**Class Summary**

The responsibilities of this classification include facilitating de-activation requests of routine and emergency maintenance and repair of the trolley overhead and electrical systems by coordinating the load dispatching of AC and DC systems. Duties include monitoring the power distribution system through Supervisory Control and Data Acquisition (SCADA), responding to and resolving emergent operating and maintenance problems and critical incidents; ensuring compliance with operating policies and procedures as well as applicable local, state, and federal rules and regulatory requirements.

**Distinguishing Characteristics**

This is a single-level classification. Incumbents within this classification are distinguished from Transit Chiefs in that incumbents within the Transit Chief classification are directly responsible for the daily supervison of staff and administrative functions of an assigned section.

**Examples of Duties**

1. Evaluate, coordinate, and approve Trolley Overhead De-energization Requests.
2. Coordinate electrical and line crews in the energizing and de-energizing of the trolley overhead system and substation equipment.
3. Utilize the SCADA system to monitor power distribution loads and de-energize/re-energize AC/DC systems.
4. Respond to power outages during working hours.
5. Record, compile, and maintain operational data for trolley overhead and substation systems.
6. Prepare and issue switching orders and clearances.
7. Coordinate with Power Chiefs, Technical Assistants, and crew personnel to provide them information such as clearances, switching orders and design modifications of new and existing electrical equipment and systems.
8. Maintain data sources and manage databases; create reports and summaries from asset and maintenance management information systems and billing and tracking invoices for reimbursibles.
9. Prepare and process reimbursable invoices in a timely manner.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the components and functionality of power distribution, communication, electrical, and related systems

Knowledge of electrical, communication, and power systems maintenance requirements, techniques and methodologies

Knowledge of applicable national, state, and local electrical codes and requirements

Knowledge of the operations, policies and procedures of the Transit Division

Skill in providing a high level of customer service

Skill in problem solving

Skill in varied forms of statistical and operational analysis

Skill in handling multiple competing priorities

Skill in establishing effective working relationships with senior management, labor representatives, customers, and staff

Skill in verbal and written communication

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

Ability to respond to emergencies or other special circumstances

Demonstrated proficiency with business applications, such as Microsoft Office suite

**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 or the ability to travel throughout the county in a timely fashion.

Additional minimum qualifications may be established based on business needs and are specified in position announcements as appropriate.

|  |  |
| --- | --- |
| **FLSA Designation** | Nonexempt |
| **Service Status** | Career Service |
| **EEO Code** | 7 |
| **Levels within same series** | None |
| **Class History** | 11/2019 - Created |