



King County Job Analysis Completed on: 1/30/14

Employee:

DOT #: 166.227-010

Job Title: Transit Instructor

Claim #:

preparing and delivering training and instructional programs for transit staff.

1. Train Transit Operator Trainees in the safe and efficient operation of all types of transit coaches and equipment; provides classroom training on operating policies and procedures for fare collections, schedules, routes and emergencies.
2. Retrain operators to improve identified weak performance as well as correct specific performance issues; monitor, evaluate and document progress and performance; recommend additional operator training to higher-level staff as deemed appropriate.
3. Evaluate driving, operational and customer relations skills of operators during onboard ride check evaluations; provide feedback for improved performance.
4. Prepare reports and maintain records on instructional activities, trainee and operator qualification status, attendance at training sessions and operator work performance.
5. Provide special and back-up assistance on routes, procedures and policies during special events, service changes and emergency operating conditions.
6. Prepare and deliver training on new equipment.
7. Review, evaluate and update existing training programs to meet changing needs.
8. Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Knowledge of all transit operations and transit vehicle operating policies and procedures.
- Knowledge of course design, teaching methods and techniques for presenting instructional materials.
- Knowledge of transit routes and schedules.
- Knowledge of base procedures, vehicle maintenance, facilities and power distribution operation and support guidelines.
- Knowledge of applicable ADA regulations and requirements.
- Knowledge of City, County and Transit Division disaster preparedness, notification and emergency operations and procedures.
- Knowledge of applicable safety-sensitive requirements and security procedures and protocols.
- Knowledge of and skill in the use of all applicable automated applications and systems.
- Communication skills.
- Customer service skills.
- Computer skills.
- Training skills.
- Skill in handling multiple competing priorities.
- Skill in handling stressful situations effectively.
- Skill in basic mathematics.
- Skill in using spreadsheet, word processing, database, email and similar business software applications.
- Skill in working with a variety of individuals from diverse backgrounds.
- Skill in establishing and maintaining effective working relationships.



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NECESSARY SPECIAL QUALIFICATIONS:

- Washington State Driver License.
- Commercial Driver License, class B with passenger and airbrake endorsements.
- Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655.
- Willingness and availability to work different shifts on weekdays, nights, weekends and holidays.
- Work requires mandatory overtime during adverse weather conditions and disasters that require activation of the Emergency Operations Center or Transit Division Operations Center.
- Additional minimum qualifications may be established for individual positions based on business needs and are specified in position announcements as appropriate.

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

Various Transit coaches, keypad, radio, electric poles, computer, projector, tables, reflective vest, wheel chock, laser pointer, clipboard, backpack, traffic cones, training materials.

The incumbent may also use seatbelts, and straps to demonstrate how to secure wheelchairs as well as bicycles to demonstrate bike rack usage.

PHYSICAL REQUIREMENTS

Approximately 60% of the job is performed in coaches actively training new drivers which requires standing in a moving coach.

Approximately 40% of the job is performed in a classroom or at an office workstation.

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input checked="" 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	40	Days Per Week

This is classified as a LIGHT job by the US Department of Labor.

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	15%			X			Composing memos, computer duties,
Standing	65%				X		Up to 45min/time up to 7hrs/day during training days while performing ride-along for training Transit Operators. This requires standing in a moving coach which may suddenly accelerate or stop. (60% of overall job duties spent in coaches). Also stands when performing classroom training.
Walking	20%			X			Up to 1/4mile at a time to bus stop or within yard to obtain a coach. Approximately 10k steps total per day (measured via pedometer) when performing field training.



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Lifting floor – waist	N	S	O	F	C	10-20lbs.	Wheel chock, traffic cones, paper supplies for training, office supplies. 20lbs to manually lift wheelchair ramp
		X					
Lifting waist–shoulder	N	S	O	F	C	10lbs.	Wheel chock, paper supplies for training, office supplies.
		X					
Lifting above shoulder	N	S	O	F	C	lbs.	N/A
	X						
Carry (Dist.)	N	S	O	F	C	10lbs.	Wheel chock, paper supplies for training, office supplies.
		90'					
Pushing/ Pulling	N	S	O	F	C	3-25lbs force	Cart with training materials such as radio equipment (25lbs of force). Coach steering wheel (3-5lbs).
			100'				

	N	S	O	F	C	
Climbing			X			50x in/out of coach per day (12-16 inches) and two steps to reach the driver's seat 10x per day (lower step is 6.5 inches and the upper step is 11 inches). The first step is triangular in shape and is 16 inches (front edge), by 11 inches, by 13 inches. Total square footage of step is .49 square feet. See picture in analyst's comments section.
Balancing			X	X		Standing in a moving coach for up to 7hrs a shift while performing field training (40% of regular duties). Coach may accelerate or stop suddenly.
Stooping / Bending		X				Place/remove wheel chock, secure wheelchairs, visually inspect lower parts of coach.
Twisting*			X			Holding on to handrail while observing drivers and traffic surroundings.
Squatting / Kneeling		X				Place/remove wheel chock, secure wheelchairs, visually inspect lower parts of coach.
Crawling	X					
Foot Controls			X			Driving coach or County vehicle with automatic transmission.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Holding on to handrail while observing drivers and traffic surroundings. Typing, writing manipulating training materials.
	Below Waist		X			Place/remove wheel chock, secure wheelchairs.
	Above Shoulder			X		Holding on to handrail while observing drivers and traffic surroundings. Adjust windows and mirrors. Override switches and hatches.



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Handle/Grasp				X		Holding on to handrail while observing drivers and traffic surroundings. Driving coach.
Fine Finger Manipulation			X			Computer duties, writing, manipulating training materials.
Hand Controls			X			Driving, computer mouse, override switches.
Repetitive Motion	X					Body part: <input type="text"/> Cycles/hr. <input type="text"/>
Vibratory Tasks				X		Holding on to handrail in a moving coach.

	N	S	O	F	C	
Talking					X	Performing field and classroom training.
Hearing					X	Performing field and classroom training. Must be able to hear traffic sounds and coach malfunctions.

Visual:

Observes surroundings when performing field training. Must be able to identify traffic hazards such as moving vehicles, pedestrians, signs, emergency vehicles and coach gauges.

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:												



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Analyst's Comments:

Two steps to reach the driver's seat 10x per day (lower step is 6.5 inches and the upper step is 11 inches). The first step is triangular in shape and is 16 inches (front edge), by 11 inches, by 13 inches. Total square footage of step is .49 square feet.



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, VRC CDMS

Presenting VRC signature:

Vocational Consultant

Date

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

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