

Date

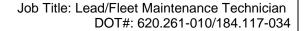


JOB ANALYSIS - FLEET MAINTENANCE TECHNICIAN, & LEAD

Job Title: DOT Title: DOT: GOE: SVP: Industry: Analyst: Date:	Fleet Maintenance Technician, & Lead Automobile Mechanic/Manager, Auto Services 620.261-010/184.117-034 05.05.09/11.11.03 7/8 (2-4 years/4-10 years) Automotive Services/Any Monica Schneider, CDMS 4/20/12 (updated 12/8/15)	Source: Andy Rowlson Director of Human Resources Whatcom Transportation Authority 4111 Bakerview Spur Road Bellingham, WA 98226 andyr@ridewta.com 360-738-4588
of di work • <u>Lead</u> work	t Maintenance Technician: Responsible for skilled n iesel and gasoline powered transit vehicles. Assists k orders and records and provides input to data histolic Performs all Fleet Mechanic Technician duties, a k of Technicians, inspecting the work to ensure tha standards.	in coordination with outside contractors, prepares ory files. and is also responsible for overseeing and directing
Employ	/ee:	Date:
Classifie	cation: Fleet Maintenance Tech Only O	R 🗆 Lead
Physician	Section:	
□ This	a Safety Sensitive Position s employee IS taking medication that could interfere s employee IS NOT taking medication that could inte	• • • •
	orker is released for the job with no restrictions.	ions:
	orker is not yet released for the job. Anticipated releasers is NOT released to work. Worker will be reasses	
Con	mments:	

Signature

Physician's Name





Essential Functions:

Fleet Maintenance Technician:

Performs diagnostic testing, maintenance repairs and servicing of heavy-duty transit coaches, specialized transportation vehicles, passenger van pool and staff and support vehicles. Operates vehicle within the parking area, shop, and to any bus route location within Whatcom County. Performs estimates on the time required for repairs. Prepares work orders, prioritizes required repairs, updates vehicle maintenance records and coordinates repairs with outside vendors. Inspects, adjusts and performs troubleshooting and diagnostic testing and repairs on vehicles sub-systems including electrical-mechanical, electrical-hydraulic and electrical-pneumatic actuated components used in heavy-duty vehicle applications. Uses hand tools and pneumatic tools and powered shop equipment, welding equipment and other metal shop equipment to repair, fortify and reinforce metal structures inside and outside the vehicle. Responsible for 100% accountability of assigned tools and equipment. Provides emergency roadside services, minor repairs, and assists in vehicle recovery. Interacts with members of the public, contractors and vendors and provides technical assistance. Works as a team member, may participate in Hazmat spill response teams, inspection teams, or spill clean-up teams. May participate in the training of other mechanics and assign and direct work of other mechanics. Performs other related duties as assigned.

Lead Fleet Mechanic Technician Additional Duties:

Perform all Fleet Mechanic Technician duties. Oversees the work of technicians, monitors productivity and conducts quality control inspections. Ensures work being performed is in adherence to established WTA standards, local, state and federal laws and regulations. Coordinate with the dispatchers and/or Supervisors to maintain the required service revenue requirements. Schedule and prioritize work assignments to ensure sufficient number of vehicles available for the next day's launch. Prepare detailed reports that include the activities of both day and swing shifts. Receives operator defect reports, prepares written or typed work orders and assigns work to Fleet Maintenance Technicians. Ensures that paperwork is properly closed out upon completion of work, or the work order status is clearly indicated. Coordinate emergency roadside services. Tracks recurring equipment malfunctions, and recommends corrective action. Participates in the capital replacement program by performing acceptance inspections, make-ready, and make sale and warranty administration. Provide technical assistance in the preparation of vehicle specifications. Active member of the Hazardous response team. Knows how to read and understand Material Safety Data Sheets (MSDS) and related Hazardous Communication guidelines. Responsible for 100% accountability of assigned tools and equipment.

QUALIFICATIONS (applicable to both positions):

Knowledge, Skills, and Abilities:

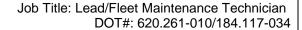
- Methods, materials, tools and standard shop practices related to the maintenance and repair of heavy-duty transit vehicles and equipment.
- Quality control, customer service and interpersonal skills as they relate to working with team members, equipment operators and contracted vendors.
- Safe working habits, equipment repair shop safety, tool use and lifting equipment safety and vehicle operation safety. Hazardous material/hazardous waste handling and disposal regulations. MSDS and hazardous communications.

Education and Experience:

- Three years' experience working as a fleet mechanic in an automotive, medium- to heavy-duty truck or transit equipment maintenance facility *required*. Two years of diesel engine troubleshooting, preventive maintenance and repair *required*. NOTE: This experience may be substituted year-for-year with vocational or technical training.
- A high school diploma or equivalent is *required*. Post high school vocational or technical training is *preferred*.
- Prior training and/or experience in maintenance supervision, administration or fleet customer service is *required*.
- Prior experience troubleshooting and repairing electromechanical, electrical-hydraulic and electrical-pneumatic systems is *required*.
- Prior experience in using computers and software is preferred.

License or Certificate:

• Must have CDL class A or B within 90 days of hire, with passenger and air-brake endorsement.





Must pass Physical exam to obtain CDL license.

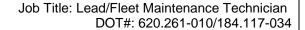
Additional Lead only qualifications/licenses/certificates:

- Heavy-duty vehicle systems operation, maintenance and troubleshooting.
- ASE Certification in automotive, truck or transit bus *preferred*.

Mental Requirements: Work situations that involve use of vehicle service, repair and parts manuals. Work within deadlines, conceptualize work, use all equipment and communicate effectively both orally and in writing. Work with co-workers at all levels of the organization and affiliates. Utilize computer to keep records.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Hand tools, heavy duty pneumatic impact tools, specialized heavy duty tools, and powered equipment, lifting and supporting equipment, ladders, step stools, heavy duty powered machinery, and specialized test equipment, drill presses, lathes, grinders, vehicle lifting equipment, forklift and welding and cutting equipment.





PHYSICAL REQUIREMENTS										
Frequency Scale	Strength	Work Pattern								
N = Never	☐ Sedentary									
S = Seldom (1-10 %, up to 48 min)	Light	☐ Part-time								
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	☐ Medium	☐ Seasonal								
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)										
C = Constant (67-100%, more than 5 hr 35 min)	☐ Very Heavy									

Fleet Maintenance Mechanic Work Schedule: Full time - work on rotating schedule Sunday through Monday:

- 5:00 am to 1:30 pm (AM shift) No AM shift on Saturday or Sunday
- 8:00 am to 4:30 pm (Day shift)
- 4:00 pm to 12:30 am (Swing shift)

Lead Fleet Maintenance Mechanic Work Schedule: Full time – work on rotating schedule Monday through Friday:

- 8:00 am to 4:30 pm (Day shift)
- 4:00 pm to 12:30 am (Swing lead)

PHYSICAL DEMANDS			RE	QUE	INC	Υ	ACTIVITY DESCRIPTION							
	% Time	N	S	0	F	С	Fl	Fleet Mechanic Lead (difference is bolded)						
Sitting	10-25			X				l - Driving/moving repair, driving forklift	work	Occasional - At desk completing work orders, driving/moving vehicle/forklift				
Standing	67-75 alternates				X	X	bay - At de	Frequent - Perform inspection monitor work, perform repairs necessary						
Walking	40-55				X		Frequent - Throughout bay/garage to obtain tools, repair buses, length of bay up to 270 feet. May walk to bus outdoors up to 400 feet. Frequent - 70% of time is on s floor supervising technicians – fleet maintenance technician demands/alternates with stand							
								1	Α	CTIVITY DESCRIPTION				
JOB DEMAND	FREQUE	NCY	′ & \	WEI	GH1	Γ		Fleet Mechanic		Lead (difference is bolded)				
Lifting	N	S	0			F	С	Bilateral arm use - 75 lb		Saldone 50 to 75 the down				
floor – waist	lbs.	50 · 75 lk	to	30 Ib	,	30 lbs	. lbs.	drum, axle, to move ont lifting device. 50 lbs. a size tires, rim, snow tire One or two arm use - 30 Brake shoes, tires/rim, impact gun, mufflers, suspension parts, sting b	uto es) lbs.	Seldom - 50 to 75 lbs. drum, axle, to move onto lifting device, and may assist with removal of auto size tires, rim, snow tires Occasional - 30 lbs. Brake shoes, tires/rim, impact gun				
Lifting	N	S		0		F	С	Bilateral arm use - 75 lbs.		Seldom - 50 to 75 lbs. drum,				
waist-shoulder	lbs.	75 50 30 lbs. lbs. lbs. 50 to 75 lbs lbs.					. lbs.	drum, axle, to move ont lifting device. 50 lbs. a size tires, rim, snow tire One or two arm use - 30 Brake shoes, tires/rim, impact gun, mufflers,	device, and may assist with removal of auto size tires, rim, snow tires Occasional - 30 lbs. Brake					
					J.			suspension parts, sting l	ooxes	shoes, tires/rim, impact gun				



	N	S		0		F	С					
Lifting above shoulder	lbs.	s. lbs.		30 lbs. 30 lbs.		30 lbs.	lbs.	Bilateral arm use - Brake	a .			
								shoes, tires/rim, impact § 30 lbs.				
Carry	N	S		0		F	С	Move auto size tire from	cart Occasional - Up to 15 lbs. –			
(Dist.)		75		15		15	15	to floor – up to 75 lbs. fo	or 10 tools, equipment –			
Pushing/	lbs.	lbs.		lbs.		lbs.	lbs.	feet.	throughout garage/bay area Seldom to occasional –			
Pulling	IN	40		40		40		Frequent - Moderate to h	neavy Moderate to heavy force—see			
lbs. of force	lbs.	lbs. c		_		bs. of force	lbs.	force required – to move box (weight 300+lbs) on wheels – requires 40 lbs force to push/pull around	of			
								area on concrete flooring				
								utilize pneumatic tools hanging from ceiling, to	1100			
								heavy torque as required				
								remove or repair engines use wheel dolly to move				
								tires, maneuver 300+ ite	ms			
								from vehicle to dolly/lift device				
JOB DEMAND		FRI	FREQUENCY				ACTIVIT	Y DESCRIPTION				
									Lead			
		N	S	0	F	С	F	leet Mechanic	(difference is bolded)			
Climbing			V	X	X			l to frequent - 3-5 steps /3 or 9 step ladder	Occasional – 3-5 steps inside bus to inspect work			
			X	X			mside bus	75 of 9 step ladder	Seldom – 3 or 9 step ladder			
Balancing			X	Х			Occasiona step ladde	•				
Stooping / Bendir	ng				X	Х		o constant - To over bus areas to reach	Seldom to occasional - To bend/lean over bus areas to reach			
			Х	Х				npartment at back of	engine compartment at back of			
								form repairs. To	bus to perform repairs. To operate			
							operate bus hoist at ground level. Mainly bending neck back while		bus hoist at ground level. Mainly bending neck back while working			
							working under bus to perform repairs – Max clearance for		under bus to perform repairs –			
							working u	nder bus is 75 inches.	Max clearance for working under bus is 75 inches. Bending neck			
							Bending neck forward to complete repairs at lower levels		forward to complete repairs at			
Twisting			Х	Х	Х			l to frequent - To reach	lower levels Seldom - To reach into			
3]				into tight/awkward spaces to		tight/awkward spaces to reach			
							reach repa	ir area of bus – varies	repair area of bus – varies on tasks			
Squatting / Kneeling			X	Χ			Occasiona	l - One or both knees –	Seldom – to operate bus hoist at			
							to perform lower leve	repairs at ground or	ground level – One or both knees to perform repairs at ground or			
							May need	to lay on back and	lower levels			
							reach up to van dashb	o perform repairs on oard				



Crawling		Х				Seldom - May reach repair ar weight on arm and one arm w to perform rep	rea of bus pas/legs or bowhile other spairs	olacing oth leg arm us	reach repair weight on ar and one arm to perform r	area ms/lo while epair	of bregs of le others	us pla or bot ner ai	acing th leg	g gs
Foot Controls		X		X		Frequent - Use operate equipment jack. Both fee	ment, transı	missio		pmei	nt, tra	ansm	issic	
Reaching Forward All reach is bilateral			X	Х		Frequent - Obta repairs at groun		form	Occasional - repairs at gro			re, po	erfor	m
(Level) Below Waist Above Shoulder			X	Х		Frequent -While repairs	e performin	ıg	Occasional - repairs	- Wh	ile p	erfor	ming	,
			X	X		Frequent -To m undercarriage of oil/air/fluids har overhead	f bus, obtai	n	Occasional - undercarriage oil/air/fluids overhead	e of b	us, c	btair		'n
Handle/Grasp – bilateral			x	X	X	Constant - Mod grasp – tools, to ladder, levers, e	ol box, tire		Moderate to l	Occasional to frequent - Moderate to heavy grasp - tools, tool box, tire, ladder, levers, etc. Minimal grasp - paperwork,				
Fine Finger Manipulation			Х	X		Occasional - Bit wiring componer performing electrowiring batteric boards	ents apart, trical work	,	wiring components performing entity rewiring batte	Frequent - Bilateral hand use – wiring components apart, performing electrical work, rewiring batteries, repairing circuit boards, keyboarding, writing				
Hand Controls			х	Х	X	Frequent to con dominant hand tools with vibra buttons, etc.	– to operate	e hand	Occasional - hand – to ope	Occasional Mainly dominant hand - to operate hand tools with vibration, trigger buttons, etc.				
Repetitive Motion			x		X	Constant - To h repairs, torque t bolts/screws, pe varies with repa	o tighten/u	ntighte	en make repairs. tighten/untight	Occasional - To handle tools, make repairs, torque to tighten/untighten bolts/screws, perform job duties – varies with			ı	
Vibratory Tasks			Х		X	With tool use			Occasional -	- Wit	h too	ol use	;	
Talking				Χ		To communicat	te with co-v	worker	rs and supervisors					
Hearing				Χ		To communicate with co-workers and supervisors								
Visual: Near Acuity F	Fai	r Acı	uity							0				
	•						Color Discrimination 0 Field of Vision							
ENVIRONMENTAL CONDITIONS	FREQUENCY							ENVIRONMENTAL CONDITIONS FREQUENCY				,		
	N	S	0	F	С					N	S	0	F	С
Exposure to Weather			Х				Noise Intensity					X		
Extreme Cold			Х				Atmosp	herio	Conditions		Х			
Extreme Hot			X				Expose					Х		
Wet and / or Humidity			Х						Electricity				X	
Proximity to Moving Mechanical Parts				х			Exposu Caustic	re to	Toxic /		х			



Job Title: Lead/Fleet Maintenance Technician DOT#: 620.261-010/184.117-034

Exposure to Explosives	X			Exposure to Radiation	X		
Other							

Analyst's Comments: On site assessment completed.

Possible Employer Modifications: May consider.

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:		Presenting VRC Signature:	
Monica Schneider, CDMS	12/8/15	Monin SC	12/8/15
Vocational Consultant	 Date	Vocational Consultant	 Date