

**Department of Human Resources**

Employee Health & Safety Division
Disability Services Section
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX
www.kingcountv.gov

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Transit Power Distribution Coordinator		
Department:	Transportation	Division:	Transit
DOT Title:	Power-Distribution Engineer	DOT #:	003.167-046
SVP:	8	Requestor:	Jessica Mango
Worksite Address:	2255 4 th Ave S Seattle, WA 98134	Office Contact Name/ Phone/ Email:	Melda Hickman 206-263-1731 Melda.hickman@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 2/27/20
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

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.

JOB DUTIES:

- Prepare, review and approve all planned/unplanned and operational switching, tagging and clearance requests.
- Coordinate electrical and line crews in energizing and de – energizing of the trolley overhead system and substation equipment.
- Utilize the SCADA system to monitor power distribution loads and de –energize/re-energize AC/DC systems.
- Ensure work is conducted in accordance to applicable regulations, rules and standards.
- Coordinate the response to system emergencies during and after working hours.
- Record, compile, and maintain operational data for trolley and substation systems.
- Coordinate with Power Chiefs, Technical Assistants, and Crew personnel to provide them information, such as clearances, switching orders and design modifications of new and existing electrical equipment and systems.
- Maintain data sources and manage databases; create reports and summaries from asset and maintenance management information systems, billing and tracking invoices reimbursables.
- Ensures highest level of safety.
- Prepare and process reimbursable invoices in a timely manner.
- Evaluate, coordinate, and approve Trolley Overhead De-energization Requests.
- Coordinate electrical and line crews in the energizing and de-energizing of the trolley overhead system and substation equipment.
- Prepare and issue switching orders and clearances.
- Coordinate with Power Chiefs, Technical Assistants, and crew personnel to provide them information such as clearances, switching orders and design modifications of new and existing electrical equipment and systems.



King County Job Analysis

Job Title : Transit Power Distribution
Coordinator

Employee :

DOT # : 003.167-046

Claim # :

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Any combination of education that clearly demonstrates the ability to perform the job duties of the position. Ideally, we are looking for someone who has:

- Two (2) years of closely related experience to trolley overhead systems, substation and underground feeder systems.
- Ability to perform assigned duties in critical situations.
- Demonstrated Experience with AC systems with voltages up to 26KV and DC systems with voltages up to 750 VDC.
- Must have working knowledge of Microsoft Office (Excel, Word, and Outlook).
- Working knowledge of supervisory Control and Data Acquisition (SCADA) systems.
- Ability to read and interpret plans, schematics and diagrams in coordination with preparing switching orders.
- Knowledge of the components and functionality of power distribution, communication, electrical, and related systems.
- Knowledge of electrical, communication, and power systems maintenance requirements, techniques and methodologies.
- Knowledge of applicable national, state, and local electrical codes and requirements.
- Knowledge of the operations, policies and procedures of the Transit Division.
- Skill in providing a high level of customer service.
- Skill in problem solving.
- Skill in varied forms of statistical and operational analysis.
- Skill in handling multiple competing priorities.
- Skill in establishing effective working relationships with senior management, labor representatives, customers, and staff.
- Skill in verbal and written communication.
- Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds.
- Ability to work independently and as a team member.
- Ability to respond to emergencies or other special circumstances.
- Demonstrated proficiency with business applications, such as Microsoft Office suite.

Necessary Special Requirement:

Valid Washington State Driver's License and an acceptable driving record.

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

Telephone, computer, smart phone, scanner, copy machine, 2-way radio, camera, laptop, tablet, County vehicle, safety vest, hard hat, protective footwear, eye protection, ear protection, fire retardant clothing, etc.

Specialized software (SCADA or similar) for transfer of power, EAM or similar, MS Office, various databases, etc.



King County Job Analysis

Job Title : Transit Power Distribution
Coordinator

Employee :

DOT # : 003.167-046

Claim # :

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8-10* Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	4-5* Days Per Week
		FLSA Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Work Pattern (continued)

This is an exempt position with varying hours. The employee may have to provide emergency response coordination; this can include after hours and weekend response.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		10				Up to 10 sec./time, 2 min. total while manipulating files, document, laptop, etc.
Lifting waist–shoulder		20				Up to 10 sec./time, 2 min. total while manipulating files, document, laptop, etc.
Lifting above shoulder	X					
Carry (Distance/Surface)		10				Up to 500'/time, up to 2x/shift with a laptop and files.
Pushing/Pulling (Distance/Surface)		10				Up to 5 sec./time, 1 min. total when opening/closing doors and drawers.

Physical Demands	Frequency						Activity Description
	N	S	O	F	C		
Sitting					X*		Up to 2 hrs./time, 7 hrs. total while attending meetings, performing computer duties and driving. *The employee can alt. sitting and standing as needed on most occasions as a sit/stand workstation is present.
Standing			X				Approx. 10 min./time, 1 hr. total while conducting team meetings/presentations and conversing with coworkers. *The employee can alt. sitting and standing as needed on most occasions as a sit/stand workstation is present. Rarely observe work being performed, or equipment being utilized in the field.
Walking			X				Up to 10 min./time, 1 hr. total while traversing within the office, going to meetings and rarely working in the field.
Perform Work on Ladders	X						
Climbing		X					Up to 3 flights at a time, 6 flights total when traversing stairs.



King County Job Analysis

Job Title : Transit Power Distribution
Coordinator

Employee :

DOT # : 003.167-046

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Balancing		X				On a rare occasion, when in the field, up to 5 min./time, 20 min. total while entering/exiting a coach substation, etc. which may include dirt, gravel, surfaces, etc.
Stooping / Bending		X*				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves. *Employee can alt. with squat/kneel as preferred.
Twisting at Neck		X				Up to 5 sec./time, 1 min. total while driving.
Twisting at Waist		X				Up to 5 sec./time, 1 min. total while driving.
Squatting / Kneeling		X*				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves. *Employee can alt. with bend/stoop as preferred.
Crawling	X					
Reach waist to shoulder			X			Up to 45 min./time, 2.5 hrs. total while driving; reaching for documents, phone, office machines, etc.
Reach above shoulder		X				Up to 5 sec./time, 30 sec. total for upper shelves and overhead cabinets.
Reach below waist		X				Up to 5 sec./time, 1 min. total while utilizing low drawers and shelves.
Keyboarding					X	Up to 5 min./time, 6 hrs. total while performing computer duties.
Wrist Flexion/Extension	X					
Handle/Grasp			X			Up to 45 min./time 2 hrs. total while driving, manipulating reams of paper, files, laptop, manuals, etc.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 15 min./time, 6 hrs. total while typing, writing, manipulating documents, clicking computer mouse, etc.
Hand Controls				X		Up to 45 min./time, 4 hrs. total while driving and using a computer mouse for computer programs that require heavy mouse usage.
Foot Controls						Up to 45 min./time, 1.5 hrs. total while driving.
Repetitive Motion				X		Body Part: hands Cycles/hr: 300+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 1 hr./time, 4 hrs. total while conducting presentations/training; interacting with coworkers.
Hearing				X		Up to 1 hr./time, 4 hrs. total while conducting presentations/training; interacting with coworkers. Being around moving traffic.
Visual – Near Acuity					X	Computer monitor, documents, training materials, images, etc.
Visual – Far Acuity			X			Driving, walking around moving vehicles.
Visual – Depth Perception			X			Driving, walking around moving vehicles.
Visual – Color Discrimination					X	Databases are color coded.
Visual – Accommodation			X			Driving. Rarely performing field observation.
Visual – Field of Vision			X			Driving, walking around moving vehicles.
Exposure to Weather		X				



King County Job Analysis

Job Title : Transit Power Distribution
Coordinator

Employee :

DOT # : 003.167-046

Claim # :

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity		X				Rarely when performing field work.
Proximity to Moving Mechanical Parts		X				Rarely when performing field work.
Exposure to Explosives	X					
Atmospheric Conditions		X				Dust and exhaust fumes during field work.
Exposed Heights	X					
Exposure to Electricity		X				Rarely when performing field work, the working is around energized systems. They do not work on energized systems, they only observe/inspect.
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Quiet in the office, moderate in the field around moving vehicles.
Other:						

Analyst's Comments:

A sit/stand workstation is present, so the employee can alternate sitting and standing as needed when in the office.

Possible Employer Modifications:



King County Job Analysis

Job Title : Transit Power Distribution
Coordinator

Employee :

DOT # : 003.167-046

Claim # :

Update Comments (if applicable):

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:

Update (if applicable):

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



King County Job Analysis

Job Title : Transit Power Distribution
Coordinator

Employee :

DOT # : 003.167-046

Claim # :

MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. 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 basis 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 _____

- ☐ Attending Physician ☐ Consulting Physician ☐ Pain Program Physician
- ☐ IME Physician ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician