

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Maintenance Service Center Worker

DEPARTMENT: \_\_\_\_\_

WORK SCHEDULE: 40/week

**JOB DESCRIPTION:** This position is located in the Rail Section of the Transit Division. The Rail Section will be responsible for providing rail service on a 15.5 mile double track system from downtown Seattle to the Sea-Tac Airport and on the 1.3 mile track of the South Lake Union Street Car system. The responsibilities of this position include maintaining inventory, issuing and receiving parts, purchasing, maintaining stock levels, opening and closing work orders and conducting warranty administration functions. Incumbents may track the scheduling of maintenance activities for vehicles, equipment and related items.

**WORK ENVIRONMENT:** Shop

**ESSENTIAL FUNCTIONS:** Issue materials, supplies and equipment; sort and stock items in designated areas. Verify items received for description, requisition number, order dates and quantity and records receipt; verify receipts against work orders for vehicles or system equipment awaiting parts. Operate material handling equipment, including forklifts. Conduct and record physical inventory of stock items on a regular basis; issue tools and store tools upon return; ship parts and equipment to vendors. Operate vehicle to pick up and deliver materials, supplies and equipment orders. Enter all transactions and related data into a computer information tracking system ensuring all maintenance and warranty information is complete and entered properly. Track preventive and scheduled maintenance activities using the Maintenance Management Information System (MMIS) or other tracking systems. Assist Chiefs in gathering and maintaining information required to establish a schedule of maintenance activities for vehicles, equipment, and related items. Assist in compiling and analyzing maintenance histories of vehicles and equipment and evaluate recurring failures, and assist in determining life cycle trends of parts, materials, supplies and equipment. Perform other related duties as assigned.

### Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Fumes
- Dusts
- Radiation
- Noise Level 60 DBL
- Other \_\_\_\_\_
- Gasses
- Odors
- Mists
- Explosives

### Special Requirements:

- CDL
- Respirator use

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PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	15 min – 6 hours	Reaching knee-waist	0 – 6 hours
Walking <input checked="" type="checkbox"/> uneven terrain	1 hour – 4 hours	Reaching floor-knee	0 – 3 hours
Sitting	0 – 7 hours	Lifting/Carrying 1-10#	2 – 4 hours
Climbing stairs	0 – 1 hour	Lifting/Carrying 11-20#	2 – 4 hours
Climbing ladder/scaffolding	0 – 2 hours	Lifting/Carrying 21-50#	0 – 30 minutes
Balancing	0	Lifting/Carrying 51-100#	0
Bending/Stooping	0 – 4 hours	Lifting/Carrying 100+#	0
Kneeling	0 – 2 hours	Handling	2 – 6 hours
Crouching	0 – 2 hours	Hand Controls	0 – 6 hours
Crawling	0 – 15 minutes	Fingering <input checked="" type="checkbox"/> keyboarding	0 – 7 hours
Foot controls	0 – 4 hours	Vision to assure safety of others	0 – 4 hours
Reaching above shoulders	0 – 2 hours	Hearing to assure safety of others	0 – 4 hours
Reaching waist-shoulder	0 – 4 hours	Other	

I have reviewed the following Job Analysis for the above-named candidate.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date