

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Chief, Vehicle Maintenance

DEPARTMENT: Transportation, Light Rail

WORK SCHEDULE:

JOB DESCRIPTION: Supervises the day to day maintenance of revenue and non-revenue vehicles, designs and develops technical training programs to support vehicle maintenance and manages the day to day operation of the inventory and parts distribution functions

WORK ENVIRONMENT: Office with some shop/field.

ESSENTIAL FUNCTIONS: Supervise a staff of journey level, non-journey level trades and labor positions.

The size of staff varying according to the disciplines. Staff size varies from less than 25 to more than 40 positions. Implement the preventative maintenance program for assigned fleet of vehicles. Analyze and evaluate equipment problems and failures. Oversee the management of materials for assigned maintenance work including budget. Develop layouts, drawings and sketches used for modifying and designing parts and equipment. Supervise the installation and/or repair of this type of parts and equipment as necessary. Oversee the hazardous waste materials handling program for assigned work group. Ensure compliance with established federal, state, local and agency regulations and requirements. Participate in inspections of facilities and equipment by external regulatory agencies. Prepare responses to inspections as required. Oversee the safety program for assigned work group. Establish and maintain safe work procedures. Conduct a quality control and production analysis of work being performed. Make changes to improve quality and production standards. Develop these standards with other work group supervisory personnel.

\*\*\*Continued on next page.

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level 110 DBL
- Other \_\_\_\_\_

Special Requirements:

- CDL    Respirator use

| PHYSICAL DEMAND  | HRS PER SHIFT      |
|--|--------------------|
| Standing   | 1 – 4 hours        |
| Walking <input checked="" type="checkbox"/> uneven terrain | 1 – 4 hours        |
| Sitting  | 1 – 7 hours        |
| Climbing stairs  | 0 – 1 hour         |
| Climbing <u>ladder</u>                                     | 0 – 1 hour         |
| Balancing  | 1 – 4 hours        |
| Bending/Stooping   | 0 – 30 minutes     |
| Kneeling   | 0 – 30 minutes     |
| Crouching  | 0 – 30 minutes     |
| Crawling   | 0                  |
| Foot controls  | 0 – 2 hours        |
| Reaching above shoulders                                   | 30 min – 1.5 hours |
| Reaching waist-shoulder                                    | 1 – 7 hours        |

| PHYSICAL DEMAND   | HRS PER SHIFT  |
|---|----------------|
| Reaching knee-waist                                       | 0 – 1 hour     |
| Reaching floor-knee                                       | 0 – 30 minutes |
| Lifting/Carrying 1-10#                                    | 1 – 3 hours    |
| Lifting/Carrying 11-20#                                   | 0 – 1 hour     |
| Lifting/Carrying 21-50#                                   | 0 – 1 hour     |
| Lifting/Carrying 51-100#                                  | 0              |
| Lifting/Carrying 100+#                                    | 0              |
| Handling  | 2 – 7 hour     |
| Hand Controls   | 1 – 3 hours    |
| Fingering <input checked="" type="checkbox"/> keyboarding | 1 – 7 hours    |
| Vision to assure safety of others                         | 2 – 4 hours    |
| Hearing to assure safety of others                        | 2 – 4 hours    |
| See Colors  | 2 – 4 hours    |

I have reviewed the following Job Analysis for the above-named candidate.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date