**Class Summary**

The responsibilities of this classification are to provide daily direction to incumbents within the Transit Facilties Millwright classification and perform the primary duties of a Transit Facilities Millwright.

**Distinguishing Characteristics**

This is the second level of a two-level classification series. It is distinguished from the Transit Facilities Millwright classification in that incumbents within the Transit Facilities Millwright – Lead Classification is primarily responsible for coordinating the day to day job assignments of incumbents within the Transit Facilities Millwright classification.

**Examples of Duties**

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

1. Identify scope of work, prioritize daily work assignments, and assign work to employees; implement training when necessary.
2. Coordinate the unit’s work with other crafts and establish safe work practices.
3. Respond to trouble calls, customer complaints, equipment failures, and work requests.
4. Establish standard operating procedures and maintain records.
5. Calculate labor, material, equipment charges, permit fees, and subcontractor costs for various projects.
6. Plan, design, construct, and coordinate small construction projects.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of workload planning and scheduling

Knowledge of applicable service standards, operating policies, and regulations

Skill in verbal and written communication

Skill in providing customer service

Skill in handling multiple competing priorities

Skill in problem solving

Ability to work during adverse weather events and other emergencies

Ability to work a shifts during nights, weekends, and holidays

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

**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

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

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 8 |
| **Levels within same series** | Transit Facilities Millwright Transit Facilities Millwright- Lead |
| **Class History** | 05/2020 - Updated description; changed format; changed title: Transit Facilities Millwright - Lead  |
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