

EMPLOYEE:

CLAIM #



King County

Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Equipment Service Worker **JOB CLASSIFICATION** Equipment Service Worker

DOT TITLE Automobile Service Station Attendant **DOT NUMBER** 915-467-010

DEPARTMENT Transportation **DIVISION** Transit

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 122

CONTACT'S NAME & TITLE Elaine Field, Chief of Vehicle Maintenance

CONTACT'S PHONE 206-684-2789

ADDRESS OF WORKSITE

May work out of Central Base, Ryerson Base, South Base, East Base, Atlantic Base, North Base, Component Supply Center, Bellevue Base

VRC NAME Kyle Pletz

DATE COMPLETED 9/5/02

VRC NAME Jeff Casem

DATE REVISED 5/12/09

VRC NAME Peter Hu

DATE REVISED 12/14/10

WORK HOURS Day Shift 6:30am to 3:00pm, Swing Shift 3:00pm to 11:30pm, or Graveyard Shift 7:30pm to 4:00am. Shifts may vary based upon work location and bus route schedules. Two positions in the Equipment Service Worker classification are Stores Drivers, where the shifts are: days 6:00am to 2:30pm Monday through Friday or swing 2:30pm to 11:00pm Monday through Friday.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Optional and rare, on an emergency basis.

Non-Exempt (hourly)

JOB DESCRIPTION

Service a wide variety of automotive equipment and assign vehicles to appropriate routes as directed. The worker may have a designated work task specialty but is required to be able to rotate to complete all work tasks of the position.

Two positions in the Equipment Service Worker classification are Stores Drivers based at the Vehicle Maintenance Component Supply Center. In these two unique positions, the employee operates a vehicle to deliver and pick up parts/equipment at designated Metro work locations and at outside parts vendor locations. The employee will have to operate warehouse equipment such as but not limited to pallet jacks and forklifts to load and unload vehicles. Furthermore, the employee is expected to be able to prepare loads for safe transport and make deliveries without experiencing loss or damage to the parts.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

One year of automotive equipment servicing experience; **or**

One year of service as a Utility Service Worker at the Transit Division which includes the equivalent of three months of upgraded experience performing the full scope of equipment service work, and the completion of training in Metro's transit coach operation; **and/or**

One year of service with the Transit Division plus completion of automotive shop coursework in vocational, community college or high school which included automotive equipment servicing technique. In addition, six months of automotive equipment service experience.

Qualified candidates must also possess a current, valid Washington State driver's license and must be able to obtain an Instruction Permit for Commercial Driver's License, Class B before hire.

In the two Stores Drivers positions, the candidate is required to have a Class B Commercial Driver's License (CDL) with air brake endorsement at the time they pick into the position. The candidate must be able to read and write English in order to carry out written instructions and to complete paperwork including fuel and maintenance logs, bills of lading, and routine monthly summary reports. Furthermore, the candidate must be able to apply basic math skills such as addition, subtraction and number comparison to perform reconciliation of shipped quantities against actual counts. The work requires knowledge of King County and City of Seattle streets and/or the ability to find locations using a map.

ESSENTIAL FUNCTIONS

1. Inspect automotive equipment, including automobiles, trucks and heavy equipment, for servicing needs. Service equipment with fuel, oil, water and air. Check and service batteries. Perform other related accessory maintenance tasks. Lubricate all types of automotive equipment.
2. Observe and report mechanical defects. Assist mechanics as needed.
3. Change oil and filters on transit coaches and non-revenue vehicles. This may include disassembling parts.
4. Clean and wash equipment. Attach and remove snow chains. Park and deliver motor vehicles. Do minor storekeeping duties and steam cleaning of parts.
5. Assist in shop maintenance; including cleaning up shop area, and cleaning of tools.

6. Keep routine records of gauge readings, amount of supplies used, vehicle numbers and servicing activities. Prepare required reports.
7. Use maintenance charts and manuals in performing servicing duties.
8. Direct all types of vehicles to parking stalls. Fuel and park transit coaches and non-revenue vehicles.
9. Operate high-pressure steam cleaning equipment. Clean and maintain chemical balance in hot tanks and deliver cleaned parts to proper locations.
10. Input or extract data using a computer terminal as required.
11. Assign and dump fare box cash boxes.
12. Operate a variety of equipment such as forklifts and pallet jacks to load and unload stores vehicles.
13. Drive a Metro vehicle to deliver parts in accordance with a predetermined schedule.
14. Make special deliveries and pick ups to other work and/or business locations.
15. Separate out broken parts (core) from good parts and put the cores away.
16. Perform other related duties as assigned.

A typical servicing round includes:

1. Walk all the way around the coach.
 - a. Check for body damage.
 - b. Tap all tires, check for damage.
 - c. Check engine oil and coolant level. Record the amount to be added.
 - d. On designated days, check transmission fluid levels.
2. Check fluid levels:
 - a. Coolant
 - b. Engine
 - c. Transmission fluid
3. Drive coach up to the fuel/wash building and wait for washing.
4. Wash the coach, being careful to maintain a slow steady speed to avoid damaging the brushes. Stop for the brushes when they swing around the coach. Drive slowly through rinse and stop in the fueling area. Set parking brake and turn the engine off.
5. Fuel Coach with fuel monitor system. Using the keypad on the remote island head, key in employee ID number and the bus number at the prompt, then press enter and begin fueling. If the fuel system is inoperable employee will need to manually record information.
6. Fuel vehicle.
 - a. Remove fuel tank dust cap from adapter by rotating counter clockwise.
 - b. Connect nozzle to fueling adapter, rotate nozzle 30 degrees clockwise on adapter to engage spring-loaded lock pin (this automatically locks nozzle to the adapter).
 - c. Open lever to notch on handle guard.
 - d. Nozzle shuts off automatically when tank is filled to predetermined level.
 - e. Pull disconnect handle toward you and hold it in that position.
 - f. Wait until the hissing noise stops and keeping disconnected handle out, rotate nozzle counter clockwise and disconnect.

- g. Replace dust cap by rotating clockwise.
- h. Hang nozzle on hood.
- 7. Add oil, transmission fluid and coolant as needed.
- 8. Clean coach interior, dump operator's trash bag and wipe down dash.
- 9. Monitor fuel dispensing to assure the coach has accepted the correct amount of fuel.
- 10. Service fare box.
 - a. Hold the front of the electronic key firmly against the fare box "data port" and depress the button. Door should open automatically.
 - b. Open the door to full extension.
 - c. Grab cash box handle and raise lid.
 - d. Slide the cash box lid all the way to back of box.
 - e. Turn the handle so it is in the vertical position.
 - f. Remove the cash box (10 - 40 pounds) and dump the contents into the cash receptacle.
 - g. Re-install the cash box in the fare box. Close the door and hold (the door should latch automatically).
- 11. Write out work order if necessary.
- 12. Drive coach out of fuel building and park in designated spot.

** Please note that the order of these tasks, the amount of drive time to and from the lot as well as the number and weight of fare boxes may vary per base and per day.

** At trolley base worker does not fuel. Instead, worker dislodges and reconnects trolley poles, which requires pulling and tugging on ropes, exerting as much as 25 lbs. of upward pressure.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, steel toed boots or shoes, eye protection, ear protection and coveralls.

OTHER TOOLS & EQUIPMENT USED

25 to 60ft transit coaches, other vehicles, including the wrecker (bus tow truck), , automobiles, or heavy equipment, fuel nozzle and pump, wash broom and automatic bus washing equipment/machinery, lubrication hoses, hand tools, forklift, garbage cans, pressure washer/wand, cyclone (large wind machine used to blow debris from the interior of a coach), air hose, 20-pound torque wrench, infrared scanner, pallet jack, hand truck, electric hoist, jib crane, hammers, pry bars, banding equipment, phones, pallets, and two way radio.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 11-20 pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted _____

Occasionally on concrete, tile or rubber mats inside of a coach for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while entering personal code and bus number into fuel pump, washing the backend of a coach with bucket and broom, loading/unloading materials/parts, steam cleaning; the engine, transmission and wheel wells as well as while directing traffic.

Walking

Health Care Provider initials if restricted _____

Continuously on cement, tile and rubber surfaces for distances of up to 300 feet for up to 1.5 hours at a time for up to 7 hours in a total work shift. Most commonly occurs while walking around a coach to check for damage, checking tire pressure, check fluids, clean the inside of the coach, loading/unloading materials/parts, and to assisting other workers with their maintenance/fueling duties. Worker is moving on their feet throughout the shift. Walking alternates with standing and sitting.

Sitting

Health Care Provider initials if restricted _____

Frequently to continuously on a transit coach, truck seat, or forklift seat for up to 1.5 hours at time for up to 6 hours total in a work shift. Most commonly occurs while driving a bus between the parking, fueling and washing areas, and operating a non-revenue vehicle or forklift. Sitting may occur for longer periods for off base service, delivery or if route assistance is required.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time while climbing up to 24 steps at a time and up to 30 minutes total in a work shift. Most commonly occurs while climbing in and out of coaches (8 – 9 times per bus with up to 25 – 30 coaches per shift = 270 times per shift). The worker may also climb one flight of stairs to offices, break room, and 9 stairs down to bus mechanic pit.

Climbing

Health Care Provider initials if restricted _____

Rare to occasionally for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while climbing on a ladder to inspect roof leaks, lubricate parts, retrieving parts/materials from upper shelves and getting into and out of a forklift/transit coach/non-revenue vehicle.

Balancing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a shift while working in the maintenance pit area and walking on wet and/or oily surfaces as well as climbing in and out of coaches/non-revenue vehicles.

Bending neck up

Health Care Provider initials if restricted_____

Frequent for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while operating vehicles, forklift and opening/closing boxes and crates.

Bending neck down

Health Care Provider initials if restricted_____

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while writing and reviewing shipping/receiving documents; operating coaches/non-revenue vehicles, forklift and opening or closing boxes and crates.

Bending/Stooping

Health Care Provider initials if restricted_____

Frequently and highly repetitive for up to 4 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while writing and reviewing shipping/receiving documents, loading, unloading and securing parts for transport. Also occurs while checking fluids on buses, using air hose, fueling vehicle, reaching and lifting fare boxes, steam cleaning underside of coach, operating vehicles, forklift and performing lubrication of coaches in pit.

Kneeling

Health Care Provider initials if restricted_____

Occasionally to frequently for up to 4 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while writing and reviewing shipping/receiving documents, unloading fare boxes and securing parts for transport and driving. The employee can alternate kneeling with bending/stooping or squatting in accordance with preference.

Squatting

Health Care Provider initials if restricted_____

Occasionally to frequently for up to 4 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while writing and reviewing shipping/receiving documents, loading, unloading and securing parts/materials for transport. The employee can alternate squatting with bending/stooping or kneeling in accordance with preference.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Frequently to continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while operating a forklift as well as when driving transit coaches and non-revenue vehicles.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Frequently for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while disengaging trolley poles, performing lubrication, mechanical work under the transit coach, steam cleaning the underside of the transit coach and securing parts/materials for transport.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently for up to 1-2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while driving transit coaches, non-revenue vehicles, fueling, cleaning buses, emptying fare boxes, performing basic mechanic work, using a steam cleaner/wand, operating forklift and securing parts/materials for transport.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at time for up to 2 hours total in a work shift. Most commonly occurs while operating air spray gun, using air tools, emptying fare boxes, cleaning rims/tires, sweeping, and securing parts/materials for transport.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Frequently for up to 5 minute at a time for up to 4 hours total in a work shift. Most commonly occurs while fueling, cleaning tires/rims, checking tires, inspecting lower sections of the transit coaches, picking up garbage from floor level, using air hose, and securing parts/materials for transport.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time for up to 6 hours total in a work shift. Weights vary significantly from 1-10 pounds while lifting and maneuvering the fuel nozzle, air hose and sprayer, garbage can, hand tools and while securing parts/materials for transport.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances up to 60 feet for up to 2 minutes a time for up to 2 hours total in a work shift. Most commonly occurs while maneuvering hoses, cleaning brooms, fuel nozzle, and with transporting supplies such as hand tools and various parts.

** If a worker is scheduled to work in the steam-cleaning bay, maneuvering/carrying of the wand is required on a continuous basis (up to 7 hours total in a work shift) while cleaning the underside of the bus. The steam-cleaning nozzle produces 5 pounds of resistance.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while cleaning the transit coach, performing maintenance duties, manipulating supplies such as brake pads, binder straps, cases of spray-paint and absorbent mats.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances up to 100 feet for up to 3 minutes a time for up to 2 hours total in a work shift. Most commonly occurs while transporting cleaning materials, small parts and components of the transit coach. A cart is sometimes available to reduce carrying.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while emptying fare boxes, moving batteries, using hand tools, manipulating 5-gallon buckets of oil (40 pounds), drums, motors, and other parts/equipment. The employee can use a hoist to reduce lifting.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for distance up to 100 feet for up to 3 minutes at time for up to 2 hours total in a work shift. Most commonly occurs while changing fare boxes, manipulating 25-pound torque wrenches.

Lifting 51-100 pounds

Health Care Provider initials if restricted_____

Rare for up to 3 minutes at time for up to 1 hour total in a work shift. Most commonly occurs while maneuvering lubrication barrels to replace and with manipulating parts and components. The employee can use hoists and assistance for lifting items over 50 pounds; there is no requirement for lifting over 50 pounds.

Carrying 51-100 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 60-70 pounds while transporting parts and components. The employee can use a cart to reduce carrying; there is no requirement for carrying over 50 pounds.

Pushing and Pulling

Health Care Provider initials if restricted_____

Occasionally for distances of up to 50 feet with a force of 1-20 pounds for up to 5 minutes at a time for up to 1 hour total in a work shift while using a hand cart as well as loading, unloading, and securing parts/materials for transport.

Handling

Health Care Provider initials if restricted_____

Continuously for up to 30 minutes at a time for up to 8 hours total in a work shift. Most commonly occurs while grasping the steering wheel while driving, fueling, cleaning, using hand tools, and grasping the data probe during data transmission.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Frequently to continuously for up to 3 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while driving, operating the steam cleaner/wand, cyclone, infrared scanner, bus washing machines, and forklift.

Fingering

Health Care Provider initials if restricted_____

Frequently to continuously for up to 2 hours at a time for up to 6-7 hours total in a work shift. Most commonly occurs while writing, manipulating documents, and pushing code buttons on fueling equipment. The employee also fingers while manipulating items such as bolts, screws, nuts and gaskets.

Talking

Health Care Provider initials if restricted_____

Occasionally for up to 5 minutes at a time for up to 1-2 hours total in a work shift while conversing with customers, supervisors and co-workers.

Hearing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while conversing with customers, supervisors and coworkers as well as when identifying moving machinery, driving, alarms and radio calls.

Seeing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while operating a forklift, reading stock orders, completing work orders and performing inventory duties and driving.

Tasting/Smelling

Health Care Provider initials if restricted_____

Smelling is required continuously for up to 2.5 hours at a time for up to 7 hours total in a shift while identifying malfunctioning equipment.

Near acuity—clarity of vision at 20 inches or less

Health Care Provider initials if restricted_____

Occasionally for 1-3 minutes at a time for up to 2 hours total in a work shift while reading gauges and dials.

Far acuity—clarity of vision at 20 feet or more

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches as well as watching for moving machinery and coaches.

Depth perception—three dimensional vision

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches and working around a service pit as well as watching for moving machinery and coaches.

Visual accommodation—Adjustment of lens of eye to bring an object into sharp focus

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches as well as watching for moving machinery and coaches.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches as well as watching for moving machinery and coaches.

Night vision--seeing after sundown with minimal or no supplemental light sources

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a shift when working at night during the graveyard shift.

Working with Heightened Awareness

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while identifying potential hazards such as moving machinery and large trucks as well as when operating a forklift around people. Continuously while driving a transit coach and non-revenue vehicles to transport parts and equipment.

ENVIRONMENTAL FACTORS

Worker primarily performs duties on concrete floors but also work on slight inclines and uneven surfaces inside and outdoors in all weather conditions. There is exposure to fuels, oils, cleaning solvents and fumes from machines and automobiles. The noise level is loud due to moving vehicles, cyclone and operating machinery. May use dust mask in the course of duties.

Exposure to hazardous road/driving conditions due to inclement weather can be expected.

The noise level is

Approximately 40-130 decibels. The noise is caused by trucks/forklift, heavy equipment and air tools.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Frequently

Extreme cold: Rare

Extreme heat: Rare

Wet: Frequently

Humidity/dampness: Frequently

Fumes: Frequently

Odors: Frequently

Dusts: Frequently

Mists: Frequently

Moving mechanical parts: Frequently

Vibration: Frequently

Working in high, exposed places: Occasionally (loading dock)

Toxic or caustic chemicals: Rare

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

A cart/rolling bins can be used to reduce carrying.

Hoists and jib cranes can be used to reduce lifting.

Assistance and hoists are available for all items over 50 pounds.

KING COUNTY JOB ANALYSIS COMPLETED ON:
JOB TITLE: Equipment Service Worker
EMPLOYEE:

DOT #: 915.467-010
CLAIM #

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

KING COUNTY JOB ANALYSIS COMPLETED ON:
JOB TITLE: Equipment Service Worker
EMPLOYEE:

DOT #: 915.467-010
CLAIM #

HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date