



King County

Metro Transit Division

Department of Transportation

Vehicle Maintenance

11911 E Marginal Way South

Seattle, WA 98168

PLEASE POST

April 18, 2011

To: All Full-Time Journey-Level Vehicle Maintenance Employees
From: George Stites, Supervisor of Training/Fleet Engineering
Subject: **Request for Letters of Interest for a Special Duty Assignment – Transit Maintenance Analyst**

I am seeking letters of interest from Vehicle Maintenance employees interested in a special duty assignment. This assignment will be backfilling for a Transit Maintenance Analyst career service employee on the On Board Systems (OBS) project. This special duty assignment is expected to remain in effect for eighteen months, and shall be approved in six month increments. An eligibility list may be created.

DUTIES AND RESPONSIBILITIES:

Instruct Transit trades and craft workers on safe work procedures and the maintenance of all Metro vehicles. Work with vendors correcting technical problems on the buses. Write technical service bulletins describing repair procedures for a mixed fleet of vehicles. Assist with the OBS installation project in support of Transit. Duties include:

- Basic mechanical installation of wiring and software support components.
- Monitor part supply for OBS installation.
- Train OBS team members on installation procedures.
- Train base personnel on OBS troubleshooting procedures.
- Conduct final commissioning of OBS system.
- Perform other related duties as assigned.

QUALIFICATIONS:

Journey-level mechanic experience at Metro and possession of a Washington State Class A Commercial Drivers License (CDL) and a DOT Medical Certification are required.

DESIRABLE QUALIFICATIONS:

The most competitive candidates will have experience:

- working in a team environment,
- lead and or relief lead experience,
- technical writing and record keeping skills,
- training experience,
- repairing and maintaining coaches and other Transit vehicles,
- and have strong computer skills in a variety of programs, (i.e. M5, Word, and Excel, etc.)

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NECESSARY SPECIAL REQUIREMENTS:

The job requires the ability to adjust your work schedule to meet the needs of varied work assignments. Strong electrical background and troubleshooting ability is also required.

If you are interested in this assignment, please submit a **letter of interest to George Stites, preferably by email at: george.stites@kingcounty.gov or by mail at: M.S. SAT-TR-0100, 4:00 p.m. on May 2, 2011.** In your letter, please state how your experience and skills meet the qualifications and job responsibilities listed above; what you can bring to this position; and why this position would be consistent with your career interests. The most competitive candidates will be those who demonstrate good work performance, good attendance, commitment and an ability to successfully contribute to the project.