

EMPLOYEE:

CLAIM #



# Job Analysis Form

---

**JOB TITLE** Streetcar Conductor **JOB CLASSIFICATION - 681070**  
**DOT TITLE** Conductor **DOT NUMBER 910.667-010**  
**DEPARTMENT** Department of Transportation **DIVISION** Metro Transit Division  
**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE:** 6  
**CONTACT'S NAME & TITLE** Sandy Sander, Chief of Base Operations, Ryerson Base  
**CONTACT'S PHONE** 206.684.2606  
**ADDRESS OF WORKSITE** Broad Street Station (Waterfront Streetcar Barn)  
**VRC NAME** Neil Bennett **DATE COMPLETED** March 9, 2004  
**VRC NAME** Jeff Casem **DATE REVISED** 5/15/08  
**WORK HOURS** Work hours of operation are approximately 6:00 AM to 12:00 AM; 8-9 hour work schedules vary within those hours according to need.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required, at varying hours per year during summer schedule.

## JOB DESCRIPTION

This is a safety sensitive position and employee is subject to random drug testing and other conditions as required to maintain employment, following established testing program protocols. The employee must be able to collect passenger fares, issue passes and provide fare, route and schedule information.

## 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 customers.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## JOB SPECIFIC REQUIREMENTS / ESSENTIAL FUNCTIONS

1. Collects fares or tickets from passengers.
2. Issues transfers.
3. Opens and closes doors.
4. Signals operator to stop or proceed.
5. Observes for traffic hazards.
6. Announces stops.

7. Answers questions of passengers concerning schedule, routings and fares.
8. Preserves order among passengers.
9. Hooks and unhooks power poles.
10. Assists passengers with disabilities (wheel chairs and ramps).
11. Assists driver in backing street car.
12. Keeps records of passenger loads.

### **NON-ESSENTIAL FUNCTIONS**

None noted.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

None noted.

### **OTHER TOOLS & EQUIPMENT USED**

Public Address microphone  
Wooden dowel to push fares into fare box.

### **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 \_\_\_\_\_

Continuously on flat, hard surfaces for 20 – 60 minute increments, depending on passenger load counts and speed of route at a time for up to six to eight hours total in a work shift. Most commonly occurs while greeting passengers and observing out the door/window.

### **Walking**

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

Continuously on flat, hard surfaces for 20 – 60 minute increments, depending on passenger load counts and speed of route at a time for up to six to eight hours total in a work shift. Most commonly occurs while greeting passengers, observing out the door/window or to either end of streetcar. Distance walked ranges from 3 feet to 40 feet on routine basis, and up to 100 feet at Broad Street garage.

**Sitting**

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

Occasionally on flat hard seats for 2-12 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while in between scheduled routes.

**Climbing stairs**

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

Rarely 1-2 times per day while stepping up or down from streetcar at street level rather than boarding platform: 1 step.

**Balancing**

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

Continuously on floor level for 20 – 60 minute at a time for up to 6-8 hours total in a work shift. Most commonly occurs while streetcar is stopping and starting and while moving.

**Bending neck up**

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

Frequently (may be in conjunction with lateral head twist) for 1 – 2 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while looking out the window to observe for traffic and other hazards, occasionally when changing poles.

**Bending neck down**

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

Frequently (may be in conjunction with lateral head twist) for 1 – 2 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while looking out the window to observe for traffic and other hazards.

**Bending/Stooping**

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

Rarely on hard, flat surfaces for intermittent, short periods of time. Most commonly occurs while picking up trash.

**Reaching above shoulder height**

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

Occasionally for 2-4 times per hour while changing electrical connection poles.

**Reaching at waist to shoulder height**

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

Frequently throughout shift 18 - 36 times per hour to operate microphone to communicate with driver and make announcements.

**Reaching at knee to waist height**

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

Occasionally throughout work shift 2-4 times per hour while performing miscellaneous tasks.

**Reaching at floor to knee height**

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

Rarely on hard, flat surfaces for intermittent, short periods of time. Most commonly occurs while picking up trash.

**Lifting 1-10 pounds**

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

Continuously throughout work shift. Most commonly occurs with weights of less than 1 pound while using radio microphone.

**Carrying 1-10- pounds**

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

Occasionally, 2-4 times per hour, most commonly occurs with weights of less than 10 pounds, such as step for rare non-station access and miscellaneous items.

**Lifting 11-20 pounds**

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

Occasionally for brief intervals in work shift 2-4 times per hour. Most commonly occurs with weights of 20 pounds while positioning wheel chair ramp.

**Carrying 11-20 pounds**

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

Occasionally for brief intervals in work shift 2-4 times per hour. Most commonly occurs with weights of 20 pounds while positioning wheel chair ramp.

**Pushing and Pulling**

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

Occasionally 2-4 times per hour with a force of 20 pounds in a downward motion while changing poles, a lateral motion while opening and closing door, and upward motion when raising and lowering window.

**Handling**

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

Frequently 18-36 times per hour, while dispensing transfers and operating microphone.

**Fingering**

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

Frequently 18-36 times per hour while dispensing transfers, operating microphone toggle switch, and microphone.

**Feeling**

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

Occasionally 2-4 times per hour when determining location or placement of power pole in cradle.

**Talking**

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

Continuously while making public address announcements and answering questions.

**Hearing**

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

Continuously while Listening for passenger questions and response to announcements, as part of hazard observation.

**Seeing**

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

Continuously while Observing passenger safety, hazard awareness and streetcar position.

**Working with Heightened Awareness**

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

Rarely, 1-2 times per day. When ensuring order among passengers.

**ENVIRONMENTAL FACTORS**

Work is performed in a combination indoors/outdoors setting: Conductor is located inside streetcar, however must lean out of open window in order to perform hazard, safety and passenger observations.

**The noise level is**

Approximately 80-100 decibels. The noise is caused by streetcar noise, traffic and compressor.

HCP Initials if Restricted

--

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

- Outside weather
- Humidity/dampness
- Fumes
- Odors
- Dusts
- Mists
- Vibration

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

**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.

Neil Bennett, M.Ed., CRC, CDMS  
\_\_\_\_\_  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
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