**Class Summary**

The responsibilities of this classification include assigning, scheduling, coordinating, planning, overseeing and evaluating the work of other Rail Maintenance Service Center (MSC) Workers, in addition to performing the full range of duties associated with the MSC Worker classification.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. It is distinguished from incumbents within the Rail MSC Worker classification in that incumbents provide direction to a group of incumbents within the Rail MSC Worker classification.

**Examples of Duties**

*In addition to performing the full range of responsibilities of the Rail MSC Worker classification, incumbents may perform the following:*

1. Coordinate and monitor the work of and provide technical assistance to incumbents within the MSC Worker classification; ensuring quality and adherence to policies and procedures; recommend corrective actions to higher-level staff when necessary.
2. Determine work priorities and ensure there is sufficient staff and assign tasks to the appropriate MSC Worker.
3. Train staff in purchasing requirements, rules, regulations, policies, procedures, and warranty administration.
4. Produce all reports, data as requested or assigned by higher-level staff.
5. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of warranty agreement terms and conditions

Knowledge of and skill in the application of stocking and inventory control principles

Knowledge of common parts, materials, equipment, and supplies used in the repair of vehicles and equipment

Skill in the application of materials management and inventory control, quality assurance, and warranty control programs

Skill in verbal and written communication

Skill in reviewing, interpreting, and understanding technical reports and warranty agreements

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 maintenance management information systems (MMIS) used for parts ordering, inventory management and purchasing

**Education and Experience Requirements**

Any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work

**Licensing, Certification and Other Requirements**

Valid Washington State Drivers License

A CDL and drug test may be required for some positions

Some 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** | 8 |
| **Levels within same series** | Rail Maintenance Service Center WorkerRail Maintenance Service Center Worker – Lead |
| **Class History** | 04/2020 – Created11/2021 – Added Content |