Return to Work- Fleet Maintenance Technician, & Lead

who was absent due to a medical condition for **more than 3 working days**

Job Title: Lead/Fleet Maintenance Technician DOT#: 620.261-010/184.117-034

JOB ANALYSIS - FLEET MAINTENANCE TECHNICIAN, & LEAD

Job Title:	Fleet Maintenance Technician, & Lead
DOT Title:	Automobile Mechanic/Manager, Auto Services
DOT:	620.261-010/184.117-034
GOE:	05.05.09/11.11.03
SVP:	7/8 (2-4 years/4-10 years)
Industry:	Automotive Services/Any
Analyst:	Monica Schneider, CDMS
Date:	4/20/12 (updated 12/8/15)

Source:
Human Resources
Whatcom Transportation Authority
4011 Bakerview Spur
Bellingham, WA 98226
LeaveAdmin@ridewta.com
360-788-9320

JOB SUMMARY:

- **Fleet Maintenance Technician:** Responsible for skilled mechanical maintenance tasks, servicing and repairs of diesel and gasoline powered transit vehicles. Assists in coordination with outside contractors, prepares work orders and records and provides input to data history files.
- **Lead:** Performs all Fleet Mechanic Technician duties and is also responsible for overseeing and directing work of Technicians, inspecting the work to ensure that repairs are completed to the appropriate quality and standards.

Employee Section:

Employee Name: _____ Date: _____

Classification: ☐ Fleet Maintenance Technician **OR** ☐ Lead Fleet Maintenance Technician

Physician Section:

This is a Safety Sensitive Position

Is this employee taking medication that could interfere with their ability to safely perform their job?

- ☐ **Yes –** please complete a prescription or over the counter medication form.
- ☐ **No**.

This employee is:

- ☐ Released for the job with no restrictions on (date): _____
- ☐ Released with the following restrictions*: _____ _____ **AND** is fully released on (date): _____
- ☐ Is **NOT** released for work and will be reassessed on (date): _____

***Please note that restrictions will require review from Human Resources and may delay the employee's return to work.**

Physician comments: _____

_____

_____

_____ _____ _____

Physician's Name Signature Date

☐ **Employee: Call your supervisor the day BEFORE your return date or earlier**. Advise of your pending return and whether it is a full release or one with restrictions. If any restrictions, or a workers' compensation situation, additional review by Human Resources will be required. Give your supervisor this return to work note on your first day back.

☐ **Supervisor:** Confirm return to work date and that no restrictions apply. Route original form to HR. **Supervisor initial and date:** _____

☐ **Human Resources:** Review and file. **HR initial and date:** _____

Essential Functions:

Fleet Maintenance Technician:

Performs diagnostic testing, maintenance repairs and servicing of heavy-duty transit coaches, specialized transportation vehicles, passenger van pool and staff and support vehicles. Operates vehicle within the parking area, shop, and to any bus route location within Whatcom County. Performs estimates on the time required for repairs. Prepares work orders, prioritizes required repairs, updates vehicle maintenance records and coordinates repairs with outside vendors. Inspects, adjusts and performs troubleshooting and diagnostic testing and repairs on vehicles sub-systems including electrical-mechanical, electrical-hydraulic and electrical-pneumatic actuated components used in heavy-duty vehicle applications. Uses hand tools and pneumatic tools and powered shop equipment, welding equipment and other metal shop equipment to repair, fortify and reinforce metal structures inside and outside the vehicle. Responsible for 100% accountability of assigned tools and equipment. Provides emergency roadside services, minor repairs, and assists in vehicle recovery. Interacts with members of the public, contractors and vendors and provides technical assistance. Works as a team member, may participate in Hazmat spill response teams, inspection teams, or spill clean-up teams. May participate in the training of other mechanics and assign and direct work of other mechanics. Performs other related duties as assigned.

Lead Fleet Mechanic Technician Additional Duties:

Perform all Fleet Mechanic Technician duties. Oversees the work of technicians, monitors productivity and conducts quality control inspections. Ensures work being performed is in adherence to established WTA standards, local, state and federal laws and regulations. Coordinate with the dispatchers and/or Supervisors to maintain the required service revenue requirements. Schedule and prioritize work assignments to ensure sufficient number of vehicles available for the next day's launch. Prepare detailed reports that include the activities of both day and swing shifts. Receives operator defect reports, prepares written or typed work orders and assigns work to Fleet Maintenance Technicians. Ensures that paperwork is properly closed out upon completion of work, or the work order status is clearly indicated. Coordinate emergency roadside services. Tracks recurring equipment malfunctions, and recommends corrective action. Participates in the capital replacement program by performing acceptance inspections, make-ready, and make sale and warranty administration. Provide technical assistance in the preparation of vehicle specifications. Active member of the Hazardous response team. Knows how to read and understand Material Safety Data Sheets (MSDS) and related Hazardous Communication guidelines. Responsible for 100% accountability of assigned tools and equipment.

QUALIFICATIONS (applicable to both positions):

Knowledge, Skills, and Abilities:

- Methods, materials, tools and standard shop practices related to the maintenance and repair of heavy-duty transit vehicles and equipment.
- Quality control, customer service and interpersonal skills as they relate to working with team members, equipment operators and contracted vendors.
- Safe working habits, equipment repair shop safety, tool use and lifting equipment safety and vehicle operation safety. Hazardous material/hazardous waste handling and disposal regulations. MSDS and hazardous communications.

Education and Experience:

- Three years' experience working as a fleet mechanic in an automotive, medium- to heavy-duty truck or transit equipment maintenance facility ***required***. Two years of diesel engine troubleshooting, preventive maintenance and repair ***required.*** NOTE: This experience may be substituted year-for-year with vocational or technical training.
- A high school diploma or equivalent is ***required***. Post high school vocational or technical training is ***preferred***.
- Prior training and/or experience in maintenance supervision, administration or fleet customer service is ***required***.
- Prior experience troubleshooting and repairing electromechanical, electrical-hydraulic and electrical-pneumatic systems is ***required***.
- Prior experience in using computers and software is ***preferred***.

License or Certificate:

- Must have CDL class A or B within 90 days of hire, with passenger and air-brake endorsement.

- Must pass Physical exam to obtain CDL license.

Additional Lead only qualifications/licenses/certificates:

- Heavy-duty vehicle systems operation, maintenance and troubleshooting.
- ASE Certification in automotive, truck or transit bus *preferred.*

Mental Requirements: Work situations that involve use of vehicle service, repair and parts manuals. Work within deadlines, conceptualize work, use all equipment and communicate effectively both orally and in writing. Work with co-workers at all levels of the organization and affiliates. Utilize computer to keep records.

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

Hand tools, heavy duty pneumatic impact tools, specialized heavy duty tools, and powered equipment, lifting and supporting equipment, ladders, step stools, heavy duty powered machinery, and specialized test equipment, drill presses, lathes, grinders, vehicle lifting equipment, forklift and welding and cutting equipment.

PHYSICAL REQUIREMENTS		
Frequency Scale	**Strength**	**Work Pattern**
N = Never	☐ Sedentary	☒ **Full-time**
S = Seldom (1-10 %, up to 48 min)	☐ Light	☐ **Part-time**
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	☐ Medium	☐ **Seasonal**
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	☒ Heavy	
C = Constant (67-100%, more than 5 hr 35 min)	☐ Very Heavy	

Fleet Maintenance Mechanic Work Schedule: Full time - work on rotating schedule Sunday through Monday:

- 5:00 am to 1:30 pm (AM shift) No AM shift on Saturday or Sunday
- 8:00 am to 4:30 pm (Day shift)
- 4:00 pm to 12:30 am (Swing shift)

Lead Fleet Maintenance Mechanic Work Schedule: Full time – work on rotating schedule Monday through Friday:

- 8:00 am to 4:30 pm (Day shift)
- 4:00 pm to 12:30 am (Swing lead)

PHYSICAL DEMANDS		**FREQUENCY**					**ACTIVITY DESCRIPTION**	
	% Time	**N**	**S**	**O**	**F**	**C**	**Fleet Mechanic**	**Lead (difference is bolded)**
Sitting	**10-25**			X			Occasional - Driving/moving vehicle for repair, driving forklift (vibration)	Occasional - At desk completing work orders, driving/moving vehicle/forklift
Standing	**67-75** alternates				**X**	X	Constant – on concrete floor in bay - At desk completing work orders, driving/moving vehicle/forklift	**Frequent** - Perform inspections, monitor work, perform repairs as necessary
Walking	**40-55**				X		Frequent - Throughout bay/garage to obtain tools, repair buses, length of bay up to 270 feet. May walk to bus outdoors up to 400 feet.	Frequent - 70% of time is on shop floor supervising technicians – see fleet maintenance technician demands/alternates with stand

							ACTIVITY DESCRIPTION	
JOB DEMAND	**FREQUENCY & WEIGHT**						**Fleet Mechanic**	**Lead (difference is bolded)**
Lifting floor – waist	**N**	**S**	**O**	**F**	**C**		Bilateral arm use - 75 lbs. drum, axle, to move onto lifting device. 50 lbs. auto size tires, rim, snow tires One or two arm use - 30 lbs. Brake shoes, tires/rim, impact gun, mufflers, suspension parts, sting boxes	**Seldom -** 50 to 75 lbs. drum, axle, to move onto lifting device, and may assist with removal of auto size tires, rim, snow tires **Occasional** - 30 lbs. Brake shoes, tires/rim, impact gun
	lbs.	75 lbs. **50 to 75 lbs**	50 lbs. **30 lbs.**	30 lbs.	lbs.			
Lifting waist–shoulder	**N**	**S**	**O**	**F**	**C**		Bilateral arm use - 75 lbs. drum, axle, to move onto lifting device. 50 lbs. auto size tires, rim, snow tires One or two arm use - 30 lbs. Brake shoes, tires/rim, impact gun, mufflers, suspension parts, sting boxes	**Seldom -** 50 to 75 lbs. drum, axle, to move onto lifting device, and may assist with removal of auto size tires, rim, snow tires **Occasional -** 30 lbs. Brake shoes, tires/rim, impact gun
	lbs.	75 lbs. **50 to 75 lbs**	50 lbs. **30 lbs.**	30 lbs.	lbs.			

Lifting above shoulder	**N**	**S**	**O**	**F**	**C**	Bilateral arm use - Brake shoes, tires/rim, impact gun 30 lbs.	**Occasional -** Brake shoes, tires/rim, impact gun 30 lbs.
	lbs.	lbs.	30 lbs. **30 lbs.**	30 lbs.	lbs.		
Carry (Dist.)	**N**	**S**	**O**	**F**	**C**	Move auto size tire from cart to floor – up to 75 lbs. for 10 feet.	**Occasional -** Up to 15 lbs. – tools, equipment – throughout garage/bay area
	lbs.	75 lbs.	**15 lbs.**	15 lbs.	15 lbs.		
Pushing/ Pulling lbs. of force	**N**	**S**	**O**	**F**	**C**	Frequent - Moderate to heavy force required – to move tool box (weight 300+lbs) on wheels – requires 40 lbs. of force to push/pull around bay area on concrete flooring – to utilize pneumatic tools hanging from ceiling, to use heavy torque as required to remove or repair engines, to use wheel dolly to move tires, maneuver 300+ items from vehicle to dolly/lift device	**Seldom to occasional** – Moderate to heavy force– see Fleet Mechanic
	lbs.	**40 lbs. of force**	**40 lbs. of force**	40 lbs. of force	lbs.		

JOB DEMAND	**FREQUENCY**					**ACTIVITY DESCRIPTION**	
	N	**S**	**O**	**F**	**C**	**Fleet Mechanic**	**Lead (difference is bolded)**
Climbing		**X**	X **X**	X		Occasional to frequent - 3-5 steps inside bus/3 or 9 step ladder	**Occasional** – 3-5 steps inside bus to inspect work **Seldom** – 3 or 9 step ladder
Balancing		**X**	X			Occasional- 3 step ladder or 9 step ladder	**Seldom** – while on ladder to work on or inspect work on bus
Stooping / Bending		**X**	**X**	X	X	Frequent to constant - To bend/lean over bus areas to reach engine compartment at back of bus to perform repairs. To operate bus hoist at ground level. Mainly bending neck back while working under bus to perform repairs – Max clearance for working under bus is 75 inches. Bending neck forward to complete repairs at lower levels	**Seldom to occasional** - To bend/lean over bus areas to reach engine compartment at back of bus to perform repairs. To operate bus hoist at ground level. Mainly bending neck back while working under bus to perform repairs – Max clearance for working under bus is 75 inches. Bending neck forward to complete repairs at lower levels
Twisting		**X**	X	X		Occasional to frequent - To reach into tight/awkward spaces to reach repair area of bus – varies on tasks	**Seldom** - To reach into tight/awkward spaces to reach repair area of bus – varies on tasks
Squatting / Kneeling		**X**	X			Occasional - One or both knees – to perform repairs at ground or lower levels May need to lay on back and reach up to perform repairs on van dashboard	**Seldom** – to operate bus hoist at ground level – One or both knees to perform repairs at ground or lower levels

Crawling		X				Seldom - May need to crawl to reach repair area of bus placing weight on arms/legs or both legs and one arm while other arm used to perform repairs	Seldom - May need to crawl to reach repair area of bus placing weight on arms/legs or both legs and one arm while other arm used to perform repairs
Foot Controls		**X**		X		Frequent - Use of one foot to operate equipment, transmission jack. Both feet- operate vehicles	**Seldom** - Use of one foot to operate equipment, transmission jack. Both feet -operate vehicles
Reaching Forward All reach is bilateral			**X**	X		Frequent - Obtain tire, perform repairs at ground level	**Occasional -** Obtain tire, perform repairs at ground level
(Level) Below Waist			**X**	X		Frequent -While performing repairs	**Occasional** – While performing repairs
Above Shoulder			**X**	X		Frequent -To make repairs on undercarriage of bus, obtain oil/air/fluids hanging from overhead	**Occasional** - To make repairs on undercarriage of bus, obtain oil/air/fluids hanging from overhead
Handle/Grasp – bilateral			**X**	**X**	X	Constant - Moderate to heavy grasp – tools, tool box, tire, ladder, levers, etc.	**Occasional to frequent** - Moderate to heavy grasp – tools, tool box, tire, ladder, levers, etc. Minimal grasp – paperwork, orders, telephone
Fine Finger Manipulation			X	**X**		Occasional - Bilateral hand use – wiring components apart, performing electrical work, rewiring batteries, repairing circuit boards	**Frequent** - Bilateral hand use – wiring components apart, performing electrical work, rewiring batteries, repairing circuit boards, keyboarding, writing
Hand Controls			**X**	X	X	Frequent to constant - Mainly dominant hand – to operate hand tools with vibration, trigger buttons, etc.	**Occasional** - - Mainly dominant hand – to operate hand tools with vibration, trigger buttons, etc.
Repetitive Motion			**X**		X	Constant - To handle tools, make repairs, torque to tighten/untighten bolts/screws, perform job duties – varies with repair job	**Occasional -** To handle tools, make repairs, torque to tighten/untighten bolts/screws, perform job duties – varies with repair job
Vibratory Tasks			**X**		X	With tool use	**Occasional** – With tool use
Talking				X		To communicate with co-workers and supervisors	
Hearing				X		To communicate with co-workers and supervisors	

Visual:	Near Acuity	**F**	Far Acuity		Depth Perception	F	Accommodation	O
					Color Discrimination	0	Field of Vision	

ENVIRONMENTAL CONDITIONS	**FREQUENCY**						**ENVIRONMENTAL CONDITIONS**	**FREQUENCY**				
	N	**S**	**O**	**F**	**C**			**N**	**S**	**O**	**F**	**C**
Exposure to Weather			**X**				**Noise Intensity**				**X**	
Extreme Cold			**X**				**Atmospheric Conditions**		**X**			
Extreme Hot			**X**				**Exposed Heights**			**X**		
Wet and / or Humidity			**X**				**Exposure to Electricity**				**X**	
Proximity to Moving Mechanical Parts				**X**			**Exposure to Toxic / Caustic Chemicals**		**X**			

Exposure to Explosives	**X**						**Exposure to Radiation**	**X**				
Other												

Analyst's Comments: On site assessment completed.

Possible Employer Modifications: May consider.

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:		**Presenting VRC Signature:**	
Monica Schneider, CDMS	12/8/15		12/8/15
Vocational Consultant	Date	Vocational Consultant	Date