



Class Summary

The responsibilities of this classification include conducting feasibility studies and performing analytical tasks including failure analysis that contribute to the safety, reliability and efficiency of operations of the Maintenance Section within the Transit Division of the King County Department of Transportation. This is a Safety Sensitive Position as defined by the Federal Transit Administration.

Distinguishing Characteristics

This is a single level classification. Incumbents in this classification employ mechanical and analytical expertise to conduct research, develop feasibility studies, organize and/or administer new programs and special projects and assist in carrying out various phases of comprehensive projects. Incumbents may be assigned to work in any one of a variety of technical areas.

The Transit Maintenance Analyst classification is distinguished from the Project/Program Manager series in that project and program duties are only one aspect of the Transit Maintenance Analyst's job. When performing project/program work, incumbents are generally responsible for sub projects but do not develop and manage projects from inception through implementation. Incumbents of the Project/Program Manager series independently manage complex programs or lead a project work team and/or projects on a continuous basis.

Examples of Duties (May vary by position)

1. Conduct feasibility studies; gather and analyze project data; prepare analyses, plans, policies, budgets, or projects.
2. Provide reports to management on the ongoing status of assigned projects.
3. Compile performance indicators and project workload information for the budget. Analyze budget impact of new projects.
4. Study alternative solutions, determine efficient and cost effective repair approaches and recommend actions to management.
5. Develop and maintain access database applications to manage employee data (e.g. track employee certification expiration dates; apprentice program progress; customize database for management viewing at their worksites).
6. Consult with Original Equipment Manufacturers (OEM) to develop standard operating procedures; develop training and certification programs in compliance with federal, state and local laws and regulations.
7. Plan, organize and teach classes for maintenance personnel on safe, efficient maintenance practices of various systems, sub-systems and components of transit vehicles including major component overhaul practices.
8. Develop and conduct maintenance department new employee orientation.
9. Supervise the Mechanic Apprentice program; develop, revise and implement hiring procedures; develop and administer written and skill tests for applicants; recommend candidates for hire; monitor and document apprentices' attendance and progression through the program.
10. Conduct needs assessments and analysis of safety, technical proficiency and productivity issues.

11. Write and/or disseminate information through maintenance service and parts bulletins, service alerts and/or training when procedures or materials are modified.
12. Develop layouts, drawings and installation procedures for designing parts and/or equipment modifications; conduct quality control and production analysis of on-site bus building and project work; convene supervisory staff to develop changes to improve quality and production standards.
13. Advise management of types and causes of equipment/component failure including unsafe conditions and recommend corrective actions.
14. Plan, coordinate and expedite repairs, retro-fits and modifications to revenue vehicles. Maintain Master Vehicle Configuration documentation of all retro-fits and modifications performed on the revenue fleet.
15. Apply journey-level knowledge of theory, operation and repair of major systems and sub-systems of heavy-duty diesel and electric powered transit vehicles and electrified rail vehicles.
16. Conduct Quality Assurance inspections, recommend changes to improve quality and production standards and prepare action plans addressing correction of issues found during inspections.
17. Oversee safety program for assigned work groups, conduct inspections of work sites; develop and conduct safety training; oversee hazardous waste materials handling program as assigned; ensure compliance with established laws and agency regulations; participate in inspections of facilities/equipment for external regulatory agencies; prepare responses as required.
18. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

Knowledge of principles, practices, methods and techniques of management

Knowledge of research theory and procedures

Knowledge of system theory, operations, troubleshooting, maintenance and repair of all types and sizes of gasoline and diesel engines, accessories and associated systems

Skill in writing technical reports and delivering oral presentations; skill in communicating clearly and effectively, both verbally and in writing

Skill in interpreting and enforcing federal, state and local laws and County ordinances, rules, etc.

Skill in preparing and managing budgets and schedules

Skill in defining problem areas and evaluating, recommending and implementing alternative solutions to complex issues and problems, including engineering/architectural problems

Skill in establishing cooperative relations with staff, contractors, technical committees, community organizations, representatives of federal, state, regional and city agencies and in working with a variety of individuals from diverse backgrounds

Licensing/Certification Requirements

Obtain and maintain a Class A, Commercial Driver's License with passenger endorsement, with no air brake restrictions.

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

FLSA Designation**Exempt****Levels within same series**

None

Class History

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