

JOB TITLE: Equipment Services & Maintenance Specialist DOT #: 630.381-022  
EMPLOYEE: CLAIM #  
VRC: Kyle Pletz



**King County**

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

**JOB TITLE** Equipment Services and Maintenance Specialist

**JOB CLASSIFICATION** Automotive Service Attendant

**DOT TITLE** Lubrication-Equipment Servicer

**DOT NUMBER** 630.381-022

**DEPARTMENT** Transportation

**DIVISION** Fleet Administration

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 6

### **JOB STATUS**

Full Time, Career Service.

### **ADDRESS OF WORKSITE**

155 Monroe Avenue North Building G  
Renton, WA 98056-3819

**CONTACT'S NAME** Bob Toppen

**CONTACT'S PHONE** 206-296-8159

**EMPLOYER JOB TITLE** Equipment Supervisor & Fleet Services Coordinator

**DATE COMPLETED** 8/13/03

VRC NAME Kyle Pletz

**Date Revised** 5/11/09

VRC Name Jeff Casem

### **WORK HOURS**

6:00am to 2:30 pm Monday through Friday, 40 hours per week.

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### **OVERTIME**

Optional, Rare. Up to 15 hours per year. Overtime hours vary based upon business demand.

Fair Labor Standards Act, Non-Exempt (hourly).

### **JOB DESCRIPTION**

Performs preventive maintenance and tire repair on a variety of vehicles, stationary equipment or related components.

### **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**

1. Basic mathematical aptitude and knowledge in the use and care of tools and equipment. Must have basic knowledge of industrial and shop safety rule, procedures and equipment. Must have skill in the use of basic hand and air tools. Must have basic knowledge of computer operation as well as the ability to use maintenance, operations, and parts manuals to assist in preventative maintenance and repairs. Must possess a Washington State Driver's License. Commercial Driver's License (CDL) with class B endorsement.

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

2. Perform preventative maintenance and safety inspections of vehicles.
3. Clean a variety of heavy equipment and vehicles.
4. Assist journey level trade personnel in performing mechanical, electrical and hydraulic overhaul and repair work on automobiles, light and heavy trucks, mowers, trailers, backhoes, loaders, buses and other automotive, construction, road repair, maintenance and other mechanical equipment.
5. Use diagnostic equipment to evaluate vehicle emission.
6. Document maintenance, repairs and problems on work orders.
7. Assist journey level personnel in troubleshooting and evaluation repair needs, planning strategies, and parts, tools, and equipment needs.
8. Open and close work orders using computer terminals.
9. Plan and coordinate repairs with other work areas.
10. Attend specialized training classes as required.
11. Maintain inventory, receive and stock various tires.

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12. Dispose of scrap tires in accordance with policies and regulations.

13. Operates class B vehicles in order to complete maintenance and repair tasks.

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

Tires, various hand tools, oil filters, air filters, various County vehicles (both manual and automatic transmissions), lube truck, tire truck, forklift, oil, various vehicle fluids, computer, eye protection, jumper cables, hearing protection, safety vest, safety boots, back brace, knee pads, rain gear, coveralls, telephone, air tools, crane, inflation gage, tire balancing machine, tire separator, tire mounter, pen, paper, work orders and emission testing machine as well as heavy equipment such as mowers, trailers, backhoes, loaders, buses, dump truck, belt loaders and dozers.

### **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**

Heavy

### **Standing**

Occasionally on all conceivable surfaces including construction surfaces for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while mounting tires, balancing tires, retrieving tires, and performing lubrication duties.

### **Walking**

Occasionally on all conceivable surfaces including construction surfaces for distances of up to 100 feet for up to 20 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while walking between vehicles and the shop, walking between various County buildings, assisting persons in the field and unloading tires from a delivery truck.

### **Sitting**

Frequently on a stool or automobile seat for up to 2 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while driving, performing computer duties, addressing work orders, performing maintenance documentation. Driving can consist of taking a lubrication truck to Skykomish or Vashon Island.

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### **Climbing stairs**

Rare for up to 6 steps for up to 10 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs while climbing a mobile staircase to retrieve and place tires on a rack.

### **Climbing**

Occasionally on large machinery to heights of up to 5 feet for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while servicing heavy equipment as well as getting in and out of various County trucks.

### **Balancing**

Occasionally on uneven ground and heavy equipment at heights of up to 5 feet for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while servicing heavy equipment at work sites, which can include undeveloped land as well as thick vegetation.

### **Bending/Stooping**

Frequently on all conceivable surfaces for up to 5 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while servicing vehicles and heavy equipment in the field, mounting tires, emptying drain pans and installing tires.

### **Kneeling**

Occasionally on all conceivable surfaces for up to 4 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires.

### **Crouching**

Occasionally on all conceivable surfaces for up to 4 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires.

### **Crawling**

Occasionally on all conceivable surfaces for distances up to 5 feet for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires as well as inspecting the underside of heavy equipment, replacing oil filters, manipulating jack and jack stands and removing and replacing oil pan plugs.

### **Operating Controls with Feet**

Frequently for up to 2 hours at a time for up to 5 hours total in a work shift while driving various County vehicles with manual and automatic transmissions.

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**Reaching above shoulder height**

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while performing lubrication duties on vehicles that are on a lift.

**Reaching at waist to shoulder height**

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while driving various County vehicles, performing lubrication duties and working on tires and wheels.

**Reaching at knee to waist height**

Occasionally for up to 30 seconds at a time for up to 20 minutes total in a work shift while performing lubrication duties and inspecting tires.

**Reaching at floor to knee height**

Occasionally on all conceivable surfaces for up to 4 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while inspecting, replacing and repairing inner tires.

**Lifting 1-10 pounds**

Occasionally for up to 1.5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while manipulating various hand tools, filters, fluids, air tools, nozzles, small tires, lube gun and oil gun.

**Carrying 1-10- pounds**

Occasionally for distances of up to 100 feet for up to 1.5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting various hand tools, filters, fluids, air tools, nozzles, small tires, lube gun and oil gun.

**Lifting 11-20 pounds**

Occasionally for up to 1.5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 13-17 pounds while manipulating various air tools and small tires.

**Carrying 11-20 pounds**

Occasionally for distances of up to 60 feet for up to 1.5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 13-17 pounds while transporting various air tools, tool kits and small tires.

**Lifting 21-50 pounds**

Occasionally for up to 15 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 30-40 pounds while manipulating tires and rims.

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**Carrying 21-50 pounds**

Occasionally for distances of up to 10 feet for up to 20 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 30-40 pounds while loading and unloading various tires.

**Lifting 51-100 pounds**

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 50-80 pounds while manipulating tires and batteries.

**Pushing and Pulling**

Frequently for distances of up to 60 feet for up to 3 minutes at a time with a force of up to 30 pounds for up to 4 hours total in a work shift while rolling tires as well as turning wrenches and ratchets.

**Handling**

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while manipulating hand tools and automotive parts as well as driving.

**Operating Controls with Hands**

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while operating the computer mouse, power tools, air tools and heavy equipment as well as driving various County vehicles with manual and automatic transmissions.

**Fingering**

Frequently for up to 2 minutes at a time for up to 3 hours total in a work shift while using a computer and writing as well as manipulating screws, bolts, drain plugs, filters, and small hand tools.

**Feeling**

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift while touching scuffs for tire patches as well as threading lug nuts, filters and screws.

**Talking**

Frequently for up to 5 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers, customers, superiors and vendors.

**Hearing**

Frequently for up to 40 minutes at a time for up to 5 hours total in a work shift while conversing with co-workers, customers, superiors and vendors as well as when identifying potential safety hazards such as moving machinery when working out in the field.

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### **Smelling**

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while identifying leaks, equipment failure and mechanical failures.

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

Frequently for up to 5 minutes at a time for up to 5 hours total in a work shift while using a computer, reading work orders and performing lubrication duties with hand tools.

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

Continuously for up to 2 hours at a time for up to 6.5 hours total in a work shift while driving various County vehicles and identifying potential safety hazards such as moving machinery.

### **Depth perception—three dimensional vision**

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while driving various County vehicles and identifying potential safety hazards such as moving machinery.

### **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**

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while driving various County vehicles and identifying potential safety hazards such as moving machinery.

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

Rare for up to 12 hours at a time for up to 12 hours total in a work shift while performing an emergency 12 hour night shift during inclement weather such as snow and ice.

### **TEMPERAMENTS**

Directing, controlling, or planning activities of others: Rare

Performing repetitive or short-cycle work: Continuously

Influencing people in their opinions, attitudes, and judgments: Occasionally

Performing a variety of duties: Continuously

Expressing personal feelings: Rare

Working alone or apart in physical isolation from others: Continuously

Working effectively under stress: Occasionally

Attaining precise set limits, tolerances, and standards: Continuously

Working under specific instructions: Frequently

Working with others: Frequently

Making judgments and decisions: Frequently

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**ENVIRONMENTAL FACTORS**

Work is performed in various settings that range from an automotive shop to undeveloped land. The worker may have to respond to roadside assistance calls, which could expose them to moving vehicles, inclement weather and unpredictable situations. Tasks are performed 90-95% inside, frequently low noise and occasionally higher noises with an average of 77.9 dB

**Workers are exposed to**

Outside weather: Frequently

Extreme cold: Occasionally

Extreme heat: Occasionally

Wet: Frequently

Humidity/dampness: Occasionally

Fumes: Occasionally

Odors: Occasionally

Dusts: Frequently

Mists: Occasionally

Gases: Occasionally

Poor ventilation: Rare

Moving mechanical parts: Frequently

Vibration: Frequently

Working in high, exposed places: Frequently

Toxic or caustic chemicals: Rare

**POTENTIAL MODIFICATIONS TO JOB**

Use lift equipment to reduce the lifting of tires.

Use a cart to reduce carrying.

\_\_\_\_\_  
Signature & title of evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of contact

\_\_\_\_\_  
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