**Class Summary**

Bus Assembly Inspectors serve as King County’s representative at the bus manufacturer’s plant during the assembly of all buses and are responsible for monitoring the contractor’s assembly processes and quality assurance program.

**Distinguishing Characteristics**

Bus Assembly Inspector is a single-level classification. Bus Assembly Inspectors are distinguished from Transit Maintenance Analysts in that they create and maintain training curricula and guides for new vehicles procured by the Metro Transit Department (MTD) and incumbents within the Transit Maintenance Analyst classification are responsible for analyzing bus failure data and creating reports and presentations. Incumbents are distinguished from Transit Mechanics in that they diagnose and perform repair on buses, trolleys, and heavy motorized mechanical equipment and incumbents within the Bus Assembly Inspector classification are responsible for performing bus inspections, not repair.

**Examples of Duties**

1. Ensure each bus is manufactured in accordance with all MTD contract requirements and specifications, including all Federal Transit Administration and other federal requirements.
2. Conduct inspection and approve vehicles for delivery at bus manufacturer’s plant and at King County facilities.
3. Identify design problems and inform Fleet Procurement Contract Administration of compliance issues found during the pre-production, production, and assembly phases of vehicles.
4. Serve on the Bus Procurement Team including review bus specifications and evaluate vehicle demonstrations and proposals.
5. Lead and/or participate in meetings regarding production, engineering, and related topics with bus manufacturer’s officials.
6. Create reports and make presentations to management as requested.
7. Perform other related tasks as required.

**Knowledge/Skills**

Knowledge of Federal, State, and local regulations and standards regarding vehicle production

Knowledge of vehicle production and assembly techniques and methods

Knowledge of in-plant inspection in a bus manufacturing plant environment

Knowledge of contract administration, project management, quality control, vehicle production, and assembly

Knowledge of quality assurance and quality control principles and techniques in a manufacturing environment

Knowledge of transit vehicle maintenance

Skill in operating transit buses of various lengths to conduct road testing of new buses

Skill in verbal and written communication

Skill in negotiating and facilitation

Skill in comprehending, analyzing, and interpreting technical information

Skill in working under pressure and meeting deadlines

Skill in taking initiative to identify improved and/or more-effective design strategies

Skill in developing, analyzing, and implementing procedures

Ability to understand vehicle component configurations

Ability to read, comprehend, and interpret vehicle procurement contracts, technical specifications, and engineering drawings

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite and Skype

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License

Commercial Driver License with appropriate endorsements

Must pass a post-offer, pre-employment physical examination

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

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

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| **FLSA Designation** | Exempt - Administrative |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Bus Assembly Inspector |
| **Class History** | Created - 1/2020 |
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