adverse weather, fire/police activity and power outages.
4. Document transit and public facility problems affecting rail service regarding problems to appropriate King County Transit authorities.
5. Coordinate service and other transit-related activities with area police, emergency, community and transit agencies.
6. Monitor on-time performance, research, propose and implement solutions to service related problems and schedule adjustments.
7. Provide solutions for complaints, disputes and service disruptions.
8. Provide on-scene customer assistance and public relations for King County Link Light Rail.
9. Provide alternative transportation to operators and customers when necessary.
10. Investigate and document accidents involving King County Light Rail Vehicles.
11. Develop plans for maintaining transportation services during special events, special needs and emergencies.
12. Prepare a variety of documents regarding service, employee and customer-related issues.
13. Operate and supervise the Downtown Seattle Transit Tunnel (DSTT) and coordinate emergency response with outside agencies.



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Claim # (if applicable):

**Job Specific Requirements:**

Incumbent must be at least 21-years-old at the time of application, hold a Washington State Driver's License with the required Commercial Driver's License endorsements, pass the records review standards set by the RSIT recruitment, read and write in English, demonstrate basic computer competency, be able to drive any assigned vehicle for an 8-hour shift and be available for shift work over a 24-hour period. Must possess and maintain a Rail Card.

**Job Description:**

Incumbents working as field supervisors observe and coordinate rail operations to ensure efficient delivery of scheduled rail service within an assigned service district. The responsibilities of this classification include a wide variety of rail operations work. Assignments may rotate semi-annually using a job pick system. This classification is composed of (1) Rail Dispatcher/Planner, (2) Field Supervisor, and (3) Link Communications Controller. Vacancies for the positions in this classification are recruited from the Transit First Line Supervisor and Rail Operator classifications per the Local 587, Amalgamated Transit Union Collective Bargaining Agreement as well as from outside candidates. This is a single level classification and is distinguished from other classifications in that the incumbents perform specific rail operations supervisory work as determined by the assignment.

Rail supervisors provide 24-hour, 7-days per week coverage through the link rail area, working one of three shifts beginning at 3:30 a.m., 11:30 a.m. or 7:30 p.m. Days and shifts may vary as they are bid upon two times per year and may include any combination of the three assignments (Rail Dispatcher/Planner, Field Supervisor or Link Communications Controller) within one particular week.

**Overtime**

Optional, except during adverse weather conditions when 12-hour shifts are mandatory. Fair Labor Standard Act Non-Exempt (hourly).

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

Light Rail Vehicle, radio, computer, lubricants, bag of de-icer, aerosol sprays, laminating machine, County van, radar unit, tire chains, cellular phone, caution signs, walkie talkie, label maker, shredder and a shovel. Hand tools used include screwdriver. Protective equipment includes gloves, safety vest and hard hat and protective boots.

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**PHYSICAL REQUIREMENTS**

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8 Hours Per Day**
<b>C</b> = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	40 Days Per Week

\*This is classified as a Medium strength job by the US Department of Labor – exerting 20-50 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10-20 pounds of force continuously.

\*\*There are three shifts beginning at either the Transit Control Center office or Link Light Rail building: 3:30 a.m.-11:30 a.m.; 11:30 a.m.-7:30 p.m.; 7:30 p.m.-3:30 a.m.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	80%					X		Up to 7hrs/shift performing administrative and general supervisory tasks seated in office chair, van seat or train operator seat. Up to 5hr/shift driving van or LRV. Rail Dispatchers may sit/stand if needed while performing computer related duties.
Standing				X				While monitoring stations on a variety of surfaces including laminate-coated train floor, flat cement surfaces, uneven graded pavement or gravel surfaces and unpaved roadways for up to 8 hours in a total work shift. On rare occasions, may need to stand for up to 2 hours at a time performing incident command duties at the scene of a Link Rail accident.
Walking				X				On a variety of surfaces including rubber coated train floor, flat cement, uneven graded pavement or gravel surfaces and unpaved roadways variable distances of 300 feet or more for up to 60 minutes at a time up to 8 hours in a work shift. Most commonly occurs for 20 minutes at a time for distances of 180 feet while inspecting a 90-foot train during pre-inspection, investigating accident scenes and walking from a County van to a rail station. May also walk from Dispatch office to and from staff room up to 200 feet twice per day.
Lifting* floor – waist	N	S	O	F	C	5-50 lbs.	Up to 5lbs. of supplies including paper, walkie talkie, clipboards. * When performing field work ~seldom, up to 50-pound bag of de-icer for tracks in winter or lifting 32	
			X					



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							pounds of bottled water to take to operator stations during the summer.
<b>Lifting</b> waist–shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	5 lbs.	Up to 5 pounds of supplies including paper, clipboards, screwdriver, or when adjusting signage.
		X					
<b>Lifting</b> above shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	5 lbs.	Up to 5 pounds of supplies including paper, clipboards, using screwdriver, adjusting signage.
		X					
<b>Carry*</b> (Dist.)	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	5-50 lbs.	Up to 10 pounds of signage ladder, hand tools, shovel or radio from a County van to the train up to 300 feet or more for 3-5 minutes at a time for up to 30 minutes total. Seldom, up to 38 pounds of water or 50 pounds of de-icer is carried from a work facility to a county van during adverse weather.
			x				
<b>Pushing/</b> <b>Pulling*</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	Minimal	When in the train compartment, may push/pull the master controller, or in rare circumstances use 50 pounds of force to raise and lower the coupling cover (10 seconds) on LRV during a pre-trip or when moving a train.
		X					

	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	
Climbing			X			5-10 minutes for station stairways up to 3-4 times total in a work shift. Up to 10 flights of stairs if elevator is not working – as field supervisor. Also must climb 1 step while entering and exiting a County van 8 times per day. May also climb 14" step to enter and exit LRV (on flat cement) and 20.5" step in the yard on ballast on seldom basis.
Balancing			X			Uneven terrain, snow, ice when in the field and while on train
Stooping / Bending			X			On rubber coated coach floor, dirt, gravel or cement surfaces for up to 5 minutes at a time up to 50 minutes in a total work shift. May occur when inspecting an LRV.
Twisting		X				Up to 10 min/shift total when getting in and out of van or LRV.
Squatting / Kneeling		X				On rubber coated LRV floor, or on dirt, gravel or cement surfaces up to 5 minutes at a time up to 2 hours in a total work shift. Most commonly while



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						chaining County van or inspecting LRV in adverse weather conditions.
Crawling	X					
Foot Controls					X	Up to 2 hours at a time for up to 7 hours total in a work shift while driving County van with automatic transmission.

	N	S	O	F	C	
Reaching Forward (Level)					X	Computer, phone, driving, van controls, operating doors and controls.
Below Waist			X			For 2 minutes at a time up to 10 minutes in a shift while using hand tool, opening and closing drawers or inspecting LRV.
Above Shoulder			X			For 2 minutes at a time up to 15 minutes total while using a 2-way radio, changing signage, opening upper compartment of LRV and for breakers in LRV operator cab.
Handle/Grasp			X			Radio, doors, phone. When performing field work grasp handle in upper compartment of LRV to reset.
Fine Finger Manipulation					X	Typing to put data into Hastus as Dispatcher or working multiple computer screens and keyboards in control center or when writing notes.
Hand Controls				X		Up to 2 hours at a time for up to 6 hours total in a work shift to operate train controls, such as master controller and when using County van.
Repetitive Motion			X			Body part: Hands, typing and using controls Cycles/hr.
Vibratory Tasks				X		Up to 7 hours total in work shift while in County van or on LRV

	N	S	O	F	C	
Talking					X	Conversing with operators, customers, other staff, control center, security and fare enforcement staff and the public to answer questions and provide direction.
Hearing					X	Up to 8 hours total in work shift while listening for radio calls, incoming calls, speaking with rail operators, listening for traffic hazards such as horns, sirens, etc, and interacting with security and fare enforcement staff.

Visual:

Required continuously for safety due to constant operation of County van, LRV, when working on train tracks and inspecting LRVs, observing traffic, street signs, traffic lights and potential hazards - as well as to see



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automobile gauges, charts, log and computer screen and small parts of the train.

ENVIRONMENTAL CONDITIONS	FREQUENCY							ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C				N	S	O	F	C
Exposure to Weather					X			Noise Intensity					X
Extreme Cold				X				Atmospheric Conditions				X	
Extreme Hot				X				Exposed Heights		X			
Wet and / or Humidity				X				Exposure to Electricity				X	
Proximity to Moving Mechanical Parts				X				Exposure to Toxic / Caustic Chemicals			X		
Exposure to Explosives		X						Exposure to Radiation		X			
Other:													

**Analyst's Comments:**

Employees pick into three different assignments as part of this classification and rotate through positions of Dispatcher, Field Supervisor and Link Communications Controller. Supervisors work independently and are often out in the field away from other

**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:**

Diana Wurn

7/7/13

Vocational Rehabilitation Counselor

Date

**Presenting VRC signature:**

Vocational Consultant

Date

**Employer Verification:**

**Employee Verification: (optional)**

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

- |  |   |   |
|--|---|---|
| <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       |   |   |



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Diana Wurn

7/7/13

Vocational Rehabilitation Counselor

Date

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Vocational Consultant

Date

**Employer Verification:**

Name

7/12/13  
Date

**Employee Verification: (optional)**

Name

Date