

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Mechanic Lead **JOB CLASSIFICATION** Mechanic

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 620.281-050

DOT TITLE Mechanic, Industrial Truck (any industry)

DEPARTMENT Transit **DIVISION** Vehicle Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 36

CONTACT'S NAME & TITLE Mike Eeds, Supervisor

CONTACT'S PHONE 206-684-2714

ADDRESS OF WORKSITE

Atlantic Base
1555 Airport Way South
Seattle, WA 98134

VRC NAME Kyle Pletz

DATE COMPLETED 2/6/08

VRC NAME Peter Hu

DATE REVIEWED 5/18/09

WORK HOURS

40 hour per week, 8 hours per day, 5 days per week. Two fifteen-minute breaks and one half-hour lunch break per day. Day shift 6:00am-2:30pm; Swing shift 2:00pm-10:30pm; Grave 10:00pm-6:30am.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional on most occasions. On a very rare occasion, such as snow days, overtime is required.

JOB DESCRIPTION

Mechanical repair and maintenance work on complex gasoline, electrical, and diesel powered buses, trolleys and other motorized equipment, including hydraulic, electrical and pneumatic systems and components. The Lead Mechanic fills in for a mechanic as needed.

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

Demonstrate high level of knowledge to diagnose and repair both simple and complex mechanical devices/systems. Maintain current knowledge of mechanics and mechanical test equipment. Capable of troubleshooting mechanical and engine system problems and direct repairs. Capable of using a computer to diagnose mechanical and engine system problems as well as to record repairs and view maintenance history of vehicle.

ESSENTIAL FUNCTIONS

1. Assign work to mechanics and other personnel in accordance with work orders, preventative maintenance schedules and operating requirements. Control and monitor work flow.
2. Direct, coordinate and assist mechanics in the inspection, diagnosis and repair of gasoline, electric and diesel-powered buses, trolleys, cars, trucks and other heavy motorized mechanical equipment.
3. May dismantle and overhaul all types of gasoline and diesel internal-combustion engines, light and heavy-duty transmissions, rear-end assemblies, hydraulic and electric units.
4. Perform and assist in testing of engines and transmissions. Diagnose, troubleshoot and advise on all coach-related problems and repair. Respond to questions and provide technical advice and assistance to mechanics on work assignments and provide lead direction to other employees in the skilled crafts area on assigned projects.
5. Train new and current personnel in required aspects of maintenance, repair and base safety procedures.
6. Inspect completed work assignments to ensure that work has been completed in a quality manner and that equipment is in proper working order.
7. Maintain shop records such as work orders, warranty, rebuilt parts information, completed repairs and materials used.
8. Input and extract data using a computer terminal as required.
9. Operate a tow truck as required.
10. Fill in for mechanics as needed.

Mechanic duties:

1. Ability to demonstrate high level of knowledge to diagnose and repair both simple and complex mechanical devices/systems.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Obtain/maintain WA State class A Commercial Driver's license to operate and drive equipment such as a forklift, buses, heavy duty wreckers, push tractors and shop trucks.
4. Perform necessary heavy mechanic work required to keep a fleet of transit coaches and equipment operating.
5. Inspect, diagnose and repair mechanical, hydraulic, pneumatic and electrical defects in gasoline, electrical diesel powered buses, trolley carts, trucks, cars and other heavy motorized mechanical equipment.
6. Align wheels; adjust, repair and rebuild brakes; and perform other mechanical or electrical repairs. Repair pumps, lights, steering gears and alternators. Repair and maintain heavy steering and suspension systems.

7. Drive Wrecker truck in order to tow in disabled coaches. Diagnose and evaluate disabled vehicles to determine appropriate field of repair or procedures.
8. Repair and maintain electrical and mechanical units and accessories or electrical and diesel powered transit coaches using electrical diagrams.
9. Operate drill presses, brake turning lathes, hydraulic presses and welding equipment.

PERSONAL PROTECTIVE EQUIPMENT USED

Ear protection, eye protection, safety vest, harness/fall protection, face shield, dusk mask, gloves and coveralls.

OTHER TOOLS & EQUIPMENT USED

Computer, phone, fax machine and copy machine. Hand and power tools, such as wrenches, ratchets, screw drivers, saws, cutters, clamps, drills, impact wrench, compressed air tools, pliers, vice-grips, and hammers. Operates vehicles including buses and wreckers.

Software used within the position: M5 as well as Microsoft windows and Office including Word and Excel. The employee performs computer work approximately 30% of the job.

M5 Usage:

Data entry

- Logging by typing username and password.
- Opening a work order (filling out the on-line form).
- Typing notes.
- Filling in a date to close the work order after verifying status of work.
- Making status changes.
- Creating work requests for pending work (filling out on-line form and typing notes).
- Changing component numbers (engine, transmission, smart card) associated to a bus.
- Run reports and queries by entering selection criteria.
- View information by entering a piece of information (such as bus number).

Dispatch

Log in with username and password.

Data entry

- Entering scheduled work for a coach through the work order link part of dispatch - entails bring up a screen, entering the coach number, date work is to be done and code for type of work.
- If weekend or swing shift lead, may need to dispatch buses, which entails entering a coach number on the yard map, clicking on the route/run and selecting the coach. A report is printed and posted in Operations.
- Run reports and queries by entering selection criteria.

InfoView (Crystal) Reports

- Log into InfoView with username and password.
- Find reports by navigating through a series of folders.
- Run the report by entering selection criteria.

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

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

Standing

Health Care Provider initials if restricted _____

Continuously on flat, cement surfaces for up to 10 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while repairing and maintaining buses as well as when performing computer duties. A sitting computer station is available for use as well. Standing varies according to duties performed.

Walking

Health Care Provider initials if restricted _____

Continuously on flat cement surfaces for distances of 10-200 feet for up to 10 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while moving from one work area to another and moving tools and materials on carts. The Lead Mechanic continuously walks within the work area monitoring work of mechanics and organizing the shop workflow. Also may occasionally walk on uneven ground while repairing or towing buses out in the field.

Sitting

Health Care Provider initials if restricted _____

Occasionally on office chair, car seat, bus seat, or workbench for up to 30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while performing computer work which includes entering work orders, closing work orders and extracting data via multiple software applications. The employee also sits when driving buses or wreckers as well as when performing bench work.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally on a mobile stair case to heights of up to 15 feet for 10 minutes at a time for up to one hour total in a work shift. Most commonly occurs while repairing parts near/on the top of the bus.

Climbing

Health Care Provider initials if restricted _____

Occasionally on a ladder to heights of 15 feet for 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while repairing parts near/on the top of the bus.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while monitoring work of mechanics and placing trolley poles on wire and inspecting upper areas on coaches.

Bending neck down

Health Care Provider initials if restricted _____

Frequently for up to 15 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing computer duties, performing repairs, completing computer diagnostics and reviewing diagrams.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on flat cement surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while working on low areas of vehicles.

Kneeling

Health Care Provider initials if restricted _____

Occasionally on flat cement surfaces or uneven ground for up to 5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while putting chains on vehicles in inclement weather and fixing or maintaining low areas of vehicles.

Squatting

Health Care Provider initials if restricted _____

Occasionally on flat cement surfaces, frozen ground/ice or uneven ground for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while putting chains on vehicles in inclement weather and fixing or maintaining low areas of vehicles.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 20 minutes at a time for up to 2 hours total in a work shift while operating a wrecker, shop truck, fork lift and various buses.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while working on buses on hydraulic lift as well as when setting the poles, using ladders and reaching for lines of oil and compressed air.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently for up to 15 minutes at a time for up to 4 hours total in a work shift while performing computer duties as well as when working on vehicles on hydraulic lift.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while working on vehicles on hydraulic lift as well as when installing chains in inclement weather.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift while fixing or maintaining low areas of vehicles as well as when installing chains in inclement weather.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Continuously for 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs with weights of 3-5 pounds while using hand tools and manipulating vehicle parts.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Frequently for up to 5 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs with weights of 3-5 pounds while using hand tools and manipulating vehicle parts.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of up to 15 pounds while using/manipulating power tools, fare boxes, fare box components, impact wrenches, crimpers etc. and manipulating vehicle parts.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for distances up to 100 feet, up to 2 hours total in a work shift. Most commonly occurs with weights of up to 15 pounds while transporting power tools, fare boxes, fare box components, impact wrenches, crimpers etc. and manipulating vehicle parts. Carts are available to reduce carrying.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 30 pounds while placing vehicle parts on a cart to transport to various work areas or manipulating vehicle parts in to/out of place to perform maintenance and repairs.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Rare for up to 5 seconds at a time for distances up to 15 feet, for up to 5 minutes total in a work shift. Most commonly occurs with weights of 30 pounds while carrying vehicle parts to a cart in order to transport them to a different work area. Any item over 50 pounds should be lifted with the available hoists and lifts.

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently of wrenches and ratchets with a force of up to 50 pounds for up to 4 hours in a work shift. Also pushes carts for distances of 10-100 feet at a time with a force of 20 pounds for up to one hour total in a work shift while transporting various tools and vehicle parts from one area of the shop to another.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while using hand tools such as wrenches, ratchets, screw drivers, clamps, drills, pliers, vice-grips and hammers.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while using a computer mouse, hand and power tools, such as wrenches, ratchets, screw drivers, clamps, drills, impact wrench, compressed air tools, pliers, vice-grips, and hammers.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift while writing, typing, manipulating documents, working on small automotive parts, turning screws and bolts with fingers, adjusting clamps and hoses, and stripping and manipulating wires.

Feeling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 2 hours total in a work shift while sensing heat from engine, or feeling for obscured screws, nuts, and bolts on vehicles.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 15 minutes at a time for up to 5 hours total in a work shift while supervising mechanics, training new mechanics, instructing mechanics on new equipment, organizing shop work flow, conversing about duties, and giving and receiving directions and instructions.

Hearing

Health Care Provider initials if restricted _____

Frequently for up to 15 minutes at a time for up to 5 hours total in a work shift while supervising mechanics, training new mechanics, instructing mechanics on new equipment, organizing shop work flow, conversing about duties, and giving and receiving directions and instructions.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while completing computer duties, supervising mechanics' work, visually inspecting small automotive parts, repairing and maintaining color-coded electrical wires. Vision is also need to be able to identify red and green warning lights that indicate whether or not the 600-volt electrical power lines for the electrical buses are active. Fire exit routs are marked with a red line.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for 7.5 hours total in a work shift while working around 600-volt electrical power lines for the trolleys. The Lead is responsible for supervising mechanics and ensuring that shop safety procedures are followed. The Lead mechanic needs to be able to identify potential hazards for themselves as well as all shop employees. The employee also works around high voltage when working on the poles and air conditioning units on low floor buses. On a rare occasion the employee may spend an entire shift working around high voltage.

ENVIRONMENTAL FACTORS

Mechanic Leads are occasionally exposed to vehicle exhaust, cleaning chemicals, oils, gasoline, diesel fuel, and hydraulic fluid. The employee also works around 600-volt electrical power lines for the trolleys. The employee also works around high voltage when working on the poles and air conditioning units on low floor buses.

The noise level is

Approximately 90-110 decibels. The noise is caused by diesel engines and impact tools.

HCP Initials if Restricted

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

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