

JOB TITLE: Equipment Service Worker
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 915.467-010
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Equipment Service Worker

JOB CLASSIFICATION Equipment Service Worker

DOT TITLE Automobile-Service-Station Attendant

DOT NUMBER 915.467-010

DEPARTMENT Transportation

DIVISION Metro Transit

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE

Approximately 120

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

May work out of Central Base, Ryerson Base, South Base, East Base, Atlantic Base, North Base, CSC, and Bellevue Base.

CONTACT'S NAME Elaine Field

CONTACT'S PHONE

206-684-2743

EMPLOYER JOB TITLE

Supervisor of Vehicle Maintenance

DATE COMPLETED 9/5/02

VRC Jeff Casem

DATE REVISED 2-26-08

WORK HOURS

Day Shift 6:30am to 3:00pm, Swing Shift 3:00pm to 11:30pm, or Graveyard Shift 7:30pm to 4:00am. Shifts may vary based upon work location and bus route schedules.

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OVERTIME

Optional, could work up to 8 hours per week. Overtime is granted based upon seniority.

Non-Exempt (hourly)

JOB DESCRIPTION

Service a wide variety of automotive equipment and assign vehicles to appropriate routes as directed. The worker may have a designated work task specialty but is required to rotate all duties as required.

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.

JOB SPECIFIC REQUIREMENTS

One year of automotive equipment servicing experience; **or**

One year of service as a Utility Service Worker at the Transit Division which includes the equivalent of three months of upgraded experience performing the full scope of equipment service work, and the completion of training in Metro's transit coach operation; **and/or**

One year of service with the Transit Division plus completion of automotive shop coursework in vocational, community college or high school which included automotive equipment servicing technique. In addition, six months of automotive equipment service experience.

Qualified candidates must also possess a current, valid Washington State driver's license and must be able to obtain an Instruction Permit for Commercial Driver's License, Class B before hire. Candidates should also have the ability to meet the physical and working condition requirements listed below.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Inspect automotive equipment, including automobiles, trucks and heavy equipment, for servicing needs. Service equipment with fuel, oil, water and air. Check and service batteries. Perform other related accessory maintenance tasks.

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2. Observe and report mechanical and other defects. Assist mechanics as needed.
3. Lubricate all types of automotive equipment.
4. Change oil and filters. This may include disassembling parts.
5. Clean and wash equipment. Attach and remove snow chains. Park and deliver motor vehicles. Do minor storekeeping duties and steam cleaning.
6. Assist in cleaning shop and working areas. Clean and care for tools. Assist in shop maintenance.
7. Keep routine records of gauge readings, amount of supplies used, vehicle numbers and routine servicing activities. Prepare required reports.
8. Use maintenance charts and manuals in performing servicing duties.
9. Direct all types of vehicles to parking stalls. Park vehicles.
10. Operate high-pressure steam cleaning equipment. Clean and maintain chemical balance in hot tanks and deliver cleaned parts to proper locations.
11. Input or extract data using a computer terminal as required.
12. Assign and dump fare box cash boxes
13. Perform other related duties as assigned.

A typical servicing round includes:

1. Walk all the way around the coach.
 - a. Check for body damage.
 - b. Tap all tires, check for damage.
 - c. Check engine oil and coolant level. Record the amount to be added.
 - d. On designated days, check transmission fluid levels.
2. Check fluid levels:
 - a. Coolant
 - b. Engine
 - c. Transmission fluid
3. Drive coach up to the fuel/wash building and wait for washing.
4. Wash the coach, being careful to maintain a slow steady speed to avoid damaging the brushes. Stop for the brushes when they swing

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- around the coach. Drive slowly through rinse and stop in the fueling area. Set parking brake and turn the engine off.
5. Fuel Coach with fuel monitor system. Using the keypad on the remote island head, key in employee ID number and the bus number at the prompt, then press enter and begin fueling. If the fuel system is inoperable employee will need to manually record information.
 6. Fuel vehicle.
 - a. Remove fuel tank dust cap from adapter by rotating counter clockwise.
 - b. Connect nozzle to fueling adapter, rotate nozzle 30 degrees clockwise on adapter to engage spring-loaded lock pin (this automatically locks nozzle to the adapter).
 - c. Open lever to notch on handle guard.
 - d. Nozzle shuts off automatically when tank is filled to predetermined level.
 - e. Pull disconnect handle toward you and hold it in that position.
 - f. Wait until the hissing noise stops and keeping disconnected handle out, rotate nozzle counter clockwise and disconnect.
 - g. Replace dust cap by rotating clockwise.
 - h. Hang nozzle on hood.
 7. Add oil, transmission fluid and coolant as needed.
 8. Clean coach interior, dump operator's trash bag and wipe down dash.
 9. Monitor fuel dispensing to assure the coach has accepted the correct amount of fuel.
 10. Service fare box.
 - a. Hold the front of the electronic key firmly against the fare box "data port" and depress the button. Door should open automatically.
 - b. Open the door to full extension.
 - c. Grab cash box handle and raise lid.
 - d. Slide the cash box lid all the way to back of box.
 - e. Turn the handle so it is in the vertical position.
 - f. Remove the cash box (10 - 40 pounds) and dump the contents into the cash receptacle.
 - g. Re-install the cash box in the fare box. Close the door and hold (the door should latch automatically).
 11. Write out work order if necessary.
 12. Drive coach out of fuel building and park in designated spot.

** Please note that the order of these tasks, the amount of drive time to and from the lot as well as the number and weight of fare boxes may vary per base and per day.

** At trolley base worker does not fuel. Instead, worker dislodges and reconnects trolley poles, which requires pulling and tugging on ropes, exerting as much as 25 lbs. of upward pressure.

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NON-ESSENTIAL FUNCTIONS

May be required to pick up or deliver parts as needed between bases.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

25 to 60 foot transit buses
Other automobiles, which may include bus tow truck, automobile, or heavy equipment.
Fuel nozzle and pump
Wash broom and automatic bus washing equipment/machinery
Lubrication hoses
Hand tools
Forklift
Garbage cans
Pressure washer and wand
Cyclone (large wind machine used to blow debris from the interior of a coach)
Air hose
20-pound torque wrench
Infrared scanner (downloads coach fare information)

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

Medium

Standing

Occasionally on concrete, tile or rubber mats inside of a coach for up to three minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while entering personal code and bus number into fuel pump, washing the backend of a coach with bucket and broom, steam cleaning the engine, transmission and wheel wells of a coach as well as while directing traffic.

Walking

Continuously on cement, tile and rubber surfaces for distances of up to 100 yards for up to 3 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while walking around a coach to check for damage, check tire pressure, check fluids, clean the inside of the coach, and to assist other workers with their maintenance/fueling duties. Worker is moving on feet throughout the shift. Walking alternates with standing and sitting.

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Sitting

Occasionally on a bus drivers seat for up to 3 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while driving a bus between the parking, fueling and washing areas. Sitting may occur for longer periods if off base service, delivery or on route assistance is required. In this case, sitting occurs while driving.

Climbing stairs

Occasionally for up to 15 seconds at a time while climbing up to 9 steps at a time and up to 30 minutes total in a work shift. Most commonly occurs while climbing in and out of coaches (8 – 9 times per bus with up to 25 – 30 coaches per shift = 270 times per shift). The worker may also climb one flight of stairs to offices, break room, and 9 stairs down to bus mechanic pit.

Climbing

Rare for up to 10 seconds at a time for up to 40 seconds total in a shift. Most commonly occurs while climbing a 9-step ladder to inspect a roof leak or lubricate parts on the roof of a coach or trolley.

Balancing

Continuously for up to 2.5 hours at a time for up to 7 hours total in a shift while working in the maintenance pit area and walking on wet and/or oily surfaces as well as climbing in and out of coaches.

Bending/Stooping

Occasionally to frequent for up to 3 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while checking fluids on buses, using air hose, fueling vehicle, reaching and lifting fare boxes, steam cleaning underside of coach, and performing lubrication of coaches in pit.

Kneeling

Rare on cement surfaces for up to 3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while reaching and unloading fare boxes in coaches.

Crouching

Frequently on bus steps or concrete for up to 5 minutes at a time for up to 4 hours total in a shift. Most commonly occurs while emptying the fare boxes, fueling, cleaning tires and rims, checking tires or inspecting lower sections of coaches.

Operating Controls with Feet

Occasional to frequent for up to 30 minutes at a time for a total of four hours total in a work shift while driving buses and other motor vehicles to and from the

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fueling station. Worker may drive tow truck or coach to an off site location during shift if there is difficulty on route.

Reaching above shoulder height

Frequently for up to 20 minutes at a time for up to 6 hours total in a work shift while disengaging trolley poles, performing lubrication and mechanic work under the coach (in the pit) and steam cleaning the underside of coaches.

Reaching at waist to shoulder height

Frequently for 1-3 minutes at a time for up to 4 hours at a time and up to 7 hours in a work shift while driving buses and vehicles, fueling, cleaning buses, emptying fare box, performing basic mechanic work, or lubrication and while operating steam cleaner and wand.

Reaching at knee to waist height

Occasionally for 1-3 minutes at a time for up to 2 hours total in a work shift while operating air spray gun, using air tools and emptying fare boxes as well as cleaning rims and tires.

Reaching at floor to knee height

Frequently on bus steps or concrete for up to 5 minutes at a time for up to 4 hours total in a shift. Most commonly occurs while fueling, cleaning tires and rims, checking tires, inspecting lower sections of coaches, picking up garbage from floor level and using air hose.

Lifting 1-10 pounds

Occasionally for 1-3 minutes at a time for up to four to 6 hours total in a work shift. Weights vary significantly from 1-10 pounds while lifting and maneuvering fuel nozzle, air hose and sprayer, garbage can and hand tools.

Carrying 1-10- pounds

Rare for distances of up to 60 feet for 1-3 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 10 pounds while maneuvering the hoses, cleaning broom and fuel nozzle.

**If a worker is scheduled to work in the steam-cleaning bay, maneuvering/carrying of the wand is required on a continuous basis (up to 7 hours in a work shift) while cleaning the underside of the bus. The steam-cleaning nozzle produces 5 pounds of resistance.

Lifting 11-20 pounds

Occasionally for 1-3 minutes at a time for up to 1-6 hours total in a work shift. Most commonly occurs while cleaning bus or performing maintenance duties.

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Carrying 11-20 pounds

Rare for distances of up to 100 feet for 1-3 minutes at a time for up to 2 hours in a shift. Most commonly occurs while transporting cleaning materials such as a mop bucket and brushes.

Lifting 21-50 pounds

Occasionally for 1-3 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with varying weights while emptying fare boxes (up to 40 lbs, average 20 lbs), moving batteries, and using hand tools. Worker may empty 30-50 fare boxes per shift.

Carrying 21-50 pounds

Occasionally for distances of up to 100 feet for 1-3 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 21-25 pounds while changing fare boxes and manipulating a 25-pound torque wrench.

Lifting 51-100 pounds

Rare for 1-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while maneuvering lubrication barrels to replace. These barrels are moved using a hand truck and not lifted. However, the weight of the barrel needs to be negotiated with force.

Pushing and Pulling

Frequently for distances of 1-15 minutes at a time for up to 7 hours total in a work shift for distances of up to 100 yards. Pushing and pulling 25lbs. of force, occurs mainly while disengaging and reengaging trolley poles 20-30 pounds, opening and closing coach engine compartment doors (40 pounds), pulling out and replacing full and empty fare boxes (17-25 pounds), connecting air suction device to bus door, pulling hoses (15-20 pounds), pushing and pulling hand trucks and pushing and pulling broom. Pushing and pulling also occurs when changing and checking batteries. When steam-cleaning the employee may need to push the wand with 5 pounds of force for up to 2 hours at a time and up to 6 hours total in a shift.

Handling

Continuously for up to 30 minutes at a time for up to 8 hours total in a work shift while grasping the steering wheel while driving and grasping the data probe during data transmission as well as when fueling, cleaning and using hand tools.

Operating Controls with Hands

Frequently for 1-3 minutes at a time for up to 6 hours total in a work shift while driving vehicles as well as operating the steam-cleaner wand, cyclone, infrared scanner and bus washing machines.

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Fingering

Rare for 1-3 minutes at a time for up to 2 hours total in a work shift while pushing code buttons on fueling equipment or writing.

Feeling

Rare for 1-3 minutes at a time for up to 1 hour total in a work shift while feeling tires for pressure.

Talking

Rare for 1-3 minutes at a time for up to 2 hours total in a work shift while communicating with co-workers and supervisors.

Hearing

Continuously for up to 2.5 hours at a time for up to 7 hours in a shift while listening for moving machinery and moving coaches.

Tasting/Smelling

Smelling is required continuously for up to 2.5 hours at a time for up to 7 hours total in a shift while identifying malfunctioning equipment.

Near acuity—clarity of vision at 20 inches or less

Occasionally for 1-3 minutes at a time for up to 2 hours total in a work shift while reading gauges and dials.

Far acuity—clarity of vision at 20 feet or more

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches as well as watching for moving machinery and coaches.

Depth perception—three dimensional vision

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches and working around a service pit as well as watching for moving machinery and coaches.

Visual accommodation—Adjustment of lens of eye to bring an object into sharp focus

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches as well as watching for moving machinery and coaches.

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

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving coaches as well as watching for moving machinery and coaches.

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

Continuously for up to 2.5 hours at a time for up to 7 hours total in a shift when working at night during the graveyard shift.

TEMPERAMENTS

Directing, controlling, or planning activities of others	Rare
Performing repetitive or short-cycle work	Continuous
Influencing people in their opinions, attitudes, and judgements	Occasional
Performing a variety of duties	Occasional
Expressing personal feelings	Rare
Working alone or apart in physical isolation from others (varies per station and duties)	Frequently
Working effectively under stress	Frequently
Attaining precise set limits, tolerances, and standards	Continuously
Working under specific instructions	Continuously
Working with others	Continuously
Making judgments and decisions	Occasional

ENVIRONMENTAL FACTORS

Workers primarily perform duties on concrete floors but also work on slight inclines and uneven surfaces inside and out of doors in foul weather conditions. There is exposure to fuels, oils, cleaning solvents and fumes from machines and automobiles. The noise level is loud due to moving vehicles, cyclone and operating machinery. May use dust mask in the course of duties.

Workers are exposed to

Outside weather	Frequently
Extreme cold	Rare
Extreme heat	Rare
Wet	Frequently
Humidity/dampness	Frequently
Fumes	Frequently
Odors	Frequently
Dusts	Frequently
Mists	Frequently
Gases	Occasionally
Poor ventilation	Rare
Moving mechanical parts	Continuously
Vibration	Occasionally
Working in high, exposed places	Rare
Toxic or caustic chemicals	Rare

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POTENTIAL MODIFICATIONS TO JOB

Potential modifications vary per base.

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