

JOB TITLE: Equipment Dispatcher  
EMPLOYEE:

DOT #: 913.167-014  
CLAIM #



**King County**

## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Equipment Dispatcher

**JOB CLASSIFICATION** Dispatcher

**DOT TITLE** Dispatcher, Bus and Trolley

**DOT NUMBER** 913.167-014

**DEPARTMENT** Transportation

**DIVISION** Transit, Vehicle Maintenance

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 14

### **JOB STATUS**

Full Time, Career Service.

### **ADDRESS OF WORKSITE**

640 South Massachusetts  
Seattle, WA 98104

**CONTACT'S NAME** Chuck Fuller

**CONTACT'S PHONE** 206-684-2789

**EMPLOYER JOB TITLE** Chief of Vehicle Maintenance

**DATE COMPLETED** 4/19/02

**VRC NAME** Jeff Casem

**DATE REVISED** 5/11/09

### **WORK HOURS**

All 8-hour shifts are performed within the time period from 11:00pm to 8:00pm the following day.

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### **OVERTIME**

Occasional, based upon seniority and need. Overtime may be required on snow schedule days or during special events.  
Fair Labor Standards Act, Non-Exempt (hourly).

### **JOB DESCRIPTION**

Assigns coaches to runs on a daily basis, ensuring that available equipment is utilized efficiently to meet service needs. Forecasts mileage accumulations for up to seven days in the future. Schedules, plans and balances coach inspections by forecasting mileage and assigning coaches to insure a balanced workload that matches assignment of mechanics and coach inspections.

### **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 and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

One year of experience as an Equipment Service Worker as well as the ability to read, write and understand English. Must possess a current Washington State Class B Commercial Driver's License and be familiar with maintenance technology. Ability to input and extract information from a data system using a personal computer.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Assigns coaches to routes as necessary to meet Metro's service requirements and maximize coach availability. Checks written records to make sure that all coaches leaving the base have been properly fueled and any scheduled maintenance has been completed. Assigns coaches so they remain within inspection mileage. Maintains mileage record as necessary.
2. Assigns coaches to routes on a daily basis, ensuring that available equipment is utilized efficiently to meet service needs. Forecasts mileage accumulations for up to seven days in the future. Schedules, plans and balances coach inspections by forecasting mileage and assigning coaches to insure balanced workload that matches assignment of mechanics and coach inspections.
3. Fills special route assignments with appropriate coaches, such as wheelchair accessible, APC or specially equipped coaches.

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4. Ensures coaches are available for scheduled preventative maintenance, cleaning and other repairs. Maintains updated lists as required to ensure work can be completed within a minimum disruption of service.
5. Takes a physical inventory of the base yard several times during a shift to determine equipment availability and location.
6. Provides general assistance to operators and ensures that coaches are able to leave the base on time. Such assistance might include performing minor repairs, fueling a coach, or the assignment of a new coach when necessary.
7. Coordinates the transfer of coaches at shake-up from one base to another as directed by the Chief of Base Maintenance. Additional coaches at the base may require reorganizing the layout of the bus yard to provide logical and easily accessible arrangement.
8. May be responsible for checking base fuel supplies as necessary and contacting the supplier to reorder when stocks are low.
9. Inputs and extracts data using a computer terminal.

#### **NON-ESSENTIAL FUNCTIONS**

1. Operate coach.
2. Use public address (P.A.) system.

#### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

Computer, pen, P.A., pencil, binoculars, telephone, microphone, and 2-way radio.

#### **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**

Light

#### **Standing**

Occasionally on flat cement, pavement, carpet and linoleum surfaces for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while completing inventory of busses and when conversing with co-workers. Amount varies upon the weather.

#### **Walking**

Occasionally on flat cement, pavement, carpet and linoleum surfaces for distances of up to 600 feet for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while performing yard checks and completing the inventory of the buses.

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### **Sitting**

Continuously on an office chair or bus seat for up to 2.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while assigning parking to transit operators, assigning busses to routes, talking with drivers via 2-way radio, answering telephones and completing computer work.

### **Climbing stairs**

Rare for 3-4 seconds at a time while climbing 3-4 steps for up to 30 seconds total in a work shift. Most commonly occurs while entering and exiting a bus and the dispatching shack.

### **Bending/Stooping**

Rare on flat carpeted and linoleum surfaces for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while opening and closing office drawers, adjusting the space heater, reaching for office supplies, and pulling files. Worker can alternate bending/stooping with kneeling or crouching as needed.

### **Kneeling**

Rare on flat carpeted and linoleum surfaces for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while opening and closing office drawers, adjusting the space heater, reaching for office supplies, and pulling files. Worker can alternate kneeling with bending/stooping or crouching as needed.

### **Crouching**

Rare on flat carpeted and linoleum surfaces for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while opening and closing office drawers, adjusting the space heater, reaching for office supplies, and pulling files. Worker can alternate crouching with kneeling or bending/stooping as needed.

### **Operating Controls with Feet**

Occasionally for up to 5 minutes at a time for up to 10 minutes total in a work shift while driving a coach when completing a yard map. Driving is not required but can be utilized to reduce walking when performing inventory and mapping duties.

### **Reaching above shoulder height**

Rare for 1 second at a time for up to 5 seconds total in a work shift while turning the P.A. system in the dispatching shack on and off. This is not a required task.

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**Reaching at waist to shoulder height**

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while typing, using the computer mouse, writing on a clipboard during yard checks, and driving a coach.

**Reaching at knee to waist height**

Rare on flat carpeted and linoleum surfaces for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while opening and closing office drawers, adjusting the space heater, reaching for office supplies, and pulling files. Worker can alternate reaching at knee to waist height with bending/stooping, kneeling or crouching as needed.

**Reaching at floor to knee height**

Rare on flat carpeted and linoleum surfaces for up to 10 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while opening and closing office drawers, adjusting the space heater, reaching for office supplies, and pulling files. Worker can alternate reaching at floor to knee height with bending/stooping, kneeling or crouching as needed.

**Lifting 1-10 pounds**

Rare for up to 3 seconds at a time for up to 6 seconds total in a work shift. Most commonly occurs with weights of 5-7 pounds while picking up a ream of paper (legal or standard).

**Carrying 1-10- pounds**

Occasionally for distances of up to 600 feet for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 1-2 pounds while carrying a clipboard when performing yard checks and inventory duties. Occasionally the employee may carry a 5-7 pound ream of paper (legal or standard) for up to 600 feet out to the dispatch shack.

**Pushing and Pulling**

Rare for up to 3 seconds at a time with a force of up to 10 pounds for up to 2 minutes total in a work shift while opening and closing office drawers and doors.

**Handling**

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while holding a clipboard during yard checks and inventory as well as when using the computer mouse.

**Operating Controls with Hands**

Frequently for up to 5 minutes at a time for up to 3.5 hours total in a work shift while using the computer mouse, using the 2-way radio, and driving a coach.

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**Fingering**

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while typing, clicking the computer mouse, and writing down information as busses enter the yard.

**Talking**

Frequently for up to 2 minutes at a time with for up to 4 hours total in a work shift while directing coaches, trouble shooting with transit operators, and answering the telephone.

**Hearing**

Frequently for up to 2 minutes at a time with for up to 4 hours total in a work shift while directing coaches, trouble shooting with transit operators, and answering the telephone.

**Near acuity—clarity of vision at 20 inches or less**

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while using a computer as well as performing paperwork and inventory duties.

**Far acuity—clarity of vision at 20 feet or more**

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while mapping busses, performing inventory, recording bus numbers (sometimes while using binoculars) as well as watching for buses in the yard for safety reasons.

**Depth perception—three dimensional vision**

Occasionally for up to 5 minutes at a time for up to 10 minutes total in a work shift while driving a coach when completing a yard map. Driving is not required but can be utilized to reduce walking when performing inventory and mapping duties.

**Color vision—ability to identify and distinguish colors**

This activity is not required in this position but is required to obtain a Washington State Class B Commercial Driver's License.

**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**

Occasionally for up to 5 minutes at a time for up to 10 minutes total in a work shift while watching for moving vehicles when performing yard checks.

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

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while watching for busses for safety reasons when walking in the yard.

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**TEMPERAMENTS**

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

**ENVIRONMENTAL FACTORS**

Work is performed in an office and bus yard setting with exposure to diesel exhaust fumes and moving busses. The employee works in an office setting and in a dispatching booth in the bus yard. The noise level is quiet to moderately loud.

**Workers are exposed to**

Outside weather: Occasionally  
Fumes: Occasionally  
Odors: Frequently  
Dusts: Occasionally  
Vibration: Rare

**POTENTIAL MODIFICATIONS TO JOB**

Eliminate driving if needed.  
Utilize driving coaches to reduce walking if needed.

\_\_\_\_\_  
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