



**Disability Services  
Safety and Claims Management**  
Department of Executive Services  
Human Resources Division  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
(206) 296-0514 FAX

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Transit Risk Project Manager		
Department:	Transportation	Division:	Transit
DOT Title:	Safety Inspector	DOT #:	168.167-078
SVP:	7	Requestor:	Jeff Casem
Worksite Address:	901 5 <sup>th</sup> Ave Seattle, 98164	Office Contact Name/ Phone/ Email:	Grantley Martelly (206) 477-8598 Grantley.Martelly @kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS	Analysis Date:	7/11/19
Update Analyst:		Update Date:	

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

Under supervision of the Transit Managing Director of Safety and Security, the Transit Risk Program Manager will develop and oversee the risk management program for King County Metro Transit. This is a key position within the General Manager's Office. This position will manage Metro Transit's risk management program, provide leadership to Metro Transit on risk avoidance and control; serve as expert advisor on risk management issues; represent the Transit Division to other King County departments and agencies; and oversee the complex operations of the risk management program across the entire Transit Division. This position will work closely with the King County Office of Risk Management.

King County Metro Transit

### 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.
1. Responsible for the cost-effective protection of the Transit Division's assets, resources and personnel through identification and management of the agency's exposure to loss.
  2. Plan, develop, implement and oversee risk management goals/activities and manage risk issues that affect the Transit Division.
  3. Establish an agency-wide structure of programs in which risks are understood and managed by section managers and provide managers with the tools and training to manage risk.
  4. Develop short and long-term strategies for effective risk management.
  5. Review accident/incident experience data and assess the need for safety related services within the Transit Division.
  6. Review and determine all casualty and property risks of loss to which the agency's assets are or may become exposed, and analyze such risks to determine how they can be eliminated, controlled, or minimized. Analyze available information to determine opportunities for continual improvement to reduce exposure.
  7. Review workers compensation claims and identify injury prevention strategies.
  8. Conduct risk management reviews by meeting with employees and their supervisory staff, and reviewing operations.
  9. Maintain data to facilitate fact-based decision-making.



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10. Make recommendations for compliance with best practices and/or state and federal regulations.
11. Establish strong client relationships with the recipients for risk management program services.
12. Coordinate with the King County Office of Risk Management on claims, enterprise risk management, and liability and property loss control programs.
13. Coordinate and cooperate with the King County Prosecuting Attorney's Office when necessary.
14. Write detailed reports and action plans.
15. Perform other duties as assigned.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Bachelor's degree in Finance, Business, Public Administration or related field, or equivalent combination of education and experience, and three to five years of work experience in the development and implementation of a risk management program.

Additional requirements and skills include:

- Demonstrated knowledge of risk management principles of loss control; legal aspects of risk management, and claims administration.
- Ability to effectively coordinate risk management efforts for a large organization.
- Demonstrated ability to evaluate effectiveness of new and existing programs and to develop appropriate performance measures to evaluate effectiveness of programs.
- Demonstrated ability to conduct research on industry trends and risk-related reduction techniques and apply information learned.
- Demonstrated ability to evaluate procedures and incidents of risk to determine hazard risk exposures and risk reduction or control techniques.
- Demonstrated ability to diplomatically identify and resolve problems within an organization and among the organization's subdivisions; with supervisors, peers, and the general public; demonstrated ability to think creatively and work with these groups on a team approach to solve problems which cross work group boundaries.
- Demonstrated knowledge of applicable local, state and federal laws and regulations • Demonstrated skill in evaluating facts and circumstances in an incident.
- Demonstrated skill in handling a number of projects or, multiple tasks simultaneously and working under pressure and meeting deadlines.
- Demonstrated skill in policy development and interpretation
- Demonstrated skill in written and oral communications, interviewing, negotiating, conflict resolution, and public speaking.
- Demonstrated ability to effectively use standard office environment computer hardware and software, including word processing, database, presentation and spreadsheet applications.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Valid Washington State driver's license or ability to obtain a Washington State driver's license within 30 days of hire, and an acceptable driver's record

### **DESIRABLE QUALIFICATIONS:**

- Public sector experience and/or experience in the transit (or transportation) industry in operations, safety, fleet management/maintenance, or training.
- Desired certifications include Certified Risk Manager (CRM), Associate in Risk Management (ARM) and/or Associate in Loss Control Management (ALCM).



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

Computers, pen/pencil, stamps, telephone, printer, copy machine, shredder, cart, electronic documents, scanner, staples, staple remover, documents and binders. Various databases, Microsoft Office.

## PHYSICAL REQUIREMENTS

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

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		1-10				Up to 1 min/time, 15 min. total while manipulating binders, stack of documents, laptop, safety and training equipment, investigation equipment, etc.
<b>Lifting</b> waist–shoulder		1-10				Up to 1 min/time, 15 min. total while manipulating binders, stack of documents, laptop, safety and training equipment, investigation equipment, etc.
<b>Lifting</b> above shoulder		1-5				Up to 5 sec./time, 2 min. total while placing/removing binders and supplies on upper shelves.
<b>Carry</b> (Distance/Surface)		1-10	1-10			Up to 150'/time, up to 1 hr./time, 3 hrs. total while carrying safety and training equipment, clipboard, and/or a camera while performing training, accident investigations and facility walkthroughs.
<b>Pushing/Pulling</b> (Distance/Surface)		1-20				Up to 5 sec./time, 2 min. total while opening and closing drawers and doors; evidence items and destruction box 2-3x/week; cart with evidence 2-3x/month.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 7.5 hrs. total while performing computer duties, completing paperwork, attending meetings and driving a County vehicle. Driving County vehicles is limited to traffic conditions when traversing from one area of the county to another (15 minutes to 2 hours). *Can alternate sit/stand (while in the office) as needed as a sit/stand workstation is present.



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	N	S	O	F	C	
Standing				X*		Up to 20 min./time, 4 hrs. total, which may include uneven or flat ground, concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass and wet or frozen ground; while performing facility walkthroughs four times a year and accident investigations. *Can alternate sit/stand (while in the office) as needed as a sit/stand workstation is present. Cashiering and Information desks have stools.
Walking				X		Up to 20 min./time, 4 hrs. total, which may include uneven or flat ground, concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass and wet or frozen ground; while performing facility walkthroughs four times a year and accident investigations.
Perform Work on Ladders		X				Up to 15' or on steep inclines for up to 10 sec./time, 1 min. total while performing facility and park & ride walkthroughs and accident investigations. Approximately 1-2 instances of climbing annually.
Climbing		X				Up to 15' or on steep inclines for up to 10 sec./time, 1 min. total while performing facility and park & ride walkthroughs and accident investigations. Approximately 1-2 instances of climbing annually.
Balancing			X			Up to 1 hr./ time, 2 hrs. total while performing accident investigations, facility and park & ride walkthroughs which includes walking and standing while looking at various aspects of an accident or facility; occurs approximately 4-6 times per month.
Stooping / Bending		X*				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, boxes, shelves and printer; performing accident investigations, and inspecting low areas of facilities. *Can alt. with squat/kneel as needed.
Twisting at Neck		X				Up to 30 sec./time, 5 min. total while performing accident investigations, and inspecting low areas of facilities.
Twisting at Waist		X				Up to 30 sec./time, 5 min. total while performing accident investigations, and inspecting low areas of facilities.
Squatting / Kneeling		X*				Up to 30 sec./time, 5 min. total while reaching for lower office drawers, boxes, shelves and printer; performing accident investigations, and inspecting low areas of facilities. *Can alt. with bend/stoop as needed.
Crawling		X*				Up to 5 min./time, 15 min. total while traversing small duct-ways/air shafts within the bus tunnel during inspections or drills. *This activity occurs approximately three times annually.
Reach waist to shoulder			X			Up to 1 hr./time, 2 hr. total while driving, performing accident investigations, performing inspections, removing files from file cabinet, etc.
Reach above shoulder		X				Up to 5 sec./time, 30 sec. total while obtaining training materials that may be stored above shoulder height or during an accident investigation.



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	N	S	O	F	C	
Reach below waist		X				Up to 1 min./time, 1 hr. total while moving training materials, placing/removing objects on shelves, drawers and cabinets, performing accident investigations and facility inspections.
Keyboarding				X		Up to 10 min./time, 4 hrs. total while instant messaging, completing reports, emailing etc.
Wrist Flexion/Extension		X				Up to 30 sec./time, 30 min./day while using safety equipment and investigative tools.
Handle/Grasp			X			Up to 10 min./time, 2 hrs./day while using safety equipment and investigative tools.
Forceful Grasp		X				
Fine Finger Manipulation				X		Up to 1 hr./time, 5 hrs. total while instant messaging, using computer mouse, performing computer duties, using a calculator, writing and manipulating documents; as well as using safety equipment and investigative tools.
Hand Controls				X		Up to 2 hrs./time, 5 hrs. total while driving a County vehicle to accident, inspection and meeting sites; operating a computer mouse.
Foot Controls				X		Up to 2 hrs./time, 5 hrs. total while driving a County vehicle to accident, inspection and meeting sites; operating a computer mouse.
Repetitive Motion		X				Body Part: hands Cycles/hr: 250+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking				X		Up to 2 hrs./time, 6 hrs. total while conversing about duties and providing directions and instructions, as well as conducting investigations and presentations.
Hearing				X		Up to 2.5 hrs./time, 7 hrs. total while conversing about duties and providing directions and instructions, as well as conducting investigations and presentations. Hearing is a safety requirement when traversing Metro facilities as there are multiple moving vehicles/equipment such as busses, trucks, cranes, etc.
Visual – Near Acuity				X		Up to 2.5 hrs./time, 7 hrs. total while performing computer tasks and reviewing documents; some of which may have small print or reduced image quality. Performing accident investigations.
Visual – Far Acuity				X		Up to 2.5 hrs./time, 7 hrs. total while performing accident investigations, facility walkthroughs and inspections. Hearing is a safety requirement when traversing Metro facilities as there are multiple moving vehicles/equipment such as busses, trucks, cranes, etc.



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	N	S	O	F	C	
Visual – Depth Perception					X	Up to 2 hrs./time, 7 hrs. total while performing accident investigations, facility walkthroughs and inspections. Hearing is a safety requirement when traversing Metro facilities as there are multiple moving vehicles/equipment such as busses, trucks, cranes, etc.
Visual – Color Discrimination			X			Performing accident investigations, facility walkthroughs and inspections.
Visual – Accommodation				X		Driving; performing accident investigations, facility walkthroughs and inspections.
Visual – Field of Vision				X		Driving; performing accident investigations, facility walkthroughs and inspections.
Exposure to Weather			X			Performing accident investigations, facility walkthroughs and inspections.
Extreme Cold		X				Performing accident investigations, facility walkthroughs and inspections.
Extreme Hot		X				Performing accident investigations, facility walkthroughs and inspections.
Wet and / or Humidity		X				Performing accident investigations, facility walkthroughs and inspections.
Proximity to Moving Mechanical Parts				X		Performing accident investigations, facility walkthroughs and inspections. Traversing Transit Bases.
Exposure to Explosives	X					
Atmospheric Conditions		X				Performing accident investigations, facility walkthroughs and inspections.
Exposed Heights		X				Performing accident investigations, facility walkthroughs and inspections.
Exposure to Electricity		X				Performing accident investigations, facility walkthroughs and inspections.
Exposure to Toxic / Caustic Chemicals		X				Performing accident investigations, facility walkthroughs and inspections.
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Approximately <u>40-90</u> decibels. The noise is caused by shop equipment and accident /inspection site ambient noise (such as traffic sirens or power tools).
Other:						



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### Analyst's Comments:

### Possible Employer Modifications:

### 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:

Kyle Pletz, VRC, CDMS

Vocational Consultant

9/18/19  
Date

### Update (if applicable):

Vocational Consultant

Date

### Employer Verification:

Name GRANTLEY MARTELLY

Aug. 6, 2019  
Date

### Employee Verification: (optional)

Name

Date



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### 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