

JOB TITLE: Revenue Coordinator  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #:211.462-030  
CLAIM #



**King County**

## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Revenue Coordinator

**JOB CLASSIFICATION** Revenue Coordinator

**DOT TITLE** Drivers'-Cash Clerk

**DOT NUMBER** 211.462-030

**DEPARTMENT** Transportation

**DIVISION** Transit

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 9

**JOB STATUS**

Full Time, Career Service,

**ADDRESS OF WORKSITE**

640 South Massachusetts Street  
Seattle, WA 98134

**CONTACT'S NAME** Terrie Kennedy

**CONTACT'S PHONE** (206) 684-2073

**EMPLOYER JOB TITLE** Acting Chief, Revenue Processing Center.

**DATE COMPLETED** 1/21/03

**VRC NAME** Jeff Casem

**DATE REVISED** 6/4/09

**WORK HOURS**

4:30am to 1:00pm Monday through Friday.

**OVERTIME**

Optional on a rare occasion; once or twice per year.  
Fair Labor Standards Act, Non-Exempt (hourly).

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### **JOB DESCRIPTION**

Operates a County vehicle to retrieve and transport receiver bins weighing up to 1500 pounds; performs duties such as cash handling, deposits, balancing, and accounting for cash and non-cash revenue; lifts coin bags weighing up to 55 pounds each, adheres to security measures and performs work under surveillance; enters data into spreadsheets to track cash accounting and workload activities; receives fare media as inventory into County financial software system; prepares and delivers fare media orders to Metro locations and sales outlets; maintains the automated fare box data system, including re-programming fare boxes whenever fare media changes; installing software upgrades; and maintaining the spare fare box keys and cash box inventories. This position is a promotional opportunity for all Full-time transit operators. Work duties are chosen by seniority.

### **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 judgement.
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**

Must be currently employed as a Full-time transit Operator and have a valid Washington State driver's license. Must have the ability to lift coin bags weighing up to 55 pounds as well as push portable wheeled receiver bins weighing up to 1500 pounds. Must have knowledge of accounting principles and cash handling as well as basic computer operation including word-processing and spreadsheet software. Must have skill in customer service, oral and written communications, Record keeping, working independently, operating a calculator, dealing with angry customers, 10-key machine, cash register and adding machine. Must have the ability to maintain appropriate interpersonal interaction with vendors and employees from other sections. Must successfully complete a pre-employment computer competency examination.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Collects cash from operating bases and South Lake Union Streetcar SLUSC.
2. Retrieves and transports receiver bins weighing up to 1500 pounds.
3. Enters data into spreadsheets to track cash accounting and workload activities.
4. Prepares and delivers fare media orders to Metro locations and sales outlets.

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5. Maintains the spare fare box keys and cash box inventories.
6. Maintains the automated fare box data system.
7. Accounts for all daily receipts, counts money, balances accounts, prepares deposits and keeps records.
8. Drives a County van or truck.
9. Transports lost and found items.

### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

County lift-back box truck (automatic transmission), County van (automatic transmission), forklift, cash (coins and bills), coin sorter, dollar bill counter, calculator, computer, telephone, fax machine, copy machine, anti-fatigue mats, adjustable work surface, shredder, cart, hand truck, cash bins (rolling), cash wrappers, coin bags, mobile bins, table with elbow pads, palette jack and hearing protection.

### **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

Rare = may occur less than 1% of the time

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

### **This job is classified as**

Light per DOT but adjusted to Medium in this particular instance.

### **Standing**

Occasionally to Frequently on cement, concrete and anti-fatigue mat surfaces for up to 2 hours at a time for up to 3 hours total in a work shift. Most commonly occurs while sorting dollar bills and using the money sorter. The employee can alternate sitting and standing when sorting dollar bills.

### **Walking**

Occasionally on cement, concrete and anti-fatigue mat surfaces for distances of up to 225 feet for up to 3 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while picking up and delivering lost and found items as well as cash and cash containers.

### **Sitting**

Continuously on automobile seat, forklift seat or office chair for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while driving a County vehicle and sorting dollar bills.

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### **Climbing stairs**

Rare for up to 4 seconds at a time while climbing 2 steps for up to 2 minutes total in a work shift. Most commonly occurs while getting in and out of the box truck.

### **Climbing**

Rare on a stepladder with hand railing to heights of up to 4 feet for up to 6 seconds at a time for up to 12 seconds total in a work shift. Most commonly occurs while placing or retrieving passes or supplies on upper shelves in the pass room.

### **Balancing**

Rare on the lift back of the box truck at heights of up to 4 feet for up to 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while standing on the lift back of the box truck when raising or lowering it.

### **Bending/Stooping**

Rare on cement, concrete and anti-fatigue mat surfaces for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while locking and unlocking doors on mobile bins. The employee may be able to reduce bending by crouching or kneeling.

### **Kneeling**

Rare for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while locking and unlocking doors on mobile bins. The employee may be able to reduce kneeling by crouching or bending/stooping.

### **Crouching**

Rare for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while locking and unlocking doors on mobile bins. The employee may be able to reduce crouching by bending/stooping or kneeling.

### **Operating Controls with Feet**

Frequently for up to 30 minutes at a time for up to 3 hours total in a work shift while driving a County box truck, van and forklift. All vehicles have automatic transmissions.

### **Reaching above shoulder height**

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift while loading and unloading lost and found articles.

### **Reaching at waist to shoulder height**

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while operating the lift back, computer and dollar bill counter as well as sorting dollar bills and driving a County vehicle with an automatic transmission.

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**Reaching at knee to waist height**

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift while replacing bags on the coin sorter, organizing passes and manipulating lost and found items.

**Reaching at floor to knee height**

Rare for up to 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while locking and unlocking doors on mobile bins.

**Lifting 1-10 pounds**

Occasionally for up to 10 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 16-10 pounds while manipulating mobile bin doors, small boxes of passes, bundles of cash and empty cash boxes.

**Carrying 1-10- pounds**

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 16-10 pounds while transporting small boxes of passes, bundles of cash and empty cash boxes. A hand truck is available to reduce carrying.

**Lifting 11-20 pounds**

Occasionally for up to 10 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while manipulating boxes of tickets and larger boxes of passes, a hand truck and cash and transfer boxes.

**Carrying 11-20 pounds**

Rare for distances of up to 100 feet for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting boxes of tickets and larger boxes of passes, a hand truck and cash and transfer boxes. A hand truck is available to reduce carrying.

**Lifting 21-50 pounds**

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 30-50 pounds while moving bags of coins, bags of dollar bills, garbage cans full of dollar bills and lost and found items. A bag of dimes weighs 50 pounds, a bag of nickels weighs 44 pounds, a bag of pennies weighs 30 pounds, a bag of quarters weighs 49 pounds and bag of dollar bills weighs 33 pounds. The employee can lift approximately 100 bags of coins per day. After holidays or long weekends the employee may lift up to 120 bags of coins.

**Pushing and Pulling**

Occasionally for distances of up to 225 feet for up to 3 minutes at a time with a force of 25-100 pounds for up to 25 minutes total in a work shift while

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transporting mobile cash bins. Bins weigh 500 pounds when empty and take 25 pound of force to move on smooth and hard surfaces. Bins weigh up to 1500 pounds when full and take up to 100 pounds of force to move on rough surfaces.

### **Handling**

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while manipulating carts and lost and found items, banding cash and crimping coin bags as well as driving a County box truck, van and forklift. All vehicles have automatic transmissions.

### **Operating Controls with Hands**

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while driving a County box truck, van and forklift as well as operating coin sorters, lift back and bill counter. All vehicles have automatic transmissions.

### **Fingering**

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while stacking and sorting bills.

### **Talking**

Occasionally for up to 10 minutes at a time for up to 15 minutes total in a work shift while conversing with co-workers and superiors as well as answering the telephone. One a rare occasion the employee may need to have a telephone conversation up to 30 minutes long in order to troubleshoot problems with passes.

### **Hearing**

Frequently for up to 30 minutes at a time for up to 5 hours total in a work shift while driving a County vehicle, conversing with co-workers and superiors, talking on the telephone, identifying machine malfunctions and listening for the doorbell.

### **Near acuity—clarity of vision at 20 inches or less**

Continuously for up to 2 hours at a time for up to 6.5 hours total in a work shift while using a computer, completing pass room orders and sorting bills.

### **Far acuity—clarity of vision at 20 feet or more**

Frequently for up to 2 hours at a time for up to 6.5 hours total in a work shift while driving a County box truck, van and forklift as well as identifying potential hazards such as moving machinery.

### **Depth perception—three dimensional vision**

Frequently for up to 2 hours at a time for up to 6.5 hours total in a work shift while driving a County box truck, van and forklift.

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**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**

Frequently for up to 2 hours at a time for up to 6.5 hours total in a work shift while driving a County box truck, van and forklift as well as identifying potential hazards such as moving machinery.

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

Occasionally for up to 3 hours at a time for up to 3 hours total in a work shift while working before sunrise. The employee uses night vision less during summer months.

**TEMPERAMENTS**

Directing, controlling, or planning activities of others: Rare  
Performing repetitive or short-cycle work: Continuously  
Performing a variety of duties: Frequently  
Working alone or apart in physical isolation from others: Occasionally  
Working effectively under stress: Occasionally  
Attaining precise set limits, tolerances, and standards: Continuously  
Working under specific instructions: Continuously  
Working with others: Continuously  
Making judgments and decisions: Occasionally

**ENVIRONMENTAL FACTORS**

Work is performed in various settings ranging from a secured financial center to Transit Bases. The employee is exposed to moving busses and diesel fumes. The employee also exposed to articles that were left on Metro busses; articles may be unsanitary or contain dangerous materials. Coin sorters are moderately loud and require hearing protection during operation. The noise level ranges from quiet to moderately loud.

**Workers are exposed to**

Outside weather: Occasionally-Frequently  
Extreme cold: Rare  
Extreme heat: Rare  
Fumes: Rare  
Odors: Occasionally  
Dusts: Continuously  
Moving mechanical parts: Frequently  
Vibration: Occasionally  
Toxic or caustic chemicals: Rare

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**POTENTIAL MODIFICATIONS TO JOB**

Anti-fatigue mats have been provided.

Larger mirrors on trucks for safer driving and easier parking.

Fasten coin sorters to floor with a hinge to reduce fall hazard.

Lift-back for van to reduce lifting when collecting waterfront streetcar revenue(employee can use box truck with a lift back).

Temporary light duty (sorting bills) can be provided.

\_\_\_\_\_  
Signature & title of evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of employee

\_\_\_\_\_  
Date

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**HEALTH CARE PROVIDER SECTION**

**Check all that apply**

**The employee is released to perform the described duties without restrictions on performance or work hours.**

**The employee is released to perform the described duties on a reduced schedule. 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