**Class Summary**

The responsibilities of this classification include coordinating and overseeing inspections of ventilation systems in Link Light Rail tunnels and stations. Incumbents serve as the program/technical lead and provide subject matter expertise in testing, support, maintenance, and repair of Supervisory Control and Data Acquisition (SCADA) integrated ventilation and fire, life, safety, and related communications systems.

**Distinguishing Characteristics**

This is a single level classification. It is distinguished from the Rail SCADA Systems Specialist – Senior classification in that incumbents within the Rail SCADA Systems Specialist – Senior are responsible for the development and enhancement of SCADA systems and supervising the work activities of assigned Rail SCADA Systems Specialists.

Incumbents within the Ventilation Systems Coordinator exercise a narrow focus of responsibility over ventilation systems within Link Light Rail tunnels and stations. Additionally, incumbents do not supervise staff.

**Examples of Duties**

1. Establish ventilation system inspection procedures with Sound Transit, coordinate and oversee testing, lead debriefs, and report impairments.
2. Document test results and findings, review for accuracy, and upload or route to appropriate contact.
3. Update and maintain test and inspection forms, checklists, and standard operating procedures.
4. Coordinate and schedule repairs with Sound Transit, King County Metro (KCM) management, and appropriate contractors.
5. Consult with engineering, warranty, safety, environmental, materials, and transportation on system impairments and deficiencies and ensure repairs are completed in accordance with applicable codes and county processes.
6. Provide ventilation and fire life safety systems expertise to committees and task forces.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the theory, operation, maintenance, and troubleshooting of fire, life and safety systems including the application of the National Fire Protection Association (NFPA) regulations and guidelines

Knowledge of necessary national, state, and local codes and means of compliance

Knowledge of SCADA and communications systems principles and techniques

Knowledge of emergency response tunnel ventilation principles

Knowledge of principles of quality assurance, including preventative maintenance

Skill in verbal and written communication

Skill in conveying technical information to non-technical users

Skill in maintaining technical documentation and configuration control

Skill in planning, scheduling, prioritizing, and organizing work groups

Ability to obtain and maintain Fire Department SC-ITM and FA-ITM Ccertifications and/or licenses required by assigned jurisdiction

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's License

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** | Non-Exempt |
| **Service Status** | Career Service  |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 2/2021 - Created |