

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Vehicle Maintenance Chief      **JOB CLASSIFICATION** Vehicle Maintenance Chief

**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** Dennis Pingeon, Supervisor of Vehicle Maintenance

**CONTACT'S PHONE** (206) 684-2296

## ADDRESS OF WORKSITE

South Base  
12100 East Marginal Way South  
Seattle, WA 98168

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 8/14/08

**VRC NAME** Jeff Casem

**DATE REVIEWED** 9/11/09

## 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. Shift hours are generally; Day shift 6:30am-3:00pm; Swing shift 2:30pm-11:00pm; Grave shift 10:30pm-7:00am.

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

Optional on most occasions. On an emergency basis, such as snow days, overtime is required. Chief positions are exempt from the provisions of the Fair Labor Standards Act and are not overtime eligible.

## JOB DESCRIPTION

Supervises the day to day preventive maintenance and repair activities of revenue and non-revenue vehicles; designs and develops technical programs to support the Vehicle Maintenance Section; and manages the day to day inventory and parts distribution functions and ensures vehicles are properly inspected and repaired as well as servicing and cleaning.

## 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**

- Two years of increasingly responsible work experience, preferably in a large fleet maintenance setting, performing journey level work in a trade or craft associated with bus fleet maintenance.
- Two years of experience in a supervisory capacity.
- Ability to apply a range of mechanical maintenance principles for assigned fleets and/or specialty shop.
- Skill in applying a variety of learning techniques.
- Knowledge of safety and environmental compliance rules and regulations.
- Skill in reading and interpreting drawings and schematics.
- Skill in making presentations and maintaining effective interpersonal contacts with all levels of staff to facilitate the decision-making process.
- Skill in maintaining effective interpersonal external contacts with vendors, consultants, contractors and representatives from other governmental agencies.
- Skill in using computers to carry out responsibilities, knowledge of automated management systems.
- Education or training in supervision, business management and project management.
- A valid Washington State driver's license and ability to travel to other work locations on a regular basis not served by bus routes.
- Positions require minimal physical skill and effort beyond the use of everyday office equipment and supplies and the use of typical maintenance tools and equipment but may require stooping or bending motions to inspect vehicles.

### **ESSENTIAL FUNCTIONS**

- Supervise a staff of journey level and non-journey level trades and labor positions, providing day-to-day supervision and personnel management of up to 40 employees in various job classes.
- Ensure that vehicles are properly inspected and repaired following Transit Division policies.
- Ensure that coach requirements are met to provide safe, dependable service to the public every day.
- Implement and manage the preventative maintenance program for assigned fleet of vehicles and other equipment.
- Work together with other Chiefs as a team to ensure the basic work of maintenance is completed.
- Make final decisions with respect to whether transit coaches can be safely returned to service during and after repair or maintenance procedures.
- Oversee the management of personnel, materials, commodities and other assets for assigned maintenance work within the approved budget.
- Ensure compliance with established Federal, State, local, and agency regulations and requirements including labor agreements.

## **PERSONAL PROTECTIVE EQUIPMENT USED**

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

## **OTHER TOOLS & EQUIPMENT USED**

Computer, phone, fax machine and copy machine. Operates County NRV vehicles and shop trucks.

Software used within the position: M5 as well as Microsoft windows and Office including Word and Excel and Vehicle Maintenance specific software programs, MCS database, InfoView, Job Injury Time Loss Logger, Employee Training database. Internet and Intranet. 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.
- 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.

### **Job Injury Time Loss Logger**

- Log into JI Time Loss Logger with username and password.
- Enter updates on JI status for employees.

### **Employee Training Database**

- Log into Employee Training database with username and password.
- Access employee training records
- Print employee information for review.

## 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

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

### Standing

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on flat, cement surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing computer duties, conversing with coworkers and supervising maintenance shop activities. A sitting computer station is available for use as well. Standing varies according to duties performed. During extreme emergencies such as snow schedule the Chief may stand for extended periods of time up to 6 hours in a shift.

### Walking

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on flat cement surfaces for distances of 100-200 feet for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while moving from one work area to another. The Chief continuously walks within the work area monitoring the work of employees and organizing the shop workflow. During extreme emergencies such as snow schedule the Supervisor may walk for extended periods of time up to 6 hours in a shift.

### Sitting

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to Continuously on office chair, vehicle seat or workbench for up to 2 hours at a time for up to 4-6 hours total in a work shift. Most commonly occurs while performing computer work which includes entering and extracting data via multiple software applications; includes inspections scheduling, reviewing employees etc.

### Climbing stairs

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on a mobile stair case to heights of up to 15 feet for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while evaluating repairs near/on the top of the bus, or traversing down the pit.

**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 evaluating repairs near/on the top of the bus or in a pit.

**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 employees, inspecting upper areas on coaches and vehicle maintenance structures.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while performing computer duties, writing, reviewing documents, inspecting 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 inspecting low areas of vehicles.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat cement surfaces for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting low areas of vehicles.

**Squatting**

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 inspecting low areas of vehicles.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while operating a shop truck and various County Vehicles.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift while inspecting upper areas of coaches as well as when reaching for items, such as supplies and files, on upper shelves and in upper cabinets.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift while performing computer duties and reviewing documents as well as when inspecting vehicles on hydraulic lift.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift while reaching for items in lower file cabinets.

**Reaching at floor to knee height**

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 inspecting low areas of vehicles.

**Lifting 1-10 pounds**

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. Most commonly occurs with weights of 3-5 pounds while manipulating time cards, documents, files, coach files, employee files work orders, manuals and reference materials.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 3-5 pounds while transporting time cards, documents, files, coach files, employee files, work orders, manuals and reference materials.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 20 pounds while manipulating vehicle parts, coach history files and multiple personnel records.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 20 pounds while transporting vehicle parts and personnel records. Carts are available to reduce carrying.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 35 pounds while manipulating vehicle parts, coach history files and personnel records.

**Carrying 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 35 pounds while transporting vehicle parts and personnel records. Carts are available to reduce carrying.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally with a force of up to 5-10 pounds for up to 1 hour in a work shift opening and closing drawers and doors.

**Handling**

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 manipulating manuals, reference materials and vehicle parts. The employee will have to handle when driving; using the steering wheel for up to 1 hour at a time for up to 2 hours in a shift.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while using a computer mouse and steering wheel.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while writing, typing and manipulating documents.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 20 minutes total in a work shift while sensing heat from engine or related components as well feeling for obscured screws, nuts, bolts or components 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 employees, training new staff, instructing employees 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 to Continuously for up to 15 minutes at a time for up to 6-7 hours total in a work shift while supervising employees, training new employees, instructing employees on new equipment, organizing shop work flow, conversing about duties, and giving and receiving directions and instructions. The Chief also listens for safety concerns when traversing in the shop.

**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 employee's work, visually inspecting automotive parts and repairs. 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 Chief is responsible for supervising employees and ensuring that shop safety procedures are followed. The Chief 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 and battery pack units on low floor buses. On a rare occasion the employee may spend an entire shift working around high voltage.

**ENVIRONMENTAL FACTORS**

The majority of the job is spent in an office setting but some time is spent working in a maintenance shop environment with exposure to diesel fumes, noxious gases and other safety and health hazards. Chiefs 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 trolley buses and

on Hybrid drive components on low floor buses. 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

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**Work environment may include the following exposure(s):**

- Outside weather: Occasionally
- Non-weather related temperatures below 55 degrees: Rare
- Non-weather related temperatures above 75 degrees: Rare
- Wet: Occasionally
- Fumes: Occasionally
- Odors: Occasionally
- Dusts: Occasionally
- Moving mechanical parts: Frequently
- Vibration: Occasionally
- Working in high, exposed places: Occasionally (fall protection used)
- Other: (High voltage): frequently

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

A cart is available to reduce carrying.  
The Chief can utilize a sit/stand work station when completing computer duties and writing repair orders.

**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.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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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