**Class Summary**

The responsibilities of this classification include assigning, coordinating, and inspecting the work of Transit Electronic Technicians, in addition to performing the installation, diagnosis, repair, and testing of electronic systems in transit vehicles, transit auxiliary equipment, and trolley propulsion systems.

**Distinguishing Characteristics**

This is the second of a two-level Electronic Technician classification series. It is distinguished from the Transit Radio & Communications Specialist in that incumbents within the Transit Electronic Technician – Lead classification oversee and assign work performed on transit coach electronic systems and communication systems. The Transit Radio & Communications Specialist – Lead provides lead direction and performs work diagnosing, troubleshooting, and performing repairs on electronic equipment within transit facilities.

**Examples of Duties**

*In addition to performing the full range of responsibilities of the Transit Electronic Technician classification, an incumbent in this classification performs the following:*

1. Assign work to Transit Electronic Technicians, Transit Electronic Communication Technicians and other personnel in accordance with work orders, preventive maintenance schedules, and operating requirements; control and monitor work flow.
2. Provide technical assistance to Transit Electronic Technicians and Transit Electronic Communication Technicians in diagnosing, troubleshooting, maintaining, and repairing electrical and electronic systems and components; inspect work to ensure quality and that it meets electrical and electronic standards.
3. Ensure all test and shop equipment is maintained appropriately and is in proper operating condition; maintain security of electronic test equipment, tools and related items.
4. Advise Transit Electronic Technicians of current service bulletins and advisories as well as equipment modifications and enhancements.
5. Maintain records of completed calibrations, preventive maintenance, repairs, time worked and materials used; enter and extract data used for analysis and reporting out.
6. Provide feedback to higher-level staff on employee and teamwork performance as well as any behavioral and attendance issues.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of electric and electronic systems and components used in mass transit vehicles and facilities

Knowledge of current repair theory and principles of electronic and electrical circuitry

Knowledge of solid-state circuitry and the applicable diagnostic and repair techniques and procedures

Knowledge of analog and digital control systems

Knowledge of workload planning and scheduling

Knowledge of applicable service standards, operating policies, and regulations

Skill in the operation of the tools and equipment used in diagnosing, troubleshooting, maintaining, and repairing electrical and electronic systems and components

Skill in the interpretation and application of schematics, wiring diagrams, technical manuals, and similar materials

Skill in verbal and written communication

Skill in handling multiple competing priorities

Skill in problem solving

Ability to work varying shifts on weekdays, nights, weekends, and holidays

Ability to work independently and as a team member

Skill in working with a variety of individuals from diverse backgrounds

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License

Commercial Driver License with appropriate endorsements as required

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

|  |  |
| --- | --- |
| **FLSA Designation** | Non-exempt |
| **Service Status** | Career Service |
| **EEO Code** | 7 |
| **Levels within same series** | Transit Electronic Technician  Transit Electronic Technician – Lead |
| **Class History** | 10/2010 – Updated description; changed title to Electronic Technician  8/2019 – Updated duties and responsibilities |