



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
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JOB ANALYSIS

Job Title:	Transit Instructor	DOT Title:	Training Representative
SVP:	7	DOT #:	166.227-010
Location of Analysis:	12100 East Marginal Way South Tukwila, 98168	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Rex Lyon
Presenting VRC:		Employer Contact:	Dan Porter
Date Analysis Completed:	1/30/14	Supervisor Contact Information	Phone: 206-684-2823 E-mail: dan.porter@kingcounty.gov

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

Demonstrate predictable, reliable, and timely attendance.

Follow written and verbal directions to complete assigned tasks on schedule.

Read, write, and communicate in English & understand basic math.

Learn from directions, observations, and mistakes and apply procedures using good judgment.

Work independently or as part of a team and interact appropriately with others.

This is one of four classifications (Transit Base Dispatcher/Planner, Transit Communications Coordinator, Transit Service Supervisor and Transit Instructor) that comprise first line supervisors of transit operations. Work involves preparing and delivering varied training and instructional programs including coach operation for new Transit Operators; remedial operator training; new supervisor training; and training for new equipment, procedures and special topics as they arise. Work includes instructing and facilitating discussions on effective customer relations, harassment, drug awareness, ADA and federally mandated safety-sensitive requirements and similar topics. Incumbents may rotate assignments among other first line supervisory classifications in compliance with established procedures and negotiated agreements.

Classes Within Series

Transit Base Dispatcher/Planner, Transit Communications
Coordinator, Transit Service Supervisor, Transit Instructor

A shake-up occurs twice per year for employees to bid for the aforementioned classes based upon seniority.

The responsibilities of this classification include a wide variety of transit operations work. Work assignments may rotate semi-annually using a job pick system. This classification is composed of Base Dispatcher/Planner, Service Supervisor, Schedule Maker, Transit Instructor and Communications Coordinator. Vacancies for positions in this classification are recruited from the Transit Operator classification per the Local 587, Amalgamated Transit Union, collective bargaining agreement. This is a single level classification and is distinguished from other classifications in that the incumbents perform specific transit operations supervisory work as determined by the assignment.

The responsibilities of this classification include providing first line supervision in transit operations and



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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		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	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) Below Waist Above Shoulder				X		Holding on to handrail while observing drivers and traffic surroundings. Typing, writing manipulating training materials.
		X				Place/remove wheel chock, secure wheelchairs.
			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: Cycles/hr.
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

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |